

2018-2019

TRI-WEST HIGH SCHOOL

Student-Parent Information Handbook

Artwork front and back covers by:

It is the mission of Tri-West Hendricks High School to learn academically, physically, and socially in order to adapt to an ever-changing world and contribute to society.

Tri-West Hendricks High School will

Learn from the world,

Adapt with the world,

Contribute to the world.

North West Hendricks School Corporation is committed
to maintaining a drug free environment.

Tri-West High School Telephone Directory

(Please dial 994 plus extension)

Attendance Line - 994-4080

Activity Line - 994-4095

MAIN OFFICE

Adam Benner, Principal	4000
Kelly Simpson, Assistant Principal	4000
Stacey Begle, Dean of Students/Ass't AD.....	4000
Cheryl Dickerson, Main Office Secretary	4005
Norma Collins, School Nurse	4010
Christy Syster, Secretary/Treasurer	4007
Bob Linn, Guidance Director	4062
Brad Acton, Guidance Counselor	4061
Debby Miller, Guidance Secretary	4060

ATHLETIC OFFICE

Nathan Begle, Athletic Director	4303
Rebecca Saylor, Athletic Secretary	4090

HOMEWORK HOT LINE

Arnett, Amy - Family & Consumer Sciences	4041
Bontreger, Adam – Language Arts	4019
Bruce, Tyler – Math	4064
Castrataro, Jamie – Math	4039
Cialkowski, Christie – Special Ed	4056
Collins, Clint- Study Hall Supervisor.....	4023
Dorrell, Camille– Special Education	4031
Farmer, Rodney - Business	4052
Gill, Erin- Art	4035
Harris, Olympia – Spanish	4022
Henss, Jacob – Science.....	4014
Hewitt, Paige - Band/Music	4036

Hirsch, Michael – Computer Science	4034
Howell, Kate – Language Arts, Social Studies	4017
Huckstep, Tyler – Chemistry	4059
Kern, Tim - Math/Science	4058
Kingery, Barb - Media Center	4065
Krizka, Jaclyn - Math	4027
Marshall, Jeff – Social Studies	4053
McRoberts, Keri English.....	4054
Muchler, Daniel - Resource	4015
Mulpuri, Emily – Science/Social Studies	4012
Pemberton, Tom- 10th Grade Language Arts/Yearbook	4018
Peterman, Josh - Social Studies	4050
Rewert, Desiree - Choir/Music	4068
Terew, Marilyn – Speech/Drama	4051
Woessner, Jon – Technology Education	4038
Woods, Stephanie- Spanish	4035
Worl, Scott – P.E./Health	4043

CIVIL RIGHTS NONDISCRIMINATION STATEMENT

North West Hendricks School Corporation is an equal opportunity employer and does not discriminate on the basis of age, race, color, religion, sex, disabilities, or national origin, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to:

Office of the Superintendent
 North West Hendricks School Corporation
 P.O. Box 70
 Lizton, Indiana 46149-0070
 (317) 994-4100

NWHSC Coordinators: Title I – Mike Springer, Title II – Dave Hobaugh, Title IX – Mike Springer, 504 Compliance Officer – Bob Linn

SCHOOL DISTINCTIONS AND TRADITIONS

Tri-West High School has been granted FULL ACCREDITATION through the fall of 2004 in recognition and acknowledgment of satisfactory compliance with the prescribed standards of the Indiana State Board of Education.

School Yearbook - REFLECTIONS
 Mascot - BRUINS
 School Colors- Navy Blue and Vegas Gold

Tri-West High School
 7883 North State Road 39
 Lizton, Indiana 46149-0010
 Principal's Office: (317) 994-4000
 (Fax) (317) 994-5106

A copy of the Student-Parent Handbook is given to every student in grades 9-12.
THIS MUST BE SIGNED AND WILL REMAIN IN THE STUDENT HANDBOOK
Yes! I have read and understand the purpose of the student handbook.

Parent' Signature:

Child's Name:

Bruin Time Teacher:

Room Number

North West Hendricks Schools Core Values

Teamwork
Accountability
K-12 Alignment
High Expectations
Continuous Improvement
Data driven teaching and learning
Valuing employees, students, and partners

VISION

At Tri-West High School, we are driven by our vision to have the most sought after graduates by colleges, universities, the military, apprenticeships, and the work force!

TWHS graduates will be prepared and successful in their chosen path.

In order to make our vision a reality, we need the help and participation of all stakeholders in our student's education.

SCHOOL SONG

(Tune of Notre Dame Fight Song)
Cheer! Cheer! For our Tri-West High.
Shouting as one we echo our cry.
Send a volley cheer on high.
Shake down the thunder from the sky.
What though the odds be great or small.
Our Tri-West High will win over all!
While our loyal sons are marching onward to victory!

Repeat verse

B-B-BRU-I-I-INS
B-R-U-I-N-S
BRUINS BRUINS BRUINS

TRI-WEST HIGH SCHOOL

7883 North State Road 39
Lizton, Indiana 46149-0010

Phone (317) 994-4000 (Fax) (317) 994-5106

<http://www.hendricks.k12.in.us/hs/support/index.htm>

Superintendent: Mike Springer

Assistant Superintendent: Dave Hobaugh

Board of Education:

President, Connie Bowman
Jim Diagostino, Member
Craig Peoples, Member

Brad Williams, Member
Cindy Griffith, Member

High School Administration:

Principal: Adam Benner

Treasurer: Christy Syster

Assistant Principal: Kelly Simpson

Office Secretary: Cheryl Dickerson

Dean of Students: Stacey Begle

Athletic Director: Nathan Begle

Athletic Secretary: Rebecca Saylor

Guidance Director: Bob Linn

Guidance Secretary: Debby Miller

Guidance Counselor: Brad Acton

School Nurse: Norma Collins

Tri-West High School 2018-19 SCHOOL CALENDAR

July 23 & 24

New Teacher Orientation Days

July 25

TWMS/TWHS Registration 9:00-1:00 pm and 2:00-7:00 pm

July 25

Primary/Elementary Registration from 1:00—8:00 pm

July 30 & 31

Staff Development

Aug. 1

Student Classes Begin

Sept. 3

Labor Day - NO SCHOOL

Oct. 5

End of 1st Nine Weeks (47 Days)

Oct. 15-19

Fall Break - NO SCHOOL

Nov. 21-23

Thanksgiving - NO SCHOOL

Dec. 20

End of 2nd Nine Weeks (46 Days)

Dec. 21, 2018 thru Jan. 4, 2019

Christmas Break - NO SCHOOL

Jan. 7

Teachers' Record Day

Jan. 8

First Day of 2nd Semester

*Jan. 21

M.L. King Jr. Day—NO SCHOOL

Feb. 15

Winter Break – NO SCHOOL

Feb. 18

President's Day-No SCHOOL

March 15

End of 3rd Nine Weeks (41 Days)

March 29 – April 5

Spring Break - NO SCHOOL

April 29

Snow Make-up Day – NO SCHOOL

May 22

End of 4th Nine Weeks (46 Days)

May 23

No School - Teacher Records Day

May 25

GRADUATION DAY - 11:00 A.M.

NOTE: Jan. 21, April 29, May 23 & May 24 are make-up days. **Parents are asked to allow a few extra days before scheduling vacations. No final examinations may be taken early as noted in another section of this handbook.** High School Student Hours are 8:15 a.m.-3:20 p.m.

I. GENERAL INFORMATION FOR ALL STUDENTS

GRADES 9-12:

Transfer Students. The Board of School Trustees recognizes that a parent, guardian, or custodian of a child must be a legal resident of the North West Hendricks School Corporation in order for the child to attend its schools. The Board recognizes it has the authority to accept transfer students and it is the intent of the Board that all applicable laws in regard to student transfers shall be strictly enforced. A transfer student is one whose legal settlement is not within the boundaries of the North West Hendricks School Corporation.

School District Employee Requests. Requests for student transfer made by a school employee for his or her own child(ren) will be accepted at any time during the school year provided:

1. the student's parent is a current employee of the corporation;
2. the student's parent resides in Indiana; and
3. the school corporation has the capacity to accept the student.

Non-School District Employee Requests. Requests by parents, guardians, or custodians of Indiana students who do not reside in the North West Hendricks School Corporation, but who wish to enroll their child in the school corporation, will be considered for enrollment under the following conditions:

1. A student requesting transfer shall complete an online form that is submitted electronically. Transfer requests may be submitted annually within an established window that will be posted on the school corporation's website. If there is an enrollment capacity limit for specific grade levels, transfer request may only be approved at the board meeting following the end of the established window. If no enrollment limits exist, applications may be approved at any board meeting throughout the established window. Student transfer requests, including those for district employees, must be submitted annually, even for returning transfer students.

2. The parent, guardian, custodian, or student agrees to provide his/her own transportation to and from the school. If available, transfer students may be assigned to a specific bus route. All such bus routes shall have bus stops located within the NWHSC boundaries.

3. The enrollment capacity for each grade level in each building as determined annually by the Board of School Trustees will be a consideration as to whether the student transfer request will be approved or a random drawing will be necessary to determine students who will be accepted. Prior to the transfer request window, the school corporation will post on its website the grade levels for which enrollment space exists. If the number of transfer requests exceed the enrollment capacity for each grade level the Board of Trustees may only approve student transfer request through a random drawing at a public board meeting.

4. The Superintendent may deny the consideration of any student transfer request (including employee requests) based on one or more of the following criteria:

The Student has been suspended or expelled for more than 10 school days in the 12 months preceding the request for transfer.

- The Student was suspended or expelled for possessing a firearm, deadly weapon, or destructive device in the preceding 12 months.
- The Student was suspended or expelled for causing physical injury to a student, school employee, or visitor to the school.
- The Student was suspended or expelled for violating a drug or alcohol rule.
- Under no circumstances will a transfer student be accepted for athletic reasons.

5. Students transferring to this Corporation from others schools or school corporations shall be placed in those classes or to those grade levels for which their previous educational experiences appear to qualify them. The School Corporation reserves the right to change or modify such placements on the basis of later information, testing or investigation.

6. When applicable, the parents, guardians, or custodians agree to pay the transfer tuition in a timely manner as established by the Superintendent. Legal Reference: IC 20-26-11-2 IC 20-26-11-6 IC 20-26-11-3

OBJECTIVES OF TRI-WEST HIGH SCHOOL

In order that the statement of philosophy may be manifested in our educational program, we have adopted the following specific objectives for Tri-West High School.

1. To establish a comprehensive program of education with curricula flexible enough to meet student needs:
 - a. By providing students with the information, skills, and techniques essential for successful post-secondary education.
 - b. By making available learning experiences that provide students the opportunity to acquire skills and fundamentals necessary for gainful employment.
 - c. By providing students with the needed special assistance in order for them to be successful in school.
 - d. By providing every student the opportunity to perform to his/her maximum potential through regular and/or challenging supplemental programs.
2. To encourage critical and independent thinking using high order problem solving skills.
3. To develop communication skills which will enable the student to effectively interact with others.
4. To develop a sense of awareness of the rights and responsibilities of citizenship.
5. To foster the development of high moral standards.
6. To prepare the student to anticipate, evaluate, adjust, and benefit from our ever-changing society.
7. To provide a comprehensive program of extra-curricular activities to teach leadership, sportsmanship, and an appreciation for leisure-time activities.
8. To foster cooperation among and interaction with the community, school, and parents, making all aware of mutual and reciprocal benefits and responsibilities.
9. To use opportunities for creativity, originality and inventiveness.
10. To recognize one's own inherent self-worth.
11. To nurture those personal qualities that promotes self-respect.
12. To develop self-discipline.
13. To accept responsibilities for and consequences of actions.
14. To utilize appropriate behavior for given situations, recognizing that different situations require different standards of behavior.
15. To treat others with respect and accept individual and cultural differences.
16. To examine moral and ethical issuers in order to make informed choices.
17. To encourage a life-long respect for education.

NORTH WEST HENDRICKS SCHOOL CORPORATION USE OF TOBACCO ON SCHOOL PROPERTY: SMOKE FREE FACILITY

The North West Hendricks School Board believes that the use of tobacco products and electronic

cigarettes/vapor devices on school property denies students, staff, and community member's access to clean air and introduces a substantial health hazard to all individuals.

As of August 1st, 2008, in accordance with corporation policy, employees, students and visitors will not be permitted to use tobacco products of any kind or in any form while:

1. Inside a school building
2. On school property, such as athletic facilities and/or other building grounds
3. Being transported to or from a school event in a corporation vehicle

Indiana Code 35-46-1-11 "The sale of tobacco or electronic cigarettes to persons under the age of 18 is forbidden by Indiana Law".

SCHOOL DAY / BELL SCHEDULE.

*Students may enter building at 8:00am and must leave building by 4:00 pm, unless staying at request of teacher or extra-curricular activity.

Period	Start Time	End Time
1st	8:35	9:25
2nd	9:30	10:18
3rd	10:23	11:11
Bruin Time	11:11	11:27
<i>4A Lunch</i>	11:32	11:57
<i>4B Lunch</i>	12:02	12:26
<i>4C Lunch</i>	12:31	12:56
5th	1:01	1:49
6th	1:54	2:42
7th	2:47	3:35

Late Arrival Wednesday Schedule

Period 1	9:15	9:55	
Period 2	10:00	10:40	
Period 3	10:45	11:25	
Period 4	11:30	11:55	A Lunch
	12:00	12:24	B Lunch
	12:29	12:54	C Lunch
Period 5	12:59	1:47	

Period 6	1:52	2:41	
Period 7	2:46	3:35	

2 hour delay - school will begin @ 10:35 am

No Professional Development activities!

* Upon entering the building, students may not leave the school building, without following proper procedures.

II. SCHOOL Safety AND NURSING SERVICES

Section 1: EARLY AND EMERGENCY CLOSINGS

Should it be necessary to declare an early or emergency closing of school, and your parents are unable to be home at that time, your parents are requested to pre-arrange a location where you will receive temporary care. The following are situations which would determine an early or emergency closing:

Severe Winter Weather/Winter Storm

It may be necessary for the school to close upon occasion because of weather conditions. Please do not call the school or school officials if a closing seems apparent. You are requested to listen to one of the following radio or television stations for this information.

WFMS-95.5 FM	WIBC- 93.1 FM	WZPL-99.5FM
WKLK-101.9 FM	WTPI-107.9 FM	CHANNEL6 (ABC))
CHANNEL 8 (CBS)	CHANNEL 13 (NBC)	CHANNEL 59 (FOX)

Fire/Extended Fire Drill/Building Security Check

In the event of a fire or inclement weather during an extended fire drill or building security check, the building administrator will request the Superintendent to contact the director of transportation and direct those services to transport students to their homes or to a predetermined temporary shelter location.

Hazardous Material Spill

The building administrator/superintendent will contact the director of transportation to arrange for transport of the students to their homes. Parents will be notified of the evacuation through the news media. The notification will include a request to parents NOT to drive to school to pick up their children if this is not the students' usual mode of transportation.

Pesticide Use on North West Hendricks Schools Property

North West Hendricks Schools value student safety first and foremost. The following policies regarding pesticide use on school property is met to minimize the potential for exposure to students at our schools by ensuring that:

1. Pesticides are used only by a certified applicator or individual operating under the direct supervision of the certified applicator
2. Pesticides are not used when students are in the pesticide application area
3. Pesticides are stored in a locker storage area;
4. Except for immediate health threat situations, school corporations provide advance notice of pesticide applications to school parents, guardians, and staff
5. Records of pesticide applications will be kept on file for at least two years
6. Pesticides with lowest hazards to children are used whenever practical and effective.

North West Hendricks Schools will not apply pesticides during the normal instructional hours when

school is in session. Pesticides will be applied on the weekend, most generally on Sunday, except:

1. When there is a pest present that poses an immediate health threat to students
2. The application is to an area not immediately adjacent to a student occupied building and the students are kept out of that area for at least four hours or
3. The application is a rodenticide bait applied in areas that are totally inaccessible to the students.

When an application is necessary, school officials will provide (48 hours prior to application) planned pesticide application details to parents, guardians, and staff members requesting to be notified. Parents, guardians, and staff must be registered with the school to receive such notice.

****The term "pesticides" includes insecticides, herbicides (weed killers and weed killers impregnated onto fertilizer granules), fungicides, rodenticides (rat and mouse baits), etc. In fact, any product that makes a claim that it controls, repels, kills, or prevents any type of pest is a pesticide***

SECTION 2: Emergency/Disaster Plan

Goal: To demonstrate proficiency in the implementation of established emergency disaster procedure which facilitate the optimal safety, security, and well-being of North West Hendricks School Corporation.

Objective I: To identify emergency/disaster situations

- Serious accident, injury or illness (including suicide or death),
- Fire
- Natural disasters such as tornado, earthquake, flood, etc.
- Severe winter weather/winter storm
- Hazardous Material Spill (including chemical/biological threats)
- Gun, Weapon, or Bomb Threat (including nuclear)

Tornado

In the event the building is evacuated, transportation services will be called and the students transported home. Should transportation of the students to their homes be impossible or inadvisable, they will be transported to the designated temporary shelters. Parents/families will be notified by an intact telephone communication system (C-Notify) or the news media.

Tornado Warnings During Transportation of Students

1. Students may be kept at school at bus departure times if weather conditions warrant.
2. If time permits, drivers will drive to the nearest school and unload students into the building.
3. If impossible to avoid tornado, bus drivers should evacuate the bus and direct the students to lie flat, face down, with hands covering their heads, in a low area.

Objective II: To establish a line of accountability and communication for students, faculty, staff, and authorized service agency personnel. (Authorized service personnel include, but are not limited to Emergency Medical Services, Fire Departments; Local County and State Law Enforcement Agencies; County Emergency Management (Civil Defense), and County and State Boards of Health.)

Objective III: To define performance expectation of NWHSC personnel. (Superintendent and central office staff, building administrators and administrative office staff, faculty and teaching assistant staff, general aides, transportation services and staff).

Objective IV: To have in place a plan of action for identified emergency/disaster situations to facilitate the safety and security of NWHSC students, faculty, and visitors.

Objective V: To implement a process to familiarize students, faculty, and staff with procedures and actions necessary to optimize their safety, security and well-being.

Objective VI: To become proficient in the implementation of emergency/disaster procedures.

Objective VII: To establish a system to evaluate the proficiency and effectiveness of each emergency/disaster plan drill and each valid alarm/warning.

SECTION 3: Administration of Medication

When it is necessary for a child to take medication during the school day, Indiana State Code 34-4-16.5-3.5 must be followed. Both prescription and non-prescription medication must be brought to the school clinic and kept there, unless the medication is an emergency medication for an acute or chronic condition and it has been determined by the physician that it is in the best interest of the student that he/she needs to have the medication on person during the school day. Then a note from the parent giving the child consent to have the medication as well as a note from a physician stating the condition is acute or chronic and that the child may self-administer the medication will need to be on file in the clinic. This note from the parent and the physician statement will need to be updated annually.

A. Release of medication

Any release of medication from the school must abide by the following Indiana state law:

IC 20-34-3-18

Sec. 18.

- (a) This section does not apply to medication possessed by a student for self-administration under IC 20-33-8-13.
- (b) Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:
 - (1) the student's parent; or
 - (2) an individual who is;
 - (A) at least eighteen (18) years of age; and
 - (B) designated in writing by the student's parent to receive the medication.
- (c) A school corporation may send home medication that is possessed by a school for administration during school hours or at school functions with a student if the student's parent provides written permission for the student to receive the medication.

B. Administration: of Medication

Medication may be given or dispensed only by a school administrator, school nurse, health assistant, teacher, or other school employee designated by the school administrator. All administration of medicine shall be documented in writing. Any designated employee, who is responsible for administering insulin or a blood glucose test by finger prick, shall receive proper training from the school nurse, and such trainings shall be documented in writing by the school nurse and kept in the employee's file.

C. Prescription Medication:

1. The school must have written permission from doctor and parent or legal guardian. The pharmacy label can serve as permission from the doctor. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school year. (Parent note should include time schedule for administration.) If the medication is to be terminated prior to the date on the prescription, the written consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.
2. Medication must be in the original pharmacy container with the pharmacy label bearing:
 - Date
 - Student's name

- Name of medication and strength
 - Direction for administering (frequency, amount, route)
3. In NO INSTANCE may the physician's ordered medication dosage or frequency of administration for prescription medication be altered.
 4. In NO INSTANCE may the student carry inhaler(s) on him/herself without an "A Student Asthma Action Card" being on file in the clinic, signed by the parent and physician, giving permission for the student to carry the inhaler on person.

Non-Prescription Medication:

1. Must have written permission from parent, including:
 - Date
 - Student's name
 - Name of medication
 - Amount to be given
 - Frequency of administration and time schedule
 - Date to discontinue
2. Must be in original container bearing:
 - Name of medication
 - Directions for use
 - Recommended dosage
 - Manufacturer's expiration date (if appropriate)
3. Medication container must be labeled with student's name.
4. In NO INSTANCE may the manufacturer's recommended dosage or frequency for non-prescription medications be exceeded, unless a written note from the physician stating that the medication may be given, is presented with the medication.

SECTION 4: Minimum Immunization Requirements For School Entry

Indiana State Code (IC 20-34-4-1) regarding immunization requirements for school enrollment states that the school corporation must have on file an immunization history for each child. When a child enrolls in a school corporation, for the first time or any subsequent time and at any level, his/her parents must show either that he/she has been immunized or that a current religious or medical objection is on file. The law further states that **no child may remain in school beyond the date of his enrollment without the minimum required immunizations.**

SECTION 5: Minimum Immunization Requirements For students Enrolled In Grades (9-11).

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose).
- 4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday).
- 3 doses of Hepatitis B vaccine (3rd dose must be given on or after 24 weeks of age).
- 2 doses of MMR (MEASLES, mUMPS, RUBELLA)
- **varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval or written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.**
- **1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age.**

- 1 dose of meningococcal conjugate vaccine (MCV4).

MINIMUM IMMUNIZATION REQUIREMENTS FOR STUDENTS ENROLLED IN GRADE 12

- ALL REQUIREMENTS FOR GRADES 9-11 PLUS 1 BOOSTER DOSE OF MENINGOCOCCAL CONJUGATE VACCINE (MCV4) GIVEN AFTER AGE 16.

BOTH THE MINIMUM REQUIRED IMMUNIZATIONS AND THE REQUIREMENTS FOR DOCUMENTATION OF IMMUNIZATION HISTORY MUST BE MET.

Limited Activities or Participation Due to Medical Necessity or Condition

Students with medical conditions or injuries that may limit participation in one or more school related activities must present a parent note to the School Nurse or Guidance Counselor on the day(s) that activities are to be limited. If the medical condition is an ongoing or reoccurring situation, a doctor's note may be requested.

A. Enrollment

When a student presents for enrollment, he/she must provide the school corporation with proof of immunization on the day of enrollment. Minimum immunization requirements must be met.

Providing proof of immunization is the responsibility of the parent (not the enrolling school or the previous school).

B. Withdrawal

As a matter of courtesy and convenience Tri-West will provide the withdrawing student with a copy of his/her immunization history of for his/her enrollment process at a new school.

