

# DECATUR TOWNSHIP SCHOOL FOR EXCELLENCE

STUDENT HANDBOOK  
2017-2018



5106 S. HIGH SCHOOL RD.  
INDIANAPOLIS, IN 46221  
PHONE (317) 856-0900  
[www.decaturlprout.org](http://www.decaturlprout.org)

**Parent/Student Signature Sheet  
2017-2018**

My signature on this form indicates that I have read a copy of the student handbook (agenda book or other student handbook) from my student's school. I understand that it is my responsibility to review the contents of the student handbook and be familiar with the expectations, procedures, and consequences of misbehavior as presented in the student handbook.

I also understand that my signature on this form indicates that I have read and understand the rules, penalties, and user responsibilities in the Decatur Township School Corporation Policy for the Use of Computer Facilities, Equipment, and Software as they apply to me. I also understand that the penalties will be applied to any violation of the rules on the first offense.

**Directory information**

The Law classifies certain student records information as "Directory Information" which may be released without prior parent consent, provided the parent does not direct an objection, in writing, to the respective principal within 15 days of the receipt of this notice. Directory information may include student's name, parent's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of student as a member of an athletic team, date of attendance, degrees and awards received, individual, team, or group pictures, and the most recent previous educational agency or institution attended by the student. Individual, team, or group pictures may be released to newspapers and or magazines for newsworthy events, or may be shown on the School Corporation or individual school web pages.

Examples of Directory Information are honor roll, citizenship ratings, student directory (name, address, and telephone number), and items in school publications.

\_\_\_\_\_  
Parent/Guardian Signature                      Date

\_\_\_\_\_  
Student Name (Print)

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

This form should be signed and returned to the student's Crew teacher within the first week of school.

## **Safety/Security**

**Decatur Township School Corporation is committed to providing for the safety and security of our students, staff, and school community. The Decatur Township School for Excellence has a comprehensive safety plan developed by corporation specialist, national and state agencies, and local emergency personnel. It is our goal to provide a school where learning and values are fostered in a safe, secure, and caring environment. Specific emergency drills are developed and practiced in accordance with state mandates. Building protocols have been established to support the safe operation of each school day. Your understanding and cooperation are critical to ensure we are able to provide the highest quality education possible.**

## **NOTICE OF NON-DISCRIMINATION**

Neither the Metropolitan School District of Decatur Township nor Decatur Township School for Excellence 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

## **RIGHTS OF STUDENTS**

Students enrolled at Decatur Township School for Excellence 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 Township School for Excellence should follow the grievance process listed below.

1. The student or parent alleging a violation shall submit the initial complaint in writing to the Principal or

designee. The complaint shall stipulate the specific act or omission, the date of same, and the parties involved.

2. The Principal or designee shall initiate investigation of the circumstances of the complaint within seven calendar days of the receipt of the written complaint.
3. The Principal 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 Principal or designee, the complainant may in writing submit a written disagreement to the SLC director or designee.
5. The Principal 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 Principal 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 Principal a written request that identifies the record(s) they wish to inspect. The Principal 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 Principal, 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  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

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 aide, 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  
Grade level

Participation in officially recognized activities and sports  
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 Township School for Excellence Student Handbook and assure that their child knows the established standards, requirements, and expectations, as outlined in the Decatur Township School for Excellence 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 Township School for Excellence 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.

## **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

### **SCHOOL DAY**

The school day for students begins with classes starting at 8:35 a.m. and ends at 3:40 p.m. Students may enter the building at 8:00 a.m. and **must remain in designated areas** until dismissed to class. Students are not to be in unauthorized areas unless they have a written pass from a teacher or administrator.

Students are not expected to be in the building after dismissal unless they have business with teachers or other staff members. Students are not to be in the building unsupervised. Students are expected to leave the building by **4:00 p.m.** unless other arrangements with staff members have been made.

## **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. 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 Township School for Excellence 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 the 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.

## **DTSE HABITS OF SUCCESS**

### **RESPECT**

**Respectful students use polite manners, do not bully or tease other students, do not spread rumors or gossip about others, greet others/visitors in the hallway, disagree appropriately, respond appropriately to teacher direction, Apologize when they make a mistake.**

### **INTEGRITY**

**Students with integrity are responsible, trustworthy, complete their schoolwork on time, are organized and prepared for class. They are punctual, demonstrate academic and personal honesty and follow through on commitments.**

### **COOPERATION**

**Cooperative students listen carefully and participate in class, keep a positive attitude, are open minded, do the right thing when tempted not to, follow teacher directions and rules, work well within a group setting, help a group reach consensus, negotiate, but do not argue with adults, understand when to accept “no” as an answer.**

### **TENACITY**

**Students that are tenacious demonstrate “grit” during times of adversity, do not give up, are courageous, are resilient, show great determination, try new things and learn from failure.**

## HUMOR

**Students with humor smile and laugh a lot, use humor to make school better for people, are able to take a joke, are not funny at the expense of others, time their humor appropriately, do not disrupt, and know their limits.**

