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GUIDANCE AND COUNSELING

Booker T. Washington Alternative School Student Handbook 2024-25



Principal: Cindi Hrovat

**3707 S. 7th St.
Terre Haute, IN 47802
Phone (812) 462-4427
Fax (812) 462-4066**

Principal's Welcome

Welcome to Booker T. Washington Alternative School. At BTW, we recognize the importance of fostering a strong sense of community within our school. We encourage open communication, mutual respect, and empathy among all members of our school. By working together as a supportive community, we can create an environment where everyone feels safe, valued, and empowered to succeed.

VCSC Vision

Working together with our community, we inspire our students to discover their talents and rise to their greatest potential.

VCSC Mission

Building on the strengths of our diverse community, we create an engaging, comprehensive educational environment that supports the growth of lifelong learners.

School Vision

The vision of BTW is to challenge all students to work to their highest potential and encourage student responsibility as they develop intellectually, socially, emotionally, and creatively.

School Mission

BTW leverages three beliefs: rigorous academics, high expectations for student behavior, and strong partnership with families and communities, to create a learning environment that develops our students as organized, inquisitive, passionate, respectful lifelong learners.

School Colors

Maroon and Grey

School Mascot

Phoenix

Clock Schedules (Regular Schedule, 2 Hour Delay Schedule, Activity Schedule)

Full day HS Schedule	
1st	8:10 - 9:10
2nd	9:13-10:03
3rd	10:06-10:56
4th	10:59-11:49
lunch	11:52-12:22
SRT	12:25-12:59
5th	1:02-1:52
6th	1:55-2:45

Two-Hour Delay Schedule	
1st	10:10 - 10:50
2nd	10:53-11:31
lunch	11:33-12:03
3rd	12:06-12:44
4th	12:47-1:25
5th	1:28-2:14
6th	2:06-2:45

Self-Contained schedule
9-12 for AM program
12-3 for PM program

School Day

Lunchroom Guidelines and Rules

All students are to remain on campus during their lunch period. They may bring their own lunch or purchase food from the cafeteria. **STUDENTS ARE PROHIBITED FROM HAVING LUNCH (FAST FOOD RESTAURANTS) BROUGHT TO SCHOOL DURING THE LUNCH PERIODS.**

Homeroom/ SRT

Students are assigned to a homeroom/ SRT (School Resource Time) by grade level. The homeroom, a 30 minute period, is primarily administrative, where class activities are organized and school procedures outlined.

Bathroom Passes

To ensure the safety and security of all students, we have one person at a time for bathroom use. Students sign out the bathroom pass at the front kiosk. This policy is in place to maintain a manageable flow of individuals in and out of the restroom facilities and to minimize potential disruptions to the learning environment.

Safety Drills

Fire drills and tornado drills will be held regularly during the school year. Fire drill instructions are posted for each area and each classroom of the building. Absolute quiet must prevail in the building during a fire drill in order that any directions given for the safety of students may be heard and understood.

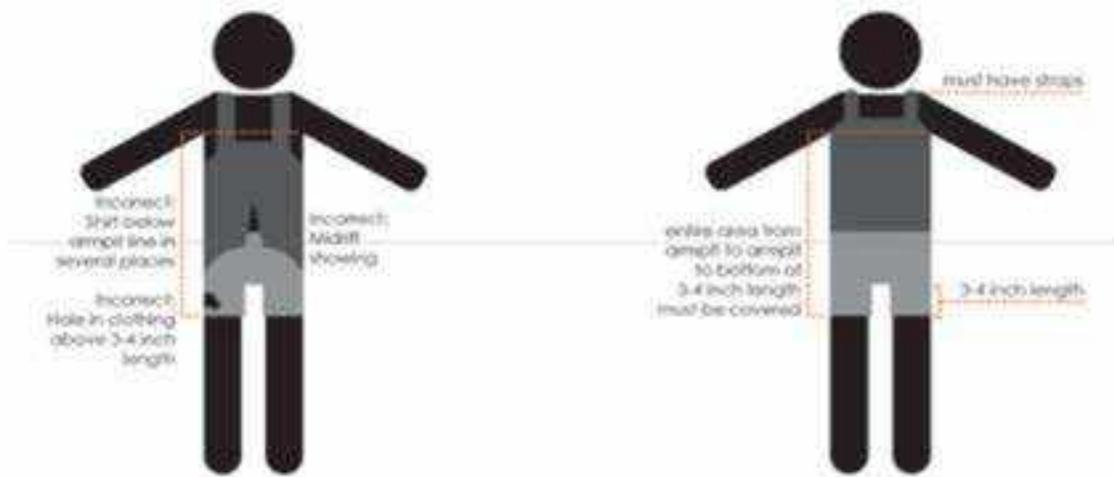
During a tornado drill, students will be instructed by their teacher as to the proper procedure to follow. Absolute quiet is necessary in order for instructions to be heard over the intercom. Posted in each classroom is an emergency card listing the closest exit for a fire drill and the location for a tornado drill. Classrooms with windows must leave their classroom and move to another location during a tornado drill.

Each teacher is also provided a detailed description of an emergency evacuation plan for the entire building. If an evacuation becomes necessary, students will evacuate to the football stadium. If the weather doesn't permit an outdoor evacuation, our students will be accompanied by their teacher, to two off site locations that are within walking distance from the school.

Dress Code Guidelines

Appropriate dress in school influences the attitude of a student toward school and schoolwork. Let us always dress in a fashion that will reflect the pride we feel in our school. Students are encouraged to use sound judgment and reflect respect for themselves and others in dress. In keeping with the goals of the school to provide a safe, healthy and nondiscriminatory environment for educating students for maximum academic and social development, the following guidelines shall be followed.

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps wider than spaghetti straps. Shirts should meet the top of pants. Rips or tears in clothing should be lower than 3 to 4 inches in length. No sheer articles of clothing or mesh garments are to be worn without appropriate coverage underneath.



2. No winter coats, blankets, sunglasses or hoods up on sweatshirts are to be worn in the building between the first and last bell.
3. Backpacks must be placed in student lockers when entering the building and/ or with principal discretion.
4. Head coverings with no brim that don't conceal your identity are permitted.
5. No article of clothing or accessory will be allowed that promotes, encourages, or advertises alcohol, drugs, tobacco products, violence, gang-related activities and/or sexual content. T-shirts that display the Confederate Flag or read "Interstate 420" are examples of inappropriate attire.
6. Chains, bracelets, and belts with spikes are not permitted, as well as pocket and wallet chains.
7. Specialized courses may require specialized attire.
8. Appearance must not be considered a disruption to the educational process, cause a distraction, or interfere with school purposes. The administration reserves the right to review dress in a fair and equitable manner to determine if something is appropriate or inappropriate as well as the prerogative of handling the situation as deemed necessary.

Athletic Events Dress Code

1. No body or face paint.
2. No masks that cover eyes or face.
3. No props that can interfere with team play.
4. Dress should be such that it reflects positively on your school.
5. Administration reserves the right to judge any student's dress appropriate or inappropriate and the prerogative of handling the situation as deemed necessary including but not limited to asking said students to leave the event.

Cell Phone Policy

Cell Phone Rules at BTW

- Cell phones may be used on school grounds before school, during lunch, and after school.
- Cell phone use is prohibited in bathrooms.
- In the classroom, cell phones will be collected by staff. All phones must be on silent mode. Students may wish to keep them in their lockers.
- If students need to place an emergency phone call during the day, they should request to go to the main office to use the phone.
- Students shall not use cell phones to take pictures or videos during regular school hours while on school property.
- Students and their parents must read the cell phone policy and return a signed copy to the office at the beginning of the school year. Signing the policy acknowledges acceptance.
- A student possessing a cell phone shall be responsible for its care and safe keeping. The VCSC will not be responsible for lost, stolen, or damaged cell phones.

