

# CENTERVILLE SENIOR HIGH SCHOOL

2017 - 2018

EDUCATED FOR SUCCESS

## STUDENT HANDBOOK



Parents & Students:

This handbook contains up-to-date information concerning school citizenship and academics. You are strongly encouraged to annually review its content and to reference it throughout the school year.

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## **FOREWORD**

This handbook has been approved by the local School Board, as a guide for students and parents to get acquainted with Centerville Senior High School. Our school, like our home, our state, and our nation, is no better than members who belong to it are. Any provision not covered in the handbook or any interpretation will be the administration's responsibility.

## **PARENTS**

Parents are responsible to go over the rules and regulations of this student handbook with their son or daughter. Attendance at Centerville Senior High School can be a wonderful experience but, at the same time, should be an exceedingly serious matter that demands a high degree of cooperation. In this manner, parents and school can achieve the common goal of giving their students the best possible guidance toward the realization of their highest capabilities. You may help the school to serve your child's best interest by:

1. Making it your responsibility to know your child's teachers and counselor.
2. Calling the office to report absences **by 10:30 a.m.**
3. Writing full explanations for absences and signing them yourself.
4. In the event of any questions, feel free to contact the appropriate counselor.

## **STUDENTS**

Students at Centerville Senior High School can receive an excellent education. In order to be successful, a few general responsibilities must be taken.

1. Be on time to every class and always have the necessary supplies (books, paper, pencil, etc)
2. If you must miss school, gather missed assignments during channel one the day you return.
3. Be respectful to all teachers/staff and fellow students.
4. Know and follow all school policies.

## **CENTERVILLE-ABINGTON COMMUNITY SCHOOLS**

### **VISION STATEMENT**

"Educated for Success"

## **CENTERVILLE-ABINGTON COMMUNITY SCHOOL** **STRATEGIC PLAN**

"Centerville-Abington Community Schools, in partnership with families and the community, educates ALL individuals to be lifelong learners and responsible citizens in a global society."

### **CORPORATION GOALS:**

1. Exemplary Student Achievement
2. Responsible Citizens
3. Safe, Secure, and Healthy Environments

## **CENTERVILLE SENIOR HIGH SCHOOL'S** **MISSION STATEMENT**

Centerville Senior High School, in partnership with parents and the community, prepares students to analyze information, apply technology, and communicate effectively as responsible citizens.

### **GOAL:**

All students will increase their reading comprehension using varied texts in all subject areas.

## **NON-DISCRIMINATION POLICY**

It is the policy of the Centerville-Abington Community Schools not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1), I.C. 20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education amendments), Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with Title IX, Section 504 or the Americans with Disabilities Act should be directed to Mr. Rick Schauss, Principal of Centerville-Abington Junior High School at 509 Willow Grove Rd., Centerville, IN 47330.

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## **ACADEMIC MISREPRESENTATION-CHEATING**

Student's assigned projects, reports and research papers are expected to bring forth products of their own minds. These assignments are not exercises in creative copying but rather exercises in research, logic, and writing. Students are to analyze material being studied and to synthesize the information into an original work. To this end, students are expected to acknowledge sources of ideas, opinions, statistics, and/or quotations, which have contributed to the final product.

A project or paper is expected to be the original work of the student, not collaboration with others unless so assigned, and free from fabrication or plagiarism. Students who misrepresent their work unintentionally will be required to do additional work so that they will understand how to avoid academic misrepresentation, have the skills to do so, and demonstrate those skills. Intentional academic misrepresentation will result in a grade of zero for the assignment.

Intentional plagiarism includes the following but is not limited to these examples:

1. Turning in another student's work as one's own.
2. A student submits published work as if he himself had written it.
3. Fabrication of research information and/or sources.
4. Student use of computer language translators to produce foreign language texts for assigned work will be understood as copying/cheating and therefore an unacceptable practice, punishable under school rules.

**Cheating will not be tolerated at Centerville Senior High School.** Those cheating or assisting cheating on any written work will automatically receive a zero (0). Students who establish a pattern of cheating in class(es) will be subject to further discipline according to the policy of the teacher(s) involved.

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### **ACCIDENTS**

Each and every accident in the school building, on the school campus, at athletic practice sessions, or at any sponsored event at school or away must be reported immediately to school personnel sponsoring the activity. An accident report is also to be filed with the nurse.

Centerville Senior High School has an exposure control plan for the handling of blood and bodily fluids for school personnel. Students should be advised that they should not come in contact with blood and/or bodily fluids to protect themselves from communicable diseases such as HIV, Hepatitis B virus, etc. Students should immediately contact a member of the school staff for proper and safe cleaning.

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### **ATTENDANCE POLICY**

The School Board requires all students enrolled in the schools of this corporation to attend school regularly in accordance with the laws of the state. The corporation's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

### **EXCUSED ABSENCES**

I. School Board Policy states that students will be excused for being absent from school for the following reasons:

- A. Personal illness- a student that has been ill for five consecutive days may be required to bring an excuse from a doctor at the discretion of the principal.
- B. Illness or death in the immediate family
- C. Attendance at special church services (by arrangement)
- D. Quarantine
- E. Absence during the school day for professional appointments. Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:
  - 1. The student shall have a statement to that effect from his/her parents;
  - 2. The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, probation officer, etc. to the effect that she/he reported promptly for the appointment;

3. The student shall report back to school immediately after his/her appointment if school is still in session. A student will be counted unexcused for any periods missed when not returning after a reasonable time.

F. Military connected families' absences related to deployment and return.

G. Conditional absences approved by the principal.

II. Absences that do not accumulate against this guideline or are otherwise exempt:

A. For each day of page service or as an honoree of the Indiana General Assembly, a student excused from school attendance shall not be recorded as being absent.

B. A student who is a witness in judicial proceedings. This includes any required court appearance such as for probation hearings.

C. A secondary school student who serves on the precinct election Board or is a helper to a political candidate or party on the day of an election will be excused from school attendance and not recorded absent.

D. A student will be excused from school for not more than ten (10) days when ordered to active duty in the Indiana National Guard. The student will not be recorded absent during the ten (10) day period.

E. Seniors are excused for two (2) days per year and juniors are excused for one (1) day per year for college visitations. Reference College Visitations on page 3.

F. A student who is in attendance at the State Fair on Education Day.

G. Participating in the Indiana State Fair for not more than five (5) days if the student or a member of the student's household has an exhibit at the Indiana State Fair for educational purposes. The student must be in good academic standing. (I.C. 20-33-2-17.5)

H. Participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

I. Students on field trips or other school related activities.

J. Students who have some bus irregularity over which a student had no control about which he had not been informed.

### **UNEXCUSED ABSENCES**

I. School Board Policy does not recognize these absences as excused:

A. Absences due to such things as car trouble, late ride, missing the bus, oversleeping, baby-sitting, staying home to complete homework, and similar circumstances.

B. Inexcusable personal reasons. (Students leaving early for vacation or taking a vacation with parents on school days **will not be granted** an excused absence.)

C. Truancy – an absence without parental and/or school knowledge and consent. Any student who comes to school and fails to attend any assigned class, study hall, or homeroom will be counted truant even though he/she remains in the building or school grounds.

D. Failure of a parent to call or send a note within 2 days after the student's absence.

E. Under no circumstances should students stay in a restroom or leave for home without proper authorization from the office. Such action will be considered an unexcused absence from class. Students will not receive credit for absences that are unexcused. (Will receive 0's)

F. A student's attendance directly relates to the success that student will have in school. Students who receive an unexcused absence will receive zeros on all class work, quizzes, in-class activities and will receive a MAXIMUM of 60% on any major (significantly impacts their grade) tests and/or projects. Students who are found to be truant will receive zeroes on all work.

### **PRE-ARRANGED ABSENCES**

I. Absences that are anticipated absences require a pre-arranged absence form, which may be obtained in the guidance area. It **must** be completed and returned two (2) days prior to absence or be counted unexcused. Examples of some anticipated absences are:

A. College Day – College visitation must be arranged by a guidance counselor or parent.

The following is allowed:

One (1) per year for juniors

Two (2) per year for seniors

B. School activity

### **CHS ATTENDANCE POLICY**

Attendance is kept on a period-to-period basis. Students may miss up to 5 periods of the same class in one semester (excused or unexcused), any unexcused absence after the 5<sup>th</sup> will result in a long detention and/or suspension from school. It is extremely important that students realize and understand that the five (5) periods of absence built into the attendance policy per semester are not to be considered as approved five days to skip classes, but rather they should be used only as indicated by this policy.

1. After three (3) and five (5) absences a notice will be sent to the parents indicating the number of periods a student has missed in school.

2. An attendance review conference will convene after any student misses 6 periods in the same class including SRT periods. Participants will include the student, parent/guardian in person or by phone, and attendance officer (principal or assistant principal). An attendance contract will be assigned summarizing the expectations of the student, parent, and school for the duration of the

semester. Failure to attend the conference will be annotated and any further absences will result in the appropriate disciplinary action as noted below.

3. For the first day/class missed after the 5<sup>th</sup> day that is unexcused, a long detention will be assigned. Students will make-up any assignments in a long detention. Habitual attendance issues will be sent to the prosecutor and a letter will be sent home in regards to the attendance information.

--- **2<sup>nd</sup> unexcused absence** after the 5<sup>th</sup> day results in a 3-day school suspension.

--- **3<sup>rd</sup> unexcused absence** after the 5<sup>th</sup> day results in a 5-day school suspension.

--- **4<sup>th</sup> unexcused absence** after the 5<sup>th</sup> day results in a 10-day school suspension pending a request for expulsion.

4. A student who has been suspended from class or school will not have his/her suspension days counted toward the five period limit.

5. Extenuating circumstances may be given consideration but would require a statement from the doctor indicating dates and reasons for the student to be confined at home or at the hospital for a period of time. A student who does exceed the five-period absence will have each class or classes treated as an expulsion. The same due process will take place as with a discipline expulsion. The student will remain in the class or classes until the expulsion examiner renders a decision.

6. Students under sixteen (16) years of age are still under the compulsory school law. A student who is in violation of the attendance ruling will fall within the guides set forth by the state through the welfare officer. If the student is denied credit after an expulsion process, that student will receive the following grade:

- If they are passing, they will receive an W
- If they are failing, they will receive a WF for withdraw with F

7. State law requires students to attend all periods of the school day. This includes first or last period SRT. Failure to attend can jeopardize enrollment.

### **ADMISSION PROCEDURE**

#### **TO EXCUSE AN ABSENCE**

1. In order for the school to determine whether an absence is excused or unexcused, the parent or guardian must give the reason. They should call the school between 7:30 a.m. and 11:00 a.m. on the day of the absence with the reason of the absence.

2. If the student's parent/guardian has not contacted the school orally, then the student shall bring a parent or doctor's statement to the office.

3. Absences must be cleared by 8:00 a.m. the second day after an absence. This is the student's responsibility. Failure to do so will result in an unexcused absence.

### **COLLEGE VISITATIONS**

Seniors are excused for two (2) days per year and juniors for one (1) day per year for college visitations. A parent or student must prearrange all visitations through their guidance counselor in order to be excused. Parent permission must also accompany such a request.

Parents are expected to accompany their student to the college day unless other arrangements are made with the counselor. Any previous or subsequent days absent other than the date of the college visit will be deemed as an unexcused absence. College visitations may be denied at the discretion of the counselor.

#### ATTENDANCE AT POST-SECONDARY INSTITUTIONS FOR DUAL-CREDIT

1. Students who are approved to take dual-credit courses are required to attend and complete all classes taken at post-secondary institutions, just as they would attend classes taken during the school day at Centerville Senior High School.
2. Not attending and/or completing the dual credit course may jeopardize the student's classification as a full-time high school student; an automatic "F" will be recorded on the student's high school transcript for the course and may effect participation in extra-curricular activities and athletics. Furthermore, it may result in:
  - a. Suspension or expulsion from school
  - b. Denial of diploma
  - c. Truancy
  - d. Suspension of driver's permit
3. Students must seek approval from their guidance counselor prior to dropping or changing any dual-credit courses at the post-secondary institution. The student must verify with his/her guidance counselor that dropping or changing a dual-credit course will not jeopardize requirements for IHSAA athletic eligibility, graduation, and/or anticipated diploma. After approval from the guidance counselor, a student may then consult with the registration/admissions official at the post-secondary institution to make necessary drops or changes to student schedules.

Note: Officials at post-secondary institutions are not responsible or required to understand requirements for IHSSA athletic eligibility, graduation, and/or anticipated diplomas at the high school level. Therefore, students must always consult with their high school guidance counselor with questions regarding drops or changes to dual-credit courses.

4. Further information regarding dual-credit courses taken at post-secondary institutions can be found on pages 5 and 6 of the Centerville Senior High School Course Selection Guide.

#### REQUESTS FOR HOMEWORK

Parents requesting homework assignments for students who are out of school should make arrangements through the Guidance Office. Requests should not be made until a student has been out two (2) days. All requests must be made by 9:30 a.m. for pick-up after 3:45 p.m.; otherwise requests will take 24 hours.

#### STUDENT MAKE-UP WORK

All students should be permitted to make up all class work missed, but under the following conditions:

1. The student should initiate requests for missed homework the day they return. The request will be made during channel one time in the morning (8:00-8:15). A student is not to interrupt class time to ask for make-up work. If a student misses a BLUE day and returns on a WHITE, they should get BLUE day assignments during channel one and have them ready for the next class meeting.
2. The teacher, who will allow at least one day for each day of absence, sets the deadline for make-up work.
3. The student should be encouraged to make up work before the absence, if the absence is known in advance.
4. Students will not be held responsible for making up an assignment or test on the day following an absence if the work was announced during the time of absence. If the assignment or test was announced (verbally or in a written assignment sheet) prior to an absence, the student will be responsible for the assignment or test on the day following the absence.
5. Students will be permitted to make up work because of missed school due to out-of-school suspension; however credit will not be given.
6. The administration reserves the right to act on an individual case.

#### STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY

Students shall not leave the school grounds for any reason during school hours without permission from the office.

1. Requests for early dismissal should be submitted to the principal as early in the school day as possible. These requests must be written or orally given to the attendance secretary.
2. Students may be released only to a parent, whose signature is on file in the school office or to a properly identified person authorized to act on their behalf.
3. A student may be released "on his/her own" only with verified parental permission.
4. Students will not be allowed to leave school grounds to retrieve books, assignments, athletic equipment, etc.
5. Students who leave school must sign out in the office and check back in to the office on returning to school. Violation of this rule will result in a Friday Detention being issued.

#### TARDINESS

1. As a minimum standard, a student will be considered tardy if he or she is not in the classroom or instructional area when the bell rings. Individual teachers have the right to enact the rule for their individual classrooms that student's must be in their seats when the bell rings. Students will be informed on the first day of school by each teacher what standard for tardiness will be used in each class.
2. The following policy will be used to address tardies in a classroom on a semester basis:
  - 1<sup>st</sup> = Warning
  - 2<sup>nd</sup> = Warning
  - 3<sup>rd</sup> = Detention

**Note:** If tardies from different classes accumulate to 5 detentions, then the policy for Detentions (page 8) will be used. **Also, any** student late to 1<sup>st</sup> or 5<sup>th</sup> period may have driving privileges revoked on the 6<sup>th</sup> tardy.

3. If a student is out of half or more of a class, that student will be counted absent for the entire period.
4. Students arriving after 8:15 a.m. will be counted unexcused for the first period.

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### **ANNOUNCEMENTS**

All announcements must be turned in to the assistant principal's office prior to the beginning of school to be on the morning announcements. A sponsoring faculty member must sign all announcements. Announcements must be concerned with school-related activities.

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### **ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet and booing are discourteous. Yelling is appropriate only at pep assemblies. Disciplinary measures will be taken where students cause disruptions.

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### **BOOK BAGS**

Book bags are not allowed in classrooms. Students are to put their book bag in their lockers when they arrive at school and get it out only when they are preparing to leave the building. Any accessory having the ability to contain a book and not provided by the school will be deemed a book bag. Accessories include, but are not limited to, female and male purses, satchels, shoe string bags, back packs, and paper, nylon or plastic sacks.

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### **CURRICULUM MATERIALS RENTAL PLAN**

As a service to the community, the School Board approved the curriculum materials rental system:

1. Teachers will maintain a system for identifying a student to whom curriculum materials have been assigned.
2. Curriculum materials returned to the school at the end of the semester/year must be in good condition.
3. Students must pay for curriculum materials they lose or damage. They will be charged the full-established retail price.
4. If a student transfers, withdraws, or is expelled from school, or withdraws or is cut from a school activity for which the student or his/her parents have paid fees for curricular materials and are owed a refund of all, or a

proportional share of any fees amounting to at least \$5.00, the Corporation shall promptly refund such fees if the address of the student or his/her parent is known or if requested by the student or his/her parents by the end of the school year in which the fees were paid, or within thirty (30) days, whichever is longer. The Corporation shall refund an amount equal to the total fee multiplied by the percentage of the semester, grading period or activity season remaining at the time the student transfers, withdraws, is expelled from the class, quits, or is cut from the activity, so long as one-third (1/3) or more of the semester, grading period, or activity season remains and the amount of refund, rounded up to the nearest dollar amount, equals or exceeds \$5.00. The right to a refund fee shall be forfeited if not requested by the end of the school year in which the right to a refund accrues, or within thirty (30) days, whichever is longer. Parents and students shall be given written notice of this policy at the time of school enrollment.

5. There will be a \$15.00 charge per class change for student initiated schedule changes. Payment must accompany the schedule change form.
6. There is no charge for teacher initiated class changes.
7. New students will be charged curriculum materials rental for the semester in which they enroll.
8. Curriculum materials rental fees should be paid before the materials are issued. If this is not possible, the "Curriculum Materials Rental Payment Agreement" form must be completed. The total curriculum materials rental fees for the semester will be divided into 4 equal payments with the first 25% due on registration day.
9. Curriculum materials rental and fees may be paid online using Master Card, Visa or Debit Card via eFunds (link located under Parent Resources). Payment by check or cash may be made in the school office or mailed.

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### **BUS RULES**

#### **CENTERVILLE-ABINGTON COMMUNITY SCHOOLS AND THE STATE OF INDIANA**

A very essential part of bus safety is the pupil. The driver's first responsibility is to safely transport pupils to and from school. Since the driver must give most of his attention to the driving of his bus, it is necessary that the pupils have a certain amount of self-discipline. **In order to have a safe and successful transportation program these rules must be followed:**

1. Each pupil shall be located immediately upon entering the bus.
2. No pupils shall stand or move from place to place during the trip.
3. Loud, boisterous or profane language or indecent conduct shall not be tolerated.
4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any other objectionable manner.
5. Throwing objects in or out of the bus will not be allowed.

6. Students are not to be rude, annoying or discourteous.
7. No students shall have in possession tobacco products or illegal drugs.
8. There will be no smoking or lighting matches or lighters on the bus.
9. **Students vandalizing the bus will be suspended.**
10. No windows or doors will be opened or closed except by permission of the bus driver.
11. No pupils shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
12. The pupil should be waiting at his Boarding station when the school bus arrives. School officials designate Boarding stations.
13. The driver will wait only when it is evident that the student is making an effort to get aboard the bus.
14. Requests by students to get off the bus at unauthorized stops will not be permitted without parent consent.
15. No pets or large items will be permitted to be taken to or from school on the bus without special permission from school officials.
16. There will be no eating or drinking on the bus.
17. Students are to keep the bus clean.
18. Each student will observe the same conduct as in the classroom.
19. Students can be assigned seats at any time as deemed necessary by the driver or the administration.
20. **Students will be denied bus privileges, if they cannot obey the above rules.** The Centerville-Abington Community Schools are always looking for ways to improve the safety of their transportation system. Support and suggestions from drivers, parents, pupils, and community are encouraged.

#### **EXTRA-CURRICULAR BUS REGULATIONS**

When the Corporation provides a bus or vehicle for extra-curricular field trips, contests, performances, fan bus, etc. away from Centerville Senior High School, the following will be adhered to:

1. In order to be responsible for the safety and well being of students being transported and to meet basic liability needs, they will travel by means provided to and from the event.
2. The **ONLY** exception to the above would be a student going home with the parent or guardian because of an emergency or other very special reason. (Family going somewhere else after the event and it would be out of their way to return to Centerville Senior High School to pick up their son or daughter.) In this case, there should be **verbal communication between an advisor or sponsor**, and the parent or guardian making the request. It is understood that **notes and requests from persons other than the parent or guardian are unacceptable.** The advisor or sponsor has the right to grant or deny a request.
3. A list of people riding the bus to and from curricular or extra-curricular events should be available in the bus in case of an accident. A copy of this should remain at the school in the principal's office.

#### **CAFETERIA**

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

1. Deposit all litter in the wastebaskets.
2. Return all trays and utensils to the dishwashing area.
3. Leave tables, chairs, and floor in clean condition ready for others to use.
4. No shouting or horseplay is allowed.
5. Students may not break cafeteria lines.
6. All food must be eaten in the cafeteria at tables and not carried to the classrooms, hallways, gym, lockers, or outside the building.
7. Pick up or clean up any food or mess that you make.
8. Food vendors are not permitted to make deliveries to the school.
9. Students are to remain in areas designated during lunch and not disturb classes that are in session.
10. There will be no eating or drinking in the halls or rooms during normal school hours. Soft drink containers are to be in the teen center and cafeteria only.
11. Students are not permitted to bring in food from outside eating establishments or have it brought to them by friends, family members, etc.

#### **CONDUCT AND BEHAVIOR**

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

An environment that provides equal opportunity for all and permits the teaching **LEARNING PROCESS TO PROCEED IN AN ORDERLY MANNER** is the objective of all school personnel. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards.

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

Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Reprimand, corporal punishment, probation, referral to special personnel in the school (counselor, assistant principal, principal), parent



conferences, after school detention, long detention, suspension, referral to special central office personnel and expulsion are devices available to school personnel in dealing with pupils involved in school discipline problems. Any or all of the techniques will be used; however, certain acts of misconduct will subject the student to suspension or expulsion from school.

### **CORPORAL PUNISHMENT**

School Board Policy States:

1. Corporal punishment shall be used only as a last resort and after all other corrective means have been used without success. If possible, parents shall be advised in advance of the decision to administer such punishment and the reasons therefore.
2. No corporal punishment may be administered without consultation with the principal, nor may any corporal punishment be administered without some other staff member acting as a witness.
3. A staff member may, however, use physical force against a pupil without advance notice to the principal when it is essential for self-defense, for the preservation of order or for protection of other persons or the property of the Board of Trustees. Such action, taken under these circumstances, shall be reported to the principal.

Centerville-Abington Schools strive to promote a safe and orderly environment for their students and staff. On most occasions this can be obtained through discussion with the students and time out to allow the students to control their emotions. However, in extreme circumstances, other options may be needed. The justification for the use of seclusion or a restraint is to maintain a safe and orderly environment for learning and to preserve the safety of the student(s) and others especially when a student poses a physical risk or threat.

Seclusion/Isolated Time Out is defined as confinement in a time-out room, within or outside the classroom.