C. Illness/Injury

When a student becomes ill or injured at school, he/she is to report to the teacher (if between classes...report to the next class). The teacher will initiate a "Pass", which will serve as a hall pass. The student should report to the Administrative Office to be seen in the clinic. Except in emergencies, students must have a "Nurse Pass" to be seen in the clinic.

Assessment will be made by the school nurse (or an employee designated by the building administrator). If it is determined that the student should not be in school due to illness or injury, the school nurse or administrative office staff will call the student's parent/guardian. **IN NO INSTANCE IS THE STUDENT TO Call on a PERSONAL CELL PHONE TO MAKE ARRANGEMENTS TO LEAVE SCHOOL UNLESS PERMISSION IS GRANTED BY THE MAIN OFFICE.**

The parent/guardian is responsible for transporting the student home or for making arrangements for transportation. If the student is to be released to someone other than the parent/guardian, the school must be notified by the parent/guardian. Another student may not transport a student who is ill or injured. The school nurse may not transport ill or injured students.

If the parent/guardian cannot be reached, the persons who are listed on the enrollment/emergency card as "will assume care for my child if I cannot be reached" will be contacted in the order given (#1, first and #2, if necessary). Parent/guardian permission to release the student to anyone other than the parent/guardian must be on file or verbally obtained.

In the event the parent/guardian or the designated temporary caretakers cannot be reached the student will remain in the clinic. At the end of the school day, if attempts to contact the parent/guardian or the temporary caretaker are unsuccessful, and in the best judgment of the school nurse or the designee, the student's condition is not deemed to be serious, he/she will be transported home by the usual means.

If the student's condition appears to be or becomes such that immediate medical attention is required, emergency medical services will be requested, and their recommendations will be

followed.

North West Hendricks School Corporation does not assume financial responsibility for emergency medical services, emergency transportation, or medical services rendered.

III. Guidance Department / Academic Services

SECTION 1: GUIDANCE

Hours 8:00-3:30

Students are assigned to a licensed guidance counselor alphabetically. Counselors are available to assist students, teachers, and parents with a myriad of issues. Services provided by the guidance department include personal/group counseling to assist students with personal issues that impede academic success, school adjustment counseling, and individual yearly sessions to discuss academic and vocational plans, and scheduling. Tests, such as NWEA, PSAT, ISTEP 10, and career interest inventories, are administered, and the results are explained to each student. Cumulative records are kept for each student and include grades, test scores, health records, activities, recommendations, etc.

College counseling, including the distribution of the ACT and SAT registration forms and website information is handled by the counselors. Scholarship information is also available. Students need to frequently check the guidance bulletin board, listen to announcements, and check the TWHS Guidance Department website regarding the posting of scholarship information. Seniors will be required to sign in their college applications and/or scholarship application in the guidance office with the guidance secretary for processing. Students should allow two school days for this information to be completed and mailed. Students who wish to have their counselor or a teacher to write a letter or recommendation should give this person two school days to complete the letter. All information, including the letters of recommendation, is to be submitted at the same time in order for the application to be processed in a timely manner. Students who do not follow this policy risk that their applications may be delayed.

Students who desire a conference with their counselor should sign in at the guidance office with the guidance secretary. Students should then return to class and not wait in the guidance office unless instructed otherwise. Students will be called out of class by their counselor as soon as possible to discuss their issue.

SECTION 2: STUDENT RECORDS and Transcripts

Student records are governed and controlled with adopted policy to comply with the provisions of the "Family Educational Rights and Privacy Act of 1974" (20 U.S.C. 1232g) and the regulations adopted by the US Department of Education.

Transcript requests are handled by the Guidance Office. The FERPA Law affords parents and students over 18 years of age certain rights with respect to the student's educational records.

Seniors and parents may sign a permission slip at the beginning of the fall semester that gives permission for transcripts and records to be released after graduation. Once the consent form is on file, transcripts will be forwarded to requesting colleges and universities or scholarship programs.

A former student must provide written permission (via mail, fax, or in person) for each transcript record released.

SECTION 3: Grading, Academic Awards, Rankings And Classification

A. GRADE PERIODS

Grading periods at Tri-West Hendricks High School are nine weeks in length. **ALL STUDENTS WILL RECEIVE A MID-TERM PROGRESS REPORT AT 4 AND 1/2 WEEKS.** . Parents are encouraged to monitor their child's academic progress via the Tri-West High School Harmony Student Services Program. In addition, parents are encouraged to be in contact with their child's teachers and inquire about their child's progress throughout the nine

weeks grading period. At the end of each nine weeks grading period teachers are required to assess each student's progress with a percentage earned based on 100%. **Dates that the report cards are emailed home are listed on the next page.**

B. PROGRESS REPORTS

Progress reports will be given to all students during the middle of each grading period. Progress reports will be distributed on the following dates: **September 7, 2018, November 16, 2018, February 8, 2019, and April 19, 2019**

C. REPORT CARDS

Report Card will be distributed following the end of each grading period. Report cards will be emailed home for grading periods 1, 2, 3, and 4 according to the following dates: **October 5, 2018, January 9, 2019, March 20, 2019, and May 30, 2019**

SECTION 4: GRADING SCALE

Grades and/or semester averages will be based on the following:

A+	100	(4.0)	C+	78-79	(2.33)
A	93-99	(4.0)	C	73-77	(2.00)
A-	90-92	(3.67)	C-	70-72	(1.67)
B+	88-89	(3.33)	D+	68-69	(1.33)
B	83-87	(3.0)	D	63-67	(1.0)
B-	80-82	(2.67)	D-	60-62	(.67)

Each nine weeks grading period will count as 40% and the final exam will count as 20% in determining a student's semester average. Letter grades will be given for final semester grades.

SECTION 5: FINAL EXAMINATIONS

Final examinations are considered an important part of each course. Final examinations represent 20% of the final grade. Requests to the school to give students final tests early for jobs, vacation, and other reasons are unfair when weighed against the priorities of students' attendance at school and the important business of finishing the grading period. The school calendar is published early to help parents and students schedule around final test time.

Final examinations are given at the time and on the date scheduled. The exceptions will be approved by the administration and only in unusual circumstances.

SECTION 6: WEIGHTED courses

All TWHS Advanced Placement and Dual Credit courses will be weighted with a value of .5 added to the semester grade points earned and applied to the student's grade point average (GPA) calculation. (Example; A= 4.5, B=3.5, C=2.5, D= 1.5) All Honors courses will be weighted with a value of .25 added; examples similar to above, except with a value of .25. In addition, any student that successfully completes a dual credit course, but does not earn the dual credits, will receive a value of .25 added. **Beginning with the Class of 2018, Advanced Placement Classes will be weighted with an additional +.50; all Dual Credit Classes will be weighted with an additional +.25; all Honors Classes will be weighted with an additional +.10.**

SECTION 7: CLASS RANK

Class rank is determined at the end of every semester of high school from the grade point average of all full credit courses. (The cumulative total number of semester courses is divided into the cumulative total points to arrive at GPA). In calculating class rank for the top 15 of the class, the cumulative number of semester courses must be equal as to not create an unfair advantage for a student completing a fewer number of courses. The grade point average (GPA) advantage, created by completing a weighted course and a study hall in the same semester, will be determined and factored out when determining senior class rankings. Senior class rankings will be determined to the nearest 0.01 GPA

For the purposes of college admissions and scholarships, GPA may be rounded to the tenths.

A. VALEDICTORIAN—SALUTATORIAN

Students of Tri-West High School will be considered for positions of valedictorian and salutatorian on the basis of GPA after eight semesters of study. In order to be Valedictorian or Salutatorian, a student must have earned an Honors Diploma. In addition, students must have been enrolled in Tri-West High School for at least two full semesters.

A salutatorian will not be named when there is more than one valedictorian.

Valedictorians will be all students ranked number one in their class including ties.

B. Policy for Early Graduation and GPA Related Academic Honors

All freshman beginning with the Class of 2018 will be required to declare their intention to move into the cohort one grade level above by Sept. 1st of their first year at Tri-West High School. Any freshman who chooses to move up a cohort before this date will be counted as a member of that cohort for purposes of valedictorian and salutatorian selection, class rank calculations, senior choice award ceremonies, and any other GPA related honor for the rest of their time at Tri-West High School.

A student can still decide after Sept. 1st of their freshman year, or in the years that follow, to graduate with an earlier cohort. However, if this intent was not declared before Sept. 1st of their freshman year, the student will not be eligible for GPA related awards and honors (ex. Valedictorian, salutatorian, etc. senior choice) with their new cohort. Similarly, if a student declares their intent to graduate with an earlier cohort by Sept. 1st of their freshman year at Tri-West High School, they may reverse their decision in the years that follow and return to their original cohort. However, the student will not be eligible for GAP related awards and honors (ex. Valedictorian, salutatorian, senior choice, etc.) upon returning to their original cohort.

If a student makes no declaration of intent to move up a cohort by Sept. 1st of their first year at Tri-West High School, they will remain a part of their original cohort for the remainder of their time for the purposes of GPA related awards and honors from the examples previously given.

Any student that enrolls at Tri-West High School after Sept. 1st of their 1st year of high school will not have the option of moving up a cohort for the purposes of GPA related awards. They will remain in their original cohort for the remainder of their time at Tri-West High School.

C. NATIONAL HONOR SOCIETY

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. The purpose of this organization is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and develop character in the students of secondary schools.

Membership is an honor bestowed upon a select group of students by the faculty. Students who are members of the Junior or Senior Classes are eligible for membership.

Selection to the National Honor Society at Tri-West High School is based upon the following criteria:

1. Must have been a student at Tri-West for at least one semester.
2. Shall have met the minimum accumulative grade point average in academic subjects. Students who maintain the required GPA will be considered for membership in the NHS after their third and fifth semesters (Sophomore and Junior years) and shall retain or "remain at" a required scholastic level.
3. Eligibility shall be considered on the basis of a candidate's service, leadership and character as judged by faculty council.
4. Membership is considered conditional until graduation and will be reviewed at the end of each semester by the faculty sponsor.

D. HONOR ROLL

The Honor Roll is computed at the end of each grading period. Distinguished Honor Roll consists of students earning all "A's". Regular Honor Roll consists of students earning all "A's" and "B's". All grades are counted in computing Honor Roll.

SECTION 8: HIGH SCHOOL STUDENT CLASSIFICATION

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

To be classified as a SOPHOMORE a student must have accumulated at least eight (8) credits toward graduation.

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

To be classified as a SENIOR a student must have accumulated at least twenty-eight (28) credits toward graduation.

SECTION 9: GRADUATION REQUIREMENTS FOR ALL STUDENTS:

Graduates must complete a minimum of 43 credits of high school work to graduate regardless of diploma earned.

GENERAL DIPLOMA

English (8 Credits)

Eng. 9, Eng. 10, Eng. 11, and Eng. 12

Social Studies (4 Credits)

US History, Government, and Economics

Science (4 Credits)

Biology and Integrated Chem./Phys.

Mathematics (4 Credits)

Must complete Algebra I. Other 2 credits may be gained from Geometry. Four credits must be completed at the high school level. A student who enters high school in the 2012-2013 school year or a subsequent school year must earn two (2) mathematics or mathematical reasoning credits during the student's junior or senior year.

Physical Education (2 credits)

Health and Wellness (1 credit)

Careers (1 Credit)

Interpersonal Relations (1 Credit)

Computer Applications or Principles of Engineering (1 Credit)

Introduction to Engineering and Design (2 credits – in lieu of IPR and Careers)

Additional Electives (17 credits)

TOTAL CREDITS REQUIRED: 43

CORE 40 DIPLOMA

High School students should complete Core 40 to ensure they meet course requirements for full admission to Indiana four year colleges/universities.

English (8 Credits)

Same as General Diploma (see above)

Social Studies (6 Credits)

World History or World Geography (2 semesters), U.S. History, Government, and Economics.

Mathematics (6 Credits)

Algebra, Geometry, and Algebra II. A student who enters high school in the 2012-2013 school year or a subsequent school year must earn six (6) mathematics credits after entering high school. Mathematics credits earned prior to entering grade 9 may meet specific course requirements but may not count towards the six (6) requisite mathematics credits for graduation. A student who enters high school in the 2012-2013 school year or a subsequent school year must be enrolled in a mathematics or mathematical reasoning course each year the student is enrolled in high school.

Science (6 Credits)

Biology, Integrated Chem./Phys., and two additional science credits

Physical Education (2 Credits)

Health and Wellness (1 credit)

Computer Applications or Principles of Engineering (1 credit)

Interpersonal Relationships (1 credit)

Introduction to Engineering and Design (2 credits – in lieu of IPR and Careers)

Careers (1 Credit)

Directed Electives (10 Credits) Any combination of World Languages, Fine Arts, and Career/Technical courses

Foreign Language is not required – however it is highly recommended that students take at least 4 credits

TOTAL CREDITS REQUIRED: 43

Core 40 with “ACADEMIC HONORS” DIPLOMA

To be eligible for an academic honors diploma, which is a step beyond Core 40, a student must complete a minimum of forty-eight (48) high school credits. The following areas and courses are required:

English (8 Credits)

Eng. 9, Eng. 10, Eng. 11, and Eng. 12

(English 9 can be taken in 8th grade for high school credit).

Social Studies (6 Credits)

Same as Core 40

Mathematics (8 Credits)

Algebra, Geometry, Algebra II, Pre-Calculus, or Calculus-AP (Algebra can be taken in 8th grade for high school credit). A student who enters high school in the 2012-2013 school year or a subsequent school year must earn at least six (6) of the requisite eight (8) mathematics credits after entering high school. Mathematics credits earned prior to entering grade 9 may meet specific course requirements but may not count for more than two (2) of the eight (8) requisite mathematics credits for graduation. A student who enters high school in the 2012-13 school year or a subsequent school year must be enrolled in a mathematics or mathematical reasoning course each year the student is enrolled in high school and complete one of the following:

- I. Four (4) credits in two (2) or more courses designated as advanced placement and the corresponding College Board Advanced Placement tests.
- II. Dual high school and college credit courses resulting in six (6) transcripted college credits.
- III. Two (2) of following requirements:
 - (A) A minimum of three (3) transcripted college credits.
 - (B) Two (2) credits in a course or courses designated as advanced placement and the corresponding College Board Advanced Placement test or tests.

- (C) Two (2) credits in an IB standard level course and corresponding exams.
- IV. The SAT test with a composite score of 1750 or higher and a minimum score of 530 on each section.
- V. The ACT test with a composite score of 26 or higher and completion of the written section.
- VI. Four (4) credits in courses designated as international baccalaureate courses and complete corresponding international baccalaureate exams.

Science (6 Credits)

Same as Core 40. (Biology can be taken in 8th grade for high school credit).

Foreign Language (6-8 Credits)

Fine Arts (2 Credits)

One year of any combination of Adv. Chorus, Concert Band, Applied Music, Art, or Theater Arts.

Physical Education (2 Credits)

Health and Wellness (1 credit)

Computer Applications or Principles of Engineering (1 credit)

Interpersonal Relationships (1 credit)

Introduction to Engineering and Design (2 credits – in lieu of IPR and Careers)

Careers (1 Credit)

Flex Credits (6 credits)

*(Current Issues can be taken in 8th grade for high school credit).

CORE 40 DIPLOMA “with technical honors”

1. Complete all Core 40 requirements as stated above
2. Earn a grade of “C” in courses that count toward the Core 40 Diploma
3. Have an overall GPA of 3.0 by graduation
4. Complete a career-technical program resulting in 8-10 credits
5. Earn a state-recognized certification or certificate of technical achievement in the career-technical program
6. A student who enters high school in the 2012-2013 school year or a subsequent school year must do the following:
 - I. Earn a minimum of six (6) credits in the college and career preparation courses designated in a state-approved college and career pathway and earn one (1) of the following:
 - (A) Pathway designated industry-based certification or credential.
 - (B) Pathway designated dual high school and college credit courses resulting in six (6) transcribed college credits.
 - II. Complete one (1) of the following:
 - (A) Any of the options listed for the Core 40 with academic honors diploma.
 - (B) Earn the following minimum scores on WorkKeys:
 - (i) Reading for information, Level 6.
 - (ii) Applied mathematics, Level 6.
 - (iii) Locating information, Level 5.
 - (C) Earn the following minimum score on Accuplacer:
 - (i) Writing, 80.
 - (ii) Reading, 90.
 - (iii) Math, 75.

(D) Earn the following minimum score on Compass:

- (i) Algebra, 66.
- (ii) Writing, 70.
- (iii) Reading, 80.

SECTION 10: GRADUATION

NO HIGH SCHOOL PUPIL MAY PARTICIPATE IN GRADUATION EXERCISES UNLESS, AT THE TIME OF THE EXERCISES, ALL REQUIREMENTS FOR GRADUATION HAVE BEEN MET.

All graduates are expected to fulfill the following conditions:

1. Pay for cap and gown.
2. Pay for graduation announcements and materials.
3. Attend all class meetings, practices, and rehearsals concerning graduation.
4. Wear proper attire, as chosen by the senior class sponsor to the graduation exercise.
5. Pay all charges outstanding to any school organization.
6. A senior must be in good standing with regards to attendance and discipline. Graduation is a privilege and not a right.
7. All correspondence course work must be completed and verification received in the Guidance Office one week prior to the last school day.

A. EARLY GRADUATION

Students are strongly urged to attend high school for eight consecutive semesters. It is recommended that seniors who wish to graduate in December make this request before the beginning of their senior year of high school.

A student who demonstrates proficiency in one or more courses or subject areas, under Section 15 of this handbook, may not be required to complete a minimum number of semesters to graduate or to receive an Academic Honors Diploma (Indiana Code 20-36-5-2).

SECTION 11: HOMEWORK POLICY OF NORTH WEST HENDRICKS SCHOOL CORPORATION

North West Hendricks School Corporation views homework as an out of school assignment that should contribute to the educational process of the student. It is viewed as an extension of class work and should be related to the objectives of the present curriculum studied.

Homework can be a tool to motivate students and promote learning. Homework is also viewed as one way to improve time spent in learning and to strengthen the self-discipline students need to acquire.

It is sincerely hoped that parents and teachers would be partners in the education of the student. Their cooperative efforts in assigning and monitoring homework can provide an excellent opportunity to strengthen this educational partnership.

SECTION 12: AREA VOCATIONAL SCHOOL AND COOPERATIVE PROGRAMS

The Metropolitan School District of Wayne Township shall conduct student due process procedures for students attending the Area 31 Career Center and charged with violation of policies, rules and regulations of M.S.D. Wayne Township and Area 31 Career Center.

Action taken by M.S.D. Wayne Township to suspend or expel a student shall subject the student to similar or the same action by Tri-West High School as determined by the Principal. In the event suspension or expulsion is pursued due process procedures will be followed.

A student suspended or against whom action has been taken for expulsion from Tri-West High School shall also have their actions examined by the Administration at the Area 31 Career Center.

SECTION 13: "Early Risers" – L.E.A.P. (Formerly "Gifted and Talented") Program

Two one-credit courses will be offered each academic year specifically catering to the needs of

high ability students. Programming will include an enriched and expanded curriculum utilizing technology, fieldtrips, guest speakers, hands-on projects, small group activities, as well as traditional large-group instruction. Grades will be distributed according to the TWHS grading scale, apply toward the students' grade-point average, and appear on an official school transcript. Classes will meet two days per week on alternating days for the entire school year. Therefore, students will have the option of participating in both classes if so desired.

Because the majority of L.E.A.P. students are bound by the stringent demands of programming like the Academic Honors Diploma schedule, they enjoy little flexibility when it comes to participating in elective courses. The "Early Risers" program will provide a L.E.A.P. student with scheduling freedoms and course choices they otherwise not be able to experience. Class will begin at 7:00 a.m. and conclude at 8:05 a.m. each day class meets. Within this framework, students will receive up to seventy-eight hours of instruction per one-credit class by the end of the school year.

Students who successfully complete 1 or more of these classes each year for 4 years in their high school experience will be recognized at commencement.

SECTION 14: ALTERNATIVE WAYS OF EARNING CREDITS

A. Earning Credit through On-line Classes

*With Principal, counselor, and parent approval, a student may enroll in an on-line class which is offered at Tri-West High School if they have previously failed that course, due to scheduling conflicts, at risk for graduating with their cohort, or other extenuating circumstances. A student may be allowed to be enrolled in more than one online class per semester and students are expected to finish the course within the semester in which they have enrolled in that class. A student may acquire multiple credits through online class towards graduation credit requirements with administrative approval. Credit awarded and grades received will be determined at the completion of the course. Costs of online courses are the responsibility of the family. Only courses that are offered by institutions accepted by the Indiana Department of Education and/or Tri-West High School will be approved.

*Students enrolled at the Central Normal Campus are subject to the rules of the Central Normal Campus. Students who have been expelled are subject to the rules and regulations of the expulsion examiner.

B. Earning Credit through Demonstration of Academic Proficiency (*Intended for students pursuing the AHD*)

In accordance with **Indiana Code 20-36-5-1**, a student shall receive credits toward graduation or an Academic Honors Diploma (AHD) by demonstrating their proficiency in a course or subject area required for graduation or the AHD, whether or not the student has completed course work in the subject area, by the following methods

1. Receiving a high proficiency level score (90% or higher) on a proficiency assessment for a course without taking the course. Students who wish to pursue this option must do the following:
 - a. Obtain written permission from parent or legal guardian to pursue this option.
 - b. Complete a request to test out of a course with the Guidance department prior to the semester for which the course would be regularly scheduled.
 - c. Student is limited to testing out of the next sequential course.
 - d. Guidance Department sends the request to the appropriate department chairperson.
 - e. The department chairperson notifies the appropriate instructor.
 - f. The instructor provides the Guidance Department with the appropriate review materials and a copy of the assessment instrument.
 - g. The student receives the review materials from the Guidance Department and has 5 school days to prepare for the assessment.

- h. The Guidance department will administer the written assessment.
 1. These assessments must be completed within the first 5 days of the conclusion of the school year or within the first 5 days prior to the start of the school year.
 - i. The Guidance department will evaluate the written assessment to determine the level of proficiency.
 - j. The student will be provided the opportunity to view the evaluation.
 - k. If the student fails to demonstrate proficiency the student may not retake the assessment.
2. Successfully completing a similar course at an eligible institution under the post-secondary enrollment program under IC 20-30-11
 3. Receiving a score of three (3), four (4) or five (5) on an advanced placement (AP) examination for a course.
 - a. A student would be allowed to enroll in an advanced placement course, not offered at Tri-West High School, through a pre-approved educational institution.
 1. The student will be responsible for the cost of the course

SECTION 15: ACADEMIC COMPETITION

Competition is a basic ingredient of our democratic society. It is our position that the same competitive desire that has been so important in the development of our athletic, music, and other student activity programs should also be used in the area of academics to help elevate the perception of academic achievement.

While a variety of academic competitions are available within our departments, under the direction of the Academic Coach, Tri-West High School shall provide opportunities for students to compete on the local, district and state level in:

- | | | |
|------------------------|-----------------------|--------------------------------------|
| 1. Academic Super Bowl | 3. Hoosier Spell Bowl | 5. Business Professionals of America |
| 2. Speech | 4. Academic Decathlon | |

SECTION 16: Foreign Exchange Students

Youth for Understanding is the state approved organization from which North West Hendricks Schools will accept exchange students. A maximum of three students per academic year will be accepted in the North West Hendricks Schools.