If students violate the school's cell phone policy, the following may occur:

- **First offense:** The student's cell phone will be confiscated by a staff member and held in the dean's office until the end of the school day. Before being allowed to pick up their phone at the end of the day, students must discuss and review the cell phone policy with the dean or principal.
- **Second offense:** The student's cell phone will be confiscated and held in the dean's office until the end of the school day. The student's parents will be contacted and informed of the refusal to follow the school's cell phone policy.
- **Third offense:** The student's cell phone will be confiscated and held in the dean's office until the student's parents are able to come to pick it up. The student will receive a school consequence and will be prohibited from bringing their cell phone back on school grounds for two weeks.

**The administration reserves the right to adjust these consequences on a case-by-case basis if needed.

School Bus Rules Cell phones or WCD shall be permitted on the bus as long as they are kept in a no volume status that cannot be heard by others and the student possessing the device can still hear emergency directions. Cell phones/ WCD may be used in silent mode responsibly on the school bus. If using headphones, one ear must be exposed in the event the driver needs to relay directions or directives. Any inappropriate use of a cell phone or WCD will result in disciplinary action as outlined in the Student/ Parent Guide and the School Cell Phone/ WCD Policy. Examples of inappropriate use are provided in the opening paragraph of this policy.

Social Media

Social media and websites such as Instagram and YouTube have made it very easy to post photos and information online. To protect the privacy and safety of our students and employees, we discourage individuals from publicly posting pictures taken at school events that could identify others. We advise you to get consent of the individual(s) photographed before posting them and to exercise caution about revealing personal details including names. The Vigo County School Corporation cannot be responsible for information posted online in violation of these guidelines.

Electronic Devices

Electronic devices that are strictly for entertainment are not allowed during the regular school day without Administrative approval. Example: Nintendo Switch, cameras, etc

Social Media

Social media and websites such as Facebook or YouTube have made it very easy to post photos and information online. To protect the privacy and safety of our students and employees, we discourage individuals from publicly posting pictures taken at school events that could identify others. We advise you to get consent of the individual(s) photographed before posting them and to exercise caution about revealing personal details including names. The Vigo County School Corporation cannot be responsible for information posted online in violation of these guidelines.

Student Responsibilities and Guidelines

School Functions or Events

Any event, either individual or group, that involves Vigo County School Corporation students and/or staff or is sponsored by someone who is authorized to represent the Vigo County School Corporation or is an approved activity of any school within the School Corporations or approved by the school board would be considered to be a school function or event. The event does not have to occur on school corporation-owned, rented, or controlled property for it to be a school event. Field trips taken on behalf of the school but not on school-owned, rented, or controlled property are still considered to be school events. In addition, events such as but not limited to athletic events, academic events, and competitions of any kind taking place on behalf of the school or sponsored by an organization affiliated with the Vigo County School or with school sponsorship are considered to be school events. Vigo County School Corporation rules will apply to all such functions and events.

Student Lockers

All lockers made available for students' use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, career and technical rooms, and the art classroom, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which are forbidden by state law or school rules. The student's use of the locker does not diminish the school corporation's ownership of the locker and its contents at its discretion to ensure that the locker is being used in accordance with its intended purpose and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent the use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol or other prohibited substances.

Posters and Signs

All posters, signs, fliers, etc. displayed must have prior approval by the school administration. Signs or printed materials of promotion or advertising may not be distributed to students in the school building, on the school grounds, on the school buses, or at any school-sponsored activity without prior approval of the VCSC and school administration. Signs, or the equivalent, without proper authorization, will be removed.

Acceptable Computer & Internet Use

The Vigo County School Corporation provides computing facilities and Internet access for education, research, and administrative use by its students, faculty, and staff. By using Corporation resources, including computers and the network, you acknowledge your responsibility to read and comply with the Corporation's acceptable use policy. In general, prohibited activities include the creation and transmission of inappropriate or offensive material, violation of copyright or privacy laws, unauthorized access, excessive use that affects use by others, and deliberate misuse. Users are accountable for their behavior, and misuse or violation of this policy may result in disciplinary action, including expulsion and other legal action.

Chromebook Policy

The Vigo County School Corporation provides each student with a chromebook. Chromebooks are the property of the VCSC and are used to deliver curriculum and provide each student access to required educational materials needed to promote and enhance learning. The VCSC asks families to help protect and care for our investment in these devices. Fee structures for damages and repairs along with insurance information can be found on the VCSC website.

Sexual Harassment

The Vigo County School Corporation has adopted Anti-Harassment Policy 1662, 3362, and 4362 on sexual harassment outlining procedures for students and staff to file a complaint if necessary. Copies of the complaint form are available in the principal's office at any school or the Vigo County Schools Administration Building at 501 W. Olive Street West Terre Haute, IN. Complaints by students may be verbally registered with any certified staff member.

Bullying

State law requires that the staff investigate a bullying incident and appropriate measures taken to address the issue. Law enforcement may be involved if necessary. Bullying is defined as chronic, repeated offenses intending to harm or ridicule a student. Please see the school rules for more information about bullying. There are many ways to report possible bullying to the school. All Chromebooks and our school corporation website have links to STOP-IT, an anonymous reporting system for bullying, and other concerns. In addition, concerned individuals can complete a bully reporting form, which will be sent to the schools for investigation. Those who do not have access to electronic versions of these reporting forms can call the school to report allegations of bullying.

Searches and Seizures

Board policy 5771 allows for searches of students. The principal or other members of the administrative teaching staff designated by the principal may search a student's person, backpack, purse, or locker during a school day or school activity if the principal or designee has reasonable suspicion for a search. The privilege of bringing a student-operated motor vehicle on school premises is conditioned on consent by the student driver, the owner of the vehicle, where there is reasonable suspicion to search the vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request for a search of the motor vehicle shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school property.

Firearms on School Property

The state law concerning the crime of possession of firearms on school property has changed. A person who can legally possess a firearm may do so if the firearm is locked in the trunk of the person's motor vehicle, kept in the glove compartment of the person's locked motor vehicle, or stored out of plain sight in the person-locked motor vehicle. A person who knowingly, intentionally, or recklessly leaves the firearm in plain view in a motor vehicle parked on a school campus commits a Class A misdemeanor. In addition, at no time may any students, past or present, be allowed to carry a firearm in their vehicle on school property or their person, even with a firearm permit. Any student violating the rule pertaining to firearms will be recommended for expulsion.

Sex Offender Policy

Please refer to Board Policy 8470 for more details pertaining to sex offenders on the school campus.

Social Media School Events and Posting

Social media has made it easy to post photos and content online. To protect our students and employees' privacy and safety, we discourage individuals from publicly posting pictures taken at school events that could identify others. We advise that you get consent from the individuals photographed before posting them and exercise caution about revealing personal details, including names. The Vigo County School Corporation cannot be responsible for information posted online violating these guidelines.

Student's Rights

Notice on Non-discrimination Under Section 504/Title II

The policy of the Vigo County School Corporation is that there will be no discrimination made based on race, religion, sex, national origin, age, disability, or handicap in the educational services or activities which it supports.

The school corporation does not discriminate based on disability or handicap in admission or access to treatment or employment in its programs or activities. The School corporation will comply with Section 504 of the Rehabilitation Act of 1973 (Section 504), in the operation of its schools and facilities. Questions regarding implementing this policy or Section 504 or Title II should be directed to the School Corporation's Section 504/Title II Coordinator.

For Student Please Contact

Chief Accountability Officer
Vigo County School Corporation
501 West Olive St.
West Terre Haute, IN 47885
812-462-4224

For Employees Please Contact

Chief Human Resources Officer
501 West Olive St.
West Terre Haute, IN 47885
812-462-4404

Federal and State Laws and Rules Relating to the Disabled

The Vigo County School Corporation complies with all laws, rules, and regulations, both Federal and State, regarding the needs of disabled students, staff, and patrons.

