



# Churubusco Jr-Sr H.S.

## 2020-2021

### **STUDENT HANDBOOK**

Jim Folland, Principal

Mark Fowerbaugh, Assistant Principal

Sondra Cook, High School Counselor, Guidance Director

Kim Burns, Junior High School Counselor

Chris Paul, Athletic/Extra-Curricular Director

Phone (260)-693-2131

Attendance: (260)-693-1075

Fax (260)-693-3673

District Website: <http://www.sgcs.k12.in.us>

**"Where Eagles Dare"**

Smith-Green Community Schools has established a 24-hour hotline for parents and students to anonymously report information they are aware of that may affect the safety and security of students, staff and our schools. Parents and students are still encouraged to report information directly to the building principal. In most cases of school violence, rumors or knowledge about plans were known but unreported. To facilitate the confidential reporting of information about potential or actual dangers to students or staff, the 24-hour crisis hotline was established.

#### **SAFETY and HEALTH Numbers**

**24 Hour Crisis Hotline: 1-877-231-0170**

**Suicide Prevention: 911: 1-800-784-2433: 1-800-273-8255**

**Rape Victim Help: 260-426-7273: 1-888-311-7273**

## **WELCOME TO CHURUBUSCO JR/SR HIGH SCHOOL**

The faculty and staff extend a warm welcome to each returning student and new student to Churubusco Jr/Sr High School, home of the Eagles. The primary goal of our school is excellence, which with the cooperative effort of students, staff, faculty, administrators, parents, and community, is attainable. Each of you has the potential to achieve by becoming involved in all aspects of our school--challenge yourself to achieve.

This handbook is for your use and contains in summary form information regarding policies, procedures, and rules for the operation of Churubusco Jr/Sr High School. The school reserves the right to modify these procedures or guidelines as situations vary. This handbook is meant to be a guideline, not a complete policy statement of the Churubusco Jr/Sr High School Rules. In addition, you will find that the teachers, counselors, and administrators are very approachable. They are here for one purpose, and that is to help you.

**Junior High grade levels may have additional guidelines and rules that relate only to their grade level. These are to assist students with their transition to junior high, and eventually high school. Teachers may also have specific classroom rules that are not included in this handbook.**

#### **MISSION STATEMENT**

The mission of Churubusco Jr/Sr High School is to create a safe, respectful, inclusive learning environment that fosters and develops in students the knowledge, skills, and citizenship necessary for students to become active and positive members of a global society.

#### **VISION STATEMENT**

Providing excellence in education, promoting lifelong learning, and preparing students for an evolving world.

#### **SLOGAN**

"Preparing our students for the world of tomorrow."

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**SCHOOL HOURS**

Students are allowed in the building at 7:45 AM and are released at 3:10 PM each day. At 8:09 each morning the front doors will be locked and incoming students will report directly to the attendance office. Students not under adult supervision should report to the high school commons by 3:30 PM and should not be in the building after 4:00 PM.

| <b>CHURUBUSCO JR/SR HIGH SCHOOL DAILY SCHEDULES</b>   |  |   |
|---|--|---|
| <b>Sr High</b>  |  | <b>Junior High</b>  |
| 1<br>8:10-8:55  |  | 1<br>8:10-8:55  |
| 2<br>9:00-9:50  |  | 2<br>9:00-9:50  |
| 3<br>9:55-10:40   |  | 3<br>9:55-10:40   |
| 4*<br>10:45-11:30<br>Break<br>11:30-11:35<br>*Eagle Time<br>11:35-12:10<br>Lunch<br>12:10-12:40 |  | 4*<br>10:45-11:30<br>Lunch<br>11:30-12:00<br>*Eagle Time<br>12:05-12:40 |
| 5<br>12:45-1:30   |  | 5<br>12:45-1:30   |
| 6<br>1:35-2:20  |  | 6<br>1:35-2:20  |
| 7<br>2:25-3:10  |  | 7<br>2:25-3:10  |

| <b>DELAY SCHEDULES</b> |                       |                         |                       |
|------------------------|-----------------------|-------------------------|-----------------------|
| <b>Sr. High School</b> |                       | <b>Junior High</b>      |                       |
| <b>2 hour</b>          | <b>3 hour</b>         | <b>2 hour</b>           | <b>3 hour</b>         |
| 1<br>10:10-10:45       | 1<br>11:10-11:45      | 1<br>10:10-10:45        | 1<br>11:10-11:45      |
| 2<br>10:50-11:25       | 2<br>11:50-12:25      | 2<br>10:50-11:25        | 2<br>11:50-12:25      |
| 3<br>11:30-12:05       | 3<br>12:30-1:05       | 3<br>11:30-12:05        | 3<br>12:30-1:05       |
| 4<br>12:10-12:45       | 4<br>1:10-1:45        | JH Lunch<br>12:05-12:35 | JH Lunch<br>1:05-1:35 |
| SH Lunch<br>12:45-1:15 | SH Lunch<br>1:45-2:15 | 4<br>12:40-1:15         | 4<br>1:40-2:15        |
| 5<br>1:20-1:55         | 5<br>2:20-2:55        | 5<br>1:20-1:55          | 5<br>2:20-2:55        |
| 6<br>2:00-2:35         | 6<br>3:00-3:35        | 6<br>2:00-2:35          | 6<br>3:00-3:35        |
| 7<br>2:40-3:10         | 7<br>3:40-4:10        | 7<br>2:40-3:10          | 7<br>3:40-4:10        |

## School-Wide Matrix: Busco B's

|                | All Areas   | Hallway  | Restroom  | School Bus   | After School   |
|----------------|---|--|---|--|--|
| Be Respectful  | <ul style="list-style-type: none"> <li>*Be polite &amp; kind</li> <li>*Use appropriate language</li> </ul>  | <ul style="list-style-type: none"> <li>*Keep language positive &amp; clean</li> <li>*Be considerate</li> <li>*Keep hands to yourself</li> </ul>                            | <ul style="list-style-type: none"> <li>*Keep it clean and tidy</li> <li>*Maintain privacy</li> </ul>                          | <ul style="list-style-type: none"> <li>*Use appropriate voice and device language &amp; volume</li> <li>*Keep hands to yourself</li> <li>*Take care of and value property</li> </ul> | <ul style="list-style-type: none"> <li>*Invite others to extracurricular events</li> <li>*Use only appropriate displays of affection</li> <li>*Practice good sportsmanship with others (team &amp; officials)</li> </ul> |
| Be Responsible | <ul style="list-style-type: none"> <li>*Be a positive role model</li> <li>*Show school spirit and take pride</li> <li>*Follow dress code</li> </ul>                                   | <ul style="list-style-type: none"> <li>*Keep food and drink in designated areas</li> <li>*Keep area clean</li> <li>*Be aware of your surroundings</li> </ul>               | <ul style="list-style-type: none"> <li>*Wash hands with soap</li> <li>*Keep area clean</li> </ul>                             | <ul style="list-style-type: none"> <li>*Be a positive role model for new and younger students</li> <li>*Remain seated while the bus is in motion</li> </ul>                          | <ul style="list-style-type: none"> <li>*Exit the building by 4 pm unless supervised by an adult</li> <li>*Charge your Chromebook</li> <li>*Complete assignments</li> </ul>   |
| Be Engaged     | <ul style="list-style-type: none"> <li>*Be prepared with all needed materials</li> <li>*Follow directions of all staff members</li> <li>*Be in designated supervised areas</li> </ul> | <ul style="list-style-type: none"> <li>*Appropriate volume level</li> <li>*Use restroom in passing periods</li> <li>*Walk with purpose to your next destination</li> </ul> | <ul style="list-style-type: none"> <li>*Get in, get out, get to class</li> <li>*Encourage others to not waste time</li> </ul> | <ul style="list-style-type: none"> <li>*Listen to the driver</li> <li>*Face forward</li> </ul>   | <ul style="list-style-type: none"> <li>*Be in the building after school only for a planned, after-school activity or to study</li> <li>*Be in designated supervised areas</li> </ul>                                     |

