

Note: This electronic handbook and West Clark School Board policy supersedes information in student handbook.

Henryville Junior/Senior High School
213 N. Ferguson Street
Henryville, Indiana 47126
812-294-1455
Fax 812-294-4276

Student Handbook
2017-18

HENRYVILLE JUNIOR/SENIOR HIGH SCHOOL

MISSION STATEMENT

The mission of Henryville Junior/Senior High School is to successfully motivate students at all levels to achieve their personal best, by providing educational opportunities in the school and the community.

Civil-Rights Assurance of Equal Opportunity and Non-Discrimination Statements

The West Clark Community School District is committed to equal opportunity. It does not discriminate on the basis of age, race, color, religion, gender, handicapping conditions, disability or national origin, including limited English proficiency, in any employment opportunity. If you feel that you have experienced discrimination, you are invited to make written inquiries about procedures that are available. Complaints alleging such discrimination are to be directed to the superintendent of schools.

This handbook belongs to

Name _____

Address _____

City/Town _____

Phone _____

Student # _____

2017-2018
HENRYVILLE JUNIOR/SENIOR HIGH SCHOOL

July

1st Teacher Days: July 24 - 25

1st Student Day: July 26

August

Mid-Terms distributed – August 28

September

NO SCHOOL: Labor Day – September 4

End of 1st 9 Weeks – September 28

Grade Cards distributed – September 27 & 28

NO SCHOOL – FALL BREAK – September 29

October

NO SCHOOL – FALL BREAK – October 2 – 6

NO SCHOOL – FALL BREAK – October 9 - 13

November

Mid-Terms distributed – November 14

NO SCHOOL – Thanksgiving Break – November 22 - 24

December

End of 2nd 9 Weeks & 1st Semester – December 15

NO SCHOOL - Winter Break – December 18 – 22*

(Snow Make-up Days begin on the 18th and the 19th, if needed)

NO SCHOOL – Winter Break – December 25 – January 3

January

Teacher Work Day Only – No Students – January 3

Classes Resume & 2nd Semester Begins – January 4

Grade Cards distributed – January 4

NO SCHOOL – Martin Luther King Day – Snow Make-up Day, if needed – January 15

February

Mid-Terms distributed – February 7

March

End of 3rd 9 Weeks – March 9

Grade Cards distributed – March 15

NO SCHOOL – Spring Break – March 19 – 23*

(Snow Make-up Days begin on the 19th to the 23rd, if needed)

NO SCHOOL – Spring Break – March 26 -30

April

Mid-Terms distributed – April 26

May

NO SCHOOL – May 4*

(Snow Make-up Day, if needed – May 4)

NO SCHOOL – Memorial Day – May 28
 End of 4th 9 Weeks & 2nd Semester – May 30
 Last Student Day – Tentative – May 30
 Last Teacher Day – Tentative – May 31

Henryville High School Graduation – June 3, 4:00 PM
 *Snow Make-up Days if Needed

Henryville High School SCHOOL SONG

Cheer, cheer for ol' Henryville
 Wake up the echoes, sing with the will
 Send our loyal cheers on high
 Shake down the thunder from the sky
 Whether the odds be great or small
 Ol' Henryville will win over all
 Now our loyal sons are marching
 Onward to victory

Cheer, Cheer for ol' Henryville
 Wake up the echoes
 Sing with the will
 Send our loyal cheers on high
 Shake down the thunder from the sky
H-E-N-R-Y-V-I-L-L-E
 Now our loyal sons are marching
 onward to victory
H-O-R-N-E-T-S
H-H-S

HENRYVILLE JR-SR HIGH STUDENT BEHAVIOR EXPECTATIONS

RESPECT YOURSELF, YOUR SCHOOL, AND YOUR PEERS.

ARRIVE TO CLASS ON TIME AND WITH REQUIRED MATERIALS.

FOLLOW ADULT REQUESTS THE FIRST TIME GIVEN.

USE APPROPRIATE LANGUAGE, VOLUME, AND TONE AT ALL TIMES.

BEHAVE RESPONSIBLY, ORDERLY, AND USE GOOD MANNERS.

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WELCOME

Dear Student, Parent(s), or Guardian(s):

I'd like to welcome you to Henryville Jr. Sr. High School for the 2017-18 school year! I feel very humbled and honored to serve as your building principal. We are committed to providing our students a safe, distraction-free, learning environment to allow our students to reach their full potential. This year we specifically want to push West Clark Community School's PRIDE certificate. The current seniors, the class of 2018, will be the first class to have the opportunity to earn this work effort certificate. Persistence, Responsibility, Initiative, Determination, and Efficiency are the traits we are striving to establish through the PRIDE certificate. We look forward to working with our students this year in building these traits to ensure our graduates are career and college ready! Please call, email, or stop in if you have any questions or concerns.

Al Eckert
Principal

Student Handbook

It is the responsibility of every student to know the policies, rules, and procedures as outlined in this student handbook. The online copy of the handbook is always the most current form and takes precedence over the hard copy. For further information regarding the policies of the West Clark Community Schools please refer to the following website:

<http://www.neola.com/westclark-in/>

Each student is to have his or her handbook whenever he or she is out of the classroom. The student handbook will serve as a hall pass. Each teacher will write a pass in the space provided with the appropriate date, the time, and signature. Students are not to be in the halls without their student handbook. If the handbook is lost, damaged, defaced, or stolen, another handbook must be purchased for \$10.00

SECTION ONE SCHOOL PROCEDURES

Student Services

Counselor

Secretary

Schedule for Classes
Request for Counseling
Vocational Information
Scholarship Information
Academic Concerns
Withdrawals
Enrollment
College Information
Work Permits

Front Office

Receptionist

Secretary/Treasurer

Principal/Assistant Principal/Athletic Director

Sign In/ Sign Out
Announcements
Lost and Found
Discipline
Attendance
Visitor's Pass
Scheduling Facility Use

ADMINISTRATION OF MEDICATION

If at any time during the school year it becomes necessary for a student to take medication (either prescribed or over-the-counter medicine) during the school day, a parent/guardian request form to administer the medication to the student must be completed and on file in the principal's office. Vitamins, Herbal Supplements or Essential Oils will not be permitted without physician signature.

Any violations of the administration of medicine policy will have the same consequences as the penalties imposed under the violation of the substance abuse policy.

Medication may be released only to the student's parent or an individual 18 years or older that is designated in writing by the student's parent, or unused medication may be sent home with the student only with written permission of the student's parent.

ANNUAL NOTICES

No Child Left Behind Act

The No Child Left Behind Act (NCLB) 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 NCLB 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.

- The U.S. Department of Education's non-regulatory guidance document, *Parental Involvement Title I, Part A*, contains a chart listing the *key* parental notice requirements under Title I, Part A of NCLB, who has to issue the notices, and, when they must be issued. The description of each notice

contains references to the relevant statute sections and guidance documents, some of which contain model policies. Download this document at:

<http://www.ed.gov/programs/titleiparta/parentinguid.doc>

New requirement: Pursuant to the Title I regulations, finalized in October 2008, a school district must notify parents of eligible students of the availability of public school choice at least 14 days before the start of the school year. 34 C.F.R. § 200.37(b)(4)(iv). On April 1, 2009, U.S. Department of Education Secretary Arne Duncan issued a letter further advising that, if a state's current assessment timeline precludes districts from meeting this 14-day requirement, a one-year waiver may be granted. The October regulations also require local school districts to notify parents of eligible students of the availability of supplemental education services in a manner that is clearly distinguishable from other school improvement information that parents receive.

34 C.F.R. § 200.37(b)(5). The notice must inform parents of the benefits of supplemental education services, and indicate providers who are able to serve students with disabilities or limited English proficient students. 34 C.F.R. § 200.37(b)(5).

- The Title I final regulations may be viewed here, along with corrections to the regulations: <http://www.ed.gov/programs/titleiparta/legislation.html>
- View the Secretary's letter, which includes a table of the October 2008 provisions, here: <http://www.ed.gov/policy/elsec/guid/secletter/090401.html>

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 educational 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.

- Download the U.S. Department of Education's *Model Notification of Rights Under FERPA for Elementary and Secondary Schools* at:

<http://www.ed.gov/policy/gen/guid/fpco/doc/ferpamodelnotice04.doc>

Under FERPA, school districts may disclose directory information if they have given public notice to parents/guardians and adult students of what information has been designated as directory information and when and how parents/guardians and adult students may opt-out of allowing the district to disclose directory data. 34 C.F.R. § 99.37. Finally, under FERPA school districts must provide notice that they may release the name, address, and phone number of students to military recruiters unless parents opt out. 20 U.S.C. § 7908.

- Download the U.S. Department of Education's *Model Notice for Directory Information* at: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/mndirectoryinfo.html>

Updated model notices coming soon: The Family Policy Compliance Office (FPCO) is planning on issuing updated model FERPA notices in the fall of 2009 to reflect changes made in the 2009 final FERPA regulations. Changes to the model notices will likely be minor. Go to FPCO's website to see if they have issued the updated model notices:

<http://www.ed.gov/policy/gen/guid/fpco/index.html>

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).

- Download the U.S. Department of Education's *Model Notice of Rights Under the Protection of Pupil Rights Amendment* at: <http://www.ed.gov/policy/gen/guid/fpco/pdf/modelnotification.pdf>

If districts plan to: (1) use students' personal information for selling or marketing purposes; (2) administer any survey about any of the eight topics listed in the statute (political beliefs, income, sex behavior or attitudes, etc.); or, (3) administer certain non-emergency, invasive physical examinations, districts must notify parents at least annually at the beginning of the school year of the specific or approximate dates when these activities are scheduled or expected to be scheduled. 20 U.S.C. § 1232(h)(c)(2)(B).

- Download the U.S. Department of Education's *PPRA Model Notice and Consent/Opt-Out for Specific Activities* at: <http://www.ed.gov/policy/gen/guid/fpco/pdf/ppraconsent.pdf>

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. 7C.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).

- The U.S. Department of Agriculture's document entitled *Eligibility Guidance for School Meals Manual* contains an explanation of the required notices and a sample notice and application form. The document also contains a chart describing to whom, and under what conditions, information regarding free and reduced eligibility status may be disclosed. Relevant notices appear in the appendices:

http://www.fns.usda.gov/cnd/Guidance/eligibility_guidance.pdf

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).

- The National Center for Homeless Students (funded by the U.S. Department of Education) has created posters (in black and white or color, in English or in Spanish, for parents or for students) that can be ordered on their website:

http://www.serve.org/nche/products_list.php#youth_poster

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 reinspection and surveillance activities. 40 C.F.R. §§ 763.84(c), 763.94(g)(4).

