

WILLIAM W. BORDEN JUNIOR/SENIOR HIGH SCHOOL



“Home of the BRAVES”

STUDENT HANDBOOK 2019-2020

Charles Gardner, Principal

301 West Street / PO Box 260
Borden, IN 47106-8951

SCHOOL ATTENDANCE LINE (812) 967-7000

Michelle Agnew-Office/Attendance Secretary (812) 967-2087

Amanda Cavins-School Counselor (812) 967-5802

Toby Cheatham-Athletic Director/Assistant Principal (812) 967-5805

Peggy Rice-Treasurer (812) 967-2084

School Fax Number (812) 967-2086

www.westclarkschools.com

This agenda belongs to:

NAME _____

ADDRESS _____

CITY _____ ZIP _____

PHONE _____ E-MAIL _____

STUDENT ID# _____ LOCKER NO _____

WELCOME TO BORDEN JR./SR. HIGH SCHOOL

Dear Parents/Guardians and Students:

The staff and I welcome you to Borden Jr./Sr. High School. We hope this year is successful and satisfying for you. Our goal is for each student to achieve at his/her greatest level. With school staff, parents, community and students working together toward this goal, the results will be well worth the effort.

This handbook is to help you understand school policy and procedures. Parents and students should review the information together. If you have questions after reading the handbook, please ask a staff member for an explanation. The planner is designed to help students organize assignments. In addition, it can help parents provide academic help at home. Being organized is an important part of a successful school year.

We welcome your participation and support during the year and we look forward to celebrating with you the achievements of our students.

Sincerely,

Charles Gardner

Charles Gardner, Principal

MISSION STATEMENT

Borden High School is committed to provide each student with the necessary educational, social and life skills to develop a positive self-esteem and to become a productive member of society.

PHILOSOPHY

In partnership with students and parents, the staff at Borden is dedicated to developing in students those values, attitudes and skills needed to grow into confident, ethical, responsible and contributing members of our society. We strive to teach the whole person, encouraging all students to reach their unique capabilities: intellectually, physically, emotionally and socially.

#BordenINspires

#SoWorthTheDrive

#OnceABraveAlwaysABrave

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2019-2020 School Year

Legend: ■ = Teacher Only Day ■ = No School Day ■ = Start/End of Quarter
■ = Elementary Report Cards Posted to Portal ■ = Secondary Report Cards Posted to Portal

2019		2020																																																																																												
<p>25 Teacher Prof. Development Day 26 Teacher Work Day 29 First Student Day</p>	<p>July 2019</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td style="color: red;">25</td><td style="color: red;">26</td><td>27</td></tr> <tr><td>28</td><td style="color: yellow;">29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>January 2020</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td style="color: green;">1</td><td style="color: green;">2</td><td style="color: green;">3</td><td>4</td></tr> <tr><td>5</td><td style="color: red;">6</td><td style="color: yellow;">7</td><td style="color: green;">8</td><td style="color: green;">9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td style="color: green;">20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>1-6 Student Winter Break 6 Teacher Work Day (P.D.) 7 Quarter 3 Begins 8 ERC 9 SRC 28 MLK Day/ No School/Snow Make-up</p>							
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BELL SCHEDULE

Students will release down the halls at 7:40AM

Period 1	7:50-8:39
Homeroom	8:39-8:57
Period 2	9:02-9:51
Period 3	9:56-10:45
HS Lunch	10:45-11:15
HS Period 4	11:20-12:09
JH Period 4	10:50-11:39
JH Lunch	11:39-12:09
Period 5	12:14-1:03
Period 6	1:08-1:57
Period 7	2:02-2:51

Alt. Afternoon Schedule on Wednesdays:	
HSLunch	10:45-11:15
HS 4 th	11:20-12:02
JH 4 th	10:50-11:32
JH Lunch	11:32-12:02
Period 5	12:06-12:48
Period 6	12:52-1:34
Period 7	1:38-2:20

FINALS SCHEDULE

Semester examinations will be given in each course at the end of the semester. Exams **WILL NOT** be given early unless permission is directed from the principal. If a student is absent for an exam, they will need to schedule a time to make up the exam. A semester exam should be a tool used to measure comprehension of curriculum taught during the entire semester. ***Finals will be administered the last 2 days of the semester, the 1st day of finals will be periods 2, 4, 6 and the 2nd day will be periods 1, 3, 5, 7.***

Day 1

Period 1 - Study Hall / Review
Homeroom – Study Hall
Period 2 - Final Exam
Period 3 - Study Hall / Review
Period 4 - Final Exam
Period 5 - Study Hall / Review
Period 6 - Final Exam
Period 7 - Study Hall / Review

Day 2

Period 1 - Final Exam
Homeroom – Study Hall
Period 2 - Study Hall / Review
Period 3 – Final Exam
Period 4 - Study Hall / Review
Period 5 – Final Exam
Period 6 – Study Hall / Review
Period 7 – Final Exam

GOALS

Borden should provide opportunities, resources and guidance for each student in developing:

1. A positive concept of self-worth, dignity and integrity.
2. A respect, understanding and concern for others and their rights as individuals in a global society.
3. A desire to acquire the skills necessary to become self-directed, life-long learners.
4. An ability to acquire, organize, synthesize and evaluate information in order to make reasoned decisions.
5. An appreciation of such diverse interests as the arts (both the practical and the aesthetic), sciences and humanities as they contribute to society.
6. A concern and commitment for maintaining mental and physical well-being.
7. A willingness to take risks, make commitments, become involved and be accountable for their actions in keeping with a realistic assessment of their skills and abilities.
8. Knowledge of American government, politics and citizen rights and responsibilities.
9. An understanding of the relationships of the United States in the world community.
10. An understanding that the purpose of their education is to acquire a balanced and useful perspective for living in our global society.

STUDENT PLEDGE

We believe in promoting positive behavior. We encourage students to promote a "BRAVES" attitude and live by our student pledge. During the year we will recognize and reward students in an effort to encourage positive actions and attitudes.

Be Prepared
~ be on time
~ bring needed material
~ complete assigned work

Respectful
~ respect others
~ respect yourself
~ expect in return

Attitude
~ be positive
~ sense of humor
~ be honest

Vision
~ work with the future in mind
~ develop a good reputation
~ build a network of resourceful people

Engaged
~ in learning
~ in social events
~ in school/community

Strive
~ for excellence in all that you do
~ for success
~ to be a better person

As a student of Borden Jr./Sr. High School I understand I am directly responsible for my own success and collectively the success of my school. I will strive to be a prepared, engaged learner and utilize all resources available to me. I will develop good citizenship by being involved, respectful, and goal oriented with all I do. I will determine my own future by setting goals that will ultimately make me a successful and productive member of my community.

ANNOUNCEMENTS

Announcements will be presented daily. Occasionally announcements of special importance will be made over the intercom. An administrator must approve all posters, banners, etc. before being displayed in the school building. **Students are responsible for checking the announcements daily.**

ARRIVAL AND DISMISSAL FROM CLASSES

The teacher will dismiss the students from class always. Students leaving one class should proceed immediately to the next class. Students considered late are subject to disciplinary action. It is each student's responsibility to be at all classes on time.

ASSEMBLY PROGRAMS

Assembly programs will be held periodically for the enjoyment and/or education of the students. Each student is expected to cooperate by giving his/her full attention and best behavior. An indication of the cultural level of a school is the conduct of its student body at an assembly.

ATTENDANCE

When a student is going to be absent from school, a parent or guardian should call the attendance office and report the absence NO LATER than 9:00 AM. The attendance voice mail will record all calls made before 7:30 AM. IF NO CALL IS RECEIVED, THE PARENT OR GUARDIAN MAY RECEIVE A CALL FROM THE ATTENDANCE OFFICE, NOTIFYING THEM OF THE STUDENT'S ABSENCE.

BORDEN ATTENDANCE LINE NUMBER IS 967-7000.

ATTENDANCE RULES AND REGULATIONS

ABSENCES AND EXCUSES

All students are expected to attend school regularly and to be on time for classes to derive maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Much more is taught in classes than can be included in examinations and a student can benefit from this instruction only by being present in the classroom. The responsibility for regular school attendance rests with the student and his or her parent or guardian.

CATEGORIES OF ABSENCES

Absences from school fall into one of three categories:

1. waived---- does not count toward the absence limit
2. excused ----counts toward the absence limit and work can be made up
3. unexcused----counts toward the absence limit and no work can be made up

Absences may be waived for the following reasons:

IN. Code 20-33-2-14, 15, 16, 17, 17.2, 17.7

1. death of an immediate family member
2. medical / dental appointments verified with written physician statement which cannot be scheduled outside of the school day

3. court or legal appointments requiring the student's presence—verification required
4. religious observances-one day prior notification is required
5. educational reasons-college visitation, workshops, etc. – one day prior notification and written verification of attendance from visiting school required
6. serving as page in the legislature or other similar honor—verification required
7. service in National Guard—verification required
8. Participation as a member in an activity for the Indiana civil air patrol
9. service on precinct election board or as a worker for candidate or political party—must have parent permission and verify performance of duties
10. field trips or other out-of-class school sanctioned activities—prior approval necessary
11. Sent home by school personnel for medical reason
12. Maternity
13. Military connected family absence
14. in-school suspension
15. other reasonable absences if prior approval is granted by the principal

IN Code 20-33-2-18 states parents have 6 days after an absence to produce a written excuse for an absence. If no document is produced, the absence shall be recorded as unexcused.

Absences are considered excused if:

1. a parent statement (by telephone or written note) explaining the reason is provided to the office upon returning to school. If a note is not received in 6 days, the absence shall be recorded as unexcused.