|                       | <b>Auditorium</b>   | <b>Gym</b>  | <b>Cafeteria</b>  | <b>Classroom</b>   | <b>Parking Lot</b>  |
|-----------------------|---|---|---|--|---|
| <b>Be Respectful</b>  | <ul style="list-style-type: none"> <li>*Remove hats during a performance/ceremony</li> <li>*Leave your feet on the floor</li> <li>*Maintain an appropriate volume</li> <li>*Follow directions of all staff members</li> </ul> | <ul style="list-style-type: none"> <li>*Use encouraging team language</li> <li>*Be respectful to opposing teams and their fans</li> <li>*Keep hands to yourself</li> </ul>                    | <ul style="list-style-type: none"> <li>*Kind words with the Cafeteria Staff and classmates</li> <li>*Welcome new students</li> <li>*Maintain an appropriate volume</li> </ul> | <ul style="list-style-type: none"> <li>*Use appropriate language and volume</li> <li>*Know and understand the classroom expectations</li> </ul>                          | <ul style="list-style-type: none"> <li>*Pause to allow pedestrians to cross safely</li> <li>*Obey safe driving practices</li> <li>*Follow directives of supervising adults</li> </ul> |
| <b>Be Responsible</b> | <ul style="list-style-type: none"> <li>*Keep it clean and tidy</li> <li>*Silence your cell phone</li> </ul>   | <ul style="list-style-type: none"> <li>*Keep it clean and tidy</li> <li>*Use equipment correctly and return it equipment to its correct location</li> <li>*Silence your cell phone</li> </ul> | <ul style="list-style-type: none"> <li>*Keep the table clean</li> <li>*Leave the area better than you found it</li> </ul>   | <ul style="list-style-type: none"> <li>*Bring all needed materials</li> <li>*Bring your Chromebook charged</li> <li>*Complete all assignments on time</li> </ul>         | <ul style="list-style-type: none"> <li>*Be patient with pedestrians &amp; other drivers</li> <li>*Look both ways before crossing</li> </ul>   |
| <b>Be Engaged</b>     | <ul style="list-style-type: none"> <li>*Be prepared with all needed materials</li> <li>*Be in designated supervised areas</li> <li>*Be a good audience</li> </ul>   | <ul style="list-style-type: none"> <li>*Keep voices at an appropriate volume for the situation</li> <li>*Show school pride</li> <li>*Stay safe and watch the game</li> </ul>                  | <ul style="list-style-type: none"> <li>*Leave enough time to eat your meal</li> <li>*Get to class on time</li> <li>*Listen to announcements</li> </ul>                        | <ul style="list-style-type: none"> <li>*Actively listen to the teacher and your peers</li> <li>*Advocate for your own success</li> <li>*Give your best effort</li> </ul> | <ul style="list-style-type: none"> <li>*Be aware of your surroundings when engaged with traffic</li> </ul>  |

# ATTENDANCE

## STUDENT ATTENDANCE POLICY

Regular attendance is essential for a student's success in school. A student with irregular attendance loses valuable educational opportunities as well as much in incidental learning. This is an important aspect of the total education of each child. Business and industry require attendance and dependability, and school regards the training in these habits as a shared responsibility of maintaining good school attendance. It is also noted that there may be times when disciplinary measures may need to be used to affect an affirmative behavioral change in the attendance habits of students.

## ATTENDANCE - PARENTAL RESPONSIBILITY

As students become more mature, they should become more responsible for their own behavior, including school attendance. However, parents must always share in the responsibility for regular school attendance.

I.C. 35-46-1-4(a)-(4) provides that a person having care of a dependent, who knowingly or intentionally deprives the dependent of education as required by the law commits Neglect of a Dependent, a level 6 Felony. The punishment for a Level 6 Felony can be up to 2 ½ years' imprisonment, and up to \$10,000 in fines. In all matters of attendance, the principal or his/her designee shall be authorized within the existing legal parameters to take action to enforce the compulsory attendance law and to encourage regular school attendance. Such action may include the involvement of other governmental agencies including welfare, probation, and mental health departments.

## COMPULSORY ATTENDANCE LAW (I.C. 20-33-2-1 ET SEQ.)

Generally, Indiana law requires every child between the age of 7 and 18 to attend school during the entire time that schools are in session. It is unlawful for a parent to fail to ensure that the parent's child attend school as required by law.

**Students with 4 or more unexcused absences/truancies or with 15 or more absences for the school year may be reported to the Whitley County Department of Child Services and/or law enforcement.**

**A student is considered *Habitually Truant* by having more than ten (10) unexcused absences from school in one school year. A student who is Habitually Truant may be expelled from school and may be ineligible for an operator's permit or learner's permit (IC 20-33-2-11).**

## EXCUSED ABSENCE

All absences must be verified with a parent/guardian phone call or a signed note from the parent/guardian by 2:00 p.m. on the day following the absence. Otherwise, the absence will be recorded as unexcused. For more information, see the UNEXCUSED ABSENCE / TRUANCY Section Below. Excused absences include, but are not limited to the following:

1. Absence due to illness or injury.
2. Absence due to a death in the immediate family. The immediate family shall be interpreted to mean grandparent, father, mother, brother, sister, wife, husband, mother-in-law, father-in-law, aunt, uncle, cousin, legal guardian, or child.
3. Absence arranged in advance through parental contact with the principal or his/her designee.
4. Absence of an unusual or emergency nature, which is approved by the principal or his/her designee.
5. A limited number of college days are available to juniors - (2), and seniors - (3), if they have been arranged and approved in advance through the guidance office.

When a student is absent from school due to illness or mental or physical incapacity, Churubusco Jr/Sr High School may require parents/guardians to provide documentation of the illness or incapacity. This will be handled with a Certificate of Illness or Incapacity, and must be provided by an Indiana Physician, an individual holding a license to practice osteopathy or chiropractic in Indiana, or a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal. If Churubusco Jr/Sr High School requests that this certificate be provided, the parents/guardians must provide the certificate within six (6) days after the school requests it.

## UNEXCUSED ABSENCE / TRUANCY

Any absence from regularly scheduled classes at Churubusco Jr/Sr High School without the combined consent of the Administration and the parent/guardian is unexcused. All unexcused absences will be initially recorded as a zero for the day. Make-up work can be completed during the consequences listed below. Make-up work must be turned at the end of the consequence to be considered for partial credit (Amount of partial credit is determined by the individual teacher and their policy for late/make-up work). **In addition, consequences will be assigned for unexcused absences, following the policy below:**

|                               |   |
|-------------------------------|---|
| <b>1st Unexcused Absence:</b> | <b>2 hours of After School Restricted Study</b> |
| <b>2nd Unexcused Absence:</b> | <b>2 hours of After School Restricted Study</b> |
| <b>3rd Unexcused Absence:</b> | <b>1 day of In-School Restricted Study</b>      |
| <b>4th Unexcused Absence:</b> | <b>1 day of In-School Restricted Study</b>      |

**Unexcused absences beyond four days will follow the guidance set forth in the compulsory attendance section of this handbook and will include further consequences of restricted study as determined by administration.**

Examples of unexcused absences include, but are not limited to the following: 1) truancy, skipping or cutting class; 2) car or vehicle repair, out of gas, missing a ride; 3) babysitting, errands, shopping, or haircuts; 4) oversleeping or missing the bus; 5) other reasons not allowed by policy or not considered reasonable, acceptable, or legal.

