

701 Baker Road
Hagerstown, Indiana 47346
(765) 489-4511

Mr. Mark Childs, Principal
Mr. Brian Cadle, Assistant Principal
Mr. Gerry Keesling, Administrative Assistant in Charge of Athletics
Mrs. Amy Olinger, Guidance Counselor

MISSION STATEMENT

The mission of the Hagerstown Junior Senior High School community is to provide all students with a nurturing, academically challenging, and engaging learning environment which emphasizes the basic skills necessary for life-long learning and the critical thinking skills necessary for productive citizenship.

PROCEDURES FOR SAVING A WORD PROCESSED DOCUMENT FROM HOME TO USE AT SCHOOL

1. Change to the drive where you will be storing file.
2. In name box, key the file name.
3. In file type box, change the file to Microsoft Word document (the school currently has Office 2010).
4. Press the "Save" button and make sure that the file saves to your storage device.
5. If you do not want to save to your storage device, send yourself an email and attach the file to the email.

HAGERSTOWN JUNIOR SENIOR HIGH SCHOOL "HOME OF THE TIGERS"

The major factor in the reputation of a school is the courtesy and consideration which students show members of the faculty, guests of the school and to one another. Naturally, every person wishes to command the respect and admiration of others. A TRUE TIGER is courteous, reliable, loyal, industrious, cooperative, and considerate!

AFFIRMATIVE ACTION-EQUAL OPPORTUNITY

The Nettle Creek School Corporation has a policy of providing equal opportunity. All programs and activities are open to resident students regardless of age, race, color, sex, handicapping condition, and national origin including limited English proficiency.

Education service, employment in and admission to, any educational program or activity, instruction, and facilities will not be denied to anyone in the Nettle Creek School Corporation as a result of his or her age, race, color, sex, handicapping condition or national origin, including limited English proficiency.

Any other information concerning the above policies may be obtained by contacting the corporation superintendent:

Dr. William Doering—Superintendent of Schools
297 East Northmarket Street
Hagerstown, Indiana 47346
(765) 489-4543

ACADEMIC/ATHLETIC PROBATION

HIGH SCHOOL

- A. To avoid athletic and/or academic probation, a student must be receiving credit in six classes each nine week grading period. Further, a student must also be receiving a passing semester grade at the end of the second and fourth nine week grading period in six classes. Probation prohibits a student from participating in sports or attending extra-curricular/school-sponsored events such as school dances, club meetings/activities, etc. Students on academic probation may attend athletic events as spectators. This probation is in effect until the next period grades are given. Students not receiving credit in 6 classes the fourth 9 weeks would be on probation during the first 9 weeks of the following school year. **Students may become eligible for athletics or other activities by obtaining credit for the same course as failed through summer courses, online courses, correspondence courses, etc. All credits obtained outside of Hagerstown Jr. Sr. High School must be pre-approved by the Guidance Department.**

* Students who are placed on Academic Probation may be required to attend an extended day. Note: Availability of summer courses may be limited.

JUNIOR HIGH

- B. Students who are on academic probation in grades 7 and 8 **may become eligible** for extra-curricular activities at mid-term if they pass 6 or more of the 7 courses at mid-term and at the end of each week after the mid-term. 7th and 8th grade academic advisors will provide grade updates at the end of each week (Thursday or Friday in their SRT) to students, coaches, activity sponsors, etc. via e-mail. This will determine a student's eligibility for the following week. Eligibility will be determined from Friday at the end of school for the next week.

ATTENDANCE LAWS (COMPULSORY)

EXCEPTION; DISABILITY

20-8.1-3-19

Section 19. With the approval of the state board of education, a superintendent may exclude or excuse any child found mentally or physically unfit for school attendance. An exclusion or excuse under this section shall be valid only for the school year during which it is issued. A superintendent's action under this section shall be in accordance with limitations and regulations established by the state board of education concerning the procedures and requirements for the complete examination of children. No child shall be compelled to undergo any examination or treatment under this chapter when his parents object on religious grounds. A religious objection consists of a good faith reliance on spiritual means or prayer for healing. A religious objection will not be effective unless it is made in writing signed by the child's parent and delivered to the child's teacher or to the individual who might order an examination or treatment absent the objection. No child may be excluded under this section except as provided under IC 2-8.1-56

**REPORT TO JUVENILE COURT INTAKE OFFICER; HABITUAL ABSENCE
FROM SCHOOL**

20-8.1-3-31.1

Section 31.1 The superintendent or an attendance officer having jurisdiction may report a child who habitually absents himself from school in violation of this chapter to an intake officer of the juvenile court. The intake officer shall proceed in accordance with IC 31-6.

ENFORCEMENT OF CHAPTER

20-8.1-3-32

Section 32. It is the duty of each superintendent, attendance officer and state attendance official to enforce the provisions of this chapter in their respective jurisdictions and to execute the affidavits authorized under this section. This duty is several and the failure of one (1) or more to act shall not excuse any other official from his obligation to enforce this chapter. Affidavits against parents for violations of this chapter shall be prepared and filed in the same manner and under the procedure prescribed for filing affidavits for the prosecution of public offenses. Affidavits under this section shall be filed in the circuit court of the county in which the affected child resides. The prosecuting attorney shall file and prosecute actions under this section as in other criminal cases. The court shall promptly hear cases brought under this section.

ATTENDANCE (COMPULSORY):

PARENT'S RESPONSIBILITY

20-8.1-3-33

- Section 33. (a) It is unlawful for a parent to fail to ensure that his child attends school as required under this chapter.
- (b) Before proceedings are instituted against a parent for a violation of this section, personal notice of the violation shall be served on the parent by the superintendent having jurisdiction over the public school or his designee, where the child has legal settlement or the superintendent of the transferee corporation, or his designee, if the child has been transferred. Personal notice must consist of and take place at the time of the occurrence of one of the following events: (1) the date of personal delivery of notice; (2) The date of receipt of the notice sent by certified mail; or (3) the date of leaving notice at the last and usual place of the residence of the parents. If the violation is not terminated within one (1) school day after this notices is given, or if another violation is committed during the notice period, no further notice is necessary, and each day of violation constitutes a separate offense.

COMPULSORY ATTENDANCE FOR FULL TERM; DUTY OF PARENT

20-8.1-3-36

Section 36. It is unlawful for a person operating or responsible for an educational, correctional, charitable, or benevolent institution or training school to fail to ensure that a child under his authority attends school as required under this chapter. Each day of violation of this section constitutes a separate offense.

PENALTY

20-8.1-3-37

Section 37. A person who knowingly violates this chapter commits a Class B misdemeanor.

ATTENDANCE/TARDY POLICY

I. Philosophy

The Board and Staff of Nettle Creek School Corporation realize that regular attendance is essential to proper advancement in course work, the development of responsibility and punctuality, the enjoyment of extra-curricular activities, and it is a worthwhile life-time habit and attitude. It is the intent of the Nettle Creek School Corporation to promote regular attendance through the application of the procedures described in the attendance policy in this handbook.

Additionally, Indiana Public Law 221 and federal legislation, "No Child Left Behind", have set a 95% benchmark for a school's minimum attendance rate. Attendance rate is one of the factors considered when public schools are placed into a performance/graded category and compared to other schools.

II. Attendance

A student's attendance is essential to learning-learning that includes not only factual subject matter but also attendance habits, work habits, attitudes, and ideals. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight gained during class discussion, explanation, or supervised drill. Furthermore, every student contributes to every other student; therefore, a student who is absent short-changes a student who is not.

Every absence, whether excused or not, interrupts the student's understanding of the material being presented and weakens his/her interest in the continuing program.

Research shows that educational achievement is directly related to attendance.

Requests by parents to the school to give students final tests early for jobs, vacations, and sundry other reasons are unfair when weighed against the priorities of students' attendance at school and the important business of finishing the grading period. The school calendar is published early to help parents and students schedule around final test time.

The student, parent or legal guardian, and the school must cooperate to achieve the school's philosophy of education where school attendance is concerned; however, students must be encouraged to exercise self-discipline within the framework of the stated policy. The framework itself must be flexible enough for educationally sound exceptions.

III. Absenteeism

A. CLASSIFICATION OF ABSENCES.

1. **Excused absences** are:

- a. Personal illness (requiring doctor's care-doctor's note required).
- b. Personal illness (not requiring doctor's care-parent note required).
- c. Death of a member of the immediate family.
- d. Emergency illness or injury in the family when other arrangements could not be made.
- e. Required religious observance.
- f. Medical or dental appointment (doctor note required).
- g. Serving as a page or honoree in the General Assembly.
- h. Witness or a party in judicial proceedings (this includes any required court appearance); helper to a political candidate, a political party, or to a precinct election board on the date of an election; National Guard Duty.
- i. Conditional absences approved by either the principal or assistant principal. (Student will receive credit for excused absences)

- j. **Educationally related non-classroom activity: IC 20-33-2-17.5**
 The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity. Any educationally related non-classroom activity and non-classroom activity must meet all the following conditions:
- (1) Is consistent with and promotes the educational philosophy and goals of the school corporation and the state board.
 - (2) Facilitates the attainment of specific educational objectives.
 - (3) Is a part of the goals and objectives of an approved course or curriculum.
 - (4) Represents a unique educational opportunity.
 - (5) Cannot reasonably occur without interrupting the school day.
 - (6) Is approved in writing by the school principal and Curriculum Council.

2. **Unexcused Absence** - An absence for reasons other than those reasons described under excused.

Examples of unexcused absences are: absences because of:

- a. Car trouble
- b. Late ride
- c. Missing the bus
- d. Oversleeping
- e. Failure of a parent to send a note within 24 hours of the student's absence.

A student may not use his/her cell phone to contact a parent after being sent back to class by the school nurse. Students who circumvent the nurse and call a parent will be considered unexcused for the missed class time.

If an absence is determined by the attendance secretary to be unexcused, the student will:

- a. Assigned to a Monday detention.
 - b. Potentially receive a zero for assignments or tests missed during that unexcused absence. Teachers reserve the right to assess a zero for an unexcused absence.
3. "Truancy" - is an absence without prior parental and school knowledge and consent.
- a. Truancy will subject the student to disciplinary action-Monday detention, in-school suspension, out-of-school suspension or expulsion. Legal authorities may be contacted.
 - b. Any student who comes to school but fails to attend an assigned class (including SRT) shall be counted truant even though he/she remains in the building or on school grounds, unless the absence has been previously approved by the principal or assistant principal.
 - c. Students will receive a zero on assignments and tests missed due to truancy. Students are encouraged to complete and return all homework assignments so that they will not fall behind in their classes.
4. "Habitual Truancy" - when a student has been determined to have been truant for the third time during a school year he/she shall be declared to be a habitual truant. Students 14 years of age through age 18, and who are truant, are to be reported to the Bureau of Motor Vehicles (I.C. 20-8.1-3-17.2) for potential invalidation of their driver's license or restrictions of a learner's permit.

IV. Admission Procedure to Excuse an Absence

- A. This procedure must be followed within 24 hours of the absence. If no reason is given within 24 hours, the absence will be considered unexcused and appropriate disciplinary action for unexcused absences will be taken. The reason for each absence must be given by the parent/guardian. **If the absence is for a medical or dental appointment, the doctor's name and location of his/her practice should be identified in writing to the school.**
- B. PARENT PROCEDURE TO ADMIT STUDENT. One of the following procedures must be followed:
 - 1. **Call the school (24 hrs. a day) and leave a message on the automated answering system with the reason for the absence.**
 - 2. Come to the school office to return the student to the attendance officer and provide the reason for the absence.
 - 3. Write a statement giving a specific reason for the student's absence and have your student bring this statement to the attendance secretary within 24 hours of returning.
- C. STUDENT PROCEDURE FOR ADMISSION.
 - 1. If the parent/guardian has not contacted the school during the absence, then the student shall bring his/her parents' statement to the front office prior to beginning of school.
 - 2. If the school is not notified of the reason for absence by the parent/guardian on the day the student returns, it is the student's responsibility to be sure the school receives proper notification. The student must obtain an admit slip the second day after the absence.
- D. TEACHER PROCEDURE FOR ADMISSION.
 - 1. Allow students to make up and receive credit for work if they are excused on the daily attendance list. Excused students get on this list by properly notifying the office on the day they are absent or the morning they return.
 - 2. If the student's absence has not been excused through the office the student should not receive credit for work missed during the unexcused absence but should be encouraged to make up the work for purposes of continuity.

V. Tardiness

- A. If a student comes to school after the tardy bell has sounded, but prior to 8:10, he/she will report directly to the first period class and is to be listed as a tardy by the teacher. If the student arrives after 8:10 he/she must report to the office to justify the tardiness. Students riding on a late arriving school bus should be admitted as they arrive.
- B. Students are to be in their assigned classroom when the tardy bell rings. Teachers are to give a tardy to a student who is late. Students will be informed by each teacher on the first day of school what standard for tardiness will be used in their classroom.
- C. The students at Hagerstown Jr. Sr. High School are expected to be responsible for reporting to class on time. After a student has accumulated his/her eighth (8) tardy, the parent/guardian is/are to meet with the assistant principal to discuss solutions to the tardy problem.
- D. Student drivers who are habitually tardy first thing in the morning (5 total) shall have their driving privileges suspended for a 30-day period.

- E. Students who accrue two tardies during the semester will sign a contract and abide by the following guidelines:

Third Offense: Administrative conference and after school detention assigned.

Fifth Offense: Assignment to 1 (one) Friday School Detention

Seventh Offense: Assignment to 2 (two) Friday School Detentions

Ninth Offense: Assignment to 1 (one) Saturday School Detention

10th Offense and Above: Assignment to 1 (one) to 5 (five) days of In-School Suspension

Students who continue to accumulate tardies past ten in a semester face loss of extracurricular activities, driving privileges, further in-school suspensions, detentions and out-of-school suspension.

Tardy Sweep: Tardy sweeps will be incorporated as needed to further encourage students to arrive to class on time. In a tardy or hall sweep, the following steps will occur:

- A. Once the bell rings to begin the selected block or class, teachers will be asked over the PA system to refer any tardy student to the cafeteria.
- B. Once students report there, the administrators assign a detention to each student found outside of class and in the hallway sweep.