Absences are considered unexcused if:

1. there is no excusable reason given within the specified time limit.
2. the reason for the absence cannot be verified
3. the absence required prior approval or notification and the approval was not obtained or notification was not given before the absence.

When a student obtains a total of (4) limited or unexcused absences, the school will send home a letter, call or make a home visit to discuss the student's attendance.

Out of school suspensions and expulsions are unexcused absences that do not count toward the absence limit.

Students who have unexcused absences will receive a "zero" for daily grades during that period.

To qualify for a grade promotion, a student cannot exceed a total of (7) excused/unexcused absences per semester.

Truancy

Truancy is defined at "willful refusal to attend school in defiance of parental authority and state law." Indiana Code 20-33-2-11 defines habitual truancy as missing more than 10 days and the school is required to report the student to juvenile court and/or the Department of Child Services.

Make-up Work

All work is an important part of the learning process. Any work missed for any absence, must be made up.

A student who misses more than 10 minutes of a class period is considered absent from that class for that day, unless the student has an excused pass from the office. Such an absence will be unexcused and will count toward the limits for that class.

Tardy

Students who arrive late to school must sign in at the office. The classroom teacher will administer consequences for the tardies. Excessive tardiness: 3rd tardy will be considered an attendance violation, referred to the office, and an ASL (After School Lab) will be assigned, 4th tardy will result in 2-ASL's to be assigned, 5th tardy will result in 3-ASL's to be assigned, 6th tardy will result in and In-School Suspension (ISS) and the 7th tardy will result in Out of School Suspension (OSS). Additional tardies will be reported to the Probation Officer and/or Attendance Review Panel. Tardiness beyond 10 minutes of the beginning of class will be considered an absence.

INTERVENTIONS

1. When a student is in jeopardy of losing credit(s), a conference with the student and/or parent will be held to discuss the problem. An attendance contract may be developed.
2. Under state law a 13 to 18-year-old student may not be issued a driver's license or learner's permit until the age of 18 because of poor attendance current licenses may be revoked.
3. The student's work permit may also be revoked if there is a significant decline in attendance or grade point average.
4. Students may be referred to the Clark County Attendance Review Panel in order to prevent expulsion, suspension, and a loss of education. This agency will intervene with the student's family and the student with referrals to agencies that address issues of student absenteeism.
5. Students not responding to any of the above interventions may be suspended and / or expelled from school.
6. Parents may be prosecuted for violation of the Indiana Compulsory School Attendance Law, with a maximum possible sentence of 180 days in jail and a \$1000 fine. Parents may also be charged with neglect of a dependent, which is a Class D Felony that carries a maximum jail term of not more than 3 years.

IRREGULAR ATTENDANCE

Students coming to school late or students leaving early for any reason must sign-in or sign-out at the main office. Students must have a note from home stating their reason for leaving school early. This note must be brought to the attendance office before school begins. Students that are absent (except for suspensions or truancies) will be given the opportunity to make up any missed work. Students should request make-up work from the teacher as soon as they return to school. One day for each day missed will be given to complete the make-up work. A student must be absent two or more days for work to be collected and sent home by school personnel.

EARLY DISMISSAL

If a student must leave school at any time during the school day the following procedure is to be followed:

1. A note from the parent or guardian is to be brought to the attendance office on the day of the early dismissal request before 8:00 AM. It should contain:
 - ❑ Student's name (first and last name) and student's grade
 - ❑ Reason for early dismissal
 - ❑ Time for early dismissal
 - ❑ Parents signature and date
2. At time for dismissal, the student will sign out at the main office. (If returning later, they will sign back in and bring a Dr. note).

SIGNING IN LATE

If a student is late to school, they are to sign-in at the main office and receive a **Late Arrival Pass** before proceeding to class.

Three unexcused tardies to school will result in time being made up in after school (same as in the classroom).

ALL STUDENTS LEAVING OR RETURNING TO SCHOOL AFTER THE BEGINNING OF THE SCHOOL DAY ARE REQUIRED TO SIGN IN AND OUT AT THE MAIN OFFICE. The student should have a note from a parent or guardian giving permission for the absence or the parent or guardian may phone the attendance office with this information. **STUDENTS WHO LEAVE SCHOOL WITHOUT SIGNING OUT OR WITHOUT CHECKING WITH THE OFFICE WILL BE CONSIDERED UNEXCUSED, AND SUBJECT TO DISCIPLINARY ACTION.**

AFTER SCHOOL LAB

After school labs may be assigned to a student for a variety of reasons including academic, tardy and behavior issues. Students meet in a designated classroom while a staff member supervises.

The purpose of the make-up session is to give the student the opportunity to make up work and/or modify behavior. Students will be expected to arrive on time, to bring textbooks and other study materials, and to exhibit proper classrooms behavior.

After School Lab Rules:

1. No eating or drinking.
2. No talking or other disruptive behavior.
3. No note passing.
4. No electronic devices (permission may be granted for computers, etc. for school work).

A student will receive one warning for failure to follow the make-up session rules. The second offense during a session will result in a dismissal from that session. No credit will be given for that session. Students that miss an assigned ASL will serve an ISS the next day of school and be re-assigned for the next ASL date.

COMPULSORY SCHOOL ATTENDANCE LAW

Indiana Code 20-8.13

Sec. 17 (a) Subject to the specific expectations under this chapter, each child shall attend either a public school, which the child is entitled to attend under IC 20-8.1-6.1 or some other school, which is taught in the English language. (b) A child is bound by the requirements of this chapter from the earlier of (1) the date on which the child officially enrolls in a school, (2) expects as provided in subsection (g), the beginning of the fall school term of the school year in which the child becomes seven (7) years of age: until the date on which the child graduates, reaches the age of sixteen (16) years and a parent or guardian provides written consent for the child to withdraw from school.

Sec. 20 Parent to Produce Certificate of Child's Incapacity on Demand. If a parent does not send his/her child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the incapacity for an attendance officer within six (6) days after it is demanded. The certificate required under this section shall be signed by an Indiana Physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

Sec. 37 Penalty. A person who knowingly violates this chapter commits a Class B Misdemeanor.

Chronic absenteeism due to health-related symptoms complicates the provision of educational services and the ability of a child to learn in an organized manner. Upon certain situations, the parent may be required to meet the statute noted above. Failure to comply may indicate truancy, educational neglect, or other problems that the administrator foresees as an invalid reason to miss school.

ATTENDANCE BEFORE AND AFTER SCHOOL

Students should not arrive before 7:30AM. Students remaining after school must be under direct supervision of a faculty or staff member.

THE RANDOM DRUG TESTING PROGRAM-RDT

The Drug, Alcohol, and Tobacco Procedures at West Clark Community Schools are focused upon the welfare of students. Policy 5330 and procedures support students and parents as they make healthy choices. In the case of violations, it holds students responsible for their actions and consistently confronts all situations with clear-cut consequences, compassion, and an understanding of the nature of our students and the importance of the educational process. Policy 5330 is written and administered in accordance with all applicable legal requirements, policies, and statutes. Policy 5330 seeks to keep students involved in the programs and school and to provide learning experiences that lead students to responsible, healthy choices.

INTRODUCTION

The effective date of this program is August 1, 2018. This program does not affect the current policies, practices, or rights of West Clark Community Schools with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through policy 5330. West Clark Community Schools reserves the right to test any student who at times exhibits cause for reasonable suspicion of drug and/or alcohol usage.

RATIONALE FOR THE PROGRAM

West Clark Community Schools has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States, and an increased substance abuse problem in Clark County, Indiana, and among our students specifically, indicate that education alone as a preventive measure, is not effective in combating substance abuse. Our commitment to maintain West Clark Community Schools as safe and secure educational environments as it relates to extracurricular, co-curricular, as well as to permit driving to school and parking on school grounds requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in these activities

PURPOSE

The purpose of this program is two-fold:

1. To deter the use of illegal substances at West Clark Community Schools, and
2. To enhance the health and safety of all students participating in extracurricular and co-curricular activities as well as those who enjoy the privilege of driving to school and parking on school grounds.

It is also the aim of this program to educate, help, and direct students away from drug and alcohol use and toward a healthy and drug free participation. Students involved in extracurricular and co-curricular activities need to be exemplary in the eyes of the community and other students. No student will be disciplined by a school official because of any verified “positive” test conducted by his/her school under this program other than stated herein.

SCOPE

Participation in extracurricular and co-curricular activities, as well as in driving to school and parking on school grounds is a privilege. Policy 5330 applies to all West Clark Community Schools students in grades 9-12 who wish to participate in extracurricular and co-curricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not listed. It also includes any student who wishes to drive to and from school or park on school grounds.

CONSENT TO OPT OUT

Upon annual enrollment, parents and or students over the age of 18, will have the opportunity to “opt out” of the random drug testing program via signed authorization one week prior to the beginning of school. Upon completion of this opting out, the student will not be eligible to participate in any extra-curricular, co-curricular and or drive and park in the school parking lot for that complete school year. Once opting out has occurred at least one week prior to the beginning of the school year, the student number will not be part of the random list pulled upon testing dates.