Centerville-Abington students may be placed in this area if:

- the student behavior plan or IEP indicates the use for a specific behavior
- the student behavior poses a safety risk to him or herself or others

Other Stipulations regarding Seclusion/Isolated Time Out:

- Adult supervision must be visually maintained while confined
- Time limit is to be no more than 30 minutes after the behavior ceases or is based on the parameters of a Behavior Intervention Plan (BIP) or Individual Educational Plan (IEP)

Physical Restraint is defined as holding or otherwise restricting student movements.

Centerville-Abington students may be placed in this hold if:

- The student poses a physical risk to self or others

- The staff using the restraint has been trained in its safe application
- There is no medical reason to advise against its use

Circumstances to determine if child should be removed from the area:

- Potential injury of the student
- Educational & emotional well-being of other students in the area
- Any BIP or IEP requirements

### **Training**

- Physical restraint should be applied only by Crisis Prevention Institute (CPI) trained staff
- Staff should only use techniques received in CPI training
- The administrator or designee in charge will have a list of all CPI trained staff

### **DANGEROUS WEAPONS**

The School Board will not tolerate the possession of weapons or other devices designed to inflict bodily harm by anyone while on corporation property, at a school-related event, or while enroute to or from school on a school bus. Possessing a knife on school property or on a school bus will be a Class B misdemeanor. The offense is made a Class A misdemeanor if the offender has a previous unrelated conviction and a Class D felony if the offense results in bodily injury or serious bodily injury to another person. (PL 72-2006)

This policy shall also encompass such actions as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The principal will report immediately to the parent or guardian and take proper disciplinary action and report the incident to the local law enforcement agency. Indiana Law (IC 35-31.5-2-86) states a weapon includes, but is not limited to, "a weapon, taser or electric stun gun, equipment, chemical substance, or other material that in the manner is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

### **DETENTION**

Students may be assigned a detention FROM THE OFFICE ONLY. This is for those students with undesirable patterns of participation, tardiness, sleeping in class, lack of materials for class, as well as other disciplinary problems. Detentions will be assigned after reviewing discipline referrals from the faculty.

**Detentions 1 to 4** will be assigned and the student will serve the detention on the date placed on the referral.

**Detention 5:** Student will be assigned a long detention and the student will be placed on Social Probation (see page 10).

**Detention 6:** Student will be assigned a long detention and student will be placed on Total Social Probation (see page 10).

**Detention 7:** Student will receive a 3 day OSS

**Detention 8:** Student will receive a 5 day OSS

**Detention 9:** Student will be suspended with a recommendation for expulsion.

Each student is to have sufficient materials and books to study. A student who is in violation of the above rules or who misses an after school detention will be issued a long detention. In all cases where students are detained after school, students will receive some notification at least one day in advance. A detention will be moved to the following scheduled detention day if a student is absent on their originally scheduled day. It is the responsibility of the student to know this and be present.

*Please contact the assistant principal if the assigned detention date must be changed due to a conflict.*

### **DISPLAY OF AFFECTION**

Students should conduct themselves in a dignified manner at all times. It is considered inappropriate for girls and boys to have their hands on each other or to kiss.

### **DRESS GUIDELINES**

Appropriate dress, grooming, neatness and cleanliness are attributes that should be encouraged, for they can affect the learning-teaching attitude of the individual and the group. It is in this spirit that reasonable standards are established.

It would be impossible to devise a policy that would cover all situations and generally speaking, good common sense is usually the best guide for deciding on appropriateness of appearance. But there are a few guidelines, which need special clarification.

The administration and staff will be enforcing the following dress values:

1. Blouses and shirts should be worn that adequately cover the body and undergarments. All shirts are to have sleeves and should not be excessively low cut. Shirts that are cut below an imaginary line from top of the armpit to top of the opposite armpit are not permitted. See-through blouses, bare midriffs, halter-tops, spaghetti strap tops, shirts or dresses, mesh shirts, and shirts with open sides are not appropriate for school.
2. The feet are to be covered with some form of safe footwear
3. One's appearance should not be vulgar, obscene, promote secret organizations, or lead to a disruptive atmosphere.
4. Students are not to wear apparel that displays or advertises drugs, alcohol or tobacco. Students are not to wear apparel that is sexually suggestive, racially biased, displays inappropriate innuendoes or double-meanings, etc.
5. Students are not to wear hats, head coverings, sunglasses, bandannas, gloves, distracting clothing or costumes.
6. No sagging pants—pants must be belted up around the waist so that undergarments are not showing and cannot be so long they are walked on.

7. Special dress and appearance regulations will be recognized for special activities.
8. Students are allowed to wear shorts in school. Students are not to wear P.E. shorts, bicycle pants, etc.
9. Shorts, skirts, and holes in pants should be knee length or lower.
10. Leggings or yoga pants are permissible as long as they are worn under another piece of clothing that follows the rule of knee length. No leggings or yoga pants are to be worn as a primary article of clothing.
11. Any athlete or cheerleader wishing to wear their uniform to school on game day must make sure that the uniform is in compliance with all dress code guidelines throughout the school day.

If in the judgment of teachers and administrators, reasonable discretion has not been exercised to avoid undue distraction, to provide proper cleanliness, or to maintain proper levels of common decency the school will intervene. Final determination on dress code violation will be made by the administration.

Students who violate the dress guidelines during the school year will be asked to change for the first offense and their parents contacted. However, they will be counted unexcused for the period or any part of the period in which they are absent. The **second offense** will result in an after-school detention assignment  
**3<sup>rd</sup> – 5<sup>th</sup>** offense will result in a Friday “Long” Detention.  
**6<sup>th</sup> – 9<sup>th</sup>** offense = OSS.  
**10<sup>th</sup>** offense = Request for Expulsion.

### **DRUG-FREE SCHOOL ZONE**

Schools in the state of Indiana have been declared Drug-Free Zones. Indiana Code 35-48-4-4 states that it is illegal to possess use or sell a controlled substance or alcoholic beverages on school property, within 1000 feet of school property, or on a school bus. All individuals (including students) in violation of this law **must be** reported to law enforcement authorities. Violation of this law is a Class B or D offense depending on the circumstances. Violation of these rules will also mean expulsion from school:

1. Possess, provide to another person, or be under the influence of any substance which is or contains alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, caffeine-based pills, substances containing phenylpropanolamine (PPA), or a hallucinogen - whether prescription or sold over-the-counter (without a prescription) or any substance represented by the provider to be any of the listed substances (a) on school grounds at any time or (b) at any school sponsored activity at any location including the school bus.
2. Use by a student of medication prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student, does not violate this rule. Any student who is unsure if possession, use or providing another person with any particular medicine or substance would violate this rule should contact the principal before possessing, using or providing the medication or substance.

3. Possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens on school premises at any time or any location including the school bus. Examples of things, which are not to be possessed or provided to another person, are: pipes, rolling papers, clips. Etc.

**Students who sell or transmit substances prohibited in schools will face immediate expulsion.**

**USE, POSSESSION OR TRANSMITTING OF TOBACCO**

Students are not permitted to smoke, chew or possess tobacco products in the building, on school grounds or adjacent to school grounds, or at school functions. This includes in their automobiles in the parking lot, which is on school grounds. Electronic cigarettes are not permitted at school or on school grounds and will be treated as a form of tobacco. First offense will result in a three-day out-of-school suspension. Second offense will be cause for five-day out-of-school. The third offense will result in expulsion. Students also are not permitted to have matches, or lighters on school grounds.

**FIGHTING**

Students are not permitted to fight, make threats or harass other students. The **first offense** will result in a 3 - 5 day out-of-school suspension. The **second offense** will be cause for a five-day suspension. The **third offense** will result in expulsion. A fight that causes medical and/or property damage could result in expulsion. An assault may result in expulsion. Students and parents may be liable for medical and/or property damage. If a student is physically or verbally threatening to a staff member, additional punishment will occur. Local police will be contacted when a fight results in any physical damage or if a staff member is involved. Pursuant to Indiana Code 34-31-4-1, a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child. Students found to be recording fights on electronic devices will be suspended as well.

**TRUANCY**

Truancy is defined as being willfully absent from school without knowledge or consent of the parent or school, or absent from school where there is an attempt to evade the school attendance law. A student who is truant will receive unexcused absences for each absence. Absence from school under any of the following conditions is considered truancy:

1. Absence without the consent or knowledge of the parents or guardian.
2. Leaving school building and/or school grounds for a portion of a school period or more without the proper permission through the school office.

3. Absence from a class or part of a class without proper permission, including dual-credit classes taken at post-secondary institutions (Ivy Tech, I.U. East, and/or Earlham College).
4. Absence not approved by the school with or without the consent or knowledge of parents or guardian.

A student will receive two (2) Friday detentions for the **first case of truancy**. Upon the **second case of truancy**, the student will receive a three- (3) day out-of-school suspension from school. The student will also have his/her work permit revoked upon the second truancy. Upon the **third case of truancy**, the student will be suspended and a request for expulsion will commence.

**TRUANCY (HABITUAL)**

The following guidelines apply to students who are at least 13 but less than 15 years of age. Any student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year will be identified as a "habitual truant". A learner's permit and/or operator's license will not be issued to a student identified as a "habitual truant". A student may have their attendance reviewed at the end of each semester to determine if sufficient evidence exists to reclassify the student.

**SECTION 18. IC 20-33-2-11, AS ADDED BY HEA 1288-2005, SECTION 17, IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2005]:**

Section 11

(a) Notwithstanding IC 9-24 concerning the minimum requirements for qualifying for the issuance of an operator's license or a learner's permit, and subject to subsections (c) through (e), an individual who is:

(1) at least thirteen (13) years of age but less than fifteen (15) years of age;

(2) a habitual truant under the definition of habitual truant established under subsection (b); and

(3) identified in the information submitted to the Bureau of Motor Vehicles under subsection (f); may not be issued an operator's license or a learner's permit to drive a motor vehicle under IC 9-24 until the individual is at least eighteen (18) years of age.

(b) Each governing body shall establish and include as part of the written copy of its discipline rules described in IC 20-33-8-12:

(1) a definition of a child who is designated as a habitual truant, **which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year;**

(2) the procedures under which subsection (a) will be administered; and

(3) all other pertinent matters related to this action.

(c) An individual described in subsection (a) is entitled to the procedure described in IC 20-33-8-19.

(d) An individual described in subsection (a) who is at least thirteen (13) years of age and less than eighteen (18) years of age is entitled to a periodic review of the

individual's attendance record in school to determine whether the prohibition described in subsection (a) shall continue. The periodic reviews may not be conducted less than one (1) time each school year.

(e) Upon review, the governing body may determine that the individual's attendance record has improved to the degree that the individual may become eligible to be issued an operator's license or a learner's permit.

(f) Before February 1 and October 1 of each year the governing body of the school corporation shall submit to the Bureau of Motor Vehicles the pertinent information concerning an individual's ineligibility under subsection (a) to be issued an operator's license or a learner's permit.

These truancy rules and regulations apply to the entire school year. Any student who is truant three days in succession will be labeled a Habitual Truant and expelled. The complete statute for this rule is located in the back of this handbook under "Motor Vehicle Law and Student Suspension and Truancy".

### **POSITIVE ALTERNATIVES: AN OPTION TO OUT-OF-SCHOOL SUSPENSION**

Centerville Senior High School will offer "Positive Alternatives" (if available): an option to out-of-school suspension to students and parents in any discipline matter for which a suspension may be assigned. "Positive Alternatives" provides a structured, supportive, and educational environment for students who are suspended from school. The program will occur at the high school campus and the students will receive credit for academic work completed on-site.

"Positive Alternatives" will be offered as a voluntary option in lieu of an out-of-school suspension (OSS). If the parents and student agree to attend, then they have the responsibility of meeting the requirements of the program directors. Parents and/or the student are responsible for transportation to and from the school. The school is not liable for the student during the period of program participation. If a student fails to meet the obligations of "Positive Alternatives", any remaining time away from school will be converted to OSS.

### **IN-SCHOOL SUSPENSION PROGRAM AT CHS**

Multiple days of ISS will no longer be assigned to a student (except in extenuating circumstances as determined by a high school administrator). Students will be assigned OSS for behavior that requires a separation from school for more than one day.

### **The following procedures will be used in cases of in-school suspension:**

1. Parents or guardians will be notified by letter or telephone call.
2. Teachers will be notified when one of their students is in the ISS program. Class assignments will be given - corresponding when possible to the student's regular class work. The administration reserves the right to

impose other work for students who complete regular class assignments.

3. Class credit for the work completed during ISS will be given, if it meets the standards of the teacher who assigned the work. All homework is due by the end of the assigned ISS day. Credit will be given up to 60%.

4. Counselors will be informed when a student is placed in ISS and provisions made for a conference to discuss the problem, which resulted in the suspension.

5. Students suspended for a full day will report to the assigned ISS area at 8:00 a.m. and remain there until 3:00 p.m. During the day, they will work on assignments from their classes. They will visit the restroom at times not corresponding to regular passing periods and eat lunch during a time when no other students are in the cafeteria.

6. Students who do not satisfactorily complete the assigned work or observe good behavior or study habits will not be given credit for time spent in the ISS program and will be suspended out-of-school. Students will forfeit the opportunity to earn credit if suspended out-of-school.

7. While serving ISS, a student will not be allowed to participate in or attend extra-curricular activities.

8. **In-School Suspension is a serious matter;** a student is allowed to do classroom work including tests with reduced credit. If a student is uncooperative and is removed, the suspension will be counted as a suspension when enacting the IC 9-24-2-1 (Motor Vehicle Law). A student in ISS will not have his/her suspension days counted toward the 5-period attendance limit.

9. Failure to attend ISS will result in an additional day to serve. If the failure to attend continues, the administration will recommend expulsion.

No more than eight (8) days of in-school suspension or a third assignment to ISS will be provided for a student in a school year. Subsequent misbehavior may result in a request for expulsion from school.

### **MAJOR DISCIPLINE OFFENSES**

The following infractions are some examples, which could mean, depending on the violation, suspension or expulsion from school.

1. Leaving school for a portion of a school period or more without permission.
2. Disrespect or insubordination to a staff member.
3. Intentionally causing, or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
4. Use of inappropriate, obscene, indecent, abusive or profane language: verbal, written, or in form of gesture.
5. Habitual tardiness or truancy from school and/or individual classes.
6. Appearing in an unclean, unhealthy, or unsafe manner so as to disrupt the ordinary management and control of the school or in a manner, which may reasonably affect the health and safety of the students, or other persons.
7. Disruptive behavior, such as violence, noise, force, coercion, threat, intimidation, passive resistance, or

other conduct which interferes with the orderly management and control of the school.

8. Possession, transmission, threatened use, and/or actual use of a dangerous weapon.
9. Possession and/or use of any type of explosive, incendiary, or dangerous articles, including fireworks.
10. Failure to comply with the directions of teachers, principals, and other authorized school personnel.
11. Violation of the federal, state, or local laws, other than minor traffic violations.
12. Intentional damage, destruction, defacing, or stealing of personal or school property.
13. Extortion
14. Falsifying documents (passes, attendance notes, early dismissal notes).
15. Soliciting of any kind is prohibited, unless approved by the administration.
16. Unauthorized entry into a locker.
17. Damaging textbooks, library books, or related materials.
18. Exhibiting any unacceptable physical contact, i.e. - pushing, shoving, hair pulling, pinching, swatting, etc.
19. Any comparable conduct interfering with the schools educational purpose or function.
20. No student or staff member shall be harassed in a verbal, non-verbal or physical form concerning sexual, gender, ethnic, religion, disability, height, or weight. A procedure for reporting harassment is located in the back of this pamphlet. Incidents of battery and harassment of a school employee must be reported to the local law enforcement agency. (PL 72-2006)
21. Stealing or in possession of stolen property.
22. Exceeding CHS 5-day attendance policy.
23. Failing to comply with the Student Dress Code in a substantial number of instances.
24. Possession, transmission, and/or use of any look alike drugs such as synthetic marijuana, bath salts, may result in expulsion.
25. Falsely accusing any person of sexual harassment, or violating a school rule, and/or state or federal law.
26. Failing to report the actions of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans. Failing to completely comply and truthfully respond to questions from a staff member regarding school related matters including potential violations of school rules or state or federal laws.
27. Aiding, assisting, agreeing or conspiring with another person to violate any school rule and/or state or federal law.

Please refer to state statutes under **Due Process and Student Discipline** in the back of this handbook for more details.

### **SOCIAL PROBATION**

Social probation prohibits a student from participation in sports or attending school extra-curricular events such as school dances, activity meetings, etc. Social

probation also means not attending the library or computer lab during SRT. (Students can attend athletic events, as spectators.)

Students may be placed on social probation for the following:

1. Receiving 5 detentions (including both after school and long detentions).
2. Being suspended from class three times in a semester.
3. Violating the extra-curricular code of conduct.
4. Being placed on academic probation.
5. Breaking any rule the administration feels warrants social probation.

**TOTAL SOCIAL PROBATION** prohibits students from being on school grounds before or after school. A student on total social probation may also have their driving privileges revoked and their work permit pulled. The length of time the student will be placed on Total Social Probation will be determined by the administrator. Students can be placed on Total Social Probation for the following:

1. Being suspended from school twice in a school year.
2. Receiving 6 or more detentions (including both after school and long detentions).
3. Breaking the Drug Free School Zone policy.
4. Students receiving a second unexcused absence following the given 5 days as described in the attendance code.
5. Students receiving a total of four out-of-class suspensions in a semester.
6. Being placed on Total Academic Probation (see GRADING).
7. Breaking any rule the administration feels warrants Total Social Probation.

**NOTE: A student who violates academic or social probation by attending or participating in an activity will be assigned a long detention.**

### **STUDENT SUSPENSIONS**

STATE LAW P.L. 121-1989 requires the invalidation of an Indiana Driver's License or permit when a second suspension occurs during the school year. Centerville Senior High School will notify the Bureau of Motor Vehicles of such an occurrence. This will result in the denial of driver's license or permit for 120 days. A copy of the entire text of the state law can be found in the back of this handbook under "Motor Vehicle Law and Student Suspension and Truancy".

A student will receive a maximum grade of 60% for homework given while the student is on suspension, but will be allowed to make-up tests, quizzes, and projects while serving an out-of-school suspension.

A student who is under an out-of-school suspension should not be present on school grounds or at school events (home or away) during that time period.

## **SUSPENSION FROM CLASS**

A student may be removed from a classroom or an activity when s/he poses a threat to a safe, orderly, and effective educational environment. When a teacher sends a student to the office, the following will be in place according to Indiana Code 20-33-8-9.

### ***First dismissal from class:***

Student does not return to that class on that day and the time is treated as a one-day suspension from the class with an excused absence. Parents will be contacted by an administrator and the teacher prior to the student returning to class. Student must sign a contract to re-enter.

### ***Second dismissal from class:***

Student again doesn't return to that class, the following class meeting, and parents will be contacted prior to the student re-entering the classroom.

### ***Third dismissal from class:***

Student will be withdrawn from the class for the semester with failing grade. (Dismissals from class accumulate on a semester basis.)

If a student accumulates 5 class suspensions during a semester, the student will be suspended and put on a behavior contract. A student will be recommended for expulsion upon receiving a 6th class suspension and/or breaking the behavior contract.

**If a student is verbally abusive, the student may be removed from the class permanently. All discipline policies are also effective for summer school.**

## **LONG DETENTION**

1. A long detention will serve as an alternative to missing school due to an in-or-out-of-school suspension. It will allow the student to not miss in-class instruction time.

- a. When a student fails to serve assigned after-school detentions.
  - b. When a student is truant.
  - c. When a student receives five or more detentions in a semester.
  - d. Upon the third or more tardiness to class.
  - e. When a student is guilty of violating Public Law 162, the Centerville Senior High School Discipline Code, parking lot violations, other student driving regulations, and/or other rules issued by the state of Indiana for governing schools.
  - f. Being in an area that is off limits.
  - g. When a student attends a school activity without attending the last two blocks of the day.
  - h. When a student rides or drives to WCC without permission.
  - i. A student who allows riders that has permission to drive.
  - j. In lieu of suspension.
2. Long detention will be held from 3:10 to 4:45 p.m. on the assigned day in room 26.
3. Failure to be present at 3:10 p.m. in room 26, or if a student fails to attend long detention, will result in the student being suspended from school. The suspension

will go into effect beginning with the school day following an assigned long detention. Students who misbehave during long detention will be sent home and suspended for 3 days.

4. The following schedule will apply:
  - a. 1<sup>st</sup>-2<sup>nd</sup> violation = 3 days
  - b. Third violation = immediate suspension with administrative recommendation to expel.

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## **SPORTSMANSHIP EXPECTATIONS FOR STUDENT GROUPS**

Members of other student groups (Pep Club, Band, etc.) are expected to:

- a. Establish themselves as leaders in conduct before, during, and after contests and events. Always provide positive support for the school's team, rather than intimidating or ridiculing the other team.
- b. Assist cheerleaders with yells, chants, etc., band be a working part of pep assemblies, with preparation, organization, and involvement.
- c. Treat opposing players, coaches, spectators, and support groups with respect and enthusiasm.
- d. Refrain from taunting or making any kind of derogatory remarks to opponents during the game, especially comments of ethnic, racial, or sexual nature
- e. Conduct themselves in an exemplary manner, remembering they represent the school both home and away.
- f. Respect the integrity and judgment of game officials. Treating them with respect, even if disagreeing with their judgment will only make a positive impression of the group, the team, and community in the eyes of all people at the event.
- g. Be exemplary role models by positively supporting teams in every manner possible, including content of cheers and signs.

Any form of unacceptable behavior by any student is subject to discipline, which may include removal from the event, suspension of participation in all athletic events for a season or school year, suspension from school, and/or referral to the local authorities.

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## **CONTRACTS AND OBLIGATIONS**

Students may not make commitments with anyone, which are binding on the school, its clubs, or organizations. A sponsor or other delegated school authority must make these arrangements and have them approved by the principal.

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## **DANCES**

Dances and social events are held for the student body only. Juniors and seniors may invite a date to dances. The exception to this is for the homecoming and Christmas dances. The date must be signed in at the office during lunch period on the Wednesday before the dance. No late sign-ins will be allowed. Any date that is invited which is discovered to have disciplinary problems at another school will not be allowed to attend the dance.

Any student that provides false information about a date will forfeit dance privileges the rest of the school year.

The Centerville student who brings a date to the dance is responsible for his/her conduct and behavior. All non-Centerville graduates must present a copy of their driver's license to the high school and sign a waiver for a background check one week prior to the dance. All guests must be under the age of 21.

Junior high students are not allowed to attend high school dances. Students who have withdrawn or who have been expelled from Centerville Senior High School or any other school cannot attend any dances. Dances will end by 11:00 p.m. unless arrangements have been made through the sponsor and the administration. Students may not re-enter a dance once they leave. School rules apply to all dances.

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### EMANCIPATED STUDENTS

Students who are legally emancipated by the court shall be subject to all school rules and regulations. They shall assume all responsibilities normally assigned to parents or guardians and shall receive all school documents and communications usually sent to parents or guardians. Students are to be in attendance as required by law.