VI. Permit to Leave

A. Students shall follow these procedures:

1. The reason for a student leaving school early must be provided by the parent/guardian and may be done through one of the following methods:
 - a. A telephone call to the attendance secretary stating the reason for the dismissal of the student. The school reserves the right to recall any parent/guardian.
 - b. By the parent/guardian coming to the school requesting the early dismissal of their student through the attendance secretary.
 - c. By a written statement from the parent/guardian stating the valid reason for the student's early dismissal. The school may verify such written requests with the parent/guardian via the telephone.
 2. Students needing early dismissal must report to the attendance secretary after 7:45 a.m. but prior to the start of school on the day they wish early dismissal to obtain a "Permit to Leave the Building Pass."
 3. If the student has obtained a "Permit to Leave the Building Pass," it is to be signed by the teacher of the last class they attend before they leave the school.
 4. The student must take the pass to the attendance secretary, turn it in, and sign the "Student's Sign-Out Book." Upon returning to school the same day, the student will report to the attendance secretary and provide a written statement to the attendance secretary confirming the reason for his/her absence and obtain an admit slip to class.
- B. Students who become ill at school must report to the school nurse or the assistant principal. The parent/guardian will be contacted by the school if it is determined that the student needs to go home.
- C. **LEAVING THE BUILDING WITHOUT PERMISSION OR NOT ATTENDING CLASS WILL BE REGARDED AS TRUANCY AND WILL RESULT IN APPROPRIATE DISCIPLINARY ACTION FOR TRUANCY.**

VII. CONDITIONAL ABSENCE

WHEN PARENTS FEEL THE NEED TO TAKE A CHILD OUT OF SCHOOL THEY MAY REQUEST A CONDITIONAL ABSENCE USING THE FOLLOWING PROCEDURE:

1. The parent/guardian must contact the front office by phone, in written form or in person in advance of the proposed absence.
2. After the conditional absence is acknowledged, the student may then pick up a conditional absence from the principal or assistant principal.
3. The student then must make contact with each teacher to arrange for completion of make-up work prior to the date of the conditional absence.
4. The conditional absence form shall be returned to the office with parent/guardian, student and teachers' signatures **at least two (2) days prior to the absence. Students who have not used the conditional absence procedure will receive an unexcused absence.** (See penalties for unexcused absences.)
5. Conditional absences will be granted provided that not more than a total of five (5) school days are requested (in one school year). Conditional absences will be counted as part of the total absences six (6) per semester.
6. Conditional absences **will not** be granted during the weeks of final exams, semester exams, ISTEP testing and End Of Course Exams.

VIII. SIX DAY ATTENDANCE POLICY.

- A. A student accumulating more than six (6) absences in any course(s) in one semester shall not receive credit for any course(s) unless a Student Appeal For Attendance Credit has been granted by the attendance committee.
- B. REQUESTING AN APPEAL FOR ATTENDANCE CREDIT. Additional days beyond the established limit (6 days) may be granted by the attendance committee if the following conditions have been met:
 1. Upon reaching the six (6) day limit the student reports to the office to pick up the Student Appeal for Attendance Credit form. (This form may be obtained by contacting the associate principal or guidance counselor.)
 2. If the student, parent/guardian complete and return the Student Appeal For Attendance Credit to the assistant principal or guidance counselor on or before the date requested by the school.
 3. Two (2) or more absences are "exempt absences." "Exempt absences" are absences for personal illnesses requiring doctor's care, emergency illnesses in the family where other arrangements could not be made, medical or dental appointment, family death or funeral, required religious observance or court summons. **All "exempt absences" must be documented.**
 4. Not more than four (4) absences are "non-exempt." "Non-exempt absences" are personal illnesses not requiring doctor's care, approved conditional absences and the funeral of a close friend.
 5. The parent may be asked to meet with the attendance committee to discuss the Student Appeal for Attendance Credit. If the request **is approved**, a set number of days will be granted. Should a student exceed this extension, the entire appeal process will need to be repeated. If the request for extension **is denied**, the student may be suspended pending possible expulsion.

Please Note:

A Student Appeal For Attendance Credit will not be granted if a student has been absent due to truancy, has a record of habitual tardiness or the majority of absences have been for reasons other than personal illness.

Students must be enrolled in seven (7) classes. Students who have lost credits so they are not enrolled in seven (7) classes due to the accumulation of more than six (6) absences may forfeit their right to remain in school for the semes-

ter. Each case will be individually reviewed by the administration before recommending to the Superintendent that the student be expelled for the remainder of the semester.

VIII. Suspensions/Make-up Work

- A. Students who receive an in-school suspension will receive credit for classroom work completed while in the in-school suspension room.
- B. **Students who receive an “out-of-school” suspension will permitted to make up classroom work for the day(s) of suspension. Students wishing to make up missed assignments must arrange for the teacher(s) to send makeup assignments home. The students will receive credit for work completed and turned in upon returning to school.**
- C. Any student who is absent or suspended out of school will not be on school property during the time of suspension or present at any extra-curricular activity. (See in-school suspension requirements.)

GENERAL STATEMENTS

1. The school administration will notify parents or guardian when three and five absences have occurred in one semester.
2. Students between the ages of seven and 18 years are required to attend school as per Indiana law.
3. Any student between seven and 18 whose absences are considered to be excessive may be referred to the Wayne/Henry County Welfare Department for consideration of educational neglect. Students who are determined to be a habitual truant (three trancies) will be referred to the Wayne/Henry County Probation offices.

ATTENDANCE (EXTRACURRICULAR)

A student who is absent or has received an out-of-school suspension shall not be present at any extra-curricular activity. A student must arrive at school by 11:00am to be eligible to participate in an extra-curricular/athletic event that day, unless he/she has presented an acceptable excuse prior to the start of school that day.

SUMMARY

Realizing there are necessary exceptions to every established policy, the administration will consider all cases of attendance on their individual merit. We have established the above policies to give our students guidelines so they and their parents or guardians will know what to expect as a policy for their school.

APPEARANCE

Hagerstown Junior Senior High School is concerned with the appearance as well as behavior of all students. This includes dress for physical education, laboratory situations and school dances. Appropriate dress, grooming, and cleanliness are attributes that should be encouraged as they can affect the learning of the individual and the group.

Students and Parents share the responsibility for making sure that students dress cleanly and neatly at all times. The school believes that students should be attired in such a way as to reflect credit to themselves, their family, and the school. This manner of appearance statement does not attempt to set all stipulations of dress and grooming. Those who deviate from the normal to such a degree as to draw undue attention or to interrupt the educational process will not be permitted. Examples are:

1. Wearing apparel that displays advertises or promotes alcohol or tobacco products, legal or illegal drugs, *sexually suggestive pictures or words or displaying any gang-related article of dress or adornment is not permitted at school or any school activity.*

2. Strapless, spaghetti strap, tank tops or any top which is low cut under the armpits are not permitted. *Dresses/blouses/shirts without sleeves or any clothing without sleeves will not be permitted. All necklines will rest at or above the top of the armpit, at both the front and back.*
3. Shorts, skirts and dresses are to have an inseam with a length longer than finger tips as the arm hangs down the side normally, *with or without tights or leggings.*
4. Skintight and close-fitting clothing is not permitted. Leggings, yoga pants, or similar tight pants worn alone are not permitted. Wearing leggings under shorts, shirts, skirts, or dresses is permitted if these items are the proper length, defined as the fingertip rule as written in #3 of the Appearance section. These items must also be in compliance with #5 of the Appearance section. Pants that appear to be “see-through” are not acceptable attire.
5. Wearing apparel that is, see through, obscene, vulgar, offensive, disruptive, fails to cover the abdomen area, promotes secret organizations or contains sexual innuendo is not permitted.
6. **Wearing any apparel with cuts and/or holes in the clothing is prohibited.**
- A. Acceptable clothing under this item:
 - Frayed—with fibers that are coming apart (Macmillan Dictionary).
 - Distressed-- Intentionally marred or faded to convey an antique or used look, e.g. distressed denim. (The Free Dictionary)
 - Clothing with patches over a hole.
- B. Clothing not permitted under this item:
 - Holes in the fabric (short, tights or leggings underneath the hole do not comply with the dress code)
 - Frayed or distressed clothing that reveals skin.
7. Students must wear soled shoes/slippers.
8. Hats and other headwear for male and female students are not acceptable apparel in the school building during the instructional day. Students are required to remove their hats and other headwear upon arrival in the building. Hats should remain in student lockers during academic hours. Students must wait until leaving the building after school to wear a hat or other headwear.
9. Hair will be controlled only when it interferes with the students’ health and safety, causes interference with school work, or creates classroom disorder.
10. Sunglasses are not to be worn in the building or classroom.
11. Long coats are not to be worn in the building or classrooms.
12. No chains on clothing or on the person will be permitted.
13. *No bicycle shorts, leotards or nylon tights without outer covering will be permitted.*
14. Pants will be worn fitted to the waist with or without a belt and they will not expose undergarments.
15. *Any other dress that is considered improper by the administration.*
16. Special dress and appearance regulations will be recognized for special activities.

ARRIVALS AND DISMISSALS

Students who arrive early should report directly to the cafeteria. These students should enter through the north lobby or south cafeteria doors. Students are to remain in the north lobby or cafeteria until the 7:50 bell rings. Students are not to go to their lockers or be in the hallways prior to 7:50 unless they have a pass from a teacher.

We will be operating with a closed campus policy. Students must stay on the school campus from the time they arrive until after they have been dismissed for that day.

ASSISTANCE FOR SCHOOL BOOKS, SUPPLIES AND FEES

Indiana law provides that parents who meet the financial eligibility standards for receiving free lunches under the National School Lunch Program and who make proper application to the school district are not required to pay the fees for school books, supplies, or other required class fees. Such fees shall be paid by the school corporation after the determination of financial eligibility is made. **A separate application must be completed for each student.** An application form and eligibility standards may be obtained through the school or through the Superintendent's Office at 297 East Northmarket Street, Hagerstown, Indiana 47346, telephone 489-4543.

BOOK BAGS

Students are encouraged to store their book bags, backpacks and purses in their locker upon arrival. (Gym bags for class or practice must be stored in a locker or approved storage area.) Teachers reserve the right to allow or disallow backpacks in their individual classrooms.

CAFETERIA

Cafeteria services are available to all students, faculty, and guests each day during the lunch hour. The cafeteria program is a non-profit service, provided as a convenience for these people to purchase all or part of their meal. The prices are established by the Nettle Creek School Board only to meet the current operating expenses.

In order to keep the cafeteria clean and attractive, the following rules must be observed by all who use it:

1. Deposit all litter in the wastebaskets.
2. Return all trays and utensils to the dish washing area.
3. Leave tables, chairs, and floor in a clean condition ready for others to use.
4. Students are to be seated at tables unless they are in the lunch line.
5. No cutting in on cafeteria lines by students.
6. **All food/drinks must be eaten in the cafeteria at tables and not carried to the classrooms, hallways, gym, or outside the building. Only manufactured sealed containers with seals unbroken are permitted in the building for consumption at lunch time.**
7. Students are to follow routes assigned to and from classes during the lunch period. Please ask your teacher for the correct route.
8. Students are not to go to the academic area during lunch periods without permission.
9. Students are required to follow the directives of any teacher or supervisor while in the cafeteria.
10. There is to be no running, throwing of objects, shouting or horseplay.
11. Students should enter the cafeteria through the North doors and exit through assigned doors.
12. Food will not be sold to students between class periods.

CONDUCT AND BEHAVIOR

The Nettle Creek Board of School Trustees has determined that the following acts are inappropriate at Hagerstown Junior Senior High School. Any student who engages in any of these activities is subject to discipline, which may include but is not limited to: teacher-student conference, teacher-parent conference, counselor-student conference, teacher-student-parent conference, administrator-student conference, administrator-student-parent-teacher conference, behavioral modification agreement, temporary removal from class, detention before or after school, financial restitution, denial of bus privileges, isolation by teacher, in school suspension, denial of graduation ceremony, probationary contin-

ued education agreement, referral to a community agency, out of school suspension and expulsion. Incidents constituting a violation of law may be reported to law enforcement agencies. These rules are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.

It is a violation of the disciplinary code to:

1. Possess, use, provide, attempt to sell, sell to another person or be under the influence of any substance which is or contains anabolic steroids, tobacco, alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogenic drug, whether it is prescription or sold over the counter (without a prescription).
2. Possess, provide, use, attempt to sell, or sell any substance which the student represents, or has been represented to him/her as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
3. Possess, provide, use, attempt to sell or sell to any person anything used or designed to be used primarily for the storage, processing, delivery, or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens. (Examples: pot pipes, rolling papers, clips).
4. Possess, provide, attempt to sell or sell, use, transmit, or be under the influence of caffeine-based pills, diet pills, substances containing phenylpropanolamine (PPA), Ephedrine, or stimulants of any kind available with or without a prescription. (See #5.)
5. Possess or use any substance for which a student has a prescription or written permission from a parent allowing use unless it has been brought to the school nurse or designee in the health clinic or principal's office and administered or taken in that location.
6. Physically assault or cause bodily injury to an employee of the school corporation, a visitor, or another student. This includes nonconsensual touching and fighting.
7. Verbally assault, threaten or harass an employee of the school corporation, a visitor, or another student.
8. Defy the authority of a teacher, administrator, bus driver, supervisor or other school employee.
9. Cut, deface, or in any way damage property, real or personal, belonging to the school corporation, its employees, visitors or other persons.
10. Commit robbery, or theft, or the attempt to do so, of any property belonging to the school corporation at any time or of any property belonging to an employee, visitor or other student.
11. Possess, handle, or transmit any deadly weapon, knife, firearm, destructive device, instrument or article (including fireworks and instruments of the martial arts) that might be injurious to a person or property.
12. Sit in or go to cars during the school day, including lunch, without prior administrative approval.
13. Direct profanity, vulgar language, gestures, or sexual innuendo towards other students, or school personnel.
14. Possess materials containing pornographic or explicit content (Parental Advisory). All such items will be confiscated and not returned. **Any** materials deemed inappropriate by the administration and/or faculty that could disrupt the educational environment are not permitted.
15. Participate or engage in any activity which interferes with or disrupts the educational process.
16. Be truant/tardy.
17. Display affection by physical contact *or other amorous behavior, including engaging in*