TEST RESULTS AND CONSEQUENCES OF “POSITIVE TEST”

1. This program seeks to provide needed help for students who have a verified “positive” test. The student’s health, welfare, and safety will be the reason for preventing students from participating in extracurricular and co-curricular activities.
2. The athletic director or designee will be notified of a student testing “positive” (that is, if the test shows that drug residues are in the student’s system after using at least two different analyses). The athletic director or designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a “positive” test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian. Refusal by **any** student enrolled in this program to submit to a drug screen when directed will be determined to be a false positive in violation of the random drug testing program and appropriate consequences will be applied.
3. If the test is verified “positive”, the athletic director or designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. Consequences for a positive test will be the following:
 - 1st offense- 1/3 of season for all scheduled games such as athletics (will roll over to next season if applicable), or 45 calendar day suspension (from the positive test date) from any school sponsored co-curricular/extracurricular event (such as Marching Band, Clubs, Choir, Senior Trip, Prom, Etc.) that does not contain a “season” and a 45-calendar day suspension from driving to school (parking pass inactive)
 - 2nd offense- 365 calendar day suspension from positive test date for all scheduled events/games such as athletics (will roll over to next season if applicable), and also 365 calendar day suspension (from the positive test date) from any school sponsored co-curricular/extracurricular event (such as Marching Band, Clubs, Choir, Senior Trip, Prom, Etc.) that does not contain a “season” (will roll over to next season if applicable), and also a 365 calendar day suspension from driving to school (parking pass inactive) (will roll over to next season if applicable), Student must also complete drug awareness/substance abuse program at the cost of the student/parent/guardian, student/parent/guardian must present signed documentation of completion for reinstatement of eligibility to participate in any school sponsored extra/co-curricular event and or have driving to school privileges reinstated.
 - 3rd offense- Suspended from participating in any school sponsored extra/co-curricular event (Athletics, Marching Band, Clubs, Choir, Senior Trip, Prom, Etc.) and not allowed to drive to school for the remainder of High School career.

FINANCIAL RESPONSIBILITY

1. Under Policy 5330, West Clark Community Schools will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial “follow up” drug tests. West Clark Community Schools will charge all students \$10 to obtain a parking pass to reserve rights to park on school grounds during the school

day. These funds will be collected to help support and sustain the West Clark Community Schools random drug testing program.

2. A request on appeal for another test of a “positive” urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

CONFIDENTIALITY

Under this drug testing program, any staff, coach, or sponsor of West Clark Community Schools who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or disposition of the student involved, other than in the case of a legal subpoena being made upon that person during a legal investigation. Once again, this will underscore West Clark Community Schools’ commitment to confidentiality with regards to the program.

Additional Details

Start Date: Aug 1st, 2018

Grade Levels eligible to be tested: Grades 9-12, Borden Junior-Senior High School (5 random tests per quarter), Henryville Junior-Senior High School (10 random test per quarter), Silver Creek High School (15 random test per quarter).

Frequency: Quarterly, dates to be determined randomly

Cost of parking tags to student drivers to help support and sustain the program: \$10

All extra-curricular and co-curricular participating students are eligible to be tested. This includes but is not limited to: athletics, band, choir, prom, senior trip, etc. Any club or school sponsored participation event outside the regular school day will be included. Students driving to school are included as well.

Student grades will NOT be impacted by any results of the random drug testing program.

EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in extra-curricular activities of the school. Students must pass five subjects to be eligible to participate in extra-curricular activities. Participation in all school-sponsored activities is governed by the rules stated in this student handbook. Students participating in extra-curricular activities are expected to conduct themselves in a manner that brings credit to themselves, the organization, the school, and the community.

A school administrator may suspend a pupil from any activity when a pupil has conducted himself or herself in a manner that does not reflect acceptable citizenship, scholarship, and/or moral character, or if a health problem exists. When in attendance at any school event, students are expected to behave courteously and in compliance with all school rules. Students are prohibited in unauthorized areas (hallways, lockers, classrooms, under bleachers, or in offices), should avoid blocking or congesting areas, and must be sitting in the bleachers.

ATTENDANCE AT SCHOOL ACTIVITIES

To attend or participate in any activity sponsored by the school, students are required to be in attendance the day of the activity. When the activity in question occurs on a school holiday, a Saturday, or a Sunday, the student will generally be permitted to attend or participate IF the absence on the last regular day of school is legitimate, AND the student expects to be in school on the next regular school day following the activity.

STUDENTS WHO ARE EITHER SUSPENDED OR EXPELLED ARE NOT ALLOWED TO ATTEND ANY EXTRACURRICULAR SCHOOL ACTIVITIES DURING THAT TIME!

ATHLETICS

The interscholastic athletic program at Borden Jr./Sr. High School is governed by the rules of the Indiana High School Athletic Association. To represent the school on any of the athletic teams or cheerleading, a student must

1. receive passing grades in at least five credited courses to participate.
2. not have reached the age of 20 prior to or on the scheduled date of the IHSAA state finals.
3. have a physical examination by a doctor and parental consent with both forms on file in the athletic office.

Any participant in violation of school rules including truancy, suspension, classroom disruption, or other punishable acts will be disciplined according to those rules. The participant will also be penalized according to each coach's/sponsor's rules for his/her ECA program.

Specific team rules may be set forth by the coach/sponsor of each activity. These rules and the penalties for infractions will be given to the participants at the first meeting or practice. These written regulations will be on file with the Athletic Director.

The athletic director and/or administration have the discretion to suspend or remove a student for behavior at school or outside of school that does not reflect positively upon the mission of the school or ECA program.

Borden is a member of the Southern Athletic Conference and enters teams in both conference and non-conference competition. Borden Jr./Sr. High School offers Baseball, Basketball, Cheerleading, Cross Country, Golf, Softball, Tennis, Track and Volleyball.

SCHOOL SONG

*And when the Borden Team
comes on the floor
We're gonna win this game
again once more
And for the Borden Team I yell, I
yell
And for the Red and Black, I
yell, I yell, I yell
And we will fight, fight, and fight
for every score
And we will take those _____
down the floor And we will bring
ole' Borden victory, victory Rah,
Rah, Ra-ah-ah!*

SPECTATOR GUIDELINES FOR ATHLETIC EVENTS

Borden Jr./Sr. High School wants to exemplify good sportsmanship at all events. The following guidelines have been established. No spectators shall direct rude, obnoxious or offensive comments, gestures, or statements toward staff, event workers, players, coaches, or officials before, during, or after any athletic event. This also includes any potentially distracting behavior as interpreted by school official. The use of profanity is prohibited. If a spectator is ejected from an athletic event; that individual will be suspended from attending any athletic events for a minimum, the rest of that school year. The administration reserves the right to use discretionary measures toward implicating this action.

CHEERLEADING

Cheerleading is not governed by IHSAA rules; however, to be eligible for cheerleading, the student must maintain the same academic good standing as all other athletic participants. The cheerleaders provide support for school spirit in girls' and boys' athletics and participate in competitions, academic programs, and other convocations.

ECA TRANSPORTATION

The school provides transportation to and from away contests and practices. Participants may ride home only with their own parents or guardians with the approval of the coach or sponsor and written documentation signed by the parent. Participants may not ride home with a friend. Exceptions will be made for activities that have home events and home practices away from school grounds.

ECA SELECTION POLICY

Each coach and sponsor at Borden Jr./Sr. High School will have a selection policy. Depending upon the number of people, need and the qualifications, some students may not be kept on the roster. Each coach or sponsor will explain his or her policy to participants at the first meeting. A participant may be cut from ECA anytime during the activity for just cause.

PARTICIPATION IN MORE THAN ONE ACTIVITY IN ONE SEASON

Students may participate in more than one ECA activity during one season. Coaches and/or sponsors will determine the participant's schedule before the season begins.

NCAA ELIGIBILITY

Students who want to participate in Division I or Division II sports in college must be registered with the NCAA Clearinghouse. To be certified by the Clearinghouse, students must

1. Graduate from high school
2. Meet minimum course and SAT/ACT requirements as established by the NCAA

See the Athletic Director or counselor for more information.

SUBSTANCE ABUSE, EXTRA CURRICULAR PARTICIPANTS

West Clark Community School Corporation recognizes that athletes, cheerleaders, and extra-curricular participants stand in a special relationship with their school, community, and other students. It is understood that wearing the uniform of the school and/or representing the school in competition confers both extra recognition and extra responsibilities upon the student.

Therefore, the use of any alcohol, tobacco, or illegal drugs must be strongly discouraged among all students, including athletes, cheerleaders, and extra-curricular participants. This prohibition extends 365 days a year, 24 hours a day for athletes, cheerleaders, and extra-curricular participants in West Clark Community Schools.

Possession or use of illegal drugs, alcohol, tobacco or participation in an activity which would be reasonably be considered criminal activity, such as theft, will result in the following penalty:

1st offense: Suspension from participation in 1/3 of the contests for that season. Participation in practices may be permitted, depending on circumstances.

2nd offense: (during career in elementary, jr. high, and then high school): Suspension from participation for 365 days.

3rd offense: (during career in elementary, jr. high, and then high school): No participation in athletics, cheerleading, or other extra-curricular for the rest of the student's years in that level school.

In the event the offense occurs late in the season or out of season, there will be a carry-over to the next season, whether that season would be the same school year or the next one.

CAFETERIA

Students are expected to: 1. Bring their lunch card to the cafeteria daily. **There is a \$5.00 replacement fee for lost cards.** 2. Pay for their lunch – no credit. 3. Stand in line and wait their turn. 4. Eat in the cafeteria. (Students are permitted to bring their lunches to school; however, all lunches are to be eaten in the cafeteria). 5. Return trays and refuse to designate areas. 6. Use good table and eating manners. 7. Put chairs back in place. "Outside food" from restaurants, etc is not to be eaten in the cafeteria unless special permission from an administrator is granted. Students are not to return to the high school building until released by the supervising teacher. **STUDENTS ARE NOT TO LEAVE THE SCHOOL GROUNDS DURING LUNCH.** Disciplinary action will result if this rule is not followed. **ABSOLUTELY NO FOOD OR DRINK IS ALLOWED IN THE HALLWAYS OR THE CLASSROOMS.**

CLOSED CAMPUS

Borden Jr./Sr. High School is a closed campus. No student may leave the school grounds at any time during the school day, INCLUDING THE LUNCH TIME, unless he/she has cleared this through the main office. ONCE A STUDENT ARRIVES AT SCHOOL IN THE MORNING, HE/SHE IS NOT TO LEAVE FOR ANY REASON WITHOUT OBTAINING PERMISSION TO DO SO FROM PARENT/GUARDIAN AND SIGNING OUT AT THE MAIN OFFICE.