SECTION 17: CLASS SCHEDULE CHANGES

To allow the students and teachers the maximum instructional time possible during the semester, changes may not be allowed after the third day of each semester. The policy of no schedule changes after this time will include no switching periods or teachers. Any changes outside this policy will require the guidance director's and the principal's or assistant principal's approval.

SECTION 18: Withdraw From Class

All requests to withdraw/drop a class will be reviewed on an individual basis, i.e. medical or family emergencies.

The following are the procedures to withdraw/drop a class:

- Students will meet with their guidance counselor and gain approval for withdraw. Students may change (drop/add) classes within the **first five days** of the start of each semester.
- Students who wish to withdraw from a class **PRIOR** to the end of the first nine weeks grading period of each semester will receive a withdraw ("WD") on their grade report and transcript. The student will be assigned to study hall for the remainder of the semester.
- Students may withdraw from a class **AFTER** grades have been posted for the first 9 weeks grading period. However a "WF" will be recorded on the student's transcript.

SECTION 19: INCOMPLETE GRADES

A student will be given an "I" for incomplete if extended illness or some other reason beyond the student's control prevents him/her from completing work on time.

A student will be given no longer than one (1) day for each day absent to make up work. This guide may be altered at the discretion of the Principal if the absenteeism is excessive or if it appears unreasonable for the student to complete all of the work missed within a reasonable amount of time. The maximum limit will be five days after which "I" will become an "F" or "WF", depending upon the situation.

The student has the responsibility to communicate with the teacher to determine what work is expected of him/her and the date it is due.

The teacher will report the final grade to the Guidance Office for processing.

SECTION 20: Re-Taking Classes at Tri-West High School, through an accredited summer school or night school program, or through an approved correspondence course.

- If a student has passed a course and already received credit, yet wishes to re-take a class in order to receive a higher grade, this must be done in the next semester that the course is offered and it must be taken at Tri-West High School. An example of this is that a senior taking Pre-Calculus may not retake an Algebra I course he took his freshman year in order to boost his G.P.A. A freshmen student who received a "C" in 1st semester Algebra can only retake that course in the fall semester of his/her sophomore year. The student is in effect, giving up a credit to retake a course, but it may improve that student's ability to apply to certain colleges and scholarships. Re-takes in this situation must be approved through the Guidance Department.
- In certain circumstances, a student may take courses outside of Tri-West High School to receive credit. This will be reviewed on a case-by-case basis by the Guidance Director.
- No more than three classes may be re-taken if the student has already received credit in the class.
- Regardless of grade earned in a class only the higher of the two grades will be reflected on the student's transcript.

SECTION 21: WITHDRAWING FROM SCHOOL

When it becomes necessary for a student to withdraw from school for any reasons, he/she must report to the Guidance Director and follow this procedure:

- A. Student reports to guidance department prior to the day of last attendance.
 1. Guidance personnel will fill out withdrawal form.
 2. Student will carry this form to class the last day of attendance.

Students sixteen (16) years or older who withdraw from a school in the district may not re-enroll in the district that semester if more than one week has lapsed since the date of withdrawal, unless the student has been enrolled in a school outside the district.

SECTION 22: PLAGIARISM AND CHEATING

Because plagiarism is intellectually dishonest and, therefore, a form of stealing, it is an extremely serious offense and can result in severe penalties, even no credit for the course being taken. The following forms of plagiarism are the most frequent and are a misrepresentation of one's own work.

- Failure to document with quotation marks any material copied directly from other sources.
- Failure to acknowledge the paraphrased material (someone else's ideas).
- Failure to provide a bibliography.
- Use of others' work as one's own, particularly in the creative arts.
- Use of others' ideas as one's own for themes, poems, musical compositions or art work*.*Joy

Littell, ed., *Building English Skill* (Sacramento: McDougal, Littell & Co., 1983), p.210.

Cheating, including, but not limited to plagiarism, use of notes without permission, copying from another student, or other forms of such dishonest behavior will be considered a serious violation of acceptable and trustworthy behavior for Tri-West High School students.

1st Offense, in any class or subject, will result in an automatic zero, "0" for the activity, assignment, quiz, test, etc.

2nd offense, in any class or subject, will result in failure for the 9 week grading period in the class where it occurred. The failing grade will be 50% or the current score if below 50%. It does not have to occur in the same class where the first offense happened.

3rd offense will result in failure of the class it occurs in for the semester and placement in study hall for the duration of the semester. It does not have to happen in either of the classes where the first or second offense occurred. The offenses are accumulative for all subjects.

SECTION 23: TECHNOLOGY Responsible USE POLICY

This Technology Responsible Use Policy is intended to promote responsible use and protect students and the school corporation from liability resulting from any misuse of the school-issued device. Technology, on or off-campus, must be used in accordance with the mission and philosophy of North West Hendricks School Corporation (NWHSC) as well as the rules stated in the Student Handbook. These rules apply to all school computers, all school-provided electronic devices, regardless of where they are used, all uses of school servers, and Internet access and networks regardless of how they are accessed. Teachers may set additional requirements for use in their respective classes.

All technology equipment issued by the district remains the property of NWHSC at all times. Therefore, there is no assumption of privacy. NWHSC reserves the right to inspect student devices at any time during the school year. Misuse of the device may result in disciplinary action.

Above all, the technology is provided for educational purposes, and the policies governing the use of the device support its academic use.

Digital Citizenship

NWHSC aims to educate holistically, developing students to become lifelong learners and productive members of society. In a growing digital society, NWHSC strives to prepare every student to be a positive digital contributor and a responsible digital citizen, focusing on Internet safety, privacy and security, creative credit and copyright, cyberbullying, and online reputation.

Responsible Use of Technology

It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. The following statements represent the students' agreement about the responsible use of technology:

I Will:

- Bring any school-issued device to school fully charged each day.

- Follow NWHSC and building policies, rules, and regulations.
- Be a responsible Digital Citizen.
 - Keep private information private. (Password and identity are not to be shared with anyone other than parents/guardians.)
 - Treat others with respect both online and offline.
 - Use the device for school-related purposes.
 - Credit my sources when I am using other people's information, images, or other material.
 - Respect the work of other students and not copy, alter or damage work that is not mine.
- Use cords, cables, and external ports with care.
- Keep any school-issued device protected from poor weather, secured and attended to all times, and always inside of the school-issued case.
- Use school technology and resources only for educational purposes.

I Will Not:

- Share my password with others.
- Place food or drink on or near any device.
- Store the device at home near pets or liquids.
- Place stickers, labels or any drawings on the device or case.
- Place heavy objects on top of the device. i.e. textbook, backpack, etc.
- Trade or swap my device with any other students.
- Access or attempt to access other people's files, private communications, schoolwork, programs, or resources without their permission.
- Use inappropriate language or pictures.
- Use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
- Take pictures and/or record audio/video without the consent of a staff member.
- Search for, possess, forward, send, read, view, or copy inappropriate pictures or information.
- Damage, change, or tamper with the hardware or network in any way.
- Use any other personal electronic devices, including cell phones, without specific approval from teachers or administrators.

Transporting Devices

- Each student that is issued a device will also be issued a protective case that must be used at all times.
- Each student must transport devices with care and inside the issued carrying case.
- Do not place textbooks on the device or inside the issued carrying case.
- Do not stuff the device/case in a book bag; extreme pressure on the device can cause permanent damage to the screen and other components.
- Never open the device by pushing on the touch screen.
- Never pick up the device with the screen open.
- Never leave the device in a car or bus. (Extreme temperatures can damage the battery.)

Liability

The parent/guardian/student is responsible for the cost to repair and/or replace the device, case, or USB charging cable/charger if the property is:

- not returned
- damaged
- lost
- stolen

Personal Safety

- Users should recognize that communicating on the Internet brings associated risks.
- Users should carefully safeguard their personal information and that of others.
- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without parental and/or teacher permission.
- Students should never agree to meet someone they meet online in real life.
- If the user sees a message, comment, image, or anything else online that makes him/ her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

Media & Games

- Inappropriate media may not be used as backgrounds or as a profile picture. The presence of such media will result in disciplinary action.
- School technology is not intended to be a gaming device. Students should use their devices for educational purposes only.
- Personal music, pictures, and other media may not be stored on the school network or school device.

Using School-Issued Devices Outside of School

- Wi-Fi connection at home is encouraged but not mandatory.
- All content is filtered by the NWHSC network no matter the location or time of day.
- All expectations and policies apply to school-issued devices no matter the location or time of day.

Privacy

- There is no expectation of privacy. Students should have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for school-related purposes or not, other than as specifically provided by law. NWHSC may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student device at any time for any reason related to the operation of the district. Teachers, school administrators, and the Technology Department may run usage reports as deemed necessary. Parents and guardians are highly recommended to continue to monitor their student's device usage at home. Working together as a team, we can ensure that all students remain safe and are using devices to leverage the best educational experience available.
- Students may be selected at random to provide the school-issued device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into school.
- NWHSC balances the educational value of online resources with any privacy concerns that they may present. On occasion, NWHSC and NWHSC staff may leverage necessary online educational resources, such as *G Suite for Education*, that collect

basic information, such as a student's first and last name and school-issued email address, based on the provider's policy and practices of safeguarding such information.

Restrictions & Limitations

All devices have content filtering installed which will apply outside of school as well. (

- For example, if a student cannot access a social media site like Facebook at school, they will not be able to access it at home either.)
- NWHSC and Five Star Technology Solutions' personnel have the authority to run access reports for every device.

Damaged/Lost/Stolen Devices

- Users must report any damaged, lost, or stolen devices to school authorities.
- Users must bring damaged devices to the school's designated area.
- The device case distributed to students is specifically designed to protect the device. Damaged devices that are not in a district-issued case may result in becoming the financial responsibility of the student/parent.
- Students may be responsible for the full cost of technology for intentional or malicious damage.

Chromebook Device Repair/Replacement Fee

- Parents will pay an annual damage waiver to cover the repair/replacement of the device should an accident occur that damages the device. There also will be a deductible associated with accidental repair/replacement. Exact costs will be communicated to parents each school year.

Progressive Technology Consequences

- Low-level, first time infractions will receive lesser consequences than infractions that are repetitive or more serious in nature. Each technology usage infraction will be evaluated by staff and consequences will align with the progressive discipline options located in the student handbook.

Acknowledgement

I have received, reviewed, and understand the provisions of the aforementioned policies regarding the acceptable use of all NWHSC technical resources.

Name of Student: _____

Signature of Student: _____

Date: _____

SECTION 24: BRUIN TIME

All students will utilize Bruin Time for the "betterment" of our school program. It is not to be used as a visitation period or as a time for students to wander through the building.

During Bruin Time students will be required to participate in Bruins read on each Monday, while late arrival Wednesday No Bruin Time, Tuesday, Thursday, and Friday can be utilized for Bruin time meetings, otherwise students will use time in a resourceful manner.

IV. Student Services

Due to the large number of students that we have and a limited number of clerical personnel, the school will not accept or deliver messages to students except in case of an emergency. Telephone messages resulting in the notification of students can be very disruptive and should be handled at a time other than during the school day.

SECTION 1: LOST AND FOUND

The "lost and found" area is located in the Main Office. Students who have misplaced something should check with the clerical personnel on a regular basis. Students are encouraged to return "found" articles to the Main Office. To a great extent, all public schools operate on the honor system. Students are strongly discouraged from bringing large sums of money or other valuable items to school. Tri-West will not be responsible for articles that are lost or stolen.

SECTION 2: STUDENT ASSISTANTS

Students are selected to assist in the offices of administration, guidance, library, and physical education classes each period of the day. All student assistants must be approved by the principal. Students selected must have satisfactory academic achievement, be neat in appearance, enrolled in the random Drug and Alcohol testing program, and conduct themselves in a business-like manner when on duty. This is a position of trust and honor and these students must be willing to assume responsibility.

Students who receive a grade below 70% in any one subject during a nine weeks grading period will not be permitted to serve as student assistants.

SECTION 3: INSTRUCTIONAL MEDIA CENTER

The Media Center at Tri-West Hendricks High School is available to students and teachers from at least 8:00 am to 3:30 pm Monday through Friday, and by appointment.

It is the purpose of the Center to provide materials – books, periodicals, pamphlets, clippings, videos, laser videos, microfilms, computer programs, Internet, and other telecommunications sources, etc. – for reading, listening, viewing, and reference, and to supply additional materials for recreational purposes.

All materials must be checked out. Audio visual, reference, and reserve materials are checked out on an overnight basis, and all other books are checked out for a two-week period, but may be renewed. Holds may be placed on materials already checked out to others. Interlibrary loans are also possible.

Photocopying is available from printed materials, microfilms and full text database items for 10 cents a page.

SECTION 4: WORK PERMITS

Students, under 17 years of age, must obtain a work permit in order to accept employment. Students may obtain information from the Guidance Office or at the Principal's Office.

Work permits will be issued by the Superintendent's Office when the Office at Tri-West High School is closed during the latter part of June and the month of July.

- A. An employment certificate issued under I.C. 20-8.1-4-32 may be revoked by the issuing officer if the issuing officer determines there has been a significant decrease in any of the following since the issuance of the permit:
- B. The student's grade point average.
- C. The student's attendance at school. **A student who exceeds the maximum number of absences may have their work permit revoked.**
- D. A student whose employment certificate is revoked under subsection (a) is entitled to a periodic review of these student's grade record or attendance record, or both, to determine whether the revocation should continue. A periodic review may not be conducted less than

one (1) time each school year.

- E. If upon review the issuing officer determines that the student's grade point average or attendance, or both, have improved substantially, the issuing officer may reissue an employment certificate to the student.
- F. A student may appeal the revocation of an employment certificate under subsection (a) or the refusal to reissue an employment certificate under subsection (c) to the school principal.
- G. An issuing officer who revokes an employment certificate shall immediately send written notice of the revocation to the child's employer.

SECTION 5: CAFETERIA

Students are encouraged to purchase their lunch in the school cafeteria. We encourage students to utilize their school lunch account or www.myschoolbucks.com. Check or cash deposits can be made to the cashiers during the school day. Students may also use cash to purchase their lunches. All food must be eaten in the cafeteria. This includes food purchased from vending machines or food brought into the school from outside.

Classes are in session during each of the three lunch periods. Consequently, all students are expected to go directly to and from the cafeteria quickly and quietly. Students are not permitted to be in the corridors where classes are being conducted without a corridor pass during the lunch periods.

All students are expected to cooperate in taking trays, paper, cartons, etc. to the designated area for disposal. Students who do not cooperate and/or act unruly in the cafeteria will be assigned clean-up responsibilities, and/or have cafeteria privileges taken away for a period of time, and/or be expelled from the cafeteria for the remainder of the semester.

Northwest Hendricks School Corporation has a charging policy in effect that allows all students to charge up \$5.00 on their breakfast or lunch account. When the student reaches a low balance the cashier reminds the students that they are charging. The student may be given an alternative meal that consists of a Peanut Butter Sandwich and Milk after the \$5.00 charge limit is reached. All students will receive a lunch. Parents may track their student's meal account on line through www.myschoolbucks.com. Parents may also contact their school cafeteria for a Participation Report that will track the lunch account balance and purchases.

SECTION 6: VENDING MACHINES, GUM, DRINKS AND FOOD

Vending machines are located in the commons next to the gym and in the athletic hallway. Vending machines should only be used before and after school, or during the student lunch periods.

Gum will be permitted in school unless a teacher states in his/her classroom guidelines he/she does not want students to chew gum.

Food and drinks are to be consumed in the cafeteria. There should be no food or drink in the academic areas of the building. Drinks are only allowed in non-carpeted areas. **No opened beverages shall be brought into the school building.** Please deposit in a trash container before entering the building.

SECTION 7: VISITORS

Visiting privileges are primarily for parents or school related persons. It is not our school's responsibility to provide a place for social visiting for students or friends from other schools.

The following persons may be granted visitors' permission:

1. Visitors with specific appointments.
2. Salesmen on school business.
3. Visitors clearances need not be requested if a person's presence limits him/her to business in the guidance office or athletic office. Personnel who are present for a specific school service or maintenance need not receive visitor's clearance, but should inform the office of their presence

in the building.

4. All visitors wanting to eat lunch at school will have their student called and lunch will be in the conference room. Visitors will not go to classes or be in the general populations during the school day.

SECTION 8: TELEPHONE

All school telephones are for business purpose only. Students will not be called from classes to answer the telephone unless it is an emergency. Students may use the office phone during lunch, passing periods, or with the classroom teacher approval for parental contact.

SECTION 9: FIELD TRIPS

As an integral part of the instructional program, various classes take field trips during the course of the school year. Field trips are designed to add to the instruction and do not simply represent "getting out of school". Specific assignments are normally made as part of the field trip. Trips vary considerably in length from one class period to as much as several periods. Depending on the nature of the field trip and available finances, a charge is sometimes made for transportation.

Teachers are responsible for scheduling field trips, making specific assignments, and specifying appropriate apparel for the field trip. In the determination of appropriate apparel, teachers will consider the nature of the trip and what will convey the best public impression of Tri-West School students. Students who elect not to conform to the specified apparel will remain at school and follow their normal schedules.

A student who has accumulated seven absences for the current semester may not be permitted to participate on a field trip. Extenuating circumstances will be considered by the Assistant Principal when making this decision. Students who participate on field trips which keep them from attending their regularly scheduled classes must turn in their assignments for the day before departing upon the outing.

Section 10: Guidelines for use of Volunteer Aides

Procedures to be Followed

1. Volunteers are required to complete an application and provide written consent for a criminal history records check.
2. A criminal history records check must be completed before a volunteer may assist at the school
3. Before a volunteer is permitted to assist at the school, the building principal or his or her designee must check the references provided by the volunteer.
4. All volunteers shall be under the direct supervision of the school or department administrator and/or the teacher to whom they are assigned. They may not be used in an administrative or supervisory capacity.
5. No volunteer will work with a single student in any location where they cannot be observed by others.
6. Volunteer aides may not be used to replace paid employees.

SECTION 11: STUDENT ASSEMBLIES

During the school year, numerous assemblies and convocations are held. School assemblies, whether pep sessions or other kinds of assemblies, are held for a specific purpose. At all times our student body is expected to be an attentive and courteous audience. Therefore:

- A. Students are to sit in their assigned seating areas whenever an assembly is held.
- B. Failure of a student or students to conduct themselves in a proper manner may result in restriction from other assemblies, and/or suspension from school.

SECTION 12: SCHOOL DANCES

Classes or major student organizations may sponsor dances with the approval of the Principal in

charge of student activities. All dances with the single exception of the spring prom will be held within the Tri-West Schools. Sponsoring groups will enforce the following regulations:

1. Three (3) adult chaperones (approved by the administration), not including administrators, must be present during the entire dance. It is the responsibility of the faculty sponsor of the group to assume authority for making supervisory assignments.
2. Students are not permitted to leave and later return to the dance.
3. Members of the sponsoring group are responsible for set-up and clean-up of the dance area. Clean-up must be done immediately following the dance. A faculty chaperone must be present during clean-up and set-up activities.
4. Arrangements for a safe deposit of funds collected must be made and approved prior to the dance.
5. The faculty chaperone must have access to a phone in case of emergency.
6. Profit or deficit from the dance is the responsibility of the sponsoring student organization.
7. Each Tri-West High School Junior or Senior is allowed to bring one guest to the school Homecoming dances and prom. TWHS students who bring guests assume responsibility for the guest's behavior while at the school dance. Any guest must be pre-registered with the main office so that a check for verification of "good standing" with their home school can be made. **No guests 21 years old or older will be permitted**
8. Performing groups are not encouraged to bring guests.
9. Supervision of the performing group is the responsibility of the sponsoring organization.
10. Performing groups are not allowed in the building without supervision of the sponsoring organizations.

SECTION 13: TEXTBOOKS AND CLASSROOM MATERIALS

Book rental fees are charged at the time of enrollment for each student. Fees are different for each course according to the textbook used and any additional needed materials. Fees may include a charge for book rental and /or consumable materials that are required for each class. Total fees are determined by the individual courses chosen by the student.

Student textbook fees should be paid in full by August 30th of the current school year. A letter will be sent to the corporation offices notifying them of parents who are delinquent in paying textbook fees. The corporation offices will then send a letter to the parent notifying them that all fees will be due no later than September 30th of that year. Delinquent fees that are still not received by September 30th will be turned over to the corporation attorney. Claims will be made by the corporation attorney in October and November of the current school year.

Students who withdraw during the school year will have fees prorated, if applicable. Many consumable materials used in classes lose all of their value once they have been used for any part of a class.

A. CORPORATION REFUND POLICY

For textbook fees, full semester refunds may be made within the schedule change window. Students moving within the first semester but after the class change window, will have their second semester textbook tuition refunded to them. Students moving in the second semester after the class change window are not eligible for a refund.

There are no refunds for fees and/or expendable supplies at any time.

For food service deposits over \$5.00, a parent may send a written request to the Central Office for a refund.

B. LOST AND/OR DAMAGED BOOKS

Students are required to have textbooks and other materials and equipment necessary to perform the daily lesson in the classroom. Books and materials are issued by the

classroom teacher and must be returned to the same teacher upon completion of the course at the end of each semester, or at the time of withdrawal. Responsibility for the condition and return of the textbooks and materials is the student's responsibility.

Loss of books or materials due to theft or other circumstances will not be accepted as an excuse for nonpayment or the failure to complete assignments. Students must notify the classroom teacher and/or the assistant principal as soon as the loss is discovered. Students will not be issued a replacement book until the cost of the lost book is re-paid or charged to the student's account. If the lost textbook and materials are found within a reasonable amount of time after payment, a full refund will be issued, on the condition that there is no damage done to either the original or replaced book and/or materials.

SECTION 14: STUDENT FINANCIAL AID

There are programs available for students who require financial assistance to attend Tri-West High School. The students or parent may request appropriate forms at any time during the school year from the main office. The forms are available to all students at the time of registration.

Rental textbooks and fees-Students who cannot pay the charges assessed for materials need in class will not be deprived usage of such if the appropriate form is completed and the family qualifies.

Free and reduced lunch program-Students who do not have money for lunch are encouraged to have their parent complete the appropriate form and return it to the main office. Every effort will be made to retain the anonymity of the student.

Parents who wish to apply must complete the forms, sign and date them accurately. Families that do not qualify will be notified.

Collection and Forgiveness of Debt. The School Board understands it is required to collect all monies owed to it by patrons, employees, parents and students, including money owed through the student lunch accounts and other extracurricular accounts. Every effort should be made by the school administration to collect the monies that is owed to the school corporation including collection procedures.

SECTION 15: SUBSTITUTE TEACHERS

Due to illness, professional obligation, personal business or other emergencies, it is sometime necessary that the school employ a substitute teacher for the regular classroom teacher.

Students are expected to be courteous and especially helpful to the substitute, who has all the responsibilities of the regular teacher. Let's make the image of our school a good one in the eyes of the substitute teacher.