- any sexual activity is prohibited in the school setting, attendance at school functions, and on school property.* (Other than holding hands)
18. A student shall not direct/display rude or insubordinate behavior to any school employee.
 19. Solicit, commit or attempt to commit extortion, coercion, or blackmail, i.e. obtain money or other objects of value from an unwilling person, or compel an individual to act or not act through the use of force or threat of force.
 20. Fail to comply with directives or rules issued by school personnel or school policies, rules and regulations.
 21. Commit or attempt to commit forgery of any document relating to the operation of the school corporation.
 22. Engage in verbal abuse, i.e. name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others, that may precipitate disruption of the school program, incite violence or otherwise detract from the educational mission of the school.
 23. Lie, or give false information, either verbally or in writing, to a school employee or refuse to cooperate in an internal investigation by school personnel upon request.
 24. Engage in scholastic dishonesty which includes but is not limited to cheating on a school assignment, plagiarism and collusion. Cheating on a test includes: copying from another student's test paper, using material during a test which is not authorized by the person giving the test, collaborating with another student during the test without the prior approval of the teacher, knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, substituting for another student or permitting another student to substitute for one's self, to take a test, bribing another person to obtain a test that is to be administered, or securing copies of the test or answers to the test in advance of the test. "Collusion" means the unauthorized collaboration with another person in preparing work offered for credit. "Plagiarism" means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work for credit.
 25. Engage in sexual harassment of another person, which includes sexually-related verbal and written statements, gestures or physical contact.
 26. No student shall possess, handle or transmit any firearm on school property. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code: (a) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any described above, (c) any firearm muffler or firearm silencer, (d) any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device, (e) any 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. **PLEASE NOTE:** The penalty for possession of a firearm is a ten day suspension from school and expulsion from school for one calendar year. The length of the suspension may be reduced by the superintendent if the circumstances warrant such reduction. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
 27. Engage in bullying-bullying means overt, repeated acts or gestures whether verbal, written (including transmitted), or physical by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the other student (Ref: IC. 20-33-8-0.2) *Bullying behaviors include (but are not limited to) pushing, shoving, and other aggressive acts, spreading gossip, and other harmful rumors (includes writing notes) and teasing and name calling.*
 28. Engage in any conduct/behavior that would be in violation of federal, state, or local

laws.

- These policies apply to any student who is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event. The school corporation reserves the right to report any activity to appropriate authorities which may be, or could lead to, a violation of the Indiana Criminal Code.
29. Acting in a manner that brings embarrassment or shame to yourself and/or your school, or that negatively impacts the reputation of yourself or your school. Examples of such conduct include any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity; or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official or student.

PLEASE NOTE: A student can be suspended or expelled from school if the student engages in unlawful activity on or off school grounds if the unlawful activity interferes with an educational function or school purpose or if the removal of the student is necessary to restore order or to protect the safety of persons on school property. This includes any unlawful activity 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.

Cameras: Cameras have been placed in a variety of areas throughout the school for the safety of our students and staff.

**HAGERSTOWN JR.—SR. HIGH SCHOOL
DISCIPLINARY CHART**

Listed below are the school rules for behavior and conduct. This may not be an all-inclusive list.

***THIS CHART DOES NOT LIMIT THE SCOPE OR SEVERITY OF THE PENALTY
FOR VIOLATIONS OF STUDENT CONDUCT.***

| Infraction | 1st Occurrence | 2nd Occurrence | 3rd Occurrence |
|---|---------------------------|--------------------------------|-----------------------|
| Conduct Unbecoming | | | |
| Damage property | Saturday School Detention | 2 Saturday School Detentions | 5 Day OSS |
| Theft | 3-5 days OSS | Oss with request for expulsion | |
| Vulgar language, gestures, or sexual innuendo towards another student | Friday School | Saturday School Detention | 3 days OSS |
| Vulgar language, gestures, or sexual innuendo towards school | 3-5 days OSS | OSS with request for expulsion | |

| Infraction | 1st Occurrence | 2nd Occurrence | 3rd Occurrence |
|---|---|--|--|
| personnel | | | |
| Electronic devices; materials containing pornographic or explicit content | Confiscation and Friday School Detention— student retrieves at end of day | Confiscation and 3 days OSS parent retrieves at end of day | OSS with request for expulsion parent retrieves at end of day |
| Improper Use of Personal Communication Devices (including Cell Phones and electronic devices) | Confiscation: Written referral and parent Notification— device is given back at end of day. | Confiscation: Saturday School Detention— electronic device is kept at school until parent/ guardian picks up device. | Confiscation: Loss of personal communication device privileges for remainder of school year. |
| Disrupts the educational process | After School Detention | 1 Day ISS | 3 days ISS |
| <i>PDA-Public Display of Affection</i> other than visible holding of hands | After School Detention and conference | 1 Day ISS | Saturday School Detention |
| Forgery | Friday School Detention | Saturday School Detention | 3 days OSS |
| Verbal abuse/ name calling | 3 days ISS | 5 days ISS | OSS with request for expulsion |
| Lie to school personnel | Friday School Detention | Saturday School Detention | 3 days OSS |
| Scholastic dishonesty | Subject to school corporation policy | Subject to school corporation policy | Subject to school corporation policy |
| Forged note or letter | After School Detention | Friday School Detention | Saturday School Detention |
| Dress Code Violation | Change to adhere to policy | Change and 1 Friday School Detention | Change and 1 Saturday School Detention |
| Attendance/Truancy | After School Detention | Friday School Detention | Saturday School Detention |

| Infraction | 1st Occurrence | 2nd Occurrence | 3rd Occurrence |
|---|--------------------------------|---------------------------|--|
| Sunglasses | Warning | After School Detention | Friday School Detention |
| North parking lot | Conference | 1 Week loss of driving | Remainder of semester (30 days minimum) loss of driving privileges |
| Insubordination | | | |
| Defy authority | 1-2 days ISS | 3-4 days ISS | 3-5 days OSS |
| Rude or insubordinate | 1-2 days ISS | 3-4 days ISS | Saturday School to 3 days OSS |
| Fail to comply | 1-2 days ISS | 3-4 days ISS | Saturday School Detention |
| Misuse of Internet; obtaining pornography | Friday School Detention | Saturday School Detention | Loss of Internet Privileges for 1 Semester |
| Out of area | After School Detention | Friday School Detention | Saturday School Detention |
| Open beverage container | After School Detention | Friday School Detention | Saturday School Detention |
| Violence/Harassment | | | |
| Physically assault student | Saturday School to 3 days OSS | 3-5 days OSS | OSS with request for expulsion |
| Physically assault school personnel | OSS with request for expulsion | | |
| Verbal assault/threaten/harass another student | Saturday School Detention | 3-5 days OSS | OSS with request for expulsion |
| Verbal assault/threaten/harass school personnel | OSS with request for expulsion | | |
| Extortion, coercion, or blackmail | 3 days OSS | 5 days OSS | OSS with request for expulsion |

| Infraction | 1st Occurrence | 2nd Occurrence | 3rd Occurrence |
|---|---------------------------------------|--------------------------------|--------------------------------|
| Sexual harassment of another student; including indecent exposure | 2-3 days OSS | 4-5 days OSS | OSS with request for expulsion |
| Sexual harassment of school personnel; including indecent exposure | OSS with request for expulsion | | |
| Bullying | Friday School Detention | 3-5 days OSS | OSS with request for expulsion |
| Illegal Activities | | | |
| Alcohol | 5 days OSS | OSS with request for expulsion | |
| Tobacco | Saturday School Detention | 5 days OSS | OSS with request for expulsion |
| Drugs-including steroids | OSS with request for expulsion | | |
| Paraphernalia | OSS with request for expulsion | | |
| Pills without a prescription. (See #5) | OSS with request for expulsion | | |
| Prescription medication | Conference and After School Detention | Friday School Detention | 3 days OSS |
| Weapon; including fire-crackers | OSS with request for expulsion | | |
| Truancy; leave building without permission | Friday School Detention | Saturday School Detention | 3 days OSS |
| Violation of federal, state, or local law | OSS with request for expulsion | | |
| Chronic/Habitual Offender (has received 10 days ISS or OSS) | Expulsion | | |

Firearm on School Property—a student who brings a firearm to the school campus is subject to a request for expulsion from school for one calendar year. The length of the suspension or expulsion may be reduced by the superintendent if circumstances warrant

such reduction. The superintendent shall notify Wayne county authorities.

****4th occurrence of any violation may result in OSS with request for expulsion.**

These policies apply to any student who is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event. The school corporation reserves the right to report any activity to appropriate authorities which may be, or could lead to, a violation of the Indiana Criminal Code.

PLEASE NOTE: A student can be suspended or expelled from the school if the student engages in unlawful activity on or off school grounds if the unlawful activity interferes with an educational function or school purpose or if the removal of the student is necessary to restore order or to protect the safety of persons in school property. This includes any unlawful activity which takes place during weekends, holidays, or other school breaks, and the summer period when a student may not be attending classes or other school functions. The school may notify the Bureau of Motor Vehicles whenever a student has been suspended for the second time, expelled, or has withdrawn from school.

IN-SCHOOL SUSPENSION

The In-School Suspension program helps to keep students in school and allows them to continue their classwork away from the normal classroom. The program will focus on students who have demonstrated disruptive or defiant behaviors in the classroom and toward faculty members.

- Students will be assigned to the In-School Suspension (ISS) room from one (1) to five (5) days at a time. Students may be placed in the ISS room for one or more periods per day when appropriate.
- Assignments will be provided by your teachers for the number of days assigned.
 - a. Assignments completed while in the ISS room will count towards a student's grade.
 - b. Students may be assigned to additional days if they do not complete assignments satisfactorily or if they arrive late to the ISS room.
- Students in the ISS room will not pass with the regular bell schedule but will have one (1) break period in the morning and in the afternoon.
- Students in the ISS room will not attend pep sessions, assemblies, and other related events, unless special permission is granted by the administration.
- ***Students assigned to the ISS room will NOT be permitted to participate in any athletic/extracurricular activity on the day(s) of the suspension. A student who is assigned to the ISS room on Friday as well as Monday shall not be permitted to attend any extracurricular or athletic activities during that weekend or on those days of assignment to the ISS room.***

DETENTIONS

The purposes of detention are to:

1. Provide an alternative to removing students from classroom instruction because of in-school or out-of-school suspensions.
2. Provide assorted behavior modification programs to students.
3. Provide an additional educational alternative to existing disciplinary policy.

Detentions will be assigned during lunch, fifty minutes after school, two hours after school on Friday or three hours on a designated Saturday.

LUNCH DETENTION

Lunch detentions will be served in the high school office or other designated area. Students will be dismissed from their 2nd Block class for the office. Students must report to the office promptly. Failure to report on time for Lunch Detention will result in the assignment of an additional lunch detention. Students who willfully skip lunch detention be subject to suspension from school.

AFTER SCHOOL DETENTION

Students may be assigned an after school detention for the following reasons:

1. Truancies, unexcused absences, or tardies.
2. Other violations of school policies and rules.

Any student assigned to an after school detention and fails to serve the detention will be assigned two (s) additional detentions. A student will only be allowed one (1) reassigned detention the entire semester. Any other missed detentions for the remainder of the semester will result in assignment to further consequences, including out-of-school suspension.

Guidelines:

1. Detentions will last from 3:10pm to 4:00pm.
2. A detention takes priority over all other activities. If a student cannot serve his detention on the day(s) assigned, he or she needs to notify the teacher or office before they miss the detention.
3. Discipline problems during detention will result in additional detention time or out-of-school suspension.

FRIDAY/SATURDAY SCHOOL DETENTIONS

Guidelines:

1. Each session will begin at 3:10pm and end at 5:00pm for Friday School.
2. Saturday School sessions will begin at 8:30am and end at 11:30am, unless an alternate time is scheduled by the Assistant Principal.
3. Students will receive a 30-minute detention for every 5 minutes late.
4. Students who skip or are more than 30 minutes late will result in further disciplinary action, including additional detention time or out-of-school detention.

IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL

PHONE CONTENT AND DISPLAY

- The Child Abuse/neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4 (b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C.35-42-4-4 (c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person

knows is less than 16 years of age or who appears less than age 16.

- “Sexual conduct” is defined by I.C. 35-42-4-4 (a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4 (b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

CORRIDOR PASSES

The purpose of our institution is education and the most important part of that work goes on in the classroom. It is our intention to get as much work done as possible and that requires the presence of students in their classrooms during class time.

1. **Students are not permitted in the corridors unless they are accompanied by an instructor or have their agenda passport signed by a staff member.**
2. Students passing through corridors shall refrain from talking or in any other way creating distractions for classes in session.
3. Students shall not misuse the “hall pass” privilege by wandering freely around the corridors. A student out of class or for any other reason using a “hall pass” shall go directly to their destination, conduct their business, and promptly return to their classroom or starting point.
4. Students who abuse the privilege of using “hall passes” shall be subject to disciplinary action.

SCHOOL SPONSORED DANCES

Students at Hagerstown Junior Senior High School are encouraged to attend school dances. Student cooperation has enabled everyone to have a good time.

General Rules and Policy Concerning Dances:

1. Participants will confine themselves to the area that is set aside for the school dance.
2. The organization must receive an administrator’s approval to start allowing students to enter.
3. Students will not be allowed to re-enter once they leave the dance.
4. The following regulations pertain to guests:
 - a. Guests (junior and senior high school students only) must be signed up by noon on Friday of the dance and the guest request form must be turned into the office by the end of the school day.
 - b. Students may sign up one guest per dance.
 - c. Guests must enter with the student who signed them up.
 - d. The H.H.S. student who brings a guest is responsible for that student’s behavior.
 - e. Any guest attending a dance must be currently enrolled in school (grades 7-12) and eligible to attend dances at his/her respective school. (*Home schooled student guests must have parent approval to attend the dance.*)
5. School rules apply to all dances.
6. Students who have withdrawn or who have been expelled from Hagerstown Junior Senior High School or any other school are not eligible to attend school sponsored dances. *Hagerstown Junior Senior High School students on Academic Probation are not permitted to attend school dances.*

7. All Dances will end at 11:00 p.m.. Parents should be prepared to pick up their child at 11:00 p.m..

Prom Attendance-Junior class students and Senior class students of Hagerstown Junior Senior High School are permitted to invite one (1) guest who is between the Freshman class and twenty (20) years of age: (no one twenty-one (21) or over will be permitted to attend) and are in good academic and legal standing.