CHANGE OF ADDRESS

Students are to inform the principal's office immediately regarding moving or change of address. It should be noted that students are expected to reside with their parents or legal guardian. If these persons move from the area served by Borden Jr./Sr. High School these students are expected to make the fact known to the main HS office.

COMPUTER AND NETWORK USAGE

The School Corporation grants access to its networks and computer systems subject to certain responsibilities and obligations set forth herein and subject to all local, State and federal laws.

Computer users agree to use the Corporation's computer system and accounts for assigned school related activities only. Accounts are considered the property of the Corporation. All access to central computer systems is given for academic violations of this rule. Any attempt to overcome the security systems of any Corporation computer is strictly prohibited. The corporation reserves the right to disable an account if any misuse is determined. Computer equipment and accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposed or non-school related activities. Others must not use an account assigned to an individual without explicit permission from the Technology Coordinator or designee. The account owner is responsible for proper password protection. Computer users agree to respect the integrity of the system. No one should deliberately attempt to degrade the performance of a computer system or to deprive authorized personnel of resources or access to any computer system. Users shall not intentionally develop or use programs or hardware for the purpose of harassing other users of the facility, breaking into the system, damaging system components, disrupting services, or utilize loopholes in computer security. The school will not allow/tolerate misuse of technology, by way of negative, intimidating, harassing remarks toward other students and staff, remarks, unauthorized use of school logos, pictures and prose, and other intended direct and indirect references done toward the students or staff. Computer users agree to the proprietary rights of the software. Computer software is protected by copyright and is not to be copied from, into, or by using school computing facilities, except as authorized by the Corporation's Technology Coordinator. Users must recognize that there is no guarantee of privacy associated with their use of the school's network and computer systems. The school may find it necessary to view electronic data, modify any files stored or created by the user, and it may be required by law to allow third parties to do so (e.g. electronically stored data may become evidence to respect and value the privacy of others, to behave ethically, and to comply with all legal restrictions regarding the use of electronic data. No student email accounts or any other two-way Internet based communication is permitted.

DRESS & GROOMING

The parents of students are directly responsible for the appearance and the dress of their child. Parents should see that each student comes to school clean, well-groomed, and fully and appropriately dressed at all times. Unusual and extreme styles of clothing, facial make-up, and hairstyles should not be worn at school. Certain types of clothing have always been considered appropriate for school, church, etc., while other types of casual clothing are made to wear in certain places, just as bathing suits are made to wear at the pool or beach. The following items attempt to serve as a guide to students as they dress for school and/or school activities:

1. **Health and Safety:** Students should not wear clothing, accessories, or hairstyles, which create a safety hazard in their school activities such as shop, lab work, physical education or art. Footwear must be worn always. Cleanliness of the person's wearing apparel is required to protect the individual student's health as well as the health of other students. Any item, which may cause harm to self or others, is not

permitted (razor blades, pins, etc.). Backpacks, duffle bags, etc., may be carried to school but should remain in the locker during the school day. Jackets and coats, which are designed as outerwear, are not to be worn during the school day.

2. Common Decency and Courtesy: There shall be adequate coverage of the body. Any article of clothing that is offensive will not be tolerated. Hair may not be extreme or unusual! Students shall not wear hats, bandannas, or headgear in the building. Students are not permitted to wear extremely tight or loose clothes. Pants must be worn at waist level, undergarments must not be visible, and shirts must cover the midriff. Mesh and or sleeveless shirts should not be worn. Clothing, jewelry, or other accessories displaying, promoting or referencing any of the following: drugs, alcohol, tobacco, violence, profanity, sexual connotations, racism or other generally offensive topics must not be worn. Clothing, jewelry, or other accessories that display gang emblems, signs or symbols are prohibited. Additionally, the wearing of chains is prohibited. The wearing of apparel, accessories, jewelry, etc., may not be allowed if the administration believes it to be a potential threat to safety or a disruption by wearing these items. No exposed body markings, writings, or symbols are to be worn. Body odor or disruptive colognes or perfumes will not be allowed. Body piercing is permitted on ears **only**, all other piercing **WILL NOT BE PERMITTED** during school! Studs in place of piercings **are not** permitted.
3. Shorts and Skirts: Shorts and skirts may be worn if they adhere to the following guidelines: while a student is standing; place arms to your sides. Shorts and skirts cannot be shorter than the fingertips of that hand. Slits on garments must begin no higher than the fingertips of the hand.

NOTE: If in the professional opinion of the principal a student's dress or personal appearance detracts from, disrupts or interferes with school purposes or an educational function, the student will either be: directed to modify his/her appearance or dress at school or sent home to make necessary changes. Once a student has 3 dress code violations, he/she will be assigned an ASL, or suspended from school/classes or otherwise disciplined pursuant to the Indiana Student Due Process Code (IC 208.15.1 et sq.).

USE OR POSSESSION OF TOBACCO/SMOKING

The administration, for numerous reasons, including the physical health of each student, does not condone the use of tobacco. Therefore, any student using or having possession of any tobacco, smokeless tobacco products, electronic cigarettes or products containing nicotine on school property or at a school function, will not be tolerated and will result in the following penalties:

1st Offense - 2 days out of School Suspension, the suspension is to be assigned during regular school hours. Parents are to be informed by letter of the offense and a copy of this policy is to accompany the parent letter.

2nd Offense - 3 days Out of School Suspension/Probation office may be notified.

3rd Offense – Expulsion. Principal will recommend expulsion from school for the remainder of the current semester.

Any student who is found to be smoking any other substance other than tobacco will be disciplined in accordance with provisions of (20-8.1-5) and all amendments thereto.

A person less than 18 years of age who purchases, accepts for personal use, or possesses tobacco, commits a Class C Infraction. IC 35-46-1-10.5.

OUT-OF-SCHOOL SUSPENSION

The suspension of students shall be compatible with the rules and procedures spelled out in the school corporation's due process statement. The Board recognizes, however, that the following factors must be kept in mind when suspension is considered.

1. Our schools are designed to meet the needs of all students, including those whose problems present the greatest challenge to our educators.
2. Certain students, if kept in regular classrooms, might jeopardize the learning of other students.
3. Suspension from school often adds to the problems of students, the school and the community.
4. The suspended student, upon return to school, may have suffered academically because of such suspension.

Recognizing the many considerations involved in suspension, the Board instructs school officials to establish in-school suspension unless:

1. The student is a candidate for immediate expulsion.
2. School officials and the parents determine that the student's needs can better be met through out-of-school suspension, **OR**
3. School officials can identify specific circumstances, which establish that it is in the best interest of the student and/or the school that out-of-school suspension be invoked.

SCHOOL RESOURCE OFFICER

Our school resource officer is a uniformed police officer who enforces all laws/rules within the school/community. The resource officer helps prevent youth crime, educate students about law related issues, directly affect student behaviors and to support school staff in providing a safe, productive learning environment.

CAR REGISTRATION

Students who drive to school **MUST** register their vehicle with the main office. There is a \$10.00 registration fee and the vehicle registration sticker must be displayed on the vehicle. Upon arrival at the school all vehicles are to be parked in an area designated student lot. No one is to return to or move any vehicle until the regular end-of school dismissal without consent of the Principal or her designee. The Principal may refuse, at any time, the use of a vehicle during the school day.

Denial of Operator's License or Learner's Permit

State Law P.L. 121-1989, effective July 1, 1989, prohibits the Bureau of Motor vehicles from issuing a driver's license or permit to a student less than 18 who is under:

1. At least a second suspension from school for the school year;
2. An expulsion from school; or
3. An exclusion from school due to misconduct.

The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons.

1. Extended absences may be treated as truancy
2. Students are responsible for reporting any conflict that may result in some altercation to someone on staff so that assistance in resolving the conflict can be arranged. Failing to do so could result in a suspension from school.

WORK PERMITS

A child less than 18 years of age who is employed or is seeking employment must have an employment certificate (work permit). It is to be used by the accredited school located in the School Corporation (and attendance district in West Clark) that the child attends; or by the school located in the area in which the child resides.

A child less the 18 who is not a resident of Indiana, shall also obtain the certificate from the issuing officer of the school in whose district the child is employed or seeking employment.

Grounds for Denial of a work permit

An issuing officer may deny the child issuance of an employment certificate to a child:

- whose attendance is not in good standing. “Not in good standing” is herein defined as currently or in the most recent semester being in violation of attendance policy 6.0-10, as a “habitual truant”, or having had more than seven (7) limited and unexcused absences.
- whose academic performance does not meet the school corporation’s standard. The standard is herein defined as passing in at least (5) subjects. A student may appeal the denial of the certificate to the principal.

DRINK/FOOD DURING SCHOOL HOURS

Vending machines are available for student use during designated times. No open drink or food containers are to be kept in school lockers. Food and drink are not allowed outside the cafeteria or in classrooms.

EMERGENCY

In the event of an emergency caused by weather or other sources, remain calm, stay away from the windows or place of emergency and follow directions from your teacher. Emergency instructions are located in each classroom. Students must not talk during an emergency drill so that oral instructions can be given. In the event of an emergency, crisis, terrorist threat, WCCS has response procedures in place.