*A school official is someone employed by the Corporation as an administrator, supervisor, instructor, support staff member, school security officer, School Board member, a parent or student serving on an official committee or assisting another school official in the performance of their duties, or a person or company with whom the Corporation has a contract for the provision of specific services.

Seclusion and Restraint

It is the policy (5630) of the Board that all students are treated with dignity and respect and free from abuse. The Board supports promoting and training appropriate student behavior as part of the Corporation's curriculum. It is the policy of the Board to use prevention, positive behavior intervention and support, and conflict de-escalation to eliminate or minimize the need for seclusion or restraint with students. This policy applies to all students, regardless of disability.

Any behavioral intervention shall be consistent with a student's rights to be treated with dignity and respect and free from abuse.

Any behavioral intervention used shall be consistent with the student's most current individualized education program (IEP) and the student's behavioral intervention plan (BIP), if applicable.

Every effort shall be made to eliminate or minimize the need for the use of restraint with a student, including the use of prevention, positive behavior intervention and support, and conflict de-escalation before the use of seclusion or restraint, except in the case of an emergency, as defined in the seclusion and restraint plan.

If A Student Is Denied A Right

If a student or his/her parent believes that the student is being improperly denied participation in any educational function in the Vigo County Schools or that the student is being subjected to an illegal rule or standard, the matter should be discussed promptly with the teacher, sponsor, coach, or school official in charge. If a parent or pupil feels that after such discussion, he/she should make a direct appeal to the principal for review of the problem. Parents are always welcome to discuss such questions with the supervisor of the activity for the Vigo County Schools. After a complete review and discussion with the personnel in the preceding channels, if the parent and child still feel that there is a denial of a fundamental right, he/she should write the alleged denial to the Superintendent of Schools and request a hearing. Parents & students age 18 and over have the right to file a complaint with the US Department of Education, Family Compliance Office at 400 Maryland Ave, SW, Washington, D.C. 20202-5920. Indiana Law does not entitle a student or a parent to initiate a hearing involving a grade or grades given to the student for courses taken.

Grading Policies and Practices

Access to Instructional Materials

The list of corporation-wide adopted texts and basic core instructional materials, as well as the novel list, will be available at or near the beginning of the school year in a designated area at each school. If a parent has a concern about instructional material(s) or book(s) selected by his/her child's teacher for an instructional assignment, the parent must contact the teacher and present this concern in writing. At no time during the parent concern process will the student be forced to participate in the questioned assignment. Grading for an alternative assignment will be equivalent to that for the original assignment.

Computer Access

The Vigo County School Corporation provides network access to every VCSC student and employee. The purpose of the access is to facilitate communications in support of research and education. Use of such resources is a privilege, not a right. Students utilizing VCSC networks and Internet access must first have the permission of the VCSC's professional staff. The Unauthorized or inappropriate use, including any violation of these guidelines, may result in the cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Parents and guardians have the option of requesting for their children alternative activities not requiring network or Internet use. Such a request should be submitted to the building principal in writing.

Graduation Requirements

Each student must complete 40 credits of high school work for the Core 40 Diploma and 47 credits of high school work for an Academic Honors or Tech Honors Diploma. The required 40 credits must consist of 11 elective credits and 29 required credits. Specific requirements for the general diploma, the Core 40 diploma, the Core 40 diploma with academic honors (47 credits), the Core 40 diploma with technical honors (47 credits), and course descriptions are detailed in the Curriculum/Student Planning Book. Students wishing to graduate early must schedule it with their counselor 12 weeks prior to their date of early graduation, and they must have met graduation pathway requirements. Graduates are required to fulfill all obligations of discipline before the end of their last semester. Failure to do so will result in possible non-participation in graduation ceremonies and or any other extracurricular activities such as prom, etc.

Academic Integrity

Dishonesty about one's academic work undermines both personal and academic integrity and is contrary to the high standards of excellence in the VCSC. Therefore, cheating by students cannot be taken lightly or go unaddressed. Sharing or copying work is two examples of cheating. Teachers will review academic honesty policies with their students at the beginning of the school year and/or semester. Individual department policies, such as those in the English and Business Departments, will address academic honesty with more specificity.

Grades

Letter grades are given in all classes. A letter grade is computed from a numerical average. The computer center of the V.C.SC. will take the letter grades provided by the classroom teacher (two period grades and the final exam grade) and average them in the following manner for the Term Grade; each nine-weeks grade is weighted equally and the final term exam accounts for 20% of the term grade. The following numerical values are assigned to term letter grades:

A	4.00	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	0.67
B	3.00	C-	1.67	F	0.00

Grade Values

Only the term grades are posted on students' official transcripts and thereby become official. Term grades are used to determine a student's cumulative grade point average. The cumulative grade point average is used to determine class rank.

Grading Periods

There are two grading periods each term or four for the school year. There are two terms for the school year. Each term is approximately 18 weeks in length.

Honor Roll

At the close of each grading period, the Honor Roll is prepared. Honor Roll eligibility is based on a grade average in all credit subjects. The student must be enrolled in a minimum of five classes, not including pass/fail. A student must maintain a 3.00 grade point average to qualify for honors and have no grade lower than a "C". The following grade point average determines honor status:

3.85-4.00	Exceptional Honors
3.50-3.84	High Honors
3.00-3.49	Regular Honors

Term Exams

During the final days of each term, time is set aside for the administration of term examinations in all classes. The term grade is an average of the two grading period grades and the final exam. Once final exams begin, no other tests can be given.

Class Rank

Rank in class is based on the cumulative grade point average and is computed at the end of each term. Cumulative grade point averages for students in a given class are placed in order from high to low with the highest Grade Point Average given the rank of 1 and the lowest Grade Point Average given the rank equal to the number of students in that class. A student's class rank is determined by where his/ her Grade Point Average falls in the ranking. Students to be included in the class ranking will have earned at least half of their credits at an accredited high school. Foreign exchange students will not earn a class ranking. Students with a pass on their mark history cannot be included in rank.

A student who may be eligible to earn the Valedictorian or Salutatorian designation should work closely with his/ her counselor to ensure a full schedule of classes at the school is taken each semester. Taking courses off site or not for credit can impact the Valedictorian or Salutatorian designation.

Student Discipline Rules

VIGO COUNTY SCHOOL CORPORATION

STUDENT DISCIPLINE RULES

The Vigo County School Corporation's mission is to equip students with lifelong learning skills and prepare them to become productive and responsible citizens. Toward that end, the School Corporation desires to use the progressive discipline of students in an effort to avoid interruption or disruption within educational programs and activities while also pursuing restorative goals that seek to avoid exclusionary punishment, if possible. In accordance with Indiana law, administrators and staff members may take the following actions:

1. **CLASSROOM CONSEQUENCE:** A teacher may prescribe appropriate classroom-level correction to encourage compliance with expectations and policies.
2. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:**
 - a. A middle or high school teacher may remove a student from the teacher's class or activity for a period of up to 1 school day if the student is assigned regular or additional work to be completed in another school setting.
 - b. An elementary teacher may remove a student from the teacher's classroom or activity for up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
 - c. If a teacher removes a student from class under a) or b) above, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student, and the student's parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.
 - d. A student may also lose bus transportation privileges as a consequence. (NOTE: Loss of bus transportation for students under an IEP or Section 504 plan may be considered equal to an out-of-school suspension.)
3. **ALTERNATIVE PLACEMENT/SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may place the student in an alternative learning environment, which is the preferred consequence, or deny a student the right to attend school and/or take part in any school function for a period of up to 10 school days.
4. **EXPULSION:** A student may be expelled from school for a period of no longer than the remainder of the current semester plus the following semester.

NOTE: Students under IEPs or Section 504 shall receive separate considerations and may not be eligible for some forms of discipline.

GROUNDS FOR SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in **Section A** below 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 (including summer school);
- 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.