## LEADERSHIP

**Students with leadership take a stand for what is right, step up in front of the group, do the right thing even when tempted not to, serve others, delegate responsibility, show courage in the face of adversity, do not get talked into negative actions, take time to gather opinions before acting, understand that all failure is not bad.**

## ACADEMICS

### GRADUATION REQUIREMENTS

To be considered for graduation a student must earn a minimum of 40 credits and meet any additional IDOE requirements. This would include End of Course Assessment, ISTEP Testing and Diploma Requirements. Students who have earned a credit in a course at DTSE with a grade lower than a C- may retake the course to better master its content or to meet minimum grade requirements to qualify for an Indiana Academic Honors diploma. When retaking a course, the original grade and the grade earned when the class is retaken will both be on the student's transcript. The grade for the class retaken will be the one that factors into the student's GPA. **Diploma Types:** General, Core 40, Core 40 with Academic Honors, Core 40 with Technical Honors.

## GENERAL INFORMATION

### ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and to the administration office. An accident report needs to be completed for each accident and turned into the building principal.

### ACTIVITY CONFLICTS

Where sports or other school activity conflicts occur, the following policy will apply:

1. The "Performance" i.e. the athletic game or meet in sports, concert or contest in a non-athletic school activity, has priority over any practice or extra rehearsal. In the event a practice, extra rehearsal, or even final dress rehearsal is at the same time as an athletic game or meet, the student who is participating in both is required to attend the game or meet without penalty from the other group. Conversely, in the event the non-athletic school activity "Performance" conflicts with an athletic practice (even a final practice), the "Performance" takes priority and non-participation will not result in a penalty.
2. In the event the practice occurs at the same time in both the non-athletic school activity and sports, the practice time is divided equally between the two activities. The two parties involved will work out a mutual agreement.

3. If a "Performance" and an athletic competition conflict in times, the student is permitted a choice without penalty. In the event of a continued conflict, the high school principal or designee will act as an arbitrator.

### **ANNOUNCEMENTS**

Those wishing to publish an announcement need to have it delivered to the office by 3:00 pm the day of the announcement to be approved.

### **ATTENDANCE**

It is each individual student's responsibility to keep track of his/her own attendance records. All attendance questions should be handled by the student working with his/her teachers, counselors or an administrator. Students will not be given computer printouts.

**TARDINESS:** Students will be considered tardy to school or class if they are not in assigned areas within the first 10 minutes of class.

### **BULLETIN BOARDS AND SIGNS**

Organizations wishing to post bulletins or signs in the hallways must submit the material to the office for approval by a designee. Bulletins and signs must also be removed by the students posting them when the event is over.

### **BULLYING**

IT IS DECATUR TOWNSHIP'S COMMITMENT TO PROVIDE A SAFE, POSITIVE, PRODUCTIVE AND NURTURING EDUCATIONAL ENVIRONMENT FOR ALL STUDENTS. BULLYING AND HARASSMENT, LIKE OTHER VIOLENT OR DISRUPTIVE BEHAVIOR, IS CONDUCT THAT INTERFERES WITH STUDENTS' ABILITY TO LEARN AND TEACHERS' ABILITY TO EDUCATE STUDENTS IN A SAFE ENVIRONMENT. IT IS THE SCHOOL'S INTENT TO PREVENT BULLYING AND HARASSMENT AND TO TAKE ACTION TO INVESTIGATE, RESPOND, REMEDIATE, AND DISCIPLINE THOSE ACTS OF BULLYING AND HARASSMENT WHICH HAVE NOT BEEN SUCCESSFULLY PREVENTED. 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](http://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 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).

DTSE 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.

## **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. Board Policy 5517

**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.

### **CHANGE OF ADDRESS**

Inform the Registrar as soon as possible if you change your address or telephone number.

### **CHEATING**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

1. Copying or allowing another student to copy an assignment;
2. Working with others on projects that are meant to be done individually;
3. Looking at or copying another student's test or quiz answers;
4. Allowing another student to look at or copy answers from your test or quiz;
5. Using any other method to get/give test or quiz to others;
6. Taking a test or quiz in part or in whole to use to give to others;
7. Copying information from a source without proper attribution;
8. Taking and or submitting papers from other students, publications, or the Internet.

Violation of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors.

### **CLASS STANDING**

A student's class standing will be determined by year in which the student began attending high school full-time. This follows the state education guidelines for graduation cohort groups.

Freshman	Student's 1st year of high school
Sophomore	Student's 2nd year of high school
Junior	Student's 3rd year of high school
Senior	Student's 4th year of high school

**NOTE:** A student's class standing will determine some of the activities they can participate in, such as Prom and Yearbook Grade/Picture Placement.