Any person between the age of 18-20 years of age may attend as long as they are attending a state accredited school or by having a background check completed and approved by the administration. Students on Academic Probation at Hagerstown Jr. Sr. High School are prohibited from attending.

DUE PROCESS AND PUPIL DISCIPLINE

IC 20-33-8-17.

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

IC 20-33-8-18.

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

IC 20-33-8-19.

- (a) A superintendent of a school corporation may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting:
- (1) Legal counsel.
 - (2) A member of the administrative staff if the member:
 - (A) has not expelled the student during the current school year; and
 - (B) was not involved in the events giving rise to the expulsion.
- The superintendent or a person designated under this subsection may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.
- (b) An expulsion may take place only after the student and the student's parent are given notice of their right to appear at an expulsion meeting with the superintendent or a person designated under subsection (a). Notice of the right to appear at an expulsion meeting must:
- (1) be made by certified mail or by personal delivery;
 - (2) contain the reasons for the expulsion; and
 - (3) contain the procedure for requesting an expulsion meeting.
- (c) The individual conducting an expulsion meeting:
- (1) shall make a written summary of the evidence heard at the expulsion meeting;
 - (2) may take action that the individual finds appropriate; and
 - (3) must give notice of the action taken under subdivision (2) to the student and the stu-

dent's parent.

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

IC 20-33-8-20.

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

IC 20-33-8-21.

Judicial review of a governing body's action under this chapter by the circuit or superior court of the county in which a student who is the subject of the governing body's action re-

sides is limited to the issue of whether the governing body acted without following the procedure required under this chapter.

IC 20-33-8-22.

An expulsion that has been upheld by a governing body continues in effect during judicial review under section 21 of this chapter unless:

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

IC 20-33-8-23.

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

- (1) interference with an educational function or school purposes; or
- (2) a physical injury to the student, other students, school employees, or visitors to the school.

However, a student may not be suspended from school pending a meeting on a student's proposed expulsion if the expulsion is ordered under section 17 of this chapter.

IC 20-33-8-24.

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

IC 20-33-8-25.

- (a) This section applies to an individual who:
 - (1) is a member of the administrative staff, a teacher, or other school staff member; and
 - (2) has students under the individual's charge.
- (b) An individual may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include the following:
 - (1) Counseling with a student or group of students.
 - (2) Conferences with a parent or group of parents.
 - (3) Assigning additional work.
 - (4) Rearranging class schedules.
 - (5) Requiring a student to remain in school after regular school hours:
 - (A) to do additional school work; or
 - (B) for counseling.
 - (6) Restricting extracurricular activities.
 - (7) Removal of a student by a teacher from that teacher's class for a period not to exceed:
 - (A) five (5) class periods for middle, junior high, or high school students; or
 - (B) one (1) school day for elementary school students; if the student is assigned regular or additional school work to complete in another school setting.
 - (8) Assignment by the principal of:
 - (A) a special course of study;
 - (B) an alternative educational program; or
 - (C) an alternative school.

- (9) Assignment by the principal of the school where the recipient of the disciplinary action is enrolled of not more than one hundred twenty (120) hours of service with a nonprofit organization operating in or near the community where the school is located or where the student resides. The following apply to service assigned under this subdivision:
- (A) A principal may not assign a student under this subdivision unless the student's parent approves:
 - (i) the nonprofit organization where the student is assigned; and
 - (ii) the plan described in clause (B)(i).
 A student's parent may request or suggest that the principal assign the student under this subdivision.
 - (B) The principal shall make arrangements for the student's service with the nonprofit organization. Arrangements must include the following:
 - (i) A plan for the service that the student is expected to perform.
 - (ii) A description of the obligations of the nonprofit organization to the student, the student's parents, and the school corporation where the student is enrolled.
 - (iii) Monitoring of the student's performance of service by the principal or the principal's designee.
 - (iv) Periodic reports from the nonprofit organization to the principal and the student's parent or guardian of the student's performance of the service.
 - (C) The nonprofit organization must obtain liability insurance in the amount and of the type specified by the school corporation where the student is enrolled that is sufficient to cover liabilities that may be incurred by a student who performs service under this subdivision.
 - (D) Assignment of service under this subdivision suspends the implementation of a student's suspension or expulsion. A student's completion of service assigned under this subdivision to the satisfaction of the principal and the nonprofit organization terminates the student's suspension or expulsion.
- (10) Removal of a student from school sponsored transportation.
- (11) Referral to the juvenile court having jurisdiction over the student.
- (c) As used in this subsection, "physical assault" means the knowing or intentional touching of another person in a rude, insolent, or angry manner. When a student physically assaults a person having authority over the student, the principal of the school where the student is enrolled shall refer the student to the juvenile court having jurisdiction over the student. However, a student with disabilities (as defined in IC 20-35-7-7) who physically assaults a person having authority over the student is subject to procedural safeguards under 20 U.S.C. 1415.

IC 20-33-8-26.

- (a) The governing body of a school corporation may adopt rules that require a person having care of a dependent student to participate in an action taken under this chapter in connection with a student's behavior. The rules must include the following:
 - (1) Procedures for giving actual notice to the person having care of the dependent student.
 - (2) A description of the steps that the person must take to participate in the school corporation's action.
 - (3) A description of the additional actions in connection with the student's behavior that are justified in part or in full if the person does not participate in the school corporation's action.
- (b) A dependent student is a child in need of services under IC 31-34-1-7 if, before the student child becomes eighteen (18) years of age:
 - (1) the student's parent fails to participate in a disciplinary proceeding in connection

with the student's improper behavior, as provided for by this section, if the behavior of the student has been repeatedly disruptive in the school; and

(2) the student needs care, treatment, or rehabilitation that the child:

(A) is not receiving; and

(B) is unlikely to be provided or accepted without the coercive intervention of the court.

IC 20-33-8-27.

The governing body of a school corporation may by rule:

(1) amplify;

(2) supplement; or

(3) extend;

the procedures provided in this chapter in any manner that is consistent with this chapter.

IC 20-33-8-28.

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

(1) voluntarily; and

(2) with the knowledge of the:

(A) procedures available under this chapter; and

(B) consequences of the waiver.

IC 20-33-8-29.

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

(1) A vocational school.

(2) A special education school or program.

(3) An alternative school or program.

(b) To the extent possible, this chapter applies to a special school.

(c) The governing body of a special school may make necessary modifications to the responsibilities of school personnel under this chapter to accommodate the administrative structure of a special school.

(d) In addition to a disciplinary action imposed by a special school, the principal of the school where a student is enrolled may without additional procedures adopt a disciplinary action or decision of a special school as a disciplinary action of the school corporation.

IC 20-33-8-30.

(a) This section applies to the following:

(1) A student who:

(A) is expelled from a school corporation or charter school under this chapter; or

(B) withdraws from a school corporation or charter school to avoid expulsion.

(2) A student who:

(A) is required to separate for disciplinary reasons from a nonpublic school or a school in a state other than Indiana by the administrative authority of the school; or

(B) withdraws from a nonpublic school or a school in a state other than Indiana in order to avoid being required to separate from the school for disciplinary reasons by the administrative authority of the school.

(b) The student referred to in subsection (a) may enroll in another school corporation or charter school during the period of the actual or proposed expulsion or separation if:

(1) the student's parent informs the school corporation in which the student seeks to enroll and also:

(A) in the case of a student withdrawing from a charter school that is not a conversion charter school to avoid expulsion, the conversion charter school; or

- (B) in the case of a student withdrawing from a conversion charter school to avoid expulsion:
 - (i) the conversion charter school; and
 - (ii) the school corporation that sponsored the conversion charter school; of the student's expulsion, separation, or withdrawal to avoid expulsion or separation;
 - (2) the school corporation (and, in the case of a student withdrawal described in subdivision (1)(A) or (1)(B), the charter school) consents to the student's enrollment; and
 - (3) the student agrees to the terms and conditions of enrollment established by the school corporation (or, in the case of a student withdrawal described in subdivision (1)(A) or (1)(B), the charter school or conversion charter school).
- (c) If:
- (1) a student's parent fails to inform the school corporation of the expulsion or separation or withdrawal to avoid expulsion or separation; or
 - (2) a student fails to follow the terms and conditions of enrollment under subsection (b)(3); the school corporation or charter school may withdraw consent and prohibit the student's enrollment during the period of the actual or proposed expulsion or separation.
- (d) Before a consent is withdrawn under subsection (c) the student must have an opportunity for an informal meeting before the principal of the student's proposed school. At the informal meeting, the student is entitled to:
- (1) a written or an oral statement of the reasons for the withdrawal of the consent;
 - (2) a summary of the evidence against the student; and
 - (3) an opportunity to explain the student's conduct.
- (e) This section does not apply to a student who is expelled under section 17 of this chapter.

IC 20-33-8-31.

If a student is suspended or expelled from school or from any educational function under this chapter, the student's absence from school because of the suspension or expulsion is not a violation of:

- (1) IC 20-33-2; or
- (2) any other statute relating to compulsory school attendance.

IC 20-33-8-32.

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

IC 20-33-8-33.

Before February 1 and before October 1 of each year, except when a hearing has been

requested to determine financial hardship under IC 9-24-2-1(a)(4), the governing body of the school corporation shall submit to the bureau of motor vehicles the pertinent information concerning an individual's ineligibility under IC 9-24-2-1 to be issued a driver's license or learner's permit, or concerning the invalidation of a license or permit under IC 9-24-2-4.

IC 20-33-8-34.

- (a) Notwithstanding any other law, a suspension, an expulsion, or another disciplinary action against a student who is a child with a disability (as defined in IC 20-35-1-2) is subject to the:
 - (1) procedural requirements of 20 U.S.C. 1415; and
 - (2) rules adopted by the state board.
- (b) The division of special education shall propose rules under IC 20-35-2-1(b)(5) to the state board for adoption under IC 4-22-2 governing suspensions, expulsions, and other disciplinary action for a student who is a child with a disability (as defined in IC 20-35-1-2).

COURT ASSISTED RESOLUTION OF SUSPENSION AND EXPULSION CASES

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

IC 20-33-8.5-1.

This chapter does not apply to a nonpublic school.

IC 20-33-8.5-2.

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

IC 20-33-8.5-3.

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

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

IC 20-33-8.5-4

- (a) The agreement may require that a school corporation do one (1) or more of the following:
 - (1) Define the violation for which a student who has been suspended or expelled shall be referred to the court.
 - (2) Refer a student who has been suspended or expelled for a violation described in subdivision (1) to the court.
 - (3) Establish a school program (including an alternative educational program) for the supervision of a student who has been suspended or expelled.
- (b) If a school corporation enters into an agreement, the discipline rules adopted by the school corporation under IC 20-33-8-12 must specify the violations for which a student may be referred to the court under the agreement.

IC 20-33-8.5-5.

The agreement must provide how the expenses of supervising a student who has been suspended or expelled are funded. A school corporation may not be required to expend more than the amount determined under IC 21-3-1.7-6.7(e) for each student referred

under the agreement.

IC 20-33-8.5-6.

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

IC 20-33-8.5-7.

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

- (1) be a child in need of services (as described in IC 31-34-1); or
- (2) have committed a delinquent act (as described in IC 31-37);

the court may notify the office of family and children or the prosecuting attorney.

IC 20-33-8.5-8.

A parent or guardian has the right to be present and may be required to be present during the student's appearance.

IC 20-33-8.5-9.

A student's appearance in court under this chapter shall not be used against the child or the child's parents or guardians in any subsequent court proceeding, including but not limited to any delinquency or child in need of services matter under IC 31.

IC 20-33-8.5-10.

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

IC 20-33-8.5-11.

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

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

IC 20-33-8.5-12.

This chapter does not deprive a child of any due process rights to which the child may be entitled.

ADDITIONAL DEFINITIONS IN RECODIFICATION STATUTE

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

Chapter 2. Definitions

IC 20-18-2-1.

The definitions in this chapter apply throughout this title.

IC 20-18-2-2.

"Average daily membership" or "ADM" has the meaning set forth in IC 21-3-1.6-1.1(d).

IC 20-18-2-3.

"Department" refers to the department of education established by IC 20-19-3-1.

IC 20-18-2-4.

"Elementary school" means any combination of kindergarten and grades 1, 2, 3, 4, 5, 6, 7, or 8.

IC 20-18-2-5.

"Governing body" means:

- (1) a township trustee and the township board of a school township;
- (2) a county board of education;
- (3) a board of school commissioners;
- (4) a metropolitan board of education;
- (5) a board of trustees; or

(6) any other board or commission charged by law with the responsibility of administering the affairs of a school corporation.

IC 20-18-2-6.

“**Graduation examination**” means the test designated by the board under the ISTEP program.

IC 20-18-2-7.

“**High school**” means any combination of grades 9, 10, 11, or 12.

IC 20-18-2-8.

“**Indiana physician**” means an individual who holds an unlimited license to practice medicine in Indiana.

IC 20-18-2-9.

“**Individualized education program**” means a written statement developed for a child by a group that includes:

- (1) a representative of the school corporation or public agency responsible for educating the child;
- (2) the child’s teacher;
- (3) the child’s parent, guardian, or custodian;
- (4) if appropriate, the child; and
- (5) if the provision of services for a seriously emotionally disabled child is considered, a mental health professional provided by:
 - (A) the community mental health center (as described in IC 12-29); or
 - (B) a managed care provider (as defined in IC 12-7-2-127(b)); serving the community in which the child resides; and that describes the special education to be provided to the child.

IC 20-18-2-10.

“**ISTEP program**” refers to the Indiana statewide testing for educational progress program developed and administered under IC 20-32-5.

IC 20-18-2-11.

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

IC 20-18-2-12.

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

IC 20-18-2-13.

“**Parent**” means:

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

C 20-18-2-14.

“**Principal**” refers to the chief administrative officer of a school.

IC 20-18-2-15.

“**Public school**” means a school maintained by a school corporation.

IC 20-18-2-16.

- (a) “**School corporation**” means a public school corporation established by Indiana law.
- (b) The term includes a:
 - (1) school city;

- (2) school town;
- (3) school township;
- (4) consolidated school corporation;
- (5) metropolitan school district;
- (6) township school corporation;
- (7) county school corporation;
- (8) united school corporation; or
- (9) community school corporation.