SECTION 16: PARENT CONFERENCES

During the course of the school year, teachers may have requests from parents to hold conferences to discuss the progress of their son/daughter. Since these conferences provide opportunities for parents and teachers to develop understanding and concern for the problem of students, these meetings are encouraged.

Students who wish to talk with a teacher about any problem should request a conference with the teacher at a time convenient to both during the day. Teachers may also request conferences with a student in order to give or arrange individual help or to clean up misunderstandings.

If parents have questions or feel there has been a misunderstanding they should call the school for an appointment with the teacher, counselor, or principal.

SECTION 17: OPERATION OF A MOTOR VEHICLE AND STUDENT PARKING

The right to drive a motor vehicle is controlled by the State of Indiana. The operation of a motor vehicle is controlled by various regulations and laws for the safety of all concerned and should be viewed as a privilege.

Students who plan to drive to school at any time during the school year shall register their

vehicle(s) in the Main Office. Vehicles are to be properly aligned in the space. Students who abuse their parking assignment may have their vehicle removed from school property at their expense.

Students are not permitted in their cars during any part of the school day, with the exception of those students who are released early by the school administrators. Upon arriving at school, students are to lock and leave their cars immediately. The student parking lot is for the parking of cars only. The students are not to congregate in the parking lot before, during, or after school. Students who fail to abide by these rules and regulations or who operate their vehicle in an unsafe manner will lose the privilege of driving their vehicles to and from school. At dismissal time, student drivers are not permitted to turn left by the middle school onto Highway 136. **Students who lose their driving privileges must ride the bus or be transported to/from school by their parent(s).**

The principal or the principal's designee may search a motor vehicle on school premises when there is reasonable cause for a search of the motor vehicle. When possible, the student's parents or legal guardian shall be notified prior to the search or as soon as possible after the search.

If a student, parent, or legal guardian, or the motor vehicle owner refuses to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, the principal or his designee may request a law enforcement officer to search the motor vehicle.

When evidence of student drug activity creates a reasonable belief of student use/involvement school administrators may elect to conduct a search of student vehicles by law enforcement officials using trained narcotic canine.

REPORT TO BUREAU OF MOTOR VEHICLES

IC 9-24-2-1 prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student less than 18 who is:

1. a habitual truant
2. under at least a second suspension from school for the school year
3. under an expulsion from school; or
4. has withdrawn from school, for a reason other than financial hardship

The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons IC 9-24-2-4.

A student whose license or permit has been denied or invalidated for the above reasons will be eligible for a license or permit or have a license or permit revalidated upon the earliest of one of the following events:

1. the student turns 18
2. 120 days after second suspension, or the end of the semester during which the person returns to school, whichever is longer.
3. the suspension, expulsion, or exclusion is reversed after a hearing conducted under IC 20-8-5-1.

V. ATTENDANCE and Tardy Policies

Regular attendance is essential for normal progress and to receive maximum benefit from the educational experience. Attendance at Tri-West is governed by the Indiana Code and local policy adopted by the Board of School Trustees. The State of Indiana places education at the top of its priorities. Accordingly, it is incumbent upon the North West Hendricks School Corporation to use every reasonable measure to instill dutiful attendance habits in every student. A day lost in the classroom can never be completely retrieved. The dialogue between the teacher and the students in a classroom environment cannot be effectively duplicated. A very high positive correlation exists between formal learning and school attendance; thus Tri-west High School will enforce that attendance policy stipulated in this section.

Students are expected to comply with Indiana State Law (IC 20-33-2) regarding attendance. Every student will be required to be in school in each class every day. There are no FREE days at

Tri-West High School.

The school must receive verification of the reason for the student's absence by the start of school the next day. (Attendance line: 994-4080).

SECTION 1: Documented (Certified) ABSENCES

1. Illness of the child w/ medical, dental, and/or clinical appointment with professional documentation.
2. Death in the family.
3. Required religious observance.
4. Quarantine and communicable disease.
5. College visitation day(s) approved by principal and/or assistant principal. (Juniors and Seniors Only)
6. Sponsored activities determined valid by the principal or designee.

Students who have absences classified as both **"Documented Absence"** and **"Verified Absence"** will have the benefit of make-up work for credit. Students who are truant will not have the opportunity to make-up missed work. The policy for make-up is outlined later in this section.

IN THE FOLLOWING EVENTS STUDENTS ARE NOT COUNTED ABSENT AND CONSIDERED TO BE "STATE EXEMPT ABSENCES" IN ACCORDANCE WITH IC 20-33-2-14 to 20-33-2-17.5.

1. Page or honoree in the Indiana General Assembly.
2. Witness in judicial proceedings. This includes any required court appearance such as for probation hearings.
3. Helper to a political candidate, a political party, or to a precinct election board on the date of an election.
4. National Guard Duty.
5. School sponsored field trips.

SECTION 2: Verified (Parental) Absences

Verified absences are recorded for students who miss classes with parental approval communicated to the school, but not for one of the six (6) reasons given for documented absence or the five (5) reasons given for absence recorded as being state exempt absences in accordance with IC 20-33-2-14 to 20-33-2-17.5. Any absence that does not meet the required "documented absence" description will count toward the students (5) total days allowed. Unverified and undocumented absences will result in disciplinary action in accordance with school policy if the absence is deemed by the school to fall under the category of truancy.

SECTION 3: MANDATED ABSENCES

Occasionally a student may have to be removed from school for a short or long term period of time. Such removals are considered to be Suspensions or Expulsions. Credit for make-up work for classes missed under such circumstances may not be given.

Suspensions: The principal or his designee may remove a student from a class for up to five (5) days or from school for up to ten (10) days.

Expulsions: The principal or his designee may suspend a student from school for ten (10) days and request for expulsion for up to one calendar year.

SECTION 4: College Visitations

At the beginning of the 11th grade year, each student will be allowed a total of two higher education days to be used to explore post-secondary options. Students exploring post-secondary options will not be counted absent if the following conditions are met:

1. Five (5) days notice must be given to the guidance office in writing by a parent or guardian.

2. A signed statement from an admission officer must be presented to the Guidance Office upon the student's return to school. **Without this statement the student's absence will be unverified.**
3. These days must be taken prior to May 1 of each school year unless approved by the Guidance Director. All visitations are subject to approval from guidance department. The purpose of these days is to allow students to investigate post-secondary options. Further information concerning higher education days and their usage can be obtained from the student's counselor. Students are encouraged to utilize TWHS vacation days where possible to explore post-secondary options.

Section 5: TRUANCY

Students, who are absent from school without the permission of the school officials and for a reason other than those permitting an absence to be classified as excused, will be recorded as truant. Students who are truant shall be subject to disciplinary action, and all school work missed shall be recorded as 0's. Teachers will be notified of truancy and disciplinary action by the office. Students who have committed repeated actions of truancy will be subject to being enrolled into *Project Attend*.

Section 6: Project Attend:

THOSE STUDENTS, who have accumulated a total of Two days of Truancy offenses, WILL BE RECOMMENDED for enrollment in Project Attend.

GOAL: (Aiming Toward Truancy and Non-Attendance Decrease) is a cooperative effort between the Schools, Hendricks County Probation, Prosecutor and Child and Family Services in Hendricks County. This project will provide a partnership between the above agencies and families and other community resources to assist in increasing attendance in our school.

A. CONSEQUENCES FOR EXCESSIVE ABSENCES or TRUANT ABSENCES

1. **SIXTH (6) VERIFIED or THIRD (3) TRUANT ABSENCE (per semester):**

One or more of the following will occur following the sixth (6) verified or third (3) truant absence.

- a. The student's parents will be notified of the number of VERIFIED or TRUANT absences and will be reminded of the attendance guidelines. The student will be personally notified. A *Project Attend* Letter will be sent to the parents. A letter of educational neglect will be sent to the county prosecutor.
- b. The student's parents will requested a conference with the school administration/counselors. It will be the responsibility of the parents to contact the school for arrangements. A *Project Attend* Contract will be given to the parents.
- c. The student will be withdrawn from his/her classes (or class). The student will then be referred to Juvenile Probation as per the Project Attend contract.

SECTION 7: EXCESSIVE ABSENCES

Once a student has reached his/her sixth (6) verified absence in any one semester; in any one class, the student will lose credit for that semester if documented reason(s) are not provided. Mandated, Documented and State Exempt absences will not count toward the sixth (6) verified absences. Expulsion proceedings will be instituted if a student is removed from three or more classes due to excessive absences.

When a student accumulates three (3) verified absences in one semester, parents shall receive a letter by the assistant principal's office and a medical excuse will be required for any future absence. **When a student accumulates five (5) verified absences in one semester, all future absences shall be excessive absences unless professional documentation is provided.** Any time a student sees a doctor during school hours he/she should get a medical statement and give a copy to the school rather than try to collect them when he/she reaches the five (5) day limit.

Students with six (6) accumulated verified absences in one semester have jeopardized their opportunity to earn credit. The student may be recommended for expulsion.

A parent may request a waiver of the five (5) limit by meeting with the Attendance Committee. **This request MUST be submitted to the administration prior to the sixth (6) verified absence. Failure to do so shall result in the student being recommended for expulsion or loss of credit.** A date and time will be established to allow the parent to present documented medical evidence of an illness or condition accounting for the student being absent more than the allotted five (5) days. Such documentation must be updated at the beginning of each school year if the condition is ongoing. Should the Attendance Committee turn down the waiver request; the student will be recommended for expulsion for the remainder of the semester.

SECTION 8: PROCEDURE For NON-Attendance

In order to assure compliance with the attendance laws, the following procedure will be followed:

1. If a student must be absent from school for any reason, the parent or guardian of the student should call the attendance line at 994-4080 within 24 hours of the day of the absence.
2. If a student is noted as absent from their first class, the assistant principal or designee will be notified. If no call from the parent has been received in the Office, the assistant principal's office will attempt to call the student's residence or alternative number to verify the reason for the student's absence within 24 hours.
3. When a student is absent, and no verification from the parent has been received the assistant principal will notify the home detailing the attendance violations. Appropriate disciplinary action will be taken if it is deemed that the student has been truant. Students will have until 8:00 a.m. the day following the absence(s) to be verified by the parent through the assistant principal's office or it will be listed as unexcused.
4. When there have not been any communications from the home to the school the parent should expect to receive a call from the school. Sometimes this necessitates a call to the parent's office or place of employment.
5. Students who fail to have their parent report their absence by 8:00 a.m. the following school day will be issued 1 detention for each day their parents are late reporting the absence.
6. If a student is absent for three or more days, homework will be gathered by the main office. However, if the absence is less than three days, it will be the responsibility of the student to obtain missing work.

SECTION 9: MAKE-UP WORK

The responsibility for making up work missed rests with the students. Students should take responsibility for their missed work by logging onto the school wide Harmony Program. The general rule is that a student has one day for each day's absence to complete make-up work. However, continued absenteeism will be reviewed and definite dates established for work to be completed. A student who is in attendance the day before a scheduled test/quiz shall take the test/quiz the first day that he/she returns to school. If an absence is pre-determined the student shall discuss the absence with his/her teachers and complete the make-up work as directed by his/her teachers.

A student's educational experience can best be enhanced when make-up work is completed outside the regular class period. Test, quizzes, and other comparable assignments should be made up before school, after school, or during a study hall. Make-up work for academic reasons always priority over other scheduled activities.

Requests for homework must be made with twenty-four hour notice. Parents may call the Guidance Office to request homework and pick up books and materials on the following day or as soon as the Guidance Department can get materials ready for pick up.

SECTION 10: TARDINESS

Tardiness is defined as any appearance of a student beyond the scheduled time that a class

begins. Tardiness is disruptive to the school process and is considered to be a serious matter.

Student drivers who are late to school will also be considered tardy to their first period class.

STUDENTS MUST BE IN THE CLASSROOM BY THE TIME THE TARDY TONE SOUNDS. IN ORDER FOR A TARDY TO BE EXCUSED A DR'S NOTE OR OTHER DOCUMENTATION MUST BE PROVIDED.

A. TARDY PROCEDURES

The following applies for accumulated tardies in a class or study hall in a single semester:

First Tardy - Teacher informs the student and warns of penalty for THIRD tardy.

Second Tardy – Teacher/administrator informs the student and warns for the THIRD tardy there will be a consequence.

Third Tardy - Student is assigned a one hour detention and is referred to his/her counselor. Parents are informed. Twenty-four hour notice will be given to allow students the opportunity to arrange for transportation. Notification will be sent to student's parents.

Fourth Tardy – Friday Afternoon School Level 1 attendance is required notification will be sent to student's parents.

Fifth Tardy – Friday Afternoon School Level 2 will be assigned and notification will be sent to the student's parents.

All subsequent tardies will result in a Friday Afternoon School assignment of Level 2.

Friday Afternoon School must be served on the day assigned unless the student is absent from school.

Work, extra-curricular activities, or having no transportation are not acceptable reasons from missing detention.

SECTION 11: LATE TO SCHOOL

Any student arriving late to school should report to the office. **He/she must have a parent or legal guardian contact the assistant principal before he/she can receive a pass to class.** The assistant principal will determine whether the reason for being late is excused or unexcused.

SECTION 12: LEAVING SCHOOL WITHOUT PERMISSION

Students who leave the school building without following established procedures or who leave without proper *PARENT NOTIFICATION* will be considered to have left the building without permission and may be considered Truant in accordance with the school discipline policy. Consequence for leaving without permission is Friday Afternoon School Level 1.

SECTION 13: LEAVING SCHOOL BUILDING OR GROUNDS

Tri-West High School has a CLOSED CAMPUS. **Students are not permitted to leave the school grounds without permission of the administration.** The only students who shall have permission to leave the school are those with clinical appointments, students who become ill at school, students leaving as an extension of their educational program, and students who have obtained special permission from an administrator, following a parent conference. No student regardless of age is allowed to leave without permission of the school administration.

When it is necessary for students to leave school when classes are in session for appointments of various natures, the following procedure will be in effect to govern such instances:

1. The student is required to sign-out in the office prior to leaving school. Failure to sign-out will result in the student being considered truant. No student, regardless of age, is allowed to leave without permission of the school administration. If time missed has not been approved and recorded, the student will be counted as truant. This rule applies to before and after school. Once student arrives at school, they are not to leave the school grounds until they are going home.
2. The parent shall notify the school by telephone and/or note of appointment date, time, and

location.

3. The student should return to school when the appointment is completed and continue the regular school day. Students should bring confirmation slips from the dentist or doctor upon returning to school. Failure to bring confirmation slips from the dentist or doctor will result in unexcused absences for classes missed.
4. Parental Permission must be given to an administrator in order to leave school.

VI. General Expectations/Responsibilities

SECTION 1: TEACHER RESPONSIBILITIES

1. To make specific homework assignments and to make sure students know what is expected of them.
2. To include within the homework assignments activities that relate to classroom activities.
3. To evaluate homework assignments and to share these results with the student.
4. To update homework hotline.

SECTION 2: PARENT RESPONSIBILITIES

1. To encourage and to support the student's efforts by being available for questions, but remembering the homework is the student's responsibility.
2. To communicate with the teachers whenever the student has consistent difficulty with homework assignments.
3. To establish a regular "homework time" to help the students better organize their time.
4. To provide a quiet, well-lighted place for the student to study.

SECTION 3: STUDENT RESPONSIBILITIES

1. To know the homework assignment's purpose, when due, and how it should be done.
2. To take home any materials and information needed to complete the assignment.
3. To ask about the complete work missed during an absence from school.
4. To develop good work and study habits.
5. To call the homework hotline to obtain missed assignments.

The effectiveness of a homework policy depends largely on the concern each student's parents and teachers show for his/her welfare. As each student matures, however, his/her success with homework becomes progressively more dependent on his/her efforts. When all concerned know exactly what is expected, homework can be rewarding.

SECTION 4: OBJECTIVES OF HOMEWORK

1. To review, reinforce or extend classroom learning by providing practice and application of knowledge gained.
2. To teach students responsibility and organizational skills.
3. To promote wise and orderly use of time.
4. To provide opportunities for enrichment activities.

SECTION 5: STUDY HALL

The same rules apply in study hall as in all classes. Students are expected to bring classroom materials and remain busy studying during the entire period. If the student claims to have "no homework", they are still expected to bring outside reading material to occupy their time as productively as possible. Students can not arrive to study hall empty-handed without consequences.

1. Students are to be assigned a specific seat and are expected to be in the room when the tone sounds.

2. Students wishing to study together for a specific assignment must secure a note from the teacher of the assignment for approval by the Study Hall teacher.
3. Students must secure a pass from a classroom teacher prior to the start of their Study Hall period in order to leave Study Hall for any reason.
4. To minimize the amount of work taken home, students are to use their Study Hall time for expressly that purpose-study. **No sleeping will be permitted.** Students who fail to comply with the rules of the study hall will be issued an office referral where they will receive a minimum of a one-hour detention.

The administration of North West Hendricks School Corporation believes that proper school bus discipline is essential to the safety and welfare of our students. We encourage the effective communication of bus drivers, parents, and transported students in helping us to enforce proper discipline guidelines. It should be understood that the administration reserves the right to enforce this policy at any step level if the severity of the discipline incident justifies such administrative judgment. Suspension of the privilege to ride a bus includes any corporation transportation. A child's immediate removal from the bus, at any point on the transportation route, is warranted in emergency cases when it is necessary to prevent injuries to persons or property.

SECTION 6: GUIDELINES FOR SCHOOL BUS CONDUCT

Riding a school bus is a privilege and must be guarded as such by the student. Rules of school bus conduct and safety are established for the protection to the student himself, other students riding the bus, and the school system itself. Guidelines for student school bus conduct are provided. Violations of these guidelines shall serve as cause for the suspension of the bus riding privilege and shall serve as cause for any other discipline authorized by law.

STUDENTS MUST:

1. Remember that school bus transportation is a privilege.
2. Arrive at the pick-up on time and be waiting when the bus arrives. (There is no recognized waiting time for the bus. However, waiting time shall be fair for all students.)
3. Always walk on the left side of the road so that oncoming traffic can be watched.
4. Wait your turn to load and unload.
5. Go immediately to a seat and remain seated. (The driver may choose to assign seats)
6. Cooperate with the bus driver.
7. Refrain from opening windows or doors except by permission of the driver.
8. Keep head, arms, and body inside the bus.
9. Respect the bus interior. Refrain from kicking, scuffing, marking, or intentionally damaging seats or walls.
10. Speak appropriately. Refrain from using loud, boisterous, or profane language.
11. Conduct behavior with mature dignity. Refrain from quarreling, scuffing, or participating in horseplay of any sort.
12. Refrain from smoking (or using tobacco in any form), eating, or drinking on the bus.
13. Keep driver visibility fully open at all times. Refrain from having articles which totally or partially obstruct aisles, doors, or the view of the bus driver. Transport only those articles which may be held in pupil's laps below seat level without visual obstruction of the driver. Remember to allow other pupils full seating space. Properly store all bulky items which, in the driver's reasonable belief, prove potentially hazardous or dangerous to other students.
14. Be polite and respectful to others at all times. Remember that all forms of intentional harassment or abuse of other students will be prohibited. Refrain from throwing or tossing objects of any kind.
15. Take full financial responsibility through parents for any damage caused by thoughtless abuse

or intentional vandalism.

SECTION 7: SCHOOL BUS DISCIPLINE POLICY

Step One: The student and the nature of the discipline problem may be reported by the bus driver to the building principal. The building principal and/or driver will have the authority to suspend the student from all riding privileges for one (1) day. Parents will be notified by the suspending official prior to the date of the suspension.

Step Two: A second incident of bus discipline by any student may result in suspension of all riding privileges for a period of five (5) school days. The administrator will notify the parent(s) prior to the effective date of the suspension. An informal conference with the student, bus driver, and administrator will be held following the suspension. Parents are encouraged to attend the conference.

Step Three: A third incident of bus discipline by any student may result in suspension of all riding privileges for a period of ten (10) school days. The administrator will notify the parent(s) prior to the effective date of the suspension. An informal conference with the student, bus driver, and administrator will be held following the suspension. Parents are encouraged to attend the conference.

Step Four: A fourth incident of bus discipline by a student may result in the suspension of all riding privileges for the remainder of the school year. This suspension will be enacted by the building administrator.

The administration of North West Hendricks School Corporation believes that proper school bus discipline is essential to the safety and welfare of our students. We encourage the effective communication of bus drivers, parents, and transported students in helping us to enforce proper discipline guidelines. It should be understood that the administration reserves the right to enforce this policy at any step level if the severity of the discipline incident justifies such administrative judgment. Suspension of the privilege to ride a bus includes any corporation transportation. A child's immediate removal from the bus, at any point on the transportation route, is warranted in emergency cases when it is necessary to prevent injuries to persons or property.

SECTION 8: SCHOOL BUS VIDEO CAMERA POLICY

Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. The Board believes that such monitoring will deter misconduct and help to ensure the safety of students and staff. Students found to be in violation of the Corporation's bus conduct rules shall be subject to discipline in accordance with Corporation Policy and Regulations.

Guidelines for production, viewing storing bus video tapes:

1. Video equipment may be used on any bus at any time to monitor student behavior and driver performance. The Superintendent, School Administrator or driver may request video taping.
2. Video cameras and tapes will be installed and removed by the Superintendent or his designee. Driver's will not be authorized to install or remove cameras or tapes.
3. Video tapes will be considered a school enforcement record and viewed only in the presence of an Administrator.
4. Used video tapes will be stored in a locked box in the Principal's office and will be erased before reuse.
5. The Superintendent or designee shall notify students, parents/guardians and staff that video surveillance may occur on any school bus and that video recordings may be used in student disciplinary proceedings. This notification shall include a copy of the Corporation's Policy and Regulations on bus conduct. In addition, a prominent notice shall be placed in each bus, stating that the bus is equipped with a video monitoring system.
6. If disciplinary action is taken as a result of the video tape, the parent/guardian may request, in

writing within five (5) days, to view the tape with the Principal or his designee, bus driver and fleet owner.

7. If there have been no reported problems on the bus, the tapes will be erased.

SECTION 9: PROCEDURE FOR DELIVERING STUDENTS WHEN BUSES BREAK DOWN OR PROBLEMS OCCUR

1. Students follow the directions of the bus driver at all times.
2. Bus driver will notify Head of Transportation, Superintendent, and School Administrator.
3. Students stay on bus unless it is unsafe. Follow bus driver's instructions.
4. A School Administrator will go to site, if possible, when a long delay is anticipated delivering students home.
5. A staff person will be at the school to answer the phone and give information to parents about delay and expected arrival time. (Parents may also call the Superintendent's Office.)
6. No parents will be called to come to the site unless there is an injury.
7. Parents are discouraged from picking up their children at the site.
8. Any parent who comes to the site will give the bus driver a note stating that he/she is taking his/her children. The note will state the full names of the children and be signed by the parent. No parent will be allowed to transport other children.

SECTION 10: LOCKERS

Each student will be assigned a locker. It will be his/her responsibility to keep the locker clean inside and out. The school assumes no responsibility for articles taken from lockers.

Lockers are assigned to students by the principal's office. Students are discouraged from sharing lockers and from placing their possessions in any locker other than their own. Students who experience difficulty with a locker and need repairs should report the repair needed to the Principal's Office. Students are permitted to decorate their lockers with school appropriate decorations. **Painter's tape** is the only acceptable tape permitted on the lockers. Lockers with decorations on them using other types of tape will be removed.