### **COMMUNICATION DEVICES**

Cellular phones, IPODs, or any electronic device that would be disruptive to the educational process must be put away upon entering the classroom. It is the student's responsibility to be sure that electronic items are secured and not used during class time. Students may use communication devices to enhance and enrich classroom instruction only at the teacher's discretion. All students must follow individual classroom rules established by each teacher in regard to this matter. Students will be permitted to use these devices before/after school, during passing periods, or at lunch. Cell phones are not to be out for any reason in any facility locker room, restroom, or area where there is an expectation of privacy. **DTSE is not responsible for devices that are lost or stolen.**

## **DANCE POLICY**

Only DTSE students are permitted to attend school dances. However, there are a few specific exceptions which include: Homecoming, Halloween and Valentine's Dances, and Prom. Outside guests will be allowed at the dances if:

1. The appropriate guest form has been completed.
2. The guest has been approved by administration (upon review of completed form).
3. The guest is under the age of 21 and agrees to carry and display valid identification upon request.

## **EXTRACURRICULAR & CO-CURRICULAR ACTIVITIES**

In order for a student to participate:

1. To be eligible to perform, play, or travel with any extra-curricular, or school-related activity, student must be in good standing.
2. Students who are not in good standing are considered on probationary status and may continue to practice but not participate in any events.
3. Clubs/Organizations may add additional requirements.

### **Definitions:**

1. Extracurricular: any supervised school activity that occurs outside of the school day.
2. Good Standing: passing classes thereby earning 5 credits and complying with the school drug testing program.
3. Probation Status: not passing 5 classes

## **FIRE DRILLS**

A sign is placed in each room to show the proper exit procedure for the fire drills. When the fire alarm sounds, walk rapidly and **DO NOT TALK**. Remain outside with your class until the all clear signal is given. **Activating a false fire alarm subjects a student to EXPULSION FROM SCHOOL and other penalties outlined by state and federal laws.**

## **FOOD OR DRINK**

All food and beverages are to be in designated areas only. Outside food and drinks delivered to the school **will not be accepted**. Students violating this policy will be subject to the full range of disciplinary measures which could include loss of privileges.

## **GANGS**

The Board recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities. School officials will work closely with local law enforcement officials in controlling gang-related activities. The principal will report instances of gang-related criminal acts or acts of serious disruption to local law-enforcement authorities for further action. No student on or about school property or at any school activity shall: Wear, possess, use, distribute, display, or sell any jewelry, emblem, badge,

symbol, sign or any other item that evidences or reflects membership in or affiliation with any gang; engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang; engage in any action which furthers the interest of any gang or gang activity including but not limited to: soliciting membership in or affiliation with any gang; soliciting any person to pay for “protection” or threatening any person, explicitly, with violence or with any illegal or prohibited act; painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property; engaging in violence, extortion, or any other illegal act or other violation of school policy; soliciting any person to engage in physical violence against any other person.

#### 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 M.S.D. Decatur Township Website.

### **GUN-FREE SCHOOLS**

It is the policy of the Decatur Township School Corporation that any student who brings a firearm of any type to school - **except in the case of that firearm being part of a bona fide project, demonstration, or other educational activity which was arranged with school officials in advance - will be expelled automatically from school for not less than one year.** This automatic one-year expulsion for this misconduct is in compliance with federal requirements of the “Gun-Free Schools Act of 1994” and supersedes state statute currently in place.

### **HAZING**

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means an intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office, or maintaining membership in any organization, club, or athletic team whose members are, or include, other students. Any student engaging in hazing **will** be subject to discipline.

### **LOST AND FOUND**

A lost-and-found department is maintained in the office so that the articles may be returned to their rightful owners. Please make an early effort to locate missing articles. Unclaimed articles are eventually given away to someone who can use them.

### **LOSS OF PRIVILEGE**

Students at DTSE are afforded many privileges. If a student does not comply with school policies and is a habitual offender of school rules, one or all of these privileges could be taken from the student. Some examples of privileges are, but not limited to: Athletics, Vending, Extra-Curricular Activities, Driving to School, Field Trips.

### **MEDIA TAMPERING**

Any student tampering with the presentation, broadcast, or dissemination of information or inappropriate use of school property will be subject to the full range of school disciplinary measures in addition to applicable criminal and civil penalties.

### **MEDICATIONS AND PRESCRIPTION DRUGS**

State law regarding the administration of medicine during school hours has been revised. The following rules now apply to the administering of your student's medication by school personnel.

1. All medication must be sent to school in its original container. (Ask your pharmacist for a second labeled bottle for school; then use it to send only the amount of medicine which will be needed during school hours.)
2. All medication, including over the counter drugs, must be accompanied by a note from a parent or guardian indicating the student's name, name and dosage of medicine, and time to be given.
3. Over the counter drugs will be administered only in accordance with manufacturer's recommended dosage unless a doctor designates otherwise with written directions.
4. All prescription drugs, along with the signed note from a parent, must have signed permission from the doctor. A pharmacy label is never considered to be signed permission from the doctor. Remember to ask your doctor for written permission for school when he is prescribing medication for your student.
5. All medication must be stored in the nurse's office/or other place designated by the principal.
6. Only the nurse or other personnel designated by the principal will administer medicine.
7. The nurse or other designated personnel may refuse to give any medication.
8. A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed written authorization with building principal. The written authorization must be filed annually. The written authorization must be completed by a physician and must include the following information:
  - a. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
  - b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  - c. The student has been instructed in how to self-administer the prescribed medication.
  - d. The student is authorized to possess and self-administer the prescribed medication.

