

**DECATUR CENTRAL
HIGH SCHOOL**

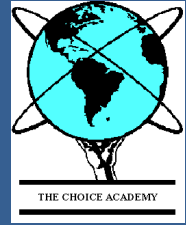
STUDENT HANDBOOK

2017-18



Decatur Central High School
5251 Kentucky Avenue
Indianapolis, IN 46221
Phone (317) 856-5288
<http://dchs.msddecatur.k12.in.us>

CHOICE ACADEMY



EDGE



ICE



NEW TECH IDEAS



**THE SCHOOL OF
QUEST & INQUIRY**



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ADMINISTRATIVE STAFF

| | | |
|-----------------------|--------------------------|-----------|
| Mr. Scott DeFreese | Principal | ext 21000 |
| Mrs. Jane Jack | CHOICE Director | ext 26000 |
| Mrs. Christine Mullis | EDGE Director | ext 25000 |
| Mr. Todd Sconce | ICE Director | ext 23000 |
| Mr. Tom Wachnicki | New Tech Director | ext 21001 |
| Mrs. Gale Stone | Quest & Inquiry Director | ext 24000 |
| Mr. Justin Dixson | Athletic Director | ext 28000 |
| Mr. Derrek Staton | Asst. Athletic Director | ext 28001 |

GUIDANCE

| | | |
|-------------------|--------------------------------------|-----------|
| Mrs. Karli Urban | Counselor for CHOICE/Testing Support | ext 26001 |
| Mrs. Diane Case | Counselor for EDGE / ICE | ext 23001 |
| Mrs. Sarah Wilson | Counselor for Q & I/ New Tech | ext 21006 |

WHO TO CONTACT FOR ASSISTANCE

| | | |
|--------------------------------|--------------------------------------|---------------------|
| Address Changes | SLC Secretary (see extensions below) | |
| Athletics | Athletic Assistant Joy Ayers | ext 28002 |
| Attendance SLC Secretary | CHOICE Kathy Everman | ext 26002 |
| | EDGE Trish Foster | ext 25002 |
| | ICE Cali Dixson | ext 23002 |
| | New Tech Diane Rasmussen | ext 21011 |
| | Quest & Inquiry Casi Kirk | ext 24002 |
| Book Rental/Fees | Carrie Parks | ext 21004 |
| Cafeteria Office | Alice Lashley | ext 27000 |
| Class Rank/GPA | SLC Director/Counselor | see above extension |
| College Information | SLC Director/Counselor | see above extension |
| Driver Education | CIESC | 387-7107 |
| Early Dismissal | SLC Secretary | see above extension |
| Enrollment | Registrar | ext 21007 |
| Free/Reduced Lunch | SLC Secretary | see above extension |
| Graduation Requirements | SLC Director/Counselor | see above extension |
| Nurse's Office | Mary Conway | ext 21005 |
| Parking Permits | SLC Secretary | see above extension |
| Scheduling Problems | SLC Director/Counselor | see above extension |
| Scholarships | Counselor | see above extension |
| School Bus Problems | Transportation | 856-8060 |
| Senior Activities / Graduation | Sarah Wilson / Cali Dixson | ext 21006 / 22109 |
| Student/Family Crisis Issues | SLC Director/Counselor | see above extension |
| Summer School | SLC Director/Counselor | see above extension |
| Transcript (current student) | SLC Secretary | see above extension |
| Transcript (former student) | Registrar | ext 21007 |
| Withdrawing from DCHS | Registrar | ext 21007 |
| Work Permit | SLC Secretary | see above extension |
| Yearbook | Dianne Benjamin | ext 25304 |

MASCOT

The Hawk

SCHOOL SONG

Loyal and True
Loyal and true we pledge allegiance to you
This is our motto:
We are one for all and all for Decatur Central.
Here's to our school and long on high may she rule.
Forever more you will find us always
Loyal and true.

MSD DECATUR TOWNSHIP

On A Student-Centered Journey

MISSION AND VISION

District Mission: The MSD of Decatur Township is ***Student Invested, Community Connected***. We prioritize ***Student Learning, Safety*** and ***Customer Service***, fostering a support system for our families.

DCHS Mission: DCHS will Produce College and Career Ready graduates, prepared for the 21st Century global economy, by being student-invested and community-connected.

CORE PRINCIPLES FOR OUR IDEAL SCHOOLS

Excellence in education is achieved through:

Learning

Learning includes 21st Century:

- curriculum
- skills
- technology
- professional development

Education is learner-centered to best support the individual in maximizing his/her learning.

Learner-centered education motivates, challenges, enables, and guides every learner to reach his/her potential and provides the skills necessary for future success.

Teachers guide, facilitate, and monitor differentiated learning experiences that empower students to be responsible, self-directed learners.

Responsible, self-directed learners have ownership of and accountability for their learning.

Support the child's learning is a partnership of the family, school, and community.

Learning is supported through the structures and roles of all leaders.

Curriculum, instruction, and assessment prepare students to succeed in a world that is constantly changing.

Information literacy is incorporated into all content areas.

The safe, respectful, and caring learning environment that fosters trust includes:

- meeting individual needs
- high expectations
- team-based learning

- collaboration
- integrated and ethical use of technology
- critical thinking/problem solving
- reflection
- community support

Assessing Learning

Assessment is used to guide the learning process to meet individual needs, rather than to compare students.

Formative student assessment includes self-evaluation and guidance from teachers and families.

Summative student assessment is based on authentic performances that certify learning.

Student progress is based on individual learning, rather than based on time.

Students use self-evaluation to guide and demonstrate learning.

Families provide insight on their child's learning to help assess learning.

Families are given information that helps them understand what assessments mean for their child's learning.

Teachers continuously self-assess their teaching philosophy and practices to best support each student's learning.

Relationships

Relationships among students, staff, families, the community, and the state are critical to learning.

Schools, families, students, and community are committed to a consistent, on-going, and active partnership and to clear and prompt communication.

The development and needs of the whole child are the focus of the school, family, and community.

Students are motivated and supported by all to achieve their personal best.

Our schools are a learning resource accessible to all.

Teachers learn from and with their colleagues.

DECATUR CENTRAL HIGH SCHOOL

NOTICE OF NON-DISCRIMINATION

Neither the Metropolitan School District of Decatur Township nor Decatur Central High School discriminates on the basis of race, color, national origin, sex, disability, age, or limited English proficiency in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. If you have questions regarding this policy, contact the MSD Decatur Township office.

MSD of Decatur Township

5255 Kentucky Avenue

Indianapolis, IN 46221

Phone (317) 856-5265

SECTION I. RIGHTS OF STUDENTS

Students enrolled at Decatur Central High School have the right to a basic education regardless of color, race, creed, sex, national origin, handicapping condition, marital status, or condition of pregnancy. This right may be taken away only for violation of established procedures.

Students have the right to freedom of speech and expression as established by the First Amendment to the Constitution of the United States, provided that speech and expression do not slander, nor create a clear and present danger, violate the rights of others, or interfere with the learning environment in the school.

Students have the right to freedom of religion as established by the First Amendment to the Constitution of the United States and defined by decisions of the United States Supreme Court.

Students have the right to freedom of assembly and petition as established by the First Amendment to the Constitution of the United States, provided that the assembly or the petition does not interfere with the learning environment in the school.

RIGHTS OF HANDICAPPED STUDENTS

Under the Education for all Handicapped Children act, PL94-142, a handicapped student between the ages of 3 and 21, has the right to an appropriate education. Before a student is placed in a special or separate class, the school must insure that, to the greatest extent possible, the

handicapped person is being educated in the least restrictive environment. Handicapped students may not be expelled from school until it is determined that there is no causal relationship between the student's misconduct and his/her handicap.

GRIEVANCE PROCEDURE

Students and parents who have a grievance concerning a decision made by the administration or staff at Decatur Central High School should follow the grievance process listed below.

1. The student or parent alleging a violation shall submit the initial complaint in writing to the SLC director or designee. The complaint shall stipulate the specific act or omission, the date of same, and the parties involved.
2. The SLC director or designee shall initiate investigation of the circumstances of the complaint within seven calendar days of the receipt of the written complaint.
3. The SLC director or designee shall render a decision within fourteen calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
4. The complainant shall have seven calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the SLC director or designee, the complainant may in writing submit a written disagreement to the SLC director or designee.
5. The SLC director or designee shall submit the written disagreement statement and all related information to the superintendent or designee within three calendar days of receipt.
6. The superintendent or designee shall review all materials and schedule a meeting within seven calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the SLC Director or designee and the superintendent or designee. Other witnesses may be called with mutual prior notice of three calendar days.
7. The superintendent or designee shall make a decision within seven calendar days of the final meeting of parties. The decision shall be final.

NOTICE TO PARENTS AND STUDENT OF THEIR RIGHTS CONCERNING EDUCATION RECORDS

Federal and state laws and regulations govern education records. The requirements of these laws and regulations are contained in School Board Policy 8330, entitled Student Records – Family Educational Rights and Privacy Act.

1. Notification of Rights Concerning Student Records

The Family Educational Rights and Privacy Act (called "FERPA") gives a parent/guardian and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's educational records. Custodial and non-custodial parents share these rights unless a court has terminated or modified the rights of a non-custodial parent with respect to their role in their student's school activities. Ind. Code 20-33-7 provides similar rights. These rights are:

- (1) **The right to inspect and review the student's education records within 45 days of the day the Decatur Township Schools receives a request for access.** Parents or eligible students should submit to the student's SLC Director a written request that identifies the record(s) they wish to inspect. The SLC Director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** Parents or eligible students who wish to ask the Decatur Township Schools to amend a record should write the student's SLC Director, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) **The right to provide written consent before the school disclosure personally identifiable information (PII) from the student's educational records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student serving as an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the Decatur Township Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
- (4) **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Decatur Township Schools to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

FERPA permits the disclosure of PII from student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, the FERPA regulations requires the school to record the disclosure. Parents and students have a right to inspect and review the record of disclosure. A school may disclose PII from the education records of a student without obtaining written prior consent of the parent/guardian or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in the FERPA regulations are met.
- To officials of another school, school system or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as officials from the Indiana Department of Education. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal, or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside agencies that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for aid, determine the amount of aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by Indiana law that concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to conditions established in the FERPA regulations.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of a student age 18 or older if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to conditions established in the FERPA regulations.
- Information the school has designated as "directory information."

2. Notice Concerning the Release of Directory Information From Student Records

The *Family Educational Rights and Privacy Act* (called "FERPA"), is a Federal law, requires that Decatur Township Schools, with certain exceptions, obtain a parent/guardian's written consent prior to the disclosure of personally identifiable information from a student's education records. However, Decatur Township Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Decatur Township Schools to include this type of information from your child's education records in certain school publications. Examples include:

A playbill, showing a student's role in a drama production;
The annual yearbook;
Honor roll or other recognition lists;
Graduation programs; and
Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) that school districts receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request the following information - names, addresses and telephone listings - unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

If you do not want Decatur Township Schools to disclose directory information from your child's education records without your prior written consent, you must notify the Decatur Township Schools in writing by September 1 of each school year. You may complete the **Request of Directory Exclusion FERPA Form** and submit it to Human Resources at the District Administration Office. Decatur Township Schools has designated the following information as directory information:

Student's name Dates of attendance

| | |
|-------------------------|--|
| Address | Photograph |
| Telephone listing | Major Field of study |
| Electronic mail address | Weight and height of members of athletic teams |
| Date and place of birth | Participation in officially recognized activities and sports |
| Grade level | Degrees, honors, and awards received |

3. Notice Concerning the Release of Directory Information From Student Records

The Protection of Pupil Rights and Amendment (called the "PPRA" in this notice) affords parents certain rights regarding school conduct of surveys, collections and use of information for marketing purposes, and certain physical exams. Indiana law establishes similar rights. See Ind. Code. These include the right to:

Consent before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or part by a program of the U.S. Department of Education.

- 1) Political affiliations or beliefs of the student or student's parent;
- 2) Mental or psychological problems of the student or student's family;
- 3) Sex behavior or attitudes;
- 4) Illegal, anti-social, self-incriminating, or demeaning behavior;
- 5) Critical appraisals of others with whom respondents have close family relationships;
- 6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- 7) Religious practices, affiliations, or beliefs of the student or parents; or
- 8) Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

- 1) Any other protected information survey, regardless of funding;
- 2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- 3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

- 1) Protected information surveys of students;
- 2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- 3) Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Decatur Township Schools has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes Decatur Township Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Decatur Township Schools will also directly notified, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Decatur Township Schools will make this notification to parents at the beginning of the school year in the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

LEGAL SETTLEMENT DETERMINATION

Ind. Code 20-26-11-2 The legal settlement of a student is governed by the following provisions:

- (1) If the student:
 - (A) is less than eighteen (18) years of age; or
 - (B) If the student is at least eighteen (18) years of age but is not emancipated;
the legal settlement of the student is in the attendance area of the school corporation where the student's parents reside.
- (2) If the student's mother and father, in a situation to which subdivision (1) otherwise applies, are divorced or separated, the legal settlement of the student is the school corporation whose attendance area contains the residence of the parent with whom the student is living, in the following situations:
 - (A) If a court order has not been made establishing the custody of the student.
 - (B) Except as provided in subdivision (3), if both parents have agreed on the parent or person with whom the student will live.
 - (C) If the parent granted custody of the student has abandoned the student.In the event of a dispute between the parents of the student, or between the parents and a student at least eighteen (18) years of age, the legal settlement of the student shall be determined as otherwise provided in this section.
- (3) If, in a situation in which subdivision (1) otherwise applies, the student's mother and father are divorced or separated, and if a court order grants the student's:
 - (A) mother;
 - (B) father; or
 - (C) both mother and father;custody of the student, the legal settlement of the student is the school corporation whose attendance area contains the residence of the mother or father, as elected under section 2.5(a) of this chapter. If the custodial parent (or the student, if at least eighteen (18) years of age) does not make an election under section 2.5(a) of this chapter, the legal settlement of the student is the school corporation whose attendance area contains the residence of the parent granted physical custody by the court order.
- (4) If the legal settlement of a student, in a situation to which subdivision (1) otherwise applies, cannot reasonably be determined and the student is being supported by, cared for by, and living with some other individual, the legal settlement of the student is in the attendance area of that individual's residence, except where the parents of the student are able to support the student but have placed the student in the home of another individual, or allowed the student to live with another individual, primarily for the purpose of attending school in the attendance area where the other individual resides. The school may, if the facts are in dispute, condition acceptance of the student's legal settlement on the appointment of that individual as legal guardian or custodian of the student, and the date of legal settlement will be fixed to coincide with the commencement of the proceedings for the appointment of a guardian or custodian. However, if a student does not reside with the student's parents because the student's parents are unable to support the child and the child is not residing with an individual other than a parent primarily to attend a particular school, the student's legal settlement is where the student resides, and the establishment of a legal guardianship may not be required by the school. In addition, a legal guardianship or custodianship established solely to attend school in a particular school corporation does not affect the determination of the legal settlement of the student under this chapter.
- (5) If a student, to whom subdivision (1) would otherwise apply, is married and living with a spouse, the legal settlement of that student is in the attendance area of the school corporation where the student and the student's spouse reside.
- (6) If the student's parents:
 - (A) are living outside the United States due to educational pursuits or a job assignment;
 - (B) do not maintain a permanent home in any school corporation in the United States; ~~and~~
 - (C) have placed the student in the home of another individual;the legal settlement of the student is in the attendance area where the other individual resides.
- (7) If the student is emancipated, the legal settlement is the attendance area of the school corporation of the student's residence. To be emancipated before the age of 18, a student must reside and support themselves with resources independent of their parent/guardian.
- (8) If a student's legal settlement is changed after the student has begun attending school in a school corporation in any school year, the effective date of change may:
 - (A) at the election of: the parent; the student, if the student is at least eighteen (18) years of age; a juvenile court conducting a proceeding under IC 31-34-20-5, IC 31-34-21-10, IC 31-37-19-26, or IC 31-37-20-6 (or IC 31-6-4-18.5 before its repeal);
be extended until the end of that semester; or
 - (B) at the discretion of the school, until the end of that school year.However, that election, where a student has completed grade 11 in any school year, shall extend to the end of the following school year in grade 12.
- (9) If a juvenile court has:

(A) made findings of fact concerning the legal settlement of a student under IC 31-34-20-5, IC 31-34-21-10, IC 31-37-19-26, or IC 31-37-20-6 (or IC 31-6-4-18.5 before its repeal); and

(B) jurisdiction over the student under IC 31-34 or IC 31-37; the legal settlement of the student is the attendance area specified as the legal settlement in the latest findings of fact issued by the juvenile court. *As added by P.L.1-2005, SEC.10. Amended by P.L.13-2006, SEC.2.*

PARENT AND STUDENT RESPONSIBILITIES

Responsibilities of the Parent include:

- Work with school personnel and community agencies to enforce appropriate student behavior.
- Care for their child's health and well-being.
- See that their child attends school regularly, on time and with lessons prepared.
- Understand each section in the Decatur Central High School Student Handbook and assure that their child knows the established standards, requirements, and expectations, as outlined in the Decatur Central High School Student Handbook and Student Code of Conduct.