IC 20-18-2-17.

“**School year**” means the period:

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

IC 20-18-2-18.

“**Secondary school**” means a high school.

IC 20-18-2-19.

“**State board**” refers to the Indiana state board of education established by IC 20-19-2-2.

IC 20-18-2-20.

“**State superintendent**” refers to the state superintendent of public instruction.

IC 20-18-2-21.

“**Superintendent**” means:

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

IC 20-18-2-22.

- (a) “**Teacher**” means a professional person whose position in a school corporation requires certain teacher training preparations and licensing.
- (b) For purposes of IC 20-28, the term includes the following:
 - (1) A superintendent.
 - (2) A supervisor.
 - (3) A principal.
 - (4) An attendance officer.
 - (5) A teacher.
 - (6) A librarian.

IC 20-18-2-23.

“**Textbook**” means systematically organized material designed to provide a specific level of instruction in a subject matter category.

IC 20-18-2-24.

“**Transfer**” with respect to a student refers to the situation in which the student, for all or part of the student’s education, attends school in a public school of a school corporation other than the school corporation in which the student has legal settlement.

IC 20-18-2-25.

“**Transferor corporation**” and “**transferee corporation**” refer, respectively, in transfer situations to the school corporation of a student’s legal settlement and the school corporation where the student attends school.

IC 20-18-2-26.

- (a) “**Transferred student**” means a student attending school in a school corporation in which the student does not have legal settlement.
- (b) For purposes of subsection (a), a student is considered attending school in a school corporation when:
 - (1) the student is confined by a disability to a place outside the school corporation’s facilities and receives instruction from school corporation personnel;
 - (2) the student attends a special or vocational education school in which the school

corporation of the student's legal settlement provides cooperatively a portion of the cost; or

(3) the student is in another similar situation.

EDUCATIONAL VISITATIONS

Seniors – 3

Juniors – 2

Sophomores - 1

Most educational institutions have scheduled High School Days on Saturdays or at other times during the school year when Hagerstown students are not in session. The dates for these High School Days may be obtained through the Guidance Office. It is strongly recommended that students and their parents/guardians take advantage of these dates before requesting time out of a regular school day. Visitations can be made during a school year and all visitations must be pre-arranged by a parent/guardian or initiated by the institution prior to the proposed absence from school. An Educational Visitation Form must be used and all time requirements met. The visitation form should be picked up from and returned to the Guidance Office. Visitation form must be filled out and returned to the front office 2 days prior to the visit. Parents/guardians are expected to accompany their student to the visitation unless other arrangements have been made with the school counselor. Upon visitation a written verification form from the institution must also be turned in to the counselor, signed and written on the prospective school's letterhead. **The educational visitation is a privilege that is extended to the student and the administration has the right to deny any request if there is concern about the intent of the visitation. No visitations will be granted in May.**

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

A comprehensive Federal law entitled the Family Educational Rights and Privacy Act (FERPA) governs the control of student records by school officials. Two requirements of this law are (1) that parents (guardians) and eligible students be informed of their rights under this law on an annual basis; and (2) that parents and eligible students be informed of the type of information concerning students that can be disclosed (published) without the approval of the parent or eligible student. It is the purpose of this publication to satisfy these two requirements. Further information and copies of the procedures for implementing the law are available upon prior arrangements with the principal.

Rights to inspect and protection from disclosure.

Parents and eligible students (students who have attained their 18th birthday) have the right to inspect the records of the student and to request that information contained in the record be amended or deleted if inaccurate. The request to review the record must be in writing to the building principal who must grant the request within ten (10) school days after received the request. The review of the record will take place in the presence of the principal or designated representative of the principal. Requests to amend the record may be honored by the principal at the time of the review if both parties agree that the information is not appropriate or is not accurate. If there is not agreement, a request for a hearing to challenge the contents of the records will be furnished at a nominal cost to the parent or eligible student.

The records maintained by the school include:

- cumulative folder.
- health card
- reports of individual testing
- enrollment card or Student Information Document (SID)
- records received from school previously attended by the student outside of this district
- high school transcripts for students in grades 9-12
- standardized test scores
- student schedules and report cards
- attendance records

The school will not disclose these records or any part of these records of a personally identi-

fiable nature to anyone or any agency without prior approval of the parent (guardian) or eligible student except as listed below:

1. Personnel within the school who “need to know” the information contained in the records - teachers, counselors and administrators.
2. Federal, State and Local governmental authorities who are required by statute to review records in pursuit of their vested duties.
3. Representatives of accrediting organizations in order to carry out their accrediting functions. The building principal is required to maintain the signatures of all personnel who have reviewed individual student records in the students’ cumulative record folder.

Disclosure of personally identifiable information without approval.

The Law permits the disclosure of a certain information without approval of parents or eligible students under certain conditions. This type of information is referred to as “directory information” and includes:

- Name, address, telephone number, date and place of birth
- field of study
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance
- degrees and awards received
- most recent previous educational agency or institution attended by the student
- photographic likeness
- other similar information

Directory information is used primarily to recognize students who have achieved awards and honors, who participate in school activities, and who achieve noteworthy success in school-related activities. Parents and eligible students may refuse to allow the Corporation to disclose any and all of such “directory information” upon written notification to the Corporation within five (5) days after receipt of the Superintendent’s annual public notice. (NOTE: The Superintendent is required to give recruiting representatives of the U.S. Armed Services and the Indiana Air, Army National Guard, and the service academies of the armed forces of the United States or an institution of higher education access to the high school campus and student directory information when directed to do so. A parent or secondary school student may request that the student’s directory information listed not be released to armed services or military academies without prior consent of the parent or student. The parent or student must make the request in writing at the end of the student’s sophomore year in high school. This is a one-time opt-out opportunity.)

It is the purpose of this publication to comply with the requirements of that law and to assure the community that we intend to keep only those records of individual students which are necessary and/or required by law and to maintain them in the best interests of parents and students.

FIRE/EARTHQUAKE/TORNADO DRILLS

Fire drills will be held at least once each month and tornado drills may be held at any time for the safety of everyone. Follow the information posted in the room where you are when the alarm goes off. Students should go to their assigned area quickly. No talking will be permitted. Tornado drills will also be practiced at certain other times during the school year. The school has a Regency Emergency preparedness warning system which warns the school office of approaching severe weather so that steps can be taken for student safety.

JUNIOR HIGH PROMOTION GUIDELINES

Any junior high student who is unable to pass three (3) of the four (4) core courses (English, Math, Science, Social Studies) may be required to repeat the grade as they would not be academically prepared for the next grade level.

GRADING SCALE

| <u>Grade</u> | <u>% range</u> | <u>points awarded</u> | <u>Conversion to 4.0 Scale</u> | | | |
|--------------|----------------|-----------------------|--------------------------------|------------|---------|------------|
| A+ | 97-150 | 12.00 | 10.9-12.0 | 4.0 | 6.3-6.1 | 2.4 |
| A | 93-97 | 11.00 | 10.8-10.6 | 3.9 | 6.0-5.8 | 2.3 |
| A- | 90-93 | 10.00 | 10.5-10.3 | 3.8 | 5.7-5.5 | 2.2 |
| B+ | 87-90 | 9.00 | 10.2-10.0 | 3.7 | 5.4-5.2 | 2.1 |
| B | 83-87 | 8.00 | 9.9-9.7 | 3.6 | 5.1-4.9 | 2.0 |
| B- | 80-83 | 7.00 | 9.6-9.4 | 3.5 | 4.8-4.6 | 1.9 |
| C+ | 77-80 | 6.00 | 9.3-9.1 | 3.4 | 4.5-4.3 | 1.8 |
| C | 73-77 | 5.00 | 9.0-8.8 | 3.3 | 4.2-4.0 | 1.7 |
| C- | 70-73 | 4.00 | 8.7-8.5 | 3.2 | 3.9-3.7 | 1.6 |
| D+ | 67-70 | 3.00 | 8.4-8.2 | 3.1 | 3.6-3.4 | 1.5 |
| D | 63-67 | 2.00 | 8.1-7.9 | 3.0 | 3.3-3.1 | 1.4 |
| D- | 60-63 | 1.00 | 7.8-7.6 | 2.9 | 3.0-2.8 | 1.3 |
| F | 00-60 | 0.00 | 7.5-7.3 | 2.8 | 2.7-2.5 | 1.2 |
| W | 00-00 | 0.00 | 7.2-7.0 | 2.7 | 2.4-2.2 | 1.1 |
| WF | 00-00 | 0.00 | 6.9-6.7 | 2.6 | 2.1-1.9 | 1.0 |
| I | 00-00 | 0.00 | 6.6-6.4 | 2.5 | 1.8-1.6 | 0.9 |

GRADUATION REQUIREMENTS (HIGH SCHOOL)

CORE 40 will be the default diploma, as established by the Indiana State Department of Education and the Nettle Creek School Corporation.

A. The 47 credits must include 31 credits of required work and 16 credits of electives.

B. The 31 required credits are as follows:

- a. English – 8 credits
- b. Mathematics – 6 credits
- c. Science – 6 credits (Biology & ICP Required)
- d. World History/Geography/History of the World – 2 credits
- e. U.S. History – 2 credits
- f. U.S. Government – 1 credit
- g. Economics – 1 credits
- h. Health-1 credit
- i. Physical Education – 2 credits
- j. Personal Finance – 1 credit
- k. Computer Applications – 1 credit

Requirements for Graduation include successful completion of “End of Course Core 40 Exams” in Algebra 1 and English 10. Additionally, student must take end of course exam in Biology.

VOCATIONAL REQUIREMENTS (TECHNICAL EDUCATION):

All vocational students are to sign in/or sign out in the front office by Mrs. Workman’s desk. Morning vocational students will miss announcements that are read. An announcement folder is always placed by the sign in sheet. Students taking vocational school in the morning **MUST** take time to read through announcements to receive all information shared with the student body. This is especially important when it comes to college visits, scholarship deadlines, registration for the SAT/ACT, etc. If a college will be visiting during SRT and you can’t make the meeting (due to vocational school), just let Mrs. Hickman know and she will retrieve any necessary information for you.

IMPORTANT INFORMATION TO KEEP

Vocational Students: Schedule to follow any time there is a 1 or 2 hour delay:

If you attend vocational school in the morning and New Castle is **ALSO** on a delay:

1. You are to report to Vocational if there is a **one hour delay** and then report to HHS for the usually time (between 12:00 and 12:30) Lunch at HHS ends at 12:30 during a one hour delay.
2. If you attend Vocational in the afternoon and there is a **one hour delay**:
 1. You are to attend Hagerstown after the one hour delay. You will be dismissed at 11:00AM to attend your vocational class.

If there is a **2 hour delay**:

...and you attend **Vocational school in the morning**:

1. You are to report to HHS by 11:105 and finish out the day at HHS. During block 2 (when you would normally be at vocational school) you are to report to the office and speak directly to Mrs. Oliger regarding your plans for that block.

...and you attend **Vocational in the afternoon**:

1. You are to report to HHS @ 10:00. You will be dismissed to attend vocational classes at 11:00.

Anytime there is a 2 hour delay, (especially if Hagerstown is on a delay and New Castle or Eder are not), it is a home decision (one made between you and your parents) as to whether the roads are safe enough for travel to your MORNING vocational class. Safety of students is our primary concern in these situations.

With delays, schedules are difficult to meet. YOU ARE RESPONSIBLE for any class work missed due to delays and adjustments of schedules.

Anytime you are going to miss your vocational class, you (and your parent) are responsible for calling the school (either New Castle Vocational office) to make each aware of your reason for not attending.

Phone numbers to keep:

| | |
|--------------------------------|----------|
| Hagerstown Jr. Sr. High School | 489-4511 |
| New Castle Vocational: | 593-6680 |

New Castle schedules for breaks **MAY BE DIFFERENT** from HHS breaks. You are **REQUIRED** to be in attendance at either school when they are in session. An excellent example would be Fall Break. In the past, New Castle's Fall Break has been the week before ours. So, if this holds true, you would not be required to attend vocational school during their actual break time. You would still have to attend HHS (since we are not on break). During the week we **ARE** on break, you would be required to attend VOCATIONAL classes (**if** they are in session) **BUT** you would not need to attend HHS. You actually do get the same time off, but you will have 4 -1/2 days instead of 2 full days. If you have any questions or concern, please contact Mrs. Oliger.

GUIDANCE

The counselors are here to help you. Stop in before or after school, obtain a pass from SRT, or leave a message and the counselor will send for you. Counselors are available for confidential and personal discussions in addition to helping with class or scheduling problems, test interpretation, college and/or career choices. See Guidance website for all scholarship information and forms at <http://sites.google.com/site/hagerstownjrsrhighguidance>.

Drop Date for Classes Established

A W/F will be posted on a student's transcript if a class is dropped after three weeks of being in session. The only class that can be replaced is Study Hall.

HEALTH CLINIC & MEDICATIONS

The school nurse is on duty each day. Students who become ill should report to their teacher who will send them to the health clinic with a pass. If the nurse is not in the clinic, the student should report to the main office. When a student is too ill to remain at school, a school official will notify the parent/guardian. If a student is injured on the way to school or while at school, he/she should be taken to the health clinic immediately. **Students will not be permitted to go home until a family authority has been notified.** Under no circumstances should students stay in a restroom or leave for home without proper authorization from the office. **Any student who bypasses the clinic will be charged with an unexcused absence and appropriate disciplinary action will be taken.**

If your Child Becomes Ill

It is extremely important that parents provide current contact phone numbers, address information, and emergency contact information to the school in case of an emergency for their child.

- If your child is absent, please notify the school.
- We will ask for symptoms, for the purpose of tracking illness within the school.
- We ask that students be fever/vomit/diarrhea free without the use of medication for 24 hours before returning to school. This request is to help maintain the health of our students.
- If your child becomes ill, or is injured at school, you or another responsible adult listed on the Emergency Contact list will be called to pick the child up from school.
- Students will be sent home for persistent vomiting, fevers greater than 100 degrees, suspected pink eye, unidentified rashes, live head lice, or if the school health clinic personnel deem it necessary.
- Please note: Once a child is at school, they are not to leave ill without the permission of clinic staff. Students are not to call/text parents to leave. Doing so will result in an unexcused absence. Your child's education is important to us, and being at school is vital to learning.