We realize that these rules may be inconvenient at times, but in order that we may comply with the law, no exceptions will be made. Remember, you as a parent are always welcome to come to school and administer your student's medication at any time.

Direct any questions regarding medication to the school nurse.

### **NON-DISCRIMINATION POLICY**

The Decatur Township School Corporation is committed to equal opportunity. It is an Equal Opportunity Affirmative Action employer and does not discriminate on the basis of age, race, color, religion, sex, national origin, or handicap in any employment opportunity. No person is

excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. If alleged discrimination in such educational programs or activities has been experienced, persons may direct written inquiries about procedures that are available and for consideration of complaints to the administration at DTSE.

### **PROM POLICY**

During the spring semester DTSE students are welcome to participate in Prom. Prom is a formal dance and is organized to be a fun and safe activity for students. The requirements to participate are as follows:

1. Formal dress.
2. Guests must fill out the prom guest request form and be approved by administration.
3. Individuals must be under the age of 21 and ID's of both students and non-students could be checked at prom or post prom.
4. Students must attend prom or post prom within the first hour of the doors opening in order to enter, and once they leave, they are not allowed back in the venue.
5. Portable Breathalyzer Tests may be conducted at both activities.
6. Appropriate behavior is a must.
  - a. No lewd or suggestive dance.
  - b. School rules apply.
  - c. Dress must be appropriate - This will be approved by administration.

### **PUBLIC ADDRESS SYSTEM**

It is important that you give your undivided attention to information being disseminated over the Public Address System. Emergency announcements and information may be announced at any time. Most announcements will relate to school activities or other school-related information.

### **RIGHTS AND PRIVILEGES**

Although students might feel their rights are being challenged if they openly disagree with school policy, they need to realize there is a distinct difference between rights and privileges. Students must recognize the difference between the two and strive to understand that rules and regulations are necessary to maintain a safe, fair environment. Rights are earned through legal or moral standards; privileges are granted. Rights are "inalienable"; privileges are not.

### **SAFE SCHOOLS**

A student who brings a **firearm** to school or school property or is in possession of a firearm on school property **shall be expelled for at least 1 calendar year**. A student who brings a **deadly weapon** to school or on school property **may be expelled for not more than 1 calendar year**.

“Deadly Weapon” means: a weapon, device, laser, stun weapon, equipment, mace, or chemical that is ordinarily used or intended to be used and is readily capable of causing

serious bodily injury. (Also includes any animal capable of causing serious bodily injury and used in the commission of a crime.)

### **SCHOOL LUNCH PROGRAM**

An excellent cafeteria is provided for students and staff where noon meals are provided at a low cost. There is to be no cutting or shoving in the lunch line. Those students wishing to bring lunches from home are expected to eat them in the cafeteria or designated areas. **All food and beverages are to be in designated areas only.** Exceptions to this policy must be secured by permission from the administration.

### **SOCIAL MEDIA STATEMENT**

Students are prohibited from accessing Social Networking Sites such as Facebook, Instagram, Twitter, Snapchat, Vine etc...during the school day, unless directed to do so for educational enrichment by their classroom teacher. Any post, text, or email sent during the school day that is threatening or inappropriate in any way will result in disciplinary action up to and including expulsion from school. Any student who sends/post a derogatory message concerning any staff member could face immediate suspension and possible expulsion.

### **SMOKE-FREE SCHOOLS AND FACILITIES**

DTSE and its facilities is a Smoke-Free environment. In accordance with its goal to provide a drug-free and healthy environment in the workplace, the Board prohibits the use of tobacco products in all buildings, vehicles, and on property belonging to the School Corporation. This ban on smoking and use of tobacco products is in effect during school and non-school hours during both school and non-school events.

### **STUDENT AIDES**

All student aides must be approved by the principal or his designee.

### **STUDENT DRESS**

It is the belief of DTSE that the purpose of education is to consider each student's total well-being and to help students to assume a productive role in today's society. We believe that developing a reasonable standard of school attire and grooming is a part of the educational process. For this reason students must adhere to the following guidelines **upon entering the building and remain in effect throughout the school day**

Student Clothing

1. Students must wear shoes or sandals.
2. No reference to drugs, alcohol, tobacco, sex, or gang identification;
3. No clothing containing inappropriate language, phrases, designs, or pictures making references to drugs, alcohol, sex, or tobacco.

***The student dress code is not all-inclusive and the appropriateness of student dress at school will be determined by the staff and administration. Extremes in fashion will not be permitted.***

If a student's attire is distracting or causes a disruption to the educational process, parents may be called to bring a change of clothes or disciplinary action may be taken.