A school activity, function, or event includes e-Learning, virtual instruction, and remote learning days.

A violation by a student listed in **Sections A and B** below is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations, and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference or disruption 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 rule:
 - 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 school property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function or any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in violent activity.

4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or 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 oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or property damage, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could harm another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon, including but not limited to imitation weapons or airsoft guns.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug (including natural hallucinogens), amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any stated substances immediately before attending school, a school function, or an event. THC Extract products as defined by state law are included in this rule and/or violations of the school corporation administration of medication policy are included in this rule
 - a. Exception to Rule 11: a student may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be completed by a physician and must include the following information:
 1. The nature of the student's disease or medical condition shall or may require the administration of the prescribed medication during the school day.
 2. The student has been instructed on how to self-administer the prescribed medication.
 3. The student is authorized to possess and self-administer the prescribed medication.

This exception, however, does not apply to the use of prescribed medication by anyone other than the individual to whom the prescription is written, nor does this exception permit the unlawful distribution of prescribed medication.

12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA)*, stimulants of any kind, or any other similar over-the-counter products

14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
15. Offering to sell or agreeing to purchase a controlled or banned substance or alcoholic beverage.
16. Failing 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.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters, including potential violations of the student conduct rules or state or federal law. (NOTE: If the staff member is a uniformed law enforcement officer, the student may have the right to be silent under the U.S. and Indiana Constitutions.
18. Accusing any person of sexual harassment or of violating a school rule, and/or a state or federal law without a good faith basis for such allegation.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings of a student or staff member without the consent of that student or staff member, including images altered through technology.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;

- e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy
or rules;
 - h. possessing or using a laser pointer or similar device.
28. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such devices will be returned to the parent.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such devices will be returned to the parent.
30. Any student conduct rule the school building principal establishes and gives notice to students and parents.

B. Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the principal or designee who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the principal or designee. This report may be made anonymously.
5. *The principal or designee shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the alleged perpetrator and the targeted student(s) shall be notified of the reported bullying incidents within five business days of the report of such incidents and on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. During the investigation, the school's priority will be the safety of the victim. The investigation may include a determination of the severity of the bullying incident(s) and whether the transfer of the alleged perpetrator or victim to another school within the school corporation is warranted.*
6. The Principal or designee will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation
10. 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 bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. 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.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

C. Possessing a Firearm or A Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:

any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.

3. For purposes of this rule, a destructive device is:

an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,

a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or

a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:

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 serious bodily injury;

an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or

a biological disease, virus, or organism that is capable of causing serious bodily injury.

3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

Suspension and Expulsion Procedures

SUSPENSION PROCEDURE

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.
2. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.
4. During the suspension, the student is required to complete all school work assigned during the suspension. The principal or designee will ensure the student receives notice of all assignments due during the suspension and will provide teacher contact information to the student so the student may contact the teacher if the student has any questions about the assignments. **For any assignments and/or school work completed by the student during the student's suspension period, credit will be given to the student to the same extent and in the same manner as students who are not suspended receive.**

EXPULSION PROCEDURE

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 during the current school year 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 parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the Superintendent.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting 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. The student or student's family has no right to counsel during an expulsion meeting.
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.
6. The expulsion examiner shall provide to the student and parent the school corporation list of alternative education programs located in the county or in an adjacent county and of virtual charter schools in which the student may enroll during the student's expulsion at the expulsion meeting. If no expulsion meeting is held or the student or parent do not attend the expulsion meeting, the expulsion examiner shall mail the list to the student and parent to the student's residence.

Option 1 for school boards that hear all student expulsion appeals:

NO RIGHT TO APPEAL

The student or parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals.

LEGAL REFERENCE: I.C. 20-33-8-18

I.C. 20-33-8-1

Indiana Code provides that any student 13 or 14 years old who is determined to be a habitual truant cannot be issued a learner's permit or operators license until the age of 18. A habitual truant is a student who has more than 10 days of unexcused absences in one school year(**). Once a student has been designated a habitual truant he/she has the right to due process as a periodic review to determine if the prohibition can be removed. An operator's license or learner's permit may not be issued to a person less than 18 years of age who is under

1. At least a second suspension from school for the school year.
2. An expulsion from school
3. Exclusion from school due to misconduct
4. In an effort to circumvent the above sanctions withdraws from school before graduating. If a person is less than 18 years of age and is under suspension, expulsion, or has withdrawn from school as described in number 4 above, the Department of Motor Vehicles shall invalidate the person's license or permit until the earliest of the following:

1. The person becomes 18 **Driver's License/Permit Restriction Policy** years of age
2. 120 days after the student is suspended
3. 180 days after the student is expelled or excluded
4. The suspension, expulsion, or exclusion is reversed after the person has a hearing.

VCSC Wellness Policy

The Vigo County School Corporation adopted a Wellness Policy designed to benefit both the students and the staff of the VCSC. The VCSC recognizes the need for adequate and nourishing food for growth, learning, and the maintenance of good health. It further recognizes the existence of significant research which indicates that a positive relationship exists between adequate nutrition, good emotional and mental health, academic success, and good behavior. During activities throughout the school day where food is sold, a nutritional choice should be offered (e.g. fresh fruit or vegetables.) Also, celebrations involving food should encourage the use of healthy foods and should take place at a time that will least interfere with students eating a nutritious lunch. Please refer to the VCSC website for the full policy.

Food Service Program

The Vigo County School Corporation, operating under the provisions of the National School Lunch Act and the Division of School Food and Nutrition Programs of the State Department of Public Instruction, serves nutritious meals every school day. Every child has the opportunity to partake of both breakfast and lunch in their school. Free or reduced-price lunches are available when family income falls within the income guidelines. Application forms, which include income guidelines, are furnished to students during registration activities at the beginning of the school year or may be requested during the school year should a family's status change. Additional information on any of the above items may be obtained from the principal's office of each school or from the Vigo County School Corporation Food Service Office at 462-4245.

Tobacco/Nicotine Vaping Policy

The Vigo County Board of School Trustees has instituted a no-smoking and other tobacco use policy effective July 1, 2007. As of that date, smoking and using other tobacco products are prohibited in all school buildings, on all school property, and in any corporation-owned or contracted vehicle during any activity or event. This includes an electronic cigarette, electronic taping device, personal vaporizer, or electronic nicotine delivery system, which is a device that stimulates tobacco smoking.”

Health Clinic Guidelines

The Health Clinic, under the direction of a registered nurse and staffed by a health assistant, will be open from 8:00 a.m. - 3:15 p.m. The clinic should be used for the purpose of receiving first-aid treatment for injuries/illness or to talk with the nurse about an individual health problem.

If you are feeling ill, obtain permission from your classroom teacher to proceed to the Health Clinic. It is important that the services of the school nurse be used and not abused. Habitual use of the clinic by an individual will be evidence of the need for that individual to obtain a doctor's statement.

Health Clinic Rules

1. Students must sign in, sit down, and wait their turn.
2. Students must have a pass from their teacher or come only for Tylenol.
3. Students must have *current* health information on file.
4. Students are *not* allowed to use the phone.
5. A student may be given *no more* than ten (10) Tylenol per semester..
6. Students will not be allowed to lie down for more than fifteen (15) minutes per visit, and may only do so four (4) times per semester.
7. Only numbers listed as emergency contacts will be called.
8. Medication may not be left on the desk if no one is in the office.