## DAILY ATTENDANCE

Administration will inform parents each year when a student misses any class by sending home a six and ten-day absence letter. Parents then have the opportunity to call the office with information pertaining to the child's absences or with questions regarding the absences. For all student absences, the parent or guardian will receive a phone call inquiring as to why the student is absent from school. If a student accumulates 10 or more total days of absences in a year (excused or unexcused), a student/parent meeting with administration may be set up if deemed necessary and ASRS time may be assigned in order to help the student catch up on his/her school work.

This policy will be used for students who are enrolled in school regardless of age unless the student is emancipated from his/her parents or no longer resides with and/or is supported by a parent or guardian

## ATTENDANCE RULES

1. If a student is absent for a day or partial day, parents or guardians should call the Attendance Secretary (693-1075) before 9:00 a.m. on the day of the absence, stating a reason for the absence. This is in order to determine if the absence will be excused or unexcused. After 9:00 a.m., a list of those students who are unaccounted for will be created.
2. Attendance will be taken at 8:10 a.m. and at the beginning of every period thereafter. Students that are not in class prior to the 8:10 bell must report to the office.
3. Students will be marked tardy to class if they miss less than 15 minutes, and will be marked absent and tardy for class if they miss more than 15 minutes. Students with a doctor's note will not be marked tardy.
4. **Students who are unexcused for part of the day including 1st period will also be counted tardy to school for that day**, and an absence will be recorded in each class a student misses.
5. Students who miss school for any fractional part of the day will be counted absent for the periods(s) missed.
6. Students leaving school at any time during the day MUST have the approval of the school administration. A student should sign out with the Attendance Secretary. If the student is leaving school to attend a medical appointment, the student will receive a blue passport, which a student must take to his/her appointment, attain either a signature and time of departure on the passport or other documentation from a medical representative, and return either form of documentation to the Attendance Secretary upon his/her return to school. Failing to check out properly may result in disciplinary action.
7. **Students who miss more than one period of a school day must have a written doctor/dentist excuse or administrative approval in order to participate in any school-sponsored event, or participate in any co-curricular practice or contest on that same day.**
8. Vacations for a student to be with his/her parent(s) at a time when students are regularly scheduled to be in school may be counted as an excused absence with administrative approval if the Special Absence Permit form has been submitted to an administrator 5 school days prior to the vacation. Any vacation days past five days per school year will be treated as unexcused.

## HALL PASSES

When a student travels between classes, he/she is required to have a pass that is approved by a staff member. If a student does not have a pass, he/she will be considered tardy or absent based on the attendance guidelines listed in this handbook.

## EAGLE TIME PASSES

Eagle Time is a daily time set aside for students to receive additional support from teachers with their academic work. In order for a student to leave their assigned classroom and visit another staff member during Eagle Time, the student must pick up a pass from the teacher they wish to visit prior to the start of Eagle Time. At the start of Eagle Time, a student with a pass must show the pass to the teacher and follow the sign-out procedures prior to traveling to the new classroom. Once the student arrives at the new classroom, they are required to stay in that room for the remainder of Eagle Time; they may not travel back to their assigned Eagle Time room. Failure to follow these expectations will result in the loss of Eagle Time pass privileges, and may also result in disciplinary consequences.

## TARDY POLICY

It is expected that students will report to class before the formal beginning of the instructional period. It is considered rude and discourteous when students are repeatedly tardy to class. Students tardy to their first period class must report to the office for a pass. First period tardies will be tracked by the office, and will be addressed following the chart below. For periods 2-7, teachers will track and address tardy issues according to the classroom expectations established by the syllabus for their class.

### Grades 6 -12:

- 1st tardy per semester – verbal warning
- 2nd tardy per semester – verbal warning
- 3rd tardy per semester – Lunch Detention
- 4th tardy per semester – Lunch Detention
- 5th tardy per semester – 1 hour After School Restricted Study
- 6th tardy per semester – 1 hour After School Restricted Study
- 7th tardy per semester – 2 hours of After School Restricted Study
- 8th tardy per semester – 2 hours of After School Restricted Study
- 9th tardy per semester – 1 day of Restricted Study
- 10th tardy per semester – 1 day of Restricted Study

**Note: For students who are considered habitually absent or tardy, an Attendance Contract may be put in place. This contract must be signed by both the student and parent/guardian prior to the student being permitted to return to class, and can modify the procedure by which a student may be excused for the remainder of the school year (for example, a student may only be excused with a doctor's note, Certificate of Illness, or by our school nurse). An Attendance Contract may also include any of the following consequences: Loss of driving privileges, Loss of work permit, Loss of driver's license, OSS (possibly multiple days). Habitual absenteeism and/or tardiness may result in recommendation for expulsion.**

## MAKE-UP WORK

A student may make up work missed during an excused absence, in school suspension, or out of school suspension as follows:

1. It is the responsibility of the student to arrange with the teacher for any make-up work. Make-up work may include work assigned from sources other than the text. Make-up work should be completed outside the classroom to ensure students do not fall further behind. Note: Since class discussions can seldom be duplicated, research-type activities may be used to satisfy that missed segment of the class.
2. The length of time students have to complete make-up work missed due to an excused absence shall be equal to the absence; that is, one day for each day absent up to five days.
3. Any schoolwork missed and not made up as indicated above shall result in a zero grade for the work not completed during the period of the absence.
4. In cases of extended absences, students may be assigned After School study time in order to complete work.

## FIELD TRIP POLICY

Students may not be allowed to attend field trips if they **have failing grades, discipline referrals, and/or excessive absences.** School administrators will make this determination.

## STUDENT WITHDRAWAL-EXIT INTERVIEW

Under Indiana Code 20-33-2-9, the school must conduct an exit interview when a student who is at least sixteen (16) years old and not yet eighteen (18) years old wishes to withdraw from school prior to graduation or turning 18 years old. A student who wishes to withdraw from school must show that the withdrawal is due to: (1) financial hardship and the individual must be employed to support the individual's family or dependent, (2) illness, or (3) an order by a court that has jurisdiction over the student. The student, the student's parent or guardian, and the student's principal, and the designated school employee are required to be present at the interview. The employee designated by the school board is to conduct the interview.

According to Indiana law, parent is defined as the natural or adopted mother or father of a child; or in the case where the parents are divorced, it is the parent who is awarded custody or control of the child by the court (I.C. 20-18-2-13). Thus, if a student's natural or adopted parent(s) are married, only one parent's signature is required to consent to the student's withdrawal from school.

If a student is enrolled in a special education cooperative or a vocational education program where the facility is not in the school corporation of the student's legal settlement, the exit interview should take place in the school the student would normally attend if he or she was not enrolled in one of the cooperative programs, i.e., the school of his/her legal settlement.

## SCHOOL CALENDAR

A school calendar is a good guide to the planned activities of the year. The calendar is flexible to some degree and subject to change. Please see the district website for more information.

## ELEARNING

1. ELearning Days will be determined by the Superintendent
2. All online assignments will be posted on CANVAS
3. Attendance for the day is determined by the submission of assignments. Each period of un-submitted assignments will be counted as a period of unexcused attendance and will fall under the attendance guidelines and policies. ASRS may be assigned to ensure completion of e-learning assignments.
4. Assignments will be due one week from the ELearning Day
5. Teachers will have office hours to assist students that will be communicated by teacher.
6. For further information reference the school website

# ACADEMICS

## STUDENT EDUCATIONAL RECORDS AND INFORMATION

The staff and administrators safeguard the educational records of students in accordance with the requirements of federal and state law, and consistent with the policy of the Corporation.