Responsibilities of Students include:

- Understand and abide by the established standards, requirements, and expectations as outlined in the Decatur Central High School Student Handbook and Student Code of Conduct.
- Demonstrate established discipline standards in the classroom, on school property, on the school bus and at school activities.
- Attend school regularly, attend classes on time and prepare for lessons.
- Demonstrate respect for the rights and feelings of other students, school personnel and visitors or guests at the school.

SECTION II. GENERAL INFORMATION

BUILDING SECURITY

In order to maintain a secure building and learning environment only specified doors will be open during school hours. Students are not permitted to prop open or open any locked doors to allow others outside the building to enter the building. Disciplinary action can be taken if students open the door for anyone authorized.

- **All students will be issued a school ID in the first week of classes.** This ID must be visible at all times.
- Damaged and lost ID's can be replaced in the front office and media center for \$5.00.

CLOSED CAMPUS

Decatur Central High School has a "**closed campus**." A student who needs to leave the building or leave campus at any time must have an official early dismissal pass from his/her SLC office or permission granted by the SLC office. Students who leave the building or campus without permission or an official early dismissal are subject to disciplinary actions. Lunch-time visitors to the building are limited to parents/guardians. All visitors must enter through door #1 at the front of the building and sign in at the main office.

SCHOOL SAFETY COMMITTEE

EMERGENCY DRILLS

Drills are scheduled throughout the school year. In each classroom directions for leaving the building are posted. In any type of drill, students are expected to move to the designated location quickly and quietly, following the instructions of the teacher. At the conclusion of any drill, students are expected to return to their classroom immediately.

FIRE DRILLS: Ind. Code 20-34-3-20 (a) Fire drills must be conducted once a month throughout the school year. The signal is a continuous blast of an alarm horn with lights that flash in some locations. Upon the sounding of the alarm, all students and staff must exit the building walking quickly and quietly. Students are to move to a location at least 50 feet from the building and remain there until the signal is given to re-enter the building. Roadways are to be kept clear at all times.

False Fire Alarms: Interference with fire alarms (false informing) is a Class B misdemeanor. However, the offense is a Class A misdemeanor if it substantially hinders any law enforcement process, if it results in harm to an innocent person, or if it gives a false alarm of fire to the fire department of a governmental entity. A false fire alarm will be treated as a major disciplinary offense and may result in expulsion.

TORNADO DRILLS: Ind. Code 20-34-3-20 (b) At least one Tornado Preparedness drill will be conducted each semester. The signal for a torna-

do drill will either be intermittent tones or an announcement transmitted over the public address system. Students and teachers will move quickly and quietly to the designated shelter area. Students reporting to a shelter area in a hallway will sit with their backs to a wall away from doorways, windows and other areas containing glass. In some areas students may have to form double rows within the hall. Students and staff are to remain in the designated shelter area until the all-clear signal is given.

LOCKDOWN DRILLS: Ind. Code 20-34-3-20 (b) At least one Lockdown drill (manmade occurrence disaster drill) will be conducted each semester. An announcement signaling the drill will be made over the public address system. During external lockdown, teachers lock their classroom doors, keep all in room until further notice while carrying out normal class routines. During internal lockdown or when threat inside building, an administrator will alert school and give directions over PA to assist in safety of all.

LOST OR STOLEN PROPERTY

Decatur Central High School is not responsible for money, property or personal items that are lost or stolen while at school. If students are concerned about items being lost or stolen, they should leave items at home. At no time will DCHS be responsible for preventing theft, loss, or damage to cell phones, electronic devices, or personal property brought onto school property. Students are responsible for all personal property or items of value brought into the school.

PERSONAL PROPERTY

Students should limit items brought to school to those necessary for school activities. Students should NOT bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. Decatur Central High School will not accept responsibility for money or valuable items which are lost or stolen at school. To aid in possible recovery, thefts should be reported to the student's SLC office immediately.

At the end of the school year, students must remove all personal property from lockers and all properties of DCHS (iPads, textbooks, media center books, etc.) are to be returned to the proper department or personnel.

TECHNOLOGY

All students at Decatur Central High School will be issued an IPAD for academic use at DCHS. The principal or designee establishes guidelines and limits of each school's technological resources. It is the student's personal responsibility to educate one's self on the proper and appropriate use of technology in addition to understanding the guidelines. All students and staff are required to read and sign the Acceptable Use Policy (AUP) for the use of district technology. The AUP can be found on the district website. Families will be asked to complete the AUP form upon registering at DCHS. Click on *Departments > Technology > click on forms*; under the Student Technology forms the Student AUP can be printed off and signed. The signed form is to be submitted to the student's SLC office.

VISITORS

All visitors must sign in at the and will be required to present a valid state ID upon entering the main office for check through our Raptor system. Visitors are photographed and must print off and wear the visitor pass displayed prominently on their person. Conferences with teachers, SLC directors, and counselors should be *made by appointment*. Visitors with business in an SLC must report to and check in with the designated SLC office. Visitors are not permitted to go directly to a classroom. Visitors must check out in the front office upon leaving the building. Lunch-time visitors are limited to parents/guardians.

SECTION III. ATTENDANCE POLICY

All students are expected to attend school regularly and to be on time for classes in order to derive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Regular attendance is important if students are to experience success in school. It is also important in helping students develop habits necessary for work after they leave school. A day lost in the classroom can never be retrieved. The dialogue between a teacher and the students in a classroom environment can never be effectively duplicated. Regular daily attendance is the responsibility of the parent/guardian and the student. Students are expected to comply with the Indiana State Law (Ind. Code 20-33-2-4 and Ind. Code 20-33-2-6) regarding attendance. The Indiana Code governs attendance at Decatur Central High School and the local policy adopted by the Board of School Trustees. The State of Indiana and the MSD of Decatur Township place education at the top of their priorities. Accordingly, it is incumbent upon Decatur Central High School to use every reasonable measure to instill dutiful attendance habits in every student.

MANDATORY COMPULSORY ATTENDANCE

Compulsory attendance; parent's responsibility (Ind. Code 20-33-2-27).

Sec. 27. (a) It is unlawful for a parent to fail to ensure that the parent's child attends school as required under this chapter.

Compulsory attendance for full term; duty of parent (Ind. Code 20-33-2-28).

Sec. 28. (a) This section does not apply during a period when a child is excused from school attendance under this chapter.

(b) It is unlawful for a parent to: (1) fail; (2) neglect; or (3) refuse; to send the parent's child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in public schools.

ABSENCE

An absence will be recorded when a student is not in class. A student who misses 5 or more minutes of a class shall be considered absent for that period. Attendance will be taken period by period, and the teacher record book will be the official documentation of absences. All students must sign in when arriving and must sign out when departing at their SLC office if outside of the set arrival and dismissal times.

VERIFIED ABSENCE

A verified absence is one that permits a student to make up work and receive credit; however, verified absences, even medically verified absences, are counted in the total number of absences allowed in a semester. In order to qualify for a "verified absence," a parent or guardian must call on the day of the absence or follow the procedure as it is explained in the section entitled "Clearing an Absence." The following are ~~(not limited to)~~ considered verified absences:

1. Illness-mental and/or physical illnesses of child, medical and/or dental appointments, and/or other professional appointments.
2. Maternity.
3. Military Connected Families (e.g. absences related to deployment and return).
4. Death in the family.
5. Required religious observances and church attendance for religious instruction up to 120 minutes/week.
6. Parent accompanied higher education days (college visits) determined valid by the administration.
7. Emergency circumstances totally beyond the control of the student and/or the parent/guardian may be determined, at the discretion of the SLC Director or designee, to be cause for an excused absence.

The final determination of a valid verified absence for grades 9-12 rests with the administration of Decatur Central High School.

Students will be allowed one day to complete make-up work for each day of a verified absence.

In accordance with Indiana Code, students providing proper pre-arranged notification to the high school office and participating in the following events are deemed attendance exceptions and students are not counted absent:

1. Service as a Page or honoree in the Indiana General Assembly (Ind. Code 20-33-2-14).
Sec. 14. (b) Service as a page for or as an honoree of the general assembly is a lawful excuse for a student to be absent from school, when verified by a certificate of the secretary of the senate or the chief clerk of the house of representatives. A student excused from school attendance under this section may not be recorded as being absent on any date for which the excuse is operative and may not be penalized by the school in any manner.
2. Service on precinct election board or for political candidate or parties (Ind. Code 20-33-2-15).
Sec. 15. (a) The governing body of a school corporation and the chief administrative official of a nonpublic secondary school system shall authorize the absence and excuse of each secondary school student who serves:
(1) on the precinct election board; or
(2) as a helper to a political candidate or to a political party on the date of each general, city or town, special, and primary election at which the student works.
(b) Before the date of the election, the student must submit a document signed by one (1) of the student's parents giving permission to participate in the election as provided in this section, and the student must verify to school authorities the performance of services by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer generally describing the duties of the student on the date of the election. A student excused from school attendance under this section may not be recorded as being absent on any date for which the excuse is operative and may not be penalized by the school in any manner.
3. Witness in judicial proceeding (Ind. Code 20-33-2-16).
Sec. 16. The governing body of a school corporation or the chief administrative officer of a nonpublic school system shall authorize the absence and excuse of a student who is issued a subpoena to appear in court as a witness in a judicial proceeding. A student excused under this section shall not be recorded as being absent on any date for which the excuse is operative and shall not be penalized by the school in any manner. The appropriate school authority may require that the student submit the subpoena to the appropriate school authority for verification.
4. Duty with Indiana National Guard (Ind. Code 20-33-2-17).
Sec. 17. The governing body of a school corporation or the chief administrative officer of a nonpublic school system shall authorize the absence and excuse of each secondary school student who is ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year. For verification, the student must submit to school authorities a copy of the orders to active duty and a copy of the orders releasing the student from active duty. A student excused from school attendance under this section may not be recorded as being absent on any date for which the excuse is operative and may not be penalized by the school in any manner.
5. Educationally related non-classroom activity; non-classroom activity (i.e. School Sponsored Field Trips)

CLEARING AN ABSENCE

Parents or guardians of a student are to report the absence of their student by telephone no later than 10:00 a.m. on the first school day after the absence. If this deadline is not met, the absence will be permanently recorded as an unverified absence. When parents have reported their student's absence, and then the student decides to come to school for part of the day, the student must report to the SLC office for a pass to class.

1. It is the responsibility of the student to initiate all make-up work. Make-up work should be completed during supervised study time or at home. The deadline for making up work shall be one day for every one day absent from school. The timeline for make-up work will start the day the student returns to school for day-to-day assignments. Long-term assignments and projects must be submitted on the due date regardless whether the student is present or not.

2. Students must document an illness, injury, or doctor or dental appointment with a physician's statement within 48 hours of returning to school. Documentation must include time of appointment and time the appointment concluded and should be given to the SLC secretary.
3. For extended absences of three or more days, students may request homework assignments through their SLC secretary or counselor. Please allow 24-hour notice before picking up homework.
4. Parents must contact the SLC secretary for early dismissals. The administration reserves the right to ask parents to come to the SLC office to request an early dismissal for personal reasons as it relates to their child.

EARLY DISMISSAL

When a student must leave school early for a special appointment, an "Early Dismissal" slip must be obtained from the SLC office. A student may only receive an "Early Dismissal" slip with proper notification from the parent by note, phone, or in person before the student is allowed to leave school grounds. Notification of early dismissal should occur as early as possible. All students must sign in and/or out their SLC office when leaving and/or arriving. If time permits, a student should attend classes before and after an appointment. To be considered a verified absence a student must bring written documentation from the appointment to their SLC office when returning to school.

Decatur Central High School has a "**closed campus**." A student who needs to leave the building or leave campus at any time must have an official early dismissal pass from his/her SLC office or permission granted by the SLC office. Students who leave the building or campus without permission or an official early dismissal are subject to disciplinary actions.

UNVERIFIED ABSENCES

Parents of a student are to report the absence of their student by telephone to their SLC office no later than 10:00 a.m. on the first day after the absence. If this deadline is not met, the absence will be permanently recorded as an unverified absence. Other absences not meeting the conditions outlined under the section titled "Verified Absence" may be considered unverified. Students may not receive credit for assignments and exams for an absence that is a confirmed class cut, truancy, or unverified absence from class.

Students may lose credit and be withdrawn/failed (WF) from classes in which they acquire five (5) unverified absences. If a student is withdrawn/failed from three (3) or more classes, the student may be recommended for expulsion.

CHRONIC ABSENTEEISM

A student may be considered to have chronic absenteeism from school if he/she has acquired five (5) unverified absences or a combination of ten (10) unverified and verified absences.

CONSEQUENCES FOR CHRONIC ABSENCES

Any combination of ten (10) verified or unverified absences in any one class during a semester may result in the removal from class and a loss of credit for that semester. Absences mandated by the SLC directors (i.e. suspension/expulsion) will not count toward the combined ten (10) absences.

Expulsion proceedings following due process may be instituted if a student is removed from three or more classes due to excessive absences. When a student has acquired 3 unverified absences or a combination of 6 verified and unverified absences, a letter or phone contact may be made to notify the parent of the absences and the possible consequences of chronic absenteeism. A school representative will review the attendance policy with the student.

ATTENDANCE APPEAL PROCEDURE

When a student reaches the limit of ten (10) absences for the semester, the student may be removed from a class if the absences are for only one or two classes or may be recommended for expulsion if for three (3) or more classes. In cases of chronic illness or emergency circumstances, a parent may complete an Attendance Appeal Form. It is recommended that in the case of chronic illness that the Attendance Appeal form be completed prior to acquiring ten (10) absences. Attendance Appeal forms and Incapacitation forms are available from the student's SLC director.

A student and parent have two (2) school days after acquiring ten (10) absences to complete the Attendance Appeal form in order to be considered by the administration. The administration will take the appeal under advisement. Students who submit an Attendance Appeal form must continue to attend classes until a decision is finalized by the SLC Director.

Enrolling after school begins:

- 1) Current DCHS students will be counted for attendance purposes as of the first school day students are required to report in accordance with the official school calendar.
- 2) Any student who has not been currently enrolled in another school must meet the minimum attendance requirements. Any day(s) missed prior to enrollment/reentry may apply towards the attendance limit.

Parent to produce certificate of child's incapacity on demand (Ind. Code 20-33-2-18)

Sec. 18. (a) If a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is demanded.

(b) The certificate required under this section must be signed by:

- (1) an Indiana physician;
- (2) an individual holding a license to practice osteopathy or chiropractic in Indiana; or
- (3) a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

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

TARDINESS

Excessive tardiness is a serious matter. The school accepts the responsibility of helping develop good character habits in its students. Chronic tardiness is a detriment to the establishment of such habits and, therefore, cannot be condoned. Students may receive disciplinary action for repeated tardies to a class. Should student tardiness persist after interventions, a discipline referral to the SLC director's office may be made. Students who are tardy to school must report to the receptionist to sign in. Students will be required to present their student ID's upon entering.

SECTION IV. TRANSPORTATION

BUS REGULATIONS AND CONSEQUENCES

School bus drivers are to have control of all students who ride the bus. The driver shall keep order and maintain discipline while the students are on the bus. The driver will use every care for the safety of the students on the bus. Bus drivers have the prerogative of excluding students from the bus for one day for serious offenses that jeopardize the safety of other students or the student himself. The Transportation Department will notify the parents on such occasions. Video cameras may be used to monitor and document the behavior of the passengers for purposes of safety. Riding the bus is a privilege, not a right! This privilege may be denied for such infractions as:

- Loud, boisterous, or profane language; indecent conduct, disruptive behaviors.
- Teasing and harassing other students.
- Standing while bus is in motion.
- Opening windows, unless granted permission of the bus driver.
- Smoking while waiting for the bus, disembarking from the bus, or while riding on the bus.