EMERGENCY SCHOOL CLOSINGS

In the event of inclement weather necessitating the closing or an opening delay of school, announcements will be made on local television and radio stations. *NOTE: Instructional days missed will be made up according to the current school calendar.*

FIELD TRIPS

All BJSHS students are eligible to participate in field trip activities. Each student is responsible for paying any fees that may be required to go on the trip. Students must have signed written permission slips on file before being allowed to go on any field trip.

If a staff member reports that a student has behaved unacceptably during any portion of a field trip, then that student will be ineligible to attend future field trips for the remainder of the school year. The administration also reserves the authority to revoke field trip privileges as a disciplinary measure.

FIRE & EMERGENCY DRILLS

Emergency drills will be held regularly. A plan for leaving the building is posted in each room. Memorize the route each of your classes should take. When the alarm sounds all students will leave the building quickly and silently. Proceed to a safe distance from the building and remain until an announcement is given to return.

GRADES

Determining Semester Averages

Semester grades are determined by averaging the two marking periods and the examination grade. Semester examinations are to be given to special education students who are mainstreamed into regular classes.

All special education students who are assigned to regular course work in regular education classes will receive letter grades unless the student elects Pass/Fail, which is to be stipulated in the students I.E.P.

Counting each nine-week grade 3/7 and the exam as 1/7 of the final grade will determine the semester grade. Final examinations are required in all subjects. Semester grades only are recorded on the permanent record.

A student must pass 2 of the 3 grades (2 nine-week grades and semester final) to receive a passing grade for the semester.

Nine-Weeks Grading Scale					
A/A+	= 4.0	C+	= 2.33	D-	= 0.67
A-	= 3.67	C	= 2.0	F	= 0.00
B+	= 3.33	C-	= 1.67		
B	= 3.0	D+	= 1.33		
B-	= 2.67	D	= 1.0		

Semester Grades

To determine semester grades, multiply each 9 week grade point by 3 and add semester exam to get total points. (See example below). Then apply points to semester grading scale for final grade.

A	= 26.8 – 28.0	C	= 12.8 – 15.1
A-	= 24.5 – 26.7	C-	= 10.5 – 12.7
B+	= 22.2 – 24.4	D+	= 8.2 – 10.4
B	= 19.8 – 22.1	D	= 5.8 - 8.1
B-	= 17.5 – 19.7	D-	= 2.7 - 5.7
C+	= 15.2 – 17.4	F	= 0.0 - 2.6

Example:

Grading Period

$$1 \quad B+ \times 3 = 9.99$$

$$2 \quad B \times 3 = 9.00$$

$$\text{Exam A-} \times 1 = \underline{3.67}$$

$$\text{Total Points} = 22.66 = B+$$

Grading System – Secondary School (7-12)

Students are evaluated on academic progress and on quality of citizenship. Report cards are issued every nine weeks and may be supplemented by other communications to parents. In evaluating the performance of pupils in a given subject area, teachers take into account both oral and written work. The grade is not determined by a simple average of grades received on written assignments and tests, but reflects, as well, general performance in the class.

Letter symbols are used to describe the individual student's achievement in comparison with the achievement normally expected in the grade level group and/ or subject involved. An "A" for example, is given only to those pupils whose work is outstanding for their group. It is not used to describe work that may be regarded as outstanding only for the individual pupil concerned.

The following is the interpretation of the grading system:

- A. Indicated that the pupil consistently does excellent work with skill and thoroughness; shows initiative; applies knowledge gained to new situations; and in keeping with his level of maturity, accepts responsibility for learning.
- B. Indicates that the pupil's work is above average and frequently approaches excellence.
- C. Means that the pupil does average work and is making satisfactory progress with constant direction and stimulation by the teacher.
- D. Indicates that the pupil's performance consistently falls below the average pupil.
- F. Means that the pupil's work falls below a level acceptable for the grade and is unsatisfactory.

Diplomas

Indiana State board of Education has adopted new course and credit requirements for earning a high school diploma. With these credit changes; students will have the option of earning four diploma types:

- General
- Core 40
- Core 40 with Academic Honors
- Core 40 with Technical Honors

Graduation Honors: Three Levels of Distinction

A student graduating from a West Clark Community Schools High School with any of the 4 state recognized diplomas might qualify for graduation with Distinction. There will be three levels of Distinction, based on a 4.00 scale. (There shall no longer be recognized "valedictorian" or "salutatorian").

1. Summa Cum Laude.....3.9-4.00
2. Magna Cum Laude.....3.7-3.89
3. Cum Laude.....3.5-3.69

Students qualifying for Distinction will receive a special colored cord to wear during the graduation ceremony. Students in each of these categories shall be recognized in the Commencement program.

The G.P.A. for Distinction shall be determined after the student's 7th semester and shall not be changed regardless of the 8th semester grades. The level of distinction, "Summa Cum Laude" (blue cord), "Magna Cum Laude" (red cord), or "Cum Laude" (white cord) shall be permanently recorded on the student's transcript of grades.

Class Rank will be according to GPA or a percentile rank (for instance, "the student ranks at the 95th percentile" of the class).

PARENT PROGRESS MONITORING

Parents may log onto the school website at www.westclarkschools.com and access current student academic progress by using the student ID and PIN numbers assigned to each student in the *Infinite Campus* student information system.

REPORT CARDS

Report cards are updated each nine-week grading period. Parents are encouraged to consult the school calendar in order to know when to expect report cards to be posted on the parent portal.

HONOR ROLL

The Honor Roll is compiled, posted and emailed to the local newspaper each 9 weeks. We wish to encourage all students to earn Honor Roll standings. Special awards and recognition will be given at the end of each school year. The Honor Roll is calculated as follows: High Honors 3.9 +, Honors 3.5-3.89 and Honorable Mention 2.673.49. Conscientious efforts will always pay off!

NATIONAL HONOR SOCIETY

Each year 11th and 12th grade students are eligible for membership into the National Honor Society. Students are nominated based on academic achievement, character, leadership and service. NHS members set the example for others to follow. The members take part in various events throughout the school year.

Students who meet the GPA requirement must also demonstrate leadership in school and other activities. A faculty committee provides input for candidate selection. In addition, students must complete the application process and submit paperwork to the sponsor by the designated date. After students become members they are reviewed periodically. The National Council requires every member to maintain the same standards used as a basis for his election in order to retain his membership in the National Honor Society. It should be noted that a member is never automatically dismissed for failing to maintain standards.

For flagrant violations, the member does not necessarily have to be warned. In any event, a member is allowed only one warning period during his high school career. When a member deliberately violates a school or civil law or acts in a manner unbecoming a member of the national Honor Society, the faculty or

faculty council should investigate thoroughly and take appropriate action. Students who do not deserve this honor should not be permitted to retain membership in the National Honor Society.

Once a member has been dismissed, he is never again eligible for membership. Also, a former member is not eligible to retain his membership card or emblem, nor is he eligible to be considered for a National Honor Society Scholarship. For complete details visit the National Honor Society website at www.nhs.us or contact the school.

PHOTOGRAPHS

We would like to let you and other, especially the people in our community, see and hear what is happening in the classrooms and throughout our school. We plan to take photographs, recordings, and/or video tape of students and their participation in academic and/or extracurricular activities and experiences during the time they are a student at BJSHS. These photographs and/or names may be used in areas such as: the school's yearbook, brochures, newsletters, our BHS web page, and area newspapers. The video tape would be taken for school activities such as: student productions, school promotions, and public presentations. There are no royalties for any pictures, video, etc. If you do not want your child to participate in these types of media events, the parent/guardian must document the request in writing and submit it to the office.

PLAGIARISM and CHEATING

Students and parents need to be aware of the importance of academic honesty at BJSHS. Academic honesty means not cheating, plagiarizing or using information unethically in any way.

Plagiarism includes:

- Submitting someone else's work as your own, including that of tutors, friends, parents or siblings or paraphrasing *without giving credit to the source*. According to the Modern Language Association, plagiarism "is the act of using some else's ideas or phrasing and representing those ideas of phrasing as one's own, either on purpose or through carelessness". This includes art work and graphics.
- Turning in papers, papers from the Internet, or any other documents written by someone other than the student receiving credit. Helping others plagiarize by giving them your work, if you don't think it will be copied.
- Using someone else's idea *without giving credit to the original source*.

As a rule, cite a source if

you:

Paraphrase a work

- Use an idea that is not your own
- Make a reference to someone else's work
- Use someone else's work to form your own idea
- Use a direct quotation from another source

Note: You **can** use other people's ideas and even paraphrase or quote their words, but you **MUST** give them credit. Use phrases such as "According to..." and "In the book..." and cite ALL the sources you got information from in a bibliography.

Borden Junior-Senior High School uses the Modern Language Association (MLA) format for all formal written work unless otherwise noted. This includes essays, research documents, term papers, thesis papers, etc. Before beginning any such project, one should refer to the Borden Junior Senior High School Writing Guide.

Cheating includes:

- Copying assignments that are turned in as original work.
- Trading assignments with other students, even if you don't think they will be copied.
- Using unauthorized notes or technology, such bringing notes into a test or using a computer program to translate an assignment and turning it in as your own.
- Sharing answers before, during or after quizzes or tests. Students must be responsible for their own papers and make sure others cannot copy their work.
- Using summaries or commentaries (Cliff Notes, etc.) instead of reading the assigned material.

There will be consequences for plagiarism/cheating: 1st offense will result in "Zero" credit for the assignment and 2nd offense during the school year will result in failure in the course for the semester.

GUIDANCE

Guidance services are available for every student in school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school, and/or social concerns or any questions the student would like to discuss with the counselor. The Borden Jr. /Sr. High School Inclusion plan philosophy is: All children are important, and it is the intent of this program to use all available resources to meet the individual needs of all children.