A. Inspection Policy and Rules

All lockers, desks and storage cabinets made available for student use on the school premises are the property of the school corporation. These lockers, desks and storage cabinets are made available for student use in storing school supplies and personal items necessary for use at school, but are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. The student's use of the above named storage area does not diminish the school corporation's ownership or control of these areas or items or equipment. The school corporation retains the right to inspect lockers, desks and other storage cabinets and their contents to insure that they are being used in accordance with their intended purposes, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of these areas to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

SECTION 11: Rules Governing School Owned Storage Areas

In order to implement the school corporation's policy concerning student lockers, desks and storage cabinets, the following rules and regulations will be enforced:

1. **Locks:** The school corporation will retain access to student lockers and storage areas (by keeping a master list of combinations, retaining a master key to all locks). Students may not use their own locks to prevent access to lockers or storage areas by school officials, and any unauthorized locks may be removed without notice and destroyed.
2. **Use of Lockers & Storage Cabinets:** Lockers, desks and storage cabinets are to be used to

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

3. **Authority to Inspect:** The school corporation retains the right to inspect lockers, desks and storage cabinets to insure they are being maintained in accordance with the condition of Rule #2. All inspections of student lockers, desks and storage cabinets shall be conducted by the principal or a member of the administrative staff designated in writing (herein after referred to as “designee”) by the principal. (The principal may give the following staff member’s authority to inspect lockers: Acting principals, vice principals, guidance counselors, athletic director, and superintendent.)
4. **Inspection of Individual Student’s Locker, Desk or Storage Cabinet:** The inspection of a particular student’s locker, desk or storage cabinet will not be conducted unless the principal or his designee has a reasonable suspicion to believe that locker, desk or storage cabinet to be inspected, contains contraband.
5. Before a particular student’s locker, desk or storage cabinet is inspected the student (or students if more than one have been assigned to the locker, desk or storage cabinet) if present on the school premises, shall, when possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student’s locker, desk or storage cabinet has been inspected under this rule without the student’s presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.
6. **Inspection of all lockers, Desks or Storage Cabinets:** All inspection of all lockers, desk or storage cabinets in the school, or all lockers, desks or storage cabinets in a particular area of the school, may be conducted if the principal or superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers, desks or storage cabinets are:
 - a. When the school corporation receives a bomb threat.
 - b. When evidence of student drug/alcohol activity creates a reasonable belief of student use/involvement school administrators may elect to conduct a search of student lockers by law enforcement officials using trained narcotic canine.
 - c. At the end of grading period and before or during school holidays to check for missing library books, lab chemicals, or school equipment.
 - d. Where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers, desks, or storage cabinets.

If a general inspection of a number of lockers, desks and storage cabinets in the defined inspection area will be held, students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

7. **Involvement of Law Enforcement Officials:** The principal or superintendent may request the assistance of law enforcement officials to assist the school administrators inspecting lockers, desks or storage cabinets or their contents for purposes of enforcing school policies only if such assistance is required:

- a. To identify substances which may be found in the lockers, desks or storage cabinets.
- b. To protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in these above named storage areas. If a law enforcement official requests to inspect a student's locker, desk, or storage cabinet or its contents, the principal shall require the production of a search warrant before allowing the inspection.

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

** Worth noting is the I.C. 20-33-11, passed in 2007, which required a school corporation to notify parents that their child was being questioned by a police officer at school was repealed in 2015. Thus, it is no longer required for a school corporation to notify a parent if their student has been or is being questioned by police at school.*

8. **Locker, Desk and Storage Cabinets Maintenance:** Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers, desks and storage cabinets or clean out or supervise the cleaning out of (a) lockers, desks, or storage cabinets from time to time in accordance with a posted general housecleaning schedule, (b) the locker, desk, or storage cabinet of a student no longer enrolled in the school, (c) a locker, desk, or storage cabinet during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

VII. STUDENT APPEARANCE AND DRESS Code

Student Appearance and Dress Code: In preparing today's learners/students to become tomorrow's successful leaders, we want our students to dress for success. At Northwest Hendricks, we believe that our student's personal appearance is important part of a student's education including the teaching of appropriateness while attending school. There are dress code standards for many social functions and occupational obligations which need to be taught: NEATNESS, CLEANLINESS, GOOD GROOMING, AND APPROPRIATE DRESS.

SECTION 1: DRESS CODE

Students are expected to dress in a proper and responsible manner. A student's dress/appearance should not disrupt the educational setting. The following statements are provided as guidelines to promote understanding of a few areas of concern: any apparel or body part showing suggestive or profane pictures or wording; showing alcohol, tobacco or drug related sayings or picture; promoting sex, violence or self-destructive behavior; or any item that defames the nation, state, community or an individual will not be permitted.

- The Board of Health requires all people to wear shoes in a public building.
- Shorts and skirts- a guideline is that the shorts and skirts are at a fingertip length when a student's arms comfortably at their side...
- All pants and shorts must be worn at the waist (no sagging) and may not drag under the student's feet as they stand or walk. Jeans with holes must have another garment worn underneath and meet the fingertip length requirement.
- Shirts and tops must maintain modesty for both sexes. Tank tops and basketball jerseys may be worn with appropriate shoulder and underarm area coverage. No undergarments are to be showing.
- Head coverings (hats, caps, bandanas, kerchiefs, sweatshirt hoods, sunglasses, curlers, etc) are not permitted during the instructional day.
- Excessively large chains or large spiked jewelry that could be considered weapons are

not to be worn in the building.

• Winter coats, trench coats or blankets will not be allowed in the classrooms.

A. Consequences of Dress Code violations: Students must change the inappropriate clothing and a warning will be entered into the computer.

1st Offense – The student must change the inappropriate clothing and a warning will be entered into the computer.

2nd Offense – The student must change the inappropriate clothing and a detention will be assigned and the parent notified.

3rd Offense – The student will face progressive disciplinary action which may include in-school suspension, Friday Afternoon School or out of school suspension.

THIS DRESS CODE IS IN EFFECT AT ALL SCHOOL-SPONSORED ACTIVITIES. However, hats may be worn when appropriate (i.e. “spirit” days, athletic contests, etc.) Designated “spirit” days will have some flexibility from the above policy. Refusal to comply will be treated as insubordination.

B. Prom Dress Code Policy

The Junior/Senior Prom is a special event; therefore, prom dresses will be exempt from this dress code policy. While students will be granted more individuality in selecting their prom attire, all prom attire should reflect decency and avoid exhibiting bare skin. Excessive slits in the dress above mid-thigh, bare midriffs, exposed cleavage, and tube tops are not permissible. Dresses and formal attire should express a modest image that is consistent with the standards of the school corporation.

All TWHS Dress Code Policies will remain intact at Prom.

VIII. ORDER AND Student DISCIPLINE

Order and discipline are best thought of as being positive, not negative; helping students to adjust, rather than to punish; as turning unacceptable conduct into acceptable conduct. It is also the presence of a friendly yet business-like atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

SECTION 1: STUDENT, TEACHER AND ADMINISTRATOR RIGHTS AND RESPONSIBILITIES

- A. STUDENT:** The student has a right to develop his abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied and to receive the benefits of all school services. He/she is responsible for knowing and complying with school rules, for respecting the authority of the school staff and for being diligent in his/her studies.
- B. TEACHER:** The teacher has a right to expect student obedience and, failing to get it, to take any of several corrective measures (including imposing detention, revoking privileges, and referring students to the administrators or school counselors). The teacher has a right to be consulted in any referral case, and to receive a report of any action taken. The teacher's responsibilities include conducting a well-planned and effective classroom program; establishing and enforcing classroom regulations that will facilitate learning; maintaining written records of conduct of potential referral cases.
- C. ADMINISTRATOR:** The administrator has a right to impose detention on a student, to deny school privileges, to remove a student from class, to suspend him, to enlist parental support, and recommend expulsion. He is responsible for maintaining discipline; for being alert to and correcting situations likely to promote poor citizenship; for notifying parents of serious student

offenses; and for suspending students when necessary.

SECTION 2: ROLE RESPONSIBILITIES

The school recognizes the need for a cooperative relationship between student, parent, and educator. This relationship is exemplified by:

STUDENTS WHO:

1. Attend classes daily and promptly.
2. Are prepared in class with appropriate working materials.
3. Are respectful of individuals' property and rights.
4. Conduct themselves in a safe and responsible manner.
5. Are well-groomed, clean, and neat.
6. Abide by the rules and regulations set forth by the school and individual classroom teacher.
7. Seek changes in an orderly and recognized manner.

PARENTS WHO:

1. Keep in regular communication with the school concerning the student's academic progress and conduct.
2. Insure that the student is in daily attendance and report and explain absence to the school.
3. Provide their student with the resources needed to complete class work.
4. Assist the student in being well-groomed, neat and clean.
5. Bring to the attention of school authorities any problem or condition which affects their student or other students of the school community.
6. Discuss course selections, grade reports, and work assignments with their student.
7. Insure the good health of their student.
8. Foster a positive attitude toward the school.

A RESPONSIBLE TEACHER/SCHOOL THAT:

1. Encourages the use of good guidance procedures.
2. Maintains an atmosphere conducive to good behavior.
3. Exhibits an attitude of respect for students.
4. Plans a flexible curriculum and provides instruction to meet the need of students.
5. Develops a good working relationship among professional staff, parents, and students.
6. Encourages the student to become involved in developing school rules and regulations.
7. Implements a recognition system that supports and promotes good student behavior.

SECTION 3: AUTHORITY FOR STUDENT DISCIPLINE

Teachers, administrators, and other staff members have the authority to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision.

SECTION 4: CODE OF STUDENT CONDUCT

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for the people.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

A violation of the rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school activity, function, or event, or enroute to and from school or related school activity.

In addition, students are entitled to an opportunity to attend school free from other students harassing, intimidating, threatening or bullying them. Tri-West High School will investigate and take action against students who violate the rights of other students in this capacity. Refer to the discipline grid for consequences. This Student-Parent Handbook is provided to students and their parents so they may fully understand their responsibilities.

SECTION 5: TYPES OF DISCIPLINARY ACTION, DEFINITION and Procedures

The types of disciplinary action taken by the school administration may include but will not be limited to the following: warnings, student conferences, In-School-Suspension, Out of School Suspension, Detention, Other Courses of Action (i.e. restitution, loss of privileges, etc.) Saturday School, Expulsion

Definitions and Procedure for Disciplinary Action

1. **Conferences-** May include counseling with a teacher, guidance counselor or administrator concerning the behavior problem and recommendation for improvement. Parents may be asked to participate in the conference.
2. **Detention-**Additional time assigned at school, either before or after regular school hours, under supervision. Students who have detention time to serve are responsible for arranging their own transportation. The detention will be served on the day or days assigned by the principal or his designee. Teacher assigned detentions will be a minimum of 30 minutes and no more than 60 minutes.
3. **In--School-Suspension-**Time will be spent, during regular school hours, in an assigned area with supervision. The office will notify each teacher of the suspension and will receive assignments for completion. Work missed in class during the suspension will be made up during the time the student is in suspension. This suspension will be enacted by the building administrator. Students may be assigned to the suspension and/or detention room for reasons relating to discipline and/or attendance. The following rules shall apply to students who are placed in the suspension and/or detention room:
 1. Students will arrive on time to avoid consequences for tardiness. Students will be counted present on school records.
 2. Students must arrive equipped with all books and materials necessary to work for the entire period of the detention assignment.
 3. Students will not be permitted to talk to other students.
 4. Students will not engage in any activity which may be considered distracting or disruptive to other students or to the supervisor.
 5. Students assigned to the detention room over the student's lunch period will eat lunch during the first lunch period.
 6. Students assigned to the detention room for an entire day may be permitted two five minute breaks-one in the morning and one in the afternoon. These breaks may not be taken during the regular passing periods. Students assigned to the detention room for one-half day may not be issued break time.
 7. Students must work on school work while in the detention room and will not be permitted to sleep.
 8. Students assigned to the detention room must make up work, but will only receive credit for work completed during the time spent in the detention room.

The assistant principal and the supervisor shall determine whether the student's behavior is appropriate and in compliance with the above rules. If the behavior is determined to be unsatisfactory or inappropriate, the assistant principal may assign an out-of-school suspension.

4. **Friday Afternoon School (FAS)-**There will be special Friday Afternoon School privileges for

the school year. This suspension will be enacted by the building administrator. Friday Afternoon School sessions held at the High School throughout the school year. Students who persist in ignoring school rules may be assigned to Friday School sessions. These sessions will be held on Fridays from 3:40 A.M. to 6:30 PM. Friday Afternoon School sessions may be used in place of In-School Suspensions. Friday Afternoon School sessions will be assigned, and the number of sessions determined by the Principal or Assistant Principal. "Rules of the Room" will be posted, and the Friday Afternoon School supervisor has the authority to enforce these rules. The Friday Afternoon School supervisor will have the basic authority to assign students to an additional Friday School session if students misbehave during Friday School. In addition, the Friday Afternoon School supervisor may remove a student from a Friday School session for misbehavior and/or recommend school suspension or expulsion for the student to the principal. Tardies and absences from Saturday School will be dealt with as follows: There will be two levels: Level 1 will last from 3:40 until 5 pm and Level 2 will last from 3:40 until 6:30 PM.

1. **FAILURE TO ATTEND FRIDAY AFTERNOONSCHOOL (UNEXCUSED).**

There is no reassignment of Friday Afternoon School for unexcused absences. First offense: Two days suspension. Second and third offense: Up to five days out of school suspension for each offense. Fourth offense: Recommendation for expulsion.

2. **EXCUSED ABSENCE FROM FRIDAY AFTERNOON SCHOOL**

Excused absence from Friday Afternoon School shall include illness, attendance at a funeral, serious illness of another family member, or emergency circumstances totally beyond the control of the student and/or parent. Work and athletic competitions are not an excused absence. A parent's note or telephone call to 994-4000 must be received by the principal, assistant principal, or Friday School supervisor between 2:30 P.M. and 3:00 P.M. on that Friday. The missed Friday Afternoon School will be reassigned with no added penalty.

3. **TARDIES TO FRIDAY AFTERNOON SCHOOL** Students are expected to be in the assigned Friday School room by 3:40 P.M. Doors to the school will be closed at 4:00 P.M. and will be locked.

5. **Suspension**-Disciplinary action whereby a student is separated from attendance for a period of not more than ten (10) school days.

6. **Expulsion**-Disciplinary action whereby a student: 1. Is separated from school attendance for a period in excess of ten (10) days; 2. Is separated from school attendance for the balance of the then current semester year unless a student is permitted to complete required examinations in order to receive credit for the courses taken in the then current semester or current year; or 3. Is separated from school attendance for the period prescribed under IC 20-8.1-5.1-10, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

7. **Other courses of action**-The superintendent, principal, administrative personnel, any teacher, bus driver, or any other person authorized to take such action in connection with student behavior as is reasonably desirable or necessary. Such action shall be taken to help any student, to further school purposes or to prevent an interference therewith, including, but not limited to counseling, parent conferences, assignment or additional work, arrangement of class schedules, requiring the student to remain in school after regular school hours, or restriction of extra-curricular activity.

D. ALTERNATIVE SCHOOL

Tri-West High School at the Central Normal Campus (CNC) will provide an alternative educational setting for students in grades 6-12 who are not successful in the regular educational setting. The Central Normal Campus is not an alternative to school attendance, but is designed to offer skills training and behavior modification so that the student may reenter

the traditional classroom setting. Any prospective student must reside within the North West School Corporation. Students will be referred by the administration of the home school corporation, voluntary enrollment, and/or parent (s) or guardian (s) as an alternative to the traditional classroom or as an alternative to expulsion. An entrance committee consisting of the building principal or designee, school guidance counselor, director of the CNC, student, and parents will meet to determine if the student is placed or accepted into the alternative school setting. An Individual Service Plan (ISP) will be developed for each student and the individual's academic skills will be assessed upon entering and exiting program. There will be no established maximum amount of time for enrollment in the alternative program. At the end of the home school's term, the student will meet with an exit committee to determine if the student may return to his/her home school. Course credit will be awarded upon the successful completion of the courses the student is attempting including passing a proficiency exam on the course contents and meeting all attendance requirements. A student, if assigned, to the alternative school setting will be required to furnish his/her own transportation.

SECTION 6: DUE PROCESS

IC 20-8.1-5.1 enacted by the Indiana General Assembly guarantees due process for pupils suspended or expelled from classes for more than ten (10) days. In cases of expulsion for more than ten days a hearing examiner is appointed by the superintendent of schools. The hearing officer will notify the student of "due process".

SECTION 7: SUSPENSION POLICY

Suspension from school or class will result in a class grade of zero for each day of suspension. A student may file an appeal to the Principal when the "zeros" received by the student would substantially lower final semester grades. When a student is given a school suspension, that suspension includes all school activities. A student who has been suspended is not to be on school property at any time during the suspension period unless requested by a school official.

SECTION 8: GROUNDS FOR SUSPENSION OR EXPULSION:

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.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
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 as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.

5. Threatening or intimidating any student 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 not a firearm as defined in rule #13 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 drug authorized by a medical prescription from a physician is not a violation of this rule.
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 directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with 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 or tardiness 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 (PPA), or stimulants of any kind, be they 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. Knowingly using on school grounds during school hours a cell phone or IPAD with a camera in a situation not related to a school purpose or educational function.
13. Possessing a Firearm
 - a. No student shall possess, handle or transmit any firearm on school property.
 - b. The following devices are considered to be a firearm under this rule:
 - any weapon that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces,
 - missile having an explosive or incendiary charge of more than one-quarter ounce,

mine, or any similar device.

- any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other repellent,
 - and that has any barrel with a bore of more than one-half inch in diameter.
 - any combination of parts either designed or intended for use in converting any device into any destructive device described
 - in the two immediately preceding examples, and from which a destructive device may be readily assembled.
 - an antique firearm
 - a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
- c. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule. The grounds for suspension or expulsion listed above (#1-13) apply when a student is:
- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
 - b. Off school grounds at a school activity, function, or event, or
 - c. Traveling to or from school or a school activity, function, or event.
14. No student shall knowingly possess, handle or transmit a weapon other than a firearm defined above. For purposes of this section, a weapon includes but is not limited to:
- a. knives, brass knuckles, fireworks, ammunition, tear gas, mace, and pepper spray;
 - b. any objects which look like, are represented to be, or could reasonably be considered a weapon;
 - c. any object used in such a manner as to cause injury or harm to anyone.
15. The penalty for possession of a weapon other than a firearm:
- a. Minimum five day suspension and possible recommendation for expulsion.
16. In addition to the grounds 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.

SECTION 9: SEARCH AND SEIZURE

The principal or the principal's designee may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. "Reasonable cause for a search" is defined as circumstances which would cause a reasonable person to believe that the search of a particular person, place or thing will lead to the discovery of:

1. Evidence of a violation of the student conduct standards contained in the Student-Parent Handbook.
2. Anything which because of its presence presents an immediate danger of physical harm or illness to any person.

Searches of the person of a student shall be limited to:

1. searches of the pockets of the student
2. any object in the possession of the student such as a purse or briefcase, and/or
3. a “pat down” of the exterior of the student’s clothing.

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

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

1. seized and admitted as evidence in any suspension or expulsion proceedings if it is tagged for identification at the time it is seized and kept in a secure place by the principal until it is presented at the hearing.
2. returned to the parent or legal guardian of the student from whom it was seized,
3. destroyed if it has no significant value, or
4. turned over to any law enforcement officer.

SECTION 10: FIGHTING

Fighting is illegal. A fight is defined as a physical confrontation that disrupts the immediate environment. Punches do not have to be thrown in order for a fight to have occurred. Grabbing, pushing or shoving in an insolent or rude manner can constitute a fight.

Students who choose to fight on school grounds or at school functions will be suspended out-of-school as outlined in the Discipline Code Violations and Penalties section. Students can avoid fights by seeking an appropriate alternative, such as:

1. Walking away from the person wishing to fight and thereby refusing to engage in that activity, and/or
2. Seeking the help of a staff member in order to avoid a fight.

The administration will make the final determination as to the responsibility each person shall have in school disruption resulting from a fight.

SECTION 11: Offenses on School Property or Against School Employees

Possessing a knife on school property or on a school bus is a Class B misdemeanor. The offense is a Class A misdemeanor if the offender has a previous unrelated conviction and a Class D felony if the offense results in bodily injury or serious bodily injury to another person.

Battery against, and the harassment of, a school employee must be reported to the local enforcement agency.

SECTION 12: Habitual DISCIPLINARY REPORTS

Upon a student receiving a cumulative 5th disciplinary report during a school year the following disciplinary action will take place; 5th report-Saturday School; 6th report-1 day In-School Suspension; 7th report-3 day Suspension; 8th report-5 day suspension; 9th report-expulsion from school.

**IX TRI-WEST HIGH SCHOOL DISCIPLINE CODE
VIOLATIONS AND PENALTIES**

DISCIPLINE AND SCHOOL BEHAVIOR

The entire foundation and success of public school education depends upon the basic concepts of self-discipline...a self-discipline that will allow all individuals to exist in the world and express their own individual right without infringing upon the rights of others. While discipline does not appear

as a subject, it is the training that develops self-control, orderliness, and efficiency. Certain standards of student conduct are necessary to assure that this happens. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and the community. Providing an environment of equal opportunity is the objective of all school personnel.

With an understanding of the purposes of discipline in our school, the following has been accepted as a Code of Student Conduct.

Other Disciplinary Issues

SECTION 1: HARASSMENT/ BULLYING/ INTIMIDATION

Harassment, intimidation, and threats will not be tolerated in school. Any student guilty of such actions will be subject to disciplinary action. Examples of bullying and harassment include, but are not limited to, the following: 1) verbal harassment or abuse, 2) repeated remarks to a person with sexual, racial, or demeaning implications, 3) engagement in harassment accompanied by implied or explicit threats concerning academic performance.

Students are entitled to an environment free of lewd, vulgar, obscene, or sexually explicit language. Conduct that is offensive to the values and standards of the school and community and/or causes a substantial disruption to school purposes is prohibited. Violations including, but not limited to: satanic drawings, symbols and references; gang related slogans or symbols; sexual, racial or other disruptive behaviors may be subject to disciplinary actions including suspension or expulsion.

Any student attempting to harass, intimidate, or threaten any school personnel or school official on or off school property may be punished by suspension or expulsion. Harassment to include, but not limited to phone calls, written communications, or public comments are violations of this policy.

Cyberbullying also falls under the terms of harassment. Cyberbullying means the use of electronic communication or technology devices, to include but not limited to, e-mail messages, instant messaging, text messaging, cellular phones, internet blogs, social websites (e.g. My Space, Facebook, etc.), internet chat rooms, internet postings, digital pictures or images, and defamatory websites to engage in acts of bullying or harassment regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. For off campus conduct, the school district shall be responsive in cases where the off campus conduct causes, or threatens to cause, a substantial disruption at school or interferes with the rights of students to be safe and secure. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavior interventions up to and including **suspension or expulsion**.