- Download the U.S. Environmental Protection Agency's *Model AHERA Yearly Notification Form* at: <http://www.epa.gov/region2/ahera/notiform.htm>

In compliance with the Environmental Protection Agency's (EPA) AHERA regulations, West Clark Community Schools has completed school inspections for the presence of asbestos-containing building materials. Management Plans for these materials have been developed and are available for your review. Each school has a copy of their Management Plan on file in the Administration Office, 601 Renz Ave, Sellersburg, IN

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

A number of 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 on the basis of race, color, and national origin; Title IX on the basis of 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 on the basis of 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.

- Download the U.S. Department of Education's *Notice of Non-Discrimination*, which describes the content and publication requirements for each notice required under each statute. The document contains a sample notice of non-discrimination school districts may use to meet the requirements of **all** of the above statutes: <http://www.ed.gov/print/about/offices/list/ocr/docs/nondisc.html>
- On August 4, 2004, the U.S. Department of Education sent a letter to post-secondary institutions reminding them of their notice obligations under Title IX. The letter, which is equally applicable to public K-12 school districts, indicates that the most frequent failure by post-secondary institutions is to disseminate the identity of and contact information for the Title IX coordinator: http://www.ed.gov/about/offices/list/ocr/responsibilities_ix_ps.html

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).

- Download the U.S. Department of Education's *Model Form: Procedural Safeguards Notice* at: http://idea.ed.gov/download/modelform3_Procedural_Safeguards_Notice.doc

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 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, Indiana 47172
812-246-3375

ARRIVAL TO SCHOOL

Students are not to arrive before 7:35 a.m. Class will begin at 7:55 a.m. Once a student has arrived on school grounds, he or she must seek permission from the front office to leave. Students arriving at school after 7:55 a.m. must enter the building through the main entrance and sign in at the front office. The principal must pre approve any exception to this.

Car riders and drivers parking in lot should arrive and enter door 22. Student drivers parking on the east side of the building should enter door 28. Senior / Prosser PM / Ivy Tech students should use the south lot and should enter door 1.

Bell Schedule 2017-18

Regular

Begin Time	End Time	Period
7:55	8:45	Period 1
8:50	9:35	Period 2
9:40	10:25	Period 3
10:25	10:55	A Lunch
10:30	11:20	Period 4
11:00	11:20	Prosser Lunch
11:25	12:15	Period 5
11:45	12:15	B Lunch
12:15	12:45	C Lunch
12:20	1:10	Period 6
1:10	1:55	Period 7
2:00	2:50	Period 8

2 Hour Delay

Begin Time	End Time	Period
9:55	10:25	Period 3
10:25	10:55	A Lunch
10:30	11:20	Period 4
11:00	11:20	Prosser Lunch
11:25	12:15	Period 5
11:45	12:15	B Lunch
12:15	12:45	C Lunch
12:20	1:10	Period 6
1:10	1:55	Period 7

2:00	2:50	Period 8
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Note: 1st - 2 Hour Delay – skip blocks 1 and 2; 2nd - 2 Hour Delay – skip blocks 2 and 3;
3rd – 2 Hour Delay – skip 1 and 3; repeat.

No AM Prosser/Manufacturing Program – students report at 10:28 AM

BICYCLES, SKATEBOARDS, ATV’S

Bicycles, Skateboards, ATV’s, etc. are not permitted on school property at any time. If a student is on campus with these items, the items may be confiscated, disciplinary action taken, and/or legal authorities will be summonsed for repeat offenders.

BUILDING LOCKDOWN

Building lockdown will occur if situations warrant. All students must remain with their teacher, maintain orderly, quiet behavior, and listen carefully to all instructions until the lockdown is lifted.

BUS RULES AND REGULATIONS

The driver of the bus that transports your child to and from school plays an important part in the education of that child.

School bus drivers are to have complete control of all school children on the trip to and from school. The driver shall keep order, maintain discipline among the children, see that no child is imposed upon, and shall use every care for each child’s safety. The bus driver shall assure that the following regulations are observed by all pupil passengers:

1. Be prompt – the driver will inform you of the arrival time and boarding time both at home and at school.
2. Each pupil shall be seated immediately upon entering the bus. The driver has the authority to determine where a student sits.
3. No pupil shall stand or move from place to place during the trip.
4. Loud, boisterous, or profane language or indecent conduct will not be tolerated.
5. No windows or doors are to be opened or closed except by permission of the driver.
6. No students shall enter or leave the bus until it has come to a complete stop and the door has been opened by the driver.
7. Although some talking is permitted while in route, the driver will, at times, need to ask for absolute quiet (railroad crossings, wreck of other vehicles in path, stormy weather, etc).
8. No food or drinks are to be consumed while on the bus.
9. Hands are to be kept to oneself. Teasing, hitting, or touching other students is not permitted.
10. No feet in seats or center aisle.
11. Report misbehavior of other riders to the driver or principal.

12. Use or possession of smoking or smokeless tobacco, alcohol, or drugs is prohibited. Statues I.C. 20-9,1-5-19 states: "All school children, while being transported on a school bus, shall be under the supervision, direction, and control of the school bus driver, and shall be subject to the discipline of the bus driver and the governing body of the school corporation.
13. Prosser students are to ride the bus they are assigned for the year. Students driving to Prosser without permission from the Principal or Designee will be subject to loss of driving privileges and/or suspension.
14. Pedestrians walking to and from school are expected to go directly to their destination.
15. Bus Drivers will report all discipline concerns to the office.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good eating habits, nutritious food is offered at reasonable prices. Students may also bring their lunch from home, but may not bring or have restaurant food delivered to the school without the permission of the principal or assistant principal. In order to keep the cafeteria clean and attractive, all students will deposit all litter in the wastebasket, return all trays and utensils to the dish return area, leave the tables, chairs, and floor in a clean condition, ready for use by others, wait their turn in line, and consume all food in the cafeteria.

The school cafeteria provides students with the opportunity to have breakfast each morning from 7:30 AM – 7:50 AM. The cost of breakfast \$1.65 (pending no change in the funding formula). The cost of a school lunch \$2.85 (pending no change in the funding formula). Items are available on an a la carte basis. Each student will have an account in his or her name in the cafeteria and may deposit money into the account prior to the start of the school day in the cash box located in the cafeteria. It is recommended that lunches be paid in advance weekly or monthly. The student number and account should be listed on outside of envelope. Envelopes are available in the high school office. There will be no change given at the register, if there is change, it will be deposited into the student's account. Students will be served a peanut butter sandwich if they do not have money and have more than two charges. During lunch period students are to be in the cafeteria.

CLOSED CAMPUS

Students shall remain in the designated areas of the building or grounds from time of arrival to the time of dismissal. Principals are permitted to approve exceptions for attending school sponsored activities, doctor and dental appointments, and court appearances.

No student may leave school grounds at any time during the school day, including lunch time unless he or she has parental authorization and is approved through the office.

COMMUNITY RELATIONS

Organizational Publications: (Flyers, Pamphlets, notices)

The Board recognizes that sending notices home with students is a convenient way for community organizations to communicate with students and their parents. However, such organizations do not have an automatic “right” to the use of school resources, personnel, and students for this purpose.

To the extent that it is convenient to accommodate such requests, and if the information is likely to be of widespread interest, and if the nature of the communication meets school corporation guidelines, then it is acceptable.

Outside groups must first have the express approval of the Superintendent, and the Principal of the affected school or schools.

Guidelines:

1. Copies of the material the organization is requesting to be sent out must be submitted to the Principal and/or Superintendent sufficiently in advance to allow review.
2. The flyer/pamphlet may be made available on the office counter or distributed to students, after discussion between the organization's representative and the Principal.
3. The requesting organization is responsible for making sufficient copies and arranging them in stacks for individual classes, as requested by the principal.
4. The distribution of publications must not become burdensome for teachers, or materially detract from instructional time for students.
5. Publications may not:
 - a. contain libelous or obscene language
 - b. incite persons to illegal acts
 - c. be insulting or offensive to any group or individuals
6. If the Principal/Superintendent reasonably can forecast that its distribution to students will disrupt or materially interfere with school procedures, and intrude into school affairs or the lives of others, it shall not be distributed.
7. Political information which is intended to influence local, state or federal elections for any office, shall not be permitted to be sent home under this policy.
8. Church activity announcements may be sent home under this policy, but may not contain overtly religious material.
9. For-profit organizations, or those selling a product, or offering a service are not eligible under this policy.

Examples of acceptable publications under this policy:

- YMCA youth programs
- NAFC Summer swim program
- Local Church “family nights”, “skate nights”, “Easter Egg Hunt”, and similar activities
- Cheerleading (and other sport) camps, if the primary purpose is educational, and not profit
- Information from Local community organizations or officials, if it meets the above guidelines

DRINK/FOOD DURING SCHOOL HOURS

No food or drink is allowed in the hallways or classrooms. One exception, a water bottle with lid may be kept in student lockers or allowed in the classroom with teacher permission.

EMERGENCY DRILLS

Fire and disaster drills and emergency weather drills will be held to insure that students, faculty, and staff know the procedure to follow in the event of an actual emergency.

EMPLOYMENT-WORK PERMITS

By State law, students under the age of 18 must apply for a work permit through Student Services. An Intention to Employ Card requires the signature of the prospective employer, the child, and the parent. A complete card accompanied by a birth certificate should be presented to Students Services. **Work permits may be revoked or denied when school attendance or performance suffers as a result of the student's employment.**

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

To Parents and Students:

On August 21, 1974, the United States Congress adopted an amendment of the General Education Provisions Act carried "Family Educational Rights and Privacy Act of 1974" dealing with student records. In Broad outline, this Act provides for the following:

1. The Act concerns the student records of both elementary and secondary schools.
2. The parents' rights under this Act extends until the student is 18 years of age, is enrolled in a post-high school institution; thereafter, only the student himself may exercise the right.
3. Parents have a right to examine their children's records at reasonable times.
4. The parent has a right to have a record corrected if it is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of the student.
5. A record must be kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination.
6. Certain persons may examine student's records without a parent's consent. These include school officials, including teachers who have "legitimate educational interests", officials of other schools or school systems where a transfer is made, and certain representatives of the state and federal government with various limitations.
7. Any person may receive the records if the parents execute a written consent specifying the records to be released, the reason for such release, and the persons to whom they are to be released. A copy will be sent to the parents in such case if requested. The parent may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
8. A copy may also be furnished pursuant to a court order or subpoena, but only if the parents are given advanced notice.