Emancipated for the purpose of this policy, means generally self-supporting, independent of parental assistance, files a separate tax return, and living in a residence other than with the parents. Also, the student has a signed form from parents that the student is generally self-supporting and is not a dependent on the parents federal tax form. Both forms are available in the assistant principal's office.

**Students are not emancipated until all proper forms have been completed and filed in the office.**

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### EMERGENCY DRILLS

#### FIRE DRILL PROCEDURES

Procedures for evacuating the building during fire drills are posted in each room and will be read to each class by the teacher. Follow these instructions for each drill. Each drill is to be treated as an actual emergency situation.

- The alarm is a **continuous** bell.
- Leave the building **quickly** and **quietly**. Keep to the side of hallways.
- When outside, clear the building so the last student can be 300 feet from the building.
- **DO NOT** return to the building until the all-clear bell sounds.

#### TORNADO DRILL PROCEDURES

Drills are carried out in accordance with the state law and each teacher (to each class) gives directions to areas.

- The alarm is (5) **five short** bell rings.

- Move **quickly** and **quietly** to designated area.
  - Students are to **sit on their knees, bent over** with their heads closest to the wall and **clasp their hands behind their head**.
  - Remain **quiet** for further instructions.
  - All windows and doors are to be shut.
- Note: All students will comply with established procedures and the specified instructions of staff personnel.
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### ENROLLMENT OF NEW STUDENTS

#### ELIGIBILITY OF RESIDENT/ NONRESIDENT STUDENTS

The School Board establishes the following residency policy for determining eligibility to attend the schools of the Corporation:

- The Board will educate only those students who have legal settlement in the corporation or have met the transfer student guidelines as established by the School Board of Trustees. Proof of legal settlement will be required for registration in the corporation.
- Foreign students, participating in a foreign-exchange program approved by the State Board of Education and living with a resident host family, will be admitted, tuition free.
- Students whose parents do not have legal settlement within the corporation but who present evidence that they will move into the corporation within a short period of time, may enroll in the schools of this corporation as tuition students for the time not in residence.
- Students who have completed the eleventh grade as a resident and have changed legal settlement to another school corporation may complete the twelfth grade in the corporation.
- A married student living with a spouse or an emancipated minor shall be eligible to attend school without payment of tuition provided they reside in the corporation.
- The corporation shall provide a free education to those students who are considered by Federal Law to be illegal aliens or considered to be homeless by criteria established the State.
- A student who has been expelled or excluded from another school corporation or expelled from an out-of-state school may be denied admission for the period of the expulsion or exclusion.

#### CHILDREN OF JOINT CUSTODY DECREES

- Children of Joint Custody Decrees may attend school without payment of tuition in this corporation if one (1) parent has legal settlement in this corporation.
- If the student resides in another school corporation, but attends school in this corporation (where one (1) parent has legal settlement), it is the obligation of the parents to provide transportation for the student from the home of the nonresident custodial parent.

## **TRANSFER STUDENTS**

- Transfer Application must be completed
- Student is in good standing (academic and behavior)
- Room is available in this corporation
- Board approval

I.C. 20-8.1-5-18, 20-8.1-6.1-1 et seq., 20-8.1-6.5-1 et seq., 20.33-2-12

Revised 4/11/95  
Revised 01/2009

## **ADMISSION TO THE CORPORATION**

New students need to have their parent or legal guardian with them to enroll. All new students must have with them the following:

1. **PROOF OF IMMUNIZATION:** Indiana Code IC 20-8.1-7.9.5 was amended to read that every child furnish proof of being fully immunized against diphtheria, whooping cough, tetanus, poliomyelitis, measles, and rubella, or provide a parental or medical objection to immunization in writing to be filed with the building principal. Please refer to article in newsletter concerning immunization requirements for school entry for specific details.

**The parents of a child who has enrolled in school are to furnish immunization records no later than the first day of school. The law further requires that no child will be permitted to attend school beyond the first day without the records.**

2. **BIRTH CERTIFICATE:** State law requires that a student who enrolls in a school corporation must provide the name and address of the school the student last attended and a certified copy of the student's birth certificate.

3. **COURT ORDERS OR PLACEMENT PAPERS, IF APPLICABLE:** If the courts have established custody, a copy of the court order must be submitted.

4. **RESIDENCY AND CUSTODY:** The parent or guardian must have proof of residency within the school district.

5. **PAST SCHOOL RECORDS:** Students transferring from another school corporation must submit an official transcript from the sending school in order for the student to receive credit for course work. Report cards will not be considered sufficient evidence for granting credit toward graduation. The sending school shall be contacted immediately and requested to send all appropriate records.

**NOTE:** A student may enroll in Centerville Senior High School if they have enough credits to graduate before they reach the age of 21; otherwise, these students are to use other options, such as adult night school, to obtain their G.E.D. through the F.I.N.D. Center or Ivy Tech.

## **DETERMINATION OF LEGAL SETTLEMENT**

**Criterion #1** If the student lives with parents and is under eighteen (18) or over eighteen (18) but not emancipated, the legal settlement is the school corporation where the student's parents reside as defined in I.C. 20-8.1-6.1-1(b).

**Criterion #2** If the student lives separately from parents and is over eighteen (18) or under eighteen (18) but emancipated, then the legal settlement is the **student's address**.

**Criterion #3** If the student lives with a divorced or separated parent, the legal settlement is the **address of the custodial parent** unless the custodial and noncustodial parent have completed the form from the Department of Education which allows the student to attend school in the corporation in which the noncustodial parent has legal settlement. (See I.C. 20-8.1-6.1-2(c)). If a court order grants a parent custody of a student, the parent granted physical custody (or the student if the student is at least 18 years of age) may elect not later than 14 days before the first student day of the school year whether the student will have legal settlement in the school corporation in which the student's mother resides or in which the student's father resides: provided that: (1) the election may be made only on a yearly basis; and (2) the student or parent who makes the election may not be charged transfer tuition. (See PL. 39-2006)

**Criterion #4** If the student lives with a person because the parents are residing outside the United States due to educational or business pursuits and maintain no permanent home in the United States and have officially placed the student in the home of the person, the legal settlement is the **address of the person with whom the student lives**.

If legal settlement cannot be determined by using any of the above criteria and the student is being supported by, cared for by, **and** living with another person who has been appointed the student's legal guardian in a court of law, the student's legal settlement is the **address of the person with whom the student lives**, except where the parent is able to support the child but has placed him/her with the other person primarily for the purpose of attending school in this corporation. If the assignment of legal guardianship is solely for the purpose of making it possible for the student to go to school in this corporation, the student's legal settlement will still be considered to be outside this corporation.

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

Legal; References: IC 20-33-8-1, IC 35-31.5-2-86, IC 35-47.5-2-4, IC 35-47-1-5.

Revised 7/94  
Revised 10/94  
Revised 3/96  
Revised 6/13

## **TRANSFER OF CREDITS**

In recognizing its responsibility to uphold the minimum educational standards of the State of Indiana and protect the significance of a diploma issued by the School Board, the Board recognizes only accreditation provided by the State of Indiana or accreditation provided by the education agency of another state that maintains educational standards for its students similar to those maintained by the State of Indiana. The Board



establishes the following policy and criteria regarding the acceptance of credits from non-accredited schools, home schools, and schools not accredited by the educational agency of a state (hereafter “non-accredited schools”).

**DEFINITION OF “ACCREDITED”**

A transferring school will be considered accredited if it is accredited by the Performance-Based Accreditation Division of the Indiana State Board of Education, or in the case of a transferring school outside Indiana, by the equivalent governmental agency in that jurisdiction.

**TRANSFER FROM AN ACCREDITED SCHOOL**

Credit earned in an accredited school will be considered as equivalent credit earned in Centerville-Abington School Corporation. Granting the credit for courses completed at the transferring school will be made after receipt of adequate information from the transferring school. It is the responsibility of the parent/guardian to obtain all information necessary for proper academic evaluation and placement of the students.

**TRANSFER FROM NON-ACCREDITED SCHOOLS**

Recognition of credits or course-work earned in non-accredited schools may be granted when the student’s transcript has been received and it is determined that the course-work was equivalent to Indiana Academic Standards. The Board reserves the right to assess transfer students from non-accredited schools in order to determine proper placement and/or granting of credit to be assured the student can demonstrate the learnings which are prerequisite to a placement and/or granting of credit.

Whenever a student seeks to transfer into the Corporation from a nonaccredited school the following procedures will be used to determine the student’s proper grade placement or credits toward graduation.

- A. Identify the grade level that the student’s age would indicate is the likely grade placement.
- B. Review the courses of study for that grade to determine the critical learnings that would be prerequisite for success at subsequent grade levels or courses.
- C. Review the student’s performance (if available) on tests and/or other means of assessment that were used to assess the student’s learning while participating in the nonaccredited school. Determine whether the critical learnings identified in the Board’s courses of study were properly addressed and, if so, how well the student has achieved each critical learning.
- D. If no prior assessment data is available, identify which tests (standardized or corporation-made) as well as other means of assessment (research project, term paper, and the like) will be used to assess the student’s achievement of the critical learnings. Arrange for the student to be assessed using the identified instruments.

E. If the assessment so indicates, assign the student to the grade or course level suggested at the first step (with or without special assistance).

The principal of the school the student will attend shall make the initial determination regarding the proper placement of the student and the extent to which any credit will be granted. The decision of the principal may be appealed to the Superintendent whose decision shall be final.

If credits from a non-accredited school are granted and placed on a student’s transcript, no grades will be entered on the transcript or considered for class ranking. Only grades awarded for courses taken in an accredited school shall be considered in class ranking and entered on the student’s transcript from the Board schools.

**PROCEDURE FOR GRADE PLACEMENT FROM A NON-ACCREDITED SCHOOL**

Whenever a student seeks to transfer into the corporation from a non-accredited school, such as home school, the following procedure should be used to determine the student’s proper grade placement or credits toward graduation.

- Parents, at their own expense, must supply:
- 1. An official copy of current, nationally formed, standardized test scores. (i.e. Comprehensive Test of Basic Skills/4-CTBS/4 in at least: English, math, and science.)
  - 2. An official score on the Orleans-Hanna Algebra Prognosis Test, if requesting advanced placement in “honors” sections of math classes.
- The student will be asked to produce a writing sample of multiple paragraphs. (A classroom teacher or school administrator will administer this at the school site.)

If the student wishes to apply for “Honors” English, they must make application with the English department at the high school.

The parents should submit a portfolio (collection) of student samples of work such as:

- a. Pieces of writing
- b. Results of teachers’ made (or home developed) Criterion References tests in math, science, social studies, and English
- c. Optional: other student products to demonstrate talents and achievements

\*If placement is sought above grade nine, evidence must be provided for each high school level course completed for credit. (i.e. outline of course work, evidence of successful completion-grade equivalent.)

**THE PRINCIPAL SHALL MAKE THE FINAL DETERMINATION REGARDING THE PLACEMENT OF THE STUDENT AND THE EXTENT TO WHICH ANY CREDIT WILL BE GRANTED.**

## **EXTRA-CURRICULAR ACTIVITIES**

This phase of the total school program is important in the total learning program. Many of the activities will be during the regular school hours so that all students will have the opportunity to be participants. However, it is necessary that some of the activities be after school hours. The principal must approve all extra-curricular activities in advance before they are posted on the school activity calendar.

A student must be in school the last 2 blocks during the day of the activity that he/she is to participate in or attend that evening. Individual problems will be handled on their merit. Any exception **must** be cleared by the assistant principal or principal. A student attending a school activity after school without attending the last two blocks will be asked to leave the activity.

## **EXTRA-CURRICULAR CODE OF CONDUCT**

Extra-curricular participants conduct, in and out of school, shall be such as:

- (1) Not to reflect discredit upon their school or the I.H.S.A.A. if involved in sports, or
- (2) Not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.

All extra-curricular participants at C.H.S. represent themselves and their school in more places and in front of more people than the average student. Their conduct reflects directly on Centerville Senior High School.

Any extra-curricular participants involved in any of the following situations will have his/her case considered and action taken will be based on the judgment of the athletic director, coach or sponsor of the student. The decision of the people involved may result in the loss of participation in the activities as outlined in the athletic code of conduct, expulsion from extra-curricular activities, and may result in the loss of any awards.

1. The arrest and/or conviction of a felony or misdemeanor.
2. The act of theft or vandalism.
3. Conduct in or out of school, in season, or out of season, that:
  - a. Reflects a discredit upon the school
  - b. Creates a disruptive influence

Any appeal to the above will be made to the principal of Centerville Senior High School, who will establish a review committee to hear the concerns. All expenses for counseling, chemical assessment, and rehabilitation will be the responsibility of the student, parent or guardian. Coaches and sponsors of the various extra-curricular activities may set their own rules and penalties for regulations not covered by this code.

Athletes can only be referred for disciplinary action by the athletic director, school administrator, coach, staff member or arrest report.

## **FIELD TRIPS**

Field trips are academic activities that are held off School grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

- Attendance and discipline rules apply to all field trips.
- While the Corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students, who violate school rules or are on any form of probation, may lose the privilege to go on field trips.

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## **ATHLETIC ELIGIBILITY & CODE OF CONDUCT**

### **ATHLETIC ELIGIBILITY**

The athlete must be passing six full credit subjects for the preceding grading period. Semester grades take precedence over those from the second and fourth nine-week grading periods. A Class which is audited does not receive credit and will not count as one of the six full credit subjects.

An incomplete (INC) mark is considered an "F". An incomplete mark must be change to a letter grade before an athlete is eligible.

A student's eligibility will become effective on the day following the issuance of report cards. Students attending CHS, is at the end of each nine weeks. Students attending WCC (Whitewater Career Center) is at the end of each six weeks.

### **CODE OF CONDUCT**

The Athletic program of Centerville Senior High School is an integral part of the school system. As such, the responsibility of supervision lies with that of the high school athletic director, principal, superintendent and the School Board.

Being a member of the IHSAA, participation in a varied sports program will be that which accepts and practices the rules, regulations, and policies as set forth by the IHSAA. Finally, belonging to the Tri-Eastern Conference contributes to the advancement of competitive athletics with a wholesome inter-school attitude.

Centerville Senior High School believes strongly in the educational value of athletics when properly administered. One of the most important outcomes is the mental and physical development of the girls and boys who represent our school in athletics. To achieve these values, good training is emphasized in the program.

Since the athlete is representing his/her school and community in such a visible fashion, it is important that his/her behavior reflect a positive image, not only during a sport season, but also throughout the calendar year. An athlete is an athlete throughout the calendar year and not just during the sport season. The rules listed below are in effect throughout the entire calendar year:

- 1.) Every athlete shall not use any form of alcohol or engage in drug abuse.
- 2.) Every athlete shall not indulge in smoking and/or use of tobacco.
- 3.) Every athlete shall manifest good citizenship in and out of school.
- 4.) Every athlete shall attend the practices and contests of the squad unless excused by the coach.
- 5.) Every athlete is expected to adhere to all other school policies as stated with Centerville Senior High School Student Handbook.
- 6.) An athlete's conduct and character, in and out of school, shall not discredit our school. In addition, they should not create a disruptive influence on the discipline, good order, moral or educational environment in the school.
- 7.) Students participating in or connected with athletics will dress and be groomed in a manner that brings credit to their school. Extremes in dress or grooming will not be permitted. Coaches are responsible for enforcing these rules.
- 8.) Athletes at Centerville Senior High School should set a good example for others by being prompt to school and classes. Athletes should strive to have a good attendance record.
- 9.) Any athlete, who does not finish the season because of grades or by the code of conduct, forfeits his/her right to all awards for that season. In addition, any student currently serving under the athletic code who moves to another school and returns to Centerville will continue to serve what punishment remained prior to leaving CHS upon returning. The time the student was away from CHS will not count toward their punishment.
- 10.) Any athlete who quits a team during any part of that particular sport season will not be allowed to join another sport team during that same season.

**POSSESSION OR USE OF TOBACCO,  
ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS**

The possession, distribution, or use of tobacco, alcoholic beverages and/or illegal drugs will result in the following disciplinary action:

**1st OFFENSE** - An athlete will be suspended for 50% of the current sports season, or the next sport season he/she will compete in if not currently participating in a sport. If there is not 50% left in the athlete's current sport season, the suspension will carry over to the next sport season. If a student tries out for another sport to avoid suspension from a sport he/she has always played, that athlete must complete that season in good standing or the suspension will carry over to the primary sport.

**2nd OFFENSE** - An athlete will be suspended for one calendar year.

**3rd OFFENSE** - An athlete will lose all his/her eligibility to participate in athletics at Centerville Senior High School.

**HAZING**

The athletic department of Centerville Senior High School will not tolerate hazing. Any student caught hazing will result in the following disciplinary action:

**1st OFFENSE** - Lose 20% of that sport contest season. If the sport season ends before the completion of the 20%, it will carry over to the next sport season.

**2nd OFFENSE** - Loss of sport season. If half way through a sport season, the athlete will lose half of the next sport season.

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**FUND RAISING**

The principal must approve fund raising activities at Centerville Senior High School. The principal, superintendent and the School Board must sign this request. The principal must approve all projects by September 1 of each year. Forms are available in the principal's office.

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**GRADING**

**ACADEMIC PROBATION**

A student must be enrolled and passing (at least a D-mark) in six (6) credit subjects. A credit subject includes all classes except Driver's Education. Students that do not meet the school's academic standards will be placed on academic probation for nine (9) weeks. When determining academic probation for the first and third nine-weeks, the semester grades will be used instead of the nine weeks' grades. Academic probation is in effect until the next nine weeks' grades are earned.

There are two levels of academic probation: regular (5 credits) and total academic probation for students with (4 credits or less). Students with reduced schedules will be assigned academic probation as deemed necessary by the administration. Students placed on academic probation may be placed on social probation (see page 10), while those placed on Total Academic Probation may be placed on Total Social Probation (see page 10).

A student can be removed from academic probation, except for athletics, in the middle of the nine weeks by passing six (6) classes. Students must bring mid-term grades to the Assistant Principal within one week of mid-terms being distributed to be removed from academic probation.

You may also be removed from academic probation in the fall by gaining credit in summer school. Grades earned from night school and correspondence courses may be included in the nine weeks' grades, if a

document is on file stating the grade earned on that date. It is the student's responsibility to bring in their mid-terms to the assistant principal, if they wish to be removed from the Academic Probation list.

### **CLASS LEVEL CLASSIFICATION**

For the official records, student's class placement will be determined in the following manner:

- Freshman = Less than 10 credits
- Sophomore = 11 credits to 23 credits or less
- Junior = 24 credits to 35 credits or less
- Senior = 36 credits to 48 credits or more

Students enrolling from schools having different graduation requirements will have their credits evaluated for class placement. All incoming students will be informed of these requirements at the time of admission.

### **CORE 40 DIPLOMA**

Students entering the ninth grade must enroll in the Indiana Core 40 curriculum. All students must work toward completing the requirements of Core 40 outlined in the **Centerville Senior High School Course Selection Guide**. Students:

- Must meet the Core 40 standards to be considered for admission to an Indiana four-year college or university.
- Should meet the Core 40 standards to ensure success in one- and two-year college or technical training programs.
- Should meet the Core 40 standards to ensure success in the workforce.

\* Each post-secondary institution retains responsibility for determining regular and special admissions. In addition to the requirements of the Core 40 curriculum, institutions may include other requirements such as class rank, essays, interviews and/or test scores. Within institutions, some degree programs may impose additional requirements. Admission to a particular college does not guarantee admission to a desired program within that institution.

\*\* Students and parents are responsible for obtaining information regarding admission requirements to post-secondary schools of interest. The guidance counselors can assist in this area. Furthermore, most college websites outline this information on the Internet. Some programs of study within post-secondary institutions will require courses such as pre-calculus and/or calculus, which are not required in the Core 40 curriculum.

Students needing such courses for admission to a program may want to consider pursuing the Core 40 with Academic Honors Diploma and/or the Core 40 with Technical Honors Diploma. Requirements for both of these diplomas are outlined in the **Centerville Senior High School Course Selection Guide**.

\*\*\*Students should take advantage of additional elective opportunities in areas related to their career & academic plans, personal interests, and practical skills.

### **CORE 40 OPT-OUT PROCEDURES**

Beginning with students who enter high school in 2007-2008, the completion of Core 40 becomes an Indiana graduation requirement. Indiana's Core 40 curriculum provides the academic foundation all students need to succeed not only in college, but also in the workforce. The following conditions may trigger a discussion about opting-out of Core 40:

1. A parent may request that a student be exempted from the Core 40 curriculum and be required to complete the general diploma to graduate, or
2. The student does not pass at least three (3) courses required under the Core 40 curriculum, or
3. The student receives a score on the graduation qualifying examination that is in the twenty-fifth (25<sup>th</sup>) percentile or lower when the student takes the graduation qualifying examination (GQE) for the first time.

In each case, the student's parent and the student's guidance counselor shall meet to discuss the student's progress. Following the meeting, the student's parent shall determine whether the student will achieve greater benefits by (a) continuing with the Core 40 diploma curriculum, or (b) pursuing the general diploma curriculum.

To graduate with less than Core 40, the following formal opt-out process must be completed:

- A. The student, the student's parent/guardian, and the student's guidance counselor meet to discuss the student's progress.
- B. The student's career and course plan is reviewed.
- C. The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.

If the decision is made to opt-out of Core 40, then the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

### **CORRESPONDENCE COURSES**

The administration recommends the enrollment in correspondence courses or summer school classes for only those students who have one of the following needs:

1. A student who needs more credits to graduate than may be earned during their fourth high school year.
2. A student who desires to supplement his secondary education with a course of study not offered by Centerville Senior High School.
3. A student who needs to make up a failed course or wants to improve a course grade.
4. A student who needs to take a course due to schedule constraints.

Enrollment in a correspondence course must have prior approval of high school principal or counselor, and if credit for the course is to be used to meet the graduation requirements, such course must be completed prior to

May 15 of the year in which the student expects to graduate. A student may apply only eight credits by correspondence, virtual school, or night classes toward graduation. Application for approval must be submitted prior to the first day of classes of the semester. Centerville Senior High School will accept credits earned only from courses that meet Indiana state curriculum standards

**EXPLANATION OF CREDITS**

Students earn one (1) credit per semester in all classes taken at Centerville Senior High School. The only exceptions are driver's education and WCC career education courses.

A course must be passed before a credit can be earned.

1. Students will not receive credit for driver's education.
2. Students earn three (3) credits per semester for courses taken at Whitewater Career Center (WCC).

**GRADE CARDS**

Grade cards are issued following the end of the grading period. Grade cards will be available electronically to the parents. Parents will receive an email with a link to see the grade card. If parents choose, they can access grades at anytime with their parent PowerSchool account.

**MIDTERM PROGRESS REPORTS**

Midterms will be visible on the parent's PowerSchool account. Parents will receive an email with a link to their child's midterm grades. If a parent needs more information after receiving the reports, they need to contact the teacher, Mrs. Holt, or the student's counselor at school.

**GRADING**

All class grades will be recorded A, B, C, D, F, sometimes with a + or - affixed to the letter grade. An "IC" means incomplete, and incomplete grades become "F's" if the student does not complete work within two (2) weeks after the end of a grading period.