SECTION 2: "1000 Feet Rule"

It is considered a violation of Indiana Law to possess, transmit, or use any drugs within 1000 feet of school corporation property.

SECTION 3: SLEEPING IN SCHOOL

Students are not permitted to sleep in school. In the event a student goes to sleep in school, he/she will be sent to the nurse for an evaluation and she will, after evaluating the student's condition, send the student to the assistant principal's office where he/she will be assigned to the next detention if the student is not determined to be ill or incapacitated due to effects of prescribed medication.

SECTION 4: SIGNS

Students shall acquire permission to post signs from the principal or assistant principal. The signs shall be posted only on the bulletin board unless special permission has been granted.

SECTION 5: SELLING

Students shall acquire permission from the principal or assistant principal(s) to sell any item not sponsored by a school club or organization.

SECTION 6: PUBLIC DISPLAY OF AFFECTION

The following behavior of students is in poor taste and unquestionably out of place at any home or away school function.

1. Kissing, embracing, and/or forms of public displays of affection.
2. Walking arm-in-arm or having the arm of one partner around the other.
3. Reclining together in the school building or on the grounds.
4. Sitting with one partner's head in the lap of the other.
5. Sitting together in such a way that one partner is wrapped around the other.

First Offense - Warning by school personnel

Second Offense – Detention 1 hour after school- Parents called

Third Offense – 1 day in-school suspension – Parents called

Fourth Offense – 2 days in-school suspension Parents called to pick the students up.

SECTION 7: HALL REGULATIONS

1. Except during passing periods no student is to be in the halls without a properly signed pass. This pass is to be dated, have the time recorded, and be signed by the teacher responsible for the student.
2. No running in the halls will be permitted.
3. No food or drink is to be carried or consumed in the halls. (except for students taking their lunches to the cafeteria)
4. When school is over, students are to leave immediately, unless staying for an extra-curricular practice, detention, or extra help from a teacher.

The Discipline Code covers all School functions (ON and Off School grounds), and traveling to and from school or a school activity, function or event. In addition to the grounds 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: Law Enforcement Officials are contacted for most violations in these categories and will be contacted on any other instances deemed necessary.

These charts do not encompass all potential violations of the Discipline Code, some example infractions and normal penalties are shown.

Known facts of a violation may alter the final penalty assessment.

Detention hours will be assigned by the assistant principal in advance of serving the time. Detention hours must be served on the day assigned/or additional penalties may be assigned including restriction of extracurricular participation.

Expulsion may be for one semester or for the rest of the school year. All expulsions after the 15th week of a semester may be enforced during the following semester.

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Insubordination- Failure to follow teacher request, excessive rudeness, defiant attitude, being	Range of penalties from student conference to 3 days OSS	5 day suspension	Expulsion

disruptive, refusing to do assigned work, leaving class without permission, etc.			
Removed from class and referred to the office for misbehavior	<u>Parent notified by the referring teacher,</u> referral mailed by an administrator/loss of credit for the day in the class	Conference with an administrator, teacher, and counselor/parent notified by the referring teacher, referral mailed by an administrator/loss of credit for the day in the class	Removed from class for the remainder of the semester/failure for the semester
Obscenity or Profanity	1 Day ISS	Range of 2 days ISS to 1 Day OSS	3 day suspension
Possession or use of tobacco products/vapor pens/electronic cigarettes, smoking paraphernalia ***	3 day suspension & turned over to Student Resource Ofc.	5 day suspension & turned over to SRO	Expulsion
Fighting	5 day suspension (minimum)	Expulsion	
Threats/Harassment/ Bullying	Range of penalties from student conference to 3 days OSS	Range of penalties from student conference to 5 days OSS	Range of penalties from student conference to Expulsion
Truancy	Level 2 FAS	2 days of Level 2 FAS	2 Days OSS
Leaving School without permission	Level 2 FAS	Range of penalties from 1 day OSS to 3 day OSS	Expulsion
Intentional Vandalism/ OR Theft, including staff members property during non-school hours	Restitution/ Range of Penalties Suspension to Expulsion	Restitution/ Expulsion	
Vandalism/Negligent	Restitution	Restitution/3 day suspension	Restitution/5 day suspension
*Possession of a weapon other than a Firearm.	5 day suspension (minimum). Possible recommendation for expulsion.		
*Physical attack on school personnel	Expulsion		
Threats/harassment to	5 day suspension	Expulsion	

school personnel, including non-school hours			
Class/cafeteria, etc., major disruption	5 day suspension	Expulsion	
Dress Code	Range of penalties from detention to FAS	Range of penalties from In School Suspension to 5 days OSS.	1 to 5 days out of school suspension for expulsion
Romantic Relationships	Warning by administrator	Detention	Level 1 FAS
Reckless or Unsafe Driving	Loss of driving privileges for up to 30 school days	Loss of driving privileges for up to 90 school days	Loss of driving privilege for up to the entire school year
Skipping Class	1 day FAS level 1	1 day FAS level 2	2 day FAS level 2
Forging passes/ parental notes	Detention	Range of penalties from 3 day ISS to 3 day OSS	5 day OSS
Sleeping in school	Detention	1 day FAS level 1	1 day FAS level 2
Possession of laser pointer	Detention	1 days FAS level 1	1 day FAS level 2
Excessive Absences	3 days per semester parent/guardian notified with letter	5 days per semester parent/guardian notified with letter	6 or more days, students may be recommended for expulsion
Class Tardy	3 tardies to same class: detention	See tardy policy Student Handbook	
Late to School	Student drivers who are late to school will also be considered "tardy" to their first class.	2nd Late driver will result in a warning and parent contact.	3rd Late driver tardy will have driving privileges suspended ranging from 10 days to remainder of the semester.
Cheating	Failing grade assigned	Loss of credit for the nine weeks	Failing grade assigned for the semester
Bus Incidents	1 day loss of privileges	5 days loss of privileges	10 days loss of privileges
water guns, water balloons, snowballs	1 day suspension	3 day suspension	5 day suspension

Failure to Serve Assigned Detention	Assigned 2 detentions (original + 1)	In School Suspension	3 day suspension
False Fire Alarm	Expulsion		
Possession of unauthorized prescription or “over-the-counter” medication	Range of penalties from warning by administration to expulsion	Every event with drugs or related items will be turned over to SRO.	
Violation of the “Acceptable User Policy” or AUP (technology)	Range of penalties from a loss of computer privileges for 6 calendar weeks to expulsion.	Range of penalties from a loss of computer privileges for one calendar year to expulsion.	Range of penalties from a loss of computer privileges for the duration of the student’s high school career to expulsion.

*** I.C. Code: 35-46-1-10.5 Tobacco purchase by minors

- (a) A person less than eighteen (18) years of age who: (1) purchases tobacco or an electronic cigarette; (2) accepts tobacco or an electronic cigarette for personal use; or (3) possess tobacco or an electronic cigarette on his person; commits a Class C infraction. And is subject of a fine up to \$500 (five hundred dollars).

In addition to the grounds 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: Law Enforcement Officials are contacted for most violations in these categories and will be contacted on any other instances deemed necessary.

These charts do not encompass all potential violations of the Discipline Code, some example infractions and normal penalties are shown.

Known facts of a violation may alter the final penalty assessment.

Detention hours will be assigned by the assistant principal in advance of serving the time. Detention hours must be served on the day assigned/or additional penalties may be assigned including restriction of extracurricular participation.

Expulsion may be for one semester or for the rest of the school year. All expulsions after the 15th week of a semester may be enforced during the following semester.

Tri-West High School

Extra-Curricular Policies and ISHAA Regulations

2018-2019

X. Extra-Curricular Policies

EXTRA-CURRICULAR ACTIVITIES

Tri-West High School recognizes the value of a comprehensive extra-curricular program and encourages student participation. There is a strong indication that the students who involve themselves in school related activities outside the regular curricular program have a tendency to enjoy school more, have better attendance records, and generally perform better in the classroom. After the student has started a well-defined course of study, he/she is urged to consider the opportunities offered for individual development through participation in the extra-curricular program.

Tri-West offers many extra-curricular activities which include many ISHAA sports and school sponsored clubs. Currently we offer a select number of sports for young men and women, these include: baseball, basketball, cheerleading, football, softball, soccer, swimming, track and wrestling. Clubs in existence are defined for you later in the hand book. Any group of students interested in starting a new club should talk with an administrator. If the club is deemed advisable, and is in the best interest of the school, an effort will be made to find a faculty sponsor for the club.

SECTION 1: REQUIREMENTS FOR ALL EXTRA-CURRICULAR ACTIVITIES

1. Each participant in an extra-curricular activity is responsible for reading, understanding and abiding by the following rules and regulations.
2. *All students participating in any Tri-West extra-curricular programs are subject to all rules, regulations and consequences of the extra-curricular discipline policy 365 days a year. This includes all weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school sponsored functions.*
3. All extra-curricular participants must enroll in the Tri-West Hendricks Drug and Alcohol Random Testing Program in order to participate in any extra-curricular activity sponsored by Tri-West Hendricks High School. A signed consent form must be on file in the athletic office.
4. Participation in extra-curricular activities is a privilege earned by meeting the standards set by your school, conference, and IHSA. If you have any questions regarding your eligibility, contact your athletic director or principal BEFORE you endanger your athletic eligibility, rather than AFTER it is too late.
5. All policies, rules, regulations or guidelines pertaining to student behavior and conduct shall be in effect for extra-curricular activities.
6. The rules and regulations of the Indiana High School Athletic Association shall govern all appropriate interscholastic athletic programs.
7. The rules and regulations adopted by the Tri-West High School Athletic Department shall govern student participation for athletes.
8. All clubs or activities require the approval of an administrator and must have a teacher sponsor. Activities and functions are prohibited that are not under the direct supervision of a

teacher/sponsor.

9. Students must be legally enrolled in the educational program in order to participate in extra-curricular activities.
10. To be eligible to participate in an extra-curricular activity, a student is expected to be present in school the day of said activity.
11. Students participating in or attending extra-curricular activities shall conduct themselves with pride and dignity to bring honor to themselves, their school and the community.
12. The following schedule is recommended as the closing time for all evening activities:
 - a.) 10:00 P.M. for all activities during the week.
 - b.) 11:30 P.M. for activities on Friday and Saturday.
 - c.) (For special events, such as the prom, a later closing time may be approved by the principal.)
 - d.) Sunday activities are discouraged and must have the approval of the principal.

SECTION 2: EXTRA-CURRICULAR PARTICIPATION

A student must be present one-half the school day to participate in an extra-curricular activity, except for extenuating circumstances. (i.e. death in the family, medical appointments, college visitation, etc.) A half day is defined as three instructional periods. This will be subject to the approval of the administration and/or sponsor. If the student leaves school due to illness during the school day, he/she will not be permitted to participate that evening. Students who have not been in school due to illness or suspension may not attend extra-curricular activities on the day they were absent.

1. To participate in extra-curricular activities a student must receive a passing grade in five subjects each nine weeks and/or semester. Student scholastic eligibility will be determined the day report cards are issued. If a student does not meet this standard he/she will not participate in extra-curricular activities but may be allowed to practice during the next nine weeks grading period. A student not meeting this standard during the second semester of a school year will not participate in extra-curricular activities during the first nine weeks of the next school year. Scholastic deficiencies may be made up in an approved night school, summer school, or correspondence school provided necessary credits are earned.
2. Any student who is suspended out of school for any disciplinary reason shall not be permitted to participate in extra-curricular activities during the period of the suspension.
3. None of the above is seen as a forfeiture of the right and responsibility of the school administrators to protect the image of the school by removing a student from participation in any extra-curricular activity at any time that the student's participation is not in the best interest of the school corporation.
4. None of the above is seen as a forfeiture of the right of the coaches or sponsors, of extra-curricular activities to set additional approved rules which regulate the participation of students in extra-curricular activities.
5. All IHSAA standards for scholarship (rule 19) are considered minimum standards and must also be met to be eligible to participate in extra-curricular activities.
6. Only those students enrolled at Tri-West High School may participate in extra-curricular activities.

SECTION 3: PARTICIPATION POLICY

Coaches, directors and sponsors are expected to schedule activities to minimize conflicts for students. Students are encouraged to participate in a variety of activities and should not be restricted, or penalized because of scheduling conflicts and demands made upon them by school personnel. All activities which occur outside the regular schedule of classes are co-curricular and

none has precedence over the other.

When unavoidable conflicts arise the following guidelines shall be used to reach resolution:

1. Contests and performances always have priority over practices and rehearsals.
2. When conflicts occur between contests and/or performances the coaches, directors, and sponsors should attempt to resolve the conflict mutually.
3. When school related conflicts arise between contests and/or performances, no penalty shall be imposed on the student for missing a contest or performance.
4. When conflicts cannot be mutually resolved by, coaches, directors and sponsors, the students shall choose to participate in the activity which he or she feel is in his/her best interest.
5. Students must realize that membership in any organization carries the responsibility of attendance. Missing contests, performances and practices for personal reasons is unsatisfactory; and penalties shall be imposed.

SECTION 4: ACADEMIC REQUIREMENTS

1. To be eligible scholastically, students must have received passing grades at the end of their last grading period in school in at least five full credit subjects or the equivalent and must be currently passing in at least five full credit subjects or the equivalent. (Semester grades take precedence.)
2. Student scholastic eligibility will be determined the day report cards are issued. Lists of those dates are available in the principal's office.

SECTION 5: CONSEQUENCES OF DRUGS AND ALCOHOL

- A. If it is proven or confirmed by school officials or coaches that a student had consumed an intoxicant or used drugs (non-prescribed or illegal) the student will be declared ineligible to participate in contests.

FIRST OFFENSE:

- 1) Immediate 30 calendar day suspension from Tri-West driving privileges. Student will also forfeit 20% of his/her current or future extra-curricular contests. The *Carry Over Rule¹ will be used in instances where needed.
- 2) A meeting will be scheduled with the administration, coaches and parent(s)/legal guardian(s) to determine a plan of intervention for the student (Hereby referred to as the *intervention meeting*).
- 3) Students may return to practice, not competition, once a negative drug test has been provided, at student expense

SECOND OFFENSE:

- 1) Suspension from all extra-curricular practices, contests and driving privileges for a minimum of 365 calendar days.

¹ *CARRY OVER RULE: *The student's suspension will begin the first official day of his/her sport/extra-curricular activity. If the student commits the above mentioned offense during summer break or any other time when the student is not participating in his/her sport/activity, the consequence will start on the first official day of their respective extra-curricular activity (in accordance with IHSAA dates). Should a student be suspended from participation in the middle of an athletic season or extra-curricular activity, he/she will finish out the remainder of the suspension when they participate in another sport or activity. In addition, if an incoming freshman student commits an act that warrants a suspension during their eighth grade year, and is unable to serve the suspension due to lack of participation, his/her suspension will carry over to their first activity at the high school level.*

2) Enter a drug treatment/counseling program at parent/student expense

THIRD OFFENSE:

1) Suspension from participation in all extra-curricular practices, contests, and driving privileges for the remaining time they are a student at Tri-West Hendricks High School.

Violations of all Tri-West drug and alcohol policies are cumulative during the student's career at Tri-West Hendricks High School (grades 9-12).

B. Use of tobacco has been shown to be a long-term health risk that inhibits athletic performance. Tri-West athletes are expected to refrain from using tobacco products 365 days a year.
PENALTIES FOR TOBACCO USE:

FIRST OFFENSE:

1) Notification of parents/guardians, athletic director, and head coach. A conference may be requested.

SECOND OFFENSE:

1) Notification of parents/guardians, athletic director, and coach. A conference may be requested.

2) Suspension for one contest.

SUBSEQUENT OFFENSES:

1) Suspension from participation in athletic practices or contests for a minimum of 30 calendar days*. The Carry Over Rule will be used in instances where needed.

2) A meeting will be scheduled between the administration and legal parent(s)/guardian(s) to determine a plan of intervention for the student (*intervention meeting*).

3) Return to participation in athletic practices and contests upon:

a) Successfully complete the required intervention(s) mutually agreed upon at the student's *intervention meeting* at parent/student expense.

b) Provide a negative drug screening no later than two weeks prior to the end of the student's suspension at parent/student expense.

SECTION 6: Returning to Extra-Curricular Activities Following a Drug and Alcohol Related Suspension:

A student must successfully complete all of the following requirements in order to return to any extra-curricular activities following a drug or alcohol related suspension:

a.) Complete the required suspension for the offense.

b.) Successfully complete the required intervention(s) mutually agreed upon at the student's *intervention meeting*, at parent/student expense.

c.) Practice must resume upon the completion of a negative drug screening, at parent/student expense.

d.) Enroll in the Tri-West Mandatory Testing pool for one calendar year (365 days). This requires the student to participate in (10) mandatory drug tests from the date of the student's infraction for one calendar year, at parent/student expense.

All violations of the tobacco policy are cumulative for the current school year.

SECTION 7: OTHER REASONS FOR EXTRA CURRICULAR DISCIPLINE OR SUSPENSION

1. A student athlete will be suspended from all extra-curricular contests for a minimum of 20% of the student's season* if:

* Carry Over Rule

a.) He/she admits to committing an illegal act which would be a misdemeanor (other than

minor traffic violations)

- b.) He/she is determined by school officials to have committed an illegal act which would be a misdemeanor (other than minor traffic violations)
 - c.) He/she is found guilty by a court of law of an illegal act which would be a misdemeanor (other than minor traffic violations)
2. A student athlete will be suspended from all extra-curricular contests for 50% of the student's extracurricular season* if:

* Carry Over Rule.

- a.) He/she commits a second illegal act which would be a misdemeanor (other than minor traffic violation)
 - b.) He/she admits to committing an illegal act which would be a felony.
 - c.) He/she is determined by school officials to have committed an illegal act which would be a felony.
 - d.) He/she is found guilty by a court of law of an illegal at which would be a felony.
3. A student will be suspended from all extra-curricular contests and activities for 365 calendar days if:
- a.) He/she commits a third illegal act which would be a misdemeanor (other than minor traffic violation)
 - b.) He/she commits a second illegal act which would be a felony.
4. Any student athlete, who does not conduct himself/herself in a sportsmanlike manner during a practice or at any athletic contest, will be subject to disciplinary action.

5. **CELL PHONES AND CAMERAS:**

Cell phones and cameras may **not** be used inside a locker room for any purpose. This means no texting, no calling and obviously no pictures. The use of cell phones, regardless if it has a built-in camera or not, is not permitted in the locker room at any time. **NO EXCEPTIONS TO THE RULE.** This rule applies to all players, managers and coaches (coaches may use a cell phone in their office, not the locker room).

A violation of this rule will result in immediate penalty, which could include dismissal from the team. If a photograph is taken, the matter may be turned over to legal authorities for possible prosecution.

Should an athlete receive a call or text while (s)he is in the locker room, (s)he should take the phone (still in backpack, book bag, gym bag, etc.) out to the hall or outside the building before use. **CAMERAS AND PHONES MAY NOT BE IN USE OR OUT IN VIEW IN THE LOCKER ROOM FOR ANY REASON**

6. **SOCIAL NETWORKING SITES:**

Student-athletes are responsible for information contained in written or electronic transmissions (e.g. e-mail) and any information posted on a public domain (e.g. internet, chat room, blogs, Face book, You Tube, My Space). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Student-athletes are not precluded from participation in such online social networks; however, student-athletes should be reminded that they serve as representatives of their team, the athletic program and the North West Hendricks School Corporation.

Texting, tweeting and uses of other social networks to disparage or criticize the team, other students, opponents, coaches or other school personnel is inappropriate behavior and unbecoming of a Tri-West student-athlete. Any individual identified on a social networking site which depicts illegal or inappropriate behavior, due to the Honor Code or other policy, will be considered in violation and subject to athletic discipline or suspension per policy guidelines.

7. Any student athlete who violates the player code of conduct will be subject to disciplinary action.

CARRY OVER RULE: *The student's suspension will begin the first official day of his/her sport/extra-curricular activity. If the student commits the above mentioned offense during summer break or any other time when the student is not participating in his/her sport/activity, the consequence will start on the first official day of their respective extra-curricular activity (in accordance with IHSA dates). Should a student be suspended from participation in the middle of an athletic season or extra-curricular activity, he/she will finish out the remainder of the suspension when they participate in another sport or activity. In addition, if an incoming freshman student commits an act that warrants a suspension during their eighth grade year, and is unable to serve the suspension due to lack of participation, his/her suspension will carry over to their first activity at the high school level.*

SECTION 8: HAZING

Tri-West High School student athletes are not to initiate or participate in any activity commonly known as "hazing." Indiana law states that "hazing means forcing or requiring another person, with or without the consent of the other person, and as a condition of association with a group or organizations, to perform an act that creates a substantial risk of bodily injury." Hazing is also defined as intentional acts of demeaning, degrading, humiliating or intimidating another person through words, actions, or physical activity against a person's will. It is a violation of the individual's human dignity.

FIRST OFFENSE:

- a.) Engaging in such activity (hazing) will result in removal from participation in the student's extra-curricular activity for a period not less than 30 calendar days from all current or future extra-curricular activity*. Each student is also subject to any disciplinary action according to school rules and regulations.
- b.) Any participation in hazing which results ***INJURY*** will result in removal from participation in any extra-curricular activity for one calendar year (365 days).

SECOND OFFENSE:

- a.) Engaging in such activity (hazing) for a second time will result in removal from participation in the student's extra-curricular activity for one calendar year (365 days).
- b.) If an extra-curricular participant is involved in a second offense of hazing which results in ***INJURY***, he/she will be permanently removed from all athletic competition for the remaining career at Tri-West High School.

XI. Student Clubs and Activities

DRAMA

Drama productions are given every year. Auditions for parts in productions are open to all students at Tri-West. Production committees (lights, sound, makeup, stage, publicity, props, costume, house, design) are chaired by students who have interest and experience in theater and are also open to all Tri-West students.

CONSTITUTIONS OF CLUBS AND ORGANIZATIONS

All clubs and organizations must have a constitution on file with the Principal.

CLASS OFFICERS / STUDENT COUNCIL MEMBERS

The purpose of the Tri-West Student Government is to practice good citizenship, to promote harmonious relations throughout the entire school, to improve student teacher relationships, to improve school morals, to assist in the management of the school, to provide a forum for student expression, to promote experience in self-government, to provide orderly direction of school

activities, and to promote the general welfare of the school. A student wishing to be a class officer or a member of the student council must meet the following criteria:

1. Scholarship-At the time of filing for a class officer or council member, a student must have accumulated at least a 2.00 average and maintain this average throughout the remainder of the semester. (Members shall not receive an "F" for the semester in any subject).
2. Citizenship-A student must maintain good behavior and attendance record and must practice good citizenship in and out of school.
3. Grades, citizenship and attendance may be reviewed at any time by the sponsor and an administrator, and may result in removal from office and/or organization if appropriate standards are not met.
4. Members must take an active part in school activities, attend called meetings, be interested in the welfare of the student body, and must be willing to take responsibility and show leadership ability.
5. All class officers, except Junior/Senior Class Presidents and Vice-Presidents are members of Student Council. In addition, other student council members, referred to as members-at-large, will be named based on interest and continued participation in student council activities. Any high school student meeting the membership requirements may attend an organizational meeting to become a student council member.
6. Members must be enrolled in the Drug and Alcohol random testing program.
7. Members-at-large are not elected positions, but rather are obtained by a student's desire to be of service to the school. No limit is placed on the number of possible members-at-large for student council.