Nettle Creek Schools Medication Policy

Students are no longer permitted to carry medication to school. Arrangements must be made for an adult to transport medications.

Prescription medications:

1. MUST be in original pharmacy container with the original label (nothing in baggies, envelopes, etc. will be accepted)—this includes inhalers, eye drops, etc.
2. A parent permission form and a physician statement must be on file.
3. Indiana law requires both of these forms.

Over the counter medications:

1. MUST be in original packaging with instructions clearly labeled.
2. A parent permission form must be on file.
3. Only the manufacturer's directed dosage will be administered unless a physician note with other instructions is on file. We cannot legally take parent orders to give a larger dose of medication.

SCHOOL IMMUNIZATIONS

Whenever a child enrolls in the Nettle Creek School Corporation, the parents are required to furnish the school corporation with a written statement of the child's immunization prior to the first day of school, accompanied by the physician's certificates or other documenta-

tions, unless such written statement is on file with the corporation. All students shall be immunized against:

- Diphtheria, pertussis, tetanus (4 doses)
- Poliomyelitis (3 doses)
- Measles, mumps, rubella (2 doses before grade 6)

Any student who does not meet the state immunization requirement may be excluded from school until the requirement is met.

- Other diseases as determined by the Indiana State Board of Health.

The law does provide for exemption from immunization for those children who show a physician's statement indicating the child cannot receive the immunizations because of health reasons and for those children whose parents present the school with a written statement objecting to the immunizations for religious reasons. The request for exemption must be filed annually.

IMMUNIZATION INFORMATION

Parents/Guardians;

The Indiana State Board of Health is requiring your student's immunization information to be added to the CHIRP program (a state registry of all Indiana children's shot records). The information will be entered by the school's nursing staff. **IF YOU DO NOT WANT THIS INFORMATION ENTERED**, please send a note to the nurse's office at the beginning of the 2010-2011 school year.

HEAD LICE

On occasion, cases of head lice are found in our student population. Parents/Guardians have the ultimate responsibility to ensure their children are lice free. Weekly checks at home can prevent children from spreading lice to other students.

Students with live lice and live nits **are not** permitted in school. Students detected to have head lice will not be sent home on the bus. After infestation, the parent/guardian must accompany the child to the Nurse's Office to be checked prior to being allowed to return to the classroom.

POLICY FOR SCABIES INFESTATION

If the student is suspected of having scabies:

1. The student will be sent home so the parent/guardian can have the rash diagnosed by a doctor.
2. The student may return to school when the first treatment is completed.
3. A note must accompany the student to school stating the medication used, the prescribing doctor, and the date treated.
4. It is recommended that all other family members be treated as well so the student is not infected again.

NOTE: This policy has been made with the assistance of the Indiana Department of Health and the Center for Disease Control.

HONOR ROLLS

The office will publish Honor Rolls after each nine (9) weeks grading period and a Semester Honor Roll for each semester. There are two Honor Rolls: (1) "Straight A" for students achieving all A's; (2) "Special Honor Roll" for students achieving all A's and B's. Honor Roll lists will be released to area newspapers for publication.

LEGAL SETTLEMENT-RESIDENCY REQUIREMENTS

To be eligible for admission and attendance in the Nettle Creek School Corporation, a student must meet the following criteria and requirements:

1. Reside within the school district boundaries.
2. Meet entrance requirements as established by the Board of School Trustees.

If it is determined that a student does not have legal settlement in the Nettle Creek School Corporation, he or she may be expelled.

LOCKERS

Corridor lockers are the property of Hagerstown Junior Senior High School. Each student is assigned a locker for the storage of books and equipment as a convenience. In order to prevent materials from being lost or stolen, please keep your locker locked and your combination private. Lockers are not to be used while classes are in session. Improper use of assigned lockers may result in loss of locker privileges. Please report locker problems to the front office.

LOST AND FOUND

Students who find lost articles are asked to take them to the front office. Owners of lost articles can claim articles in the front office during lunch. Lost articles not claimed within a reasonable time will be given to charity.

MAKE-UP WORK

It is the student's responsibility to contact the teacher for completion of missed course work. Teachers will give the student as many class days to make up work as was excused and if the assignment(s) is not completed on time a failure will be given. Teachers may provide additional days for make-up work at their discretion. It is the students' responsibility to obtain all make-up work from his/her teacher upon return to school. Failure to obtain make-up work is no excuse for not doing homework. Make-up work for an absence that was unexcused will receive a zero.

**Homework requests should not be made until a student has been out of school for two (2) days. Please allow the school time to gather the homework by making the request no later than 9:00 a.m.

NATIONAL HONOR SOCIETY MEMBERSHIP

It is a great honor to be selected for membership in the National Honor Society. Students do not apply for membership, but rather may be granted membership if selected by a five member faculty council. The selection process is as follows:

1. The academic records of students in the sophomore, junior and senior classes are reviewed after the first semester of the school year to determine scholastic eligibility (9.0 cumulative GPA).
2. Students who are eligible scholastically are notified and told that for further consideration for selection to the Hagerstown NHS chapter they may complete the Student Activity Information Form. This form seeks information about the student concerning the four NHS standards: character, leadership, scholarship, and service. Eligible students are responsible for returning the information form on the required date.
3. The forms are reviewed by the faculty council and students who receive a majority vote will be inducted into the Hagerstown chapter of the National Honor Society.

NEW CASTLE/HAGERSTOWN DISCIPLINARY POLICY

Disciplinary action taken by Hagerstown Jr.-Sr. High School and New Castle Area Vocational School students will be reciprocal. For example, students suspended/expelled at New Castle Area Vocational School will also be suspended/expelled at Hagerstown Junior Senior High School.

POST SECONDARY ENROLLMENT AND HIGH SCHOOL CREDIT

A junior or senior student attending Hagerstown Junior Senior High School may enroll in post-secondary credit classes if State Board of Education criteria is met under 511 IAC 6-10:

1. The institution must be an accredited public or private college or university located in Indiana that grants a bachelor or Associate degree.

2. Each student who wishes to enroll in an eligible institution under the program and consequently wishes to receive high school credit shall secure prior approval for each course from the guidance department and the principal. Approval must be granted prior to the semester of intended enrollment in a post-secondary program.
 3. A course may not be approved for secondary credit if the course is unlike any of the courses approved as high school classes by the State Board of Education.
 4. Students must meet the prerequisite of each course taken at the eligible institution. Course content will determine eligibility for the post-secondary credit.
 5. The student and his/her parents are responsible for providing necessary transportation and for paying the costs of the post-secondary credit course.
 6. Students participating in post-secondary credit programs must attend a minimum of four consecutive classes at Hagerstown Junior Senior High School. Post-secondary classes cannot be in "time-conflict" with any classes taken at the Hagerstown Junior Senior High School.
 7. The total number of credits being earned during any one semester at the high school and at the eligible institution should not exceed seven, unless the student has a G.P.A. of 3.0 or above. Students with a G.P.A. of 3.0 or above may earn more than seven credits per semester if enrolled in post-secondary courses and approved by the guidance department and the principal.
 8. A student is ineligible to participate in the program if participation would delay the student's progress toward high school graduation.
 9. A student is ineligible to participate in the program if the request is for enrollment in a course offered by Hagerstown Junior Senior High School and/or participation would result in cancellation of the course due to insufficient enrollment.
 10. The student's grades will be recorded on the high school cumulative record from a transcript of the post-secondary institution.
 11. Post-secondary credit will be equivalent to high school credit according to the following scale:
 - high school credit for 1 or 2 college (semester hour) credits
 - high school credit for 3 or 4 college (semester hour) credits
 - high school credits for 5 college (semester hour) credits
 12. Prior to 2/1 of each year, Hagerstown Junior Senior High School guidance personnel will provide each student in grades 10 and 11 information concerning this program.
- The guidance personnel shall make recommendations to the principal regarding participation in post-secondary classes. The principal shall make a determination and notify the student and the superintendent of the school corporation of his/her decision in writing.

SEALED BEVERAGE CONTAINERS

Only manufactured sealed beverage containers are permitted in the building for consumption at lunch time. Open beverage containers are not to be taken into hallways and classrooms. An exception would be when an instructor would be using food/beverages as part of an instructional lesson.

SEARCH AND SEIZURE

At Hagerstown Junior Senior High School facilities such as lockers are provided for the temporary storage of student possessions. These facilities are made available for the convenience of and as a service to the students. Access to these storage areas is the legal right of the school principal or his designated representative. Illegal items, items possessed in violation of school rules, or other possessions reasonably determined to be a threat to the safety or security of the students or others, may be confiscated if found in these facilities during cleaning, maintenance, or inspection by the school principal or his designee, or authorized custodial personnel.

The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items found:

1. There should be reasonable suspicion for school authorities to believe that evidence of a crime or rule violation will be found in the place to be searched.
2. Search of an area assigned to a student should be for a specific item and be in his/her presence if possible. An adult witness should also be present. The administration is to ask for student consent but student consent is not mandatory. In the event of an emergency that threatens the physical safety of others, an administrative member may conduct a search without asking for student consent.
3. Illegal items or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities.
4. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

*Students and their immediate possessions such as purses, may be searched by the principal or his designee, where such person has reasonable suspicion to believe that the search will produce evidence of violation of a law or such rule or identify an item which is a threat to the safety and security of the student or others. Searches of students and their immediate possessions will be conducted by and witnessed by an administrator of the same sex as the student and will be conducted in a private office. Parents will be informed of such a search within twenty four (24) hours if possible.

Reasonable Suspicion of Possession or Being Under the Influence

The administration shall have the authority to require a student to submit to a chemical test of the student's breath or urine if the administration has reasonable suspicion the student, while at school or a school-sponsored function, is using or is under the influence of alcohol, marijuana, or a controlled substance. Reasonable suspicion may arise when:

- 1) a student's conduct, physical appearance, and/or odor indicates the use of alcohol, marijuana, or a controlled substance,
- 2) the student possesses drug paraphernalia, alcohol, or a controlled substance, and/or
- 3) reliable information indicating a student is presently using, in possession of, or under the influence of alcohol, marijuana, or a controlled substance is communicated to administration.

Failure or willful refusal to submit to a chemical test or a positive test will result in disciplinary action as outlined in the Possession/Under the Influence section below.

First Offense:

The principal shall file a recommendation for expulsion for the rest of the current semester and the next semester for the violation of the NCSC Student Illegal Substance Abuse Policy, but will direct the superintendent and hearing examiner to defer the recommendation for expulsion of the next semester if the following criteria are satisfactorily met by the student who has violated the rules and by his/her parents. This alternative to expulsion will be available only one time during the student's enrollment at Hagerstown Jr.-Sr. High School. It will not be available in offenses that involve distribution of those substances described in the NCSC Student Illegal Substance Abuse Policy.

1. The student will be suspended for a minimum of five days (up to ten days) during which time the student must schedule and complete a chemical assessment administered by a professional drug/alcohol counselor

2. The student must enroll in and complete within 60 days of the first day he/she was suspended pending expulsion an approved drug/alcohol abuse program (as certified by the Division of Addiction Services, Indiana Department of Mental Health) at the parents' expense. The student also may be required to participate in follow up activities with the Assistant Principal or Guidance department.
3. The student must submit written verification from the drug treatment program coordinator to the school administration that he/she has entered a recommended program for treatment (as delineated in item #2) within ten days of the first day he/she was suspended pending expulsion.
4. The student and parent or guardian must meet with a building administrator to discuss the above criteria and follow-up activities. The student, parent or guardian, and building administrator must sign the Probationary Continued Education Agreement to defer expulsion proceedings, and satisfactorily complete all of the terms and conditions provided in the agreement.
5. If the student fails to satisfactorily complete all terms and conditions provided in the agreement, the principal shall forward the request for expulsion for a second semester to the superintendent and hearing examiner.

Second Offense (within a school career)

The school administration will move for expulsion from school for the rest of the current semester and the next semester through due process proceedings.

Random Drug Screening

The Nettle Creek School Corporation has a strong commitment to the health, safety, and welfare of its students. As an additional deterrent and to assist the home, Hagerstown Jr./Sr. High School has implemented a random drug screening program. The purpose of this program is to further educate, assist, and direct students away from drug and alcohol abuse and toward healthy and drug-free extra-curricular participation. As such, any student wishing to drive to school or take part in any extra-curricular program will be required to be a member of the pool of students who could randomly be selected for drug screening. NOTE: This is a "stand alone" program whose primary intent is not to be punitive. Current guidelines, such as athletic penalties, will not be triggered as a result of a "positive" random drug screening result.

TOBACCO POLICY AND PROCEDURE

BOARD OF SCHOOL TRUSTEES NETTLE CREEK SCHOOL CORPORATION POLICY 5512 USE OF TOBACCO

In order to protect students who choose to use tobacco from an environment that might be harmful to them, the School Board prohibits the use and/or possession of tobacco by students in school buildings, on school grounds, on school buses, or participating in any school-related event.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as

electronic, "vapor," or other substitute forms of cigarettes.

The administration of each school building will take appropriate action in cases involving students who use tobacco in violation of this policy.

Revised 7/23/14

Hagerstown Jr.-Sr. High School is a tobacco-free campus. Students shall not possess or use tobacco products at school or any school function on school property. This includes e-cigarettes or any other electronic smoking devices.

Adults may not use tobacco products at school or any school event on any part of the campus. This includes e-cigarettes or any other electronic smoking devices. If found using tobacco products on school campus, the adult will first be asked to dispose of the product in use. If the adult fails to comply, law enforcement officials will be asked to issue a citation in addition to the adult in question being asked to leave the premises.

SECTION 504 COMPLIANCE PLAN

The Section 504 Compliance Plan serves students, parents, employees, applicants for employment, and programs within the Nettle Creek School Corporation.