**GRADE POINT AVERAGE AND CLASS RANK**

At the end of each semester, each student is ranked according to class on the basis of scholarship. When courses are failed or are repeated to allow greater mastery of the subject, both grades are used to in determining the grade point average. Both grades will appear on the transcript, but credit will be given only once. To determine grade point average, the letter grade is converted to its numerical value to be averaged. The total number of points is then divided by the credits being considered. The resulting number is the grade point average. Grade points are assigned for each grade received according to the scale below:

***Grades will be worth points as follows:***

- |                         |                        |
|-------------------------|------------------------|
| A+ = 13 (excellent)     | C = 6 (average)        |
| A = 12 (excellent)      | C- = 5 (average)       |
| A- = 11 (excellent)     | D+ = 4 (below average) |
| B+ = 10 (above average) | D = 3 (below average)  |

- |                        |                        |
|------------------------|------------------------|
| B = 9 (above average)  | D- = 2 (below average) |
| B- = 8 (above average) | F = 0                  |
| C+ = 7 (average)       | IC = 0                 |

**GRADING SCALE**

Centerville Senior High School uses the following grading scale:

- |             |                  |
|-------------|------------------|
| 97-100 = A+ | 73-76 = C        |
| 93-96 = A   | 70-72 = C-       |
| 90-92 = A-  | 67-69 = D+       |
| 87-89 = B+  | 63-66 = D        |
| 83-86 = B   | 60-62 = D-       |
| 80-82 = B-  | 59 and below = F |
| 77-79 = C+  |                  |

**GRADE-WEIGHTED COURSES**

Students enrolled in the following courses will have their letter grades weighted: Chemistry AP, English 11 AP, English 12 AP, and Calculus AP. Each grade, "A" through "C-", will be raised three (3) honor points, the equivalent of one (1) letter grade.

<b><i>Regular Grade Scale</i></b>		<b><i>Weighted Grade Scale</i></b>
13	A+	16
12	A	15
11	A-	14
10	B+	13
9	B	12
8	B-	11
7	C+	10
6	C	9
5	C-	8

**HONOR ROLL**

**Honor Roll with Distinction** -- Students who make no grade lower than an "A-" (11) are to be listed on this honor roll.

**Honor Roll**-- Student must have a "B" (8) average in all subjects.

Nine-week grades and semester grades will be used to determine the honor roll. The honor section recognizes those students who are in (1) the top 10% of the class and who have met the requirements of the Core 40 and/or Academic Honor's Diploma (2) or have met the requirements to receive their Academic Honor's Diploma.

**INCOMPLETE WORK**

Incomplete work must be completed within two (2) weeks from the time the student returns to school or an automatic "F" will be given for their grade. Extenuating circumstances may be discussed with the teacher and principal.

**GRADUATION POLICIES**

A. To graduate from Centerville Senior High School, a student must meet the graduation requirements established by Centerville-Abington School Corporation and those established by the state of Indiana. The

requirements from the state of Indiana include passing the Graduation Qualifying Examination (GQE). There are three (3) ways to meet the GQE requirement:

1. Passing the mathematics and English/Language Arts portions of the GQE; or
2. Fulfilling the requirements for a GQE “Evidence-based” Waiver:
  - a. Takes the GQE in each subject area in which the student did not achieve a passing score at least one (1) time every school year after the school year in which the student first takes the GQE;
  - b. Completes remediation opportunities provided to the student by the student’s school;
    - All remediation opportunities should be structured to meet individual student needs based upon the GQE Score Report.
    - Flexibility of program availability to students should be considered (i.e., custody issues, work schedules).
    - Parent provided programs, through approved private or public means, can count toward this criterion.
  - c. Maintains a school attendance rate of at least ninety-five (95%) with excused absences not counting against the student’s attendance;
  - d. Maintains at least a “C-“ average (4.5 GPA) or the equivalent in the courses comprising the 34 credits specifically required for graduation by the rule of the state board (8 English, 4 Math, 4 Science, 5 Social Studies, 1 Health & Wellness, 2 Basic PE, 6 career academic sequence, and 4 flex credits);
  - e. Otherwise satisfies all state and local graduation requirements; and
  - f. Obtain a written recommendation from a teacher of the student in each subject area in which the student has not achieved a passing score on the GQE. The written recommendation must be concurred by the principal of the student’s school and be supported by documentation that the student has attained the academic standard in the subject area based on: (1) tests other than the GQE or (2) classroom work; or
3. Fulfilling the requirements for a GQE “Work-readiness” Waiver.
  - a. Takes the GQE in each subject area in which the student did not achieve a passing score at least one (1) time every school year after the school year in which the student first takes the GQE;
  - b. Completes remediation opportunities provided to the student by the student’s school;
    - All remediation opportunities should be structured to meet individual student needs based upon the GQE Score Report.

- Flexibility of program availability to students should be considered (i.e., custody issues, work schedules).
  - Parent provided programs, through approved private or public means, can count toward this criterion.
- c. Maintains a school attendance rate of at least ninety-five (95%) with excused absences not counting against the student’s attendance;
- d. Maintains at least a “C-“ average (4.5 GPA) or the equivalent in the courses comprising the 34 credits specifically required for graduation by the rule of the state board (8 English, 4 Math, 4 Science, 5 Social Studies, 1 Health & Wellness, 2 Basic PE, 6 career academic sequence, and 4 flex credits);
- e. Otherwise satisfies all state and local graduation requirements; and
- f. Complete the course and credit requirements for a general diploma, including the career academic sequence; a workforce readiness assessment; and, at least one (1) career exploration internship, cooperative education, or workforce credential recommended by the student’s school.

B. A student may appeal for an exception of the GQE process between May 1<sup>st</sup> and May 15<sup>th</sup> of his/her senior year and after each subsequent school year if they have met all the above-mentioned requirements. The appeal will not be granted until final semester grades are submitted and documentation of the attainment of proficiencies is established.

C. When the school receives the GQE test results, each student not passing the GQE will be informed of his/her options. Seniors and seniors’ parents will be given a GQE Waiver application with the results of the spring GQE, if one or more parts were not passed.

E. Special education students may be placed on the certificate program via case conference if state requirements seem unattainable. If the student would later pass the GQE, the test scores would serve as documented proof of the student meeting state requirements.

F. After completing grade 12, students not passing the GQE can continue to take the examination.

- G. Commencement participation:
1. Students meeting Centerville Senior High School and the state of Indiana graduation requirements are permitted to participate in commencement activities and receive a diploma.
  2. Special education students, in accordance with Article 7 of the Special Education Act, will be allowed to participate in graduation ceremonies even if they have not met graduation requirements. They will receive a “Certificate of Completion”. Certificate recipients will not be differentiated from the other students during the ceremony. A Certificate of Completion is awarded to a special student who is

not capable of earning a diploma but who completes his/her educational program as prescribed in the student's IEP.

#### **H. DETERMINATION OF VALEDICTORIAN AND SALUTORIAN**

The valedictorian is the student with the highest cumulative grade point average earned in all subjects after 8 semesters of high school. The salutarian is the student with the next highest cumulative grade point average. In the event of a tie, students will be awarded the designation of co-valedictorian and/or co-salutarian.

#### **POLICY ON REMEDIATION CLASSES**

All students who do not pass a part or all of the GQE (Graduation Qualifying Examination) may be required to take and pass remediation courses in one or both subject areas not passed. The principal will decide which remediation classes will be offered and required each summer and/or academic school year, upon school board approval. Students who do not take and pass the offered remediation classes will not, by state law, qualify for a GQE Waiver. (See Standardized Testing)

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#### **CENTERVILLE SENIOR HIGH SCHOOL GQE WAIVER PROCEDURES**

1. Any senior not passing one or both parts of the GQE (Graduation Qualifying Examination) after the final attempt in the spring of his/her senior year may apply for the GQE Waiver as an attempt to meet graduation requirements.
2. Between May 1 and May 15 of each year, a student may apply for the GQE Waiver. The principal will determine if the student has met the four minimum standards of the GQE Waiver. If the applicant cannot meet any of the four minimum standards, then the GQE Waiver process will not continue. If the student's grades in required subjects, such as English 12, government and economics, are not above a C-, the GQE Waiver process will be delayed until after senior grades are completed.
3. A GQE Waiver Committee will be created to consider the granting of GQE Waivers to students who have not passed the Graduation Qualifying Examination (GQE). The GQE Waiver Committee will be composed of the high school principal, guidance counselor, English department chairperson, Math department chairperson, remediation teacher(s), and any other teachers that are needed for input.
4. If after the principal has established that the applicant has met the four qualifying standards, then the GQE Waiver application is submitted to the guidance counselor and others on the committee. The committee members will then gather documentation necessary to support that the student has attained the state academic standards.

5. The guidance counselor will verify if the student has met the basic requirements of the GQE Waiver and that the student has completed the 48 credits required of Centerville Senior High School graduates. The Guidance counselor may also collect data on the student regarding tests that they have taken such as the GQE, S.A.T., A.C.T., P.S.A.T., or PLAN.

6. The principal will examine the grades the student has received in high school math and English classes. The student must have average/benchmark grades in math and English courses of a "C-" or better.

7. The guidance counselor will gather data on the student from their class work and how the student has met state proficiencies. The principal will determine if the student has met all of the state proficiencies in the remediation classes/opportunities.

8. After the GQE Waiver Committee conference, the principal will review the documentation presented and make a final decision. The principal will inform the student and parent(s) of the results within 48 hours of the decision. The written notification will be done by certified mail to the parent and will be signed by the principal. A copy of the notification along with the application sheet will be placed in the student's file.

The parents will have the opportunity to appeal the decision to the GQE Waiver Committee by presenting new information to the committee within 48 hours of the receipt of the committee's decision. The process will then repeat.

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#### **STUDENTS WHO DO NOT QUALIFY FOR THE GQE WAIVER**

Students who do not meet the requirements for the GQE Waiver may seek attendance at adult education centers (such as the WCC in Connersville), take remediation courses at Centerville Senior High School, or register for future GQE examinations.

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#### **SPECIAL EDUCATION WAIVER PROCEDURES**

1. In the case of a special education student, the case conference committee will meet in place of the GQE Waiver Committee. Between May 1 and May 15 of each year, a student may apply for the GQE Waiver. A GQE Waiver case conference committee will be held if the special education student has met the four qualifying requirements.
2. The teacher of record, in consultation with the subject area teacher(s), makes the written recommendation for the special education student's case conference committee. The recommendation must be supported by documentation that includes tests other than the GQE or classroom work.
3. The case conference committee's function is to determine whether or not a student has satisfied the necessary criteria. The case conference committee

never “awards” a diploma, nor does a case conference committee determine if a student qualifies for a high school diploma based merely on meeting the expectations of the student’s IEP, regardless of the level of expectations. The Centerville-Abington Community Schools Board of Education is responsible for awarding the diploma.

4. The case conference coordinator from CFR and/or the Assistant Director will serve on the case conference committee.
5. The recommendation of the case conference must be concurred by the principal of the student’s school and be supported by documentation that the student has attained the academic standards in the subject areas based upon (a) tests other than the GQE and (b) classroom work.

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### **COMMENCEMENT**

- A. Students meeting Centerville Senior High School and state of Indiana graduation requirements will be permitted to participate in commencement activities and receive a diploma.
- B. Special education students, in accordance with Article 7 of the Special Education Act, will be allowed to participate in graduation ceremonies even if they have not met graduation requirements. They will receive a “Certificate of Completion” certificate. Special education students will not be differentiated from other students during the ceremony. The “Certificate of Completion” is awarded to a special education student who is on the “Certificate Track” and completes his/her educational program prescribed in the student’s I.E.P.
- C. Foreign exchange students cannot graduate or go through graduation ceremonies. They can receive a “Certificate of Completion” if requested.

### **511 IAC 5-3-4 DEFINITION OF GRADE 10**

#### ***Section 4***

(a) A student is considered to be in grade 10 for purposes of initially taking the Graduation Qualification Examination (GQE) if the student meets any one of the following criteria prior to an administration of the GQE:

1. The student has been enrolled in high school during a majority of each of:
  - ✓ Two (2) semesters or
  - ✓ Three (3) trimesters.
2. The student has earned at least 10 credits that apply toward high school graduation.
3. The student meets the definition of grade 10 that has been adopted by the student’s school for determining class standing.

(b) If a student is considered to be in grade 10 under the definition in subsection (a) (1), but is not considered to be in grade 10 under the definitions in subsection (a) (2) or subsection (a) (3), the student’s school may delay the initial administration of the graduation examination for no more than one (1) year for the student if all of the following criteria are met.

### **HONORS DIPLOMAS**

The Indiana Department of Education has adopted a rule establishing two Honors Diplomas, the Core 40 with Academic Honors Diploma and the Core 40 with Technical Honors Diploma. Students must adhere to the following guidelines to qualify for these special diplomas.

#### ***General Guidelines:***

- A. Students must earn 48 credits.
- B. Pass the Graduation Qualifying Examination
- C. Requirements for the honors diploma(s), as outlined in the ***Centerville Senior High School Course Selection Guide***, must be completed.
- D. Semester grades lower than a C-, in courses comprising the required 48 credits, will not meet academic requirements for the honors diploma(s) unless a student retakes a class and earns a C- or better. The right to retake a class and treatment of grade is based upon local high school policy. A student must also earn a cumulative grade point average (GPA) of B- or better (an 8.0 on a 12.0 scale).
- E. *If a student meets the requirements for the Honors Diploma(s), then Centerville Senior High School will make note of it on the student’s transcript and diploma.*

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### **GRADUATION REQUIREMENTS**

All students must earn 48 credits toward graduation, plus meet graduation requirements outlined by Centerville Senior High School and the state of Indiana. Students may refer to the ***Centerville Senior High School Course Selection Guide*** for a list of graduation requirements for each graduating class.

A student may graduate from Centerville Sr. High School in seven semesters for any one of the following reasons:

- \* The student is a parent.
- \* The student has been accepted to attend a post-secondary institution in January following the seventh semester attended at Centerville Sr. High School.
- \* The student has enlisted in the military.
- \* A special circumstance or condition approved by the student’s counselor and principal.

If one of the above applies to a student and he/she wishes to graduate in seven semesters, all of the following policies apply:

1. The student must meet the Core 40 graduation requirements outlined by Centerville Sr. High School and the state of Indiana.
2. The student must be enrolled at Centerville Sr. High School.
3. The student must have parent permission.

### **IMPORTANT NOTES:**

Not all classes have the same graduation requirements, so students should pay particular attention to the headings above each set of graduation and diploma requirements to ensure they are referring to the correct guidelines.



A student must be enrolled at Centerville Senior High School in order to receive a diploma through Centerville Senior High School.

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### **HIGH ABILITY PROGRAM FOR ACADEMICALLY TALENTED**

This program is designed to promote and enhance the intellectual abilities of Centerville Senior High School students. Specifically, the program has the following purpose:

- A. To accelerate the mastery of core curriculum skills.
- B. To qualitatively differentiate curriculum.
- C. To develop higher level thinking skills.
- D. To develop respect in the student for self and others.
- E. To encourage social responsibility as a citizen.
- F. To provide opportunities and experiences, which develop abilities in specific areas in the visual and/or performing arts.
- G. To plan for advanced study skills through application of independence, self-direction, and self-evaluation.
- H. To promote analysis, evaluation, and application in research to create high-quality products from class assignments.

In order to qualify for the high school honors and A.P. courses, a student may demonstrate both intellectual potential and achievement. The demonstration of ability may include formal tests and informal tests. Formal tests may be either normative or prescriptive. Informal tests may include recommendations, testimonials, interviews or referrals from teachers, parents or administrators.

Program components shall be of two types—curriculum enrichment options and acceleration options. Curriculum enrichment options include independent study/research, internship, and special classes. Acceleration options include advanced placement courses; college courses prior to high school graduation and high school credit for students below grade nine. Curriculum enrichment and acceleration programs appropriate for students include:

- A. Enrichment opportunities
  1. Academic competitions
  2. Eastern Indiana Model Legislature
  3. Arts Performance Groups
- B. Acceleration opportunities
  1. Advanced Placement Courses: English 11 A.P., English 12 A.P., Chemistry II A.P., and Calculus A.P.
  2. Advanced Placement Tests available in U.S. History Honors, Biology II, Physics, and Foreign Languages.
  3. Independent Study: mentors, projects, internships (9-12)
- C. Waivers
  1. College credit
  2. High school credit below grade 9
  3. Correspondence courses
  4. Special time arrangements

### 5. Early graduation

#### **PETITION SYSTEM**

If a student is not accepted into an advanced placement class, the student or parent may meet with the teacher to discuss the decision. The student or parent may also file an appeal with the high ability program director.

#### **HIGH ABILITY PROGRAM STUDENT WITHDRAWAL GUIDELINES**

The student, the parent, or the teacher may request an exit conference if the student's performance continues to be below average.

1. The teacher, the parent(s), and an administrator will attend the exit conference.
2. In the exit conference, a formal contract will be made with the expectations and time lines for student improvement. If the contract is not fulfilled, the student will be exited when the time line expires.
3. If the parent does not choose to attend the exit conference, the student's educational placement will be made in the best interest of the student. The parent will be notified of the decision in writing.

Students or parents who have questions concerning the high ability program should contact the high ability program director at 855-3475.

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#### **ADVANCED PLACEMENT**

A student may take the Advanced Placement Examination in order to receive college credit in A.P. Calculus, English, and Chemistry. The Advanced Placement (A.P.) Examinations are given in the spring of the school year.

Public post-secondary institutions in Indiana will give added consideration for admission to students who receive A.P. credit in high school. Also, many colleges and universities offer departmental examinations leading to college credit. Interested students should inquire with the guidance department chairperson. It is not unusual for a student to receive college credit by passing departmental examinations given by colleges and universities in the state of Indiana. We strongly recommend that seniors take college and university departmental examinations.

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#### **POST-SECONDARY ENROLLMENT AND HIGH SCHOOL ENROLLMENT**

The Centerville-Abington School Corporation is committed to providing a variety of opportunities to participate in supplemental post-secondary programs where students can earn dual credit. Dual credit means a student may earn BOTH college and high school credit for an approved course through a post-secondary institution.

A senior attending Centerville Senior High School may enroll in post-secondary courses (through Ivy Tech

Community College, Indiana University East, or Earlham College). Students and parents must remember that students are to be enrolled in seven (7) solid subjects each semester. Thus it should be understood by both student and parent that a course taken for dual credit counts as one (1) of the seven (7) solid subjects required to be considered as a full-time student of Centerville Senior High School, even if the course is taken on the college campus. Students taking college courses are permitted to have one "free" period per college course in their schedules to compensate for the time spent outside of Centerville Senior High School. Students should sign in and out with the attendance secretary in the main office. Students choosing to come to school during their free period must report to an SRT. Otherwise, students should spend their free period outside of the high school building.

The guidance counselor shall make recommendations to the principal regarding participation in post-secondary courses. The principal shall make a determination and notify the student and the superintendent of the school corporation in writing. As outlined in 511 1AD 6-10-3, the student and/or parent have a right to appeal any determination made at the local level. Rules for such an appeal may be obtained from the principal's office.

The following conditions must be met and approved by the guidance counselor and principal and agreed upon by both the student and parent/guardian.

1. The student or parent/guardian is responsible for providing his/her own transportation and for paying any tuition/fees associated with the post-secondary course, **including textbook fees.**
2. Student must have a C- average in all junior and senior year classes and may not be on academic or social probation to be eligible for a dual credit course, unless otherwise approved by the guidance counselor.
3. A student is ineligible to participate in the program if participation would delay the student's progress toward high school graduation.
4. The post-secondary institution must be an accredited college or university located in Indiana that grants a baccalaureate or associate degree.
5. Students participating in a post-secondary credit program may attend on a full-time or part-time basis, if approved by the guidance counselor and the principal. The school corporation has the authority to approve or deny the student's participation on a full-time or part-time basis based on justifiable, sound, educational reasons. This will be determined on an individual basis.
6. Students must meet the prerequisites of each course to be taken at the eligible post-secondary institution.
7. Content of the post-secondary course will determine the eligibility for secondary credit. A course in which a student may enroll will not be approved for secondary credit if the course is so unlike any of the approved courses listed in 511 1AC 6-2-5(d).

8. A student may not enroll in a course that is available and offered at Centerville Senior High School (such as U.S. Government or Senior English).
  9. Students will be eligible to receive post-secondary credit. Students who wish to receive dual credit should obtain prior approval from the guidance counselor, the principal, and the post-secondary institution. The student's grade will be recorded on the high school transcript upon receipt of an official transcript from the post-secondary institution. If a student wishes to transfer his/her earned college credit to another post-secondary institution, then he/she should contact that institution to determine if it will accept both the grade and credit earned.
  10. Post-secondary credit will be equivalent to high school credit according to the following scale:
    - ½ high school credit for a 1 or 2 college credit-hour course
    - 1 high school credit for a 3 or 4 college credit-hour course
    - 2 high school credits for a 5 college credit-hour course
  11. Grades will **not** be weighted, but will be recorded on the student's transcript as they appear on the official post-secondary transcript. The grade will calculate into the cumulative GPA.
  12. Students must seek approval from their guidance counselor prior to dropping or changing any courses at the post-secondary institution. The student must verify with his/her guidance counselor that dropping or changing a dual credit course will not jeopardize requirements for IHSAA athletic eligibility, graduation, and/or anticipated diploma. After approval from the guidance counselor, a student may then consult with the registration/ admissions official at the post-secondary institution to make necessary drops or changes to course loads. **Note:** *officials at post-secondary institutions are not responsible or required to understand requirements for IHSAA athletic eligibility, graduation, and/or anticipated diplomas at the high school level. Therefore, students must always consult with their high school guidance counselor with questions regarding drops or changes to dual credit courses.*
  13. Students are required to attend and complete all classes taken at post-secondary institutions, just as they would attend classes taken during the school day at Centerville Senior High School.
  14. Not attending and/or completing the dual credit course may jeopardize the student's classification as a full-time high school student; an automatic "F" will be recorded on the student's high school transcript for the course and may affect participation in extra-curricular activities and athletics. Furthermore, it may result in:
    - (a) Suspension or expulsion from school
    - (b) Denial of diploma
    - (c) Truancy
    - (d) Suspension of driver's permit
-

## **GUIDANCE AND COUNSELING**

The guidance counselors at Centerville Senior High School are educated and trained in knowledge and skill-based programs that emphasize counseling, guidance, consultation, coordination, and referrals.