A Release of Student Directory Information by the high school recruiting representatives of the various military services and academics required by state law (IC 20-10.129-3). A parent or a student has the right to restrict the release of such information to the military recruiting representatives if the parent or student signs a written request by the end of the student's sophomore year in high school.

Students must have a pass from their teacher before coming to the office unless they have a serious emergency. If the counselor is already busy with a student, give your name to the secretary and ask for an appointment. The counselor will call you from class when he or she is available.

HEALTH SERVICES

The Health Services Staff is concerned with education in healthful practices, prevention of illnesses and injuries, and care of illnesses and injuries which occur at school. In case of an accident, no matter how minor, the student should report the accident to the teacher immediately. In case of severe accidents or acute illness, emergency care will be given, and the parents will be notified.

It is the parent or guardian's responsibility to notify the school if a student has a health condition in which emergency medications or nursing services may be needed at school, such as diabetes, asthma, a seizure disorder, or insect stings / food allergies with prescribed epinephrine. In the case of food allergies, contact the cafeteria supervisor, the child's teacher, and the school nurse, so that proper precautions may be taken for the safe care of your child at school.

Vision screenings are conducted by a school nurse during the 8th grade year. Hearing screenings are conducted by the Speech and Language Pathologist. Parents will be notified of any non-passing results, so that a healthcare provider can provide further testing and treatment if needed.

IMMUNIZATIONS

It is expected that parents/guardians keep their children up-to-date on the immunizations that are required for school attendance in Indiana, and also provide the school with copies of the current shot record. A chart showing the requirements are available from the office or school nurse, or on the West Clark Community School website under the Health Services tab.

Indiana law allows for medical exemptions or religious objections to be filed by a parent on behalf of their child. Both require renewal each school year. The medical exemption form is available from the school nurse and requires a physician's signature. The religious objection is to be in writing and signed by the parent or guardian. You may contact the school nurses for questions or help getting this arranged.

MEDICINES

Students are required to register all prescriptions and non-prescription drugs that are to be consumed at school with the main office or nurse. All medications, over-the counter and prescription should be secured in the clinic. The school DOES NOT PROVIDE any medicated items for students. Cough drops, and medicated items must be brought from home. If a student has had an injury, dental work, or for some reason needs pain reliever to get through the school day comfortably, the medication to be used must be:

Sent from home

Brought to the clinic upon arrival at school

Accompanied by a parent permission slip

In the original container (we cannot accept a few pills in a baggie)

For the parent permission slip, you may use the West Clark Medication At School form or a reasonable facsimile, which must include:

Student's Name

The medication name

The dosage to be given

The time to be given

The method (mouth, drops in the eyes, etc.)

Parent signature

Please ask your pharmacist for two bottles when filling prescription meds: a school bottle and a home bottle. This way we can fulfill the law that we dispense medications from the original container, and avoid a student having to carry medication back and forth from school to home. If a student **needs to carry an inhaler or other medication** on his/per person there is a special permission slip to be used and it **requires a doctor's signature**. See the secretary or the nurse for a permission slip "Self-administration of Medication at school".

STUDENT INSURANCE

Students will receive information about obtaining student insurance at the beginning of each school year. Students involved in athletics must provide proof of insurance.

LOCKERS

Lockers are assigned at the time of registration and must be kept clean, locked and orderly at all times. Locker concerns should be reported to the office. Students are responsible for any school property assigned to them and housed in the locker such as books. Students are held accountable for any items found in their issued locker. The school will not accept responsibility for items stolen from lockers and it is highly recommended that money or other valuable items not be left in the lockers.

Tape, stickers, marker or adhesives are not permitted on lockers. We recommend magnets to secure items.
STUDENTS ARE NOT PERMITTED TO SHARE LOCKERS.

LOST AND FOUND

Lost items that have been found should be taken to the Office. Students may claim their belongings, after identification has been given.

MEDIA CENTER

Students doing recreational reading and research purposes maintain the library/media center for use. Books are available to all students and may be checked out at any time during the school day. Students are asked to return books promptly when finished in order that they may be made readily available to other interested students. Students will be assessed fines for books that become overdue and will be held responsible for books that are lost or damaged.

The BJSHS Career Center is in the Media Center. The Center provides for career exploration and career interest assessment. Career exploration is available to students through the Internet, Videos, Magazines and Literature.

PASSES

Students should not be in the halls during the instruction period. Students should take care of their personal needs during the passing period between classes. Students may be in the hall during class time **ONLY IF** they have in their possession their signed Personal Planner. Students are not to go anywhere or do anything other than which has been designated by their teacher. **There is a \$7.50 replacement charge for lost planners.** It is the student's responsibility to report to their assigned teachers to get a pass **before** they may go to any unassigned destination. The student's first responsibility is always to the teacher.

STUDENT PORTRAITS

Student photographs are taken in the fall and spring. Pictures will be paid for before they are taken. If there are imperfections in the photographs caused by the photographer, a "retake" may be requested at no cost to the student. Any student that simply does not like his/her 1st photo will be allowed to have a "retake" at student expense. The "retake" date will be announced over the public-address system. The photographs will be published in the school annual and may be used for other school purposes.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age certain rights with respect to student education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
2. The right to request the amendment of the student's education records that the parent of eligible student believes is inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

School officials have the legal right and obligation to share phone numbers, addresses and other vital information to outside law enforcement and judicial agencies. These are included but not limited to police, juvenile, judicial, child protective services and other authorities as determined as needed at their discretion. For further information, please refer to our annual notification of FERPA rights or contact the principal's office at 967-2087.

STUDENT CONDUCT AND DISCIPLINE

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

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

Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Reprimand, physical restraint/removal, probation, referral to special personnel in the school, parent conference, suspension and expulsion are devices available to school personnel in dealing with pupils involved in school discipline problems. Any or all of the techniques will be used; however, certain acts of misconduct will subject the student to suspension or expulsion from school.

All employees of WCCS have certain responsibilities to the school; and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. Any adult employee, whether the employee is faculty, clerical, cafeteria, custodial, bus driver or temporary may correct a student.

Removal from Class or Activity

A teacher will have the right to remove a student from his or her class or activity for a period of 1 day per offense with administrative approval with the student being assigned regular or additional work to be completed in another setting. The principal may remove a student from a class for a period of up to five days.

Demerits

A student may be assigned a demerit for a minor infraction. The accumulation of three demerits will result in an ASL, 6 demerits will result in 2 ASL's, 9 demerits will result in one day of in school suspension and 12 demerits will result in a one day out of school suspension. Demerits will accumulate each grading periods.

After School Lab (ASL)

For infractions where ASL is deemed an appropriate consequence, the administration will assign the ASL. Students must bring schoolwork to do during ASL and are expected to work in a quiet and orderly manner. Sleeping, misbehavior, tardiness, etc. will not be tolerated. Students not following these guidelines will be asked to leave and will be assigned an additional session of ASL. Students will be assigned to the next ASL session following the day of the incident. For situations warranting a reschedule the parent should provide written request to the principal explaining the reason for the request. Work or participation in after school activities are not urgencies.

In-School Suspension

Students are assigned to the in-school suspension program to change inappropriate or disruptive behavior.

In-school suspension was developed for the purpose of: (1) helping the student; (2) identifying and remedying the root problem(s) responsible for the real or perceived commission of a disciplinary offense; (3) helping students develop self-discipline; (4) gaining knowledge about the factors contributing to discipline-related problems; (5) eliminating the use of out-of-school suspensions for all offenses except those which clearly threaten the security of the school community, and (6) providing a framework within which school personnel can work on achieving the first five goals while enabling the majority of the students in the school to continue to participate, without interruption, in the school's instructional process.

When a student is assigned to ISS, the student's teachers will make classroom assignments of work that will take about one hour each day to complete, just as if the student is in attendance in class. The student will be responsible for working on these assignments during the in-school suspension time.

Suspension or Expulsion

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision.
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of lawful access to or from or use of the building, corridor or room.
 - b. Blocking the entrance or exits of any school building, corridor or room there in with the intent to deprive others of lawful access to or from the use of the building or property.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the concerning or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under his/her supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
8. Engaging in the unlawful selling of a controlled substance or engaging in criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel, during any period when the student is properly under their supervision, where failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of the State of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including but not limited to:
 - a. Engaging in sexual behavior.
 - b. Disobedience of administrative authority.
 - c. Willful absence or tardiness of students.
 - d. Knowingly possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant or intoxicant of any kind.
 - e. Possessing, using, transmitting or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind available with or without prescription.
12. Possession of A Firearm
 - a. No student shall possess, handle, or transmit any firearm on school property.
 - b. The following devices are a firearm as defined in Section 921 of Title 18 of the United States Code:

- ❑ any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. ❑ the frame or receiver of any weapon described above ❑ any firearm muffler or firearm silencer
 - ❑ any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - ❑ any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than one-half inch in diameter
 - ❑ 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
 - c. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
 - d. A student will be expelled for one calendar year with the return at the start of the first semester following the calendar year for possession, planting/leaving, or planning to place a bomb at school or a school related activity. Title 35 defines a “bomb” as, “an explosive or incendiary device designed to release: 10 destructive material or force: or 20 dangerous gases; this is denoted by impact, proximity to an object, a timing mechanism, a chemical reaction, ignition, or other predetermined means.” Per WCCS policy, the possession of ingredients to formulate a bomb designed to release a destructive force meets the same disciplinary expulsion guidelines as a bomb.
 - e. The superintendent shall notify the county prosecuting attorney’s office when a student is expelled under this rule.
 - f. *The grounds for suspension or expulsion listed above apply when a student is:*
 - ❑ On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school. ❑ Off school grounds at a school activity, function or event or
 - ❑ Traveling to or from school or a school activity, function or event.
13. Aiding, assisting or conspiring with another person to violate these students conduct rules or state or federal law.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds in the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student’s removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekend, holidays, other school breaks and the summer period when a student may not be attending classes or other school functions.