The Board of Trustees of the West Clark Community Schools has adopted a policy implementing the provisions of this Act. A copy of this policy and Act are on file and available for inspection at the office of the Superintendent of Schools.

FIELD TRIPS

Students are not required to attend field trips, but students not in good standing may not be permitted to participate. All students must have a parental permission form with signatures to attend any field trips.

HALLWAYS

Behavior in hallways is to be orderly and considerate of others. All classroom rules apply to the hallways. Junior high students are to be in designated junior high areas, and senior high students are to be in high school areas. Please do not block the hallway preventing students and staff from normal traffic patterns. Socialization is encouraged in the large commons area.

HEALTH SERVICES

The school corporation has established policies and procedures to maximize the health, safety, and welfare of all students while under the direction of the school.

There is a full time school nurse available to Henryville School students. The school is responsible only for immediate first aid. The School Board does not pay for any medical or hospital bills incurred as a result of an accident to the pupil at school. The parent or guardian is responsible for the payment of such bills. Student insurance is offered at the beginning of each school year and may be purchased by the parent.

In case of an accident, no matter how minor, the student should report the accident to the teacher immediately. In the event of severe accidents or acute illness, emergency care will be given and the parents notified. The nurse or principal shall notify the parent immediately if a child is injured or ill enough to be sent home. In the absence of the principal, an adult on staff shall assume the responsibility of notifying the parent.

The parent assumes the responsibility for transporting the child home or to the hospital. If the parent of a seriously ill or injured child cannot be located within a reasonable time, the principal will then assume the responsibility.

The school shall have readily available for each child, information indicating current home and business addresses and phone numbers of parents and guardians as well as the name, address and phone number of a person to be contacted in the event the parents cannot be reached. The information should also indicate action desired by the parent if the school is unable to locate any of the above persons. Any drug sensitivity or serious chronic condition of the child should be noted.

The Wellness Policy (6.0-56) is on file in the Administration Office, 601 Renz Avenue, Sellersburg, IN

IMMUNIZATION REQUIREMENTS

IC20-34-4-2 requires immunization of all children enrolled in a school corporation. Every child residing in this state shall be immunized against:

Immunization	# Required	1 st	2 nd	3 rd	4 th	5 th
DPT, DTP or DT	* (5)	___	___	___	___	___
Tdap (tetanus, diphtheria, pertussis booster)	(1)	___	(age 11, grades 6-12)			
Polio IPV/OPV	** (4)	___	___	___	___	
Hepatitis B	(3)	___	___	___		
Hepatitis A (Kindergarten, 1 st and 2 nd Grades)	(2)	___	___			
MMR (measles, mumps, rubella)	(2)	___	___	(1 st shot on or after 1 st birthday)		
Varicella (chickenpox)	*** (2)	___	(on or after 1 st birthday)			
		___	(or documented history of disease)			
Meningococcal	(1)	___	(grades 6-11)			
Meningococcal	(1)	___	(grade 12)			

* or 4 doses if 4th dose administered after 4th birthday

** or 3 doses if 3rd dose is after 4th birthday

*** or submit signed statement from parent/guardian indicating dates the child had chickenpox.

PRESCHOOL (3-5 Years of age) are allowed one less DPT, Polio, and MMR

Please contact your physician regarding these immunizations and return this form or bring a copy of the physician's immunization record to the school showing the specific dates given. You must provide documentation that a doctor's appointment has been scheduled if you do not have all the required shots. You must do this in order for your child to remain in school.

The Clark County Health Department, 288-2708 or Floyd County Health Department, 948-4726, can provide this service in addition to your private physician.

EXPULSION FROM SCHOOL IS MANDATORY BY LAW IF YOU DO NOT COMPLY WITH THIS REQUEST.

IC 20-34-4-5 when a child enrolls for the first time in a school corporation, the parents shall furnish to the governing body of that corporation an adequately documented statement of the child's immunizations which shall show that the child has received at least the minimum number of doses for his age as recommended by the official bodies named in Section 1 [410 IAC 1-1-1].

A child may not be permitted to attend school beyond the first day of school without furnishing this written statement, unless:

- (1) the school gives the parents of the child a waiver: or
- (2) the local health department of a physician determines that the child's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school. The waiver referred to in the subdivision (1) may not be granted for a period that exceeds twenty (20) days. If subdivision (2) applies, the parent of the child shall furnish the written statement and a time schedule, approved by a physician or the local health department, for the completion of the remainder of the immunizations.

The Health Department may provide immunizations if you are uninsured. The phone number for the Clark County Immunization Clinic is 812-288-2708.

Following is the text of the two cited statutory provisions on objection to immunization.

1. IC 20-34-3-2 RELIGIOUS OBJECTION

Except as otherwise provided, no school child shall be required to undergo any testing, examination, immunization or treatment required under this chapter when his parent objects. An objection will not exempt a child from any testing, examination, immunization, or treatment required under this chapter unless it is made in writing, signed by the child's parent, and delivered to the child's teacher or to the individual who might order a test, exam, immunization, or treatment absent the objection.

2. IC 20-34-3-3 EXCEPTION FOR CHILD'S HEALTH

If any physician certified that a particular immunization by this chapter is or may be detrimental to the child's health, the requirements of this particular immunization is inapplicable for that child until it is found no longer detrimental to the child's health.

NOTICE OF HEALTH SCREENINGS

Students in Grades 1, 3, and **8** will be given vision screening. 20-34-3-2

Students in Grades K, 1, 4, **7**, and **10** will be given hearing (audiometer) screening. 20-34-3-14

You will be contacted if the screenings indicate that further testing is needed.

PLEASE NOTIFY THE NURSE IN WRITING IF YOU HAVE ANY OBJECTIONS.

IMMUNIZATION AND BIRTH CERTIFICATE REQUIREMENTS

Parent/Guardian must bring **Birth Certificate** and **Immunization Record** prior to the first day of school or they will **NOT BE ALLOWED to attend the start of school**.

If the immunization record is available, but **NOT** up to date, you must show **PROOF of appointment** before being allowed to stay beyond 20 days.

Please check with your physician or health department to see if your child is up to date on their immunizations. If not, you will have the summer to schedule appointments. Once school starts it often takes months to schedule appointments with physicians and clinics due to the large number of students requiring immunizations. We appreciate your help with this matter.

CARE OF SICK AND INJURED STUDENTS

The school will notify the parent if a child is injured or ill enough to be sent home or to the hospital. The parent is to assume the responsibility for transporting the child home or to medical facilities. If the parent/guardian of a seriously ill or injured child cannot be located within a reasonable time, the principal (or designee) is to then assume the responsibility to transport or call for an ambulance to transport the child to the hospital. A representative of the school will accompany the child. School personnel will provide first aid/emergency care until the parent arrives and/or until the child is under the care of medical personnel (EMT's, physician, etc.)

The parent/guardian's home and work numbers, and additional relatives' numbers are to be updated whenever there is a change. There should also be listed those other persons who have permission to pick up your child when the parent/guardian cannot be reached.

MEDIA CENTER

Students will have access to the Media Center between the hours of 7:35 a.m. to 3:05 p.m. Students may use the Media Center with a handbook pass. Students must present the handbook to the media director or aide upon arrival to the center and have it signed before leaving the Media Center.

Teacher/classroom use of the Media Center has priority for student's use. The center is utilized by all students (K-12) on the Henryville campus; therefore, students need to remain quiet in all areas of the center. Disorderly students will be sent back to class and may lose the privilege of using the Media Center.

Media Center materials are required to be returned on time or paid for if damaged or lost. Damaged or lost materials must be paid for by the end of each grading period. A fee of (5) cents per day will be charged for any overdue material.

Access to computers and the Internet will be available to students. Signed acceptable use policy and Internet use forms must be on file before students may use the Internet.

PASSES (STUDENT)

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. 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.**

PEST CONTROL POLICY

The school corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and nonchemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

The complete policy (policy 7.0-29) is on file in each building and in the Administration Office, 601 Renz Ave, Sellersburg, IN.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

West Clark Community Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. West Clark will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. West Clark will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. West Clark will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided the opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: (NONE APPLY)

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any nonemergency, invasive physical examination or screening as described above.

A complete list of protected areas may be requested.

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

Family Policy Compliance Office
U.S. Dept of Education
400 Maryland Ave., SW
Washington, D.C. 20202-5901

PUPIL PERSONNEL

Non-School-Sponsored Publications

Publications produced by school district students without school sponsorship, or handbills, may be distributed and/or sold within the school according to the following procedures.

1. They must include the name of the sponsoring organization and/or individual.
2. A time and place of the distribution must be set cooperatively with the principal.
3. A copy must be given to the principal at least 24 hours before its distribution.
4. The publication shall contain this phrase: "The opinions expressed are not necessarily those of the school district or its personnel."
5. If the principal finds the publication (1) contains libelous as defined in the "Definition of Terms" or obscene language, (2) may incite (lead) persons to illegal acts, (3) is insulting to any group or individuals, or (4) he/she can reasonably forecast that its distribution to the students will greatly disrupt or materially interfere with school procedures and intrude into school affairs or the lives of others, the principal shall notify the sponsors of the publication that its distribution may not be started, or must stop. The principal shall state the reason for his/her decisions.

Distribution and Displaying Materials

The written permission of the school principal or the Superintendent of Schools is required before students may distribute or display on designated bulletin boards, materials from sources outside the school.

Distribution of Literature

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of literature.

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of literature;
3. Allow no interference with classes or school activities;
4. Specify times and places where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

The Superintendent and Principals shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timelines for the review of materials.

RACIAL HARASSMENT

Racial harassment involving employees or students is strictly prohibited by West Clark Policy. The policy is available in each school office and the Administration office. If necessary, ask your principal for the form "Report of Racial Harassment".

SAFE SCHOOL HELPLINE

At times students and parents overhear information that you don't feel you can share with school personnel for fear of retribution or punishment (threats, vehicle damage, or fear of bodily harm). When someone steals, uses drugs in schools, threatens violence or suicide, or commits illegal actions it can hurt the school and all of us.

Your students and their friends deal with the problems every day. You know many of these situations firsthand, but, at times, feel frustrated in reporting them. Your school corporation has subscribed to a service that allows students and parents to relate this information ANONYMOUSLY. The following outline should answer your questions.

WHAT IS THIS SYSTEM? It is THE SAFE SCHOOL HELPLINE. Please remember: All conversations are completely ANONYMOUS. The phone number is 1-800-4-1-VOICE ext. 359 (1-800-418-6423 ext. 359).

HOW DOES IT WORK? This toll-free number has been assigned to your school system. When you dial this number from a touch-tone phone, you will be advised how to leave your information-and NOT to include your name or other facts that could identify you. Then, record your message.