Students today face a multitude of challenges that can interfere with learning. These include violence, gangs, suicide, divorce, child abuse, pregnancy, peer pressure, self-esteem, date rape, poverty, homelessness, dropping out, lack of skills, hunger, decision-making, and decisions about post-secondary education. Therefore, counselors address student needs in three categories: social/personal, educational, and career. Below are the activities/ services offered by the Guidance Department:

### **Social/Personal**

- Individual/Personnel Counseling
- Group Counseling
- Attendance Counseling
- Decision-making
- Tolerance Education

### **Educational**

- Scheduling
- Standardized Testing

### **Career**

- Vocational/Technical School Counseling
- 4-year College Counseling
- Interest Inventories
- Financial Aid Counseling (For post-secondary)
- Career Exploration and Education

## **STANDARDIZED TESTING**

The following tests are administered through the guidance department to students:

### **ACCUPLACER**

This exam is a College Board college readiness test that is used to identify students in need of remediation before leaving high school. Students are required to participate in ACCUPLACER unless their results or score on a national assessment of college and career readiness meets the thresholds determined by the Commission for Higher Education and the Indiana Department of Education in consultation with higher education institutions. Students without a PSAT score are required to participate in ACCUPLACER. These exams provide both placement scores for placement into college courses and diagnostic scores that can be used to “drill down” and identify students’ strengths and specific areas of need. The results and information from the ACCUPLACER exams provide schools with a detailed assessment of students’ skills, which will assist in course selection and remediation plans for students. Upon completion of the exams, an Individual Score Report is generated that shows your student’s score in reading and mathematics, as well as a recommendation as to the next steps based upon that score. During the 2015-16 school year, administration included students in grades 11 and 12. Early diagnostic testing, plus

intervention for students who are not yet college-ready, can lead to proficiency by the time the student graduates from high school.

### **ISTEP+ GRADE 10 ASSESSMENT**

Students will take ISTEP+ GRADE 10 ASSESSMENT in mathematics and English at the completion of grade 10, and all students taking Biology I will take the science part of the assessment. Students who fail to meet minimum proficiencies will not qualify for graduation. Students who fail to meet these proficiencies are required to take remediation in the area(s) of need.

### **END OF COURSE ASSESSMENTS** (ends with Class 2018)

Students will take End-of-Course Assessments (ECAs) after completing Algebra I and English 10. Students who fail to meet minimum proficiencies will not qualify for graduation. Students who fail to meet these proficiencies may be required to take remediation in the area(s) of need. Students who fail to pass the end of course assessments will be required to take remediation classes in the area of need. Students who fail to meet minimum proficiencies will not qualify for graduation.

### **PSAT** (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test)

This test is made available to sophomore and junior students in October. The test is given at Centerville Senior High School and it helps students prepare for college entrance exams. This test also selects those high scoring juniors who qualify for the National Merit Scholarship Program.

### **S.A.T.** (Scholastic Aptitude Test)

The S.A.T. is offered 6 or 7 times per year nationally. The testing site in this area is located at Earlham College. The guidance department encourages juniors to take the test second semester and then repeat the test during the first semester of their senior year, if necessary. The colleges use the best scores in the selection process for admittance. Registration information is available in the guidance office or online at [www.collegeboard.com](http://www.collegeboard.com).

### **A.C.T.** (American College Test)

This is a college entrance exam given several times a year. The closest test site in this area is located at Indiana University East. This test is accepted in place of the S.A.T. in all Indiana colleges and preferred by some out-of state colleges. Students may obtain registration packets in our guidance office or online at [ACT.org](http://ACT.org).

## **PARENTAL CONCERNS**

If a parent has a concern about a particular class and/or teacher, the concern should be addressed to the teacher first. If a parent has concerns about several classes and/or teachers, the concerns should be addressed to the student’s guidance counselor. A conference can be arranged with the parent, student, counselor and appropriate teachers, so a plan for improvement can be made with all parties involved.

Students whose last names begin with:

A-L have Mrs. Abney-Brotz M-Z have Mrs. Merida

## **PEER HELPERS**

Peer helpers are also available to students during study hall time or by making special arrangements through the counselors. Peer helpers, who are specially trained juniors and seniors, are here to help students with a variety of personal concerns including substance abuse problems, depression, pregnancy, decision-making, interpersonal relationships, conflict mediation, and other concerns. The peer helpers can be found in the guidance area.

## **SUICIDE CRISIS PROCEDURES**

### *All Staff Responsibilities-*

All school personnel, including school counselors, have the duty to report immediately to the parents of a student who may be suicidal. There is no student-school counselor privilege in this instance. This could be when a staff member is a witness to a remark, sees a written message, or observes behavior that indicates a potential suicide.

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## **HALL PASSES**

Students are not permitted in the corridors during class periods unless an instructor accompanies them or they have a hall pass from a staff member.

Students shall not misuse the "hall pass" privilege by wandering freely around the corridors. A student out of class for any reason using a hall pass shall go directly to their destination, conduct their business, and promptly return to their classroom.

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## **HEALTH SERVICES**

Students who become ill should report their condition to their teacher prior to going to the nurse's office. If illness occurs during out-of-class time, students should go directly to the nurse's office. Normal procedure will be for the student to rest 20-25 minutes and return to class. If the student is too ill to remain in school, a parent or guardian will be notified. Approval will be requested for the student to leave school, and arrangements will be made for transportation. A student will not be sent home unless the parent or an authorized person is notified. If injured at school, a student must report the incident to a teacher immediately in order that proper first aid may be administered. If an injury occurs during out-of-class time, a student must report directly to the nurse's office.

Students requiring temporary or permanent use of assistive devices such as, but not limited to crutches, walker, wheelchair due to injury, accident, or surgery, may be required to provide to the school written documentation from the physician providing care. This documentation allows school personnel to assist the student by allowing them to be excused from certain classes as well as navigate the hallways safely. Final

determination and accommodations will be made by the building administrator.

## **STUDENTS MUST NOT LEAVE SCHOOL WITHOUT AUTHORIZATION.**

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### **HOME BOUND INSTRUCTION PROGRAM**

It is the policy of the School Board to provide individual instruction to students of legal school age who are not able to attend classes because of an incapacitating illness. The Board will provide homebound instruction only for those confinements expected to last at least twenty (20) school days, but the superintendent or a case conference committee may make exceptions. The application from the physician is only a recommendation for homebound instruction.

Documentation of the incapacitating condition shall be done by a physician licensed to practice in this state that shall:

1. Certify the nature of the medical disability.
2. State the probable duration of the confinement.
3. Certify the student's ability to participate in an educational program.
4. Certify that the student will be incapacitated for over four weeks. The superintendent must approve applications.

The program of homebound instruction given each student shall be in accordance with rules of the State Board of Education. Teachers shall hold an Indiana teaching certificate appropriate for the level of instruction for which the assignment is made.

Instruction may be withheld when:

1. The instructor's presence in the place of a student's confinement presents a hazard to the health of teacher;
2. A parent or other adult in authority is not at home with the student during the hours of instruction;
3. The condition of the student is such as to preclude his/her benefit from such instruction;
4. If the student is not confined to the home other than medical visits. Any social interaction outside the home will conclude homebound instruction.

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## **HOMECOMING EVENTS**

Homecoming events will start on the Wednesday during the week of homecoming. During homecoming week, Friday will be "toga day" for seniors. Togas must be worn over regular clothing and must be blue and white to celebrate the homecoming. Slogans or writing on the togas are allowed as long as they encourage the teams or the school. Buttons, pictures, advertisements, and clothing that have nothing to do with the theme of homecoming are not permitted (some examples include but are not limited to: flags, banners, hats)

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### HONORING TEAMS AND INDIVIDUALS

The following guidelines will be followed when honoring individual athletic teams, academic competitions, or individuals in our school. Any athletic team, academic team, or individual who competes at the semi-state, can request to be honored by running through the halls. If he/she competes at the state level, they can request a video be shown of the person either during channel one or at the end of the day. Any athletic team (volleyball, football, and basketball) that competes in the semi-state or state can request a pep session.

### INSURANCE

Parents are responsible for providing insurance coverage for their child while in school. The school does not provide this coverage.

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### LOCKERS

Lockers are the property of Centerville-Abington Community Schools and are a permanent part of the building. Each student is assigned a locker for storage. The principal or his representative shall possess the authority to examine the contents of the locker located on premises when there is a reason to believe that the contents of the locker may include elements which:

- 1) Present an immediate threat to the health, safety, and the welfare of the student or of other students.
- 2) Are illegal to possess.
- 3) Would contribute to the disruption to the normal education program.
- 4) Have been reported lost or stolen.

The complete policy on this is located in the back of this handbook under "Search and Seizure".

The school is not responsible for items lost or stolen from your locker. Students are not to write on the inside or outside of lockers. Lockers that cannot be cleaned will be assessed a cleaning and/or repainting fee.

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## CENTERVILLE JUNIOR/SENIOR HIGH SCHOOL LIBRARY

Welcome to the Centerville Junior/Senior High School Library. The new library was opened in August 1995. The school library media program is an important part of the school curriculum. It is a place where students may explore classroom subjects as well as independent study. The school library provides a setting where students may develop into lifelong learners. Students are encouraged to develop skills to help them become informed citizens in an educated society.

### **Library Staff**

Media Specialist Mrs. Holly Stiggleman

### Check Out

Reference books and current magazines will remain in the library. Back issues of magazines may be checked out for one week. Books are checked out for two weeks. To check out books students must present their library card. Library cards are issued once each year, and they must be kept until new cards are issued the following year. There is a replacement cost for lost cards. Any library card found should be returned to the library.

### Resource Time

SRT students may come five at a time with a pass for 20 minutes. Any student having a research pass may come. If students are doing a research project, they must have a pass from the teacher assigning the research. Research students may stay all period, and they will return to SRT the last five minutes of the period. The SRT teacher will sign and time passes when students come to the library. Passes are to be left on the check out counter immediately as the student enters the library. The library staff will stamp and time passes with a special library stamp when students leave the library. Students are not to talk and are to remain busy using library materials. Students will sit in the area designated for SRT students, and they will sit one per table. If SRT students are talking or not busy they will receive a warning the first time, a detention the second time, and the third time they will lose library privileges for the semester. Students who have lost library privileges may still use the library during their classes and before and after school and at lunch.

### Overdue Notice

Overdue slips are given out during SRT. If a student does not have an SRT their slips will be given out first or fifth period during *Channel One*. The library charges fines of five cents per school day for overdue materials. If you have an overdue book or fine you cannot check out more materials until overdue materials are returned and fines are paid. Seniors must have all debts paid before graduation.

### Library Orientation

Library instruction and orientation are given to seventh grade students on library procedures and on how to use all of the on-line programs. Other classes are taught as requested by teachers or as new programs are purchased.

### Computers

Both the junior and senior high libraries are combined, and we serve grades 7-12. The library has state-of-art facilities, which include a 3M-security system and the library search program Destiny. Students can access Destiny from home or other computers to search for materials through the high school web page. The library has approximately 13,000 books and subscribes to

many different magazines. The library network includes Internet. Students have access through Internet to INSPIRE, a one million dollar Indiana database which offers a wide range of library catalogs and commercial databases. INSPIRE allows students to have access to several thousand magazines and newspaper articles. The library has the following C.D.'s and software programs which are on the network:

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Publisher

Students have access to the computers during their classes and with a research pass during resource time.

#### Bulldog News/Channel One

A student newscast called Bulldog News is shown on public access television. Another television program, Channel One, is shown to the high school students for 12 minutes daily. Channel One is a curriculum related news program geared towards students, which is commercially produced.

#### **AREA LIBRARIES**

##### Centerville Public

Hours are Monday–Thursday: 10 am – 7:30 pm, Friday–Saturday: 10 am – 5 pm Closed Sunday. To check out library materials you must have a Centerville public library card.

##### Earlham Library

Hours are Monday thru Thursday 8 am to midnight, Friday 8 am to 10 pm, Saturday 10 am to 8 pm and Sunday noon to midnight. To check out materials you must pick up and return a form from Earlham library, which must be signed by your parents. An Earlham library card will be mailed to you in 3-4 days.

##### Morrison-Reeves

Hours are Monday thru Thursday 9:30 am to 8 pm, Friday 9:30 – 6 pm, and Saturday 9:30 am to 4 pm, Closed Sundays

##### Indiana University East Library

Hours are Monday thru Thursday 8 am to 6 pm., Friday 8 am to 5 pm. Closed Saturday and Sunday. To check out materials you need a current driver's license and social security card.

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### **MEDICATION**

The medications and/or treatments, which may be administered, are defined in policy 5330. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

A. Parents should determine, with their physician's counsel, whether the medication schedule can be

adjusted to avoid administering medication during school hours.

B. The Medication Request and Authorization Form 5330 FI must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis and will include:

1. Student's name
2. Medication and dosage or procedure required
3. Times required
4. Special instructions including storage and sterility requirements
5. Date prescribed medication will be started
6. Date prescribed medication will no longer be needed
7. Physician's name, address, and telephone number
8. Probable side effects
9. Authorization for school personnel to administer the prescribed medication, if necessary
10. Agreement/satisfactory arrangement to deliver medication to/from school
11. Agreement to notify the school in writing if the medication, dosage, schedule or procedure is changed or eliminated. A new request form must be submitted each school year.

C. All medications to be administered during school hours must be registered with the principal's office. Upon receipt of the medication, the appropriate staff member shall verify the amount of medication brought to the school and indicate that amount on the student medication log sheet

D. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in the child's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications for allergies and/or reactions.

E. For each prescribed medication, the container shall have a pharmacist's label with the following information:

1. Student's name
2. Physician's name
3. Date
4. Pharmacy name and telephone
5. Name of medication
6. Prescribed dosage and frequency
7. Special handling and storage directions

F. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year. A school corporation may send home medication that is possessed by a school for administering during

school functions with a student in grades 9 through 12, if the student's parent provides written permission for the student to receive the medication.

G. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

H. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

I. Form 5330 FI shall be completed and signed by the principal authorizing the person(s) who may administer the medication or procedure.

J. If a student is exhibiting behavior, which causes the teacher to be concerned about his/her medical status; this behavior must be reported to the building principal and expressed in writing in behavioral terms.

K. If a child is taking several prescriptions and it is noted that two (2) or more physicians are prescribing for the same child, this should be brought to the attention of the building principal that will be responsible for investigating the situation.

L. Dispensing of non-prescribed, over-the-counter (OTC) medication by employees to students erred by the corporation is prohibited. Where investigation confirms such allegations, prompt corrective action shall be taken up to and including dismissal.

### **EMERGENCY MEDICATION**

Board policy 5330 and the procedures on the administration of medication in administrative guideline 5330 must be observed at all times.

A. School personnel should administer only physician prescribed kits, or equivalent.

B. Schools are to be notified, in writing, of a student who may need emergency medication by his/her parents or physician. In all cases, this information should be conveyed to the principal, who will be responsible for ensuring that selected staff members receive appropriate instruction in the administration of such medication,

C. In addition, a notation should be made on the student's emergency medical authorization form (5341 FI) for use on field trips. The medication should be available to the trip leader who should be trained in its proper application.

D. The transportation department should also be notified so that the appropriate bus driver can be made aware of the student who may need emergency medication. Bus drivers transporting such students should have the medication available and be trained in its proper application.

E. The student's parent will be responsible for providing the medication and is to be informed that the school may

call emergency medical services when his/her child receives the medication.

F. If a serious situation does occur requiring the administration of emergency medication, the principal is to contact 911 and request that a mobile unit is dispatched to the school to deal with complications that may arise. The parents should be contacted after the call to emergency services.

G. Parents are responsible for providing the school with the proper medication with an adequate expiration date at the beginning of each school year.

H. Medication procedures should be reviewed with appropriate staff at the beginning of school each year.

### **IC 20.33-8-12.5**

Discipline rules adopted under Section 7 of this chapter must provide that a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during the times and in the places set forth under this chapter if the following conditions are met:

4. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in subdivision 2.

5. A physician states in writing that:  
a. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;  
b. The student has been instructed in how to self-administer the medication; and  
c. The nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described above must be filed with a student's principal annually.

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### **PERSONAL PROPERTY**

#### **(Cell Phones /Wireless Communication Devices)**

Due to the potential theft or loss of personal property, students are encouraged not to bring cell phones, wireless communication devices, CD players, tape recorders, cameras, IPODS, and other such electronic equipment to school. However, the use of cell phones or portable CD players by students before or after school shall not be discouraged.

Students will be permitted to listen to music during their lunch periods and SRT periods when permitted by the classroom teachers. This privilege can and will be taken away if deemed necessary by school administrators. Cell phone use is prohibited from 8:00 a.m. to 3:00 p.m. The concern is that cell phones can be used to send material that may be harassing, inappropriate, or used to send answers from one student to another. If students are found with their cell phones out during this time, the following punishments will be enforced:

**1<sup>st</sup> offense** - Item will be confiscated and student must pick up item at the end of the day. A student will be assigned a Friday "long" detention if a phone is used or rings during a class.

**2<sup>nd</sup> offense** - Items is confiscated, student will be assigned a Friday "long" detention, and parent must come in to pick up item.

**3<sup>rd</sup> offense** - and above - Item will be confiscated and the student will be assigned an out-of-school suspension.

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### **PHONE CALLS TO STUDENTS**

We encourage parents and guardians to call the school when a student is absent, to prearrange an absence, in case of emergency or in cases of a serious nature. We inform the student of phone calls or messages only from the parent or guardian. We want our parents to make contact with the school any time they have a question concerning their child's academic standings, welfare, and overall behavior or total status. We ask that when calling the school, parents or guardians use discretion so that the school does not become a messenger service, which could be handled outside of school. We refrain from pulling students out of class to answer a phone call, unless it is an emergency, so, please do not ask to talk to your child over the phone when you call the school. We try to maintain an educational learning environment for our students and the fewer interruptions we have the greater success we have.

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### **PUBLIC ATTENDANCE AT SCHOOL EVENTS**

The School Board welcomes the attendance of members of the community at athletic and other public events held by the schools in the corporation, but the Board also acknowledges its duty to maintain order and preserve the facilities of the corporation during the conduct of such events.

The Board holds the legal authority to bar the attendance of any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school property when requested. They are also authorized to use detectors and other devices to better ensure the safety and well being of participants and visitors.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed nor any betting occurs at any function sponsored by the corporation or at any function occurring on corporation premises.

If a student is asked to leave or is removed from a school event, no admission fees shall be refunded.

The Board is aware of the increasing desire of many parents and other members of an audience to use "video recorders" and other audio/visual devices at school events. The Board authorized the use of such devices providing their use does not interfere with the conduct of the particular activity, impinge on the enjoyment of the event by other members of the audience, or violate copyright or contract provisions related to a performance. The superintendent shall establish rules and procedures governing the use of non-corporation audio/visual devices and equipment at any corporation-sponsored event or activity, particularly athletic events, dramatic presentations, and graduation ceremonies. Such rules are to be posted or distributed in such a manner that best ensures cooperation and compliance in obtaining recordings that does not delay or disrupt the activity.

Any person or organization that wishes to film students or school activities, which are not public events, must receive prior permission from the superintendent.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises, or near the perimeter of such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

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### **POSTERS**

The assistant principal must first approve signs and posters that students wish to display. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action.

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### **SCHEDULING STUDENT ACTIVITIES**

A master calendar is located in the assistant principal's office. Clubs or organizations wishing to schedule events must check the date and obtain permission of their sponsor to do so. Long range planning is recommended. Most social dates are set in the spring for the coming year. Requests made during the regular school year should be made a minimum of two weeks prior to the event. A "Calendar Request Form" is available for scheduling events. Requests will be processed as soon as possible. If approved, the date, type of program, sponsoring group, and facilities requested will be entered on the school calendar. Examples of requests that must be made are dances,



moneymaking projects, banquets, requests for meeting places, etc.

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### **SCHOOL CLOSINGS**

The following radio and television stations will be contacted by the school to broadcast any school closing due to bad weather: WKBV 1490 AM; WFMG 101.3 FM; WHON 930 AM/ KICKS 96 FM; WRTV 6 Indianapolis; WISH TV 8 Indianapolis; WTHR TV 13 Indianapolis; WTTV 4/FOX 59 TV Indianapolis. Our schools also use a notification system that calls, emails, and/or texts parents/guardians and school employees to alert them to school delays, school cancellations, and/or school emergencies. Parents may choose how you receive the alerts through their parent PowerSchool account. If you have any questions, please call 855-3481, extension 2193. Additionally, a delay or closing notice will be posted on the corporation website: [www.centerville.k12.in.us](http://www.centerville.k12.in.us).

On a two-hour delay, morning WCC students will not have school at Connersville. Morning WCC students will report to school at 12:45 a.m. Students attending college classes at I.U. East, Earlham or Ivy Tech must contact college officials about attending classes. Intern students are not to report to internship until 10:00 a.m. When school is closed, all activities scheduled in the building are cancelled.

**IF SCHOOL IS CLOSED, THE NEXT DAY STUDENTS RETURN WILL BE BLUE OR WHITE JUST AS THE NEXT DAY WOULD HAVE BEEN. FOR EXAMPLE: MONDAY IS A BLUE DAY AND SCHOOL IS CLOSED TUESDAY, WHEN STUDENTS RETURN IT WILL BE A BLUE DAY.**

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### **SCHOOL LUNCH PROGRAM**

The Centerville-Abington Community School participates in the National School Lunch Program. Nutritious meals are served every school day.

Children from a household that meets the Federal Income guidelines are eligible for free meals or reduced price meals, additionally, the passage of House Enrolled Act 1360 by the 1987 Indiana General Assembly provides textbook/workbook assistance for those children approved for free meals.

For more information, contact your building principal.

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### **SCHOOL SECURITY**

A copy of the corporation crisis intervention plan is available in the principal's office.

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### **SOLICITING BY CLASSES AND ORGANIZATIONS**

Classes or school-sponsored organizations may not solicit funds from, or sell any product without the

approval of the school principal. Only those approved fund-raising activities may be conducted.

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### **STUDENT DRIVERS**

Starting with the 1998-99 school year, student drivers will be issued a mirror tag. The tag must be displayed at all times when the car is in the student parking lot. Violation of specific driving rules can result in the loss of the tag and driving privileges.

Each student who drives vehicles must adhere to rules and regulations set forth:

1. Student drivers must park in designated area for student parking. Students are not to park on Blue and White Blvd.
2. All vehicles are to be parked as soon as possible upon entering school property and all occupants are to immediately leave the vehicles.
3. Students are not permitted in the cars or parking lot during the school day unless permission is obtained from the office.
4. Speeding or careless driving on school property or bordering school property is prohibited.
5. Students are not to drive down Blue and White Blvd. or South Ash Street when buses are loading or unloading pupils.
6. Do not park on "the hill" by the west wing doors when there is snow or ice conditions or forecasts.
7. Students are to park in the properly marked areas in the student lot. No student is to occupy more than one (1) parking space. Do not block driving lanes.
8. Any vehicle brought on corporation premises by a student may be searched when an administrator has reasonable suspicion to justify the search.

Failure to abide by any of the above regulations may result in loss of privilege to drive to school, or to ride with a student driver, or other disciplinary action.

**Continual violation of driver rules or not displaying mirror tag can result in a car being towed from the parking lot at the owner's expense.**

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### **STUDENT GROUPS**

It is the policy of the School Board that student groups be recognized as authorized school organizations only if they are approved by the school administration, sponsored by school personnel, composed of members of the current student body, hold the majority of their meetings at school, and have established aims which are educational in nature.

Membership in the organization or operation of any high school fraternity, sorority, or any other secret society as described by law is prohibited throughout the school corporation.

## **STUDENT PUBLICATION**

The Beacon and the Mortonian are an open forum publication in which the editor and advisor determine what is appropriate for publication. No photos will be accepted for use in the publications that are taken with props, political ads, and items promoting the use of violence, alcohol, drugs, or tobacco. A copy of the editorial policy is available in the newspaper office upon request.