Medication at School:

- A. According to state law, students in grades K-8 cannot carry medications to and from school. A parent must bring these medications to school and pick them up. Students in grades 9-12 may transport their own medications to the health room. If a student has a life-threatening condition that requires them to carry medication on their person so that it can be given immediately (i.e. epipen, asthma inhaler or diabetic supplies), a special form can be obtained from the health room or the VCSC nursing webpage that is to be completed by the student's physician and parent.
- B. When it is necessary for a student to take medication at school for a short time, a written statement of request to give said medication must be sent to the school and signed by the parent/guardian. If the medication will be given on a long-term basis, the physician's signature is also required. The request form is available from the health room or the VCSC nursing webpage. The medication must be sent in the original pharmacy container displaying the child's name, name of the medication, dosage, and time(s) of administration. Duplicate containers may be obtained from the dispensing pharmacy.
- C. Medication no longer used or needed by a student in grades K-8 must be picked up by the parent/guardian or destroyed by appropriate school personnel. Destruction will be in a manner that ensures no other person can obtain possession of it and only after attempts have been made to notify the parent. If medication is not picked up the day after the last day of school, medication will be destroyed unless prior arrangements have been made.
- D. Acetaminophen (non-aspirin) may be given at school if the parent has provided written permission on the Health Permission Form in Skyward.
- E. All medications will be given by the school nurse or her designee unless otherwise ordered by a licensed physician or as addressed by current state laws for the possession and self-administration of medication by students (IC 20-33-8-13). Parent(s) must annually provide the school principal with a written physician's statement which indicates the medical condition for which the medication is prescribed, the time it is to be given, and any special instructions for administration. If the medication is to be self-administered, the condition must be a chronic disease or an illness for which the physician states the student has been instructed in the self-administration of that medication. These forms are available from the health room or VCSC nursing webpage.

Immunization Requirements

State law requires that students shall be immunized against diphtheria, whooping cough, tetanus, measles, mumps, rubella, polio, hepatitis B, chicken pox, and hepatitis A. In grades 6-12, students must receive meningitis vaccines and the Tdap vaccine (against whooping cough). Regarding the specific number of each vaccine required at each grade level, details are available in each school, from the Nursing Office @ 462-4465 or 462-4409, the ISDH School Immunization Guide, or the VCSC nursing webpage. Proof of immunizations must be presented at the time of student registration. Documentation must be a physician's record, another school record, CHIRP, or another state immunization record.

Health Screening

Indiana law requires that: students in 1st, 3rd, 5th, and 8th grade will have vision screening. 1st, 4th, 7th, and 10th grade will have a hearing screening. If a parent objects to these screenings, they must contact the child's school and the request must be made in writing.

Meningococcal Disease

Indiana law requires each year that parents/guardians be informed “about meningococcal disease and its vaccine” (IC 20-30-5-18). Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability, including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. An immunization is available, and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is required for 6th-grade entry, and current seniors must have a second meningitis dose. The ISDH has added the Meningitis B vaccine recommendation for 2018 seniors to further protect students from Meningitis. Please discuss meningococcal disease and vaccination with your child's healthcare provider.

Mental Health

In our commitment to fostering a supportive and inclusive learning environment, we recognize the importance of mental health in our students' overall well-being. Your mental health matters to us, and we encourage open conversations about it. If a student is experiencing mental health challenges, please connect with a school counselor who will serve as a guide to resources, support services, and self-care strategies to help you navigate challenges and prioritize your mental wellness. Remember, seeking assistance is a sign of strength, and we are here to support you on your academic journey. We want every student to feel heard, understood, and empowered to prioritize their mental health.

Student Accidents

The Board of School Trustees is not legally responsible for children's injuries at school or places under school auspices. It cannot pay damages, hospital, or medical bills, regardless of the seriousness of the case. Schools cannot legally provide medical insurance for students. Current emergency contacts must be kept updated in Skyward. Only persons listed in Skyward as emergency contacts can be contacted in an emergency.

Parent and Visitor Information

Registered Sex Offender Policy

Vigo County School Corporation has adopted a policy prohibiting anyone who is listed on the sex offender registry from coming onto school property. Sex offenders may be arrested for criminal trespass for violating this policy. Exceptions (with Restrictions) to the policy would only be granted in specific instances and only after following the procedures for asking for such an exception.

The Board of School Trustees declares that no registered sex offender may come on the property of the Vigo County School Corporation school except as otherwise provided in this policy and as required by State and Federal law. If an administrator becomes aware that a sex offender is on school property, the administrator*/designee shall direct the sex offender to leave the area immediately, except under limited circumstances as defined by our policy. *Administrator: a VCSC. employee assigned to an administrative function for the School Corporation.

Visitors

STUDENTS ARE NOT TO BRING VISITORS TO SCHOOL.

Any visitor should check in with the officer at the Kiosk desk in front of the Main Office upon arrival to the building. You will be required to show identification.

Field Trips

Parents may be invited to attend a field trip if the school feels that such involvement is warranted or is necessary. The decision of inviting parents on field trips rests with the school. Any parent attending as a participant or chaperone is subject to a criminal history check prior to attendance. Criminal history checks may be required yearly or at any time the principal feels that such a check is necessary. Attendance will be approved or denied through the central office. All school rules are in effect on a field trip.

Volunteers

Parents / guardians are welcome to volunteer their time and talents. Volunteers must have an approved background check on file prior to activity. Volunteers must check in at security upon entering the facility. Forms may be accessed in the main office or on the VCSC homepage

Guardian/Parent Information

Permits

Out-of-County Attendance Permits and Legal Settlement

Non-residents of Vigo County who wish to enroll their children in the Vigo County School Corporation may obtain an application by visiting the Vigo County School Corporation website. For Indiana residents only, the out-of-county tuition may be waived for the student. In divorce situations, Indiana Code defines Legal Settlement as the attendance area of the parent granted physical custody by the court. The legal custodian may choose to have their child attend school in the corporation of the non-custodial parent but must enroll the student by 14 days before the first day of school. No transfer tuition is due under this provision.

Student Transfer Permits

The Vigo County School Corporation has established educational attendance districts that include all residents of Vigo County. However, there may be a circumstance that necessitates a request by the parent/guardian for a school-year permit to attend a school outside of the student's legal attendance district. Circumstances may include: a) Evidence that the parents or guardians are in the process of purchasing or building a home in a different attendance district; b) The residence of childcare is located in the permit attendance district; c) Residence established by legal affidavit in keeping with the provisions of state law. The permit requires that families provide transportation to and from school. Permits are subject to revocation by the principal at any time. Positive attendance history, appropriate behavior expectations, enrollment, academic performance are factors considered in accepting permit requests. Permits that would cause the individual class size to be larger than ideal will not be approved.

High school students who wish to participate in high school athletics and who are granted a permit by the Vigo County School Corporation to transfer to a school outside the school attendance district in which the student resides must also meet the rules and regulations of the Indiana High School Athletic Association (IHSAA) regarding eligibility for athletic participation.

Cash Tuition

Cash Tuition for an out-of-county student will be waived if the student's legal residence is in Indiana and the student is enrolled before the official enrollment date. Any student enrolled from another state will be charged the full enrollment regardless of when the student enrolls. Cash tuition may be denied until school capacity has been reached.

School Surveillance Systems

In an effort to provide increased safety for students, visitors, and staff, CCTV has been installed in each school. Areas are monitored and images are stored digitally for a period of time. These images are for school use only, and may not be released to the public. Parents that want to inspect video as part of their child's educational record must contact the Assistant Superintendent of Student Services to inquire about the process.

Integrated Pest Management Policy

The Vigo County School Corporation is dedicated to providing a safe environment for students and staff. The school corporation uses Integrated Pest Management methods to address pest populations. We seek to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that

may be found in the schools and its surroundings under some circumstances they may pose a hazard to children. Therefore pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children. If you would like to be informed when pesticides will be used on campus you can opt in for those alerts.

Directory Information Release to Media

Throughout the school year, different media groups and the school administration will produce stories about activities and events in the Vigo County School Corporation. These articles may include photographs and videos posted online, printed, or aired on radio or television. If parents do not wish for their child to be included in pictures or content for the media, they can complete the form online to opt-out.