1. Nettle Creek School Corporation assures students, parents, applicants for employment, and employees that it will not discriminate against any individual with disabilities.
2. The following persons are designated as Section 504 Compliance Coordinator: Mark Childs, Principal; Jennifer True, Guidance Counselor; Lora Wilson, Elementary Principal
3. Parents/guardians are provided procedural safeguards which are included in "Notice of Parent/Student Rights in Identification, Evaluation and Placement of Individuals with Disabilities". A copy of this document is available in the junior senior high school administrative office.
4. An impartial hearing and appeal are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights in Identification, Evaluation and Placement of Individuals with Disabilities." A copy of this document is available in the junior senior high school administrative office.
5. Notice to students, parents, employees, and the general public of nondiscrimination assurances and parent/student rights and identification, evaluations, and placement will be disseminated annually in the following manner:
 - a. Public service announcement in local newspaper.
 - b. Announcement in parent/student handbook.
 - c. Posted notice in each public school building.
 - d. Notice will be included in the professional handbook of the corporation employees.
6. Nettle Creek School Corporation has established the following local grievance procedure to resolve complaints of discrimination on the basis of disability:
 - a. An alleged grievance must be filed in writing, fully setting out the circumstances giving rise to the grievance.
 - b. Such claims must be filed with the above-named Section 504 Compliance Coordinator.
 - c. A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
 - d. The coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
 - e. The hearing officer will give the parent, student, or employee reasonable advance

- notice of the date, time and place of the hearing.
- f. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing and is knowledgeable about Section 504.
 - g. The hearing officer will give the parent, student or employee a full and fair opportunity to present evidence relevant to the issues raised. The parent, student, or employee may, at their own expense, be assisted or represented by individuals of his/her own choice, including an attorney.
 - h. The hearing officer will make a decision, in writing, and present it to the school corporation and the grievant within fifteen (15) days after the hearing.
 - i. The decision of the hearing officer will be based solely on the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.
7. The school corporation will conduct an extensive annual "child find" campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0-21) who reside within the attendance boundaries of the school corporation.
 8. The school corporation will inform all individuals with disabilities and their parent/guardian (if necessary) of the school corporation's responsibilities and procedural safeguards under Section 504, as well as those under the special education rules of the Indiana State Board of Education (Article 7), and the Individuals with Disabilities Education Act (IDEA).

SEXUAL HARASSMENT POLICY

I. THE POLICY

- A. It is the policy of the Nettle Creek School Corporation to maintain a learning and working environment that is free from sexual harassment.
- B. It shall be a violation of this policy for any associate of the Nettle Creek School Corporation to harass another employee or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for any student of the Nettle Creek School Corporation to harass another student or any associate of the Nettle Creek School Corporation through conduct or communication of a sexual nature as defined in Section II. The use of the term "associate" also includes non-employees and volunteers who work subject to the control of school authorities.

II. DEFINITIONS OF HARASSMENT

- A. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any associate to a student, when made by any associate to another associate, when made by any student to another student, or when made by any student to an associate when:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
 2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
 3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
 4. Denial of an employment or educational opportunity occurs directly because an associate or a student submits to unwelcome requests for sexual favors made by a supervisor, teacher, or student which results favorably for that particular associate or student;
 5. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school

property.

B. Unwelcome Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed associate has indicated, by his or her conduct or verbal objections, that it is unwelcome.
3. An associate who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

C. Examples of Sexual Harassment

Sexual harassment, as set forth in Section II.A may include, but is not limited to the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

D. Specific Prohibitions

1. It is sexual harassment for an associate to subject another such associate to any unwelcome conduct of a sexual nature. It is sexual harassment for an associate to subject a student to any conduct of a sexual nature. It is sexual harassment for a student to subject another student to any conduct of a sexual nature. It is sexual harassment for a student to subject an associate to any conduct of a sexual nature. Associates/students who engage in such conduct shall be subject to disciplinary actions as described below.

III. COMPLAINT PROCEDURES

- A. Any person who alleges sexual harassment by any associate or student in the school corporation may use the complaint procedure explained in Section II.C. or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- B. The right of confidentiality, both of the complainant and the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- C. Reporting Sexual Harassment
All reports of sexual harassment shall be handled in the following manner:
 - (a) Reports must be in writing on forms supplied by the Corporation (if a verbal complaint is made, the school official shall file a written report;
 - (b) Reports must name the person(s) charged with sexual harassment and state the facts;
 - (c) Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent, or his/her designee, of all filed reports;
 - (d) The building principal who receives a report shall thoroughly investigate the alleged sexual harassment;
 - (e) The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the Board of School Trustees of any action s/he deems appropriate.

- (f) The Board of Trustees shall consider the report and the superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

IV. SANCTIONS FOR MISCONDUCT

- A. A substantiated charge against an associate in the school corporation shall subject such associate to disciplinary action including but not limited to reassignment, suspension, or discharge.
- B. A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

V. FALSE REPORTING

Any person who knowingly files false charges against an associate or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

- Forms to report sexual harassment are available in each school building and at the office of the Superintendent of Schools.

STUDENT ILLEGAL SUBSTANCE ABUSE POLICY

The Nettle Creek Board of School Trustees has adopted a "no tolerance" policy regarding the use and possession of illegal substance and "look-alike" substance on school property. They have determined that the following acts are inappropriate at Hagerstown Jr. Sr. High School. Any student who engages in any of these activities is subject to discipline, but not limited to: teacher-student conference, teacher-parent conference, counselor-student conference, teacher-student-parent conference, behavior modification agreement, temporary removal from class, detention before or after school, financial restitution, denial of bus privileges, isolation by teacher, Monday detention, in-school suspension, denial of graduation ceremony, probationary continued educational agreement, referral to a community agency, out-of-school suspension, and expulsion. Incidents constituting a violation of law may be reported to law enforcement agencies. It is a violation of the substance abuse policy to:

1. Possess, use, provide, attempt to sell, sell to another person, or be under the influence of any substance which is or contains anabolic steroids, tobacco, alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogenic drug, whether it is prescribed or sold over the counter (without prescription).
2. Possess, provide, use, attempt to sell, or sell any substance which the student represents, or has been represented to him/her as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
3. Possess, provide, use, attempt to sell, or sell to any person anything used or designed to be primarily for the storage, processing, delivery, or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens. (Examples: pot pipes, rolling papers, clips, twist-top containers).
4. Possess, provide, use, attempt to sell, or sell, transmit, or be under the influence of caffeine-based pills, diet pills, substances containing phenylpropanolamine (PPA), Ephedrine, or stimulants of any kind available with or without a prescription. (See #5)
5. Possess or use any substance for which a student has a prescription or written permission from a parent allowing use, unless it has been brought to the school nurse or designee in the health clinic or principal's office and administered or taken in an appropriate location.

The Nettle Creek Board of School Trustees have also determined it appropriate to randomly

conduct searches for drugs and drug paraphernalia via the assistance of the Wayne County Drug Task Force and Task Force Dogs. During such an event, searches may be made of lockers, books, school materials, bags, coats, and automobiles on school property. Hagerstown Jr. Sr. High School reserves the right to report any minor activity to the appropriate authorities.

*These policies apply to any student who is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event, or traveling to or from school or a school activity, function, or event.

PLEASE NOTE: A student can be expelled from school if the student engages in unlawful activity on or off school grounds if the unlawful activity interferes with an educational function or school purpose or if the removal of the student is necessary to restore order or to protect the safety of persons on school property. This includes any unlawful activity which takes place during the weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

STUDENT INSURANCE

The school does provide access to a student accident insurance program which parents or students may choose to purchase. This insurance is not provided by the school system but must be purchased by individual students/parents. This is strictly a voluntary program and is provided as a service to parents and students who feel this type of coverage is needed. Insurance applications will be distributed by the school. The responsibility for filing claims rests with the student and parent.

STUDENT VEHICLE DRIVING

Students with a valid driver's license and permission from their parents may drive to school. Students who drive a vehicle to school must know and obey the following regulations. Any student who is in violation of these rules may be suspended from driving on school property.

1. Students must park in the North parking lot. Students are not to park around the school building.
2. Students are not permitted in vehicles or in the parking lot during the school day unless permission is obtained from the office.
3. There is a 15 m.p.h. speed limit on all school property.
4. Student drivers must permit pedestrians and all school buses to have the right of way. No vehicle is to interrupt bus traffic. **When buses leave school at the end of the day, all student drivers must stop until the last bus leaves before they attempt to depart.**
5. Students are to park vehicles within the yellow lines provided.
6. Changes in weather during the day should be anticipated. Therefore, the windows in vehicles should be closed. Students are asked to lock their vehicles. **THE SCHOOL IS NOT RESPONSIBLE FOR ANY LOST/STOLEN ITEMS.**
7. Students riding bicycles to school are asked to park them in the designated bike rack. **THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR THE SAFETY OF BICYCLES. FOR YOUR SAFETY, WE ASK THAT YOU KEEP BICYCLES LOCKED.**
8. Student-driven vehicles are to be moved only when instructed by the school staff.
9. Any student who is eligible for bus transportation and chooses to drive or ride with another student does so at his/her own risk. The school cannot provide supervision of students off school grounds, going to and from school, work, or vocational school other than on school provided transportation. **THE SCHOOL IS NOT RESPONSIBLE FOR ANY LOST/STOLEN OR DAMAGED ITEMS.**
10. No snowmobile, ATV, or similar 3 or 4 wheeled vehicles are to be used as transportation

to school or used for recreational purposes on school property.

WORK PERMIT POLICY

Under Indiana law, school corporations have the right to deny a work permit to a student whose academic performance does not meet the school corporation's standards or whose attendance is not in good standing. They also have the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grade point average or attendance after she/he begins work.

VISITORS

Parents are always welcome! Should a parent want to visit classes, we simply ask that they make arrangements in advance with a school counselor or administrator. We will provide a visitors pass and inform the classroom teacher that a parent will be visiting. Student visitors will not be permitted during the school year. A parent who is contemplating the enrollment of their children at Hagerstown Junior Senior High School may make arrangements with the school administration to visit the school.

WEATHER

During periods of inclement weather, when buses may not run or school might close, students should listen to the radio. The following radio stations will be notified by the school corporation:

| | |
|---------------|------------------------------|
| Richmond: | WQLK-96 FM WKBV-1490 AM |
| New Castle: | WMDH-102.5 FM |
| Indianapolis: | Television Stations 6, 8, 13 |

STUDENTS ARE REMINDED THAT ALL SCHOOL PERSONNEL RECEIVE THEIR INFORMATION FROM THE RADIO/TELEVISION ALSO AND ARE NOT INFORMED IN ANY OTHER WAY. DO NOT CALL SCHOOL OFFICIALS FOR INFORMATION OF THIS KIND.

WITHDRAWALS

Under Indiana law, any student wishing to withdraw from school prior to graduation may only do so only if they have an exit interview, are between 16-18 years of age, and are approved by the parent and the school principal. In addition to these guides, students who now wish to withdraw may only do so if:

The withdrawal is due to:

- (A) financial hardship and the individual must be employed to support the individual's family or dependent: or
- (B) illness.

(NOTE: new guide in place at beginning of 2006-2007 school year by House Bill 1347 of 2005 session)

ATHLETIC POLICIES

I. I.H.S.A.A. Eligibility Rules

YOU ARE INELIGIBLE

- A. Age - in all sports **IF** you turn 20 before the date of the state finals in your sport.
- B. Amateurism –
 - If you play under an assumed name.
 - If you accept money or merchandise directly or indirectly for athletic participation.
 - If you sign a professional contract.
- C. Awards, Gifts - If you accept commercial awards which advertise any business firm

or individuals. If you accept any award designating “All-State” or “All-American.” If you accept awards, gifts, or honors from colleges or alumni.

- D. Change of Schools - If you were not eligible in the school from which you transferred. If you have participated in a high school varsity athletic contest in any sport, and your parents did not make a corresponding change of residence to the new school district.
- E. Enrollment - If you did not enroll in school during the first 15 days of a semester. If you have been enrolled more than 4 Fall semesters, and 4 Spring semesters beginning with grade 9. If you have represented a high school in a sport more than 8 semesters.
- F. Grades - If you did not receive credit in six (6) subjects, or the equivalent, in your previous grading period. NOTE: A student must also be receiving a passing semester grade at the end of the second and fourth nine week grading periods in six classes.
- G. Illness, Injury - If you are absent 5 or more consecutive school days due to illness or injury, and do not present to your Principal written verification from a licensed physician stating that you may participate again.
- H. Conduct, Character - If your conduct in or out of school (1) reflects discredit upon your school or the Association, or (2) creates a disruptive influence on the discipline, good order, moral or educational environment in the school.
- I. Student-Parent-Physician’s Certificate - If you do not have this completed certificate on file with your Principal prior to your first practice each school year.
- J. Participation, Practices, Games, Contests, Scrimmages - If you participate as a member of any other similar team, in the same season, not under the direct supervision and management of your school.
- K. Undue Influence - If any person uses undue influence to retain or secure you as a student or to retain or secure your parents as residents.

II. Hagerstown Jr.-Sr. High School Eligibility Rules

- A. A coach may establish rules that exceed the High School rules with approval of the Administrative Assistant in Charge of Athletics.
- B. An athlete must attend classes at least the last two periods of the day to be eligible to compete in an athletic event that day, unless he/she has presented an acceptable excuse prior to the start of school that day.
- C. An athlete must have ten practice sessions before he/she is eligible to participate in a scheduled game or meet.
- D. Each athlete must have on file in the Athletic Director’s office, a physical examination form signed by the physician and the student’s parents, and proof of insurance form signed by the student’s parents.
- E. An athlete is eligible for only one sport during a season.
- F. Travel
 - 1. Wearing apparel for travel to athletic events should be complimentary to the student, school and community.
 - 2. Athletes traveling to and from athletic events should conduct themselves in a manner not to discredit the athlete, the school, or the community.
 - 3. Athletes must use school sponsored transportation to and from athletic events, unless written permission from the parents has been approved by the Athletic Director and head coach one day prior to the event.
- G. Violation of General School Rules
 - 1. An athlete’s eligibility to participate in athletics may be jeopardized by a violation or a series of violations of general school rules. The Principal, Associate Principal, and Athletic Director will determine eligibility in these instances.

2. **A student suspended Out of School from classes on Friday and Monday, may not participate in, nor attend any extra-curricular event, including practices or athletic contests, during that weekend.**

III. Athletic Disciplinary Policy

Athletes who participate in the athletic program at Hagerstown Jr.-Sr. High School in any capacity are expected to adhere to the following athletic rules and regulations which shall apply to all athletes at all times (year around).