Consistent with the Family Education Rights and Privacy Act (FERPA), officials of the District must notify parents or the students themselves when the students are 18 years of age or older, of their rights concerning students' records. Those rights, for the parents or eligible students, are outlined below:

- To inspect and review the student's educational records.
- To request an amendment of the student's education.
- To consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that the disclosure is authorized without consent.
- To file with the United State Department of Education a complaint concerning alleged failures by the District to comply with the requirements of FERPA, and
- To obtain a copy of the corporation's policy pertaining to student records.

## GRADING SCALE

The administration and teachers of Churubusco Jr/Sr High School feel that it is very important to utilize a uniform grading scale in all classes and courses. Following much study and serious consideration, utilization of the following grading scale is expected in all classes/courses:

|    |          |
|----|----------|
| A+ | 98-100   |
| A  | 93-97    |
| A- | 90-92    |
| B+ | 87-89    |
| B  | 83-86    |
| B- | 80-82    |
| C+ | 77-79    |
| C  | 73-76    |
| C- | 70-72    |
| D+ | 67-69    |
| D  | 63-66    |
| D- | 60-62    |
| F  | Below 60 |



## GPA CONFIGURATION:

Each grade is equal to a certain number of points (see list below). In order to calculate a student's GPA one must convert each grade to the number of points that it is worth. All points need to be added together and divided by the total number of attempted credits. This will give a student their GPA. If a student has taken Advanced Placement or dual college credit courses then 2 points are added to the original point value given to the grade, for those classes only, prior to dividing by the total number of credits attempted.

|    |    |
|----|----|
| A+ | 12 |
| A  | 11 |
| A- | 10 |
| B+ | 9  |
| B  | 8  |
| B- | 7  |
| C+ | 6  |
| C  | 5  |
| C- | 4  |
| D+ | 3  |
| D  | 2  |
| D- | 1  |
| F  | 0  |

## HONOR ROLL

In determining Churubusco Jr/Sr High School honor roll and honorable mention, all subjects are considered. To attain either the honor roll or honorable mention status, the student must make at least a "C" in all subjects. To be eligible for the honor roll a student must attain at least a grade point average of 9.6. Honorable mention requires a minimum grade point average of 7.6.

## SCHEDULING

1. **Students should enroll in seven classes**; however, those students who are taking a dual college credit course off campus may enroll in five classes at the high school and one college course for a total of six courses. No study hall classes will be offered.
2. Students receive their schedule during the spring of the previous school year. All schedule changes must be completed by the last day of school of the previous school year. After those deadlines, schedule changes will only be permitted with approval from the administration.

## GRADUATION

1. Seniors will be allowed to graduate mid-year if they have completed all graduation requirements including passing state graduation exams. Paperwork must be completed in guidance prior to the end of the student's junior year.
2. Students will have the option of graduating after six semesters only if they are planning to pursue post-secondary opportunities or plan to join the military. Documentation is required stating that the student has been accepted into the military or a post-secondary institution. Students must also complete all graduation requirements, including passing state graduation exams, by the end of their junior year. This will allow students to be eligible for the Mitch Daniel's Early Graduation Scholarship. Special permission must be obtained and paperwork must be completed in guidance prior to the end of the student's sophomore year.
3. Valedictorian and Salutatorian will be determined at the end of the 7th semester by the top two cumulative GPAs in the Senior Class. To be eligible, the students must attend the last 4 semesters at Churubusco High School.

## TEXTBOOKS

All texts, printed and/or electronic, are rented to students for their use during the school year. The student pays for workbooks, resources and other supplies. Textbooks are to be kept clean and handled carefully. The student and teacher must inspect all textbooks at the beginning of the semester. Please be sure your name, grade, and school are written in the book in case they are misplaced. A charge may be invoiced for damage or lost books. The charge will be based on the value of repairing or replacing the book on a case-by-case basis. Students should make payments for these charges to the school treasurer.

## CHROMEBOOK EXPECTATIONS

1. Students must carry Chromebooks in their assigned cases while traveling in the halls.
2. Students are responsible for charging Chromebooks before school. No charging in any classroom during the school day.
3. Students need to bring Chromebooks to each class except Physical Education. Students will look for the green/red card to determine Chromebook use for that period.  
Green – Chromebooks will be used.  
Red – Chromebooks are to be left in their cases and under student desks.
4. No Chromebooks are allowed at lunch. Please leave Chromebooks in the classroom or in your locker.
5. Any student issues with Chromebooks – First stop is the Churubusco Jr/Sr High School Library.

## STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

Students shall use School Corporation Technology Resources (see definition in Bylaw 0100) for educational purposes only. Corporation Technology Resources shall not be used for personal, non-school related purposes. Use of Corporation Technology Resources is a privilege, not a right. When using Corporation Technology Resources, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students found to have engaged in unauthorized or inappropriate use of Corporation Technology Resources, including any violation of these guidelines, may have their privilege limited or revoked, and may face further disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing or using Corporation Technology Resources, students and parents of minor students must sign the Student Technology Acceptable Use and Safety Agreement (Form 7540.03 F1). Parents should discuss their values with their children and encourage students to make decisions regarding their use of Corporation Technology Resources that is in accord with their personal and family values, in addition to the School Board's standards.

This guideline also governs students' use of their personal communication devices (see definition in Bylaw 0100) when they are connected to Corporation Technology Resources or while the student is on Corporation-owned property or at a Corporation-sponsored activity.

Below is a non-exhaustive list of unauthorized uses and prohibited behaviors. This guideline further provides a general overview of the responsibilities users assume when using Corporation Technology Resources.

- A. All use of Corporation Technology Resources must be consistent with the educational mission and goals of the Corporation.
- B. Students may access Corporation Technology Resources only by using their assigned account. Use of another person's account/e-mail address is prohibited. Students shall not allow other users to utilize their passwords. Students may not go beyond their authorized access. Students should take steps to prevent unauthorized access to their accounts by logging off or "locking" their computers, laptops, tablets, and personal communication devices when leaving them unattended.
- C. No user may have access to another's private files. Any attempt by users to access another user's or the Corporation's non-public files, or voicemail or e-mail messages is considered theft. Attempts to gain access to unauthorized resources or information either on the Corporation's computer or telephone systems or any systems to which the Corporation has access are prohibited. Similarly, students shall not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Students shall not intentionally disable any security features used on Corporation Technology Resources.
- E. Students shall not use Corporation Technology Resources or their personal communication devices to engage in vandalism, "hacking," or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography, including sexting; fraud; sale of illegal substances and goods).

1. Slander and libel – In short, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public." (The American Heritage Dictionary of the English Language. Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Students shall not knowingly or recklessly post false or defamatory information about a person or organization. Students are reminded that material distributed over the Internet is "public" to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.

2. Students shall not use Corporation Technology Resources to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation or transgender identity, age, disability, religion, or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.

3. Vandalism and Hacking – Deliberate attempts to damage the hardware, software, or information residing in Corporation Technology Resources or any computer system attached through the Internet is strictly prohibited. In particular, malicious use of Corporation Technology Resources to develop programs that harass other users or infiltrate a computer/laptop/tablet or computer system and/or damage the software components of a computer or computing system is prohibited.