WHAT TYPE OF INFORMATION SHOULD BE REPORTED? Violence, Threat, Theft, Alcohol or Drug Abuse, Talk of Suicide, Sexual Harassment, Weapons, Bullying.

WHAT HAPPENS NEXT? Security Voice will send a TYPED COPY of your message to your school. The school will then investigate the report, and determine how best to act on it.

WHEN AND WHERE CAN I CALL? You may call toll-free anytime-day or night. You may call from home, on a cell phone, or from a pay phone. Be careful that your call is not overheard.

CAN THIS SERVICE HELP TROUBLED STUDENTS, TOO? Yes, if you see a student who is very troubled, or overhears remarks like, "I can't go on", please call to report it. The call will be routed to a COMMUNITY COUNSELING AND CRISIS CENTER THAT PROVIDES A 24 HOUR CRISIS INTERVENTION SERVICE. Trained counselors are available 365 days per year to talk with persons seeking assistance in coping with suicidal thoughts, depression, or feeling of loneliness or loss. Callers need only press "3" when prompted, to reach this counseling service.

WHO CAN CALL THIS NUMBER? Everyone within our school community including students, teachers, staff, parents, administrators.

CAN I CHANGE MY MESSAGE LATER? HOW WILL YOU KNOW WHO IS CALLING? Yes, when you leave a message you are given a case number (THAT ONLY YOU KNOW). Please enter that same case number when updating your message or answering additional questions.

We sincerely hope that this system will enable our school public to maintain communication without the worry of hostility or threat to our students. It is currently in use in a number of states and has proven especially helpful in the areas of drug problems and suicide prevention.

SCHOOL BOUNDARIES

All students residing in Union Township and Monroe Township, excluding from the top of Bartle Knob to Wood Township line; also including the end of Reed Road (South), as well as the end of Percy King Road, which extend into Carr Township.

Explanation: All of Union Township resident students attend Henryville, including houses and old or new subdivisions along Perry Crossing Road and Bud Prather Road (the North half); such as: The Fields of Perry Crossing, Falling Creek, and Lewis and Clark.

SCHOOL CLOSING INFORMATION

In the event of inclement weather, or other emergency situations, Louisville area radio and television stations WHAS (11), WAVE (3), WLKY (32), or WDRB (41) will provide cancellation or delay information.

SCHOOL RESOURCE OFFICER

A school resource officer (SRO) is a uniformed police officer (Clark County Sheriff's Department) who (typically) volunteers to have Henryville Jr. Sr. High School as part of the daily work assignment. The SRO should be distinguished from security guards hired by some school systems who are not sworn law enforcement officers and from the school district police departments in some larger cities which are separate sworn law enforcement departments serving only the school system.

Each SRO is expected to continue to function as a complete law officer by enforcing all laws within the general community and by responding to calls from the Clark County Sheriff's Department Dispatcher to other locations as needed throughout our community. The SRO is usually assigned an office or desk within the school. The Henryville SRO is located outside the Henryville High School cafeteria and maintains communication with all Law Enforcement Departments via normal radio communication.

Many schools also provide the SRO with radio communication to the school building administrators. These school liaison officers vary somewhat in their responsibilities, but have as their primary mission the reduction of youth crime, particularly at school. Often an important part of the responsibility of an SRO is the teaching of the Drug Abuse Resistance Education program (DARE) at Henryville Elementary and Jr. High School.

The goals of the SRO program are to support school staff and students in efforts to provide a safe, productive learning environment, to educate students about law related issues and to directly affect certain student behaviors, such as decision making. In addition, the program supports comprehensive, proactive partnerships among police, youth, school and the community, as well as establishing close working relationships and better information sharing with school personnel and the community.

For more information:

http://www.indiana.edu/~safeschl/school_community_resource_officers.pdf

Legal information is covered under Indiana Code:

1. SECTION 2, IC 5-2-6.9

Chapter 6.9. Law Enforcement, School Policing, and Youth Work Group.

1. SECTION 3, IC 20-34-6

Chapter 5. Student Safety Reporting

SEARCH AND SEIZURE

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

School authorities will make general inspections of lockers or desks 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 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.

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.

SEX DISCRIMINATION

West Clark Community School Corporation does not discriminate and is required by Title IX, 1972 Education Amendments, not to discriminate on the basis of sex in the operation of its educational programs and activities. Such educational programs or activities include employment and admission to employment with West Clark Schools.

The Office of the Superintendent shall be responsible for the implementation of this policy including the establishment of an appropriate grievance procedure. Inquiries concerning the application of Title IX and the implementing regulations to the corporation may be referred to any of the building principals who have been designated by the corporation as the officials responsible for Title IX compliance or to the Office of Civil Rights, Chicago Office, United States Department of Education, 111 North Canal Street, Suite 1052, Chicago, IL 60606-7204, (312) 866-8434.

SEXUAL HARASSMENT

It is the policy of West Clark Community School Corporation to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any employee of the West Clark Community School Corporation to harass another employee or student through conduct or communication of a sexual nature. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

A complete and official copy of the Board of Trustees Policy 4.0-30 is available in the office of each school and at the West Clark Administration Building upon request. Consult with your building principal for additional information or if necessary, to request a "Report of Sexual Harassment" form.

STUDENT COUNCIL

There are active student councils at the Junior High School and Senior High School. The purpose of student council is to maintain a loyal and sincere school spirit on the part of all students to foster a friendly and cooperative relationship between the student body and the faculty, to give students some voice in the conducting of school affairs, and to initiate and carry out worthy student enterprises. The membership is open to any student regularly enrolled in school and elected in the manner prescribed by the constitution of the student council.

STUDENT DRIVING FORMS

"Students obtain the student driving form from the office receptionist. All forms and permits must be visible to the resource officer **by the last day of August** or upon obtaining a driver's license. Student in violation will be fined by the office."

Only high school students will have driving privileges. Driving permits are required of all student drivers at a cost of \$1.00.

The operation of motor vehicles on school property shall be restricted to licensed vehicles and drivers on designated streets and parking areas and subject to established regulations. The areas shall fall under this scrutiny and discretionary supervision given public property by the local and state police.

Students are to park vehicles upon arriving at school and not be in, around, move or operate vehicle until departure at the end of the student day. (6.0-38-5)

Note: In order to have full knowledge of student drivers, all students who plan to drive at any time during the school year must complete a student driver vehicle registration form. These forms are available in the office. When submitting the Student Driver Vehicle Registration Form, the students and parents are, in effect, confirming they have the legal minimum of liability insurance to drive in Indiana for each vehicle listed. This permit of consent will be filed and may be valid for the entire school year. The principal may refuse, at any time, the use of a vehicle during the school day.

Revocation of Driving Privileges – This Act amends the driver’s license law to 1. prohibit the issuance of an operator’s license, learner’s permit, temporary motorcycle learner’s permit, and motorcycle operator endorsement or license, and 2. invalidate a person’s license or permit if (The) person less than eighteen (18) years of age is under (1) at least a second suspension from school for the school year under IC 20-8.1-5-4; (2) an expulsion from school under IC 28-8.1-5-4; or (3) an exclusion from school due to misconduct under IC 20-8.1-5-5(1).

STUDENT IDENTIFICATION CARDS

Each student shall be issued one ID card. With the State Student ID # and the widespread use of technology in our school, we have established a system (bar code) that will assist us in identifying individuals as Henryville Junior/Senior High School students. This card will be used in the following areas: athletics, Internet use, media center, cafeteria, extracurricular activities, field trips, etc. Each student is expected to have his or her ID at all times much like a driver’s license. ID’s may be worn on an approved lanyard or carried in the student handbook, billfold, or purse. If a student does not have his or her card, he or she will be denied Internet and/or other privileges that require identification or permission. This may interfere with a student’s ability to complete class work. Repeat offenders will be referred for disciplinary action. A student must have their ID to purchase lunch, without the ID the student will be sent to the end of the line. A student can purchase a new ID card for \$5.00 or donate \$1.00 to the Library for a bar code.

STUDENT LOCKERS

Lockers are assigned at the time of registration and must be kept clean, locked, and orderly at all times. Locker or lock concerns are to be reported to the office. P.E. locker problems are to be reported to the P.E. teacher. Students are responsible for any school property such as books assigned to them and housed in the locker. Students will pay for the replacement of school property taken from an unlocked locker. Students are held accountable for any items found in their issued locker.

VISITORS

Parents or other interested citizens are welcome to visit our school throughout the school year. Visitors need to report to the main office and sign in. Visitors’ identification badges will be provided and are to be worn while in the school. Parent and/or student requests for classroom visits are to be directed to the building principal or his or her designee. Student visitors are prohibited unless the visit relates to a specific school program.

SECTION TWO ACADEMIC INFORMATION

PROGRESS REPORTS

Progress Reports are issued at mid-term for students that have a percentage in a class less than 70%. The mid-term dates are on the calendar on page 3 at the front of this handbook.

REPORT CARDS

Grade cards are approximately issued one week following the end of the quarter.

GRADES

Constant assessment of student work is essential to the learning process. Because of this it is important that students complete all work assigned. If there are questions about a student's grade, the teacher should be consulted. Grades of Incomplete (I) must be made up within two weeks of the end of the grading period. If there are still questions, the counselor or building principal may be consulted.

GRADING SCALE

In order to provide consistency from class to class and teacher to teacher, a school-wide grade scale has been established. It is as follows:

A+	100%	C	73% - 76%
A	93% - 99%	C-	70% - 72%
A-	90% - 92%	D+	67% - 69%
B+	87% - 89%	D	63% - 66%
B	83% - 86%	D-	60% - 62%
B-	80% - 82%	F	59% or below
C+	77% - 79%	NC	Loss credit based on attendance issues and is also used in replacing a repeated course

Students will be given a copy of the grade scale along with other classroom expectations.

GRADE POINT AVERAGE (GPA)

The transcript will reflect the semester GPA, which is an average of the two quarters and the semester exam.

HONOR ROLL

The Distinguished High Honor Roll will consist of students with a 3.5 or greater GPA in each quarter. The Regular Honor Roll will consist of students with a GPA greater than 3.0 and less than 3.5. If a student receives an "I" (incomplete) for any class, he or she will not be listed on the Honor Roll.

SUMMER SCHOOL

Summer school may be offered for remediation and/or to make up credits for courses not passed during the regular school year. Students who elect or are required to attend summer school should note that all rules of conduct and behavior apply. Attendance at summer school is very important due to the amount of material covered each day. Excessive absences may result in removal from the summer school program.