A student registered as a bus rider is only permitted to ride the bus on which he or she is assigned. Students cannot ride a different bus. Students must board the bus at their assigned pick-up spot and must get off the bus only at their assigned stop.

All discipline policies apply while students are on the bus or the bus stop. Violations of rules and regulations will be treated in accordance with the student code of conduct.

NOTE: There is no after-school activity bus transportation for students who live in Decatur Township proper.

STUDENT PARKING

1. All cars must be registered and have a permit sticker on the bottom left hand corner of the windshield.
2. Registration fee is \$10.00. Parking permits can be purchased in the student's SLC office. In addition to the fee for the permit, students must have book rental and fees paid.
3. Students may only park in designated student parking lots, located on the south side of the building. Students are not permitted to park in the staff or visitor lots in the front of the building. Violations may result in the vehicle being towed.
4. Violation of handicapped parking: citation issued by MSD Decatur Township school police.
5. Consequences for infractions may include such actions as cars being ticketed, and/or assigning of detentions, towing cars, and suspending or revoking driving privileges.
6. Unsafe or reckless operation of a vehicle will automatically result in loss of permit and driving privileges.
7. Driving a vehicle on school premises while driving privileges are suspended may result in vehicle being towed.
8. The following conditions may result in revocation of driving privileges for the remainder of the progress reporting period or semester: poor attendance; leaving school building or school grounds without permission; excessive tardiness; excessive discipline referrals; and poor academic performance.

PARENT PICK-UP AND DROP-OFF

Students riding to and from school by private transportation are to be dropped off and/or picked up at an area designated by Decatur Central High School Administration. Due to traffic congestion in the front of the building after school, no after-school pick-ups will be permitted at door #1.

SECTION V. STUDENT SERVICES

COUNSELORS

| | | |
|--------------|----------------|------------|
| Karli Urban | Choice | ext. 26001 |
| Dianna Case | EDGE and ICE | ext. 23001 |
| Sarah Wilson | New Tech / Q&I | ext. 21006 |

MSD DECATUR TOWNSHIP STUDENT HEALTH SERVICES GUIDELINES (MIDDLE AND HIGH SCHOOL)

The nurse's office is located in the main hall near the main office. The nurse's office is staffed during regular school hours on student days only.

CLINICS:

Parents/guardians have primary responsibility for the health care their children receive, but schools have a responsibility for health and safety while children are at school. Health services include programs, services, and activities that assure a healthy environment, thereby promoting and protecting the health and well-being of all students. The school clinics are available for emergencies, injuries, and illness that arise while the child is at school, in addition to management of chronic illnesses and special needs. Each Decatur Township clinic is staffed with a Community Health Network (CHN) nurse (RN or LPN). Nurses do not make medical diagnoses, but they are skilled in assessment, planning, intervention, evaluation, promotion of wellness, health counseling/education, prevention, emergency care, and referral.

Students must have a CHN permission form on file in order for the nurse to see the student for a clinic visit. Students without permission will be seen for emergencies only. Please speak with the nurse at your school if you have questions about the permission form.

The school clinics are open daily during school hours. Students must have a pass to enter the clinic. Students without a pass will be sent back to class to obtain a pass. The student will be asked the nature of the complaint, will have his/her temperature taken, and may be allowed to rest for a short period of time. Please remember that time in the clinic is time out of a class—instructional time is being lost. If the nurse needs to send a student home due to a sign of illness (see below), the nurse will call the phone numbers located in Skyward. If contact information changes, it is essential that phone numbers be updated in Skyward. If the nurse is unable to reach a contact, the student will be sent back to class unless there are signs of a contagious illness (below). An illness-related early release from school is only excused when sent home by the nurse. If the student has an emergent or urgent health need and/or the parent or other contact cannot be reached, EMS may be contacted.

ILLNESS:

General guidelines for illness follow the guidelines, laws, and recommendations of the Indiana Department of Health, the Marion County Health Department, Community Health Network, and Indiana State Code to prevent the spread of communicable diseases. If the nurse should call you to pick up your child, they are acting in accordance with these laws and directives. Parents should make every effort to come to the school to pick up their students in a timely manner. Bus transportation cannot be utilized if the child exhibits symptoms of a contagious illness (see below).

Please do NOT send your child to school if one or more of the following symptoms are present: diarrhea, vomiting, undiagnosed body rash, sore throat with swollen lymph nodes, severe coughing, eye discharge or redness, or fever of 100 degrees or above. Please do NOT send a child back to school until he/she has been fever-free (without fever-reducing medications) and with no vomiting/diarrhea for 24 hours. Antibiotics which have been prescribed for eye or throat infections must have been given for 24 hours before the student returns to school. This will help prevent the spread of infection to others and ensure that the student is feeling well enough to learn. Students who have had surgery may be asked to provide a doctor's note to return to school.

INJURY:

Students who are injured at school will be assessed at the time of the injury, if they report to the clinic. If a student has a deep laceration, cannot walk, has extreme swelling, pain, obvious deformity, head injury, or has any other sign of an emergent/urgent need for further evaluation, the nurse will determine the best course of action for the situation. This may include a call home or an EMS call. Only an x-ray can determine if a fracture has occurred.

The clinics possess wheelchairs for emergency response by school staff only. Decatur Township cannot provide a wheelchair or any other medical supplies or devices which are necessary for student injuries or recuperation from surgeries, including crutches, dressing supplies, wraps, splints, etc. Parents should contact their healthcare provider or insurance carrier if these devices are needed beyond the school's initial response.

MEDICATIONS:

Decatur Township clinics do not stock any medications. All medication must be supplied by the parent/guardian. Medication given for the academic success of students or other medications given for acute or chronic conditions may be administered at school. Please try to schedule a three-time-per-day medication at home. Do not send once or twice daily medications to school. Medication administration forms are available at each school or online. This form must be filled out and signed by the parent or guardian before a medicine will be administered by the nurse. Prescrip-

tion medication must have the current prescription label attached to the medication. Per Indiana State Code, all medications must be in the ORIGINAL containers. For the safety of your student, if medication is received in a baggie or envelope, it will NOT be given. A student in grade 9-12 may transport a medicine to and from school only if parents designate this on the medication form and it is prudent to do so. A physician's order is necessary in order for an emergency medication (EpiPen or inhaler) to be carried by a student. It is helpful to have a backup of this medication in the clinic. If cough drops are needed, we suggest that hard candy be substituted for the same effect, with no time out of class to go to the clinic. A doctor's note is needed to carry a water bottle during the school day.

The label on an over-the-counter medication (OTC) serves as the guideline for dosing and frequency. If the parent desires a dose or schedule that is different than the label, a physician's order shall be necessary for administration. Supplements are not considered appropriate for school administration.

MISCELLANY:

- Once confirmed, students with **head lice** (live bugs) must be checked in order to return to school. Nurses will assist parents with strategies for prevention and ways to enable the student to return to school as quickly as possible.
- In the event that Indiana **Poison Control** is contacted, the advice received shall be strictly followed by clinic/school personnel, to include emergency transport if indicated.
- It is the parent's responsibility to provide any **student-specific supplies** that are needed on a regular basis at school. This includes dressing supplies for injuries beyond initial first aid, supplies of clothing, hygiene items, equipment/supplies for any type of special need, etc.
- **Immunization records** shall be reviewed at the time of the student's enrollment or whenever a change in the law requires additional immunizations for current students. Decatur Township clinics shall inform parents about changes in state laws. All students must meet state requirements for immunizations. Students may be excluded from school if immunizations are not up to date. The nurse may be contacted for further information.
- In the event of **illness or injury**, it is necessary to contact the parent of a high school student who is 18 years old, unless the student is emancipated and papers indicating status are on file.
- **No spare clothing** is available at the Middle School and High School clinics. Parents will be contacted if clothing is needed.
- **Vision and hearing screenings** for certain grade levels take place during the school year. Referrals for follow-ups are mailed to the home. Parents should make every effort to act promptly if a referral is received, as vision and hearing deficits greatly impact educational performance. Notice of screenings shall be by newsletter, calling system or via the school district website.

Please do not hesitate to contact the nurse for any concerns that may arise during the school year.

MSD DECATUR TOWNSHIP GUIDELINES FOR HEAD LICE CONTROL

Purpose: To define the research-based actions that MSD Decatur Township Schools will observe in the event of a suspected case of head lice.

Rationale: Millions of school children miss millions of days of learning each year in the United States due to outdated "nit free" policies of school corporations. Current research from the American Academy of Pediatrics, National Association of School Nurses, and the Centers for Disease control indicates that head lice do not contribute to any disease process, are not commonly contracted at school, and are primarily spread via direct head-to-head contact among young children. Few children with nits alone will develop live head lice. Students should not be excluded from school due to the presence of head lice or nits and the educational process should not be disrupted. Research does not support a "nit free" school policy. In observance of the evidence-based research, and to promote the health, well-being, and academic success of the student, these steps shall be followed for a suspected case of head lice:

1. Students who exhibit scratching or evidence of live bugs in the hair may go to the school clinic for evaluation by the School Nurse.
2. The School Nurse will examine the student's hair and scalp in a confidential manner.
3. If **live** lice (crawling bugs) are visualized, the parent/guardian shall be contacted by phone. Factors such as severity of infestation, child's age, or other health concerns influence professional judgment regarding parent pick-up and recommended treatment options. Other household members in close contact should also be inspected. Students remaining at school until the end of the day will be discouraged from direct head-to-head contact with other students in the classroom.
4. If **nits only** are visualized, the student may remain in school and the parent will be notified at the end of the school day. Nits located closer than ½ inch from the scalp require parental action at home. Nits further than ½ inch from the scalp are not considered to be viable.
5. The School Nurse shall provide current research-based education to parent/guardian, to include: identification, characteristics, and communicability of the parasite; methods of effective treatment and elimination of lice/eggs; and strategies for future prevention when current infestation has cleared.
6. The student, accompanied by an adult, will return to school the next day. The School Nurse will examine student upon return to school. If no live bugs are visualized, and no nits closer than ½ inch from the scalp are present, the student may return to class. Students with live

bugs or nits closer than ½ inch from the scalp shall return home for further removal. The School Nurse may re-inspect the child's scalp in 7-10 days to assist with control measures.

7. School or classroom-wide screening is not merited. The School Nurse shall exercise professional judgment when requests for classroom checks arise.
8. The School Nurse will partner with families on a case-by-case basis to: assist the home with continued monitoring and control of nits/lice; improve knowledge deficits of best practices; uphold confidentiality in the school environment; and promote the educational goals of students.

References

American Academy of Pediatrics 08/2010 <http://pediatrics.aappublications.org/content/126/2/392.full.pdf>

Centers for Disease Control <http://www.cdc.gov/parasites/lice/head/schools.html>

Indiana State Department of Health <http://www.in.gov/isdh/23291.htm>

What are Head Lice?

Nits (eggs)

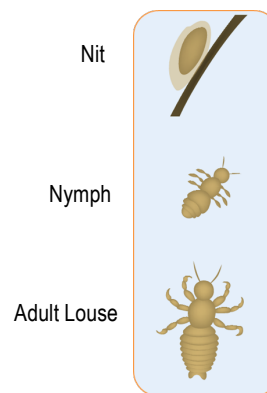
- Teardrop shaped
- Attached to the hair shaft
- Yellowish or white
- Can be confused with dandruff, but cannot be brushed off

Nymph (baby louse)

- Grows to adult size in one to two weeks
- Found on the scalp or in the hair

Adult louse

- Size of a sesame seed
- Tan to grayish-white
- Commonly behind the ears and near the neckline



NAVIANCE

Naviance is a comprehensive college and career readiness solution for middle and high schools that helps connect academic achievement to post-secondary goals. The Naviance College and Career Readiness Curriculum is a web-based, blended learning experience for students in grades 7-12. The Curriculum helps students develop critical non-cognitive skills and college knowledge that research shows increases students' likelihood of reaching their post-secondary goals. This comprehensive college and career readiness solution empowers students and families to connect learning and life and provides schools and districts with the information they need to help students prepare for life after high school. It also allows students to create a plan for their futures by helping them discover their individual strengths and learning styles and explore college and career options based on their results. All students in grades 9-12 at the high school and their parents will have logins to access the web-based system. The curriculum will be used in the students' STAR classes, however it will be accessible to the student and parent 24/7. The program was purchased as a tool and will be utilized in grades 7-12 to enhance the building of the college and career readiness focus in the district.

SKYWARD ACCESS

Students and parents are assigned logins and passwords to allow them to access educational information and track academic progress on Skyward. Skyward can be accessed through the district or high school website under District Applications on the left column of the page. Click on Skyward and then enter the login and password. All students and parents are encouraged to login to Skyward and monitor attendance and academic performance on a frequent basis. If you need assistance with a password or login, contact your child's SLC secretary.

SMALL LEARNING COMMUNITY CHANGE

The following conditions apply to all requests for students to transfer communities:

- Students must remain in their original SLC for two semesters (one school year) before requesting a transfer to another SLC.
(*Freshman cannot request a transfer*)
- Students will not be granted a transfer once the semester begins.
- Students may only be granted one transfer during their high school career.

Students who desire to transfer to a different SLC must obtain a Request for Small Learning Community Change form from their SLC office.

As a part of the change form, a student must write a brief essay stating their reason for their request to transfer. Students turn in their completed request form to the Director of their SLC prior to the deadline for submission.

The deadline for making requests for transfer to another SLC during the 2015-2016 school year will be December 4, 2015 and May 6, 2016.

TRANSCRIPTS

Current students can have transcripts sent electronically to colleges or universities by using *Docufile* Secure Transcript Service provided by Parchment. A link to request a transcript through *Docufile* is found on the high school's website, <http://dchs.msddecatur.k12.in.us> under District Applications > Transcript link or a student can get online and go to www.parchment.com. It's easy, secure and available 24/7/365. On this site, the student will create a login and password. The student identifies his or her school and some information about his or herself. The student will choose the destination the transcript is to be sent. Transcripts may be sent to Indiana colleges or universities free of charge. There's a small fee for transcripts to be sent out of state that can be paid by using a MasterCard, Visa, American Express or Discover card. Most ATM/debit cards can also be used for payment. After the request has been made, you can check your e-mail to receive confirmation that your transcript has been electronically delivered to its destination. Any requests for transcripts from graduates prior to 2002 or non-enrolled students must be made in person. There will be a \$3.00 per transcript (cash or money order) and must be accompanied by a signed release form. An educational agency or institution may presume that either parent of the student has authority to inspect and review the educational records of the student unless the agency or institution has been provided with evidence that there is a legally binding instrument, or a State Law or court order governing such matters as divorce, separation or custody, which provides to the contrary.

TEXTBOOK/LUNCH ASSISTANCE

Students from families whose income is at or below the government standard levels are eligible for meals at a reduced price or free meals and textbook rental assistance. Textbook rental assistance is available to those families who qualify for free meals only. To apply for assistance, parents must complete an online application found on the district website <http://msddecatur.k12.in.us> click on the [Online Lunch Assistance Application](#) link. The application will be processed within ten working days and the determining official will notify the parent if the application is approved or denied. Questions with regard to approval or denial of the application may be discussed with the determining official. If you wish to review the decision further, you have a right to a fair hearing. This can be done by calling the Superintendent at 856-5265 or writing to the Superintendent at 5275 Kentucky Avenue, Indianapolis, IN 46221.

Students are treated the same regardless of ability to pay. In the operation of feeding programs, no student will be discriminated against because of his race, sex, color or national origin. If there is a change in your family's income due to reasons such as unemployment or if there is a change in your family size, please contact us. This change may make the student eligible for reduced price meals, or for additional benefits such as free meals and free book rental. The information you give on the application is confidential and will be used only for the purpose of determining eligibility for free meals and milk or reduced price meals. Ind. Code 20-33-5 provides that if parent of a child does not have sufficient means to furnish their child with textbooks, the School Corporation shall provide temporary aid to qualified persons by furnishing such books and the School Corporation will secure reimbursement for the same from the State.

NOTE: Students who qualify for free or reduced lunch are also eligible for a fee waiver for the registration fee for the SAT and ACT. See Fee Waiver information in Section VI. Academic Information; subsection Standardized College Admission Tests.