Attempts to violate the integrity of private accounts, files or programs, the deliberate infecting of the network or computers, laptops, tablets, etc., attached to the network with a "virus", and attempts at hacking into any internal or external computer systems using any method will not be tolerated.

Students shall not engage in vandalism or use Corporation Technology Resources or their personal communication devices in such a way that would disrupt others' use of Corporation Technology Resources.

Vandalism is defined as any malicious or intentional attempt to harm, steal, or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creating computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources. Students must notify the teacher, building principal, or Technology Director immediately if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

- 4. Students shall not use Corporation Technology Resources to access, process, distribute, display or print prohibited material at any time, for any purpose. Students may access, process, distribute, display or print restricted material, and/or limited access material only as authorized below.
  - a. Prohibited material includes material that constitutes child pornography and material that is obscene, objectionable, inappropriate and/or harmful to minors, as defined by the Children's Internet Protection Act. As such, the following material is prohibited: material that appeals to a prurient or unhealthy interest in nudity, sex, and excretion; material that depicts, describes, or represents in a patently offensive way (with respect to what is suitable for minors) an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Prohibited material also includes material that appeals to a prurient or unhealthy interest in or depicts, describes, or represents in a patently offensive way violence, death, or bodily functions; material designated as for "adults only"; and material that promotes or advocates illegal activities.
  - b. Restricted material shall not be accessed by elementary or middle school students at any time, for any purpose. Restricted material may be accessed by high school students in the context of specific learning activities that have been approved by a teacher or staff member for legitimate research purposes. Materials that arguably may fall within the description provided for prohibited material that have clear educational relevance, such as material with literary, artistic, political, or scientific value, will be considered to be restricted. In addition, restricted material includes materials that promote or advocate the use of alcohol and tobacco, hate and discrimination, satanic and cult group membership, school cheating, and weapons. Sites that contain personal advertisements or facilitate making online connections with other people are restricted unless such sites have been specifically approved by the building principal

c. Limited access material is material that is generally considered to be non-educational or entertainment. Limited access material may be accessed in the context of specific learning activities that are directed by a teacher or during periods that a school may designate as "open access" time. Limited access material includes such material as electronic commerce, games, jokes, recreation, entertainment, sports, and investment.

If a student inadvertently accesses material that is considered prohibited or restricted, s/he must disclose the inadvertent access to the teacher or building principal immediately. This will protect the student against an allegation that s/he intentionally violated the provision.

The determination of whether material is prohibited, restricted, or limited access shall be based on the content of the material and the intended use of the material, not on the protective actions of the technology protection measures. The fact that the technology protection measures have not protected against access to certain material shall not create the presumption that such material is appropriate for students to access. The fact that the technology protection measures have blocked access to certain material shall not create the presumption that the material is inappropriate for students to access.

5. Unauthorized Use of Software or Other Intellectual Property from Any Source – All communications and information accessible via the Internet should be assumed to be private property (i.e., copyrighted and/or trademarked). Laws and ethics require proper handling of intellectual property. All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected.

Software is intellectual property, and, with the exception of freeware, is illegal to use without legitimate license or permission from its creator or licensor. All software loaded on Corporation computers must be approved by the Technology Director, and the Corporation must own, maintain, and retain the licenses for all copyrighted software loaded on Corporation computers. Students are prohibited from using Corporation Technology Resources for the purpose of illegally copying another person's software. Illegal peer-to-peer file trafficking of copyrighted works is prohibited.

Online articles, blog posts, podcasts, videos, and wiki entries are also intellectual property. Students should treat information found electronically in the same way they treat information found in printed sources – i.e., properly citing sources of information and refraining from plagiarism. Rules against plagiarism will be enforced.

F. Transmission of any material in violation of any State or Federal law or regulation or Board policy is prohibited.

G. Corporation Technology Resources may not be used for private gain or commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying.

H. Use of Corporation Technology Resources to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others. [Bill Belsey (<http://www.cyberbullying.org>)] Cyberbullying may occur through e-mail, instant messaging (IM), chat room/Bash Boards, small text-messages (SMS), websites, and voting booths.

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
2. Sending e-mail or instant messages that are mean or threatening or so numerous as to negatively impact the victim's use of that method of communication and/or drive up the victim's cell phone bill;
3. Using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
4. Posting misleading or fake photographs of students on websites.

I. Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through or utilizing Corporation Technology Resources. Do not use obscene, profane, vulgar, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications made through or utilizing Corporation Technology Resources.
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personally identifiable information on commercial websites.
6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
7. Never agree to get together with someone you "meet" on-line without prior parent approval and participation.
8. Check e-mail frequently, and delete e-mail promptly.
9. Students should disclose promptly to a teacher or administrator any messages they receive that are inappropriate or make them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by an administrator.

J. Downloading of files onto school-owned equipment or contracted online educational services is prohibited, without prior approval from Technology Director; all downloads must be to an external storage device. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects Corporation Technology Resources with a virus and causes damage, the student will be liable for any and all repair costs to make the Corporation Technology Resources once again fully operational.

K. Students must secure prior approval from a teacher or the Technology Director before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."

L. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or building principal. Students may use their school-assigned accounts/email addresses only when accessing, using or participating in real-time electronic communications for education purposes.

M. Users have no right or expectation to privacy when using the Corporation Technology Resources. The Board reserves the right to access and inspect any facet of its Technology Resources, including, but not limited to, computers, laptops, tablets, and other web-enabled devices, networks, Internet connections or online educational apps or services, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein. A student's use of Corporation Technology Resources constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Technology Resources and related storage medium and equipment. Routine maintenance and monitoring, utilizing both technology monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or the law or if requested by local, State or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, e-mails and records.

The following notice will be included as part of the computer log-on screen: "Corporation Technology Resources (as defined in Bylaw 0100) are to be used for educational and professional purposes only. Users are reminded that all use of Corporation Technology Resources, including Internet use, is monitored by the Corporation and individual users have no expectation of privacy."

**N.** Use of the Internet and any information procured from the Internet is at the student's own risk. The Corporation makes no warranties of any kind, either express or implied, that the functions or the services provided by or through Corporation Technology Resources will be error-free or without defect. The Corporation is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Corporation is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects must be cited the same as references to printed materials. The Corporation is not be responsible for financial obligations arising through the unauthorized use of its Technology Resources. Students or parents of students will indemnify and hold the Corporation harmless from any losses sustained as the result of a student's misuse of Corporation Technology Resources.

**O.** Disclosure, use and/or dissemination of personally identifiable information of minors via the Internet is prohibited except as expressly authorized by the minor student's parent/guardian on the "Student Technology Acceptable Use and Safety Agreement Form."

**P.** File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on Corporation Technology Resources.

**Q.** Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the Corporation's users will be investigated fully and disciplinary action will be taken as appropriate.

**R.** Preservation of Resources and Priorities of Use: Corporation Technology Resources are limited. Each student is permitted reasonable space to store e-mail, web, and personal school-related files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to Corporation Technology Resources for class- or instruction-related activities have priority over other users. Students not using Corporation Technology Resources for class-related activities may be "bumped" by any student requiring access for class- or instruction-related activities. Game playing is not permitted unless under the supervision of a teacher.

#### **Abuse of Network Resources**

Peer-to-peer file sharing, mass mailings, downloading of unauthorized games, videos, and music are wasteful of limited network resources and are forbidden. In addition, the acquisition and sharing of copyrighted materials is illegal and unethical.