A. Training Rules

1. Possession, smoking, or other use of tobacco or tobacco products (snuff) will not be allowed.
2. Possession, drinking, or other use of alcoholic beverages will not be allowed.
3. Possession, or the use of drugs, drug products, or intoxicants of any kind, (as defined under Conduct and Behavior) will not be allowed unless for medicinal purposes as prescribed by a licensed physician.

B. Conduct Unbecoming an Athlete of Hagerstown Jr.-Sr. High School

Examples:

1. Felonies, Thefts, Misdemeanors, or Acts of Delinquency will not be allowed.
2. Being in attendance where drugs, and/or alcohol products are being used illegally will not be allowed.
3. Other Unacceptable Behavior will not be allowed.

C. Social Networking

- Student-athletes are responsible for all information contained in written or electronic transmissions (i.e. email) and any information posted on a public domain (i.e. Internet, chat rooms, blogs, Facebook, YouTube, My Space, Twitter, etc.). Inappropriate, embarrassing or disrespectful information or pictures should not be posted in any public domain. Student-athletes are not precluded from participation in online social networks: student-athletes should be reminded that they serve as representatives of their team, the athletic program and Hagerstown Jr. Sr. High School.
- Texting, tweeting and uses of other social networks to disparage or criticize the team, teammates, other students, opponents, coaches or other school personnel is inappropriate behavior and unbecoming of a Hagerstown Jr. Sr. High School student-athlete. Any individual identified on a social networking site which depicts illegal or inappropriate behavior, due to the Code of Conduct or any other policy, will be considered in violation and subject to athletic discipline or suspension per policy guidelines.
- Examples of inappropriate and offensive behaviors concerning participation in online communities may include but are not limited to depictions or presentations of the following:
 1. Posting photos, videos, comments or posters showing the personal use of alcohol and tobacco (i.e. holding cups, cans, shot glasses, etc.)
 2. Posting photos, videos and comments that are of a sexual nature. This includes links to websites of pornographic nature and other inappropriate material.
 3. Posting pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and other illegal drug paraphernalia.
 4. Demeaning other athletes and/or coaches, Hagerstown or otherwise.

For your own safety, please keep the following recommendations in mind as you engage in social networking:

1. Set your security setting so that only your friends can view your profile.
2. You should not post your email, home address, local address, telephone number(s) or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
3. Be aware of who you add as a friend on your site—many people are looking to take advantage of student athletes or to seek connection with student athletes.
4. Consider how the above behaviors can be reflected in all social media applications.

Be aware that potential current and future employers and college admissions offices often access information you place online social networking sites. You should think about any information you post that could potentially provide an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you be proud of years from now.

IV. Disciplinary Action

A. Violation of Training Rules will result in:

1. First Offense:

Training Rule Number 1 - An athlete will be suspended for one-fourth of the athletic contests of the current, or next sport season. An athlete suspended for a first offense will practice, but will not be allowed to dress or participate in the athletic contests. He/she will be expected to attend with the team.

Training Rule Number 2 and 3 - An athlete will be suspended for one-third of the athletic contests of the current, or next sports season. An athlete suspended for a first offense will practice, but will not be allowed to dress or participate in the athletic contests. He/she will be expected to attend with the team.

2. Second Offense:

An athlete will be suspended for 2 sports seasons (either the current sport season plus one, or the next 2 sports seasons.)

3. Third Offense:

An athlete will lose his/her eligibility to participate in athletics permanently.

B. Violation of Conduct Unbecoming an Athlete will result in:

1. An athlete committing felonies, thefts, misdemeanors, or acts of delinquency may be suspended from all athletic participation up to a maximum of one calendar year.

2. An athlete being in attendance where drugs and/or alcohol products are being used illegally:

a. First Offense:

An athlete will be suspended for one-ninth of the athletic contests of the current, or next sport season. An athlete suspended for a first offense will practice, but will not be allowed to dress or participate in the athletic contests. He/she will be expected to attend with the team.

b. Second Offense:

An athlete will be suspended for one-third of the athletic contests of the current, or next sport season. An athlete suspended for a second offense will practice, but will not be allowed to dress or participate in the athletic contests. He/she will be expected to attend with the team.

c. Third Offense:

An athlete will be suspended for 2 sports seasons (either the current sport season, plus one, or the next 2 sports seasons).

3. An athlete found in violation of Training Rules and Conduct Unbecoming an

Athlete, or a combination of the two, may result in the permanent loss of the athletic eligibility at the discretion of the school administration.

V. Sport Season

- A. An athlete's "sports season" is determined by previous years of participation in individual sports.
- B. An athlete's sport season begins with the first practice, and ends with that sport's awards program. An athlete not completing a sports season will not receive awards for that sport.

VI. Physical Examination, Parent Permission Slips, and Insurance Waivers

Every student who participates in athletics must have on record with the school physical examination form signed by a physician and the student's parents, and proof of insurance form signed by a student's parents.

VII. Awards

Varsity Letter - 40 points

Junior Varsity Award (Grades 10,11-12) - 20 points

Freshman Award - 20 points

Freshman Manager - 20 points

Sophomore, Junior or Senior Manager - 20 points

Cheerleaders - Will be part of the athletic department. They will receive the same number of points as an athlete: twenty (20) points as a junior varsity cheerleader, and 40 points as a varsity cheerleader. These points will be awarded after the winter sport season.

Varsity Jacket - Will be awarded when an athlete has accumulated a total of 240 points. All jackets are property of the school until an athlete graduates and may be revoked if an athlete does not represent the ideals of Tiger Athletics. Athletes are also expected to defend a letter earned in a particular sport and not switch sports after earning a letter.

Varsity Blanket - Will be awarded to an athlete in his/her senior year that has accumulated 400 points. He/she must repeat any varsity letters he has won in his/her junior year again in his/her senior year.

Junior High Patch - When a junior high athlete participates in a sport for the first time, completing the season in good standing, he/she will receive a junior high athletic patch.

VIII. Ticket Policy

2015-2016 Athletic Ticket Prices

Ticket process per events effective, beginning with the 2014-2015 school year:

| | |
|-----------------|--------|
| Varsity | \$5.00 |
| JV and Freshmen | \$5.00 |
| Jr. High | \$5.00 |

All sport passes remain:

| | |
|----------------|-------------------------|
| Family | \$175 |
| Adult | \$55 |
| Student | \$45 |
| Senior Citizen | One time charge of \$55 |

This ticket admits the purchaser to any high school or junior high school athletic event sponsored by Hagerstown Jr.-Sr. High School with the exception of:

- Invitational tournaments hosted by Hagerstown Jr.-Sr. High School
- TEC tournaments hosted by Hagerstown Jr.-Sr. High School
- IHSSA tournaments hosted by Hagerstown Jr.-Sr. High School
- Other tournaments where gate receipts are split with participating schools or the tournament is not operated by the athletic department.

POLICY ON CORPORATION-PROVIDED ACCESS TO ELECTRONIC INFORMATION SERVICES, AND NETWORKS

Internet access is available to students, corporation associates, and community members, in the Nettle Creek School Corporation. We are pleased to bring this access to the Nettle Creek School and believe the Internet offers vast, diverse, and unique resources to students, corporation associates, and community members. Our goal in providing this service to corporation associates, students, and community members is to promote educational excellence in schools by facilitation resource sharing, innovation, and communication.

The Internet is an electronic highway connection thousands of computers all over the world and millions of individual subscribers. Students, corporation associates, and community members have access to:

- 1) Electronic mail communication with people all over the world.
- 2) Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions.
- 3) Public domain software and shareware of all types.
- 4) Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics.
- 5) Access to many University Library Catalogs, the Library of Congress, and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Nettle Creek School Corporation has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the Nettle Creek School Corporation.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Nettle Creek School Corporation user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

INTERNET - TERMS AND CONDITIONS

- 1) Acceptable Use - The purpose on NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the education objectives of the Nettle Creek School Corporation. Use of other organization's network or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. This would include using school owned computers off campus. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
- 2) Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who received an account will be part of a discussion with a Nettle Creek School Corporation faculty member pertaining to the proper use of the network.) The system administrators will deem what is in-

appropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration and associates of the Nettle Creek School Corporation may request the system administrator to deny, revoke, or suspend specific use accounts.

- 3) Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - 1) Be polite. Do not get abusive in your messages to others.
 - 2) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - 3) Do not reveal your personal address or phone numbers of students or colleagues.
 - 4) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - 5) Do not use the network in such a way that you would disrupt the use of the network by other users.
 - 6) All communications and information accessible via the network should be assumed to be private property.
- 4) The Nettle Creek School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Nettle Creek School Corporation will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by negligence or your own errors or omissions. Use of any information obtained via the Internet is at your own risk. The Nettle Creek School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 5) Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your Corporation Facilitator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
- 6) Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above-listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses.
- 7) Nettle Creek School Corporation prohibits the use of the school Internet resources to access, upload, download, distribute pornographic, obscene, or sexually explicit materials.
- 8) Nettle Creek School Corporation prohibits use of the school Internet resources to access another person's materials, information, or files without that person's permission.
- 9) Nettle Creek School Corporation prohibits use of the school Internet resources to infringe on copyright or plagiarize materials.
- 10) Any parent or guardian may request, on behalf of their children, an alternative activity not requiring Internet access.
- 11) Professional staff will supervise any student use of the schools' Internet resources.
- 12) Nettle Creek School Corporation policies and procedures relating to Internet use are available for review by all parents, guardians, school employees, and other community members.

PERSONAL COMMUNICATION DEVICES

*BOARD OF SCHOOL TRUSTEES NETTLE CREEK SCHOOL CORPORATION
STUDENTS POLICY 5136*

Students may use personal communication devices (PCDs) before and after school, during their lunch break, during after school activities (e.g., extra-curricular activities), and at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy, “personal communication device” includes computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g.; BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g.; beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD “On” with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCD’s, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCD’s on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed

or intimidate. See Policy 5517.01—Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to:

- (1) Transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and
- (2) Engage in “sexting”—i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student’s parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student’s name and held in a secure location in the building’s central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771—Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

ADOPTED 5/24/06

REVISED 10/23/13

NEOLA 2012

ANNUAL AHERA NOTIFICATION
NETTLE CREEK SCHOOL CORPORATION

SCHOOL YEAR 2014-2015

Under the Asbestos Hazard Emergency Response Act (AHERA of 1986, Nettle Creek School Corporation is required to annually notify all school building employees, building occupants or their legal guardians, of the availability and location of the Asbestos Management Plans and of any post response action activities, including periodic re-inspection and surveillance activities that are planned or in progress.

In the past year, the AHERA related activities conducted have been the Periodic/6-Month Surveillance and the AHERA Mandated 3-Year Re-inspection to maintain current information on the condition of materials in our buildings, and response actions for maintenance, renovation and demolition of affected buildings. The AHERA 3-Year Re-inspections was conducted by ASTESCO, Inc. an independent firm. The reports for these activities are available at the Administrative Office.

In the coming year, the planned activities under the AHERA Standard are routine maintenance of building materials and the AHERA Periodic/6-Month Surveillance of all building materials. These Periodic/6-Month Surveillance are scheduled for October 2012 and April 2013. Maintenance and renovation response actions will be conducted as needed to maintain materials in an acceptable state.

The AHERA Management Plans are available for public review at the Administration Office during normal working hours. A reasonable charge will be made for requested copies of the Management Plan(s).

LOST/STOLEN ITEMS

The Hagerstown Junior-Senior High School and its employees shall not be held responsible for student items lost, stolen and/or misplaced.

STUDENT ASSISTANCE TEAM

Hagerstown Jr.-Sr. High School has in place a Student Assistance Team. The purpose of this team is to employ services or provide assistance to alleviate or prevent problems that interfere with student learning. The S.A.T. will review records of referred students, obtain information from staff, parents and/or other concerned parties in an effort to assist and reduce factors which are affecting a student's ability to learn. Staff, parents, students, and community members can make referrals to the S.A.T. by contacting the school Student Services Coordinator.

Student records compiled by the S.A.T. are to be held in a secure location within the school and under the supervision of the building guidance department. Rights of inspection and protection from disclosure of such records are to be in accordance with the Family Education Rights and Privacy (FERPA) which governs the control of student records by school officials.

CERTIFICATION REGARDING DRUG-FREE SCHOOLS

This is to certify that the Nettle Creek School Corporation has designed and implemented the necessary policies and administrative guidelines to comply with the requirements of Public Law 101 – (Drug-Free Schools and Communities Act as amended in 1989). The Corporation's program shall:

- A. Emphasize the prevention of drug use;
- B. Provide standards of conduct that are applicable to all staff and which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any school activity;
- C. Include a clear statement that disciplinary sanctions, up to and including termination and referral for prosecution, will be imposed on staff members who violate the school

stands of conduct and a description of those sanctions;

- D. Ensure that all staff members have been provided information about drug and alcohol counseling, rehabilitation, and re-entry programs available to them and how to make contact with an appropriate program;
- E. Ensure that all staff members have been given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students have been notified of the requirement that compliance with the stands of conduct is mandatory.

A biennial review of the school corporation’s program will be conducted to determine its effectiveness, to implement changes as needed, and to ensure that disciplinary sanctions are consistently enforced.

- The Corporation has established an employee assistance program which includes guidelines for prevention, intervention, referral, treatment, and after-care.

The Corporation shall continue a good faith effort to maintain drug-free schools through compliance with the Drug-Free Schools and Communities Act.

HOMEWORK

Hagerstown Jr. Sr. High School aims to provide an appropriate educational program and learning environment that will effectively meet the educational needs of its students. Therefore, the assignment of homework is an important part of the learning process. The amounts of and specific types of homework to be assigned will vary with the grade and subject and is up to the discretion of each teacher.

Homework should be assigned for the improvement of learning and not be used as a disciplinary measure.

BOARD APPROVAL OF THIS DOCUMENT

Revisions and/or additions to this handbook since its last publication have been reviewed and approved by the school board of the Nettle Creek School Corporation at its board meeting on June 10, 2015.

BOARD OF SCHOOL TRUSTEES

- Cary Rhoades, PresidentLiberty Township
- Gary Keesling, Vice President Jefferson Township
- Bob Clark, Secretary Clay Township
- Elaine Hellwarth, Member Dalton Township
- Marcie Houghton, Member Perry Township
- Julie Blaase, Member Jefferson Township
- Chuck Gollifer, MemberHarrison Township