Suspension is a disciplinary action that removes a student from school for a period of not more than ten school days. During the suspensions, students are not to be on school property or any other school campus for any reason during the time of the suspension. This includes after school events. When a student acquires an OSS, the school will notify the parent or guardian. Should a student acquire a second OSS the following will apply:

- ❑ The student will be ineligible for extracurricular activities (sports, clubs, dances, prom, etc.) for the remainder of the semester or school year.

- ❑ The student's driver's license or permit will be revoked if the student is under eighteen (18) years of age.
- ❑ Other remedies related to driving privileges may be used such as delay in taking driver's education, delay in obtaining a license and /or denial of driving privileges on school grounds.

Should a student acquire his or her fourth suspension for the current school year, the student will be referred and recommended for expulsion from Borden Jr./Sr. High School.

Expulsion may be for the remainder of the semester in which the violation took place and the following semester depending on the offense and the point of the semester. A review will occur at the end of each semester of expulsion to determine whether or not the student may return to school. If a student is permitted to return to school for the next semester, the student would be on probation with any offense warranting an OSS reinstating the expulsion. A student may not be on school grounds and may not participate in any school functions during the expulsion period.

Grounds for Expulsion: Grounds for suspension or expulsion are student misconduct or substantial disobedience. For a complete list of examples and details refer to WCCS policy.

The following conduct and offenses are unacceptable at school, at school events, and activities that are sponsored by the school:

- ❑ Non-compliant with dress and grooming guideline
- ❑ Bullying
- ❑ Destruction or damage to any school property
- ❑ Creating a false alarm
- ❑ Verbal or physical abuse
- ❑ Use of indecent, vulgar or profane language and/or gestures
- ❑ Being disrespectful to others
- ❑ Fighting and/or rowdy behavior
- ❑ Threatening, intimidating, bullying, causing bodily harm to others
- ❑ Horseplay
- ❑ Class disruption
- ❑ Misbehavior in hallway or lunchroom (running, whistling, loud talking, boisterousness and similar forms of disorder in the building.)
- ❑ Inappropriate public display of affection (hugging, hand holding, kissing)
- ❑ Uncooperative/insubordination with school officials
- ❑ Forging and/or misuse of any document or form (hall passes, etc.)
- ❑ Sexual and other forms of harassment
- ❑ Failure to be supervised while on school property
- ❑ Failure to bring books, paper, pencil and other necessary items to class
- ❑ Possession of any item considered to be a weapon
- ❑ Being in an unassigned area (elementary, off-campus, etc.) without permission
- ❑ The sale of any items not approved by the administration (CD's, baseball cards, games, etc.) is prohibited
- ❑ Any other offense that disrupts the educational process

CARE OF SCHOOL PROPERTY

Borden Jr./Sr. High School provides fine facilities for students. It is the responsibility of students to display proper care for all books, equipment and furniture supplied by the school. Students who disfigure property or do other damage to school property, equipment or furniture will receive disciplinary action and will be required to replace the item or pay for the damage done.

ELECTRONIC DEVICES

All personal communication devices MUST be powered off and stored out of sight during school hours. Game players, cellular phones, pagers, MP3 players, tapes/CD players, radios and other such electronic devices may not be used at school. Any such items used during the school day will be confiscated and returned to the owner later. The second offense of the policy will require a parent/guardian to retrieve the item. The third offense in a **school year** will result in suspension from school. The school is not responsible for any theft. The classroom teacher shall determine if students are permitted to use e-readers, I pad, etc. in class. For a complete explanation, see the West Clark Policy 5136 online.

LEGAL SETTLEMENT

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

BULLYING

IC 20-33-8-0.2 and HEA 1423 defines "Bullying," as: Overt (intentional) unwanted, repeated acts or gestures including: Verbal or written communication, or images transmitted in any manner (including digitally or electronically)

- Physical acts committed, aggression, or any other behaviors that are committed by a student or a group of students against another student or group of students with the intent to
- Harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment.

The law further states that West Clark Community Schools must expressly prohibit bullying regardless of the location in which the bullying behavior occurs. The Superintendent and/or School Safety Specialist will develop provisions and guidelines for education, parental involvement, reporting, investigating and intervention. This law applies to students during non-tradition school times as well including:

1. On school grounds immediately before, during or after school hours or at any other time when a school group is using the school.
2. Off school grounds at a school activity, function or event.
3. Traveling to or from school or a school activity, function or event.
4. Using property or equipment provided by the school.

SUBSTANCE ABUSE

Tobacco

Smoking and/or possession of tobacco by students on or in all school properties is prohibited. Possession refers to having in possession tobacco items on or within wearing apparel, personal areas, such as lockers, books, purse, etc. Electronic cigarettes, nicotine products, tobacco paraphernalia such as lighters, rolling papers, etc. are also prohibited. A student who violates this policy will be suspended. A conference will be held with a parent if requested. An additional offense which would indicate the person refuses to obey the rule is determined to be incorrigible will subject the person to disciplinary procedure under Indiana Code 20-8.1-5-4 which state that such conduct is grounds for expulsion.

To clarify the position of the school:

1. Students shall not carry tobacco items with them at any time during the school day. A student will be suspended for possession.
2. Student shall not handle any lit or unlit cigarette or tobacco items under any circumstance.
3. Strong tobacco smoke detected on breath of a student during the school day may result in a search for possession.
4. Students should report violations to teachers or school administrators.
5. Look-alike products or products that resemble tobacco products are prohibited.

Alcohol/Unauthorized Drugs/Narcotics

The following applies to all WCCS students attending school or school-related events, e.g., field trips, athletic events, etc. In all instances, Due Process, as established by IC 20-8.1-5.1-1, will be followed. The proper authorities will be notified where appropriate. The building principal may use discretion in the disposition of any offense that may fall within the domain of this policy.

Use and/or Possession:

Under the influence of alcohol or another unauthorized drug or narcotic.

First Offense:

At discretion of building-level administrator, expulsion may be recommended to the Superintendent. Expulsion may be waived if the student and parent/guardian meet the following criteria.

- a. Student will be suspended up to a maximum of ten (10) school days. In the meantime, Due Process proceedings will be initiated for possible expulsion.
- b. Students cannot return to school until he/she meets with the Expulsion Examiner for an initial assessment of chemical use and is in compliance with the recommendations of the Examiner and school officials.

Possible recommendations from the Expulsion Examiner may include (but are not limited to):

- c. Return to school after ten-day suspension.
- d. Chemical use assessment administered by professional outpatient drug/alcohol counselors.
- e. Assessment by outpatient drug/alcohol counselor plus outpatient counseling and/or drug/alcohol education for student and parents/guardians with certified outpatient counselor or qualified school personnel.

- f. In-patient treatment commensurate with the ability of the family to pay for such services.
- g. Completion of any or all these recommendations will be necessary for reinstatement of student.

Second Offense

The building level administrator will recommend expulsion to the superintendent.

- a. Dealing

Dealing is herein defined as selling, transmitting or sharing alcohol/other unauthorized drugs or narcotics.

Disposition:

The recommendation of Expulsion will be made to the Superintendent. If the dealing offense consists of “sharing” unauthorized drugs or alcohol with peers, then school officials and the Expulsion Examiner shall have the discretion of recommending to the Superintendent the waiving of expulsion and implementing the criteria as outlined in the steps above. Use of medication by a student prescribed by a medical doctor, a dentist or other health care provider authorized by law to prescribe medication for the student, does not violate this rule.

NOTE: The alternative to expulsion is not available to a student who, under due process procedures, is found to be a “seller” of illicit drugs, or a student who is a second or subsequent offender.

SEARCH AND SEIZURE

School authorities may seize any illegal substance or object. School authorities may also seize any material or object that violates a school rule or poses a hazard to the safety and good order of the school.

AUTHORITY TO CONDUCT A SEARCH

By law, school authorities have the right to search students, their lockers, their motor vehicles and personal property when reasonable suspicion exists that a student is in possession of something prohibited by school rules or law.

School authorities will make general inspections of lockers or desk for purposes including but not limited to safety, cleanliness, retrieval of school material and maintenance. Such general inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags or purses unless reasonable suspicion exists.

All lockers and other storage areas provided for student use remain the property of the school district and are subject to inspection. Unapproved locks shall be removed and destroyed.

Motor vehicles driven by students and parked on or near school property during regular school hours or during school activities or events are subject to search when school officials have reasonable suspicion. During periodic dog-assisted drug searches conducted by local law enforcement officers, cars on school property are subject to search.

Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student’s parent or guardian. Law officials will be notified when necessary.

SECLUSION AND RESTRAINT POLICY

Restraint and/or seclusion shall only be used when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others. Restraint shall be employed by staff who have received safe crisis intervention training and shall only last as long as necessary for the student to regain stability. Time out procedures are not seclusion. Parents will receive written notification should their child need to be restrained or secluded. For a complete copy of the seclusion and restrain policy, contact the office.

TRANSPORTATION

Bus Regulations

School bus transportation is a privilege for most students, and they are welcome to utilize this service. The following rules have been adopted with the safety of the students in mind. Bus drivers may have their own additional regulations.

- ❑ Students are to be seated and remain so while the bus is moving.
- ❑ Students are not to make loud noises or engage in other activities like throwing objects, pushing or shoving, etc., that would cause the driver to be distracted from eye and ear contact with the road and emergency noises.
- ❑ Students are not to open windows or doors without driver permission.
- ❑ Students are not allowed to eat on the bus.
- ❑ Students are not allowed to smoke or light matches or use lighters ❑ Students shall not destroy or deface the bus or its contents.
- ❑ Prosser students are to ride the bus they are assigned for the year. Students driving to Prosser without permission from the office will be subject to loss of driving privileges and/or suspension. Proper authorization procedure is to be followed if an exception is necessary.
- ❑ Pedestrians walking to and from school are expected to go directly to their destination.