#### **Unauthorized Printing**

Corporation printers may be used to print only school-related documents and assignments. Printers, like other school resources, are to be used in a responsible manner. Ink cartridges and paper, along with printer repairs and replacement are very expensive. The Corporation monitors printing by user. Print jobs deemed excessive and abusive of this privilege may result in charges being assessed to the student. Users are prohibited from replacing ink cartridges and performing any other service or repairs to printers. Users should ask, as appropriate, for assistance to clear paper that is jamming a printer.

Any questions and concerns regarding these guidelines may be directed to Technology Director or Superintendent.

### **HEALTH EDUCATION**

We believe that the goal of this facet of education is to promote in all students the desire and ability to be healthy, physically and mentally. The following are the rights of parents or students who are 18 years old or older as they pertain to these facets of education:

- Parents/guardians/students (18 or older) shall be notified in writing of topics to be taught prior to the student's attendance in these courses.
- Parents/guardians may inspect all program-teaching materials during school hours upon request.
- Parents/guardians may request a conference with the instructor and/or principal for assistance in determining whether to allow consent for the planned instruction.
- Parents/guardians may exclude their child from all or part of this instruction by checking the box to decline instruction on the appropriate form. Parents/guardians receive this form from the school as part of registration.
- Exclusion records shall be maintained in student files and are valid for one year.
- Health Education is taught in grades K-8 and 10 as mandated by the State; AIDS Education is taught in grades 4, 5, 7, 10, and 12 and Drug Education in K-12, as mandated by the State.

### **HUMAN SEXUALITY**

Human sexuality is part of the health education curriculum. Instruction in human sexuality includes information dealing with the growth and development of the human body, human sexuality, and reproduction. Instruction is provided for every student, grades 5- 10. Material must be presented with a great deal of sensitivity. The human sexuality outline has specific topics and guidelines for teachers.

Rights of parents concerning this policy are:

- In addition to established policies and regulations concerning the approval of new materials, all audio-visual and supplementary classroom instructional materials related to human sexuality shall be reviewed regularly by a committee of teachers and administrators.
- No pupil will be excluded from instruction without a signed and filed Human Sexuality form that clearly shows that the parent has declined instruction and has been signed by the parent. Those students not receiving instruction in human sexuality should have an alternative learning experience from the health curriculum.
- Only trained and approved staff shall teach the human sexuality curriculum.
- In those special and unique circumstances when resource personnel may be required for assistance in instruction about human sexuality, prior approval must be obtained from the Superintendent.

### **STUDENT COUNSELING AND SPECIAL NEEDS DIAGNOSTIC SERVICES**

Churubusco Jr/ Sr High School is committed to providing responsible counseling services to students under appropriate conditions.

Prior consent to any such psychological examination or testing means the prior written consent of the student's parents or guardian, or, if the student is an emancipated minor or has attained 18 years of age, of the student.

As used herein, the term "psychological examination or test" means a method of obtaining information, including a group activity, that is not directly related to academic instruction and that is designed to elicit information about attitudes, habits, traits, opinions, beliefs, or feelings.

Important safeguards are provided for all students. Rights under this policy are highlighted below and on the next page.

- Only those persons holding relevant certificates or licenses may expose students to psychological procedure involving diagnosis, assessment, or treatment of any emotional, behavioral, or mental disorder or disability. Smith Green Community Schools has a licensed full-time psychologist for K-12 as well as two licensed school counselors
- Allowed procedures may only be performed after acquiring written permission from a student's parent or guardian.
- In case of a crisis or trauma that affects many students, or in an emergency affecting an individual student, psychological support can be offered without prior written permission; e.g., student death or similar tragedy. Efforts will be made to notify parents before meeting with the student unless impractical.
- Parents can exclude a student from any or every psychological or counseling service by an advance written notice to the school principal.
- Psychological services do not include ordinary classroom or counseling activities or teaching techniques.

### **STUDENT SUBMISSION TO PSYCHOLOGICAL EXAMINATION OR TESTING**

No student shall be required as part of any program, to submit without prior parent consent, to psychological examination, testing or treatment, in which the primary purpose is to reveal information concerning:

Political affiliation, mental and psychological problems potentially embarrassing to the student or his/her family, sexual behavior and attitudes, illegal, anti-social, self-incriminating and demeaning behavior, critical appraisals of other individuals with whom respondents have close family relationships, such as those of lawyers, physicians, and ministers, or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## **DISCIPLINE**

The entire foundation and success of public school education depends upon the basic concept of self-discipline, which will allow all individuals to function 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 or with the intended purpose of school. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and the community.

The purpose of discipline controls is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process. Whether a student is directly under a teacher's supervision or not, teachers have authority over all students in the school or on school grounds.

Some types of unacceptable behavior are much more serious than other types of unacceptable behavior. Some behaviors require different approaches and clearly defined actions. Reprimand, probation, referral to special personnel in the schools (counselor, assistant principal, principal), parent conferences, suspension, referral to special services, and expulsion are means available to school personnel in dealing with pupils involved in school discipline problems. Any or all of the techniques may be used.

**Students with excessive violations of school rules or policies may be placed on a behavior contract that must be signed by both the student and a parent/guardian before returning to class. Violations of the behavior contract could include (but is not limited to) any of the following consequences: loss of driving privileges, loss of work permit, loss of driver's license, After School Restricted Study (ASRS), multiple days of out of school suspension, and expulsion.**

### **DUE PROCESS**

Each student shall be entitled to due process procedures under the laws of the State of Indiana.

### **CLASSROOM GUIDELINES:**

**Churubusco Jr/Sr High School has basic and simple rules and expectations of students. Students who comply with these expectations should experience success and be exempt from disciplinary action. Teachers may have additional classroom expectations and rules.**

1. **Be in their seat at the appropriate time for the start of class ready to begin.**
2. **Have their textbook, writing utensil, paper, assignment, and charged Chromebook with them.**
3. **Students are not to leave their seat without permission from the teacher.**
4. **Students are to keep hands, body parts, and comments to themselves.**
5. **Do not speak without permission from the teacher.**
6. **Do not sit on desks, heating systems, backs of chairs, etc.**
7. **Speak to other students and the teachers with respect. Students are to use proper volume and proper choice of vocabulary words at all times.**
8. **Always do as the teacher asks, even in cases where the student may disagree with the teacher's request.**
9. **Students are not to write, read, text, or pass notes during class time.**
10. **Personal electronic devices should not be used during the class period. Accessories like headphones should not be used unless approved by the teacher.**

### **RULES OF CONDUCT**

The Board of School Trustees of the Smith-Green School Corporation, according to Public Law, has declared that certain misbehavior will be grounds for suspension and/or expulsion of students from school. Pursuant to I.C. 20-33-8-14, the following are grounds for suspension or expulsion, subject to procedural requirements of this chapter and as stated by school corporation rules:

- (1) Student misconduct.
- (2) Substantial Disobedience.
- (3) Pursuant to I.C. 20-33-8-15, the following unlawful activity by a student is grounds for suspension or expulsion if:
  - (a) The unlawful activity can reasonably be considered to be an interference with school purposes or an educational function; or
  - (b) 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 summer period when a student may not be attending classes or other school functions.
- (4) Any conduct prohibited by I.C. 20-33-8 et seq. or other applicable Indiana Code provision.

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.