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## **SUMMER SCHOOL RULES**

Summer school rules and regulations are the same as the regular school year. The dress code will be in effect.

1. Students late to school will receive a detention. A student late beyond fifteen minutes at the start of class is counted as absent. Any student receiving five detentions (whatever the reason) will be withdrawn from the summer school class.

2. Attendance is a very important part of our summer school program. This is because we are operating the program at the stated number of hours that is required by the state. Students may NOT miss more than two (2) academic class sessions. All absences must be reported to the TEACHER by giving them a note explaining the reason for the absence upon return to the class. There are NO excused absences. ALL ABSENCES COUNT TOWARDS THE LIMIT. If you are absent, any work that you miss must be made up the day of your return, after the regular school session. Once you are here, you may not leave early. If you do, you will be counted absent for the whole day.

3. Discipline problems and truancy will not be tolerated in summer school. Detentions will be issued by teachers and served from 7:30 – 8:00 a.m. or 12:00 – 12:30 p.m. Suspension from summer school will count as an unexcused absence and cannot be made up.

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## **TELEPHONE**

Students will not be excused from class or SRT (student resource time) to use telephones except for emergencies. Students will not be allowed to use the office phone except in case of emergencies and will not be called from classes to talk on the phones.

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## **TEMPORARY MEDICAL DISABILITY EXCEPTION PROCEDURE**

If a student has a medical exception that is the result of an illness or an accident, it is considered a temporary medical disability exception. Response to temporary medical exceptions may be dependent upon the school's physical education "participation" policy. The steps to consider are:

- ◆ The school provides a copy of the physician's referral form for the physician to complete.
- ◆ The physical education teacher determines how many days of activity the student will miss.
- ◆ Refer to the corporation's "participation" policy.

1. If the semester has begun and the student will not miss more days than are allowed in the participation policy, it is recommended that the student remain in the regular program. Activity should not exceed what is listed on the referral form. The student should not be graded for lack of participation. Dress may be optional.

2. If the student will miss more days than allowed, it may be necessary to remove the student from the class. If a student is removed from the class and the student misses only part of a grading period, it is recommended that the student be required to make up only the time missed at a later date/year. \*

3. In all situations, it is recommended that the physical education teacher be as flexible as possible in dealing with these situations. The student's participation on a modified level is preferable to the forfeiture of time and course work already successfully completed.

- ◆ It is recommended that a physical therapist be consulted when developing the modified program.
- ◆ A physician's note does not waive the physical education requirement. A physician's note only excuses a student from participation in specific units or activities.
- ◆ Parental approval is recommended for an adaptive/modified program.

\* *Indiana does not specify the semester or year in which a student must complete the physical education requirement.*

**Note: Assigning written reports do not meet the physical education "lab" requirement.**

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## **TRANSCRIPTS**

Permanent records are maintained in the high school office. The Privacy Act gives you and your parents certainly the right to review these records.

*Transcripts will be sent if:*

1. The parent signs a transcript release if the student is not eighteen years old. If the student is eighteen, the student can sign the form.
2. Current enrolled students may send as many copies as desired.

**Note: Please refer to "Educational Rights to Privacy Act of 1974" in the back of this handbook for more information.**

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## **VISITORS**

Centerville Senior High School wishes to be a friendly school. In order that we may extend appropriate hospitality and abide by the corporation and state statutes defining and regulating trespassing, all visitors are expected to report to the administrative office immediately upon entering the parking lot, campus or building. All visitors will be issued a visitor badge to be worn during their stay at CHS.

NOTE: For information on regulations governing visitors see page 54 in the Rules and Regulations Section of this book.

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### **WHITEWATER CAREER CENTER**

A Centerville student attending the Whitewater Career Center (WCC) is selected on his desire and interest towards a vocational job-related program. Monies are spent by the corporation on each individual attending this program. To eliminate problems, which arise, we will adhere to the following rules:

1. No one will drive to Connersville. Exceptions will be made only when a permission slip, signed in advance by Connersville, is given to the principal or assistant principal for a student approval. A student may not take riders. Whitewater administration has been instructed not to allow admittance to students who drive without permission/not driven to Whitewater by a parent.
2. Assigned seats will be made and students will be seated this way on the bus. This gives an immediate attendance check.
3. There must be courtesy to all riders, which includes no profanity, throwing objects, changing seats or any other action, which is disrespectful.
4. Students returning from Whitewater will not leave Centerville Senior High School grounds until the end of the school day.
5. Students, when arriving in the morning, will park their cars immediately and enter the school until the bus arrives.
6. Students who miss the bus in the morning are to report to the assistant principal or I.S.S. immediately. Students who miss WCC must have a parent call in or present a note when signing in at CHS. A student can be considered truant for the morning if this is not done.
7. Students are not to go to their parked vehicle after arriving back from Whitewater. They must get special permission from the office.
8. Any suspension at Whitewater or Centerville also means suspension/expulsion from the other school.
9. If Connersville High School is out of school due to snow (and Centerville is in school), afternoon WCC will attend Centerville Sr. High School until 11.25 a.m. The morning WCC students will report to school at 11:20 a.m.
10. If Connersville High School has a two-hour delay, then morning WCC do not have to report to Centerville until 11:20 a.m.
11. WCC students need to listen to the radio for Connersville school delays and cancellations.

Any violation will mean suspension/expulsion or termination from this part of the school program. The safety of all students is a must.

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### **WITHDRAWALS**

When a student is withdrawing from Centerville Senior High School, the following procedures will be taken.

1. See the assistant principal and he will make out the proper papers and forms.
2. Each teacher plus the librarian will sign the form.
3. All books will be turned in to the assistant principal and librarian.
4. Notification of payment for book fees or return book fees will be made.

### **POLICY**

The School Board affirms that, while Indiana law requires attendance of each student until seventeen (17) years of age, it is in the best interests of both the students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.

The Board directs that whenever a student, sixteen (16) to eighteen (18) years of age, wishes to withdraw from school, the superintendent shall ensure that an exit interview is conducted with the student, his/her parents, and appropriate members of the professional staff. The purpose of this interview is to:

- a. Ascertain the reasons for the withdrawal.
- b. Determine whether or not mutually satisfactory arrangements can be made to keep the student in school.
- c. Help the student and his/her parents explore the consequences of the student withdrawing without earning a diploma.

Should the student's decision to withdraw not be supported by his/her parents and they refuse to provide written consent, the student's principal shall make the decision whether the student must continue to attend school.

The superintendent shall establish administrative guidelines including a withdrawal form, which is to be signed by the student and his/her parent in accordance with the guidelines for the exit interview.

### **WITHDRAWAL FROM CLASSES**

1. A student may be withdrawn from class anytime that a teacher determines the student has no chance of success based on lack of aptitude in the subject area. The sending and receiving teachers and the parents/guardian, counselor and principal must approve this change. The guidance department will examine each request and determine whether it is feasible based on class size, how the planned requests fits into the student's four-year plan, and the long-range ramifications of how the change affects the student's goals. Parents need to know whether this may mean summer school, etc. At a later time counselors should also see if the class dropped, might affect academic probation and warn the student of this possibility.

2. A student who makes the choice to drop a class after two (2) class meetings may do so only if the teacher determines the student qualifies under paragraph one (1) above or by withdrawing with an "F" for the semester. The parent/guardian, counselor, sending teacher, and student must acknowledge this change and the student is responsible for a \$15 course change fee.

3. A student, who wishes to add a course after withdrawing from a class prior to the second (2) class meeting, must first receive approval from the receiving teacher of the course they wish to add. Otherwise, the student will add an SRT (study hall) to replace the course they dropped.

4. Students who choose to drop courses with an "F" are still responsible for understanding the IHSAA athletic eligibility guidelines and how withdrawing from a course may effect their eligibility.

**Note: Students must pass six (6) courses for credit to remain eligible for athletics. For more information regarding IHSSA athletic eligibility, refer to page 16 of the student handbook.**

5. Students may not change their schedules because they desire to have different teacher or have the subject a different class period. Furthermore, students may not change their schedules because the class turns out to be too difficult, too easy, or not what one expected.

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### WORK PERMITS

Only staff members listed on State Form 30813 - Issuing Officer Approval Form shall serve as issuing officers for providing students with employment certificates in accordance with Section 20-33-3 of the Indiana Code.

*The revised Code states the following:*

1. All single or married minors, fourteen (14) through seventeen (17), who have not graduated from high school or been legally emancipated, are required to have an employment certificate to be employed in Indiana.

2. A student who is under eighteen (18) and in grades 9-12 may work until 11:30 p.m. on nights followed by a school day. Exceptions must be granted by the issuing officer but work beyond 11:30 p.m. on nights followed by a school day may not exceed two (2) per week. No minor student may work after 7:30 a.m. or before 3:30 p.m. without the written permission of his/her school. None of the above restrictions apply to a student who is a dropout, or has been suspended or expelled, but they must have an employment certificate.

3. A student's employment certificate may be revoked by the issuing officer if there has been a significant decrease in the student's attendance or grade-point average and may be re-issued if there has been a significant improvement in his/her attendance or grade-point average.

4. Students whose work is predominantly baby-sitting shall be required to abide by the same conditions as those who are issued certificates.

If the student's employment certificate is revoked for attendance or academic reasons, s/he must improve by the same amount used to determine revocation. A student whose certificate is revoked has the right to a one-time review of his/her academic status during a school year as well as the right to appeal to his/her principal a denial of a certificate, a revocation, or a refusal to reissue. The issuing officer is to send a written notice of revocation to the student's employer immediately upon revocation.

The Department of Labor should be informed when a student is issued a certificate and of any change in his/her employability status.

Although many students have a need to work after school and in the evening, these activities can have significant effects on their ability to function effectively during the school day and garner the most from the school program. All members of the professional staff need to be alert to students who may be over-extending themselves because of too much work and not enough rest.

Approved 7/94  
Revised 7/05

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## **RULES AND REGULATIONS SECTION**

### POLICIES AND STATUTES

A copy of the following is available in the principal's office upon request:

- Family Educational Rights and Privacy Act of 1974
- Article 7
- Title 9 (Contact Mr. Rick Schauss @ 855-5133)
- School-Sponsored Publications
- Special Education Services
- Free and Reduced Lunches
- Textbook Charges
- Special Education Due Process Procedures
- Student Credit Appeal in Formation
- General Education Intervention Procedures
- Section 504
- Student Services Plan
- Homebound Services
- Student Records

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### AIDS AND SEX EDUCATION

Centerville Senior High School, in accordance with state statute, has sex and aids instruction in the curriculum of Health I and Health II. Parents who have possible concerns about the instruction should contact the

teacher. The teacher will discuss content and allow the materials to be examined by the parents. If parents decide to exclude their student from that portion of the class they can sign a student exclusion form in the office. Those students will have adaptive course work during the time of their absence from the regular class.

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### **PUBLIC COMPLAINTS AND CONCERNS**

Any person or group having a legitimate interest in the operations of this corporation shall have the right to present a request, suggestion, complaint, or concern relating to corporation personnel, the program, or the operations of the corporation. At the same time, the School Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and concern in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the corporation by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints, or grievances reaching the Board, board members, and the administration shall be referred to the superintendent for consideration according to the following procedure:

#### **Matters Regarding a Professional Staff Member**

##### **First Level**

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasonable explanation or take appropriate action within his/her authority and corporation administrative guidelines. This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member. As appropriate, the staff member shall report the matter and whatever action may have been taken to the building administrator.

##### **Second Level**

If the matter cannot be satisfactorily resolved at the first level, it shall be discussed by the complainant with the staff member's supervisor.

##### **Third Level**

If a satisfactory solution is not achieved by discussion with the supervisor, a written request for a conference shall be submitted to the superintendent. This request should include:

1. The specific nature of the complaint and a brief statement of the facts giving rise to it.

2. The respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely.

3. The action, which the complainant wishes taken and the reasons why it is felt that such action be taken. Should the matter be resolved in conference with the superintendent, the Board may be advised of the resolution.

##### **Fourth Level**

Should the matter still not be resolved, or if it is one beyond the superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board. The Board, after reviewing all material relating to the case, shall provide the complainant with its written decision.

#### **Matters Regarding an Administrative Staff Member**

Since administrators are considered members of the corporation's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

#### **Matters Regarding a Support Staff Member**

In the case of a support staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member".

#### **Matters Regarding Corporation Services or Operations**

In the request, suggestion, complaint, or concern relates to a matter of corporation procedure or operation, it should be addressed, initially, to the appropriate supervisor and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

#### **Matters Regarding the Educational Program**

If the request, suggestions, complaint, or concern relates to a matter of corporation program, it should be addressed, initially, to the building administrator and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

#### **Matters Regarding Instructional Materials**

If the request, suggestion, complaint, or concern relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the corporation, the following procedure shall be followed:

A. The criticism is to be addressed to the building administrator, in writing, and shall include:

1. Author
2. Title
3. Publisher
4. The complainant's familiarity with the material objected to
5. Sections objected to, by page and item
6. Reasons for objection

- B. Upon receipt of the information, the building administrator may, after advising the superintendent of the complaint, and upon the superintendent's approval, appoint a review committee, which may consist of:
  1. One (1) or more professional staff members including the librarian;
  2. One (1) or more Board members;
  3. One (1) or more laypersons knowledgeable in the area.
- C. The superintendent shall be an ex-officio member of the committee.
- D. The committee, in evaluating the questioned material, shall be guided by the following criteria:
  1. The appropriateness of the material for age and maturity level of the students with whom it is being used.
  2. The accuracy of the material.
  3. The objectivity of the material.
  4. The use being made of the material.
- E. The material in question may be withdrawn from use pending the committee's recommendation to the superintendent.
- F. The committee's recommendation shall be reported to the superintendent in writing within ten (10) business days following the formation of the committee. The superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- G. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the superintendent, who shall forward the request and all written material relating to the matter to the Board.
- H. The Board shall review the case in committee session and advise the complainant, in writing, of its decision within ten (10) business days. No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

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**PESTICIDE USE ON SCHOOL GROUNDS**

Centerville-Abington Community School Corporation strives to provide a safe and secure environment for staff and students. Part of this commitment includes protection from pests and pesticides. Pest control practices may involve a variety of methods to maximize pest control while minimizing potential pesticide exposure to students and staff. To achieve the previously stated goals, the Corporation will use the following guidelines:

1. Pesticide applications will be done by certified professionals or staffs, who have been trained to perform certified pest control applications. (Exception:

- occasional use of a household-type alcohol application does not require specialized training.)
- 2. Provide at least two days' notice of planned pesticide applications to parents and staff members who wish to receive such notice. The notice will include the date of application, general area to be applied, and a telephone number where more information may be obtained.
- 3. Establish a registry of parents and staff who request (in writing) advance notification of pesticide applications. Send written requests to the Office of the Superintendent of DCSC each school year.
- 4. Provide an annual notice of the Corporation's pest control policy at the time of student registration in the corporation newsletter, or in the student handbook.
- 5. Maintain records for two years after any pesticide application.
- 6. The Assistant to the Superintendent or his designee will be responsible for information concerning pest control.
- 7. In case of emergency pesticide applications due to immediate threats to the public health, the Corporation will give written notice as soon as possible.

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**CRIMINAL TRESPASS**

It cannot be argued that individual members of the public enjoy a limited right of access to school facilities while conducting legitimate school-related business. However, a person's conduct while so engaged cannot be such as to constitute a disruption or interference with the accomplishment of regular school functions. When such occurs, the building principal or other administrative official in charge of the particular facility can, and should, request that the person leave the premises. Failure to do so can result in prosecution for criminal trespass.

**I.C. 35-19-4-3.** It shall be a misdemeanor for any person to refuse to leave the premises of any institution established for the purpose of the education of students enrolled therein when so requested, regardless of the reason, by the duly constituted officials of any such institution.

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**DUE PROCESS AND STUDENT DISCIPLINE**

**20-8.1-5-1. Legislative policy.** - Student supervision and the desirable behavior of students in carrying out school purposes in any school corporation is a responsibility shared by the students, parents, teachers and school corporation personnel, subject to the rules and policies adopted by the governing body, to the supervisory authority of the school corporation administrative staff, the principal of each school and the teachers and other school corporation personnel having charge of any educational function. [IC 20-8.1-5-1, as added by Acts 1973, P.L. 218, ' 1.]

**20.33-8-3**

- (a) As used in this article, the term "expulsion" means a disciplinary or other action whereby a student:
  - (1) Is separated from school attendance for a period in excess of ten (10) school days; or
  - (2) Is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year.
  - (3) Is separated from school attendance for the period prescribed under IC 20.33-8-16, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.
- (b) The term does not include situations when a student is:
  - (1) Disciplined under IC 20.33-8-25;
  - (2) Removed from school in accordance with IC 20-8.1-7-8; or
  - (3) Removed from school for failure to comply with the immunization requirements of IC 20-8.1-7-10.1

**20.33-8-7**

- (a) As used in this article, the term "suspension" means any disciplinary action that does not constitute an expulsion under section 10 of this chapter, whereby a student is separated from school attendance for a period of not more than ten (10) school days.
- (b) The term does not include situations in which a student is:
  - (1) Disciplined under IC 20.33-8-25;
  - (2) Removed from school in accordance with IC 20-8.1-7-8; or
  - (3) Removed from school for failure to comply with the immunization requirements of IC 20-8.1-7-10.1.

**20.33-8 Suspensions, Expulsion, and Student Discipline**

**Section 1**

As used in this chapter, "principal" includes a principal's designee.

**Section 2**

As used in this chapter, "superintendent" includes a superintendent's designee.

**Section 3**

- (a) Student supervision and the desirable behavior of students in carrying out school purposes are the responsibility of a school corporation and the students of a school corporation.
- (b) In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation. Therefore, school corporation personnel have the right, subject to this chapter, to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system.

(c) Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behaviors that interfere with the educational environment.

**Section 4**

- (a) This section applies to a person who:
  - (1) Is a teacher or other school staff member; and
  - (2) Have students under the persons charge.
- (b) A person may take any action that is reasonably necessary to carry out or to prevent an interference with an educational function that the person supervises.
- (c) Subject to rules of the governing body and the administrative staff, a person may remove a student for a period that does not exceed five (5) school days from an educational function supervised by the person or another person who is a teacher or other school staff member.

**Section 7**

- (a) The governing body of a school corporation must do the following:
  - (1) Establish written discipline rules, which may include appropriate dress codes for the school corporation.
  - (2) Give general publicity to the discipline rules within a school where the discipline rules apply by actions such as:
    - (A) Making a copy of the discipline rules available to students and students parents, or
    - (B) Delivering a copy of the discipline rules to students or the parents of students.
 This publicity requirement may not be construed technically and is satisfied in any case when the school corporation makes a good faith effort to disseminate to students or parents generally the text or substance of a discipline rule.
- (b) The superintendent of a school corporation and the principals of each school in a school corporation may adopt regulations establishing lines of responsibility and related guidelines in compliance with the discipline policies of the governing body.
- (c) The governing body of a school corporation may delegate rule making, disciplinary, and other authority as reasonably necessary to carry out the school purposes of the school corporation.
- (d) Subsection (a) does not apply to rules or directions concerning the following:
  - (1) Movement of students.
  - (2) Movement or parking of vehicles.
  - (3) Day-to-day instructions concerning the operations of a classroom or teaching station.
  - (4) Time for commencement of school.
  - (5) Other standards or regulations relating to the manner in which an educational function must be administered. However, this subsection does not prohibit the governing body from regulating the areas listed in this subsection.

**Section 8**

(a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

- (1) Student misconduct
- (2) Substantial disobedience

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

- (1) On school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
- (2) Off school grounds at a school activity, function, or event; or
- (3) Traveling to or from school or a school activity, function, or event.

**Section 9**

In addition to the grounds specified in section 8 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (1) The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- (2) The student's removal is necessary to restore order of protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

**Section 10**

(a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.

(b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include firearm.

(c) Notwithstanding section 14 of this chapter, a student who is:

- (1) Identified as bringing a firearm to school or on school property; or
- (2) In possession of a firearm on school property; must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.

(d) The superintendent may, on a case-by-case basis, modify the period of expulsion under subsection (c) for a student who is expelled under this section.

(e) Notwithstanding section 14 of this chapter, a student who is:

- (1) Identified as bringing a deadly weapon to school or on school property; or
- (2) In possession of a deadly weapon on school property; may be expelled for a period of not more than one (1) calendar year.

(f) A superintendent shall notify the prosecuting attorney of the county in which the school is located if a student is expelled under subsection (c) or (e). Upon receiving notification under this subsection, the prosecuting

attorney shall begin an investigation and take appropriate action.

(g) A student with disabilities (as defined in IC 20-1-6.1-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

**Section 11**

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

**Section 12**

(a) A principal may suspend a student for not more than ten (10) school days under section 8, 9, or 10 of this chapter. However, the student may be suspended for more than ten (10) school days under section 16 of this chapter.

(b) A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following:

- (1) A written or an oral statement of the charges against the student.
- (2) If the student denies the charges, a summary of the evidence against the student.
- (3) An opportunity for the student to explain the student's conduct.

(c) When misconduct requires immediate removal of a student, the meeting under subsection shall commence as soon as reasonably possible after the student's suspension.

(d) Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following:

- (1) The student's misconduct.
- (2) The action taken by the principal.

**Section 13**

(a) A superintendent of a school corporation may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting:

- (1) Legal counsel.
- (2) A member of the administrative staff if the member:
  - (A) Has not expelled the student; and
  - (B) Was not involved in the events giving rise to the expulsion.

The superintendent or a person designated under this subsection may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.

(b) An expulsion may take place only after the student and the student's parent are asked to appear at an expulsion meeting with the superintendent or a person designated under subsection (a). The request to appear at an expulsion meeting shall:

- (1) Be made by certified mail or by personal delivery;
- (2) Contain the reasons for the expulsion; and
- (3) Contain the date, time, place, and purpose of the meeting.

(c) The person conducting an expulsion meeting:



- (1) Shall make a written summary of the evidence heard at the expulsion meeting;
  - (2) May take action that the person finds appropriate; and
  - (3) Must give notice of the action taken under subdivision (2) to the student and the student's parent.
- (d) If the student or the student's parent within ten (10) days of receipt of a notice of action taken under subsection (c) makes a written appeal to the governing body, the governing body:
- (1) Shall hold a meeting to consider:
    - (A) The written summary of evidence prepared under subsection (c) (1); and
    - (B) The arguments of the principal and the student or the student's parent unless the governing body has voted under subsection (f) not to hear appeals of actions taken under subsection (c); and
  - (2) May take action that the governing body finds appropriate.
- (e) A student or a student's parent who fails to appear at an expulsion meeting after receipt of a request to appear forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, a request to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent.
- (f) The governing body may vote not to hear appeals of actions taken under subsection (c). If the governing body votes not to hear appeals, after the date on which the vote is taken, a student or parent may appeal only under Section 15 of this chapter.