Notice & Consent/ Opt-Out for Specific Activities

Parents have the right to opt out of opportunities for their child to participate in student surveys, analysis, or evaluations that concern one or more of the following eight areas: political affiliations or beliefs of the student or their parents; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships such as with lawyers, doctors or ministers; religious practices, affiliations or beliefs of the student or parents; income, other than as required by law to determine program eligibility. This option also applies to the collection, disclosure or use of student information for marketing and for specific non-emergency physical exams and screenings not permitted or required by state law.

Classroom Observation/Visitation

Observation in a teacher's class by persons other than school personnel shall be allowed only with the consent of the building administrator and teacher involved, provided the teacher involved is given a minimum of twenty-four (24) hours' notice.

Student Records Policy

Definitions

- A. **Education Records.** Education records consist of all official records, files, and data directly related to a student and maintained by the school. Such records encompass all the material kept in the student's cumulative folder, including general identifying data, records of attendance and academic work completed, records of achievement results of evaluative tests, health data, and expulsion actions. Education records are the property of the school corporation and access to and correction is governed by this policy.
- B. **Exclusions.** Education records shall not include the following:
 - a. Data that relate to a student or groups of students but by which he/she or they cannot be identified, such as, for example, by social security number, name, address, or name of relatives, such as records generally being referred to as unidentifiable student records.
 - b. Records kept in the sole possession of the maker and which are not accessible or revealed to other persons. Such records may include grade books, notes on student work, transcripts of interviews, counselors' notes, and memory aids.
 - c. Examples of student work products include art, vocational objects, and written work.
 - d. Communication privileged and information required to be furnished to law enforcement or social service agencies relating to suspected child abuse or neglect.
- C. **Parents.** Parents of a student shall include parents, guardians, and custodians.

Custody and Protection of Student Records

- A. **Place records are kept.** Student records will generally be maintained in the cumulative record folders either in the administrative offices of the school corporation or in the school.
- B. **Control of the records.** Student records in each place where they are maintained shall be under the immediate control of the person in charge of the building, who shall be responsible for carrying out this policy.
- C. **Record of access to student records.** Each student's cumulative folder and record are maintained separately from the folder.

Access to Student Records (These rights transfer to the student when s/he turns 18 or enters a post-secondary institution at any age.)

- A. **Right of access.** A parent of a student who (1) is less than 18 years of age and not enrolled in a post-secondary institution, or (2) is a dependent student as defined by Section 152 of the Internal Revenue Code of 1954, has a right to inspect and review such student's records or any part thereof. A student has a right to inspect or review his or her records or any part thereof.
- B. **Manner of exercising such rights.** Such right shall be exercised by presenting a written request to the superintendent's office or designee. The request shall specify the records the parent or student wishes to inspect or examine. If the school cannot determine the exact records as described, the designated school employee shall immediately contact the parents or student by letter or otherwise, to determine the desired scope of records to be inspected. Such inspections shall be made during reasonable business hours determined by mutual agreement between the school employee and the parents or student. A school official shall be present during any such inspection to assist in interpreting the records.

- C. **Records involving more than one student.** Where the records requested include information concerning more than one student, the parents shall either receive for examination that part of the record pertaining to their child or, where this cannot reasonably be done, be informed of the contents of the part pertaining to their child.

Access to Student Records by Third Parties

- A. **Access without the parents' consent or student at least 18 years of age or enrolled in a post-secondary institute.** The education records of any student shall be available to the following persons, or in the following situations, without the consent of the parents or student who is at least 18 years of age or enrolled in a post-secondary institution:
1. Corporation school officials* with legitimate educational interests requiring access to records to fulfill their professional responsibilities.
 2. Officials of another school system or institution of post-secondary education the student seeks or intends to enroll. The parent or student will not be notified of the disclosure of education records to another school, school system, or institution of post-secondary education where the student seeks to attend or enroll. The parent or student, at least 18 years of age, may receive a copy of the record that was disclosed upon request.
 3. Authorized representatives of the Controller General of the United States or the Secretary of the Department of Health, Education and Welfare or other federal agency, and authorized employees of the Indiana Department of Education, provided, however, that except where collection of personally identifiable data is expressly authorized by federal law, any data or copies collected by such officials concerning individual students shall not include information which would permit the personal identification of any student or their parents.
 4. Organizations conducting studies for or on behalf of the school corporation to develop, validate, or administrate predictive tests and improve instruction.
 5. Accrediting organizations to carry out their accrediting functions.
 6. Appropriate state or local officials in a health or safety emergency where such officials need the information immediately to deal with a severe threat to the health or safety of students or other individuals.
 7. Where such information is furnished in compliance with a judicial order and pursuant to any lawfully issued subpoena, upon the condition, however, that parents are notified of all such orders or subpoenas as soon as reasonably possible after they are received, and in any event not less than 24 hours before disclosure.
 8. Except as provided in subsection (a), a nonpublic or public school must allow a custodial parent and a non-custodial parent of a child the same access to their child's education records.
 - (a) A nonpublic or public school may not allow a non-custodial parent access to the child's education records if:
 - (1) a court has issued an order that limits the non-custodial parent's access to the child's education records; and
 - (2) the school has received a copy of the court order or has actual knowledge of the court order.

Copies of Records

Copies of records at no charge may be provided to (1) the parent of a student under 18 years of age or a dependent student as defined by Section 152 of the Internal Revenue Code of 1954 or (2) a student who is at least 18 years of age or enrolled in a post-secondary institute of higher instruction, where such person is unable because of distance or other valid reason to inspect and review the education record personally. No fee will be charged for all other copies of records.

Release of Directory Information

The school corporation may release certain "directory information," which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and which includes but is not limited to, the student's name, address, parent's names and their home and work telephone numbers, email addresses, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, teacher selected student work with no grades displayed, pictures or video images not used in a disciplinary manner, hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information, without consent to media organizations (including radio, television, and newspaper), colleges civic or school-related organizations, military recruiters and state or local governmental agencies.

Parents of a student under 18 years of age or at least 18 years of age desiring to object to the disclosure of any or sure of the categories of directory information should complete the form in Skyward.

An objecting parent or student may deny consent for release of all directory information or he/she may selectively deny consent by circling those categories of directory information he/she does not wish to release.

Building principals shall ensure that parents are informed of their right to object to the release of directory information and that they may file such an objection at any time during the school year.

Transportation

School Bus

Transportation is provided to all secondary school students whose actual walking distance between home and the school they are required to attend generally exceeds one and one-half (1.5) miles. Transportation for half-day kindergarten will be provided to the school for morning programs and from school for afternoon programs. Kindergarten students eligible for transportation are those whose walking distance generally exceeds one (1) mile from home to the school within their district.

Transportation may be furnished for shorter distances if the Assistant Superintendent of Student Services recommends the change. Parents may appeal this decision to the superintendent.

Student Driving/ Riding and Parking Privileges

The Vigo County School Board has adopted a driving policy that requires the written permission of parents/guardians, parking in School Corporation designated locations, and complying with all State laws related to the operation of motor vehicles.

Attendance Policy

Progressive Discipline Policy

Number of absences	Action taken
2, 3, 5, 7	Skyward notification sent to guardians to alert them of their student's attendance with a reminder of good attendance practices and the school's policies regarding future absences.
7 (Unexcused)	Certified letter/attendance contract sent to guardian acknowledging excessive absence pattern. Principal or designee will contact the guardian to discuss the attendance contact and set a meeting time if necessary.
10 (unexcused)	Student will be recommended to meet with the Retention and At-Risk Specialist and/or Principal or designee. Guardian may be reported to the Department of Child Services for 10 unexcused absences.
15 (unexcused)	Student will be recommended to meet with the Director of Student Services and may be placed in a waiver of due process Student/guardian may be reported to the Vigo County Prosecutor's office and juvenile probation.