Such misbehavior is defined to include, but not limited to, the following acts:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with the educational process.
2. Occupying any school building or school grounds without the school's permission; blocking the entrance or exits of the school; setting fire or substantially damaging any school property, firing, displaying, or threatening the use of firearms, explosives, or weapons on school premises; preventing the operation of the school or any educational function; and continuously and intentionally making noise or acting in any manner so as to interfere seriously with any teacher's ability to conduct the educational function under his/her control.
3. "Pulling" a fire alarm or tampering with any fire appliance is a very serious matter. It is considered a misdemeanor in the State of Indiana (Ind. Code 35-44-2-2), and punishable by both fine and expulsion. Any student who "pulls" a fire alarm can be taken to Allen County Juvenile Center (ACJC) and detained for up to 72 hours, at which time the case will be referred to the Whitley County Prosecutor for legal processing. This also includes the calling in of bogus 911 telephone calls.
4. Causing or attempting to cause substantial damage to school property of substantial value, or repeated damage or theft involving school property of small value.
5. Intentionally causing or attempting to cause substantial damage to valuable private property on school grounds or during an educational function or event off school grounds; or repeatedly damaging or stealing private property.
6. Intentionally causing, threatening, or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
7. Threatening or intimidating any student, teacher, or other school employee or visitor. (See Ind. Code 35-45-2-1.) A threat is an expression, by words or action, of an intention to: (A) unlawfully injure the person threatened or another person, or damage property; (B) unlawfully subject a person to physical confinement or restraint; (C) commit a crime.
8. Possessing, handling, or transmitting any object that can reasonably be considered a weapon, including knives and ammunition or anything that looks like a weapon.
9. Possessing, using, selling, purchasing, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco, alcoholic beverage, or intoxicant of any kind, or any item that closely resembles or is represented to be any of the foregoing items. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
10. Engaging in the unlawful distribution of narcotics, prescription drugs, or other violation of criminal law.
11. 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 at any school sponsored activity at any location, including the school bus. Examples of things which are not to be possessed or provided to another person are, but are not limited to, the following: pipes, rolling papers, clips, or any other drug paraphernalia.
12. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when he/she is properly under their supervision, where such failure constitutes an interference with school purposes or an educational function.
13. Engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school purposes or an educational function.
14. Continuous and willful refusal to accomplish school tasks even though able to do so.
15. Hazardous or unauthorized use of automobiles or other motorized vehicles.
16. Being willfully truant or absent from school without the knowledge or consent of his/her parents.
17. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - A. Engaging in sexual behavior on school property.
  - B. Engaging in speech or conduct, including clothing, jewelry, or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
  - C. Disobedience of administrative authority.
  - D. Violation of medication policies.
  - E. Violation of the school corporation's technology use policy.
18. Possessing or using on school grounds during school hours any lighting device like lighters and matches.
19. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damaged property when the student has information about such actions or plans.
20. Possessing, using, transmitting or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
21. Falsely accusing any person of sexual harassment, or of violating a school rule, and / or a state or federal law.
22. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
23. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct including electronic activities such as texting, posting pictures, etc.
24. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
25. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
26. Taking or displaying pictures without the consent of the student or staff member in a situation not related to a school purpose or educational function.
27. Possessing, handling, or transmitting any deadly weapon on school property, as defined in I.C. 35-41-1-8.

## **20-33-8-16 WEAPONS EXPULSION.**

### **POSSESSION OF FIREARMS, DEADLY WEAPONS OR DESTRUCTIVE DEVICES**

- (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 35-31.5-2-86. The term does not include a firearm or destructive device.
- (c) As used in this section, "destructive device" has the meaning set forth in IC 35-47.5-2-4.
- (d) Notwithstanding section 20 of this chapter, a student who is:
  - (1) identified as bringing a firearm or destructive device to school or on school property; or
  - (2) in possession of a firearm or destructive device on school property;must be expelled for 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.
- (e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.
- (f) Notwithstanding section 20 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 not more than one (1) calendar year.
- (g) A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.
- (h) A student with a disability (as defined in IC 20-35-1-8) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

## **VIOLATIONS OF CHURUBUSCO JR/SR HIGH SCHOOL POLICIES AND RULES**

**The purpose of discipline is to modify behavior. Consequences for disciplinary issues are at the discretion of the school administrators and could include (but are not limited to): verbal or written warnings, detention, parent notification, removal from class, RS (Restricted Study), OSS (out-of-school suspension), ASRS (After School Restricted Study), loss of work permit, loss of driving privileges to school, loss of driver's license, and expulsion from school.**

- **Possession/transportation/use/under the influence** of drugs/alcohol or possession of paraphernalia during school or at school activities
- **Selling or buying** of drugs or alcohol or look-a-likes on school property
- **Possession** or use of tobacco or vaping products/lighter during the school day or at school activity
- **Theft/Vandalism/Graffiti** (school or personal)
- **Physical Confrontation:** pushing, shoving, verbal confrontation, provocation
- **Fighting:** hitting, slapping, kicking, biting, spitting, throwing objects
- **Physical Assault** of a staff member
- **Verbal Abuse** of a staff member including obscene gestures, provocation of staff
- **Profanity**, vulgarity, obscenity, obscene gestures, derogatory written material, sexually suggestive
- **Disruptive in class:** Chronic talking, horseplay, harassing/teasing, refusing to remain in seat, rude noises, leaving without permission, chronic lack of supplies (including lack of a charged Chromebook), any action that interferes with educational activities
- **Threatening** another student (including electronic bullying)
- **Insubordination/defiance/disrespect:** Walking away, talking back, inappropriate gestures or actions, failure to follow directions, refusal to work in class, refusal to report to the office, refusal to identify oneself, failure to serve detention/RS/ASRS
- **Misrepresentation:** Lying, making false statements, altering report cards, grade books or passing, cheating, plagiarism
- **Personal Property:** Toys, electronic devices, cell phones, laser pointer, music players, etc.
- **Dress Code Violations** (including backpacks)
- **Possession** of fireworks including smoke/stink bombs, fart spray, etc.
- **Reckless vehicle** use/ improper parking
- **False Fire alarm or emergency call**
- **In Group or gang involvement:** Coercion, intimidation, display of colors, paraphernalia, signs, graffiti, and/or involvement in activity which incites any racial or ethnic group appropriate sexual behavior/harassment
- **Law violations:** Homicide, battery, weapons, arson, assault, illegal conduct, threat of illegal conduct
- **Bullying** (including electronic bullying)
- **Improper Use of technology/ Internet misuse**
- **Failure to cooperate with a substitute**
- **Public Display of Affection**
- **Truancy**
- **Possession of weapon** or look-alike weapon
- **Possession**, use, or transmission of a deadly weapon
- **Aggressive behaviors** causing harm
- **Disregard of food/drink rules**
- **Flagrant** challenging of authority, defiance, or belligerence
- **Habitual failure to complete school work**
- **Skate-boarding** on school grounds is prohibited
- **Occupying Churubusco Jr/Sr High School outside of school hours (when not involved in a school function), or being in unauthorized areas of the school building without staff member supervision.**

## **ELECTRONIC DEVICES**

Students are permitted to have electronic devices, including cellular phones, in their possession during the school day; however, devices are expected to be off or on vibrate during the class period. Phones may be used during passing periods or lunch only. Teachers retain the right to impose additional restrictions regarding these items in class. Students who chose to violate their teacher's expectations in regards to electronic devices will be considered insubordinate, and consequences will result. Consequences may include confiscation of the device and/or requiring a parent to pick up the device from the office, as well as additional discipline for students who repeatedly violate these expectations. No student at Churubusco Jr/Sr High School is permitted to use any electronic device in a locker room or restroom at any time.

## **RESTITUTION**

The majority of monies that come into the school corporation are from taxes paid by residents of Smith and Green townships. These taxes are paid with the understanding that the money will be used to help provide a quality education for the youth of our townships. It is difficult to justify using the money collected through taxes for repairs or replacement made necessary by vandalism or reckless use of school property. Therefore, it is our intention to charge any repair or replacement cost, including labor costs, to the individual or individuals responsible for the damage to school property. This is not to say that individuals will be charged for breakdowns that are caused as a result of normal wear and tear. However, even if damage results as an accident, the damage must be repaired and it is only fair that the expense of that replacement or repair be borne by the individual or individuals that caused the incident.