COUNSELING

The purpose of the counseling department is to assist students with their educational, vocational, social, and personal development. Students may schedule an appointment through the office secretaries. Teachers may refer students to the counselor. A counseling referral form is available in the Student Services Office.

Counselors may assist students in

- planning courses and academic programs,
- making realistic curriculum selections and appropriate future planning,
- testing and evaluation of academic, intellectual, and career potential aptitude,
- improving study skills, learning techniques, and adjustment to change,
- referrals to sources of professional assistance for substance abuse, emotional difficulties, family dysfunction, social and health services, etc,
- facilitating communications between and among the students, the school, and the home.

SCHEDULING

During the third quarter of the school year, course selection lists are distributed to students to be completed in cooperation with parents to select courses for the next school year. The counselor will meet with the students in classroom groups to provide assistance with course selections. Following completion of the selection process, course verification forms listing the student's choice will be sent home with each student for parent's approval. This will be the last opportunity for students and parents to request a change in courses except to correct errors and/or conflicts.

Once students begin classes, course changes will be made only under unusual circumstances that must be discussed by the following: the teachers involved, the student's parents, the counselor, and principal. Student schedule changes will be made to balance class sizes. In the event that a consensus cannot be reached, the final decision will rest with the principal. Book rental fee refunds will be made in the spring for changes made during the school year. All class change requests must be made within the first 5 days of school for the 1st semester and before Christmas break for the 2nd semester. Schedule Change Request Forms may be picked up in the Guidance Office.

Students must be enrolled in at most 7 classes including an IRP and/or at least 5 classes and an IRP. Only one of these classes could be a Teacher's Aide or Office Aide during their Junior / Senior year. Study Hall may not be counted as a class.

PROMOTION, PLACEMENT, AND RETENTION

When entering high school, students make progress toward graduation by successfully completing classes for which credit is earned. Students will be classified according to the number of credits they have earned using the following scale: freshman – eight or fewer, sophomore – nine - nineteen credits, junior – twenty – twenty-nine credits, senior – 30 credits or more.

West Clark Community Schools hereby prohibits all schools from retaining any student in a grade level for the sole purpose of improving the student's' ability to participate in extracurricular athletic programs.

In junior high, grades are earned, but there are no credits. Promotion to the next grade is dependent upon the student's proficiency in the core subjects as measured by the following:

- Nine weeks' class grades (must pass (3) nine-week grade periods for each class)
- Standardized test scores (ISTEP+)

It is the intent of Henryville Junior High School to provide the most appropriate educational setting for each student. If a student does not meet the above criteria for promotion, a student may be required to attend remediation sessions, summer school, or be retained to the same grade for the next school year. The principal and his/her designee will conduct on-going discussions with the middle level team of core teachers, the student, and the parents regarding failures and the potential of retention. Placement decisions will be made at the end of the school year and will be considered based upon the student's entire school record for the year in question including effort, attitude, age, physical and social maturity, other grades achieved, attendance, standardized test scores, teacher recommendations, and extenuating circumstances, which may affect the student's performance. The grade level team of teachers, counselor, and building principal or his/her designee will make the decision prior to the end of the school year. In the event that a decision is not reached by then, the final decision rests with the principal or his/her designee.

WITHDRAWALS AND TRANSFERS

The procedure for withdrawing from school or transferring to another school is as follows:

1. The student should obtain a withdrawal form from the Student Service's Office.
2. The student should return all books to the treasurer's office and pay all outstanding fees.

HOMEBOUND INSTRUCTION

If it appears that a student will be absent from school because of illness or injury for a period of eight weeks or longer, a homebound instructor will be provided for five hours per week. A doctor's statement to the anticipated length of absence must accompany the application.

WCCS OUT-OF-DISTRICT STUDENT TRANSFER

West Clark Community Schools will accept students who live outside the WCCS district and desire the student to attend school in our corporation. The parent or guardian must complete an Out-of-District Transfer Form, agree to pay the indicated tuition on the form and arrange a conference with the building principal or designee to discuss the reasons for the transfer. The principal will investigate the request and make a recommendation to the West Clark Community School Superintendent. This procedure must be completed annually.

Failure to comply with the terms of the payment agreement will result in the student being recommended for exclusion and/or expulsion and the financial account being forwarded to Statewide Credit Association for collection. The agreement form acknowledges that if the account is forwarded to Statewide Credit Association for collection, the amount owed will increase by all related collection fees, attorney fees and/or court costs, as applicable.

Indiana Core 40

Course and Credit Requirements	
English/ Language Arts	8 credits
	Credits must include literature, composition, and speech
Mathematics	6 credits
	2 credits: Algebra I* 2 credits: Geometry* 2 credits: Algebra II* <i>(*or complete Integrated Math series I, II, and III for 6 credits.)</i> All students are required to take a math or physics course during their junior or senior year.
Science	6 credits
	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits
	World Languages Fine Arts Career/Technical
Phy Education	2 credits
Health and Wellness	1 credit
Electives*	8 credits (Career Academic Sequence Recommended)**
42 Total State Credits Required	

- Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years.

** All students are strongly encouraged to complete a Career Academic Sequences (selecting electives in a deliberate manner) to take full advantage of career exploration and preparation opportunities.

Indiana Core 40 with Academic Honors (minimum 47 credits)

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits.
- Earn 2 Core 40 fine arts credits.
- Earn a grade of “C” or above in courses that will count toward the diploma.
- Have a grade point average of “B” or above.
- Complete one of the following:
 - Two Advanced Placement courses and corresponding AP exams
 - Academic, transferable dual high school/college courses resulting in 6 college credits
 - One Advanced Placement course and corresponding AP exam and academic transferable dual high school/college course(s) resulting in 3 college credits
 - Score 1200 or higher combined SAT math and critical reading***
 - Score a 26 composite ACT
 - An International Baccalaureate Diploma.

***SAT requirements will be modified with the addition of the writing section.

Indiana Core 40 with Technical Honors (minimum 47 credits)

For the **Core 40 with Technical Honors** (minimum 47 credits) diploma, students must:

- Complete all requirements for Core 40.
- Complete a career-technical program (related sequence of 8-10 career-technical credits)
- Earn a grade of “C” or above in courses that will count toward the diploma.
- Have a grade point average of “B” or above.
- Complete state recognized certification requirements. *

Indiana Core 40 Your Academic Edge

Indiana’s core 40 curriculum helps you make the most of your high school years by providing the academic foundation you will need to succeed in college and the workforce. Here are some of the benefits of Core 40:

- **Challenging Courses = Big Rewards.** Students who take strong academic courses in high school are more likely to enroll in college and earn a degree. That’s important, because higher education pays: On average, college graduates earn more than a million dollars more over a lifetime than those

with only a high school education. High school graduates earn 42 percent more than high school dropouts. Core 40 pays.

- **More Career Options.** Good jobs require education beyond high school. That means if you want a job that will support you and your future family, provide health benefits and offer a chance for advancement, you'll need to complete a two- or four-year degree, apprenticeship program, military training, or workforce certification. If you are planning to go directly to work after high school graduation, you will still need to be prepared for training and retooling throughout your lifetime. Core 40 gives you more options — and more opportunities — to find a career with a real future.
- **What Employers and Training Programs Want.** Employers, apprenticeship programs and the military all agree — they expect you to arrive with essential skills, including speaking and writing clearly, analyzing information, conducting research, and solving complex problems. The expectations are the same: You need Core 40.
- **Preparation for College Success.** It's not just about getting in — it's about finishing. To succeed in college-level work, students need to complete Core 40 in high school. Anything less may mean taking remedial (high school) coursework in college, which means it will take you longer to finish and will cost you more in college tuition. It also means you'll have a greater chance of dropping out before you get your degree. That's why Core 40 is a college admissions requirement: In fall 2011 you won't be able to start at a four-year public Indiana college without Core 40 (or a documented equivalent). Most private colleges require students to have at least this level of high school academic preparation. Core 40 is your best preparation for success.
- **Money for College.** The Core 40 diploma can help you earn money for college. Indiana students who complete a Core 40 diploma and meet other financial aid and grade requirements can receive up to 90 percent of approved tuition and fees at eligible colleges. Core 40 with Academic Honors graduates can receive up to 100 percent and some colleges also offer their own scholarships specifically for students who earn this diploma.

Succeeding with Core 40

Core 40 becomes Indiana's required high school curriculum in fall 2007. Students entering high school at that time will be expected to complete Core 40 as a graduation requirement.

By providing all Indiana students a balanced sequence of academically rigorous high school courses in the core subjects of English/language arts, mathematics, science and social studies; physical education/health and wellness; and electives including world languages, career/technical, and fine arts, the Core 40 requirement gives all our students the opportunity to compete with the best. That's great news for Indiana students.

To graduate with less than Core 40, a student must complete a formal opt-out process involving parental consent. See your school counselor for full details.

For more information about Core 40 and your career and course plan, see your counselor and visit Learn More Resource Center at www.learnmoreindiana.org.

Indiana General High School Diploma Course and Credit Requirements	
English/Language Arts	8 credits
	Credits must include literature, composition and speech
Mathematics	4 credits
	2 credits: Algebra I or Integrated Mathematics I 2 credits: any math course
Science	4 credits
	2 credits: Biology I 2 credits: any science course
Social Studies	4 credits
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: any social studies course
Physical Education	2 credits
Health and Wellness	1 credit
Career Academic Sequence*	6 credits
Flex Credit	5 credits

	<p>To earn 5 Flex Credits a student must complete one of the following: Additional courses to extend the career academic sequence Courses involving workplace learning, which may include the following courses: Career exploration internship Professional career internship Business cooperative experiences Cooperative family and consumer sciences Industrial cooperative education Interdisciplinary cooperative education Marketing field experience High school/college dual credit courses Additional courses in: Language Arts Social Studies Mathematics Science World Languages Fine Arts</p>
Electives**	8 credits

*Career Academic Sequence – Selecting electives in a deliberate manner to take full advantage of career exploration and preparation opportunities.

** Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years.

Schools may have additional local graduation requirements. *(updated 9/23/05)*

In addition to the required credit requirements, student graduating in 2017 will be required to pass the End of Course Assessments (ECA) in Algebra I and English 10. Students entering high school after the 2015-16 school year will be required to pass the ISTEP+ Grade 10 in Mathematics and English. Students that are unsuccessful in completing the assessment requirements will have multiple opportunities with remediation opportunities to successful complete the assessment requirement.