**Section 14**

- (a) Except as provided in section 10 of this chapter, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. Whenever a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities may require that a student who is least sixteen (16) years of age and who wishes to re-enroll after an expulsion or exclusion attend an alternative program.
- (b) An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. The review shall be conducted by the superintendent or a person designated under section 13 (a) of this chapter after notice of the review has been given to the student and the student's parent. The review is limited too newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may

lead to a recommendation by the person conducting the review that the student be reinstated for the second semester.

- (c) An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review shall be conducted by the superintendent or a person designated under section 13 (a) of this chapter after notice of the review has been given to the student and the student's parent. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for the upcoming school year.

**Section 15**

Judicial review of a governing body's action under this chapter by the circuit or superior court of the county in which a student who is the subject of the governing body's action resides is limited to the issue of whether the governing body acted without following the procedure required under this chapter.

**Section 15.5**

An expulsion that has been upheld by a governing body continues in effect during judicial review under Section 15 of this chapter unless:

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

**Section 16**

The superintendent or the person designated by the superintendent under section 13 (a) of this chapter may continue suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision under section 13 of this chapter if the superintendent or the designated person determines that the students continued suspension will prevent or substantially reduce the risk of:

- (1) Interference with an educational function or school purposes; or
- (2) A physical injury to the student, other students, school employees, or visitors to the school. However, a student may not be suspended from school pending a meeting on student's proposed expulsion if the expulsion is ordered under Section 11 of this chapter.

**Section 17**

A principal may require that a student who:

- (1) Is at least sixteen (16) years of age; and
- (2) Wishes to re-enroll after an expulsion; attend an alternative school or alternative educational program.

**Section 18**

(a) This section applies to a person who:

- (1) Is a member of the administrative staff, a teacher, or other school staff member; and
- (2) Have students under the person's charge.

(b) A person may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include the following:

- (1) Counseling with a student or group of students.
- (2) Conferences with a parent or group of parents.
- (3) Assigning additional work
- (4) Rearranging class schedules.
- (5) Requiring a student to remain in school after regular school hours to do additional schoolwork or for counseling.
- (6) Restricting extra-curricular activities.
- (7) Removal of a student by a teacher from that teacher's class for a period not to exceed:
  - (A) Five (5) class periods for middle, junior high, or high school students; or
  - (B) One (1) school day for elementary school students: if the student is assigned regular or additional schoolwork to complete in another school setting.
- (8) Assignment by the principal of:
  - (A) A special course of study;
  - (B) An alternative educational program; or
  - (C) An alternative school.
- (9) Removal of a student from school sponsored transportation.

#### **Section 19**

The governing body of a school corporation may adopt rules that require a person having care of a dependent student to participate in an action taken under this chapter in connection with a student's behavior. The rules must include the following:

- (1) Procedures for giving actual notice to the person having care of the dependent student.
- (2) A description of the steps that the person must take to participate in the school corporation's action.
- (3) A description of the additional actions in connection with the student's behavior that are justified in part or in full if the person does not participate in the school corporation's action.

#### **Section 20**

The governing body of a school corporation may by rule amplify, supplement, or extend the procedures provided in this chapter in any way that is consistent with this chapter.

#### **Section 21**

Any rights granted to a student or a student's parent by this chapter may be waived only by a written instrument signed by both the student and the student's parent. The waiver is valid if made voluntarily and with the knowledge of the procedures available under this chapter and of the consequences of the waiver.

#### **Section 22**

- (a) As used in this section, "special school", includes the following:
- (1) A vocational school.
  - (2) A special education school or program.

(3) An alternative school or program.

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

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

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

#### **Section 23**

(a) If a student is expelled from a school corporation under this chapter, or if a student withdraws from a school corporation to avoid expulsion, the student may not enroll in another school corporation during the period of the expulsion or proposed expulsion unless:

- (1) The student informs the School Corporation in which the student seeks to enroll of the student's expulsion or withdrawal to avoid expulsion;
- (2) The school corporation consents to the student's enrollment; and
- (3) The student agrees to the terms and conditions of enrollment established by the school corporation.

(b) If a student fails to:

- (1) Inform the school corporation of the expulsion or withdrawal to avoid expulsion; or
- (2) Follow the terms and conditions of enrollment under subsection (a)
- (3) The school corporation may withdraw consent and prohibit the student's enrollment during the period of the expulsion.

(c) Before consent is withdrawn under subsection (b), the student must have an opportunity for an informal meeting before the principal of the student's proposed school, at the informal meeting, the student is entitled to:

- (1) A written or an oral statement of the reasons for the withdrawal of the consent;
- (2) A summary of the evidence against the student; and
- (3) An opportunity to explain the student's conduct.

(d) This section does not apply to a student who is expelled under section 11 of this chapter.

#### **Section 24**

If a student is suspended or expelled from school or from any educational function under this chapter, the student's absence from school because of the suspension or expulsion is not a violation of IC 20-33-2-1 or any other statute relating to compulsory school attendance.

#### **20-8.1-5-4 Grounds for Expulsion or Suspension**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, schools ground, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property, or attempting to set fire or cause damage. This includes the use or attempted use of pipe bombs, "Molotov cocktails," or other explosive or incendiary devices.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property or at a school-related activity, including the making of a false report of a bomb, fire, or uncommon disease-producing organism, as well as triggering a false fire alarm and delivering or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under their supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
5. Threatening or intimidating any student for any purpose includes obtaining money or anything of value from the student.
6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined in rule #13 below.
7. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this rule.

8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
  - a. Engaging in sexual behavior on school property;
  - b. Disobedience of administrative authority;
  - c. Willful absence or tardiness of students;
  - d. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
  - e. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
  - f. Engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function. Taking, recording, displaying and/or distributing pictures, video or audio without the consent of the student or staff member in a situation not related to a school purpose or educational function.
13. POSSESSING A FIREARM
  - a. No student shall possess, handle or transmit any firearm on school property. The following devices are considered to be a firearm under this rule:
    - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
    - The frame or receiver of any weapon described above
    - Any firearm muffler or firearm silencer
    - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary

charge of more than one-quarter ounce, mine, or any similar device

- Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- An antique firearm
- A rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes

c. The penalty for possession of a firearm: suspension up to 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 length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

d. The superintendent shall notify the county prosecuting attorneys office when a student is expelled under this rule.

***The grounds for suspension or expulsion listed above (#1-13) apply when a student is:***

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the 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.

14. In addition to the grounds specified above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or (2) the student's removal is necessary to restore order or protect persons on school property, including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

15. Pursuant to Indiana Code 34-41-4-1, a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.

16. School officials will contact law enforcement authorities whenever, in their discretion, there is reason to believe that a student's conduct is unlawful and has caused or may result in either serious bodily injury to another person or substantial damage to the property of another, including the school corporation.

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**EQUAL EDUCATIONAL OPPORTUNITY FOR  
INDIVIDUALS WITH  
DISABILITIES SECTION 504**

**Purpose**

This guide has been developed by Centerville-Abington Community Schools to create an awareness of the rights of public school students with disabilities to receive an equal educational opportunity.

**Centerville-Abington Community Schools Assurance of Compliance**

As a matter of commitment, policy, and compliance with federal and state non-discrimination laws, Centerville-Abington Community Schools do not discriminate on the basis of a person's race, color, national origin (including a person's limited English proficiency), ancestry, handicap, sex (including sexual harassment), marital status, religion, or age, in any program or activity conducted by Centerville-Abington Community Schools. Inquiries regarding compliance with Title IX, Section 504 or the Americans with Disabilities Act should be directed to Mr. Mike Moore, Compliance Officer, in the School Administration Office, Centerville-Abington Community Schools Corporation.

**What Is A Section 504?**

Section 504 is a federal civil rights law, which protects persons with disabilities.

- Section 504 of the Rehabilitation Act of 1973 (29U.S.S. 794 (a) provides in relevant part, that: No otherwise qualified individual with handicaps shall, solely by reason of her or his handicap, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- Subpart D of the Section 504 regulations requires public schools to provide qualified students with disabilities an education comparable to the education provided to students without disabilities.

**How Does Section 504 Define "Disability"?**

Section 504 defines a person with a disability as anyone whom:

- Has a physical or mental impairment which substantially limits one or more major life activities (Such as caring for ones self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- Has a record of such an impairment;
- Or, is regarded as having such impairment.

**What Are the School's Responsibilities?**

Subpart D of Section 504 (34 C.F.R. 104. 35 (a) requires schools to establish eligibility of students who are believed to be disabled. Should the student be determined to be a qualified student with a disability, a group of persons knowledgeable about the student will

develop a Section 504 accommodation plan based on the evaluation.

The plan will indicate the placement and reasonable accommodation to be made to ensure that the qualified student with a disability receives an education, which is comparable to that received by a student without a disability.

Schools shall make reasonable accommodation to the disability of the qualified student within the regular education program, unless the school can demonstrate that the accommodation would impose an undue hardship on the operation of the program. The reasonable accommodation shall be individualized to meet the needs of the qualified student with a disability.

Some examples of reasonable accommodations within the regular education are: Seating in the front row of the classroom, modifying homework requirements, changing the way tests are given, using tape recorders or other audio-visual equipment, adjusting class schedules, selecting modified textbooks or workbooks, using behavioral management techniques, and providing a structured learning environment.

A parent, guardian, or department representative who disagrees with the identification, evaluation, or placement of the student who is disabled or who is believed to be disabled within the meaning of Subpart D or Section 504, may examine relevant records, request in writing, an impartial hearing and be represented by counsel at the hearing, and request in writing, a review of the impartial hearing decision.

The hearing will be conducted within (30) days of the receipt of the written request for the hearing. A copy of the hearing corporation officer's disposition of the appeal shall be sent to the concerned party within (15) business days of this hearing.

**PARENT/STUDENT RIGHTS please keep this Explanation for Future Reference (Section 504 of the Rehabilitation Act of 1973)**

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping conditions;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent

appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;

5. Have your child educated in facilities and receive service comparable to those provided non-handicapped students;

6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (PL 101-476) or Section 504 of the Rehabilitation Act;

7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;

8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.

9. Have your child be given an equal opportunity to participate in non-academic and extra-curricular activities offered by the district;

10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;

11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;

12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;

13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;

14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you.

15. File a local grievance. In the event that the parent/guardian has a question or concern regarding Section 504 of Rehabilitation Act of 1973 they should contact the following building Section 504 Coordinators:

Corporation Compliance Officer –

Mr. Phil Stevenson, **855-3475**

Rose Hamilton Elementary –

Mr. Lee Stienbarger, **966-3911**

Centerville Elementary –

Mrs. Kelly VanWinkle, **855-5132**

Centerville Junior High –

Mr. Rick Schauss, **855-5113**

Centerville Senior High –

Mr. Tim Hollendonner, **855-3481**

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## **EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA Law)**

On August 21, 1974, the United States Congress adopted an amendment to the General Education Provisions Act called "Family Educational Rights and Privacy Act of 1974" dealing with student records. The "Family Educational Rights and Privacy Act of 1974" was itself further amended by Congress on December 19, 1974, and in June 1976 the US. Department of Health, Education, and Welfare (HEW) promulgated regulations to clarify and affect the purposes of the act.

In broad outline, this act provides for the following:

1. The act concerns the student records of both elementary and secondary schools.
2. The parents' right under this act extends until the student is 18 years of age, or is enrolled in a post-high school institution; thereafter, only the student himself may exercise the rights. However, if the student is still a "dependent" of the parent for federal income tax purposes, the school may still release education records to the parent without the student's prior written consent.
3. Parents have a right to examine their children's records at reasonable times and in certain circumstances in accordance with school policy to purchase a copy of such records.
4. The parent has a right to have a record corrected if it "is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students."
5. If, as a result of a hearing, the school decides that the information in the record is not "inaccurate, misleading, or is otherwise in violation of the privacy or other rights of the student" a parent has the right to place in the education records of their child a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the school to leave the contested information in the student's record.
6. A record must be kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination. School officials of this district who have a "legitimate educational interest" in the student are exempted from this requirement by the act.
7. School officials, including teachers who have "legitimate education interests"; officials of other schools or school systems where a transfer is made; (The Centerville-Abington Schools forward student records on request to a school in which a student seeks or intends to enroll) and certain representatives of the state and federal government with various limitations.
8. Any person may receive the records, if the parents execute a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case if requested. The parent may

also request and receive a copy of any student record forwarded to another school or school system with a transfer.

9. A copy may also be furnished pursuant to a court order or subpoena, but only if the parents are given advance notice.

10. Certain "directory information" may be released without parental consent unless the parents notify the school district in accordance with the student's records policy that they do not want certain designated directory information released without prior consent. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, videotape not used in a disciplinary matter, student work displayed at the discretion of the teacher with no grade displayed, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of member of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

11. All records concerning students will be kept in the office.

12. State law requires a public school to provide directory information (including student name, address, and telephone number, if the number is a listed number) to official recruiting representatives of the armed forces, the Indiana Air and Army National Guards, and the service academies of the armed forces of the United States.

**Parents may opt-out of types of directory information by submitting in writing to the building principal the type(s) of directory information that are not to be disclosed between August 1 and August 31 of each school year. I.C. 20-10.1-29-0.5.**

The board of school trustees has adopted a policy implementing the provisions of this act.

➤ **For additional information concerning student/education records, refer to the Centerville-Abington Community Schools Board Policy #8330 or Corporation website: [www.centerville.k12.in.us](http://www.centerville.k12.in.us)**

➤ **Note: A copy of the policy will be available for inspection in the office of your building principal.**

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

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901**

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## **GENERAL EDUCATION INTERVENTION PROCEDURES**

1. All schools within CFR Special Services district have a written formal system that provides educational intervention for students whose classroom performance is adversely affecting educational outcomes. The system is implemented at the building level. This committee is called the Educational Intervention Committee (EIC).
2. The purpose of the system is to render a school team approach to provide the classroom teachers with the opportunity to discuss a student's academic and/or behavior difficulties and to receive suggestions or recommendations from a consultation team.
3. The system is to be implemented when academic and/or behavior difficulties meet the criteria of being either persistent and/or significant which require formal problem solving interventions. Less significant difficulties may be addressed in an informal manner at the building level.
4. The team may consist of, but will not be limited to, the student's teacher(s), school counselor, building administrator, school psychologist, special education teacher, speech therapist, school nurse, remedial reading teacher, or other school personnel. The team members may vary depending on the student's needs and educational concerns. The parent may be included as part of the Educational Intervention Committee (EIC) when appropriate at the Educational Intervention Committee(s) (EIC) discretion.
5. Teachers, counselors, building administrator, and/or other building support staff may request the assistance of the Educational Intervention Committee (EIC) by completing Referral for Educational Intervention Committee Conference (form #1 EIC) 9/92. A per-referral checklist (see page 10) may be completed and attached to the referral by the person initiating the request to assist in defining the concerns.
6. The completed request Classroom Information for Educational Intervention Committee Conference (form #1 EIC) is submitted to the building administrator or his/her designee.
7. The building administrator or designee appoints the Educational Intervention Committee, notifies the team members of the time and place, and chairs the Educational Intervention Committee meeting within twenty (20) instructional days of receipt of request. The building administrator or designee request all documentation (i.e. samples of classroom work, report cards, tests, anecdotal records, observations, and/or other pertinent information or reports) be made available at the meeting to assist in the planning.
8. The team develops an Educational Intervention Plan (form #2 EIC) for educational interventions giving timelines for attempting the interventions and designating the person(s) responsible for implementation. The Education Intervention Committee (EIC) may request parent consent for screening in

specific areas to assist in planning interventions. Parent's rights must be provided and consent obtained prior to screening by a speech/language pathologist or school psychologist.

9. The parent is given a copy of the Educational Intervention Plan (form #2 EIC). The parent is notified in writing and given a copy of the Educational Intervention Plan (form #2 EIC) prior to the initiation of the interventions if the parent was not in attendance at the meeting.

10. At the end of the specified period of time, if the interventions have not produced a desirable change in the student's educational progress, one (1) of the following shall occur:

- The interventions will be redesigned and implemented for another specified period.
- The parent will be asked to consent to an educational evaluation.

11. The parent may initiate a referral for an educational evaluation of the student omitting the Educational Intervention Committee (EIC) process.

12. The school may initiate a referral for an educational evaluation of the student if in the schools educational opinion the nature and severity of the disability so dictates.

**NOTE: For more information, contact your building principal.**

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### **HARASSMENT & "BULLYING"** **IC 20-33-8-0.2 & IC 20-33-8-13.5** **(Bullying Definition & Procedures Legislation)** (See page 47)

#### **HARASSMENT REPORTING PROCEDURES**

Conduct constituting harassment may take different forms, including but not limited to the following:

#### **SEXUAL HARASSMENT**

Sexual Harassment, may include, but is not limited to:

- A. Verbal harassment or abuse;
- B. Pressure for sexual activity;
- C. Repeated remarks with sexual or demeaning implications;
- D. Unwelcome touching;
- E. Sexual jokes, posters, cartoons, etc.;
- F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

#### **1. Verbal:**

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature,

sexual propositions, or threats to a fellow student, staff member, or other person associated with the corporation.

**2. Non-Verbal:**

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the corporation.

“**Sexting**” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the Wireless Communication Device.

**3. Physical Contact:**

Threatening or causing unwanted touching, contact, or attempts at it, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the corporation.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student’s personal space and personal life is sexual harassment. Further. Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal “child abuse” as defined in State law.

**GENDER/ ETHNIC/ RELIGIOUS/ DISABILITY/ HEIGHT/ WEIGHT HARASSMENT**

**Verbal**

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the corporation.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the corporation by refusing to have any form of social interaction with the person.

**Non-Verbal**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening

gestures toward a fellow student, staff member, or other person associated with the corporation.

**Physical**

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member or other person associated with the corporation. Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the corporation should **make contact with one of two or three persons selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind. The individuals a student should contact are the principal, assistant principal and/or their guidance counselors.**

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and forwarded to the building principal.

Each report received by the principal or superintendent as provided above, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or is in the context of a legal or administrative proceeding. NO one involved is to discuss the subject outside of the investigation.

***The purpose of this provision is to:***

- A. Protect the confidentiality of the student who files a complaint;
- B. Encourage the reporting of any incidents of sexual or other forms of harassment;
- C. Protect the reputation of any party wrongfully charged with harassment. Investigation of a complaint will normally include conferring with the parties involved (may include parents), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

**“Some forms of sexual harassment of a student by another student may be considered a form of child-abuse which would require that the student-abuser**



**be reported to proper authorities in compliance with state law”.**

The corporation recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the corporation recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the corporation.

#### STAFF MEMBER HARASSMENT OF A STUDENT

If a student reports that a member of the staff is harassing him, the matter is to be reported immediately to the principal who shall then contact the superintendent. The superintendent shall arrange promptly for a proper inside or outside investigation by those who are experienced in such investigations. In addition, the principal, upon receiving the complaint from a minor student or his/her parents shall determine if the harassment may constitute child abuse and, if so, follow the child-abuse reporting procedure described in AG 8462.

During the investigation, the accused staff member may be removed from any contact with students. In addition, the principal shall ensure that the alleged student victim receives proper guidance and support in dealing with any after-effects of the alleged harassment.

Investigation of a complaint **not involving a member of the staff** will normally include conferring with the parties involved (may include parents) and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

The corporation recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the corporation recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the corporation.

#### ANTI-HARRASSMENT

The school prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation.

#### CURRICULUM INSTRUCTION

A two to five day unit concerning sexual harassment will be contained in the health curriculum that is appropriate to their age. It will consist of how to deal with sexual harassment, and the schools procedure for reporting any incident in which they are involved or have observed. Also discussed are the school penalties for sexual harassment and the fact that some forms of sexual harassment of a student by another student may be considered a form of child- abuse, which would require that the student abuser be reported to proper authorities in compliance with state law.

#### BULLYING DEFINITION AND PROCEDURES

Centerville-Abington High School acknowledges and will follow the change in IC 20-33-8-0.2 and IC 20-33-8-13.5.

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, any computer system, or any computer network 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 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. This report may be made anonymously.

5. The principal 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 bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.

6. The principal 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 principal 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.

LEGAL REFERENCE: I.C. 20-33-8-0.2

I.C. 20-33-8-13.5

➤ Students who suspect that he/she is a victim of a bullying should contact the assistant principal, guidance counselor, or principal. This person shall investigate the complaint. If it is determined that a “bullying” situation exists, then the assistant principal or principal will take immediate actions to address the situation. Students who are found to be “bullying” other students may be suspended and or expelled from school depending upon the seriousness of the actions. Parents will be contacted and a conference will convene to address the “bullying” concerns.

The harassment/bullying rules apply when a student is on school grounds, immediately after school hours, at a school activity, function, or event; traveling to or from school, a school activity, function, event, using property or equipment provided by the school, or at any other time when the school is being used by a school group. Due to the severity, some cases may involve local law enforcement. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board president.

➤ Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student.

➤ An anonymous report box is located outside the office to report incidences confidentially.

➤ An anonymous online reporting link is available on the corporation website in order to report bullying/harassing behavior, safety concerns and/or suspicious activity confidentially.

➤ A formal reporting form may be obtained from the office.

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### **ONE to ONE (1:1) LEARNING**

One to One Learning – Beginning with the 2013-14 school year, students in grades 7-12 were introduced to a one to one learning program. Students will be issued a Lenovo laptop for use at school and at home. With pedagogical change, technology will significantly increase student engagement and help prepare our students for the 21<sup>st</sup> Century workforce and global economy.

All students and parents must read and sign the two forms concerning using the internet and the laptops. The following forms must be signed before the devices will be issued:

- Student Technology Responsible Use Policy
- Student/Parent Laptop Agreement Form

➤ Forms may be found on the Corporation website or obtained from the office.

## **INTERNET USAGE**

The purpose of this agreement is to provide network (electronic mail and electronic bulletin board) and Internet access, hereinafter referred to as network, for educational purposes to the student. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

The intent of this contract is to ensure that students will comply with all network and Internet acceptable use policies approved by the Centerville-Abington School Corporation.

In exchange for the use of the network resources either at school or away from school, I understand and agree to the following:

A. The use of the network is a privilege, which may be revoked by the corporation at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The corporation reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

B. The corporation reserves all right to any material stored in files which are generally accessible to others and will remove any material which the corporation, at its sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their corporation-approved computer account/access to obtain, view, download or otherwise gain access to, distribute, or transmit such materials.

C. All information services and features contained on corporation or network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.

D. The corporation and/or network resources are intended for the exclusive use by their registered users. The student is responsible for the use of his/her account/password and/or access privilege. Any problems, which arise from the use of a student's account, are the responsibility of the account holder. Use of an account by someone other than the registered account holder or accessing another person's account without permission is forbidden and may be grounds for loss of access privileges.

E. Any misuse of the account will result in suspension of the account privileges for a period of nine (9) weeks, a second misuse will result in suspended privileges for the remainder of the school year; and/or other disciplinary action determined by Centerville schools. Misuse shall include, but not be limited to:

1. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
2. Misrepresenting other users on the Network
3. Disrupting the operation of the network through abuse of or vandalizing, damaging, or disabling the hardware or software
4. Malicious uses of the network through hate mail, harassment, profanity, vulgar statements, discriminatory remarks, unauthorized chat rooms.
5. Interfering with others use of the network
6. Extensive use for noncurriculum-related communication
7. Illegal installation of copyrighted software
8. Unauthorized downsizing, copying, or use of licensed or copyrighted software or plagiarizing materials.
9. Allowing anyone to use an account other than the account holder

F. The use of corporation and/or network resources is for the purpose of (in order of priority):

1. Support of the academic program
2. Telecommunications
3. General information
4. Recreational

G. The corporation and/or network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

H. The student will diligently delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail disk space.

I. The corporation and/or network will periodically make determinations on whether specific uses of the network are consistent with the acceptable-use practice. The corporation and/or network reserve the right to log Internet uses and to monitor electronic mail space utilization by users.