WORK PERMITS

Work Permits are issued by a student's SLC secretary. Once a student has a job, the student will acquire an *Intent to Employ* card from the SLC office. The student must complete the information on the card and have it signed by the parent and the employer. The students will present the completed and signed Intent to Employ card and a copy of his or her birth certificate to the SLC secretary in order to obtain the Work Permit. NOTE: A Work Permit may be revoked by the school for reasons associated with attendance, behavior or academic performance.

SECTION VI. ACADEMIC INFORMATION

CHEATING AND PLAGIARISM

Cheating and plagiarism are considered very serious offenses. A student cheating or committing plagiarism for the first time will receive loss of credit for the assignment. The second offense in the same course may result in a failing grade for the course and/or disciplinary action.

COLLEGE AND CAREER READINESS

College and Career Readiness is defined as: *Students who are ready for college and career can qualify for and succeed in entry-level, credit-bearing college courses leading to a baccalaureate degree, a certificate, or a career pathway-oriented training program without the need for remedial or developmental coursework (Conley, 2014).* Decatur Township has made it a priority to focus on creating a culture of College and Career Readiness that is articulated on a K – 12 continuum. The high school and the middle school will be using a new tool with a comprehensive curriculum designed especially for College and Career Readiness called Naviance (see NAVIANCE in Section V. Student Services for a more complete description of the program).

DIPLOMA TYPES AND REQUIREMENTS

Students who plan to go to a two or four-year college or technical school should pursue either a Core 40, Core 40 with Academic Honors diploma, or a Core 40 with Technical Honors diploma. Admission to a four-year college or university requires a Core 40 diploma or higher. Students may still pursue a college education at a four year college/university even if they earn a General diploma via transfer from a community college such as, Ivy Tech Community College, Vincennes University, etc... Without a Core 40 diploma, the student will not be eligible to receive the maximum amount of financial aid for college from the state of Indiana.

To earn a high school diploma, see each of the following categories for the required number of credits. Students must pass both the Algebra I and English 10 End of Course Assessments (ECA). A number of changes in diploma requirements have been made by the Indiana Department of

Education **beginning with the class of 2016**. These changes are reflected in each category to which they apply.

CORE 40 – 44 credits

Core 40 Diploma requires student to take 5 “directed elective” credits in any of the following areas: World Language, Fine Arts or a Career-Technical area. Career-Technical classes include courses from Business, Engineering & Technology, Family & Consumer Sciences, PLTW, Ivy Tech Automotive, and Area 31 Career Center.

Courses with “Pass/Fail” grades cannot be included in the Core 40 curriculum. Beginning with the class of 2010, all students are required to take a math or physics course during their junior or senior year. Beginning with the class of 2011, completion of Core 40 became an Indiana graduation requirement. Indiana’s Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

Beginning with the class of 2016, students must take a math or quantitative reasoning course each year in high school.

NOTE: to graduate with less than Core 40, students and parents, along with school personnel must complete a formal opt-out process.

CORE 40 WITH ACADEMIC HONORS – 47 credits

Students may be eligible for extra help to pay for college. The State Student Assistance Commission of Indiana makes tuition assistance available for graduates with the Academic Honors Diploma. Depending on financial need, Indiana high school graduates with the Academic Honors Diploma may qualify for a grant premium up to 100 percent of demonstrated need for approved tuition and mandatory fees. The tuition and fees apply to any eligible Indiana higher education institution. Review The Division of Student Financial Aid’s (SFA) web site to determine eligibility: <http://www.state.in.us/ssaci>

A student must have a cumulative grade point average of “B” (2.66) or above. Only courses in which a student has earned a grade of “C” or above may count toward a Core 40 with Academic Honors Diploma. Courses with “Pass/Fail” grades cannot be included in the Academic Honors curriculum. Beginning with the class of 2010, all students are required to take a math or physics course during their junior or senior year.

For the class of 2015, to earn a Core 40 with Academic Honors Diploma, students must complete **one** of the following:

- Complete AP courses (4 credits) and corresponding AP exams.
- Complete dual high school/college credit courses from an accredited postsecondary institution (6 transferable college credits).
- Complete a combination of an AP course (2 credits and corresponding exam) and dual high school/college credit course(s) from an accredited postsecondary institution (3 transferable college credits).
- Earn a combined score of 1200 or higher on the SAT critical reading and mathematics.
- Earn an ACT composite score of 26 or higher.

Beginning with the class of 2016, to earn a Core 40 with Academic Honors Diploma, students must complete **one** of the following:

- A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams.
- B. Earn 6 verifiable transcribed college credits in dual-credit courses from priority course list
- C. Earn two of the following:
 1. A minimum of 3 verifiable transcribed college credits from the priority course list.
 2. 2 credits in AP courses and corresponding AP exams.
 3. 2 credits in IB standard level courses and corresponding IB exams.
- D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each.
- E. Earn an ACT composite score of 26 or higher and complete written section.
- F. Earn 4 credits in IB courses and take corresponding IB exams.

CORE 40 WITH TECHNICAL HONORS – 47 credits

For the class of 2015, to earn a Core 40 with Technical Honors Diploma, students must complete the following requirements:

- Complete all requirements for Core 40.
- Complete a career-technical program (8 or more related credits).
- Earn a grade of “C” or above in courses that count toward the diploma.
- Have a cumulative grade point average of “B” (2.66) or above.
- Recommended: Earn 2 additional credits in mathematics and 4-8 credits in World Languages for four year college admission.
- Complete **two** of the following, one must be A or B:
 - A. Score at or above the following levels on WorkKeys: Reading for information - Level 6; Applied Mathematics - Level 6; Locating Information - Level 5.
 - B. Complete dual high school/college credit courses in a technical area (6 college credits).
 - C. Complete a Professional Career Internship course or Cooperative Education course (2 credits).
 - D. Complete an industry-based work experience as part of a two-year career-technical education program (minimum 140 hours).

E. Earn a state-approved, industry-recognized certification.

Beginning with the class of 2016, to earn a Core 40 with Technical Honors Diploma, students must complete the following requirements:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
 1. Pathway designated industry-based certification or credentials, or
 2. Pathway dual credits from the lists of priority courses resulting in 6 transcribed college credits
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a cumulative grade point average of a “B” (2.66) or above.
- Complete **one** of the following;
 - A. Any one of the options (A-F) of the Core 40 with Academic Honors
 - B. Earn the following scores or higher on WorkKeys: Reading for Information – Level 6; Applied Mathematics – Level 6; Locating Information – Level 5
 - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
 - D. Earn the following minimum score(s) on Compass: Writing 70, Reading 80, Algebra 66.

GENERAL DIPLOMA – 40 credits

Beginning with students who enter high school in 2007-2008 (graduating class of 2011), **the completion of Core 40 became an Indiana graduation requirement.** Indiana’s Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce. **To graduate with less than Core 40, students and parents, along with school personnel must complete a formal opt-out process** that includes the following:

- The student, the student’s parent/guardian, and the student’s counselor (or other staff member who assists students in course selection) meet to discuss the student’s progress.
- The student’s career and course plan is reviewed.
- The student’s parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.

If the decision is made to **opt-out** of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

CERTIFICATE OF COURSE COMPLETION

Students who earn all credits required for graduation but fail to pass the End of Course Assessment in Algebra I and English 10 by the end of their senior year will receive a Certificate of Course Completion. The student will still be able to participate in the graduation ceremony. The student can also return to Decatur Central the following fall to take the ECA test again. Upon successful completion of the test, the student will receive his or her diploma. NOTE: Students who do not earn all required credits for graduation, will not earn a diploma whether they have passed both of the ECA tests or not. A student must be within two credits of meeting all graduation requirements to be eligible to participate in the graduation ceremony.

DIPLOMA TYPES AND CREDIT REQUIREMENTS

| | <u>Academic Honors</u> | <u>Core 40</u> | <u>General</u> |
|----------------|--|--|-----------------------|
| English | 8 credits | 8 credits | 8 credits |
| Math | 8 credits | 6 credits | 4 credits |
| | 2 Algebra I | 2 Algebra I | 2 Algebra I |
| | 2 Geometry | 2 Geometry | 2 any math |
| | 2 Algebra II | 2 Algebra II | |
| | 2 Pre-Calculus/Trigonometry, Finite Mathematics or AP Calculus | | |
| Science | 6 credits | 6 credits | 4 credits |
| | 2 Biology I | 2 Biology I | 2 Biology I |
| | 2 Chemistry I or Physics I | 2 Chemistry I or Physics I | 2 non-life science |
| | <i>Any two additional credits from the classes below:</i> Chemistry I, Physics I, Chemistry II, Physics II AP Biology, Biology II Zoology, Forensic Science Anatomy & Physiology, Integrated Chemistry/Physics, | <i>Any two additional credits from the classes below:</i> Chemistry I, Physics I, Chemistry II, Physics II AP Biology, Biology II Zoology, Forensic Science Anatomy & Physiology, Integrated Chemistry/Physics, | |

| | | | |
|-----------------------|--|--|--|
| | Environmental Science, Earth and Space Science I, Principles of Biomedical Science, Human Body Systems, or Medical Interventions | Environmental Science, Earth and Space Science I, Principles of Biomedical Science, Human Body Systems, or Medical Interventions | |
| Social Studies | 6 credits 2 World History 2 U.S. History 1 Government 1 Economics | 6 credits 2 World History 2 U.S. History 1 Government 1 Economics | 6 credits 2 World History 2 U.S. History 1 Government 1 Economics |
| Physical Ed | 2 credits (can substitute extra/co-curricular/athletic participation) | 2 credits | 2 credits |
| Health | 1 credit (can substitute 3 FACS classes, or Principles of Biomedical Sciences) | 1 credit | 1 credit |
| Fine Arts | 2 credits | | |
| World Language | 6 – 8 credits 6 in one language or 4 of two different languages | | |
| Electives | 6-8 credits Total 47 credits | 15 credits Total 44 credits | 15 credits Total 40 credits |

END OF COURSE ASSESSMENT REQUIREMENT

Reading, writing and math are essential life skills, and students must demonstrate a basic understanding of English/language arts and mathematics as part of the requirements for graduation.

Three Ways to Meet the Assessment Requirement for graduation:

1. Pass the End of Course Assessments (ECA) in both Algebra I and English
2. Fulfill the requirements of the GQE **Evidence-based waiver**:
 - Take the graduation examination (ECA) in each subject area (Algebra I and/or English 10) in which the student did not achieve a passing score at least one time each year after the school year in which the student first took the ECA.
 - Complete any extra help sessions offered each year by the school to prepare for the ECA retests.
 - Maintain a school attendance rate of 95% or better over the course of the high school experience (excused absences are not counted against your attendance rate).
 - Maintain a grade point average of a “C” average (1.67) or better, over the course of your high school career, in the courses required for graduation.
 - Satisfy any other state and local graduation requirements.
 - Get a written recommendation from the teacher(s) in the subject area(s) not passed, as well as one from the school principal, and show proof that the academic standards have been met, whether through other tests or classroom work.
3. Fulfill the requirements of the GQE **Work-readiness waiver**:
 - Take the graduation examination (ECA) in each subject area (Algebra I and/or English 10) in which the student did not achieve a passing score at least one time each year after the school year in which the student first took the ECA.
 - Complete any extra help sessions offered each year by the school in preparation for the ECA retests.
 - Maintain a school attendance rate of 95% or better over the course of the high school experience (excused absences are not counted against your attendance rate).
 - Maintain a grade point average of a “C” average (1.67) or better, over the course of your high school career, in the courses required for graduation.
 - Complete the course and credit requirements for a general diploma, including the career academic sequence; a workforce readiness assessment; and, at least one industry certification that appears on the State Board’s approved industry certification list, which must be updated annually with recommendations from the Department of Workforce Development established by IC 22-4.1-2-1.

Credits and Courses that Count for the “Evidence-based” and “Work Readiness” Waivers

For students entering high school in the 2006-07 school year or after, the “courses required for graduation” in computing the “C-” (1.66) average for the “evidence-based” and “work readiness” waivers include the following **34 credits**:

- (1) Language Arts – **8 credits** (including a balance of literature, composition, and speech).
- (2) Social Studies – **6 credits** (must include 2 credits in World History and Civilization or Geography and History of the World, 2 credits in U.S. History, 1 credit in U.S. Government and 1 credit in Economics).
- (3) Mathematics – **4 credits** (must include 2 credits in Algebra I or Integrated Mathematics I and 2 additional mathematics credits. All 4 credits must be earned after the student enters high school).
- (4) Science – **4 credits** (must include 2 credits in Biology and credits from at least one additional science category – Physical or Earth/Space Science).
- (5) Health and Wellness – **1 credit**
- (6) Physical Education I & II – **2 credits**
- (7) Career-academic sequence – **6 credits**
- (8) Flex credits – **3 credits**

**Note that while a “C-” average is needed in the 34 credits noted above to earn a waiver; students must still earn a minimum of 40 credits to earn an Indiana diploma.*

EXCEPTIONS TO DIPLOMA REQUIREMENTS

Health: Students may choose to substitute four (4) Family and Consumer Science (FACS) classes to meet the 1 credit Health requirement for graduation. The 4 FACS classes for substitution are: Interpersonal Relationships, Child Development, Human Development Wellness, Preparing for College and Careers, or students may choose to substitute Principles of Biomedical Sciences for the Health requirement.

Physical Education: Students who participate in an IHSAA sport, competition cheerleading, a club sport, Goldenaires, Expressions, Dance team, Marching band, Winter Percussion Ensemble, or Color guard may be eligible to earn their Physical Education credit through requirements met by participating in these activities. The requirements are listed below:

- 1 PE credit will be given for a COMPLETE season of a DCHS sponsored IHSAA sanctioned sport, competition cheerleading, a club sport, Goldenaires, Expressions, Dance team, Marching band, Winter Percussion Ensemble, or Color guard all which is within the framework of life-time physical activities and fitness.
- Effective Fall '09 (no retroactive credits given for prior seasons).
- Complete season is defined as from first practice to final event. Student must remain on the active roster the entire season.
- Disciplinary suspensions from the team/band may result in forfeiture of credit as determined by the coach/facilitator.
- Student/athlete must meet ALL physical education standards as defined by the Indiana Academic Standards for Physical Education.
- Students/Athletes are responsible for informing their SLC Director of their intention to complete a PE substitution.
- The Athletic director will verify the students who have successfully completed an athletic or cheerleading season, the choir director will verify who has completed Goldenaires or Expressions, and the band director will verify the students who have completed Marching band, Winter Percussion Ensemble and color guard determining the eligibility to earn a PE substitution credit.
- Grades will be awarded on a Pass (A) or Fail (F) basis.
- Since credits will be granted based on mastery of the physical education standards, the length of a season should not be an issue. If the student needs time beyond the regular season, the PE teacher or facilitator (coach/director) may continue to work with the student until the standards are met.
- As in a traditional PE class, if a student/athlete is injured and not able to participate, it is still possible for the physical education teacher to work with the facilitator to develop an adaptive program that would the student to complete the standards within their physical limitations.

FINAL ASSESSMENT POLICY

Final assessments of student learning shall be designed and administered to measure established outcomes of our courses. Teachers may select their method of assessment from a range of assessment options that include but are not limited to: performance, demonstration, production, portfolios, and paper/pencil tests. Final assessments shall be submitted to and approved by the SLC director. Any student absent during the final exam period must demonstrate that he/she had a legitimate reason to be absent in order to be eligible to make up exams. The SLC director must approve any absence not excused under the current attendance policy. Makeup exams are to be completed on the designated make-up day at the end of the semester.

GENERAL INFORMATION ON CREDITS

- 1) *Home-bound credit* – may be granted only for courses taught by a home-bound teacher provided through the MSD of Decatur Township.
- 2) *Correspondence school credit* – may be accepted from any institution accredited through the North Central Association.