Types of absences

Excused:	Unexcused:	Exempt:
<p>Personal illness or injury: If a student is sent home by the school's health office.</p> <p>Doctor, dental, mental health, probation and driver exam appointments (Documentation required)</p> <p>Family funeral or other approved funerals</p> <p>Departmental, State and National contests, which are approved by the administration</p> <p>Participation in the Indiana State Fair</p>	<p>Truancy: absence without consent of guardian or knowledge of school</p> <p>Failure of guardian to notify school of student absence.</p> <p>Oversleeping</p> <p>Missing the bus</p> <p>Family Vacation</p> <p>Any absence not defined as excused</p>	<p>In each of the following circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school:</p> <p>Serving as a page or honoree of the General Assembly (IC 20-33-2-14)</p> <p>Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20- 33-2-15)</p> <p>Subpoenaed to testify in court (IC 20-33-2-16)</p>

<p>Applying for the military</p> <p>All activities approved by the administration</p> <p>Two (2) college visits per semester</p>		<p>Serving with the National Guard for no more than 10 days (IC 20-33-2-17)</p> <p>Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)</p> <p>Approved Educationally Related Non-Classroom Activity (IC 20-33-2-17.5).</p> <p>The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7)</p>
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***After 5 absences (excused or unexcused) without proper documentation, absences will automatically be unexcused.**

Ind. Code § 20-33-2-18

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

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

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

5 Day Allowance

Students are permitted 5 absences in a semester. Documentation with any absence is always encouraged. After 5 absences, any day missed without medical or legal documentation will be counted as unexcused, even with parent notification. To keep you informed of your child's absences you will be sent a Skyward notification at 2, 3, and 5 days of absences by the school office. Refer to the Progressive Discipline Policy for our plan for unexcused absences. At any point in a student's excessive absence occurrence the school may refer the guardian to the Children's Bureau. The student/guardian may be reported to the Department of Child Services for ten unexcused absences.

Absences

Students missing in excess of one and one-half (1.5) hours but less than three (3) hours will be counted absent for a half day. Missing three (3) or more hours will count as a full day. Guardians are required to report their child's absence to school. Phone calls on the day of the absence should be made by 9:00 a.m. If a call is not made the day of an absence, a note explaining the reason for the absence should be brought or emailed to the school on the first day returning from an absence. Absences will be monitored through the Principal's office on a yearly basis.

When an absence is required, each student is expected to have an acceptable and justifiable reason for the absence. Refer to the Progressive Discipline Policy for information about excused, unexcused, and exempt absence definitions.

Tardies

An a.m. tardy is defined as arriving between 8:15 a.m. – 9:00 a.m. A student must be in the building and ready to learn by 8:15 in order to not be tardy. If your child plans to eat breakfast at school, please arrive earlier.

Secondary Attendance Policy

The Vigo County School Corporation realizes that good attendance habits and punctuality allow maximum benefit for students' education. It is difficult for students to learn if they are not in class on time every day. The partnership between each student, guardian, and school help establish self-discipline and responsibility in developing life skills and healthy habits for entry into the adult world. Guardians are asked to work with the school to eliminate unnecessary absences.

Indiana Code 20-33-2-27 states: "It is unlawful for a parent to fail to ensure that his child attends school."

Frequent and prolonged absences are in violation of state law. Attendance is taken daily. Excessive absences, whether excused or unexcused, may result in academic failure.

Students are required to make up all work missed when they are not in class, regardless of the type of absence.

Driver's License/Permit Restriction Policy

Indiana Code provides that any student 13 or 14 years old who is determined to be a habitual truant cannot be issued a learner's permit or operators license until the age of 18. A habitual truant is a student who has more than 10 days of unexcused absences in one school year(**). Once a student has been designated a habitual truant he/she has the right to due process as a periodic review to determine if the prohibition can be removed. An operator's license or learner's permit may not be issued to a person less than 18 years of age who is under

1. At least a second suspension from school for the school year.
2. An expulsion from school
3. Exclusion from school due to misconduct
4. In an effort to circumvent the above sanctions withdraws from school before graduating. If a person is less than 18 years of age and is under suspension, expulsion, or has withdrawn from school as described in number 4 above, the Department of Motor Vehicles shall invalidate the person's license or permit until the earliest of the following:

The person becomes 18 years of age

120 days after the student is suspended

180 days after the student is expelled or excluded

The suspension, expulsion, or exclusion is reversed after the person has a hearing.

5 Day Allowance

Students are permitted 5 absences in a semester. Documentation with any absence is always encouraged. After 5 absences, any day missed without medical or legal documentation will be counted as unexcused, even with parent notification. To keep you informed of your child's absences you will be sent a Skyward notification at 2, 3, and 5 days of absences by the school office. Refer to the Progressive Discipline Policy for our plan for unexcused absences. At any point in a student's excessive absence occurrence the school may refer the guardian to the Children's Bureau. The student/guardian may be reported to the Department of Child Services for ten unexcused absences.

Absences

Students missing in excess of one and one-half (1.5) hours but less than three (3) hours will be counted absent for a half day. Missing three (3) or more hours will count as a full day. Guardians are required to report their child's absence to school. Calls the day of the absence should be made by 9:00 a.m. If a call is not made the day of an absence, a note explaining the reason for the absence should be brought or emailed to the school on the first day returning from an absence. Absences will be monitored through the Principal's office on a yearly basis.

When an absence is required, each student is expected to have an acceptable and justifiable reason for the absence. Refer to the Progressive Discipline Policy for information about excused, unexcused, and exempt absence definitions. Exempt absences must be verified prior to the absence as well as after the off-site experience has been completed. The agency/institution visited must verify the visitation.

In the event a student must be absent for a school day, the parent/guardian must report the student absent by contacting the school. School officials may call the parent/guardian for verification of a student's absence if the parent/guardian does not contact the school. Students reporting late to school should be reported in the same manner.

Extracurricular activities

A student who is unable to attend at least half of the day will be unable to attend extracurricular functions later in the same day unless proper documentation (doctor's note or legal form) is presented. Requests for special consideration should be directed to an administrator.

Signing out

Students are not to leave the building without permission from an administrator or other authorized office staff. Students must also have permission from parent/guardian to leave the building. Leaving the school grounds without administrative approval at any time during the school day will be considered truancy.

Final Exam Opt-Out Incentive

All students who miss three or fewer days, are tardy to three or fewer classes, and are passing both six weeks each semester may opt out of one final exam during first and second semesters. Students not testing but are disruptive during final exams will be tested. The grade earned on the final exam will be assigned to all students testing; students may not take the exam and opt out of the grade.

Seniors who miss three or fewer days, are tardy to three or fewer classes, and are passing both six weeks in third semester may opt out of all five final exams. Students not testing but are disruptive during final exams will be tested. The grade earned on the final exam will be assigned to all students testing; students may not take the exam and opt out of the grade.

Underclassmen who miss three or fewer days, are tardy to three or fewer classes, and are passing both 9 weeks in each semester may opt out of one final exam. Students not testing but are disruptive during final exams will be tested. The grade earned on the final exam will be assigned to all students testing; students may not take the exam and opt out of the grade.

Excused absences*

College visits, school sponsored trips, religious, polls, court, and military duties.

Truancy

Students will be considered truant when not in attendance in school, class or assigned activity, without the permission of parents, legal guardians, and/or designated school official(s). Truancy is also defined as being in any undesignated area throughout the school day, such as leaving

the cafeteria area during lunches. Excessive truancies, defined as three or more, will be referred to the appropriate legal authorities.

Refer to the Discipline Summary for the specific consequences regarding truancy.

Make-up Work

Make-up work is the responsibility of the student. Arrangements for and completion of make-up work must be made with the student's teachers within a reasonable time which is defined as within three (3) school days after the student returns to school. Exceptions will be made for longer periods of absence.

Credit will be given for make-up work for all absences except for truancies.

A student has three (3) days upon returning to school to submit medical documentation to change an unexcused absence to an excused absence.