### **STUDENT ID's**

Students must display their student ID when in the school building during the school day. ID's and lanyards will be provided. Students may purchase and wear their own lanyards or belt clip as long as it meets all student dress guidelines. Students whose ID is lost or damaged may purchase a new one in the office. **Any student(s) who report to school throughout the school day must have on their ID in order to enter DTSE.**

### **STUDENT PROPERTY**

Students are responsible for all items brought to school. Theft or damage of a student's property should be reported to the office. The school assumes no liability for lost or stolen items.

### **TELEPHONE MESSAGES**

The office is glad to assist in any type of emergency; but messages cannot be delivered to students unless the situation is deemed a true emergency. When a student knows that an item is being brought to school, he/she must go to the office to pick it up. It will not be delivered. Please have the person making such a request identify himself/herself when calling in an emergency.

### **TOBACCO PRODUCTS**

The use or possession of tobacco products before, during, or after school on school property is strictly prohibited. **Tobacco products include, but are not limited to: Cigarettes, Cigars, Smokeless Tobacco, and E-Cigarettes.** This rule also applies to any school-sponsored event on or off campus. Violators will be subject to suspension and/or expulsion. Smoking or tobacco use, or possession could receive the following penalties:

Minimum penalty –suspension and possible fine.

Maximum penalty - 10 days Out-Of-School Suspension and possible fine.

### **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. One Bus-One 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 properly displayed.
2. Registration fee is \$10.00. Parking permits can be purchased in the 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. Students are not permitted to park in the staff or visitor spots. 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 DTSE Administration.

### **TRESPASSING**

Students are not to be on school grounds or in the building outside the regular school day unless under supervision or they are engaged in a duly authorized school activity sanctioned by school officials. Trespassing is a violation of Indiana State Law as well as school rules and is subject to penalties under both. Students who violate this policy shall be subject to the full range of school disciplinary measures in addition to applicable criminal and civil penalties.

### **VISITORS**

All visitors must report to the office upon arrival within the building. This would include, but not limited to the following: Guest speakers, alumni, former students, parent(s), guardians, or friends. Anyone wishing to visit a staff member during the school day must do the following:

1. Get approval prior to the visit from an administrator.
2. After approval, the front desk secretary should be notified of the visit.
3. The visitor must report to the main office upon entering the school building and receive a visitor's badge.
4. The secretary will call the teacher and ask them to come to the office to meet the visitor.
5. The visitor must sign out in the office at the conclusion of the visit.

During school hours, **ALL** visitors must enter the Main Entrance and be subject to entry protocols of the Decatur Township School Corporation. Any deviation from this procedure will be considered trespassing and subject to prosecution.

## **DECATUR TOWNSHIP SCHOOL FOR EXCELLENCE ATTENDANCE POLICY**

It is the policy of the Decatur Township School Corporation that each student enrolled in DTSE should attend school on all scheduled days. In order to ensure that each student receives the maximum benefits, good attendance is necessary.

It is also the policy of the Decatur Township School Corporation that parents and guardians are ultimately responsible for the attendance of their children in school. While correction of absenteeism and/or tardiness problems is the responsibility of the parents or legal guardians, the school will assist when possible.

Much consideration has been given to establishing an attendance procedure for DTSE that will best benefit a student's education. The following policy has been adopted by the Decatur Township School Corporation Board of Education.

### **REPORTING ABSENCES**

1. When a student is absent from school, a parent or guardian is required to call the attendance office at 856-0900 before 10:00 on the morning of the absence to report the reason his/her son/daughter is not in school. Calls will not be received from anyone other than a parent/guardian.
2. Written notes will not be accepted unless they are from a parent or guardian.
3. If there is no call from a parent or guardian on the morning of the absence the absence will be recorded as unexcused.

### **Excused Absences**

Under Indiana Law I.C. 20-33-2, there are four (4) reasons for which a student may be absent. They are as follows:

1. Service as a Page in the Indiana General Assembly
2. Service of a high school student as an election worker, including working for a political candidate or for a political party only if:
  - a. the absence is for an election day
  - b. the student's parent or guardian gives prior written permission for the student to participate (Forms are available in the guidance office.)
  - c. the student provides the school with written verification to the effect that he/she did so serve, which verification shall generally describe the duties which the student fulfilled, and if the verification is signed by the candidate, county chairman, or precinct officer
3. Court appointments where a student is subpoenaed to testify in a legal proceeding
4. For high school students who are ordered to active duty with the Indiana National Guard for a period of not more than ten (10) days of each school year, or serving with the civil air patrol for no more than five (5) days. The student must submit a copy of his/her orders for active duty upon returning to school.

We realize a student may be home ill or absent for other circumstances. As a courtesy, the school corporation will consider the following as excused absences.

### **Student Illness**

In the case where a student is ill, the parent or guardian must call the school 856-0900 before 10:00 to report his/her son/daughter's absence and the reason for the absence. If the student has been attended by a physician, a medical statement should accompany the student upon his/her return to school. Medical statements provided later than the student's date of return may not be accepted and are left to the discretion of a school administrator or attendance officer. Medical statements must be turned in to the office no later than five (5) days after the student's return to school. If a student gets sick at school, he/she must report to the nurse for observation.