- 3) *Home school credit* – may be granted if a student demonstrates competency on the final exam of a comparable course taught at Decatur Central High School.
- 4) *On-line credit* – may be granted upon successful completion of coursework assigned by an SLC director at Decatur Central or completed through an outside agency such as Indiana Online Academy or Achieve Virtual Academy.
- 5) *Post-Secondary Credit* – The MSD of Decatur Township is committed to providing a variety of opportunities for students to meet their educational needs, including the opportunity to participate in post-secondary credit classes, if the following criteria are met:
 - a. The institution must be an accredited public or private college or university located in Indiana that grants a bachelor or associate degree.
 - b. Each student who wishes to enroll in an eligible institution under the program must secure prior approval from his or her SLC director.
 - c. Students must meet the prerequisites for each course taken at the eligible institution. (for some colleges or university this includes passing an admissions test).
 - d. The students and their parents must be responsible for providing their own transportation and for paying the costs of the post-secondary courses.
 - e. A student is ineligible to participate in the program if participation would delay the student's normal progress toward high school graduation.
 - f. The student will be eligible to receive high school credit if credit is received from an approved post-secondary institution and reflected on an official transcript. Students who wish to receive high school credit shall receive prior approval from the SLC director.
- 6) Multiple credits may not be earned for the same course unless the approved course description permits multiple credits to be awarded. For example: a course such as Beginning Concert Band can be taken for successive semesters throughout high school and count for credit each semester. A course such as Algebra I can only count for credit one time, even if taken and passed more than one time (in this case the grade would be replaced according to the grade replacement policy).

Some courses have a limit to the number of credits that can be received by taking the course; 1) Elective Physical Education: a maximum of 6 credits can be earned. This would include all Elective Physical Education courses; Advanced Physical Conditioning, and Physical Fitness. 2) Math Lab: a maximum of 2 credits can be earned.

Some Math and Language Arts courses do not count toward the credits required for graduation in these subject areas, instead they count for elective credit. These courses include: Mathematics Lab, Language Arts Lab, Algebra I ECA Remediation, English 10 ECA Remediation, and Developmental Reading.

GRADE POINT AVERAGE (GPA) AND CLASS RANK

Decatur Central uses a 4.00 system to determine GPA and class rank. Cumulative GPA and class rank are updated at the end of each semester. The Valedictorian and Salutatorian will be determined at the end of the eighth semester (see Valedictorian and Salutatorian section for GPA calculation).

GRADE REPLACEMENT (REPEATING A COURSE)

Students may repeat courses to earn a better grade. When repeating a course, both grades will appear on the transcript; however the original grade will not count toward the cumulative GPA. The previous grade will be marked with an asterisk (*).

GRADING REPORTING

Each individual teacher posts grades at the 4½ week point of each nine-week period, at the end of the first and third nine-weeks as well as the end of each semester. Semester grades are cumulative and include the final exam. Semester grades determining credit in the course will be issued at the end of each semester. At the end of each grading period, grades can be viewed on Skyward/Canvas. NOTE: Report cards are not issued and are not mailed home. The grade book on Skyward Family Access will not display grades after mid-June of each year. Contact your child's SLC office prior to the end of the first semester or the end of the school year if you want a hard copy of the child's report card to be mailed home.

Grades/Grading System

Letter grades have assigned values (indicated below).

| <u>Regular Grades</u> | <u>Weighted Grades</u> |
|-----------------------|------------------------|
| A 4.00 | A 5.00 |
| A- 3.66 | A- 4.66 |
| B+ 3.33 | B+ 4.33 |
| B 3.00 | B 4.00 |
| B- 2.66 | B- 3.66 |
| C+ 2.33 | C+ 3.33 |
| C 2.00 | C 3.00 |
| C- 1.66 | C- 2.66 |

Grading Scale

The following grades with accompanying percentage ranges are required in assigning letter grades:

| | | |
|----|---|----------|
| A | = | 100 – 93 |
| A- | = | 92 – 90 |
| B+ | = | 89 – 87 |
| B | = | 86 – 83 |
| B- | = | 82 – 80 |
| C+ | = | 79 – 77 |
| C | = | 76 – 73 |
| C- | = | 72 – 70 |

| | | |
|---------|---------|--------------|
| D+ 1.33 | D+ 2.33 | D+ = 69 – 67 |
| D 1.00 | D 2.00 | D = 66 – 63 |
| D- .66 | D- 1.66 | D- = 62 – 60 |
| F 0.00 | F 0.00 | F = 59 – 0 |
| I 0.00 | I 0.00 | |

GRADUATION INFORMATION

A student must complete all credits for the desired diploma and meet all graduation requirements to be eligible to participate in the graduation ceremony. Graduation practice is a mandatory activity; any student missing the practice will not be allowed to participate in the ceremony. Any student who has obligations (financial or otherwise) to teachers or the school that have not been cleared will not be permitted to participate in the graduation ceremony.

Mid-year Graduation – students interested in graduating mid-year during their senior year need to meet with their SLC Director prior to the end of their junior year to make sure they are on track to complete all graduation requirements by the end of the first semester of their senior year.

HOMEWORK

Homework is critical in preparing for the learning process on a daily basis. Independent practice will enhance our students as they work to achieve district, program, and course outcomes. Consequences for incomplete or missed assignments may be established by individual teachers and/or by the small learning communities.

A homework request can be placed with the student's SLC secretary or counselor. The secretary/counselor will coordinate getting assignments and materials from the teacher and make arrangements for the parent to come to the school to pick it up (*please give 24 hour notice*).

HONOR ROLL

In order to obtain Honor Roll status a student must complete a minimum of six (6) classes per semester with a 3.0 grade point average. A grade point average of 3.5 or above is High Honor Roll. Students who have an incomplete grade or a grade of "D" or "F" on their report card are ineligible for the Honor Roll.

HONORS, ADVANCED PLACEMENT & DUAL-CREDIT COURSES

Honors Courses: Honors level courses follow a *weighted* grading scale. The following are Honors courses:

| | |
|---------------------------------|--|
| English 9 Honors | Algebra II Honors |
| BioLit Honors (English) | Pre-Calculus/Trigonometry Honors |
| English 10 Honors | Biology I Honors |
| Global Studies Honors (English) | BioLit Honors (Biology) |
| Geometry Honors | World History & Civilization Honors |
| GeoLED (Geometry) | Global Studies Honors (Social Studies) |

Advanced Placement Courses: The College Board establishes the curriculum and course content in Advanced Placement courses. An Advanced Placement (AP) course is designed to prepare students to take the AP exam given in May of each year. A score of a 3, 4 or 5 on the AP exam will allow students to earn college credit in that specific course. By earning college credit students can potentially save tuition fees when transferring credits to the college of their choice. All Advanced placement courses follow a *weighted* grading scale. The Advanced Placement offerings include:

| | | |
|--|--------------------------|-------------|
| AP English Language and Composition (11) | AP Macroeconomics | AP Calculus |
| AP English Literature and Composition (12) | AP U.S. Government | AP Physics |
| AP European History | AP Psychology | |
| AP U.S. History | AP Spanish (IV) Language | |

Dual Credit Courses: Students may earn high school credit and college credit for some courses (dual credit). At this time DCHS is partnering with the following universities for dual credit: Vincennes University, IUPUI, and Ivy Tech Community College. Credits earned through these colleges may transfer to other universities. In order for students to be enrolled in dual-credit courses they must meet eligibility requirements for the appropriate university or college. Only verifiable transcribed college courses will be *weighted* (*). Dual credit offerings include:

Vincennes University EXCEL

*Chemistry II

* Biology 105

Ivy Tech Community College

Intro Engineering Design

Principles of Engineering

Computer Integrated Manufacturing

Ivy Tech Professor on Loan

*English Composition (Engl 111)

*Exposition and Persuasion (Engl 112)

*Fund. of Public Speaking (Comm 101)

Ivy Tech Off-Campus Opportunities

Automotive Technology Program

IUPUI

Principles of Biomedical Sciences

Human Body Systems

Medical Interventions

Biomedical Innovation

*Intro to Sociology (Soci 111)

*Intro to Psychology (Psych 101)

*Intro to Business (Busn 101)

*Intro to Government (Pol 101)

*Criminal Justice (Crim 101)

*Criminology (Crim 105)

SCHEDULE CHANGES

Due to the highly complicated process and the numerous factors involved in scheduling, no student schedules will be changed at the beginning of a school year or the beginning of second semester except for the following reasons:

1. Completion of summer school, night school, on-line or correspondence courses.
2. Special Education placement.
3. A significant change in college/university planning.
4. Medical reasons.
5. Teacher initiated change due to improper placement. (requires approval the SLC director).
6. Senior needing a course for graduation not currently in schedule.
7. Involvement in a cooperative or career program.
8. Failure to complete a necessary prerequisite for a currently scheduled course.
9. Any unusual or extenuating circumstance not anticipated during initial scheduling (requires approval of SLC director).

Students should be aware that their schedule might be changed by their SLC Director or counselor during the summer or at the beginning of a semester for one of the following reasons:

- 1) A change in the master schedule.
- 2) To balance class sizes.
- 3) To meet credit requirements for normal progress toward graduation.

Adding/Dropping a Class

- 1) Students are not permitted to drop a class that is required for graduation from Decatur Central.
- 2) Students will not be able to add a new class after the fifth (5th) day of a new semester.
- 3) A class dropped after the tenth (10th) day of a new semester will be given a grade of WF.
- 4) Students removed from a class due to discipline or attendance reasons will be given a grade of WF.

SCHOLARSHIPS

The number of scholarships available to graduates of Decatur Central High School varies each year. In addition to the many state, federal, college, industry, and church scholarships, some scholarships are presented to qualified seniors by local organizations and businesses. Scholarship information and applications are available from the guidance counselors, as well as the MSD website.

STANDARDIZED TESTS / ASSESSMENTS

Accuplacer Diagnostic Test

P.L. 268-2013 requires schools to administer the Accuplacer Diagnostic test. The results are used to determine student strengths and areas of need in reading, writing, and mathematics content areas. The intent of P.L. 268-2013 is to inform student remediation needs and to provide time for intervention to take place. Students are required to take the Accuplacer Diagnostic assessment in the subject area(s) in which they have not met the criteria on the PSAT, SAT, ACT, or Accuplacer Placement test.

Exemption Criteria for ELA (English/Language Arts)

PSAT Reading / Writing score of ≥ 46

SAT Reading / Writing Score ≥ 460

ACT Reading Score ≥ 18

ACT English Score ≥ 17

ACCUPLACER Placement Score: Reading ≥ 76

Exemption Criteria for Math

PSAT Math Score ≥ 46

SAT Math Score ≥ 460

ACT Math Score ≥ 18

ACCUPLACER Placement Score: Elementary Algebra ≥ 74

Accuplacer Placement Test

The Accuplacer Placement Test is the admissions test required for Ivy Tech Community College and many others. All sophomores and the juniors who have not met the score criteria listed above will be given this test in the spring each year to determine their level of college readiness. Jun-

iors who meet the score criteria in each of the test areas will be eligible to take Ivy Tech courses through the Professor on Loan Program (POL) at Decatur Central High School during their senior year. Many of the courses offered through this program allow students to meet high school graduation requirements while earning college credit (dual-credit) as well. See Section VI: Academic Information > Dual Credit Courses > Ivy Tech Professor on Loan for a list of available courses. It is strongly recommended that students practice the skills and study for the test prior to testing. Students may find resources to aid in test preparation at <http://accuplacer.collegeboard.org/students>. Additional study materials can be obtained as a PDF file at the following web address:

<http://professionals.collegeboard.com/profdownload/accuplacer-sample-questions-for-students.pdf>

Accuplacer Placement Test Areas with score criteria for the POL program:

Reading Comprehension \geq 76 Sentence Skills \geq 80 Elementary Algebra \geq 74

END OF COURSE ASSESSMENTS (ISTEP/ECA)

Starting with class of 2019, Indiana transitioned to a new ISTEP exam. All students will test in the spring of their sophomore year in math, science and English. For the classes of 2017 & 18 all students must pass an end of course assessment (ECA) in Algebra I and in English 10. These tests are initially given at the completion of the course. Passing scores on both tests are required to obtain a diploma. If a student does not pass one or both tests the first time, he or she will have additional opportunities to retake the test/s. The retesting sessions are given in December and May of each school year. If a student does not pass one or both tests by the end of the senior year, he or she may be considered for a waiver of the requirement. See section VI: Academic Information; End of Course Assessment Requirement.

Passing Scores for each test are: Algebra I ECA = 564 English 10 ECA = 360

NWEA

The NWEA Reading test is given to all students in grades 9 – 11, two times during the school year to assess reading levels measured in Lexiles. The goal level for each grade level is: 9th – 1080 10th – 1080 11th – 1215

PSAT

The PSAT (Preliminary SAT) test is given to all sophomores and select juniors in October each year (after Fall break).

Students are provided with a study guide prior to the test. It is highly recommended that students utilize study materials and prepare for the test. Additional study aides may be accessed at <http://www.collegeboard.com/student/testing/psat/prep.html>

Students may use their own calculators on portions of the tests. It is recommended that students use a calculator with which they are familiar.

After a student has obtained his or her results of the PSAT test, he or she can use My College QuickStart to assist in interpreting the scores with personalized feedback and information for college planning. This information can be found at <https://quickstart.collegeboard.org/posweb/login.jsp>

Student scores will be reported in three main test areas: Reading, Writing, and Mathematics.

STANDARDIZED COLLEGE ADMISSION TESTS

There are two common standardized college admission tests, the SAT and the ACT. Each takes approximately four hours and tests reading, verbal, and mathematical abilities. The ACT also tests natural sciences skills. The goal of these tests is to predict how well you will do in college. They do not test your special talents or motivation, which can also help you succeed. Students need to research which test is required for admission to the universities or colleges to which they wish to apply.

SAT Fee Waivers: Four total waivers are available; two (2) for the SAT Reasoning Test and two (2) for the SAT Subject Tests. SAT Reasoning Test fee waivers can be used from 11th grade through graduation. SAT Subject Test fee waivers can be used any time from 9th grade through graduation. Fee waivers cannot be used for late registration except for the October test date. Fee waivers cannot be used for standby registration.

College Application Fee Waivers: If you used SAT Reasoning or Subject Test fee waivers and you are expecting to graduate this year and enter college next fall, you are eligible to receive up to four (4) Request for Waiver of College Application fee forms. You must see your counselor to obtain fee waivers.

ACT Fee Waivers: You can use a maximum of two (2) separate fee waivers total during 11th and 12th grades. Fee waivers cover only the basic registration fee for your test option. ACT fee waivers do not cover the late registration fee, test date or test center changes, standby fee or any other services.

SAT TEST DATES 2016-17

October 1, 2016

November 5, 2016

December 3, 2016

January 28, 2017

March 11, 2017

May 6, 2017

June 3, 2017

REGISTRATION DEADLINES

September 9, 2016

October 7, 2016

November 4, 2016

December 30, 2016

February 10, 2017

April 7, 2017

May 5, 2017

ACT TEST DATES 2016-17

September 10, 2016

October 22, 2016

December 10, 2016

February 11, 2017

April 8, 2017

June 10, 2017

REGISTRATION DEADLINES

August 5, 2016

September 16, 2016

November 4, 2016

January 13, 2017

March 3, 2017

May 5, 2017

VALEDICTORIAN AND SALUTATORIAN

The following is criteria for the Valedictorian and Salutatorian selection effective starting with the class of 2012.

1. Valedictorian and Salutatorian must earn a Core 40 with Academic Honors Diploma.
2. Grade Point Average (GPA) for determining Valedictorian and Salutatorian is calculated at the end of the 8th semester and will be based only on the 47 credits required for the Core 40 with Academic Honors Diploma. Students choosing to substitute Principles of Biomedical Sciences for the Health and Wellness Education credit will have their GPA based on 48 credits. Students choosing to substitute the three Family and Consumer Science credits will have their GPA based on 49 credits.
3. If there are multiple Valedictorians, then there will be no Salutatorian.
4. If there are 3 or more Valedictorians, then there will only be one speech given at graduation (in this case, Valedictorians will audition their speeches and a committee comprised of students and staff will determine who will give the Valedictorian speech).

SECTION VII. STUDENT ACTIVITIES

Decatur Central High School offers a variety of activities outside of the regular classroom. These include athletics, fine arts, student organizations and clubs. These activities, in conjunction with a well-balanced curriculum, help students develop necessary and important life and leadership skills.

PHILOSOPHY

Participation in fine arts and/or clubs is a vital part of becoming educated and prepared for life. It is a goal of Decatur Central High School to provide young people with an experience that is both educational and enjoyable. Through participation in student activities, students experience creative and critical thinking, problem solving and personal responsibility every day. These skills and abilities are necessary for success long after high school. In addition, students learn interpersonal skills and the ability to collaborate with others as well as motivate and influence members of a group to work together toward a common goal.

STUDENT ACTIVITY FEE

Each student will be assessed a Student Activity Fee at the beginning of the school year or at the time of enrollment for new students. This fee covers the cost of ID Pictures, student activities, and miscellaneous student supplies.