HIGH SCHOOL GUARD

The High School Guard marches with the Marching Bruin Band. The group consists of flags, poms, and rifles. Performances are done for home basketball and football games. Many hours of practice are required to develop the skills necessary to perform. The Guard competes in many state marching contests. Open to Grades 8-12.

FAN BUSES

Fan buses may be provided for extra-curricular activities provided the following rules and regulations are followed:

1. An adult supervisor (teacher) is present on the bus.
2. Students are to remain in their seats at all times. This would be the responsibility of the supervisor.
3. Students are to ride the same bus to and from Tri-West to the participating school.
4. No fan bus would be taken unless 50 students paid in advance by the morning before the day of the trip.

XII. Extra-Curricular: Athletic Policies

ATHLETICS

Tri-West High School has a fine tradition in athletics. The students, faculty and community are very proud of the program and achievements. The high school is a member of the Indiana High School Athletic Association. Tri-West is a member of the Sagamore Athletic Conference. Other member schools are Crawfordsville, Danville, Frankfort, Lebanon, North Montgomery, Southmont, and Western Boone.

Tri-West offers nine sports for girls, which include: cheerleading, volleyball, cross country, soccer, golf, swimming, basketball, softball and track. There are nine sports for boys, which include: football, cross country, soccer, basketball, wrestling, swimming, baseball, golf and track.

Students with sufficient ability are eligible to participate on athletic teams, provided they meet the scholastic standards and appropriate conduct requirements of the school and the Indiana High School Athletic Association; pass a physical examination enroll in the Tri-West Hendricks Drug and Alcohol Random Testing Program, and abide by the rules and regulations of the Athletic Department and their coaches.

PHILOSOPHY OF TRI-WEST HIGH SCHOOL ATHLETIC DEPARTMENT

Athletics have much to offer young people and should be an extension for the student athlete's learning process. The Tri-West staff is striving to provide a program that the student body and community can be proud of. Although winning is an important part of a high school athletic program, other factors should also play an important part. Some of these factors are: respect for team members, opponents and the coach; being disciplined as an athlete and learning team cohesiveness. These achievements are paramount in being a Tri-West athlete, as well as, competitiveness and perfection of the sport.

We are in a supporting role. We can help the athletes to get where they want to go, but most of the work they must do themselves.

Definition of Athlete:

The word athlete as used in this policy will be defined as a person who participates in sports, manager of the sport, statistician, and cheerleader.

STUDENTS: It is better to be safe than ineligible, therefore...

1. Read these rules carefully and be sure that you understand them.
2. Participation in athletics is a privilege earned by meeting the standards set by your school, conference, and IHSAA. If you have any questions regarding your eligibility, contact your athletic director or principal BEFORE you endanger your athletic eligibility, rather than AFTER it is too late.

Section 1: Tri-West and ISHAA ELIGIBILITY RULES:

1. Must be a regular student in good standing in the school you represent; must have enrolled not later than the fifteenth day of the current semester.
2. Must have completed 10 separate days of organized practice in said sport under the direct supervision of the high school coaching staff preceding date of participation in interschool contests.
3. Must have received passing grades in at least five full credit subjects or the equivalent during your last grading period except that the semester grades shall take precedence at the end of a semester; and must be currently enrolled in at least five full credit subjects or the equivalent.
4. Must not have reached your twentieth birthday prior to or on the scheduled date of the IHSAA State Finals in a sport.
5. Must have been enrolled in your present high school last semester or at a junior high school from which your high school receives its students unless you are entering the ninth grade for the first time; unless you are transferring from a school district or territory with a corresponding bona fide move on the part of your parents. Unless you are a ward of a court; you are an orphan, you reside with a parent with legal custody, your former school closed, your former school is not accredited, your transfer was pursuant to school board mandate, you attended in error a wrong school, you transferred from a correctional school, you are emancipated, you are a foreign exchange student under an approved NASSP program. You must have been eligible from the school from which you transferred.
6. Must not have been enrolled in more than eight consecutive semesters beginning with grade nine.
7. Must be an amateur (have not participated under an assumed name; have not accepted money or merchandise directly or indirectly for athletic participation; have not accepted

- awards, gifts, or honors from colleges or their alumni; have not signed a professional contract.)
8. Must have had a physical examination between May 1 and your first practice and filed with your principal your completed Consent and Release Certificate.
 9. Must not have transferred from one school to another for athletic purposes as a result of undue influence or persuasion.
 10. Must not have received, in recognition of your athletic ability, any award not approved by your principal or the IHSAA.
 11. Must not accept awards in the form of merchandise, meals, cash, etc.
 12. Must not participate in an athletic contest during the IHSAA authorized contest season for that sport as an individual or on any team other than their school team.
 13. Must not reflect discredit upon your school nor create a disruptive influence on the discipline, good order, moral or educational environment in your school.
 14. Students with remaining eligibility must not participate in tryouts or demonstrations of athletic ability as a prospective student-athlete. Graduates should refer to college rules and regulations before participating.
 15. Must not participate with or against a student enrolled below grade 9.
 16. Must not, while on a grade 9 junior high team, participate with or against a student enrolled in grade 10, 11, or 12.
 17. Must, if absent 5 or more days due to illness or injury, present to your principal a written verification from a physician licensed to practice medicine, stating that you may participate again.
 18. Must not participate in camps, clinics or schools during the IHSAA authorized contest season. Consult your high school principal for regulations regarding out-of-season and summer.
 19. Girls shall not be permitted to participate in an IHSAA tournament program for boys when there is an IHSAA tournament program for girls in that sport in which they can qualify as a girls tournament entrant.
 20. An athlete must be a full time student as defined in the student handbook.
 21. Athletes are expected to be at school and on time the day of an athletic event.
 22. An athlete must be present one-half the school day to participate in an athletic contest, except for extenuating circumstances. (i.e. death in the family, medical appointments, college visitations, etc.)
A half day is defined as three instructional periods. (See Extra-Curriculum Participation Policy).
 23. An athlete must enroll in the Tri-West Hendricks Drug and Alcohol Random Testing Program.
 24. An athlete must show proof of health insurance. Short term health insurance options are available in the Athletic Office.

Section 2: Consent and Release Certificates

1. Between May 1 and student's first practice in preparation for interschool athletic participation, the student shall have had (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. Evidence of both, included on the Consent and Release Certificate, shall be on file in the principal's office prior to the student's first practice. Such certificate may suffice for the entire school year. This rule cannot be waived.
2. Students properly certified to participate in interschool athletic activities, who are absent from school for five consecutive days or who are physically unable to practice for five consecutive days due to illness or injury, must present to the principal a statement from a physician holding an unlimited license to practice medicine that they are again physically fit to participate in

interschool athletics.

3. All athletes must enroll in the Tri-West Hendricks Drug and Alcohol Random Testing Program in order to participate in any sport sponsored by Tri-West Hendricks High School. A signed consent form must be on file in the athletic office.

Section 3: Player Code of Conduct

The student-athlete player code of conduct and sportsmanship is to be followed by all young men and women who participate in Bruin athletics 365 days a year.

1. Be a modest winner.
2. Be a gracious loser.
3. Do not show fits of temper at any time.
4. Do not clown or seek attention when participating with your team in games or at practice.
5. Control yourself at all times.
6. Appointed captains are allowed to talk with referees or game officials. The captain is to speak in a tone of respect and only to ask questions for clarification of the rule or violation; never to question the official's judgment.
7. When traveling to and from athletic events, student athletes are to abide by all school rules.
8. All equipment and facilities at home and when visiting host schools as their guest will be cared for as if it were your personal responsibility. All equipment damaged by a Tri-West Hendricks student athlete will be paid for by the person or persons involved.
9. All athletes will report for all practices on time.
10. All athletes will attend all scheduled practices unless excused by the coach.
11. All athletes will meet IHSAA rules for academic eligibility.
12. All athletes should carry minimum of six solid subjects.
13. All athletes must abide by the policies of Tri-West High School.
14. All athletes will wear proper dress to athletic contests.
15. All athletes will follow guidelines established by the coach.
16. Athletes will not engage in unlawful activities.
17. Athletes will conduct themselves in a manner that projects a positive image of themselves and the school.

XIII. DRUG AND ALCOHOL RANDOM TESTING PROGRAM

Section 1: INTRODUCTION

Drug abuse is a serious problem in today's society, and schools are not immune to this problem. It is statistically predictable, and is within our experience, that some students have used alcohol and have experimented with drugs or may do so during their junior high and high school years. We recognize that serious attention is being given to the drug use and abuse problems in private business and industry, government, schools and colleges throughout the country.

In order to try and help insure the safety of our student athletes and student drivers a strong drug testing program should be an essential aspect in the accomplishment of this task.

Section 2: PHILOSOPHY

This testing program is intended as an integral component of the overall education process of Tri-West Hendricks High School. It's purpose is not punitive in nature, but rather is intended as a medical diagnostic aid in discovering possible drug and alcohol related problems and as an extension of our education programs.

The "safety factor" will be the primary reason for restricting students from participating in activities. A student athlete or a student driver who has consumed alcohol or illegal drugs presents a REAL

and SUBSTANTIAL danger to his/her own health and safety, and to the safety of other students.

1. Drugs or alcohol may mask the pain that an athlete may feel thus causing the athlete to over exert his/her body. Drugs or alcohol may reduce one's motor coordination, or alter one's mood to the degree that participation in athletics is unsafe for the individual athlete as well as those around them. Athletics and its related activities are an important aspect of the educational process, yet safety must take precedence.
2. Many students choose to drive to and from school and school related activities. Operating a motor vehicle after having consumed alcohol or drugs can prove to be fatal. Since this is an obvious safety issue, Tri-West High School demands that a student driving to school remain alcohol and drug free for the safety of his/herself and other students, faculty, staff and community members.

Section 3: PROGRAM GOALS

The intent of this program is to ensure that student athletes and student drivers at Tri-West Hendricks High School are alcohol and drug free.

The purpose of this testing program is to:

- identify a student with alcohol or drug residue in his/her body
- provide notification to the custodial parent/guardian
- educate, help, and direct students away from drug and alcohol use and toward a healthy, safe and drug-free participation in activities.

It is not the intent of this policy to automatically bar students from all further participation in athletics or permanently bar students from driving to school who exhibit a "positive" urinalysis test.

SECTION 4: OBLIGATION TO GOVERN THE MEDICAL CONDITION OF STUDENTS

Indiana Code 20-34-3 sets health measures to be governed by school officials. Most specifically, Indiana Code 20-34-3-9 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

Section 5: POLICY

Any student who wishes to participate in extra-curricular, co-curricular activities, or drive to or from school or any school related activities must participate in the Tri-West Hendricks High School Drug and Alcohol Random Testing Program. Any student who refuses to participate will not be permitted to participate in such activities. Student participants and student drivers will be subjected to a random chemical test to determine if the student has consumed or is under the influence of drugs or alcohol.

Students who do not drive to school/school activities or participate in athletics may voluntarily enroll in the Tri-West Hendricks High School Drug and Alcohol Random Testing Program.

Staff members and coaches may voluntarily enroll in the Tri-West Hendricks High School Drug and Alcohol Random Testing Program.

A parent/guardian may use the procedures of the Tri-West Hendricks High School Drug and Alcohol program to voluntarily have their child tested at their expense. The parent/guardian WILL determine who receives the results of this test.

Section 6: ENROLLMENT PERIOD

Any student who anticipates participating in extra-curricular, co-curricular activities or driving to school/school related activities during the 2016-2017 school year **MUST** enroll in the Tri-West Hendricks High School Drug and Alcohol Random Testing Program.

EXAMPLE: An athlete who participates only in a spring sport must enroll in the Tri-West Hendricks High School Drug and Alcohol Random Testing Program during the initial enrollment period. He/she must be in the testing pool for the entire school year.

EXAMPLE: A student who receives his/her driving license in the spring must enroll in the Tri-West Hendricks High School Drug and Alcohol Random Testing Program during the initial enrollment

period. He/she must be in the testing pool for the entire school year.

1. Initial enrollment in the drug testing pool must be completed by August 31, 2016.
2. Student drivers must be entered in the pool before they receive a parking permit.
3. Enrollment in the pool after the deadline will be allowed with a negative test furnished at the parent/student's expense.
4. New students must enroll in the program within one week of starting school.
5. Students who are enrolled in the Tri-West DRUG and Alcohol Random Testing Program do not need to re-enroll each school year. A student's enrollment status will remain the same during their enrollment at Tri-West. Students will have the opportunity to change their status at the beginning of each school year prior to the established deadline.

Section 7: DRUG SCREENS

The drugs that could be included in the screening process:

1. Amphetamines
2. Barbiturates
3. Benzodiazepines
4. Cocaine
5. Opiates
6. Phencyclidine (PCP)
7. Cannabinoids/marijuana/THC
8. Methamphetamines
9. Oxycodone
10. Anabolic Steroids
11. Cotinine (Nicotine Metabolite)

In addition to testing for drugs, Tri-West Hendricks High School will also test each sample for creatinine. Creatinine is a chemical that is in everyone's body. It is a way to tell if a sample is "normal" or if the person has tried to dilute their sample by drinking a large amount of fluid. Tri-West Hendricks High School reserves the right to retest an individual who produces a specimen with a creatinine level of less than 0.2. If students cannot produce a urine sample within one class period or produces a sample that does not meet the temperature requirement; they will automatically be listed as a positive test.

Section 8: SELECTION AND NOTIFICATION PROCEDURE

The number of individuals to be tested on a given date will be determined by the school administration. Each individual in the testing pool will be assigned a unique identification number that will represent his/her name. The principal or his designee will maintain a cross listing of the individual and the prearranged identification number.

The selection for testing each week will be done by a random selection of the numbers in the pool. Persons selected to be tested in a given week will have their numbers put back into the pool for the random tests in subsequent weeks.

EXAMPLE: A single individual could be tested each and every testing period if his/her number keeps coming up. The Principal and/or his designee shall locate each individual selected for testing and escort them to the appropriate collection site.

Section 9: TEST RESULT REPORTING PROCEDURE

In the Tri-West Hendricks High School Drug and Alcohol Random testing program, the Principal or his designee will be notified of a positive test result by the testing laboratory. The Principal or his designee will notify the student and his/her parent or guardian of the positive test result. The administrator of this program will provide the parent or guardian with a list of agencies that can

assist the child. The administrator of the program will notify the student of any action, based on the policies/procedures as outlined. The only persons aware of the names of those who tested positive will be:

- a. Student
- b. Parents/Guardians
- c. Administrators
- d. Head coach of the appropriate athletic team

The result of a drug test that returns “negative” will be kept confidential to protect the identity of those being tested. However, the parent/guardian of the student who tested negative will be notified of the test results.

The Laboratory personnel shall provide interpretation and clarification for all test results.

Section 10: POSITIVE TEST RESULT PROCEDURE

No individual shall be expelled or suspended from school as a result of a positive test from the Tri-West Hendricks High School Drug and Alcohol Random Testing Program. No policy enforcement shall occur until the Principal or his designee has had a conference with the parents/guardians of the student.

- A. If it is proven or confirmed by school officials or coaches that a student had consumed an intoxicant or used drugs (non-prescribed or illegal) the student will be declared ineligible to participate in contests

FIRST OFFENSE:

- 1) Immediate 30 calendar day suspension from Tri-West driving privileges. Student will also forfeit 20% of his/her current or future extra-curricular contests. The Carry Over Rule will be used in instances where needed.
- 2) A meeting will be scheduled with the Student Health Advisory Committee² and parent(s)/legal guardian(s) to determine a plan of intervention for the student (Hereby referred to as the *intervention meeting*).
- 3) Students may return to practice, not competition, once a negative drug test has been provided, at student expense

SECOND OFFENSE:

- 1) Suspension from all extra-curricular practices, contests and driving privileges for a minimum of 365 calendar days.
- 2) Enter a drug treatment/counseling program at parent/student expense.

THIRD OFFENSE:

- 1) Suspension from participation in all extra-curricular practices, contests, and driving privileges for the remaining time they are a student at Tri-West Hendricks High School.

SECTION 11: Returning to Extra-Curricular Activities Following a failure on the Random Drug Testing

A student must successfully complete all of the following requirements in order to return to any extra-curricular activities following a drug or alcohol related suspension:

- a) Complete the required suspension for the offense.
- b) Successfully complete the required intervention(s) mutually agreed upon at the student's *intervention meeting*, at parent/student expense.

² Student Health Advisory Committee consists of the Assistant Principal, Athletic Director

- c) Practice must resume upon the completion of a negative drug screening, at parent/student expense.
- d) Enroll in the Tri-West Mandatory Testing pool for one calendar year (365 days). This requires the student to participate in (10) mandatory drug tests from the date of the student's infraction for one calendar year, at parent/student expense.

Violations of this policy by a high school student are cumulative during the student's time at Tri-West Hendricks High School (grades 9-12).

SECTION 12: TESTING FLOW CHART

1. Student names are entered into the data pool by assigned number.
2. The testing agency selects student names randomly by utilizing assigned number.
3. The testing agency will send numbers to Tri-West Hendricks High School.
4. School administrative staff will escort the student to the testing site for specimen collection by the (testing agency or principals designee).
5. The testing agency will follow the chain of custody and test the sample.
6. A positive test screening will result in a second confirming test on the same sample by the laboratory.
7. The school administration will contact the parents if the test results are positive.
8. The school administration will review the test results with the parents and consequences for a positive test result will be applied.

SECTION 13: "Reasonable Suspicion" and drug testing

In addition to drug testing under the above random testing program, students could be tested for reasonable suspicion. Reasonable suspicion means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal first-hand knowledge, shall constitute reasonable suspicion.

Students who are tested based on reasonable suspicion will be addressed under the TWHS discipline code and will likely face expulsion from school if they indeed test "positive" for the presence of drugs or alcohol.

SECTION 14: ALCOHOL/DRUG WAIVER POLICY

Possession or consumption/use of alcohol or drugs by a student is an expulsion offense. The recommended length for students pending expulsion for such offenses will be for the remainder of the current semester plus the following semester. However, first time offenders may at the discretion of the principal or assistant principal be permitted to pursue the following course of action:

1. The parent(s) and the student agree to waive a due process hearing.
2. The parent(s) and the student accept expulsion for the remainder of the semester.
3. The parent(s) and the student agree to seek drug/alcohol counseling for the student and to provide documented proof the student did attend such counseling for no less than six sessions. The cost of such counseling will be the responsibility of the student and his/her family.
4. The parent(s) and student agree to provide the school with verified proof the student is drug-free upon his/her return to school. The cost of such verification will be the responsibility of the student and his/her family.
5. A report will be filed with the Bureau of Motor Vehicles notifying the agency of the student's expulsion. A student's license may be suspended by the Bureau until the end of the semester during which the person returns.
6. Failure to comply with all of the above will result in the student being denied the right to

re-enroll the ensuing semester.

7. The student may be subject to criminal prosecution as law enforcement officials will be contacted by the principal or assistant principal.

XIV. INDIANA LAW PERTAINING TO DUE PROCESS AND PUPIL DISCIPLINE

School Purpose

As used herein, the term “school purposes” is defined as it is in IC 20-8.1-1-8 (Acts 1980, P.L. 148); the term “school purposes” refers to the purpose for which school corporations operate, including:

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

As used herein, the term “education function” is defined as it is in IC 20-8.1-1-9 (IC 1971, 20-8.1-1-9 as added by Acts 1973, P.L. 218):

The term “educational function” means the performance by School Corporation, or its officers or employees, of an act or a series of acts in carrying out school purposes.

THE INDIANA STATUTE ON DUE PROCESS AND PUPIL DISCIPLINE IS ADOPTED BY THE NORTH WEST HENDRICKS SCHOOL CORPORATION AS A GUIDANCE FOR THE ADOPTED DISCIPLINE by the Board of School Trustees on May 13, 2014.

To find out more information about Indiana Code and Educational Laws go to the following website:

www.in.gov/legislative/ic/2010 scroll down to Title 20. Education and you will find the codes and laws that govern the state of Indiana through the 2014 session.

APPENDIX A (Revised July 1, 2005)

INDIANA LAW PERTAINING TO DUE PROCESS AND PUPIL DISCIPLINE

THE INDIANA STATUTE ON DUE PROCESS AND PUPIL DISCIPLINE IS ADOPTED BY THE NORTH WEST HENDRICKS SCHOOL CORPORATION AS A GUIDANCE FOR THE ADOPTED DISCIPLINE POLICY.

IC 20-33-8. Student Discipline

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

- (1) verbal or written communications transmitted;
- (2) physical acts committed; or
- (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

[New in 2005 via SEA 285]

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

- (1) IC25-22.5; or
- (2) the law of another state.

[Formerly IC 20-8.1-5.1-0.5]

IC 20-33-8-1. As used in this chapter, “principal” includes a principal’s designee.

[Formerly IC 20-8.1-5.1-1]

IC 20-33-8-2. As used in this chapter, “educational function” means the performance by a school corporation or its officers or employees of an act or a series of acts in carrying out school purposes. *[Formerly 20-8.1-1-9]*

IC 20-33-8-3.

- (a) As used in this chapter, “expulsion” means a disciplinary or other action whereby a student:
- (1) is separated from school attendance for a period exceeding ten (10) school days;
 - (2) is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
 - (3) is separated from school attendance for the period prescribed under section 16 of this chapter, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.
- (b) The term does not include situations when a student is:
- (1) disciplined under section 25 of this chapter;
 - (2) removed from school in accordance with IC20-34-3-9; or
 - (3) removed from school for failure to comply with the immunization requirements of IC20-34-4-5.

[Formerly IC 20-8.1-1-10]

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

- (1) To promote knowledge and learning generally.
- (2) To maintain an orderly and effective educational system.
- (3) To take any action under the authority granted to school corporations and their governing bodies by IC20-26-5 or by any other statute.

[Formerly IC 20-8.1-1-8]

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

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

[Formerly IC 20-8.1-1-18]

IC 20-33-8-6. As used in this chapter, “superintendent” includes a superintendent’s designee.

[Formerly IC 20-8.1-5.1-2]

IC 20-33-8-7.

- (a) As used in this chapter, “suspension” means any disciplinary action that does not constitute an expulsion under section 3 of this chapter, whereby a student is separated from school attendance for a period of not more than ten (10) school days.
- (b) The term does not include a situation in which a student is:
- (1) disciplined under section 25 of this chapter;
 - (2) removed from school in accordance with IC20-34-3-9; or
 - (3) removed from school for failure to comply with the immunization requirements of IC20-34-4-5.

[Formerly IC 20-8.1-1-11]

IC 20-33-8-8.

- (a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:
 - (1) a school corporation; and
 - (2) the students of a school corporation.
- (b) In all matters relating to the discipline and conduct of students, School Corporation personnel:
 - (1) stand in the relation of parents to the students of the school corporation; and
 - (2) have the right to take any disciplinary action necessary to promote student conduct that conforms to an orderly and effective educational system, subject to this chapter.
- (c) Students must:
 - (1) follow responsible directions of school personnel in all educational settings; and
 - (2) refrain from disruptive behavior that interferes with the educational environment.