### **Pre-Arranged Absences**

Requests to be absent **must** be made in advance of the absence. Such requests should be made through the office by the student and his/her parent or guardian so that there will be no misunderstanding about how such an absence might affect the student's grades in classes missed. Except in extreme emergencies, students who fail to make such request prior to the absence will receive a zero in classes missed; and those days will be counted toward the total allowable days absent. All pre-arranged absences must be approved by the building principal or his designee. All such approvals shall be based on the following criteria:

- a. All requests for pre-arranged absences must be made five (5) school days prior to the absence.
- b. A pre-arranged form must be completed in every aspect.
- c. Pre-arranged request forms must be filed in person in student services.
- d. Pre-arranged request forms must be signed by the student's parent or guardian.
- e. Family travel may not exceed five (5) school days; additional days will result in unexcused absences.
- f. No requests for final exam days will be granted.

***It is the student's responsibility to make arrangements in advance concerning all details for making up missed tests and assignments.***

### **Bereavement**

Death or funeral of a member of the immediate family. (Immediate family is defined as a parent, sibling, stepparents, grandparents, or a member living in the home at the time of death.) Students should report to the attendance office to receive an early dismissal and return with documentation for the absence to be excused.

### **Court Appearances**

Court appearances are excused absences when a student is attending a legal proceeding but is not actually subpoenaed. Students are required to bring back documentation from a court designee verifying the date and time they attended.

### **Doctor or Dental Appointment**

Students who plan to leave school earlier than their regularly scheduled time must have a parent call the main office or send a note. The student then will need to report to the attendance

office before first period to obtain a pass, i.e., medical appointments. Students must return with documentation from the doctor for absence to be excused.

### **Extenuating Circumstances**

Extenuating circumstances for a student's absences must be presented at a parent conference with the student's guidance counselor and will be given careful consideration by the administration.

### **Extended Medical Absence**

Parents/guardians of students who have a chronic medical disorder must request a **physician's statement of continuous illness form**, which after completing should be returned to the student's guidance counselor. *The guidance counselor will notify the principal, nurse, and attendance office.*

### **Field Work and School Sponsored Events**

School sanctioned activities are exempt and are approved by the principal. Students who are not in good standing or are habitual offenders of the discipline code may not be allowed to participate in these activities. Final determination of participation will be made by the staff and administration.

### **Habitual Truancy**

Attendance in school is compulsory. Failure of a child to attend school even one (1) day without excuse is truancy. Habitual truancy may be evidenced by the following:

1. defiance of parental authority in the failure to attend school
2. a repeated, continuous pattern of absences over a period of time such as a grading period.
3. a large number of aggregate absences over a period of a school year
4. If a student is truant more than two times during the school year, he/she will be considered habitual truant and a report may be filed with the probation department.

A student exhibiting patterns of habitual truancy may encounter the following corrective measures:

- a. Loss of course credit
- b. Suspension or expulsion from school
- c. Invalidation of his/her driver's license
- d. Loss of work permit
- e. Referral by the attendance officer to the Morgan County Prosecutor's Office

### **Habitual Truants I.C. 20-8-3-17.2**

- (a) Each governing body will establish and include as part of the written copy of its discipline rules described in I.C.20-8-1-5.1-7
  - (1) a definition of a student who is designated as a habitual truant;
  - (2) the procedures under which subsection (b) will be administered; and
  - (3) all other pertinent matters related to this action.

- (b) Notwithstanding I.C. 9-24 concerning the minimum requirements for qualifying for the issuance of an operator's license or learner's permit, and subject to subsections (c) through (e) a student who is;
  - (1) at least thirteen (13) years of age but younger than fifteen (15) years of age;
  - (2) a habitual truant under the definition of habitual truant established under subsection (a); and
  - (3) identified in a list submitted to the Bureau of Motor Vehicles under subsection (f) may not be issued an operator's license or a learner's permit to drive a motor vehicle or motorcycle under I.C. 9-24 until the student is at least eighteen (18) years of age.
- (c) A student described in subsection (b) is entitled to the procedure described in I.C.20-8.1-3-17.2(b).
- (d) Each student described in subsection (b) who is at least thirteen (13) years of age and younger than eighteen (18) years of age is entitled to a periodic review of that student's attendance record in school in order to determine whether the prohibition described in subsection (b) shall continue. In no event may the periodic reviews be conducted less than one (1) time each school year.
- (e) Upon review, the governing body may determine that the student's attendance record has improved to the degree that the student may become eligible to be issued an operator's license or a learner's permit.
- (f) Any time each year the governing body of the school corporation will submit to the Bureau of Motor Vehicles the pertinent information concerning a student's ineligibility under subsection (b) to be issued the license or permit.
- (g) The Department of Education will develop guidelines concerning criteria used in defining a habitual truant who may be considered by a governing body in complying with subsection (a).