GUIDELINES FOR PARTICIPATION

Students who have the privilege of representing Decatur Central High School should demonstrate behavior that reflects positively on themselves and their school. All participants are bound by the rules of conduct as provided by local and state laws as well as the approved Decatur Central High School Student Code of Conduct. Therefore, the following standards of academic achievement and behavior have been established:

1) Academic Achievement

Students must be enrolled full time and passing in five (5) courses. Failure to maintain this record for any grading period will result in denial of participation. Student eligibility will be checked every 9 weeks. Students must be passing a minimum of five (5) classes to be eligible to perform in a contest or performance. If a student is not eligible at the 9 week point, he or she can continue to practice, but cannot compete or perform until the next grading period when eligibility is determined again.

2) Behavior

All participating students are expected to display good manners and responsible behavior. Inappropriate appearance, speech and actions bring discredit to the student, the group and the school. The Student Code of Conduct standards are minimum expectations for participation in all school activities. Individual groups/organizations may establish additional, more stringent standards.

Students are responsible for abiding by school standards while they are under the school's authority. The school's authority extends to students while on school property, at school activities, and while traveling to and from school.

If the adult(s) in charge of any school activity determine that the above minimum standards of participation are not being met, a student may be prohibited from participating. Though this applies to all school activities, it is especially critical for students in leadership roles.

- a. Any elected or appointed student leader or participant of a Decatur Central organization shall lose the leadership or participant position if found possessing, using, selling, or transmitting any drugs including alcohol and tobacco, and/or other illegal substances on or off school premises.
- b. Violation of any school rules that results in an out-of-school suspension could result in the loss of the leadership role. Also, loss and/or receipt of awards in the curricular/co-curricular activity for one or possibly two semesters could result.

The following is a list of the activities to which the guidelines for participation apply:

Academic Team
Band (Marching, Jazz, Pep, Concert)
Color Guard/Winter Guard
Bowling Club
Brain Game
Choirs (Goldenaires, Expressions)
Dance Club
Distributive Education Clubs of America (DECA)
Fall musical and Spring play cast and crew
Speech Team
Winter Percussion Ensemble

SECTION VIII: CODE OF CONDUCT

DISCIPLINE CODE PHILOSOPHY

The Decatur Central High School Discipline code provides a standardized procedure for establishing a positive environment in which students can learn. All students are expected to adhere to the rules set forth in the Student Code of Conduct and it is the responsibility of the staff and administration to enforce the discipline codes as established in the handbook. Revisions of this code were presented to the Superintendent in May of 2014 and approved by the Board of Education.

GENERAL BEHAVIOR STANDARDS

Students at Decatur Central High School will follow the established behavior standards while on school property, at school activities, and going to and from school. All students at DCHS are expected to behave in a manner that does not disrupt or interfere with the education of other students. Students are entitled to an environment free of lewd, vulgar, obscene or sexually explicit language or actions. 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. The following standards are designed to allow the high school faculty, staff, and students to accomplish our primary purpose, which is to provide the best education for each student. Any type of activity or behavior that interferes with such purpose shall be construed as misconduct. All teachers, administrators, and other staff members are responsible for the supervision of students. Therefore, students are expected to comply with requests from any staff member. Such requests may occur at any time during the school day and at all school-sponsored functions, both on school property and at facilities where school activities are being held. Refusal to comply with such requests will be treated as insubordination.

General Behavioral Standards include:

- Keep personal belongings to oneself (do not buy, sell, trade, or give away items of any kind).
- Do NOT share lockers.
- Be honest and cooperative at all times.
- Walk quietly through the halls.
- Follow directions of school staff.
- Treat others politely in both behavior and conversation.
- Do NOT possess, sell, use, consume, provide, give away, offer, accept, or be under the influence of drugs, alcohol, or tobacco products.
- Do NOT bring dangerous items, weapons or other contraband to school.
- Assume responsibility for the security of personal possessions at all times (*Decatur Central is not responsible for money, property or personal items that are lost or stolen*).
- Be prompt and punctual in reporting to school and to individual classes.
- Report to classes with the necessary materials, books, supplies as needed.
- Each student will follow the specific established classroom standards/procedures given by each classroom teacher. Although these standards may vary from teacher to teacher, they will be within the context of general rules and regulations of the school.
- Acquire permission from an SLC director or secretary to leave the building or campus. DCHS has a “**closed campus.**”

DRESS & APPEARANCE CODE

Students are expected to come to school appropriately dressed for the business of learning with proper attention given to their personal appearance. A professional appearance with overall neatness, cleanliness and the body properly covered should be a common goal for all. Only clothing

that is safe, clean and non-disruptive will be acceptable. Students who are dressed inappropriately will be asked to remove or change to appropriate attire. We have limited clean clothes that can be used to substitute for the inappropriate item(s). Failure to comply with these dress guidelines will result in disciplinary action such as removal from class, calling home for a change of clothes before going back to class, in-school suspension, or possible out-of-school suspension.

- Student ID's must be visible at all times.
- Sagging pants are not to be worn. All pants are to be worn at the waist with no undergarments showing (this includes gym shorts worn under the pants).
- Shorts and skirts/dresses must be at least fingertip length (as arms are held at one's side).
- Clothing that exposes the midriff or cleavage or one's undergarments is inappropriate and cannot be worn.
- Cutout blouses or T-shirts, strapless tops, tank tops, spaghetti straps or backless dresses cannot be worn.
- Hats, Hoods, Bandanas, Gloves, and Sunglasses are inappropriate and cannot be worn.
- These items must be removed upon entering the building. Hats must be placed in the locker upon entering the building. Tops with hoods are allowed, but hoods must remain off a student's head at all times.
- Appropriate shoes must be worn at all times. Slippers are inappropriate and cannot be worn.
- Clothing with vulgar, lewd or suggestive pictures, messages or slogans or advertising which promote alcohol, tobacco, drugs or any illegal products are inappropriate and cannot be worn.
- Studded bracelets and belts with abnormal metal objects that may be used as weapons are considered inappropriate. Any jewelry with the potential to disrupt the educational process or endanger the safety of others must be removed at the request of the administration.
- Group dress associated with known gangs is prohibited.

CONFLICT RESOLUTION

Conflicts between students often arise due to misunderstandings, such as one student talking about another, rumors being spread, he said-she said, or information being posted on social media. Frequently students will take matters into their own hands and confront a student with whom they have an issue. This action often results in a verbal and sometimes even a physical interaction that rarely has a positive outcome. **Students should never confront a student with whom they have an issue.** Even if the initial problem occurs outside of the school environment or after school hours, the problem may carry over into school and can create a disruption in the learning environment. Disruptions to the learning environment are not acceptable and must be avoided.

Decatur Central High School expects all students to take a proactive, preventative approach to dealing with conflicts, potential conflicts, issues, or problems with other students. Any student who has an issue or a conflict or feels there may be a conflict brewing must report the issue to his or her CCR teacher, a guidance counselor, or the student's SLC Director. If these people are not available, the student should report the problem to the SLC secretary and fill out an incident report with details of the concern. After the report is received, an investigation of the problem will take place. If a student or parent would rather remain anonymous in reporting a concern, they may use the anonymous online reporting system on the school's website. In a case where the issue involves text messages, Tweets, Facebook posts, voicemails, or another social media, the information needs to be saved and may serve as evidence in an investigation. In cases where there is a potential conflict or if an actual conflict has occurred between students, it is a common practice for the counselor or the administration to conduct a conflict resolution or mediation session between the parties involved in the situation. During the conflict resolution/mediation session expectations for future behavior or conduct are clearly communicated to all parties. In cases where students need to be kept away from each other or kept from contacting one another in any way, a No Contact Order can be put in place. This restriction is a serious measure and is connected to severe consequences if violated.

CONSEQUENCES

Violation of school rules and regulations may result in a conference with the parent/guardian, lunch detention, after-school detentions, after-school work detail, Friday School, loss of bus privileges, invalidation of Driver's license or Permit, loss of parking privilege, restriction of extra-curricular activities, loss of work permit, in-school suspension, out-of-school suspension, or expulsion from school or any other appropriate discipline as determined by the SLC Director or designee.

Duty and powers of School Corporation to supervise and discipline students Ind. Code 20-33-8-8:

Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of: a school corporation; and the students of a school corporation.

In all matters relating to the discipline and conduct of students, school corporation personnel: stand in the relation of parents to the students of the school corporation; have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter; and have qualified immunity with respect to a disciplinary action taken to promote student conduct under subdivision (2) if the action is taken in good faith and is reasonable. Students must: follow responsible directions of school personnel in all educational settings; and refrain from disruptive behavior that interferes with the educational environment.

SUSPENSION

“Suspension” Ind. Code 20-33-8-7 means any disciplinary action that does not constitute an expulsion, whereby a student is separated from school attendance for a period of not more than ten (10) school days.

NOTE: Students suspended from school are not allowed to attend or participate in any school sponsored events or be anywhere on campus during suspension. Students may be arrested for trespassing if found on school property or at a school sponsored event while under suspension. Students may make up work missed during suspension but will receive no credit.

EXPULSION

“Expulsion” Ind. Code 20-33-8-3 means a disciplinary or other action whereby a student: is separated from school attendance for a period exceeding ten (10) school days; is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or is separated from school attendance for the period prescribed under section 16 of this chapter, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program. Expulsion does not include situations when a student is removed from school for failure to comply with the immunization requirements of Ind. Code 20-34-4-5.

Ind. Code 20-33-8-31 If a student is suspended or expelled from school the absence is not a violation of Ind. Code 20-33-2 or any other statute relating to compulsory school attendance.

Grounds for Suspension or Expulsion Ind. Code 20-33-8-14: 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.

Time & Places Covered by School Student Conduct Standards. The grounds for suspension or expulsion apply when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function or event.

Unlawful activity by student Ind. Code 20-33-8-15: A student may be suspended or expelled for engaging in any activity forbidden by the laws of Indiana on or off school grounds and may be addressed through the Student Code of Conduct when: (1) the unlawful activity may reasonable be considered an interference with school purposes or an educational function; or (2) the student’s removal is necessary to restore order or protect persons on school property; including unlawful activities activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Invalidation and revalidation of licenses; suspended, expelled, and withdraw students Ind. Code 20-9-24-2-4: If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person’s principal, invalidate the person’s license or permit until the earliest of the following:

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

NOTE: Following an expulsion, a student and his or her parent/guardian must meet with the student’s SLC Director to re-enroll. The student will be placed on a contract for continued enrollment.

2016-17 STUDENT CODE OF CONDUCT

The purpose of this Student Code of Conduct is to provide a safe, respectful and welcoming environment for student achievement and staff efforts to support student achievement. It will be enforced with the objective of maintaining a learning environment for students and a working environment for staff that:

Is free of physical danger, disruption, and distractions from presentation of the curriculum; and

Reinforces the core public values found in Ind. Code 20-30-5-5, specifically honesty, morality, courtesy, obedience to law, respect for the national flag and the Constitution of the State of Indiana and the Constitution of the United States, respect for parents and the home, the dignity and necessity of honest labor, and other lessons of a steadying influence that tend to promote and develop an upright and desirable citizenry.

Assistance in Applying this Student Code of Conduct

The purpose of the Decatur Township Schools Student Code of Conduct is not to catch or punish student violators. The standards contained in this Student Code of Conduct are intended to guide students in compliance with standards expectations they will encounter in the workplace and life beyond the school community. These standards are also to maintain a school environment that promotes student performance and is a welcoming and safe, and respectful place to learn and every employee to work. The objective of distributing these conduct standards is to support compliance, not to catch or trap violators. Students, parents, and school employees who are unsure whether a particular act would violate this Code of Conduct are encouraged to consult with a building administrator, teacher, or counselor before the student engages in acts that might violate these rules. Definitions of specific offenses are provided with the standards. Examples of possible violations are provided with each rule to illustrate the intended purpose of each rule and promote compliance. The examples are not the only possible violation of the rule. All members of

our school community are invited to submit comments, criticism, and ideas for promoting the objectives of this Code of Conduct. The Student Code of Conduct is reviewed continuously to determine if it is accomplishing its intended purpose. At least once each school year this Code is reviewed based on the experience of the preceding school year, but changes necessary to address impediments to learning and to promote student and staff safety are never delayed to a more convenient time. Comments and suggestions about this Student Code of Conduct can be directed by email to: Scott DeFreese at sdefreese@msddecatur.k12.in.us

Appropriate Sanctions and Penalties

The appropriate sanction for violation of the standards in this Student Code of Conduct is the least severe penalty that will:

- Adequately address any danger to the student and other persons;
- Demonstrate to the students involve that misconduct has consequences;
- Prevent further disruption of activities; and
- Promote improved student performance.

In determining what combination of sanctions and remedial measures will be imposed to pursue these objectives, the student's conduct record and the support of the student's parent/guardian will be taken into account.

Time & Geographic Application of the Student Code of Conduct

The Student Code Standards listed apply to student conduct:

- During school activities on or off school property;
- On school property at any time; or
- While traveling to or from school or a school activity

In addition, a student committing an act that violates Indiana or Federal law at any time or place may be disciplined if the unlawful act is directed toward a school employee, student, or Board member, arises out of a school relationship; or has caused or can be predicted to cause substantial disruption of school activities.

STUDENT CONDUCT STANDARDS AND DEFINITION OF OFFENSES

With the objectives of this Student Code of Conduct in mind, the following standards define misconduct for which a student may be disciplined, suspended, or expelled from school attendance, restricted from participation in curricular and co/extra-curricular activities, and denied academic credit for curricular activities occurring during a period of suspension or expulsion:

1. **Disrupting a class or school activity.**

Disruptive Behavior: an action that creates turmoil or disorder or an interruption in the educational environment.

Examples of violations of this rule: Distracting other students while a teacher is speaking; or disrupting a convocation with noise.

2. **Refusing or failing to follow a directive from a school employee with responsibility for student supervision [including instructional assistants, bus drivers, bus aides, cafeteria workers, and custodians], including a directive to respond truthfully and completely when questioned about a school-related matter, or a directive from a school employee to turn off or silence (disable the auditory signal) a cell phone or communication device during an assembly, meeting, test, or program.**

Failure to Comply with Reasonable Requests: the willful act of not following directions or instructions of an adult staff member. The requests will fall within the established standards of the school and of the classroom

Gross Insubordination: a continuing refusal to obey a teacher's or staff member's order or direction. Persistent failure to follow reasonable requests of a staff member; also includes refusing to report to the office when requested by school officials. Gross insubordination also includes responding in a rude/argumentative manner; refusal to identify self; and persistent refusal to work in class.

Examples of violations of this rule: Responding with a known lie when questioned about another student's misconduct by a teacher or administrator. Allowing a cell phone to "ring" to disrupt an assembly, class, or test.

3. **Violating a building or class level student conduct rule, a Transportation Department student conduct rule, or violating a rule established for a special event.**

Cutting Class: the willful non-attendance of one or more classes. Arriving 5 or more minutes late to a class after 1st period is considered a class cut.

Off-limits: the act of leaving class without permission or when given permission to leave, the student does not return to class, leaving the building without permission, or being in an unauthorized part of the building or outside of the building.

Truancy: the non-attendance of a student from school without parent and school knowledge or permission.

Improper use of a Pager, Cellular Phone, or other Electronic Device: the act of violating the SLC policy in regards to a pager, cellular phone, iPod, MP3 player, hand-held game, or any other electronic device while in the building during the school day.

Examples of violations of this rule: Violation of a rule properly promulgated at the building or class level. Violation of a rule established for an athletic contest or graduation ceremony.

- Failing to report to an administrator or a teacher the actions or plans for action of another person where those actions or plans, if carried out, could result in harm to a person or persons or damage to property.**

Examples of violations of this rule: Failing to report seeing a student in possession of a handgun on the bus. Watching and/or listening to a student plan a practical joke that creates a risk of injury to another person or damage to their property.

- Bullying, harassing, threatening, or intimidating another person, or attempting to do so with the intent to harm, intimidate, belittle, disrespect, or degrade the victim, and distract them from their school work or full participation in school activities.**

Bullying: unwanted, aggressive, targeted behavior among school aged children. It involves a real or perceived power imbalance and the behavior is repeated, or has the potential to be repeated, over time. Bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. Ind. Code 20-33-8-0.2 "Bullying" means overt, repeated acts or gestures including: Verbal or written communications transmitted; Physical acts committed; or 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.