TELEPHONES

The office telephones are business phones and should be used by pupils for emergencies only. Parents should call for students only in cases of real emergency. **No cell phones are to be on / used during the school day.**

TEXTBOOK RENTALS

Textbooks are furnished to each pupil on a rental basis. Such rental fees are calculated in compliance with the rules of the Indiana State Department of Education. All basic textbooks are rented to students for their use each semester. Students pay for workbooks and other materials needed for various classes. There are also fees for such classes as Art, Technology, P.E., Science Labs, etc. Students are responsible for textbooks issued to them and must pay for any loss or damage.

TEXTBOOK ASSISTANCE

Students whose families meet federal income guidelines may apply for free or reduced-price meals and reduced textbook rental fees. Applications are available at the office.

VISITATION POLICY

Borden Jr./Sr. High School is a “closed” campus, if a special circumstance arises you may contact the school principal for special permission.

WITHDRAWALS

All students transferring to another school or leaving on their own; should notify the counselor or the principal. He/She is to obtain a withdrawal form, have it completed by his/her teachers and return it to the counselor or principal before his/her last day of attendance. Also, the student is to turn all books to the office.

ANNUAL NOTICES

Every Student Succeeds Act

Every Student Succeeds Act (ESSA) requires the state education agency, school districts, and individual schools to provide numerous notices to parents, the public, and others. Some of the notices that school districts and /or individual schools are required to give under ESSA include: annual report cards; progress reviews; schools identified for school improvement, corrective action, or restructuring; parental involvement policies; state education agency complaint procedures; teacher and paraprofessional qualifications; non-highly qualified teachers; student achievement information; an informational meeting on Title I, Part A; and a variety of information about the status of English Language Learners. When notice must be given and who must receive the notice differs for each notice and return it to the counselor or principal before his/her last day of attendance. Also, the student is to turn all books to the office.

Family Educational Rights and Privacy Act

Pursuant to the family Educational Rights and Privacy Act (FERPA), school districts must provide parents/guardians and adult students annual notice of their rights to inspect and review education records, amend education records, consent to disclose personally identifiable information in education records, and file a complaint with the U.S. Department of Education 34 C.F.R. § 99.7.

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) requires school districts to adopt a number of policies regarding surveys, instructional materials, physical examinations, personal information used for marketing, etc. Parents must be notified of these policies at least annually at the beginning of the school year and within a reasonable time period after any substantial change is made to the policies. 20 U.S.C. § 1232 (h) (c)(2)(A).

Child Nutrition Programs

If school districts participate in the National School Lunch Program, the School Breakfast Program, or the Special Milk Program, near the beginning of the school year, they must provide both parents and the public information about free and reduced-price meals and/or free milk. 7 C.F.R. § 245.5. Districts must also provide parents an application form. If districts want to disclose children's free and reduced eligibility status, they may do so in some instances usually only with prior notice and/or consent. 42 U.S.C. § 1758 (b)(6)(D)(ii).

McKinney Vento Act

The McKinney Vento Act requires homeless student liaisons to provide public notice of the education rights of homeless students disseminated in places where homeless students receive services under the Act. 42 U.S.C. § 11432(g)(6).

Asbestos Hazard Emergency Response Act

The Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect their buildings for asbestos-containing building materials and develop, maintain, and update an asbestos management plan. School districts must annually notify parents, teachers, and employee organizations in writing of the

availability of the management plan and planned or in progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities. 40 C.F.R. § § 763.84(c), 763.94 (g) (4)

Notice of Non-Discrimination Under Title VI, Title IX, Section 504, Age Discrimination Act, Title II of the American with Disabilities Act

Several federal statutes protect the rights of beneficiaries in programs or activities that receive financial assistance from being discriminated against. Specifically, the following statutes prohibit discrimination: Title VI based on race, color, and national origin; Title IX based on sex; Section 504 on the basis of disability; the Age Discrimination Act on the basis of age; and Title II prohibits state and local governments from discriminating on the basis of disability. The regulations implementing the above statutes require school districts to notify students, parents, and others that they do not discriminate based on race, color, national origin, sex, disability, and age. Title VI, 34 C.F.R. § 100.6 (d); Title IX, 34 C.F.R. § 106.9; Section 504, 34 C.F.R. § 104.8; Age Discrimination Act, 34 C.F.R. § 110.25; Title II, 28 C.F.R. § 35.106. However, the regulations contain minor differences relating to the notices' required content and the methods used to publish them.

Individuals with Disabilities Education Act

Under the Individuals with Disabilities Education Act (IDEA), school districts must give parents of a child with a disability a copy of procedural safeguards one time a year. Additionally, a copy of procedural safeguards must be given to parents upon initial referral or parental request for an evaluation, upon filing a request for a due process hearing, upon a disciplinary action constituting a change in placement, and upon request of a parent. 20 U.S.C. § 1415(d)(1). A school district may post a copy of the procedural safeguards on its website. 20 U.S.C. § 1415(d)(1). The procedural safeguards notice must fully explain a number of procedural safeguards specified in the statute in the native language of the parents and be written in an easily understandable manner 20 U.S.C. § 1415(d)(2). **HEA 1423 and Public Law 285-2013**

This law was passed by the General Assembly and it changed the definition of bullying and established bullying prevention and intervention program requirements for the Indiana Department of Education (IDOE) and school corporations.

Nondiscrimination and Equal Employment Opportunity

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation's grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment.

Compliance Officer

The following person is designated as the Corporation's Compliance Officer and, as such, shall handle inquiries regarding the nondiscrimination policies of the Corporation and address any complaint of discrimination:

Associate Superintendent
West Clark Community Schools
601 Renz Avenue
Sellersburg, IN 47172
812-246-3375

WYSE UP TAKE THE PLEDGE

(Raise your right hand and repeat after us.)

// I do solemnly swear to take myself seriously. I will recognize my talents and not hide them from the world. I will treat myself and others with the respect we, as humans, deserve. I will make healthy choices, avoiding abusing any substance including prescription drugs. I will give back to my community and find ways to make my world a better place. I will forgive myself when I fail and learn from my mistakes. I will recognize that no one is perfect. I will work hard and live with integrity. I pledge all of this because - **I am worth it.** //



LEARN MORE @
www.whatsyoursideeffect.org



Student Name _____

HALL PASSES

1st Nine Weeks

CLASS	DATE	TIME	LOCATION	STAFF	RETURN TIME	STAFF
-------	------	------	----------	-------	-------------	-------

Period 1						
Period 1						
Period 1						

Homeroom						
Homeroom						
Homeroom						

Period 2						
Period 2						
Period 2						

Period 3						
Period 3						
Period 3						

Period 4						
Period 4						
Period 4						

Period 5						
Period 5						
Period 5						

Period 6						
Period 6						
Period 6						

Period 7						
Period 7						
Period 7						

Student Name _____

LIBRARY PASSES

1st Nine Weeks

	Date	Class Period	Teacher Initials	Time Leaving Class	Time Arriving Library	Time Leaving Library	Time Arriving Back to Class
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Student Name _____

HALL PASSES

2nd Nine Weeks

CLASS	DATE	TIME	LOCATION	STAFF	RETURN TIME	STAFF
-------	------	------	----------	-------	-------------	-------

Period 1						
Period 1						
Period 1						

Homeroom						
Homeroom						
Homeroom						

Period 2						
Period 2						
Period 2						

Period 3						
Period 3						
Period 3						

Period 4						
Period 4						
Period 4						

Period 5						
Period 5						
Period 5						

Period 6						
Period 6						
Period 6						

Period 7						
Period 7						
Period 7						

Student Name _____

LIBRARY PASSES

2nd Nine Weeks

	Date	Class Period	Teacher Initials	Time Leaving Class	Time Arriving Library	Time Leaving Library	Time Arriving Back to Class
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Student Name _____

HALL PASSES

3rd Nine Weeks

CLASS	DATE	TIME	LOCATION	STAFF	RETURN TIME	STAFF
-------	------	------	----------	-------	-------------	-------

Period 1						
Period 1						
Period 1						

Homeroom						
Homeroom						
Homeroom						

Period 2						
Period 2						
Period 2						

Period 3						
Period 3						
Period 3						

Period 4						
Period 4						
Period 4						

Period 5						
Period 5						
Period 5						

Period 6						
Period 6						
Period 6						

Period 7						
Period 7						
Period 7						

Student Name _____

LIBRARY PASSES

3rd Nine Weeks

	Date	Class Period	Teacher Initials	Time Leaving Class	Time Arriving Library	Time Leaving Library	Time Arriving Back to Class
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Student Name _____

HALL PASSES

4th Nine Weeks

CLASS	DATE	TIME	LOCATION	STAFF	RETURN TIME	STAFF
-------	------	------	----------	-------	-------------	-------

Period 1						
Period 1						
Period 1						

Homeroom						
Homeroom						
Homeroom						

Period 2						
Period 2						
Period 2						

Period 3						
Period 3						
Period 3						

Period 4						
Period 4						
Period 4						

Period 5						
Period 5						
Period 5						

Period 6						
Period 6						
Period 6						

Period 7						
Period 7						
Period 7						

Student Name _____

LIBRARY PASSES

4th Nine Weeks

	Date	Class Period	Teacher Initials	Time Leaving Class	Time Arriving Library	Time Leaving Library	Time Arriving Back to Class
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							