If a student completes all graduation requirements but does not pass the ECA, he/she may qualify for a waiver that would still allow him/her to receive a high school diploma. In order to be eligible to receive a waiver, certain criteria must be met. Outlined below are the criteria for receiving a waiver:

- The student must maintain 95% attendance throughout high school with excused absences not counting against the student's attendance rate.
- The student must maintain a 'C' average in all core courses.
- The student must take the ECA at least one each year (grades 10, 11,12) until successful completion.
- The student must receive a written recommendation from a teacher in each subject area in which the student has not attained a passing score.

Students not qualifying for a waiver may take the test in the fall and spring following their senior year.

Next year 2018-19, the ECA will be replaced with ISTEP+ 10.

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 may 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 3 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,” “Magna Cum Laude, or “Cum Laude” 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)

PARTICIPATION IN GRADUATION EXERCISES

Seniors participating in graduation exercises must meet one of the following criteria:

1. Be receiving a high school diploma, having met all state and local requirements.
2. Be receiving a high school diploma, having met all requirements except passing the GQE, but only if meeting the GQE waiver requirements.
3. Be receiving a Certificate of Achievement, having met all graduation requirements except the GQE or GQE waiver.
4. Or have completed all the requirements for graduation at the West Clark Educational Center.

SECTION THREE ATTENDANCE POLICY

RETURNING TO SCHOOL AFTER ABSENCE

When a student is absent from school either part of a day or the entire day, upon his or her return to school a written note or phone call from the parent or guardian stating the reason for this absence is required.

Any student who is absent part of the day is required to sign in at the office for an admission slip to class. Work missed due to absence should be secured and/or turned in during that day. The admission slip will designate excused or unexcused absence. If no notice is received the second day back to school, the absence will be recorded as unexcused. All work missed must be made up during suspensions or unexcused absences; partial credit will be given at the discretion of the teacher.

EARLY DISMISSAL

When a student needs to leave school during the school day for a pre-established reason such as a doctor's appointment, funeral, etc., a written notice should be provided to the office in advance, preferably before the school day begins at 8:00 a.m. the morning of the appointment.

A prearranged absence request form is to be completed when an unexpected or unusual circumstance causes a student to be out of school. The principal must approve the absence before it occurs.

ATTENDANCE RULES

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

CATEGORIES OF ABSENCES

Absences from school fall into one of two categories:

1. Excused---counts toward the absence limit
2. Unexcused---counts toward the absence limit

Absences may be excused for the following reasons:

1. Death of an immediate family member
2. Medical/dental appointments verified with written physician's 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. Education reasons-college visitation, workshops, etc.-one-day prior notification is required.
6. Other special circumstances if prior approval is granted by the principal

7. Pre-Arranged Absence including family vacation must be approved by the principal at least ten (10) school days in advance and may not exceed five (5) school days.

STUDENTS MISSING SCHOOL FOR THE FOLLOWING REASONS, WILL BE LEGALLY COUNTED AS “PRESENT”

1. Serving as page in the legislature or other similar honor----verification required
2. Service in National Guard---verification required
3. Service on precinct election board or as a worker for a candidate or political party---must have parent permission and verify performance of duties
4. Field trips or other out-of-class school sponsored activities---prior approval necessary
5. In-school suspension
6. Mandatory attendance at a court ordered activity---verification required

ABSENCES ARE CONSIDERED EXCUSED IF:

A parent statement (by telephone or written note) explaining the reason is provided to the office upon returning to school. Absence not exceeding 10 days per year. If no note is received by the second day back to school, the absence shall be recorded as unexcused. Example of excused absence: illness

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.

Expectations of Student Attendance

1. The student is expected to be in attendance. Attendance is tracked each period of the school day.
2. The school will contact the parent/guardian by phone for all unverified absences. The phone call will occur prior to 10:00 AM. Please contact the school to help verify all absences.
3. The parent/guardian must provide medical documentation for any absence where the student exceeds seven (7) absences for the year or the absence will be reported as unexcused. The seven absences would be considered excessive.
4. The student must be in attendance at least three period of the school day or have a doctor’s note or approved by the principal or designee in advance in order to participate in any afterschool activities.
5. The parent/guardian will be notified by written letter if the student has accumulated four absences (excused or unexcused). The letter will encourage the parent/guardian to contact the school to verify all absences.
6. The parent/guardian will be notified by written letter if the student has accumulated seven absences. At this point, a mandatory conference will be scheduled with the student, parent, counselor, and principal (or designee).
7. Excessive absenteeism is a violation of the Indiana Compulsory Attendance Law and is subject to the recommendation for due process and potential expulsion.

TRUANCY

Truancy is absence from school without the parent or guardian's permission. Indiana Code 20-33-2-1 provides that any person, at least thirteen (13) years of age, but less than fifteen (15) who is determined to be a habitual truant, cannot be issued an operator's license or learner's permit under IC 9-24, until the age of eighteen (18). The Board Policy of West Clark Community Schools defines "habitual truant" as a student who willfully refuses to attend school in defiance of parental or school authority in any one of the following circumstances:

1. Is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year, or
2. Is truant for three (3) separate instances in a period of two consecutive semesters, or
3. Is truant for a total of five (5) days in a period of two consecutive semesters (see "Drivers Licenses" for the other reasons licenses will be denied or revoked, such as a second out of school suspension in a school year, withdrawal from school prior to graduation, or expulsion).
4. The student will be reported to Clark County Probation.

MAKE-UP WORK

The student will be responsible for obtaining and completing all classwork missed and return within an expected time frame. The general rule is the student will be allowed one-day extension for each day of absence. All make-up work is an important part of the student learning process. Any work missed for any absence, must be made-up. The classroom teacher may give a penalty for late made-up work.

ATTENDANCE INTERVENTIONS

1. When a student exceeds the expectation of 95% attendance, the interventions that may be suggested:
 - a. Parent/Teacher Conference – discussion of solutions
 - b. Attendance/Behavior Contracts
 - c. Use of positive supports to help obtain the goal.
2. Under state law a 13 to 18-year-old student may not be issued a driver's license or permit, or it may be revoked, until the age of 18 for habitual truancy, expulsion, two out-of-school suspensions (in a year), expulsion or withdrawal from school.
3. The student's work permit may also be revoked under IC 20-33-3-13, if the student's attendance is not in good standing, or whose grades do not meet the corporation's standards (see policy 6.0-42-2).
4. Students may be referred directly to the Clark County Division of Families and Children or to Clark County Probation when there is lack of parental involvement, neglect, or failure to communicate with the school.
5. 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.

TARDY POLICY

1. Students tardy to school must sign in at the office.
2. On the first three tardies to each class, the teacher will handle the discipline on his or her own.
3. On the fourth tardy the student will receive a detention slip from the teacher and assigned an ASL.
4. On the fifth tardy the student will receive a day of SML.
5. Persistent tardiness will result in a day of OSS.
6. Tardies accumulate for one semester.

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

SECTION FOUR STUDENT CONDUCT

The school and the home are partners in assisting our youth in the learning process. This includes extracurricular involvement of students. Our ultimate goal is to develop responsible, self-directed workers for the future. To meet this goal, we have developed clear expectations and clear consequences when these expectations are not met. As parents, your role is to support the school by expecting the same excellence and upholding teachers and administrators when consequences are given. By doing this, we are better able to hold students accountable and bring about growth and maturity. We encourage each parent to be involved in the educational process. 1) Be informed by reading this student handbook, 2) call or e-mail your child's teacher(s), or come in for a conference when you have questions or concerns, 3) discuss behavior and academic expectations with your child. Open and honest communication is what makes us stronger partners in your child's education.

Each teacher is responsible for the students in his or her class and will assign appropriate consequences for classroom violations prior to office interventions. Once a teacher finds a student's behavior does not improve after he or she has taken corrective measures, or the student's behavior is so disruptive that it interferes with the educational function, school officials may find it necessary to remove a student. The school as authorized by the Board of School Trustees will take the following actions, in accordance with the provisions of IC 20-8.1-5.1:

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 one 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.

AFTER SCHOOL LAB (ASL)

For infractions where ASL is deemed an appropriate punishment (See infractions listed in Section Five), the administration will assign the ASL. The assistant principal will track the number of ASL incidents per student. A student will be assigned ASL for a maximum of four (4) incidents per school year. 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. ASL meets two days per week after school from 3:00 to 4:00. Students will be assigned to the next day ASL session following the day of the incident. Rescheduling is not a procedure that will be practiced. For situations warranting a reschedule, the parent should provide a written request to the principal or assistant principal explaining the reason for the request. Work or participation in after school activities are not urgencies. **Failure to attend an ASL will result in assigning a Saturday Morning Lab, (SML) – or if repeated refer to chart of consequences.**

SATURDAY MORNING LAB (SML)

After four ASL incidents, the student will serve SML. A SML will also be assigned by an administrator for specific incidents listed in the Progressive Disciplinary Actions section. SML meets on assigned Saturdays

during the school year from 8:00 a.m. – 12:00 p.m. Students must bring schoolwork to complete during SML 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 OSS. Failure to attend the assigned SML refer to the chart of consequences.

SML/ASL EXPECTATIONS

- No eating or drinking.
- No talking or other disruptive behavior.
- No radios or other audio or video equipment.
- No note passing.
- No sleeping.
- The student must bring work and remain on task.

A student will receive one warning for failing to follow the SML/ASL rules. Student will be reassigned with disciplinary consequences

SUSPENSION – In-School (ISS) / Alternative to Suspension Program (ASP)

In-School Suspension may be utilized to isolate a student from the student population in lieu of Out of School Suspension. In-School Suspension will be assigned by the administration to improve the academic effort of students.

The use of the Alternative to Suspension Program (ASP) may be available for student to attend the day of suspension at the West Clark Education Center as an alternative to suspension. Students and parents must agree to the procedures and policy provided as the alternative.

SUSPENSION – Out of School (OSS)

Out of School 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. Suspensions include all school programs including Prosser.

GROUND FORS FOR SUSPENSION OR EXPULSION

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is 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 its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.