Harassment: unwelcome physical, verbal, or nonverbal conduct directed to a person or group of persons based on the actual or perceived membership in a protected class of a person, the person's family, or individuals with whom the person associates.

Protected classes include: Race/Color, Sex/Gender, Religion, Disability, Language and National Origin.

Sexual Harassment: unwelcome sexual advances, sexually motivated physical conduct or other verbal, nonverbal or physical conduct or communication of a sexual nature which has the purpose or effect of substantially or unreasonably interfering with an individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from the District's education programs or activities.

Threatening Individuals: Threatening to strike, attack, or harm any other person.

Examples of violations of this rule: Picking on a student or using a derogatory reference to a student's race, gender, ethnic identity, or sexual identification or orientation with the result that the victim is intimidated or distracted from full participation in a school activity.

- Hazing or subjecting another student to dangerous conditions, or adverse or degrading words or actions such as a condition to acceptance in a school sponsored activity such as an athletic team or an informal social group.**

Examples of violations of this rule: This standard of conduct is violated even if the student being hazed is willing to be subject to the hazing.

- Behavior that injures or presents a risk of injury to the student or another person, or provoking or attempting to provoke or cause another person to fight.**

Disorderly Conduct: engaging in rough or boisterous conduct (either verbal or physical); harassing, intimidating, bullying, horseplay resulting in physical injury or damage to school property, or that potentially or actually leads to fighting. (A police referral, arrest, and up to a 10-day suspension may also take place). Ind. Code 35-45-1-3 A person who recklessly, knowingly, or intentionally makes unreasonable noise and continues to do so after being asked to stop

Fighting: engaging in a physical contest or struggle with one or more persons, in the course of which engagement punches are thrown or any part of the body is used either aggressively or in retaliation for the purpose of restraining or inflicting injury or pain upon another. The appropriate administrator will investigate to determine if the student(s) involved in the fight played some role in its precipitation. Fighting may result in up to a 10-day suspension and a possible arrest.

Any form of violence and/or harassment such as combative acts and/or gestures, argumentative, aggressive behavior, or actions which may reasonably lead to a fighting situation, directed toward another individual on DCHS premises or during a school activity, is not permitted. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person or provoking or attempting to provoke a fight is not permitted. In cases of fighting where the combatants are mutually involved in fighting, there may be up to a 10-day suspension of both or all parties. If evidence clearly indicates a student was not the aggressor and in fact was under an unprovoked attack, acting strictly in self-defense, the aggressor will have committed battery. In these cases, the victim may not be suspended or may receive fewer days of suspension than other parties.

For our purposes, self-defense means the student tries to evade the attack, but cannot and must not use force or aggression for self-protection.

Examples of violations of this rule: Fighting with another person; throwing an object at a person, pushing, hitting, striking, or tripping another person; driving a vehicle in a dangerous manner; handling dangerous materials such as chemicals in chemistry class in a dangerous way. Attempting to get another person to fight through words or actions.

- Engaging in intimate behavior such as kissing, fondling, or sexual relations; indecent exposure**

Sexual Advances/Contact: the act of making improper sexual advances/contact including touching, caressing, hugging, and/or kissing be-

tween students.

Indecent Exposure: the act of exposing the private parts of the body.

Examples of violations of this rule: Kissing or fondling another student without the objection by the other student (public display of affection). Exhibition of the uncovered genitals or private areas of the body.

9. **Wearing clothing, jewelry, piercing, or a hair style that represents an identified danger to another student in the course of a school curricular activity, or that results in disruption of an educational function, including symbols of gang activity or affiliation, or presents a message that is inconsistent with the objectives set out in the preamble to this Code of Conduct.**

Dressing Improperly: violation to the Dress and Appearance Code.

Examples of violations of this rule: Wearing clothing with an alcoholic beverage or slogan, or a message that encourages the use of alcohol by persons below legal age, the use of illegal drugs, wearing or displaying gang insignia or gang identification items.

10. **Cheating, plagiarizing, submitting the work of another person for academic credit, or allowing another student to cheat.**

Cheating/Dishonesty: Copying work or providing work for someone to copy/Providing false information, lying, or plagiarism.

Forgery: the intentional act of falsifying or altering the contents of written documents with intent to defraud.

Examples of violations of this rule: Using notes or other memory aides when not permitted by the teacher giving the test or exercise. Submitting a theme or assignment found on the internet as an original work by the student. Allowing another student to copy answers during a test or quiz.

11. **Violating the School District's Technology Acceptable Use policy (AUP) on acceptable use of the internet, computer networks, e-mail, voice mail, fax machines, or any other School District communications resource.**

Technology Damage/Misuse: causing or attempting to cause damage to or dismantle any part of school technology. Misuse of the computer/iPad hardware, software or internet (this includes being on an unauthorized website/s or playing games when not authorized to do so).

Technology Tampering: It is a criminal act under Indiana law (Ind. Code 35-43-1-4) to access a computer/technology system or damage or alter a computer program/data without consent of the computer/iPad owner, therefore, any student who is suspected of tampering with or trespassing on any of the school corporation computers/iPads, computer/iPad programs, computer/iPad systems, or networks without authorization from the administration will be in violation of this policy.

Examples of violations of this rule: Signing on to a school computer network as another person or sending harassing or threatening messages to another person in school or outside of school. Conspiring to evade the filtering software installed on a School District computer with internet access.

12. **Invading the privacy of a person by photographing or videoing the person or recording another person's words and/or actions without that person's permission, or displaying an image or recording of persons not authorized by the person whose speech or actions were recorded.**

Examples of violations of this rule: Taking a photograph of another student in a locker room or a restroom with a cell phone or iPad camera, or posting a photo or video clip on a web site without the pictured person's permission, (and the permission of the pictured person or recorded person's parent/guardian if the person is less than 18 years of age).

13. **Creating or distributing information that results in or is intended to result in the disruption of an educational function, advocates a violation of law or a student conduct rule, is sexually explicit or obscene, is libelous, slanderous or defamatory, or invades the privacy of an identified or identifiable person. Web sites maintained on servers other than School District servers are covered by this conduct rule where the content of the communication is between students or a student and school employee, or disrupts an educational function.**

Child Exploitation: (including cell phone or electronic content/display) It is "child exploitation," a Class C felony under Ind. Code 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18, or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

Child Pornography: (including cell phone or electronic content/display) It is "child pornography," a Class D felony under Ind. Code 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

Examples of violations of this rule: Sexting or sharing photographs not intended for distribution, or information that invades the privacy of another student or staff member.

14. **Damaging or attempting to damage; stealing or attempting to steal school property or the property of another person or organization.**

Theft, Attempted theft or Possessing Stolen Goods: the act of taking or attempting to take an item of value or having the item in one's possession.

Damaging School or Personal Property/Vandalism: the act of damaging, destroying, or altering the use of school or personal property.

Examples of violations of this rule: Damaging a restroom mirror, taking a student's textbooks and hiding them from the student responsible for the books, removing property without permission from a locked or unlocked desk, car, or locker.

15. **Possessing or using cigarettes, e-cigarettes, smokeless or chewing tobacco, snuff, or other tobacco product or a device such as a lighter that is not required for a curricular activity.**

Possession or use of Tobacco or Tobacco Related Materials: the act of having in one's actual and physical control or using any form of tobacco or other smoking materials (e-cigarettes, electronic smoking devices, lighters, matches, or any other type of tobacco products) on school grounds before, during, or after school hours, or off school grounds at school activities. All of MSD of Decatur Township campuses are smoke-free. Even if a student is 18 years of age, smoking is not permitted on campus and the student is subject to consequences.

Ind. Code 35-46-1-10.5 A person less than eighteen (18) years of age who purchases tobacco; accepts tobacco for personal use; or possesses tobacco on his person; commits a Class C infraction. NOTE: Students will be issued a citation by the MSD of Decatur Township school police.

Ind. Code 35-46-1-1.7 "tobacco" includes chewing tobacco; cigars, cigarettes, and snuff that contain tobacco; and pipe tobacco.

Examples of violations of this rule: Carrying or using cigarettes, cigars, snuff, chewing tobacco, cigarette papers, or a lighter.

16. **Possessing drug preparation or drug consumption paraphernalia such as rolling papers, clips, pipes, scales, E device, or displaying materials that promote or encourage alcohol or drug use.**

Examples of violations of this rule: Possessing a make-shift pipe or wearing a t-shirt with a marijuana leaf visible to other students.

17. **Consuming, possessing, offering, providing, accepting, or being under the influence of an inhalant, a solvent, or other volatile substance or combination of volatile substances, contrary to safety instructions provided in the product's labeling, or the direction of school personnel.**

Examples of violations of this rule: Intentionally inhaling glue, acetone fumes, or huffing an aerosol substance.

18. **Consuming, possessing, offering, providing, accepting, or being under the influence of alcohol or an alcoholic beverage, an illegal drug, a prescription drug [except by a patient of a licensed health care provider as authorized in a prescription by a licensed health care provider and possessed in compliance with school rules on the possession of self-administered medications], an intoxicant, stimulant, depressant, or mood altering substance whether legal or illegal outside of school, or any substance represented to be or thought by the intended recipient to be any of the named or types of substances named above.**

Possessing, Using/Consuming, Offering, Accepting or Being Under the Influence of Alcohol (or any substance to be construed as alcohol) or Drugs: the act of:

(possessing)—having in one's actual and physical control

(using/consuming)—employing or availing one's self of intoxicant

(being under the influence of)—indulging in any degree to deprive one of that clearness of intellect and control which he would otherwise possess.

(offering, giving away or accepting)—transferring the property to another or receiving property from another; any alcohol (or any substance to be construed as alcohol) or drugs.

Possessing, using, being under the influence of, or giving away and applies any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, marijuana, controlled substance, or substances represented to be a controlled substance, look-alike, paraphernalia (papers, roach clips, pipes, E devices, etc.) on school grounds, during or after school hours or off school grounds at a school activity.

NOTE: Mandatory drug testing may also be required (at parent's expense) within 24-48 hours of offense when reasonable suspicion exists that a student is "under the influence" of alcohol or other drugs.

Selling Drugs/Alcohol in School: substances in the possession of the act of transferring or the offer to transfer (written or oral) to another person any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, marijuana, synthetic marijuana controlled substance, or substances represented to be a controlled substance, look-alike drug, or alcohol on school grounds during or after school hours or off school grounds at a school activity. The quantity of any of the above listed a student shall be evidence as to the student's intent to transfer such substance. Selling drugs results in automatic expulsion from school.

Examples of violations of this rule: Bringing any medication not prescribed for the student and possessing the medication at school. Possession of any illegal drug such as marijuana, or a tablet or pill represented to be an illegal or prescription drug.

19. **Possessing a knife, firearm, bullets, a dangerous device, fireworks, or other item that is or appears to be a dangerous device. "Dangerous device" means an item that is readily capable of causing injury to a person and is not essential in performing a task that must be performed by a student for school purposes. The term includes all weapons, including firearm ammunition, fire-**

works, a smoke or noise bomb, a handgun, a rifle, a shotgun, a stun gun, chemical mace, pepper gas, and all personal protection devices such as a tear or CS gas dispenser, including personal protection devices that emit only sound.

Possessing, Using, Offering, Accepting, Selling, or Giving Away Weapons: A weapon is any instrument which could be used to intimidate, inflict pain, or cause injury and includes the act of:

(possessing)—having in one's actual and physical control

(using)—employing or availing one's self of a weapon

(selling)—transferring a weapon in a sale

(offering, giving away or accepting)—transferring a weapon to another or receiving a weapon from another.

*The possession of a pocketknife and mace is included within this infraction.

Possessing, Using, Offering, Accepting, Selling or Giving Away Explosives or Fireworks: the conscious act of:

(possessing)—having in one's actual and physical control

(using)—employing or availing one's self of the explosives or fireworks

(selling)—transferring the explosives or fireworks in a sale

(offering, giving away or accepting)—transferring the explosives or fireworks to another or receiving explosives or fireworks from another.

Threatening to Use Weapons: the act of threatening to physically harm another person with a weapon.

Examples of violations of this rule: Bringing any weapon on school property or to a school activity such as a ball game or a play.

20. **Refusing to cooperate in the search of a vehicle, locker, or other place where the search is based upon individualized reasonable suspicion of a school employee or person specifically designated to act for the School District, or a search conducted pursuant to the consent to search stated in the student parking agreement.**

Examples of violations of this rule: Refusing to unlock a car brought on to school property when directed to unlock the vehicle by an administrator or school security officer.

21. **Not having legal settlement in the School District and not identified as an approved transfer student.**

Examples of violations of this rule: Living in a neighboring school district. Providing an address that is not the student's home address.

22. **Purposely setting off a false fire alarm or setting a fire at school.**

Setting Off False Fire Alarms: the act of intentionally causing any fire alarm to be sounded when no fire exists.

Setting Fires at School: the act of intentionally setting any fire in school or on school property without the permission of the SLC director or teacher.

Examples of violations of this rule: A student activates the fire alarm pull station sounding the fire alarm not for the purpose of alerting the presence of a fire. A student starts a fire or creates a flamethrower.

23. **Attempting to commit an act in which is a violation to these student conduct rules or Indiana or Federal law.**

Examples of violations of this rule: Attempting to hit a student but missing.

24. **Agreeing with, assisting, or encouraging another person to violate these student conduct rules or Indiana or Federal law.**

Encouraging, Agreeing with or Assisting other Students to Violate School Rules: the act of verbally, physically, or through other means, encouraging other students to take actions which would violate the rules of the school, the classroom, Indiana or Federal law.

Examples of violations of this rule: Guarding the entrance to the restroom while other students smoke or harass another student in the restroom.

25. **Violating Indiana or Federal Law.**

Battery: Causing or attempting to cause physical injury or behaving in a manner that could reasonably cause physical injury to students or staff. Ind. Code 35-42-2-1 Knowingly or intentionally touching another person in a rude, insolent, or angry manner.

Extortion: the act of obtaining by threat or attempting to obtain by threat of control over money or property of the owner.

Gambling: wagering, betting, playing a game for money or other stakes—to include tossing coins, card playing, and rolling dice.

Gangs: The presence of gangs and gang activities may cause a substantial disruption of or material interference with school and educational purposes. A "gang" is defined in this policy as any group of two or more persons who are associated with or participate in disruptive activities or whose purposes include the commission of illegal acts. No student on or about school property or at any school activity shall exhibit or participate in a manner identified to be associated with a gang (this includes gang graffiti, flashing gang signs, or wearing gang attire). Disruptive activities or the commission of illegal acts may be considered as gang related. Violation of this policy may lead to expulsion from school.

Criminal Organization/Criminal Gang Activity

As per Indiana Code 20-26-18, you will find a written policy and information regarding criminal gang activity under Board Policies on our

Trespassing: unauthorized presence in the building or on school grounds; or illegal use of the building or grounds before or after school; or being on school property while under a suspension/expulsion.

Examples of violations of this rule: Bringing a handgun, ammunition, or firecrackers onto school property.

26. Use of profanity, lewd, vulgar or verbally abusive language.

Profanity: the use of profane, foul, lewd, or offensive language; verbal or in text (electronic and/or hard copy). Also included in this category are obscene gestures and the possession of profane, derogatory, or lewd written materials.

Verbal Abuse of a Student: the use of profane, foul, lewd, or offensive language or gesture against a student. Racial slurs are considered offensive language.

Verbal Abuse of a Teacher/Adult: the use of profane, foul, lewd, or offensive language (racial slurs), or gestures against a teacher/adult.

Examples of violations of this rule: using profane language or cursing at someone.

27. Sexual Misconduct.

Sexual Conduct: (including cell phone or electronic content/display) "Sexual conduct" is defined by Ind. Code 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person. It is regarded as sexual abuse when an unwilling student is compelled by force or imminent threat of force to perform or submit to sexual contact/acts.

BULLYING AND HARASSMENT

MSD Decatur Township prohibits discrimination, harassment, intimidation, and bullying in all forms, including on the basis of a student's actual or perceived race, color, national origin, ethnicity, religion, sex, gender (including nonconformity with gender stereotypes, gender identity, and gender expression), sexual orientation, and disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. Any individual who believes a student has been or is the victim of discrimination, bullying, harassment, hazing, or similar conduct should immediately report the situation to the building principal or designee (acting as the school-level nondiscrimination coordinator), the District-wide Nondiscrimination Coordinator(s), or the Superintendent, and/or complete the School District's Harassment, Intimidation and Bullying report form, which is available online at www.msddecatur.k12.in.us. Upon receipt of a complaint or report of discrimination, harassment, bullying, hazing, or similar conduct, the school district will undertake or authorize an investigation by the building principal or designee, acting as the school-level nondiscrimination coordinator, the District-wide Nondiscrimination Coordinator(s) or a third party designated by the school district.