[Formerly IC 20-8.1-5.1-3]

IC 20-33-8-9.

- (a) This section applies to an individual who:
 - (1) is a teacher or other school staff member; and
 - (2) has students under the individual's charge.
- (b) An individual may take any action that is reasonably necessary to carry out or to prevent an interference with an educational function that the individual supervises.
- (c) Subject to rules of the governing body and the administrative staff, an individual may remove a student for a period that does not exceed five (5) school days from an educational function supervised by the individual or another individual who is a teacher or other school staff member.

[Formerly IC 20-8.1-5.1-4]

IC 20-33-8-10.

- (a) A principal may take action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.
- (b) Subsection (a) allows a principal to write regulations that govern student conduct.

[Formerly IC 20-8.1-5.1-5]

IC 20-33-8-11. A:

- (1) Superintendent; or
- (2) Member of the superintendent's administrative staff, with the superintendent's approval; may take any action with respect to all schools within the superintendent's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

[Formerly IC 20-8.1-5.1-6]

IC 20-33-8-12.

- (a) The governing body of a school corporation must do the following:
 - (1) Establish written discipline rules, which may include:
 - (A) appropriate dress codes; and**
 - (B) if applicable, an agreement for court assisted resolution of school suspension and expulsion cases;** *[NOTE: bold print added by HEA 1794 of 2005]* for the school corporation.

- (2) Give general publicity to the discipline rules within a school where the discipline rules apply by actions such as:
 - (A) making a copy of the discipline rules available to students and students' parents; or
 - (B) delivering a copy of the discipline rules to students or the parents of students.

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

(b) The:

- (1) superintendent of a school corporation; and
- (2) Principals of each school in a school corporation; may adopt regulations establishing lines of responsibility and related guidelines in compliance with the discipline policies of the governing body.

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

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

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

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

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

However, this subsection does not prohibit the governing body from regulating the areas listed in this subsection. [Formerly IC 20-8.1-5.1-7, as amended by HEA 1794 of 2005]

IC 20-33-8-13.

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

- (1) The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in subdivision (2).
- (2) A physician states in writing that:
 - (A) the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 - (B) the student has been instructed in how to self-administer the medication; and
 - (C) the nature of the disease or medical condition requires emergency administration of the medication.

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

[Formerly IC 20-8.1-5.1-7.5]

IC 20-33-8-13.5.

- (a) Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must:
 - (1) prohibit bullying; and
 - (2) include provisions concerning education, parental involvement, reporting, investigation, and intervention.
- (b) The discipline rules described in subsection (a) must apply when a student is:
 - (1) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
 - (2) off school grounds at a school activity, function, or event;
 - (3) traveling to or from school or a school activity, function, or event; or
 - (4) using property or equipment provided by the school.
- (c) This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.

[New in 2005 via SEA 285]

IC 20-33-8-14.

- (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:
 - (1) Student misconduct.
 - (2) Substantial disobedience.
- (b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
 - (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
 - (2) off school grounds at a school activity, function, or event; or
 - (3) traveling to or from school or a school activity, function, or event.

[Formerly IC 20-8.1-5.1-8]

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

- (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- (2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

[Formerly IC 20-8.1-5.1-9]

IC 20-33-8-16.

- (a) As used in this section, "firearm" has the meaning set forth in IC35-47-1-5.
- (b) As used in this section, "deadly weapon" has the meaning set forth in IC35-41-1-8. The term does not include a firearm or destructive device.
- (c) As used in this section, "destructive device" has the meaning set forth in IC35-47.5-2-4.
- (d) Notwithstanding section 20 of this chapter, a student who is:
 - (1) identified as bringing a firearm or destructive device to school or on school property; or
 - (2) in possession of a firearm or destructive device on school property; must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.

- (e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.
- (f) Notwithstanding section 20 of this chapter, a student who is:
 - (1) identified as bringing a deadly weapon to school or on school property; or
 - (2) in possession of a deadly weapon on school property; may be expelled for not more than one (1) calendar year.
- (g) A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.
- (h) A student with disabilities (as defined in IC20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415. *[Formerly IC 20-8.1-5.1-10]*

IC 20-33-8-17. A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled. *[Formerly IC 20-8.1-5.1-11]*

IC 20-33-8-18.

- (a) A principal may suspend a student for not more than ten (10) school days under section 14, 15, or 16 of this chapter. However, the student may be suspended for more than ten (10) school days under section 23 of this chapter.
- (b) A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following:
 - (1) A written or an oral statement of the charges against the student.
 - (2) If the student denies the charges, a summary of the evidence against the student.
 - (3) An opportunity for the student to explain the student's conduct.
- (c) When misconduct requires immediate removal of a student, the meeting under subsection (b) must begin as soon as reasonably possible after the student's suspension.
- (d) Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following:
 - (1) The student's misconduct.
 - (2) The action taken by the principal.

[Formerly IC 20-8.1-5.1-12]

IC 20-33-8-19.

- (a) A superintendent of a school corporation may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting:
 - (1) Legal counsel.
 - (2) A member of the administrative staff if the member:
 - (A) has not expelled the student during the current school year; and
 - (B) was not involved in the events giving rise to the expulsion.

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

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

designated under subsection (a). Notice of the right to appear at an expulsion meeting must:

- (1) be made by certified mail or by personal delivery;
 - (2) contain the reasons for the expulsion; and
 - (3) contain the procedure for requesting an expulsion meeting.
- (c) The individual conducting an expulsion meeting:
- (1) shall make a written summary of the evidence heard at the expulsion meeting;
 - (2) may take action that the individual finds appropriate; and
 - (3) must give notice of the action taken under subdivision (2) to the student and the student's parent.
- (d) If the student or the student's parent not later than ten (10) days of receipt of a notice of action taken under subsection (c) makes a written appeal to the governing body, the governing body:
- (1) shall hold a meeting to consider:
 - (A) the written summary of evidence prepared under subsection (c)(1); and
 - (B) the arguments of the principal and the student or the student's parent; unless the governing body has voted under subsection (f) not to hear appeals of actions taken under subsection (c); and
 - (2) may take action that the governing body finds appropriate. The decision of the governing body may be appealed only under section 21 of this chapter.
- (e) A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent.
- (f) The governing body may vote to not hear appeals of actions taken under subsection (c). If the governing body votes to not hear appeals, subsequent to the date on which the vote is taken, a student or parent may appeal only under section 21 of this chapter.

[Formerly IC 20-8.1-5.1-13]

IC 20-33-8-20.

- (a) Except as provided in section 16 of this chapter, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. If a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to reenroll after an expulsion or an exclusion attend an alternative program.
- (b) An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. The review:
 - (1) shall be conducted by the superintendent or an individual designated under section 19(a) of this chapter after notice of the review has been given to the student and the student's parent;
 - (2) is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting; and

- (3) may lead to a recommendation by the person conducting the review that the student be reinstated for the second semester.
- (c) An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review:
 - (1) shall be conducted by the superintendent or an individual designated under section 19(a) of this chapter after notice of the review has been given to the student and the student's parent;
 - (2) is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting; and
 - (3) may lead to a recommendation by the individual conducting the review that the student be reinstated for the upcoming school year.

[Formerly IC 20-8.1-5.1-14]

IC 20-33-8-21. Judicial review of a governing body's action under this chapter by the circuit or superior court of the county in which a student who is the subject of the governing body's action resides is limited to the issue of whether the governing body acted without following the procedure required under this chapter.

[Formerly IC 20-8.1-5.1-15]

IC 20-33-8-22. An expulsion that has been upheld by a governing body continues in effect during judicial review under section 21 of this chapter unless:

- (1) the court grants a temporary restraining order under the Indiana Rules of Civil Procedure; and
- (2) the school corporation was given the opportunity to appear at the hearing regarding the temporary restraining order.

[Formerly IC 20-8.1-5.1-15.5]

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

- (1) interference with an educational function or school purposes; or
 - (2) a physical injury to the student, other students, school employees, or visitors to the school.
- However, a student may not be suspended from school pending a meeting on a student's proposed expulsion if the expulsion is ordered under section 17 of this chapter.

[Formerly IC 20-8.1-5.1-16]

IC 20-33-8-24.

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

[Formerly IC 20-8.1-5.1-17]

IC 20-33-8-25.

- (a) This section applies to an individual who:

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

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

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

- (c) As used in this subsection, "physical assault" means the knowing or intentional touching of another person in a rude, insolent, or angry manner. When a student physically assaults a person having authority over the student, the principal of the school where the student is enrolled shall refer the student to the juvenile court having jurisdiction over the student. However, a student with disabilities (as defined in IC20-35-7-7) who physically assaults a person having authority over the student is subject to procedural safeguards under 20 U.S.C. 1415.

[Formerly IC 20-8.1-5.1-18]

IC 20-33-8-26.

- (a) The governing body of a school corporation may adopt rules that require a person having care of a dependent student to participate in an action taken under this chapter in connection with a student's behavior. The rules must include the following:

- (1) Procedures for giving actual notice to the person having care of the dependent student.
- (2) A description of the steps that the person must take to participate in the school corporation's action.
- (3) A description of the additional actions in connection with the student's behavior that are justified in part or in full if the person does not participate in the school corporation's action.

- (b) A dependent student is a child in need of services under IC31-34-1-7 if, before the student child becomes eighteen (18) years of age:

- (1) the student's parent fails to participate in a disciplinary proceeding in connection with the student's improper behavior, as provided for by this section, if the behavior of the student has been repeatedly disruptive in the school; and
- (2) the student needs care, treatment, or rehabilitation that the child:
 - (A) is not receiving; and
 - (B) is unlikely to be provided or accepted without the coercive intervention of the court.

[Formerly IC 20-8.1-5.1-19]

IC 20-33-8-27. The governing body of a school corporation may by rule:

- (1) amplify;
- (2) supplement; or
- (3) extend; the procedures provided in this chapter in any manner that is consistent with this chapter.

[Formerly IC 20-8.1-5.1-20]

IC 20-33-8-28. Any rights granted to a student or a student's parent by this chapter may be waived only by a written instrument signed by both the student and the student's parent. The waiver is valid if made:

- (1) voluntarily; and
- (2) with the knowledge of the:
 - (A) procedures available under this chapter; and
 - (B) consequences of the waiver.

[Formerly IC 20-8.1-5.1-21]

IC 20-33-8-29.

- (a) As used in this section, "special school" includes the following:

- (1) A vocational school.
 - (2) A special education school or program.
 - (3) An alternative school or program.
- (b) To the extent possible, this chapter applies to a special school.
 - (c) The governing body of a special school may make necessary modifications to the responsibilities of school personnel under this chapter to accommodate the administrative structure of a special school.
 - (d) In addition to a disciplinary action imposed by a special school, the principal of the school where a student is enrolled may without additional procedures adopt a disciplinary action or decision of a special school as a disciplinary action of the school corporation.

[Formerly IC 20-8.1-5.1-22]

IC 20-33-8-30.

- (a) This section applies to the following:
 - (1) A student who:
 - (A) is expelled from a school corporation or charter school under this chapter; or
 - (B) withdraws from a school corporation or charter school to avoid expulsion.
 - (2) A student who:
 - (A) is required to separate for disciplinary reasons from a nonpublic school or a school in a state other than Indiana by the administrative authority of the school; or
 - (B) withdraws from a nonpublic school or a school in a state other than Indiana in order to avoid being required to separate from the school for disciplinary reasons by the administrative authority of the school.
- (b) The student referred to in subsection (a) may enroll in another school corporation or charter school during the period of the actual or proposed expulsion or separation if:
 - (1) the student's parent informs the school corporation in which the student seeks to enroll and also:
 - (A) in the case of a student withdrawing from a charter school that is not a conversion charter school to avoid expulsion, the conversion charter school; or
 - (B) in the case of a student withdrawing from a conversion charter school to avoid expulsion:
 - (i) the conversion charter school; and
 - (ii) the school corporation that sponsored the conversion charter school; of the student's expulsion, separation, or withdrawal to avoid expulsion or separation;
 - (2) the school corporation (and, in the case of a student withdrawal described in subdivision (1)(A) or (1)(B), the charter school) consents to the student's enrollment; and
 - (3) the student agrees to the terms and conditions of enrollment established by the school corporation (or, in the case of a student withdrawal described in subdivision (1)(A) or (1)(B), the charter school or conversion charter school).
- (c) If:
 - (1) a student's parent fails to inform the school corporation of the expulsion or separation or withdrawal to avoid expulsion or separation; or
 - (2) a student fails to follow the terms and conditions of enrollment under subsection (b)(3); the school corporation or charter school may withdraw consent and prohibit the student's enrollment during the period of the actual or proposed expulsion or

separation.

- (d) Before a consent is withdrawn under subsection (c) the student must have an opportunity for an informal meeting before the principal of the student's proposed school. At the informal meeting, the student is entitled to:
- (1) a written or an oral statement of the reasons for the withdrawal of the consent;
 - (2) a summary of the evidence against the student; and
 - (3) an opportunity to explain the student's conduct.
- (e) This section does not apply to a student who is expelled under section 17 of this chapter.

[Formerly IC 20-8.1-5.1-23]

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

- (1) IC20-33-2; or
- (2) any other statute relating to compulsory school attendance.

[Formerly IC 20-8.1-5.1-24]

IC 20-33-8-32.

- (a) A school corporation must provide each:
- (1) student; and
 - (2) student's parent; a copy of the rules of the governing body on searches of students' lockers and locker contents.
- (b) A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in:
- (1) that locker; or
 - (2) the locker's contents.
- (c) In accordance with the rules of the governing body, a principal may search:
- (1) a student's locker; and
 - (2) the locker's contents; at any time.
- (d) A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:
- (1) at the request of the school principal; and
 - (2) in accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker's contents.

[Formerly IC 20-8.1-5.1-25]

IC 20-33-8-33. Before February 1 and before October 1 of each year, except when a hearing has been requested to determine financial hardship under IC9-24-2-1(a)(4), the governing body of the school corporation shall submit to the bureau of motor vehicles the pertinent information concerning an individual's ineligibility under IC9-24-2-1 to be issued a driver's license or learner's permit, or concerning the invalidation of a license or permit under IC9-24-2-4.

[Formerly IC 20-8.1-5.1-26]

IC 20-33-8-34.

- (a) Notwithstanding any other law, a suspension, an expulsion, or another disciplinary action against a student who is a child with a disability (as defined in IC20-35-1-2) is subject to the:
- (1) procedural requirements of 20 U.S.C. 1415; and

(2) rules adopted by the state board.

- (b) The division of special education shall propose rules under IC20-35-2-1(b)(5) to the state board for adoption under IC4-22-2 governing suspensions, expulsions, and other disciplinary action for a student who is a child with a disability (as defined in IC20-35-1-2).

[Formerly IC 20-8.1-5.1-27]

COURT ASSISTED RESOLUTION OF SUSPENSION AND EXPULSION CASES

The following language was added to the Indiana Code as a NEW chapter by House Enrolled Act 1794, P.L. ___-2005, SECTION 23:

IC 20-33. Chapter 8.5. Court Assisted Resolution of Suspension and Expulsion Cases

IC 20-33-8.5-1. This chapter does not apply to a nonpublic school.

IC 20-33-8.5-2. A superintendent and a court having juvenile jurisdiction in the county may enter into a voluntary agreement (referred to as the "agreement" in this chapter) for court assisted resolution of school suspension and expulsion cases. The agreement may require the court to supervise or provide for the supervision of an expelled or suspended student who has been referred to the court by the school corporation in accordance with the terms of the agreement.

IC 20-33-8.5-3. The agreement may require that a court do one (1) or more of the following:

- (1) Establish a flexible program for the supervision of a student who has been suspended or expelled.
- (2) Supervise a student who has been suspended or expelled.
- (3) Require a student who has been suspended or expelled to participate in a school program (including an alternative educational program) for the supervision of a student who has been suspended or expelled.

IC 20-33-8.5-4

(a) The agreement may require that a school corporation do one (1) or more of the following:

- (1) Define the violation for which a student who has been suspended or expelled shall be referred to the court.
- (2) Refer a student who has been suspended or expelled for a violation described in subdivision (1) to the court.
- (3) Establish a school program (including an alternative educational program) for the supervision of a student who has been suspended or expelled.

(b) If a school corporation enters into an agreement, the discipline rules adopted by the school corporation under IC20-33-8-12 must specify the violations for which a student may be referred to the court under the agreement.

IC 20-33-8.5-5. The agreement must provide how the expenses of supervising a student who has been suspended or expelled are funded. A school corporation may not be required to expend more than the amount determined under IC21-3-1.7-6.7(e) for each student referred under the agreement.

IC 20-33-8.5-6. A student shall be given an informal hearing before the court, in a setting agreed upon by the court and the school system, as soon as practicable following the student's referral to the court, after notice of the hearing has been provided to the student's parent.

IC 20-33-8.5-7. A hearing under this chapter is not a hearing to determine whether a student who has been suspended or expelled is a child in need of services. However, if a court determines that a student who has been suspended or expelled may:

- (1) be a child in need of services (as described in IC31-34-1); or

(2) have committed a delinquent act (as described in IC31-37); the court may notify the office of family and children or the prosecuting attorney.

IC 20-33-8.5-8. A parent or guardian has the right to be present and may be required to be present during the student's appearance.

IC 20-33-8.5-9. A student's appearance in court under this chapter shall not be used against the child or the child's parents or guardians in any subsequent court proceeding, including but not limited to any delinquency or child in need of services matter under IC31.

IC 20-33-8.5-10. All records of the student's court appearance shall be expunged upon the student's completion of the out-of-school suspension or expulsion program.

IC 20-33-8.5-11. Notwithstanding the terms of the agreement, a suspension, an expulsion, or a referral of a student who is a child with a disability (as defined in IC20-1-6-1) is subject to the:

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

IC 20-33-8.5-12. This chapter does not deprive a child of any due process rights to which the child may be entitled.

ADDITIONAL DEFINITIONS IN RECODIFICATION STATUTE

The following definitions appear in **SECTION 2** of HEA 1288, and are codified at the new Title 20 cite of **IC 20-18-2**: [They apply throughout Title 20.]

Chapter 2. Definitions

IC 20-18-2-1. The definitions in this chapter apply throughout this title.

IC 20-18-2-2. “Average daily membership” or “ADM” has the meaning set forth in IC21-3-1.6-1.1(d).

IC 20-18-2-3. “Department” refers to the department of education established by IC20-19-3-1.

IC 20-18-2-4. “Elementary school” means any combination of kindergarten and grades 1, 2, 3, 4, 5, 6, 7, or 8.

IC 20-18-2-5. “Governing body” means:

- (1) a township trustee and the township board of a school township;
- (2) a county board of education;
- (3) a board of school commissioners;
- (4) a metropolitan board of education;
- (5) a board of trustees; or
- (6) any other board or commission charged by law with the responsibility of administering the affairs of a school corporation.

IC 20-18-2-6. “Graduation examination” means the test designated by the board under the ISTEP program.

IC 20-18-2-7. “High school” means any combination of grades 9, 10, 11, or 12.

IC 20-18-2-8. “Indiana physician” means an individual who holds an unlimited license to practice medicine in Indiana.

IC 20-18-2-9. “Individualized education program” means a written statement developed for a child by a group that includes:

- (1) a representative of the School Corporation or public agency responsible for educating the child;
- (2) the child's teacher;

- (3) the child's parent, guardian, or custodian;
- (4) if appropriate, the child; and
- (5) if the provision of services for a seriously emotionally disabled child is considered, a mental health professional provided by:
 - (A) the community mental health center (as described in IC12-29); or
 - (B) a managed care provider (as defined in IC12-7-2-127(b)); serving the community in which the child resides; and that describes the special education to be provided to the child.

IC 20-18-2-10. "ISTEP program" refers to the Indiana statewide testing for educational progress program developed and administered under IC20-32-5.

IC 20-18-2-11. "Legal settlement" of a student means the student's status with respect to the school corporation that has the responsibility to allow the student to attend its local public schools without the payment of tuition, or to pay transfer tuition under IC20-26-11 if the student attends school in a local public school of another school corporation.

IC 20-18-2-12.

- (a) **"Nonpublic school"** means a school that is not maintained by a school corporation.
- (b) The term includes a private school or parochial school.

IC 20-18-2-13. "Parent" means:

- (1) the natural father or mother of a child;
- (2) in the case of adoption, the adopting father or mother of a child;
- (3) if custody of the child has been awarded in a court proceeding to someone other than the mother or father, the court appointed guardian or custodian of the child; or
- (4) if the parents of a child are divorced, the parent to whom the divorce decree or modification awards custody or control with respect to a right or obligation under this title.

IC 20-18-2-14. "Principal" refers to the chief administrative officer of a school.

IC 20-18-2-15. "Public school" means a school maintained by a school corporation.

IC 20-18-2-16.

- (a) **"School Corporation"** means a public school corporation established by Indiana law.
- (b) The term includes a:
 - (1) school city;
 - (2) school town;
 - (3) school township;
 - (4) consolidated school corporation;
 - (5) metropolitan school district;
 - (6) township school corporation;
 - (7) county school corporation;
 - (8) united school corporation; or
 - (9) community school corporation.

IC 20-18-2-17. "School year" means the period:

- (1) beginning after June 30 of each year; and
- (2) ending before July 1 of the following year; except when a different period is specified for a particular purpose.

IC 20-18-2-18. "Secondary school" means a high school.

IC 20-18-2-19. "State board" refers to the Indiana state board of education established by IC20-19-2-2.

IC 20-18-2-20. "State superintendent" refers to the state superintendent of public instruction.

IC 20-18-2-21. "Superintendent" means:

- (1) the chief administrative officer of a school corporation; or
- (2) in the case of a township school, the county superintendent of schools.

IC 20-18-2-22.

- (a) **"Teacher"** means a professional person whose position in a school corporation requires certain teacher training preparations and licensing.
- (b) For purposes of IC20-28, the term includes the following:
 - (1) A superintendent.
 - (2) A supervisor.
 - (3) A principal.
 - (4) An attendance officer.
 - (5) A teacher.
 - (6) A librarian.

IC 20-18-2-23. "Textbook" means systematically organized material designed to provide a specific level of instruction in a subject matter category.

IC 20-18-2-24. "Transfer" with respect to a student refers to the situation in which the student, for all or part of the student's education, attends school in a public school of a school corporation other than the school corporation in which the student has legal settlement.

IC 20-18-2-25. "Transferor Corporation" and **"Transferee Corporation"** refer, respectively, in transfer situations to the school corporation of a student's legal settlement and the school corporation where the student attends school.

IC 20-18-2-26.

- (a) **"Transferred student"** means a student attending school in a school corporation in which the student does not have legal settlement.
- (b) For purposes of subsection (a), a student is considered attending school in a school corporation when:
 - (1) the student is confined by a disability to a place outside the school corporation's facilities and receives instruction from school corporation personnel;
 - (2) the student attends a special or vocational education school in which the school corporation of the student's legal settlement provides cooperatively a portion of the cost; or
 - (3) the student is in another similar situation.