- d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any other school personnel to conduct the education function under their 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. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
7. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
8. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco/e-cigarettes, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.
9. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students, or that constitutes an interference with school purposes or an educational function.
10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
11. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
12. 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 on school property;
 - 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, be they available with or without a prescription;
 - f. engaging in speech or conduct, including clothing jewelry, or hair styles, which is profane, indecent, vulgar, or offensive to school purposes;
 - g. Lying about any matter under investigation by school personnel;
 - h. Possessing or using a laser pointer or similar device;

- i. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- 13. Knowingly possessing or using in the school building during school hours an electronic paging device or a cell phone in a situation not related to a school purpose or educational function.
- 14. Body Piercing: No visible body piercing is allowed. No facial jewelry beyond that worn in the earlobes.
- 15. Pupil Dress: Students should be appropriately dressed while attending school. Dress should be appropriate for the age group involved and should not exert a disruptive influence to the educational program. Overly extreme dress is not permitted. If manner of dress, grooming, or appearance disrupts the normal educational process, necessary steps will be taken to correct the situation.
 - a. Pants must be fitted and worn at the waist. No underwear of any kind is permitted to show either while standing or sitting. The pants must be worn at least knee length and not long enough to drag on the floor.
 - b. Skirts must be a least knee length and slits should not extend too far. Skirts must not drag the floor.
 - c. Shirts and tops must have sleeves and cover the shoulders. They must be long enough to be tucked in. Shirts and tops not tucked in must remain below the waist at all times. In addition, all shirts longer than mid-thigh must be tucked in. No exposed cleavage, back or midriff will be allowed. Shirts promoting West Clark Community Schools and organizations are encouraged.
 - d. Dresses must comply with skirt/top rules.
 - e. Extreme hair colorings and styles (like mohawks) are not allowed. Hair must be kept out of eyes.
 - f. Shoes must be worn at all times. Shoes are to be secured to the feet.
 - g. All jackets, coats, windbreakers, gloves, and hats must be placed in the student's locker, or designated storage areas, upon arrival at school.
 - h. Students may keep flannel shirts, sweatshirts, or sweaters in their lockers to take to class as needed.
 - i. No hats, headgear, bandannas, sweatbands or other head covering shall be worn inside the building.
 - j. The following are never acceptable for students to wear to school: wrap around skirts, form fitting clothes, sheer/see through fabrics, pajamas (leisure wear), breakaway pants, spandex, clothing with holes, rips, tears or with patches, wallet chains, picks/combs, sunglasses, any item that could cause harm to self, others or to school property, promotes drugs, alcohol, tobacco products, or any illegal substance or depicts violence, drugs, sexual innuendoes, racial/religious slurs or is gang related.
 - k. Knee-length shorts, skirts, and dresses may be worn slightly above the knees. However, clothing worn above mid thigh will not be acceptable. No gym shorts may be worn in the classroom. Gym shorts may be worn in gym class for the athletic competition.
 - l. Body piercing: No visible piercing is allowed. No facial jewelry beyond that worn in the earlobes. Note: The school administrator reserves the right to interpret the meaning of "extreme" or "appropriate" in the area of student dress and appearance.
- 16. Possession of a Firearm
 - a. No student shall possess, handle, or transmit any firearm on school property.
 - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 - i. any weapon that will or is designed to or may readily be converted to expel a projectile by the action of an explosive,
 - ii. the frame or receiver of any weapon described above,

- iii. any firearm muffler or firearm silencer,
 - iv. any destructive device, which is an explosive, incendiary or poison gas bomb, grenade, rocket etc.
 - v. any weapon, which will or 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.
- c. The penalty for possession of a firearm: 10 days' suspension and expulsion from school for one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
17. Possessing a Deadly Weapon
- a. No student shall possess, handle, or transmit any deadly weapon on school property.
 - b. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - i. a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing seriously bodily injury,
 - ii. an animal readily capable of causing serious bodily injury and used in commission or attempted commission of a crime.
 - c. The penalty for possession of a deadly weapon: suspension up to 10 days and expulsion from school for a period of up to one calendar year.
 - d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
18. The grounds for suspension or expulsion listed above apply when a student is:
- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
 - b. Off school grounds at a school activity, function, or event, or
 - c. Traveling to or from school or a school activity, function, or event,
 - d. During summer school.
19. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, or other school breaks, and the summer period when a student may not be attending classes or other school functions.
20. 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.
21. Bullying: "Bullying" means overt, repeated acts or gestures, including:
- a. Verbal or written communications transmitted;
 - b. Physical acts committed; or
 - c. Any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

West Clark Community Schools hereby expressly prohibits bullying. Provisions and guidelines for education, parental involvement, reporting, investigation, and intervention will be developed by the Superintendent and/or School Safety Specialist, and will include the following:

1. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

2. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
3. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
4. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

This rule applies when a student is (a) on school grounds immediately before, during, or after school hours, or at any other time when the school is being used by a school group; (b) off school grounds at a school activity, function or event; (c) traveling to or from school or a school activity, function or event; or (d) using property or equipment provided by the school. Note: Noncompliance with this section may not be used against a school corporation as a cause of action.

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 for expulsion from Henryville Junior/Senior High School.

SUSPENSION PROCEDURES

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. a written or oral statement of the charges;
 - b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parents to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting, the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

EXPULSION APPEALS

The Board of School Trustees of West Clark Community Schools will not hear any appeals in student expulsion cases, effective 2-9-2007.

Anyone who requests an appeal to the school board in a timely manner will be notified of the provisions of this policy.

The Superintendent or designee (expulsion hearing examiner) will be responsible for providing such notice of the parent and/or student who is making the appeal.

DRUG AND ALCOHOL ABUSE

As an alternative to possible expulsion from school, students must become involved in an assessment of chemical use, an education program, and/or further recommendations to the student and family for professional counseling or treatments. Identification and treatment of students afflicted with chemical dependency or substance abuse should be a cooperative effort among various individuals and public agencies, such as the school administration, teachers, physicians, mental health agencies, law enforcement agencies, and family services agencies.

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 to a student who is a second or subsequent offender.

In the event a student requests the alternative to expulsion, he or she must still serve a minimum of five (5) days of out-of-school suspension. During this period of time, the student/parent must contact an agency that conducts chemical assessments and either complete the assessment or be scheduled for an intake appointment. If this requirement has been completed, the student may return to school after he or she has served a five (5) day out-of-school suspension. Documentation to support the student’s participation in the recommended treatment will be required. If this requirement is not met, the expulsion will take effect as recommended.

For a complete list of examples and details refer to WCCS policy.

TOBACCO POLICY

WEST CLARK COMMUNITY SCHOOLS ARE SMOKE FREE – TOBACCO FREE

Smoking and the use of tobacco products including (e-cigarettes) shall be entirely prohibited in all facilities, on all property, and in all vehicles of the school corporation, 24 hours a day.

This policy shall apply to all buildings and grounds and vehicles of the West Clark Community School Corporation. There shall be no exception to this policy for students or adult patrons attending outdoor activities and/or activities where adult pass outs are issued. (effective 11-10-06).

CARE OF SCHOOL PROPERTY

Henryville Junior Senior 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 damage done. Students walking to school are reminded to respect the property of others. Acts of destruction may also result in suspension and/or expulsion.

ELECTRONIC DEVICES

All electronic devices should be stored and out of sight (phones, ipods, Ipads, pagers, radios, etc.). An apple watch will be confiscated if a student is using it to send messages. This includes lunch time and the school day from 7:00 AM until 2:50 PM. electronic devices may be used at the discretion of the teacher. Cameras and video cameras will be approved for school purposes only. Any such items used during the school day will be confiscated and returned to the owner at a later time. The school is not responsible for any theft.

Consequences - Personal Electronic Device Policy

- 1st time - confiscation - student will be able to pick up phone from the office at dismissal.
- 2nd time - confiscation - cell phone will be returned to a parent or guardian only
- 3rd time - suspension from school for 1 day
- 4th time - suspension from school 2 days
- 5th time - suspension from school 3 days

West Clark School Board Policy 5136 - PERSONAL COMMUNICATION DEVICES

While students may possess personal communication devices (PCDs) in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours.

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

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

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

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in classrooms, gymnasiums, locker rooms, shower facilities, and/or rest/bathrooms.

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

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual

nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

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

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

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

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

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

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STUDENT DRESS AND GROOMING

Students should be appropriately dressed while attending school and school functions. Dress should not be disruptive to the educational program. If the manner of dress, grooming, or appearance disrupts the normal educational process, necessary steps will be taken to correct the situation. These are listed in the discipline section.

All West Clark Policies can be found at www.neola.com/westclark-in/

SECTION FIVE PARENT INFORMATION

MENINGOCOCCAL DISEASE INFORMATION

Q. What is meningococcal disease?

A. Meningococcal disease is caused by bacteria. Meningococcal disease can cause an infection of the covering of the brain and spinal cord (meningitis) or the blood. The bacteria can live in the membranes of the nose and throat, usually with no symptoms. In a small number of people, the bacteria pass to the blood, causing either a serious infection of the blood or meningitis.

Q. How is this germ spread?

A. The bacteria are spread from person to person by direct contact with an infected person's nose or throat secretions.

Q. What are the signs of being sick with this germ?

A. Illness often starts with a sudden fever, headache, stiff neck, a rash, and possibly nausea and vomiting. An infected person may be very sick within a few hours and should seek medical care immediately.

Q. Who is at highest risk for getting the disease?

A. Babies, children and young adults are most likely to get the disease. People living in crowded places are at higher risk for infection. Outbreaks usually do not occur in school or workplace settings.

Q. Can meningococcal disease be prevented?

A. Yes, the disease can be prevented by good hygiene. Cover nose and mouth when sneezing or coughing, throw used tissues away and wash hands often.

Q. What vaccines may prevent a child from getting this germ?

A. Two vaccines are available to prevent this infection:

Meningococcal Conjugate Vaccine (MCV4), which is Menactra

This vaccine is licensed in the U.S. for persons 11-55 years of age. It is likely that this vaccine or a similar vaccine will be licensed for younger age groups in the future. This vaccine is recommended for:

- Young adolescents at the pre-adolescent visit (11-12 years old)
- Adolescents at high school entry (about 15 years old)
- Groups that have a higher risk of meningococcal disease, such as students that will be college freshmen living in dormitories.

Meningococcal Polysaccharide Vaccine (MPSV4), which is Menomune

This vaccine is recommended for people who have an increased risk of disease due to certain medical conditions who are age 2-10 years and over 55 years. People at high risk need revaccination every 3-5 years.

For questions about meningococcal disease or vaccines to prevent meningococcal disease, please contact your physician or your local health department.