J. The student may transfer files from information services and electronic bulletin Board services. For each file received through a file transfer, the student agrees to check the file with a virus-detection program before opening the file for use. Should the student transfer a file, shareware, or software which infects the network with a virus and causes damage, the student will be liable for any and all repair costs to make the network once again fully operational and may be subject to other disciplinary measures as determined by the corporation.

K. The student may not transfer files, shareware, or software from information services and electronic bulletin Boards without the permission of the corporation network director. The student will be liable to pay the cost of fee of any file, shareware, or software

transferred, whether intentional or accidental, without such permission.

L. The student may only log on and use the network under the immediate supervision of a staff member and only with his/her authorized account number.

M. The corporation reserves the right to log computer use and to monitor file server space utilization by users. The corporation reserves the right to remove a user account on the network to prevent further unauthorized activity.

#### STUDENT PRODUCTS ON THE WEB

The use of technology tools is becoming an integral part of classroom instruction at Centerville-Abington Schools. Therefore, publication of a student's work, which may include his or her picture, first name, and student projects, will be taking place. Teachers, who establish a web page, may publish student work for others to view. Publication may be generated through any technology tool used in the classroom including computers, video recording and sending devices, sound recordings and sending devices, and image projection devices. Publication media may include fliers, school newspapers and newsletters, journals, yearbooks and web-based products.

If, for any reason, a parent or guardian does not want their child's work published on the Internet, they need to request a non-consent form available in the principal's office of each school.

In consideration for the privileges of using the corporation and/or network resources, and in consideration for having access to the information contained on the network, or by the network, I hereby release the corporation, network and their operators and administration from any and all claims of any nature arising from my use, or inability to use the corporation and/or network resources.

I agree to abide by such rules and regulations of system usage as may be further added from time-to-time by the corporation and/or network. These rules will be available in hardcopy form in the principal's office.

**The website, established by the Centerville-Abington Community Schools, Centerville Senior High School, Centerville Junior High School, Centerville Elementary School, and Rose Hamilton Elementary School, is considered a non-public forum. All materials posted on the website must be pre-approved by either the Director of Educational Technology, the building principal, or their designee. Violation of this requirement may result in expulsion from school or termination of employment.**

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## MOTOR VEHICLE LAW AND STUDENT SUSPENSION AND TRUANCY

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

1. Is a habitual truant under IC 20.33-2-11;
2. Is under at least a second suspension from school for the school year under IC 20.33-8-14 or IC 20.33-8-15;
3. Is under an expulsion from school due to misconduct under IC 20.33-8-14, IC 20.33-8-15, or IC 20.33-8-16;
4. Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20.33-2-21-24:

(a) Before graduating.

(b) At least five (5) days before holding an exit interview under IC 20.33-2-21-17 (b) (2), The school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian of the following:

(1) That the exit interview will include a hearing to determine if the reason for the student's withdrawal is financial hardship.

(2) If the principal determines that the reason for the student's withdrawal is not financial hardship:

(A) The student and the student's parent or guardian will receive a copy of the determination; and

(B) The student's name will be submitted to the bureau for the bureau use in denying or invalidating a driver's license or learner's permit under this section.

**9-24-2-4. Invalidation of license or permit under IC 9-24-2-1 - Notice of Invalidation - Appeal - Information required for reinstatement - Revalidation of license or permit. -**

A. If a person is less than eighteen (18) years of age and is under a suspension, an expulsion, or an exclusion or has withdrawn from school as described in section 1 (IC 9-24-2-1) of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:

1. The person becomes eighteen (18) years of age.
2. One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer.
3. The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20.33-8.

B. The bureau shall promptly mail a notice to the person's last known address that states the following:

(1) That the person's driving privileges will be invalidated for a specified period commencing five (5) days after the date of the notice.

(2) That the person has the right to appeal the invalidation of a license or permit.

- C. If an aggrieved person believes that:
  - (1) The information provided was technically incorrect; or
  - (2) The bureau committed a technical or procedural error; the aggrieved person may appeal the invalidation of a license under IC 9-25.
- D. If a person satisfies the conditions for reinstatement of a license under this section, the person may submit to the bureau the necessary information certifying that at least one (1) of the events described in subsection (a) have occurred.
- E. Upon certifying the information received under subsection (d), the Bureau shall revalidate the person's license or permit.
- F. A person may not operate a motor vehicle in violation of this section.
- G. A person whose license or permit is invalidated under this section may apply for a restricted driving permit under IC 9-24-15.
- H. The bureau shall revalidate the license or permit of a person whose license or permit was invalidated under this section that does the following:
  - (1) Establishes to the satisfaction of the principal of the school where the action occurred that causes the invalidation of the person's license or permit that the person has:
    - (a) Enrolled in full-time or part-time program of education; and
    - (b) Participated for thirty (30) or more days in the program of education.
  - (2) Submits to the bureau a form developed by the bureau that contains:
    - (a) The verified signature of the principal or the president of the governing body of the school described in subdivision (1); and
    - (b) Notification to the bureau that the person has complied with subdivision (1). A person may appeal the decision of a principal under subdivision (1) to the governing body of the school corporation where the principal's school is located.

**SECTION 3. IC 20.33-2-11, AS AMENDED BY HEA 1279-1995, IS AMENDED TO READ AS FOLLOWS (EFFECTIVE JULY 1, 1995): Sec. 17.2.**

- (a) Each governing body shall establish and include as part of the written copy of its discipline rules described in IC 20.33-8-12:
  - (1) A definition of a student who is designated as a habitual truant;
  - (2) The procedures under which subsection (b) will be administered; and
  - (3) All other pertinent matters related to this action.
- (b) Notwithstanding IC 9-24 concerning the minimum requirements for qualifying for the issuance of an operator's license or learner's permit, and subject to subsections (c) through (3), a person who is:
  - (1) At least thirteen (13) years of age but less than fifteen (15) years of age;

- (2) A habitual truant under the definition of habitual truant established under subsection (a); and
- (3) Identified in a list submitted to the Bureau of Motor Vehicles under subsection (f); may not be issued an operator's license or a learner's permit to drive a motor vehicle or motorcycle under IC 9-24 until the person is at least eighteen (18) years of age.
- (c) A person described in subsection (b) is entitled to the procedure described in IC 20.33-8-19.
- (d) Each person described in subsection (b) who is least thirteen (13) years of age and less than eighteen (18) years of age is entitled to a periodic review of that person's attendance record in school in order to determine whether the prohibition described in subsection (b) shall continue. In no event may the periodic reviews be conducted less than one (1) time each school year.
- (e) Upon review, the governing body may determine that the person's attendance record has improved to the degree that the person may become eligible to be issued an operator's license or a learner's permit.
- (f) Before February 1 and before October 1 of each year, the governing body of the school corporation shall submit to the Bureau of Motor Vehicles the pertinent information concerning a person's ineligibility under subsection (b) to be issued the license or permit.
- (g) The Department of Education shall develop guidelines concerning criteria used in defining a habitual truant that may be considered by a governing body in complying with subsection (a).

**SECTION 4. IC 20.33-8-33 IS ADDED TO THE INDIANA CODE AS A NEW SECTION TO READ AS FOLLOWS (EFFECTIVE JULY 1, 1995): Sec. 26.**

Before February 1 and before October 1 of each year, except when a hearing has been requested under IC 9-24-2-1 (a) (4), the governing body of the school corporation shall submit to the Bureau of Motor Vehicles the pertinent information concerning an individual's ineligibility under IC 9-24-2-1 to be issued a driver's license or learner's permit, or concerning the invalidation of a license or permit under IC 9-24-2-4.

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**SEARCH AND SEIZURE**

Pursuant to School Board Policy 5771, the following guidelines shall be used when school administrators have reason to suspect that an illegal or dangerous substance or object or stolen property may be in the possession of a student:

- A. All requests or suggestions for the search of a student or his/her possessions shall be directed to the principal
- B. Wherever possible, before conducting the search, the building administrator shall notify the student, request his/her consent to the inspection if other than his/her locker, and inform the student that she/he may withhold consent. Such consent, if offered, shall be given voluntarily and with the knowledge that it could have

been withheld. The principal shall conduct the search, however, with or without the consent.

C. Wherever possible, the student, and preferably an adult third party, shall be present at any search of a student or his/her possessions.

D. The principal may conduct a student search upon reasonable cause to suspect the presence of an illegal or dangerous substance or object, or anything contraband under school rules.

E. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student, whether during a student search or otherwise.

F. The principal shall be responsible for the prompt recording of each student search, which will be kept in his/her office. The record shall be in writing and shall include the reasons for the search, the persons present, the objects found, and the disposition made of them.

G. Whenever the search is prompted by the reasonable suspicion that possession of a substance or object immediately threatens the safety and health of the student or others, the principal shall act with as much speed and dispatch as is required to protect persons and property in the school while keeping clearly in mind the student's rights and the potential consequences of inappropriate or hasty action.

#### **Reasonable Suspicion**

As used in this section, "reasonable suspicion for a search" means grounds sufficient to cause an adult of normal intellect to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:

A. Has violated or is violating a rule or behavioral norm contained in the student handbook, or

B. Has violated or is violating a particular law, or

C. Possesses an item or substance, which presents an immediate danger of physical harm or illness to students and staff or corporation property.

#### **Lockers and other Storage Areas Provided for Student Use**

A. All lockers and other storage areas provided for student use remain the property of the corporation. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained therein. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.

B. The principal may search student lockers and storage areas and the contents contained therein at any time for any justifiable reason.

C. The principal may, at any time, request assistance of the local police or Wayne County Sheriff having jurisdiction over the facilities of the corporation. The law enforcement officer must have probable cause; however,

to conduct the search of the lockers and storage areas and the contents contained therein.

#### **Desks and Other Storage Areas:**

A desk or any other storage area in the school provided for student use as well as the contents contained therein may be searched when the principal has reasonable suspicion for a search.

#### **Vehicles:**

A. Any vehicle brought on corporation premises by a student may be searched when the principal or designated building administrator has reasonable suspicion to justify the search.

B. One of the conditions for granting permission for a student to bring a student-operated vehicle onto school premises is written consent by the student driver, the owner of the vehicle, and the parent of the student to allow search of that vehicle. Refusal by any of the parties to provide or allow access to a vehicle at the time of the search request shall be cause for terminating the privilege without further hearing.

C. Searches of vehicles of staff members or visitors shall be conducted by law enforcement personnel.

#### **Student:**

A. The personal search of a student may be conducted by the principal or designated building administrator who has reasonable suspicion for a search of that student.

Authorized searches of the student's person are:

1. Searches of the pockets of the student;
2. Purses, briefcases, or any other object in the possession of the student;
3. A "pat down" of the exterior of the student's clothing and the removal of any item identified.

B. Personal searches shall be conducted in a private room by a person of the same sex designated by the principal. At least one (1) but not more than three (3) additional staff members of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. The student's parents shall be notified of the search as soon as reasonably possible.

C. Strip searches are to be conducted only by law enforcement personnel.

#### **Method of Search:**

The scope of any search should be limited by the reasonable suspicion that motivated the search. If an item is found that leads to reasonable suspicion that additional, correlated items may also exist, the search may be extended. If the initial search produces no evidence of contraband, there should be no extension of the search based on simple curiosity.

#### **Items Found:**

Anything found in the course of a search which is evidence of a student violation of school rules or federal/state laws may be:

- A. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal until it is presented at the hearing.
- B. Turned over to any law enforcement officer after proper notation and receipt.
- C. The school reserves the right not to return items, which have been confiscated.

**Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The principal shall attempt to contact the appropriate law enforcement agency and arrange for it to conduct the test. The following procedure should be used:

- A. Take the student(s) to a private administrative or instructional area on school property and have at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test.
  - B. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.
  - C. The person who administers the test must be properly trained in the use of the instrument and must determine if the instrument is in proper calibration and working order.
  - D. If the instrument provides only a visual indication of the result, make sure the result is confirmed by all the witnesses present and by the student. Makes a written record of the instrument's serial number or identifier; the test result; the date, time, and place of the test; the student's name; and the names of the witnesses
  - E. If the instrument provides printed evidence, attach the printout to the written record.
  - F. If the result indicates a violation of school rules as described in the student handbook, follow the disciplinary procedure described in the handbook.
- If a staff member accompanying students on a school-related activity off school grounds has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage and no test instrument is available, s/he should make a written record of all facts upon which an opinion that the student has consumed an alcoholic beverage is based. Since the staff member is responsible, for the welfare of a student who may be intoxicated, s/he should supervise the student until s/he is returned to the custody of his/her parents or law enforcement official.

**Use of Dogs**

The Board has authorized the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property must be authorized, in advance, by the superintendent or be pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer specially trained to safely and competently work with the dog.
- C. The dog is represented by the sheriff as capable of accurately detecting drugs and/or devices.
- D. The dog will be allowed to examine students' possessions, including vehicles,
- E. The dog may be allowed to examine school property such as lockers as permitted by the building principal. The principal shall establish any limitation as to areas of school property to be examined by the dog at the time the use of dogs is authorized.

**STUDENT RIGHTS OF EXPRESSION**

In accordance with Board policies 5722 and 9700, students have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, unauthorized written material, petitions, buttons, badges, or other insignia, except expression which:

- A. Is obscene to minors;
- B. Is libelous;
- C. Is pervasively indecent or vulgar;
- D. Advertises any product or service not permitted to minors by law;
- E. Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
- F. Presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act. Distribution or display of material in any of the above categories is prohibited on school premises or at any school-related event.

**Procedures**

Any student wishing to distribute or display unauthorized material must first submit for approval a copy of the material to the principal twenty-four (24) hours in advance of desired distribution/display time, together with the following information:

- A. Name of the student or organization
- B. Date(s) and time(s) of day of intended display or distribution
- C. Location where material will be displayed or distributed
- D. The grade(s) of students to whom the display or distribution is intended

The principal should either approve the material or indicate how it violates the guidelines listed above or the time, place, and manner restrictions listed below. If permission to distribute or display the material is denied,

the student shall have the opportunity to make necessary revisions and/or deletions. Permission to distribute or display material does not imply approval of its contents by either the school, the administration of the school, or the Board.

If the student is dissatisfied with the decision of the principal, she/he may submit a written request for appeal to the superintendent.

The student submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution/display of the written material is appropriate.

**Time, Place, and Manner of Distribution or Display**

The distribution or display of written material shall be limited to a reasonable time, place, and manner as follows:

- A. No material may be distributed or displayed during the time or at the place of a school activity if it is likely to cause a substantial disruption of that activity.
- B. No material may be distributed or displayed if it blocks the safe flow of traffic within corridors and entranceways of the school.

**Definitions**

The following definitions shall apply:

- A. "Obscene to minors" is defined as:
  - 1. The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors;
  - 2. The material depicts or describes conduct that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors;
  - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- B. "Minor" means any person under eighteen (18) years of age.

**Disciplinary Action**

Distribution or display by any student of non-school-sponsored material prohibited by these guidelines will be halted and disciplinary action will be taken in accordance with the procedures contained in administrative guideline 5600/5610.

Any other party violating this guideline will be requested to leave the school property immediately and, if necessary, the police will be called.

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**STUDENT SURVEYS**

**20-10.1-4-15 in general states:**

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

➤ **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by the U.S. Department of Education.

➤ **Opt-out** receive public and/or written notice and have the opportunity to opt-out of any survey that is not funded in whole or in part by the U.S. Department of Education.

Examples of such surveys are those that reveal or attempt to affect student attitudes, habits, traits, opinions, beliefs, or feelings concerning:

- (1) Political affiliations;
- (2) Religious beliefs or practices;
- (3) Mental or psychological conditions that may embarrass the student or the student's family;
- (4) Sexual behavior or attitudes;
- (5) Illegal, antisocial, self-incriminating, or demeaning behavior;
- (6) Critical appraisals of other individuals with whom the student has a close family relationship;
- (7) Legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician; or
- (8) Income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program);

➤ **Receive notice and an opportunity to opt a student out:** Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.

A parental consent form for such a survey shall accurately reflect the contents and nature of the survey. P.L. 204-1995, HEA 1625 also gives a parent or student the right to inspect instructional materials used in connection with a personal analysis, an evaluation, or a survey that is not directly a part of the academic instruction. (c) In the event parents have questions or concerns regarding the above, they should contact Mr. Tim Hollendonner, 855-3481.

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

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

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**TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

The school will provide, at the parents' request, information regarding the professional qualifications for your child's classroom teacher, including:

- The teacher's licensing criteria for the grade level or subject are in which the teacher is providing instruction.
- Whether the teacher is teaching under an emergency or provisional permit in the State of Indiana.



-- The most recent baccalaureate degree major of your child's teacher and the field of discipline of that degree.

The school will provide, upon the parent's request, the qualification of any paraprofessional who works with your child.

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## **VISITORS**

### **REGULATIONS GOVERNING VISITORS**

In order to protect the educational program of the schools from undue disturbance, each principal shall establish rules and procedures for visitors, which shall include the following:

1. Persons wishing to visit one or more schools are to make arrangements in advance through the school office of each school to be visited.
2. Every visitor to a school must register at the school office. Sign-in lists showing name, time, person visiting, and the office shall maintain time departing. Any person who does not register with the school office is on school property illegally and should be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the building principal should request aid from the police.
3. No visitor may see a student in school unless it is with the specific approval of the principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.
4. Students may not bring guest to school.
5. Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation.

It is important that each parent understands that because classroom visitations can be distractive to the students, the following guidelines have been established:

- a. Visitations will not be allowed during examinations and independent study periods.
- b. A visitation should be no longer than one class period.
- c. The number of visitors at any one (1) time should not exceed two (2) parents.
- d. Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
- e. Copies of instructional materials being used by the students or teacher may not always be immediately available during the visitation.
- f. Any comments made by individual students are to be maintained in confidence by the visitor to the activity.

- g. The principal and the teacher must approve use of audio or visual equipment to record classroom activities. No visitor shall be allowed to videotape students in the classroom as it violates the privacy rights of students unrelated to the visitor.
- h. If the nature and instructional purpose of any activity calls for students to be segregated by gender, only visitors of the appropriate gender may observe those groups.
- i. If a parent or other visitor wishes to tape record a conversation with a teacher or the principal, s/he should request permission from the teacher or principal although the person is not obligated to do so. If the teacher or principal wishes to record a conversation with a parent or other visitor, s/he is to inform that person that the conversation is being recorded before the conversation begins.
- j. Any comments or concerns are to be discussed with the teacher before or after the school day when students are not present.

Visitors are encouraged to meet with the principal and teacher during non- instructional hours to discuss the observation and to obtain answers to their questions.

6. No staff member is to transact business with a visitor who has not duly registered at the school office and received authorization to be present for the purpose of conducting business.

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## **ORGANIZED CRIMINAL ACTIVITY**

It is the policy of Centerville – Abington School Corporation to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions.

"Criminal Gang" defined (per IC 35-45-9-1)- "criminal gang" means a group with at least three (3) members that specifically:

(1) either:

- (A) promotes, sponsors, or assists in; or
- (B) participates in; or

(2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

"Gang Activity"- a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

It is the policy of Centerville-Abington School Corporation to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

Students, parents, and school employees are encouraged to report suspected behavior to the principal or school safety specialist. The principal and safety

school specialist will take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

**No student on or about school property or at any school activity:**

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which is evidence of membership in or affiliation with any gang.
2. Shall commit any act or omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership in or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - Soliciting others for membership in any gangs;
  - Requesting any person to pay for "protection" or otherwise intimidating or threatening any person;
  - Committing any illegal act or violation of school district policies;
  - Inciting another person to act with physical violence upon any other person.

**INTERVENTION PROCEDURES**

Any or all of the following steps may be taken if a student in any school activity is suspected of criminal activity, shows interest in joining a gang, initiates or participates in any gang-related activity, or has been approached for recruitment.

- Parents/guardians will be contacted immediately and appropriate intervention initiated.
- The student may be referred to counseling (personal and/or family); the Department of Human Services or other welfare or child care agencies of the respective county; and/or outside agencies or programs for treatment, if use of drugs and/or alcohol is involved.
- Police, Juvenile Court, and other appropriate authorities will be notified in case of violence and/or illegal activities.
- The student may be suspended from school or from a school-sponsored activity.
- Parents and the student will be held liable and financially responsible for any and all forms of vandalism.

**COMMUNITY COOPERATION**

Since criminal activity is a community concern, communication is to be maintained with the police department as well as private and community agencies on all matters related to criminal activity within the schools and in the community.

The extent of involvement and jurisdiction of school personnel in gang-related incidents occurring off Corporation property will be determined by Mr. Stevenson (superintendent), in cooperation with legal counsel and the police, and will take into consideration the nature of the incident, the safety of those involved, the effect of the incident on other

students, and the good order and functioning of the corporation.

**ENFORCEMENT**

In order to prevent the onset of gang-related activity:

- Adherence to the dress code, as defined in the Parent/Student Handbook, will be required at all school activities.
- Conduct for all corporation-sponsored activities on and off school property will be in accord with the code of conduct.
- If there is reasonable suspicion of criminal activity, such as possession of weapons or drugs, Search and Seizure Guideline AG 5771 will be followed.
- Parents are to be encouraged to prohibit their children from hosting or attending unsupervised parties or activities.
- Any form of graffiti on corporation property will be removed immediately.

**RESPONSE TO CRIMINAL ACTIVITY AND/OR SUSPICION OF INVOLVEMENT**

**Types of Incidents**

- a. Incidents of Violent Crime--  
Examples: Assault, fighting, or imminent danger.
- b. Incidents of other illegal activity--  
Examples: Intimidation, extortion, possession of beepers, cellular phones or weapons; arrest or detainment by police in company of known gang member.
- c. Suspicion of Criminal Activity- Examples: Any manner of grooming, hair style, clothing, jewelry, or other accessories that may indicate membership; use of gang slogans, hand signals, nicknames, etc. indicating affiliation or association; graffiti on school or personal property; reasonable suspicion of the above.

**Initial Actions**

- a. Immediately contact the local police agency if the incident is violent or illegal.
- b. Call superintendent and summon involved students(s) to principal's office.
- c. Student(s) is to remain isolated from the student body until further direction from the principal to prevent escalation.
- d. Notify parents of allegations.

**Follow-up**

- a. If the incident is determined to be gang-related, immediately exercise right to search individual(s) locker and/or desk and/or personal effects for evidence of gang involvement.
  - b. Copies or photographs should be made of any evidence of gang membership or involvement, e.g. symbols, graffiti, etc. Additionally, any suspicious contraband is to be confiscated immediately.
  - c. Implement appropriate disciplinary procedures.
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