### **LEAVING SCHOOL GROUNDS**

Permission must be obtained from the office to leave school at any time other than regularly released times. All students must sign out in the office immediately before leaving school. Students are not permitted to leave the building without permission from the office. **Students leaving without proper permission or not signing out in the office will be considered truant and the absence unexcused.**

### **General Statements Under Attendance**

1. Students exhibiting patterns of repeated absences may have the following corrective measures applied:
  - a. When the student is absent from school, he/she must present a certificate from a licensed physician which state the reasons for repeated absences.
  - b. legal proceedings brought against the parent for educational neglect, or against the student for truancy
  - c. loss of course credit which could result in retention in that grade or non-completion of the course
  - d. loss of driver's license
  - e. loss of work permit

f. suspension or expulsion from school

After an investigation or inquiry is made by the school administration, guidance counselor, and/or attendance officer, the above corrective measures will be used in the case of excessive absences.

2. A student who is late to school must sign in and receive a pass from the attendance office to be admitted to class.
3. Make-up work for an excused absence must be requested by the student upon returning to school or the grade will be marked with an "F" for the day missed. The teacher will make every effort to see that the student has an opportunity to make up the work.
4. Referral of a student with attendance problems may be made by a teacher to the counselor, the principal of the building, and/or the attendance officer. Once a referral is made to the attendance officer, legal action may be taken if attendance does not improve.
5. Students over sixteen (16) years of age who have lost more than half of their schedule of classes due to the accumulation of eleven (11) days may forfeit their right to remain in school for the semester. Each case will be individually reviewed by the administration.
6. After accumulating eleven (11) absences from one class, the student will not receive credit for the course that semester. However, the student will be encouraged to remain in the class for the remainder of the semester and receive a withdrawal grade (N). If the student elects to remain in class after having accumulated more than eleven (11) days of absence, he/she will be expected to do all class work required by the teacher.  
The student may be dropped from the class after continued absences or if he/she becomes a discipline problem. If withdrawn for these reasons, the student will receive a grade of (W/F) for the semester. The grade of "N" will not affect the grade point average, but the grade of "W/F" will be computed as "F." The loss of credit is serious and can ultimately have an effect on graduation. **Exception:** Students who are under sixteen (16) years of age will not be dropped from classes for excessive absences; they will be referred to probationary officials of the juvenile court.
7. A student who is suspended from school for a disciplinary problem for any number of days will **NOT** have that number of days charged against the total of ten (10) days.
8. A student who is failing a class and has also accumulated eleven (11) days absence will receive a grade of (F) in that class.

## DISCIPLINE POLICY

### DISCIPLINE PHILOSOPHY

The purpose of discipline is to ensure an atmosphere which promotes the best possible environment for all those involved in the educational process. The discipline plan provides a standardized procedure which will ensure that all students will be dealt with in a consistent and fair manner. Each building may have minor differences in procedure, but maintaining a positive learning environment and protecting individual rights are vital to the success of a fair and consistent discipline policy. Success can only be achieved with the full cooperation and support from the school, the family, and the community.

## **PROCEDURES FOR POLICY BASED ON INDIANA LAW:**

DTSE will execute all student due process rights as provided by law.

### **ESTABLISHED POLICIES, RULES, AND PROCEDURES**

This printing is intended, in general terms to describe some of the rights and responsibilities of students while attending DTSE. The Board of School Trustees and Superintendent of Schools may establish written policies, rules and regulations governing student conduct in all schools. In addition, the principal may establish certain written rules and regulations not inconsistent with those established by the School Board, School Superintendent, or the State of Indiana.

### **ADMINISTRATION OF DISCIPLINE (STUDENT DUE PROCESS)**

1. No disciplinary action will be made without affording the student an opportunity to the following:
  - a. a written or oral statement of the charges against him/her
  - b. an opportunity to explain his/her conduct if the student denies the chargesA notice and an informal hearing shall precede the administration of disciplinary action. Except where the nature of the misconduct requires immediate removal, a notice and an informal hearing shall precede disciplinary action of the administration.
2. Each incident will be evaluated based upon its own circumstances, and the appropriate course of action will be implemented.

### **COURSES OF ACTION**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C. 20-33-8 administrators and staff members may take the following actions:

**Counseling and Conferences:** Conference with the student and/or parents.

**Detention:** The student may be required to remain beyond the school day. Students will be notified one day in advance in order to make arrangements for transportation.

**Removal from class or activity:** a high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

### **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.

**Police Referral:** If referral to the police is recommended after due process has been followed, the administrator will do the following:

1. Inform the student that a referral will be made to the police;
2. Inform the parents or guardian by phone that such a referral is being made;
3. Provide the police with the facts of the offense which has been committed by the student;
4. Write a follow-up letter to the police stating the facts of the offense and the student's name and address;
5. Write a letter to the parents or guardian confirming that a referral has been made to the police.