1. All complaints of discrimination, harassment, bullying, hazing, or similar conduct will be promptly investigated. The building principal or designee, acting as the school-level nondiscrimination coordinator will prepare a written report of the investigation upon completion. Such report will include findings of fact, a determination of whether acts of discrimination, harassment, bullying, hazing, or similar conduct were verified, and, when prohibited acts are verified, a recommendation for appropriate disciplinary action or other non-disciplinary interventions or supports will be included in the report. Where appropriate, written witness statements will be attached to the report.
2. If the investigation finds an instance of discrimination, harassment, bullying, hazing, or similar conduct has occurred, it will result in prompt and appropriate disciplinary action or other non-disciplinary interventions and support. This may include up to expulsion for students, up to discharge for employees, up to exclusion for parents, guests, volunteers, and contractors, and up to removal from any official position and/or a request to resign and Bullying report form, which is available online at www.msddecatur.k12.in.us. for School Board members. Individuals may also be referred to law enforcement officials where appropriate.
3. The investigation process will begin within two (2) school days after the complaint is made. The investigation will be completed within thirty calendar days of the complaint being received. The building principal or designee, acting as the nondiscrimination coordinator, or the District-wide Nondiscrimination Coordinator(s), will notify the parent/guardian of the targeted student(s) when the investigation has concluded, including, where appropriate, information on the actions taken to resolve the complaint. In providing such notification, the District employees will be

take care to respect the statutory privacy rights of all students, including the targeted student, the student(s) who engaged in the prohibited conduct, and witnesses.

4. If after investigation, the district determines that a student has engaged in prohibited discrimination, harassment, bullying, hazing, or similar conduct, the building principal or designee, acting as the school-level nondiscrimination coordinator, or the District-wide Nondiscrimination Coordinator(s), will notify that student's parent/guardian of that finding. If disciplinary consequences or non-disciplinary interventions and supports are imposed against such student, a description of such discipline will be included in the notification. In providing such notification, the District employees will take care to respect the statutory privacy rights of all students the targeted student, the student(s) who engaged in the prohibited conduct, and witnesses.
5. Retaliation against any person who reports, or is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of discrimination, harassment, bullying, hazing, or similar conduct, is prohibited and will not be tolerated. Such retaliation will be considered a serious violation of School Board policy and independent of whether a complaint is substantiated. Suspected retaliation will be reported and investigated in the same manner as discrimination, bullying, harassment, hazing, or similar conduct.
6. Board policies prohibiting discrimination, harassment, bullying, hazing, or similar conduct, and their related administrative guidelines, if any, will not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

BULLYING

Decatur Central High School is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from bullying. Bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

Bullying involves — *unwanted, aggressive, targeted behavior among school aged children. It involves a real or perceived power imbalance and the behavior is repeated, or has the potential to be repeated, over time.*

Categories of bullying include: Verbal, Physical, Relational, Property and Cyber.

- 1) verbal or written communications transmitted in any manner (including digitally or electronically)
- 2) physical acts committed, aggression, 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 targeted student and create for the targeted student an objectively hostile school environment that:
 - a. places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - b. has a substantially detrimental effect on the targeted student's physical or mental health;
 - c. has the effect of substantially interfering with the targeted student's academic performance; or
 - d. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

The following is an excerpt from HEA 1423 Anti-Bullying Act.

Section 6. Ind. Code 20-33-8-13.5, as amended by P.L.180-2011, Section 2, is amended to read as follows [effective July 1, 2013]:

Sec. 13.5. (a) Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must: prohibit bullying; and include:

- (A) provisions concerning education, parental involvement, and intervention;
- (B) a detailed procedure for the prompt investigation of incidents of bullying that includes:
 - (i) appropriate responses to bullying behaviors, wherever the behaviors occur;
 - (ii) provisions for anonymous and personal reporting of bullying incidents to a teacher or other school staff;
 - (iii) timetables for reporting of bullying incidents to the parents of both the targeted student and the bully, school administrators, the school superintendent, or law enforcement, if applicable;
 - (iv) discipline provisions for teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident; and
 - (v) discipline provisions for false reporting of bullying;
- (C) a detailed procedure outlining the use of follow-up services that includes:
 - (i) support services for the victim; and
 - (ii) bullying education for the bully.

Parental notification under item (2)(B)(iii) must occur within twenty-four (24) hours after a school administrator receives a report of a bullying incident.

(b) The discipline rules described in subsection (a) must apply wherever the bullying behaviors occur.

(c) The discipline rules described in subsection (a) must prohibit bullying through the use of data or computer software that is accessed through a:

- (1) computer;
- (2) computer system; or
- (3) computer network.

New Anti-bullying legislation went into effect in July 2013. An addendum of the bullying section will be added to the Student Code of Conduct upon finalization of the Anti-Bullying legislation.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for bullying also constitutes violation of this policy. DCHS will provide educational outreach and training to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. Parents/guardians or students who suspect that repeated acts of bullying are taking place should report the matter to the school SLC Director or use the online reporting system linked to the high school webpage. School personnel will investigate all reports of bullying.

HARASSMENT

Harassment involves — *unwelcome physical, verbal, or nonverbal conduct directed to a person or group of persons based on the actual or perceived membership in a protected class of a person, the person’s family, or individuals with whom the person associates.*

Protected classes include: Race/Color, Sex/Gender, Religion, Disability, Language and National Origin.

Racial Harassment: Racial harassment is unwelcome physical, verbal, or nonverbal conduct directed to a person or group of persons based on race or color and when the conduct has the purpose or effect of interfering with the individual’s educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one’s ability to participate in or benefit from the District’s education programs or activities. Such harassment may occur where conduct relates to the characteristics of a person’s race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment: Religious harassment is unwelcome physical, verbal, or nonverbal conduct directed to a person or group of persons based on religion or creed and when the conduct has the purpose or effect of interfering with the individual’s educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one’s ability to participate in or benefit from the Districts’ education programs or activities. Such harassment may occur where conduct relates to characteristics of a person’s religious tradition clothing, or surnames, and/or involves religious slurs.

National Origin Harassment: National origin harassment is unwelcome physical, verbal, or nonverbal conduct directed to a person or group of persons based on national origin and when the conduct has the purpose or effect of interfering with the individual’s educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one’s ability to participate in or benefit from the District’s education programs or activities. Such harassment may occur where conduct relates to characteristics of a person’s national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment: Disability harassment is unwelcome physical, verbal, or nonverbal conduct directed to a person or group of persons based on disability and when the conduct has the purpose or effect of interfering with the individual’s educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one’s ability to participate in or benefit from the District’s education programs or activities. Such harassment may occur where conduct relates to the characteristics of a person’s disabling condition, such as negative comments about speech patterns, movement, physical impairments, or appearances, or the like.

Sexual Harassment: Sexual harassment is unwelcome sexual advances, sexually motivated physical conduct or other verbal, nonverbal or physical conduct or communication of a sexual nature which has the purpose or effect of substantially or unreasonably interfering with an individual’s educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one’s ability to participate in or benefit from the District’s education programs or activities.

CELL PHONE AND ELECTRONIC MESSAGING CONTENT AND DISPLAY

IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE AND EMAIL CONTENT AND DISPLAY

The Indiana Child Abuse/Neglect Law requires school personnel to immediately report to law enforcement or Child Protective Services whenever there is a reason to believe that any person/student is involved with “sexual conduct,” “child exploitation,” or “child pornography” as defined by Indiana Law.

“Sexual conduct” means sexual intercourse, deviate sexual conduct, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, sadomasochistic abuse, sexual intercourse or deviate sexual conduct with an animal, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of either the child or the other person.

It is “child exploitation,” a Class C felony under Ind. Code 35-42-4-4(b), when a person who knowingly or intentionally:

- (1) manages, produces, sponsors, presents, exhibits, photographs, films, videotapes, or creates a digitized image of any performance or incident that includes sexual conduct by a child under eighteen (18) years of age;
- (2) disseminates, exhibits to another person, offers to disseminate or exhibit to another person, or sends or brings into Indiana for dissemination

or exhibition matter that depicts or describes sexual conduct by a child under eighteen (18) years of age; or
(3) makes available to another person a computer, knowing that the computer's fixed drive or peripheral device contains matter that depicts or describes sexual conduct by a child less than eighteen (18) years of age;
commits child exploitation, a Class C felony.

It is "child pornography," a Class D felony under Ind. Code 35-42-4-4(c), When a person who knowingly or intentionally possesses:

- (1) a picture;
- (2) a drawing;
- (3) a photograph;
- (4) a negative image;
- (5) undeveloped film;
- (6) a motion picture;
- (7) a videotape;
- (8) a digitized image; or
- (9) any pictorial representation;

that depicts or describes sexual conduct by a child who the person knows is less than sixteen (16) years of age or who appears to be less than sixteen (16) years of age, and that lacks serious literary, artistic, political, or scientific value commits possession of child pornography.

A student who receives a message that pictures or describes sexual contact on a cell phone or through any other form of communication is required to preserve the communication and immediately report receipt of the message or content to an SLC director or to a faculty member who will report the violation to the student's SLC Director. The fact that the pictured or described person consented or did not object to being the subject of the communication does not excuse the violation.

Because student cell phones, text messaging, Facebook, Twitter, Instagram, and other electronic communication sites and methods have been found in a number of Indiana school districts to contain evidence of "sexual conduct" as defined above, it is important for each parent/guardian and students to be aware of the legal consequences of a violation of this conduct standard. A parent/guardian may request the assistance of school administration and security in insuring that there is a proper response to an inappropriate communication. Students who receive and do not distribute the inappropriate content any further are not subject to any penalty as long as they report the receipt of the inappropriate content.

POSSESSION OF DRUGS/ALCOHOL

Any student who is found to be using, under the influence, in possession of, offering, accepting, selling, or attempting to sell drugs, prohibited substances, look-alikes, or alcohol will be recommended for expulsion. Any drug or alcohol offense will include a police referral.

The First Offenders program may be applicable in the matter of alcohol and drugs except where the charge involves attempting to sell or selling drugs or alcohol:

An expulsion may take place after the student and student's parents are asked to appear at an expulsion meeting. However, they may waive the right to an expulsion meeting and request an opportunity to enroll in an approved alcohol and substance abuse education program.

The First Offenders program is subject to the approval of the SLC director. If the student, parent, guardian, legal custodian chooses to waive the right to an expulsion meeting by signing Form S-8A, agreeing to a ten (10) day out of school suspension and enrolls the student in an approved alcohol and substance abuse education program, the student will return to school to continue his or her education on a probationary basis under the conditions of the waiver. Should the student fail to comply with the stipulations of the waiver or fails to complete the alcohol and substance abuse education program, the recommended expulsion will then become effective immediately.

The student and/or his parent, guardian, or legal custodian shall pay the cost of the approved alcohol and substance abuse education program and chemical assessment.

Upon completion of the alcohol and substance abuse education program, the student and his or her parent, legal guardian, legal custodian shall provide documentation to verify completion of the program to the Director of the student's SLC.

THIS OPPORTUNITY MAY BE GRANTED TO A STUDENT NO MORE THAN ONE (1) TIME WHILE HE/SHE IS ENROLLED IN MSD OF DECATUR TOWNSHIP SCHOOLS.

Definition of "In Possession" for purposes of the Student Code of Conduct

"In possession" means more than holding something in your hand. Students are required to be aware of the content of their personal possessions such as coat inner and outer pockets, backpack, locker, and vehicle. Students are responsible for the presence of items in locations under their exclusive control. In addition, students are presumed to be responsible for items found in a location under their primary control. Students are "in possession" of an item for purposes of these rules when the item is on their person, in their immediate possession, such as their hand, pocket, purse, or a backpack, is in a place under their exclusive control, or the student is aware the item is in a place to which the student has access such as a shared locker or vehicle. More than one student may have "constructive possession" of a single item and be responsible for possession

of the item. Students finding an item which is prohibited on school property are to bring the item to the nearest office. Students do not violate these rules if they possess an item while taking a direct route to the nearest office of the school from the place on school property where an item was first found.

Disposition of Confiscated Personal Property

The following shall be designated as "school contraband." Handguns, rifles, knives, explosives (including fireworks), weapons, replica weapons (even if inoperable), shotguns, ammunition, pellet guns, CO₂ guns, BB guns, personal protection devices such as Mace & pepper spray, suspected drugs, drug paraphernalia, tobacco products, E devices and lighters. In order to provide a safe place for students, staff, and visitors "school contraband" will be seized and addressed as described in this Code of Conduct. If a student or a visitor planning to visit a school is unsure if property comes within the definition of "school contraband," the principal or SLC director will provide guidance to the application of the definition of "school contraband" to a specific item. "School contraband" seized by a school employee shall be delivered by the school employee to the administrator responsible for the activity in which the seizure occurred. The administrator will take custody of the contraband and assume responsibility for determining the safety of any weapon, ammunition, or other dangerous property item seized. The administrator shall secure the item in a tamperproof container; see that it is labeled, inventoried, photographed and submitted by the end of the next school day following the seizure to the law enforcement agency that has agreed to accept the school contraband. If the personal property is a prescription medication, it may be released to the parent/guardian if the parent/guardian provides a prescription from a health care provider that is made out to either the parent/guardian or the student for the medication. No school employee will retain personal property seized from a student or destroy property seized by a school employee except pursuant to a protocol for the destruction of personal property established by agreement with the law enforcement agency. Upon completion of any due process procedures relating to the possession of property, personal property taken from a student because of a violation of these rules that is not "school contraband" as defined by these rules may be returned to a parent/guardian if the item can be lawfully possessed by an adult, and the item has not been returned to the parent/guardian pursuant to this provision before.

A parent/guardian (or a student age 18 or older) seeking return of confiscated property involved in the discipline of a student will be required to:

- Sign a waiver of further appeals of discipline of the student;

- Provide a picture identification such as a current Indiana driver's license, Indiana Identification card, or the equivalent credential from another state, or a passport; and

- Provide proof of ownership of the confiscated property (receipt, title document, or declaration of ownership under penalty of Class D felony perjury.

Mandatory Reporting to Law Enforcement

Indiana law requires that certain events at school and events that involve school staff be reported to law enforcement. Specifically threats, intimidation, battery, or harassment of a school employee, and real and counterfeit drug offenses on or near school property shall be reported to the Indianapolis Metropolitan Police Department.

PROVOCATION

It is an aggravating factor in a violation of the Student Code of Conduct warranting a more serious penalty that the student-violator acted on the basis of race, national ancestry or origin, disability, gender, religion, sexual orientation, or attempted to provoke a reaction from a student or group of students on one or more of these bases.

SEARCHES AT SCHOOL & SCHOOL ACTIVITIES

At times it is necessary for places and persons to be searched for contraband in order to protect student and staff. Ind. Code 20-33-8-32 and the following rules apply to searches of lockers, students and student possessions such as pockets, backpacks, bags, purses, and vehicles parked or traveling on school property:

School staff may be assisted in conducting searches by specifically trained drug dogs, blood-alcohol test technology and metal detectors. Lockers and other storage areas are provided for student convenience and are subject to search. A condition for parking a vehicle on school property is to unlock and permit school administrators access to all storage areas on the vehicle. Seized property shall be returned, destroyed, or turned over to law enforcement consistent with the standards described in the "Disposition of Confiscated Personal Property" in the Student Code of Conduct.

2016-2017 Student Schedule

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| 8:15-8:35 | Teacher/Student Consult |
| 8:35-9:24 | Period 1 |
| 9:28-10:17 | Period 2 |
| 10:21-10:51 | Period 3 (CCR) |
| 10:55-11:44 | Period 4 (A Lunch -10:55-11:20) |
| 11:48-1:06 | Period 5 ([B Lunch 11:48-12:13] [C Lunch 12:41-1:06]) |
| 1:10-1:59 | Period 6 |
| 2:03-2:52 | Period 7 |
| 2:56-3:45 | Period 8 |

IVY TECH-Daily 1:07-3:45pm; Wednesday 8:45-11:00am