Behavior and Progressive Discipline Summary

Infraction	Circumstances	1st Offense	2nd Offense
Student Fight	No bodily injury for either student	3-5 Day AEP	5 Day AEP or OSS and Waiver of Due Process at the school
Student Fight	Bodily injury (requires medical attention)	5 day OSS Waiver of Due Process Inform Law Enforcement	Recommendation for Expulsion
Student Fight	With weapon (weapons as defined by the state of Indiana)	Recommendation for Expulsion. 10 Day Continued OSS Inform Law Enforcement	Recommendation for Expulsion
Student Fight	Staff Member injured (unintentional)	10 Day OSS Waiver of Due Process Inform Law Enforcement	Expulsion
Possession of Weapon (Non-firearm)	No Intent	3-5 Day OSS Conduct Threat Assessment Waiver of Due Process Inform Law Enforcement	Recommendation for Expulsion
Possession of Weapon (Non-firearm)	With intent to use	Recommendation for expulsion. 10 Day Continued OSS Inform Law Enforcement	Expulsion
Possession of Firearm	Regardless of Intent	Continuous OSS until hearing Rec of Expulsion For 365 days. Inform Law Enforcement	Expulsion

Possession/Use of Drugs or Alcohol	Possession/use non distribution	10 day OSS Waiver of Due Process at the school. Inform Law Enforcement	Expulsion
Drugs/Alcohol Distribution	Distributed/Shared at school	Rec for Expulsion 10 Day OSS Continued. Inform Law Enforcement	Expulsion
Theft	Minor Theft Under \$500	3 Day AEP Waiver of Due Process Inform Law Enforcement Restitution	10 Day OSS Rec. for Expulsion
Theft	Major Theft Over \$500	5-10 Day OSS Possible Rec Expulsion Inform Law Enforcement Restitution	Rec. for Expulsion
Sexual Misconduct	Students involved in consensual sex or sexual actions	10 Day Continuous OSS Rec for Expulsion DCS Call Inform Law Enforcement	Rec. for Expulsion
Distribution/Possession of Pornographic Materials	Showing or sending videos or pictures of a pornographic nature (does the picture involve a student)	5-10 Day AEP Possible Rec of Expulsion Waiver of Due Process DCS Call Inform Law Enforcement	Rec. for Expulsion
Vandalism	Minor Vandalism Under \$500	3 Day AEP Waiver of Due Process	10 Day OSS Rec. for Expulsion
Vandalism	Major Vandalism Over \$500	10 Day OSS Possible Recommendation for Expulsion Police Involvement	Expulsion
Assault on Staff Member	Intentionally making physical contact with a staff member	Recommendation for Expulsion (365 Day Request) 10 Day OSS continued Police Involvement	Expulsion
Bully/Harassment	Substantiated Bully Report	1-10 day AEP Possible Recommendation for Expulsion Waiver of Due Process	10 Day OSS Rec. for Expulsion
Threat w/o Weapon	Student made a threat without a weapon. The school conducted a threat assessment and determined the threat was transient low level.	Threat Assessment Conducted AEP to Expulsion Inform Law Enforcement	10 Day OSS Rec for Expulsion
Threat w/ Weapon	Student made a threat with a weapon. The school conducted	Rec for Expulsion 10 Day OSS Continued	

	a threat assessment and determined the threat was high level and serious.	Inform Law Enforcement	
Sexual Harassment - Verbal	Student verbally sexually harassed another student (no physical contact)	3 Day AEP Waiver of Due Process	10 Day OSS Rec. for Expulsion
Sexual Harassment - Physical	Student made unwanted physical contact with another student	10 Day OSS Continued Rec for Expulsion DCS Call Inform Law Enforcement	Expulsion
Racist or Insensitive Speech	Student used language, pictures or symbols that are considered racist or insensitive toward a person with the intent to harm, embarrass or belittle	5-10 Days OSS or AEP Possible Rec for Expulsion Possible Waiver of Due Process	10 Day OSS Rec for expulsion
Racist or Insensitive Speech	Student used language, pictures or symbols that are considered racist or insensitive but not directed toward any particular individual	3-5 Days AEP	5 AEP Waiver of Due Process
Possession of Nicotine/Tobacco and/or Vape Device	Student possessed, used, shared tobacco or Vape Device	2 Days AEP Tobacco Program	3-5 Days AEP Waiver of Due Process
Distribution of Nicotine, Tobacco and/or Vape Device	Student shared, provided or sold nicotine or vape device	3-5 Days AEP	5-10 Days AEP Rec. of Expulsion
Profanity Directed to Staff Member	Student directed profanity to staff member	5 days OSS Waiver of Due Process	Rec of Expulsion

Student Activities and Services

Announcements

Daily and weekly announcements are made during the SRT communications period. Students are responsible for digital communication.

Assemblies

School assemblies are a part of the total school program and are presented throughout the year. During assemblies, all students are expected to sit in assigned areas and to conduct themselves in a courteous and respectful manner at all times. Removal from an assembly will warrant disciplinary action.

Guidance and Counseling

Counselors

Janet Strole

The counseling staff offers students a variety of services. Individual and group counseling is available for all students to meet many different kinds of concerns. Programs and counseling services cover such areas as career awareness, academic counseling, self-awareness, study skills improvement, anger management, cessation of smoking, and post-secondary school information. Students are encouraged to view their counselors as helping persons and a vital part of their educational growth. Students will meet their counselors during orientation programs, counseling, classroom functions, or small group activities. If students would like individual sessions with their counselors, they should sign up (list where and how to sign up).

College Requirements

The college-bound student is advised to examine closely the entrance requirements of the particular college in which he/she is interested. College information as well as vocational materials may be obtained from bulletins, catalogs, or computer programs maintained in the Guidance Office. All colleges maintain web sites which can be easily accessed. Counselors will assist any student indicating a particular college or career interest.

Parents of a college-bound senior must file the FAFSA, Free Application for Federal Student Aid, before April 15th of the student's senior year to be considered for state and federal financial assistance. The FAFSA is used to determine financial need and financial assistance for college expenses.

Testing

Standardized tests are used to aid both the school and the students in determining interest, aptitude, and capability. Results of the tests should enable students and counselors to plan programs that will help each student reach his/her potential and gain his/her vocational goal.

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT) is made available to students in the fall each year. The National Merit Corporation will use these test scores as a basis for determining students to be honored or for calling high scores to the attention of colleges and other scholarship-granting agencies.

Students taking the SAT receive verbal, mathematics, and writing scores. Students will receive scores in the areas of English, math, reading, science reasoning, and a composite score as a result of the ACT.

Additional standardized testing that takes place during the academic year includes Advanced Placement tests in all subject areas, End-of-Course Assessment exams in Biology.

NOTE: Specific dates for administration of these college entrance tests will be announced by separate bulletin. It is the responsibility of the student and parents to work closely with the counselors to ascertain the required test, test dates, and to make an application to take them before registration deadlines. Registration deadlines are usually five weeks before the test date. Students and parents may find career, college, and financial aid information at icpac.indiana.edu.

Change of Schedule

Student schedules are considered complete when “final schedules” are presented to students/parents. Changes will only be made in the first five days of each semester.

Withdrawal Procedures

Students withdrawing from school should inform the registrar prior to their last day of attendance. The circumstances of and permission for the withdrawal must be verified by a parent or guardian. A form must be signed by the administration. Students under the age of 18 who wish to withdraw must have an exit interview in the Deans’ Office. Parent and student must both sign exit interview forms. Students are expected to return their chromebook and any school issued materials.

Rose-Hulman’s Homework Hotline

Rose-Hulman offers free math and science help that is available from 7 p.m. to 10 p.m., Sunday through Thursday (Eastern Standard Time). Students may call toll free **1-877-ASK-ROSE** or online at

www.AskRose.org