**Driver's License Invalidation:** I.C. 9-24-2-1. A driver's license or learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

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

**9-24-2-5. Judicial hearing -** Court's order as appealable final judgment.

- a. A person whose driving privileges have been invalidated under section 4 (I.C. 9-24-2-4) of this chapter is entitled to a prompt judicial hearing. The person may file a petition that requests a hearing in a circuit, superior, county, or municipal court in the county where:
  1. the person resides; or
  2. the school attended by the person is located
- b. The petition for review must:
  1. Be in writing; and
  2. Be verified by the person seeking review and:
    - (A) Allege specific facts that indicate the suspension, expulsion, or exclusion was improper; or
    - (B) Allege that due to the student's emancipation or dependents that an undue hardship exists which requires the granting of a restricted driving permit
- c. The hearing conducted by the court under this section will be limited to the following issues:
  1. Whether the school followed proper procedures when suspending, expelling, or excluding the person from school including affording the person due process under I.C. 20-33-8-18
  2. Whether the bureau followed proper procedures in invalidating the student's license or permit
  3. Whether an undue hardship exists that requires the granting of a restricted driving permit
- d. If the court finds:
  1. That the school failed to follow proper procedures when suspending, expelling, or excluding the student from school; or
  2. That the bureau failed to follow proper procedures in invalidating the student's license or permit; the court may order the bureau to reinstate the student's driving privileges

- e. If the court finds that an undue hardship exists, the court may order a restricted driving permit limiting the petitioner to essential driving between home, work, and school only. The restricted driving permit must state the restrictions related to time, territory, and route. If the court orders a restricted driving permit for the petitioner, the court shall do the following:
  - 1. Include in the order a finding of facts that states the petitioner's driving restrictions
  - 2. Enter the findings of fact and order in the order book of the court
  - 3. Send the bureau a signed copy of the order
- f. The prosecuting attorney of the county in which a petition has been filed under this section will represent the state on behalf of the bureau with respect to the petition. A school that is made a party to an action filed under this section is responsible for its own representation.
- g. In an action under this section, the petitioner has the burden of proof by a preponderance of the evidence.
- h. The court's order is a final judgment appealable in the manner of civil actions by either party. The attorney general shall represent the state on behalf of the bureau with respect to the appeal.

## **GROUNDINGS FOR EXPULSION OR SUSPENSION**

### **Indiana Code 20-33-8-14**

Sec. 8. (a) The following are grounds for student suspension or expulsion:

- 1. Student misconduct
- 2. Substantial disobedience

The following are some examples of student misconduct or substantial disobedience, but are not limited to:

- 1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subdivision
  - (a) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use
  - (b) Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room
  - (c) Setting fire to or substantially damaging any school building or property
  - (d) Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose
  - (e) Preventing or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property
  - (f) Continuously and intentionally making a noise or acting in any manner so as to interfere seriously with the ability of any teacher or any other school personnel to conduct the educational function under this supervision
- 2. Causing or attempting to cause substantial damage to school property of substantial value or repeatedly damaging or stealing school property of small value

3. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing, or attempting to steal valuable private property, or repeatedly damaging or stealing private property
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way which could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision
5. Threatening or intimidating any student for the purpose of, with the intent of, obtaining money or anything of value from the student
6. Knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Using a drug authorized by a medical prescription from a physician is not a violation of this subdivision
8. Engaging in the unlawful selling or distribution of a controlled substance or engaging in a criminal law violation which constitutes a danger to other students or constitutes an interference with school purposes or an educational function
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision where the failure constitutes an interference with school purposes or an educational function
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function
11. Violating or repeatedly violating any rules which are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law including but not limited to:
  - (a) engaging in sexual behavior on school property;
  - (b) disobeying administrative authority;
  - (c) willfully being absent or tardy;
  - (d) knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
  - (e) possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription
  - (f) engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes
12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or an educational function.
13. Possessing a Firearm:
  - a. No student will possess, handle, or transmit any firearm on school property.
  - b. The following devices are considered to be a firearm under this rule:
    - (1) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive

- (2) the frame or receiver of any weapon described above
  - (3) any firearm muffler or firearm silencer
  - (4) any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  - (5) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
  - (6) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
  - (7) an antique firearm
  - (8) a rifle or a shotgun which the owner intends to use solely for sporting, recreational or cultural purposes
- c. The penalty for possession of a firearm: suspension up to ten (10) days and expulsion from school for at least one (1) calendar year with the return of the student to be at the beginning of the first semester after the one (1) year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- d. The superintendent will notify the county prosecuting attorney's office when a student is expelled under this rule. The grounds for suspension or expulsion listed above (#1-13) apply when student is:
- (1) on school grounds immediately before, during, and after school hours and at any time when the school is being used by a school group;
  - (2) off school grounds at a school activity, function, or event;
  - (3) traveling to or from school or a school activity, function, or event
14. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

### **SUSPENSION PROCEDURES**

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

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

2. The meeting will precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.
4. A Re-admittance meeting must take place prior to a student returning from a suspension of three days or more. This meeting may include: Student, Parent/Guardian, Administrator or Designee.
5. Students will be allowed to complete assignments during their suspension. Students should be prepared to turn in their assignments upon their return.