Clark County - 288-2708

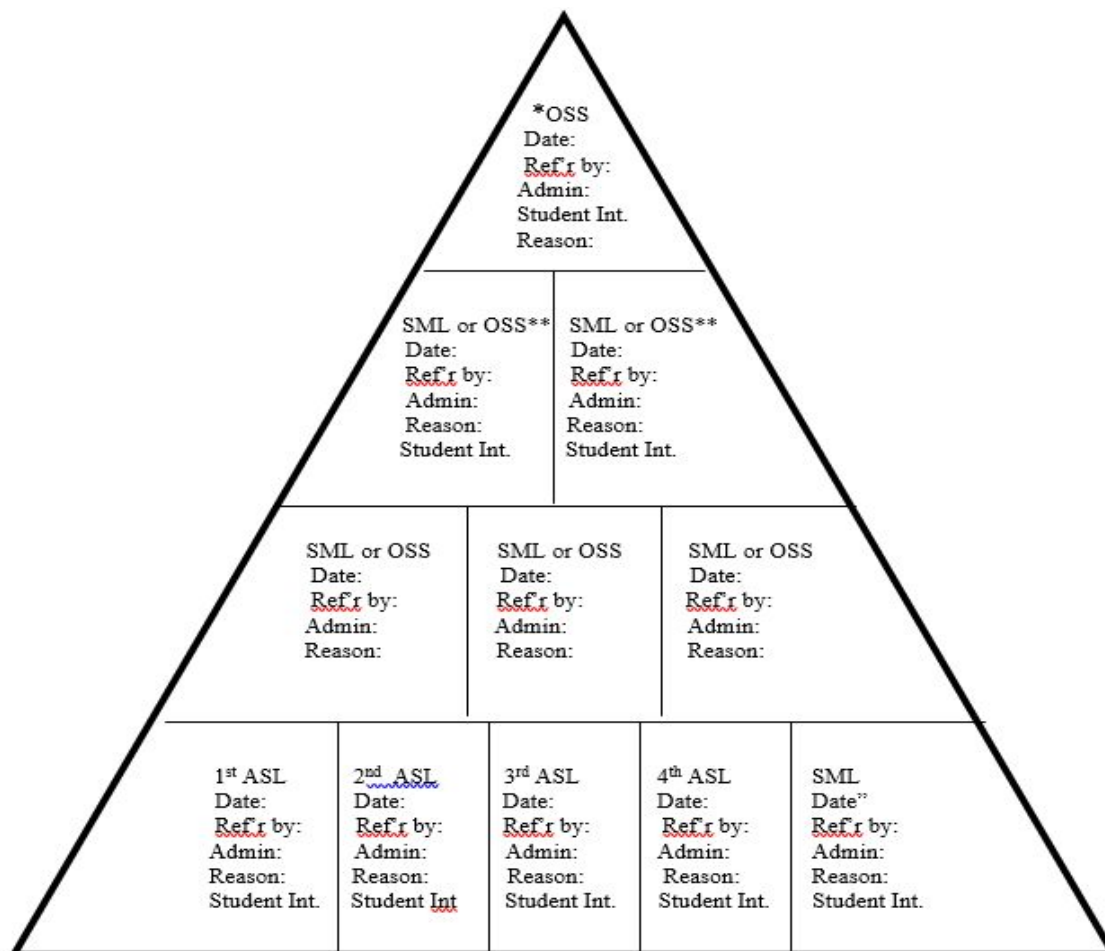
Additional information may be found at the following websites:

- <http://www.in.gov/isdh/healthinfo/meningococcal%20disease.htm>
- http://www.cdc.gov/nip/vaccine/mening/mening_fs.htm

SECTION SIX

STUDENT DISCIPLINE PROFILE

A pyramid structure will be used to show a visual record of the progressive nature of the school discipline plan. This will be kept on file in the assistant principal's office.



- After the 2nd OSS, the student will be ineligible for extracurricular activities for the remainder of the school year. Also, the process of invalidating the student's license or permit will begin if the student is under 18 years of age.
- *After a student's pyramid is filled with eight incidents, a parent/student/administrator conference will be held and the student placed on probation.
- **Once a student's pyramid is filled with 11 substantial incidents, or four (4) Out of school suspensions, whichever occurs first, the student will be referred for expulsion.

The process of invalidating the student's license or permit will begin if the student is under 18 years of age. Once a student's pyramid is filled with eight incidents, a parent/student/ administrator conference will be held and a behavior contract developed to help the student avoid further suspensions and possible expulsion.

PROGRESSIVE DISCIPLINE ACTIONS

· **Disciplinary action is not limited to those items listed below. The administration reserves the right to discipline in a manner directly related to the severity of the violations**

- The violations cover any school function and going to and from school.
- A violation means that the parent/guardian may be notified.
- Any assigned discipline will be made up if the student is absent.
- Administration will work with the student services in specific cases that need assistance within the school.
- The list of progressive discipline violations and consequences will apply as long as the consequence on the pyramid has not been used with prior violations. For example, if four ASL's (After School Lab) have been assigned, an ASL violation would then become a Saturday Morning Lab per the student's placement on the pyramid.

VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
*Insubordination Severity determines punishment	1 ASL	1 SML	1 day ISS or OSS
Skipping Class/Truancy	1 SML	1 OSS	2 days OSS
Leaving School without permission	1 SML	1 day OSS	3 days OSS
Use or possession of tobacco products (e-cigarettes) or paraphernalia	1 day OSS parent contacted	2 days OSS parent contacted	3-10 days OSS with possible expulsion
Possession of lighter, matches, fireworks or any device used <u>for ignition</u>	1 day OSS parent contacted	2 days OSS parent contacted	3-10 days OSS with possible expulsion

Fighting/Provoking a Fight	3 days OSS parent contact All fights – recommend	3-5 days OSS parent contact a behavior assessment	10 days OSS recommend exp.
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Weapons	10 days OSS with recommended expulsion This includes pocket knives of any kind or live ammunition.		
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VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
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Obscenity/Profanity (not directed toward a person)	1 SML	1 day ISS or OSS	2 days OSS
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Obscenity /Profanity (directed at a staff member) severity will determine punishment	1 day OSS	2 days OSS	3 days OSS
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***Harassment and bullying (verbal, physical, sexual)	ASL Warning	Sexual Harassment complaint form will be filed, a mental health assessment, and/or 10 day suspension pending expulsion (severity will determine punishment)	
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Failure to Serve ASL	SML	SML, 1 day ISS or OSS	2 days OSS
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Failure to Serve SML	1 day OSS	2 days OSS	3 days OSS
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Threats Toward Students Severity will determine the discipline - mental health assessment may be required &/or suspension and recommended expulsion			
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Threats Toward Staff Member

Severity will determine the discipline - mental health assessment may be required &/or suspension and expulsion recommended

Improper Dress, Hygiene and Grooming	Warning	1 ASL	1 SML
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Student may be sent home to change clothes, required to turn improper attire inside out, or required to put another article of clothing on.

Repeated offenses will result in suspension and/or recommended expulsion.

Consequence – Require student to become compliant or remain in ISS until student complies with the policy.

Vandalism/Willful Destruction of School Property

Student/Parents will be responsible for replacement cost.

Penalty will range from ASL to suspension to recommended expulsion.

<u>VIOLATION</u>	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Theft	Severity will determine	punishment.	

Running, shoving, pushing, throwing, horseplay, etc.	1 SML	1 day OSS	3 days OSS
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Amorous physical Contact/ Public display of affection	1 ASL parent contacted	1 SML parent contacted	1 day OSS parent contacted
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Academic Cheating	No credit for the assignment and parental contact by the teacher and DAR to the office to record violation	Failure of the class for the 9 weeks with a parent/teacher/administrative conference	Student will fail the course for the semester with a recommendation of expulsion
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Possession or influence of illegal substance	recommended expulsion (See Drug Policy)
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Selling or distributing drugs/ alcohol	recommended expulsion
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Disrespect	1 SML	1day ISS or OSS	2-5 days OSS
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Driving to Prosser	loss of campus privileges for 1 week	SML and loss of driving privileges for 2 weeks	SML and loss of driving privilege for semester
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Cell Phone Violation	Loss of phone student's parent contacted by written letter and policy	Loss of phone returned to parent and warned verbally of consequences in person	3 days OSS
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***Insubordination**

Failure to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision or when such failure is an interference with school purposes and educational functions.

***Bullying – page 40 - 41 of Student Handbook

The complete policy is on file in each building.

SECTION SEVEN EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in extracurricular activities of the school. Students must pass five subjects to be eligible to participate in extracurricular activities. Participation in all school-sponsored activities is governed by the rules stated in this student handbook. Students participating in extracurricular 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 when events are in progress. Students who are uncooperative or disruptive will be disciplined, dismissed from the event and a parent or guardian will be notified. **All patrons will not be allowed to bring in food or drink items to any athletic event indoors. No pass outs and no re-entry will be allowed during a school game/event.**

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 principal or athletic director.

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

ATHLETICS

The interscholastic athletic program at Henryville Junior/Senior 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 subjects 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 including additional forms from IHSAA on file in the athletic office.

For additional information, see the athletic director.

Henryville is a member of the Southern Athletic Conference and enters teams in both conference and nonconference competition.

EXPECTATION OF ATHLETES AND APPEARANCE

Student athletes are representatives of the school and School Corporation and are expected to follow school and corporation policies at all times. Student athletes are to be neat and well groomed while in uniform. This includes maintaining the school uniform – it should be clean, free of tears and stains, properly fitted, and the approved school uniform.

SCHOOL ATTENDANCE AND PRACTICE OR ATHLETIC EVENT

Daily attendance to school and practice is expected. All student athletes must attend classes 75% of the school day on the day of and on the day before (Saturday contests) to participate in their next athletic event(s). Approved field trips or school activities constitute attending school. In addition, any activities clarified in the student handbook under Participation in Extracurricular Activities will also be accepted. An administrator must approve any prearranged appointments.

ACCIDENTS/INJURIES

All accidents or injuries home or away must be reported to the coach/sponsor and /or trainer immediately. Accident reports must be completed and filed in the office with copies forwarded to Central Office.

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. All cheerleaders must adhere to all expectations and regulations defined by the cheerleading coach.

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 Henryville Junior/Senior High School will have a selection policy. Depending upon the number of people needed 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 two ECA activities during one season. Coaches and/or sponsors will determine the participant's' schedule before the season begins.

- Students and coaches must work together to develop a practice schedule that insures that both activities receive equal time for practices and events.
- Practices are mandatory. Student athletes must have the required number of practices for each sport prior to the first event.
- A student athlete must participate in games over practices. Conference events have precedence over non-conference events. If two conference events or two non-conference events are scheduled on the same day, the two coaches should work together to develop a schedule for each shared athlete.

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, EXTRACURRICULAR PARTICIPANTS

West Clark Community Schools recognizes that athletes, cheerleaders, and extracurricular 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 is prohibited among all students, including athletes, cheerleaders, and extracurricular participants.

This prohibition extends 365 days a year, 24 hours a day for athletes, cheerleaders, and extracurricular participants in West Clark Community Schools.

Possession or use of illegal drugs, alcohol, or tobacco or participation in an activity which would 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 particular 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.