**DISPOSAL OF CONFISCATED CONTRABAND-** All contraband confiscated from a student's possession, including his/her locker, may be disposed of by the principal or his designee as he or she deems appropriate, including:

1. Return to the proper owner or place;
2. Holding item until the end of the school year;
3. Use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-33-8;
4. Delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or
5. Destruction.

## **PLAGIARISM**

Churubusco Jr/Sr High School promotes academic integrity. Most authorities agree that verbatim copying of more than three words in succession of someone else's writing – electronic media included – without proper attribution, constitutes plagiarism. Churubusco Jr/Sr High School will use this definition of plagiarism throughout all grade levels. Ignorance, therefore, is no longer a viable excuse. Because plagiarism may be unintentional, a teacher must distinguish between minor, perhaps unintentional, plagiarism and flagrant "borrowing."

The school will use the following guidelines and definitions:

- Minor plagiarism is regarded as five to fourteen words in succession, whether intentional or not.
- Major plagiarism is regarded as sentences and/or phrases of at least fifteen words in succession or minor plagiarism that is repeated three times.
- Also regarded as major plagiarism is any summary or paraphrase (regardless of number of words) of another individual's work not documented and rather credited to the student writer. In this case, teachers should be aware of the difference between willful plagiarism and the inability of the student to document properly. The teacher should use discretion when applying this description.
- Flagrant plagiarism is regarded as twenty-five or more consecutive words or major plagiarism repeated four times.

## **AFTER SCHOOL RESTRICTED STUDY (ASRS)**

Churubusco Jr/Sr High School administration, in its discretion, may use ASRS as an alternative to OSS. ASRS is from 3:15 pm to 4:15 pm Monday through Thursday (with an additional hour on Wednesday until 5:15) as needed in the Jr/Sr High School. Students may be assigned 1 or 2 hours of ASRS and are expected to be on time with materials to study for the entire time. Tardiness to ASRS, skipping ASRS, or causing problems in ASRS will result in severe disciplinary action. ASRS may also be used for credit recovery.

## **SUSPENSION**

Suspension means disciplinary action in which a student is suspended from school attendance for a period of time not to exceed ten school days. Length of suspension will be determined by school authorities and will reflect the offense committed. The primary preference of Churubusco Jr/Sr High School is to use RS or ASRS whenever possible. Parents or guardians will be notified in writing of the action taken, and will have the complete custody of and jurisdiction over their child during an out-of-school suspension ("OSS"). A suspended student may not be on school property or at any school-sponsored event, home or away.

If a suspended student violates this rule and fails to leave when directed by school personnel, the student will be reported to the police. A student will be re-admitted to school after the student's parents and the Churubusco Jr/Sr High School administration agree upon a satisfactory solution to the student's conduct.

A student who has been suspended out of school will have the opportunity to receive full credit from classes missed during the time he/she were suspended.

## **EXPULSION**

Expulsion means disciplinary action in which a student is removed from school attendance and school activities for a period longer than ten school days. Due process procedures will be used in any expulsion.

## **INVALIDATION OF DRIVER'S LICENSE OR PERMIT**

1. Indiana Code 9-24-2-1 states:  
"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.
  2. Is under at least a second suspension from school for the school year
  3. Is under expulsion from school
  4. Is considered a dropout under Ind. Code 20-33-2-28.5.
2. For purposes of the invalidation of a license/permit, the principal shall notify the State Bureau of Motor Vehicles in the following circumstances, with each notice indicating the last day of the semester in which the student returns to school:
  - A. The student receives a second suspension from school in any one school year.
  - B. The student is expelled from school for any reason established by state statute and/or this school system.
  - C. The student is a habitually truant as defined in I.C. 20-33-2-11.
3. Should any such second suspension or expulsion be reversed after the student has utilized the procedures under Ind. Code 20-33-8-19, the principal shall notify the State Bureau of Motor Vehicles directly in writing.
4. Should the principal have reason to believe that a 17-year-old student, or a 16-year-old student with the written consent of his/her parent/guardian, is quitting school in order to avoid a second suspension in a school year or an expulsion for misconduct, the principal is given the discretion to consider such as an offer to quit, to continue with the suspension or expulsion proceeding, and to notify the Bureau of Motor Vehicles of the outcome of such proceeding.
5. Any student whose license/permit has been invalidated by the State Bureau of Motor Vehicles may appeal pursuant to I.C. 9-24-2-5.



## **GANG ACTIVITY OR ASSOCIATION**

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by the student shall not:

- A. Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- B. Present a physical safety hazard to self, students, staff, and other employees;
- C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, intimidation, overt gesture or threat of violence; or
- D. Imply gang membership or affiliation by written communication, tattoos, drawing, painting, design, or emblem upon any school or personal property or on one's person.

## **BULLYING**

### **Indiana Code Section 20-33-8-0.2**

- (a) As used in this chapter, "bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or 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:
  - (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - (2) has a substantially detrimental effect on the targeted student's physical or mental health;
  - (3) has the effect of substantially interfering with the targeted student's academic performance; or
  - (4) 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.
- (b) The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
  - (1) Participating in a religious event.
  - (2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
  - (3) Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
  - (4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
  - (5) Participating in an activity undertaken at the prior written direction of the student's parent.
  - (6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Bullying is serious and will not be tolerated at Churubusco Jr/Sr High School.

1. If an individual is bullied, he/she must report the incident(s) to the principal, counselor, teacher, or any school official. Anyone witnessing bullying is expected to report such acts to a school official.
2. Bullying will be taken seriously and investigated. Bullying acts that are reported and verified may result in any or all of the following consequences:
  - a. Parent contact to all parents of students involved
  - b. Referral to a school counselor
  - c. Disciplinary action, up to and including suspension (in or out of school)
  - d. Possible expulsion, depending of seriousness of the offense
  - e. If deemed necessary, police will be involved
3. False accusations or reporting of bullying is serious and may also result in discipline.

## **HARASSMENT**

Harassment, including offensive language or behavior based upon another person's race, religion, sex, national origin, or disability, will not be tolerated at Churubusco Jr/Sr High School. It is the school's position that serious steps will be taken should an incident of harassment occur. Any student is a victim of harassment or who witnesses another person being harassed should immediately report the incident to the administration.

If the incident is the student's first offense, the student will be referred to a counselor or administrator. At this time, counseling will be undertaken in order to clarify the inappropriateness of such activities. In addition, the situation will be assessed to determine if further actions are necessary. If the first offense is deemed to be excessive, disciplinary action may be recommended administratively, including, but not limited to, suspension or expulsion. If a second violation occurs, the student will be required to attend a minimum number of counseling sessions. In addition, the student will face additional disciplinary action including, but not limited to, suspension or expulsion.

## **SEXUAL HARASSMENT**

It is the policy of Churubusco Jr/Sr High School to provide a learning and working atmosphere for students, employees, and visitors free from sexual harassment. Sexual harassment is unwelcome conduct of a sexual nature and is prohibited. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

- Verbal: The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats made to a student, staff member or other corporation personnel.
- Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in a school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a student, staff member, or other corporation personnel.
- Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body or coerced sexual intercourse, with a student, staff member, or other corporation personnel.

A student who believes he or she has been harassed should notify a school administrator as soon as possible. Any person who knowingly files false claims will be subject to disciplinary action. A formal, written policy is available for student and/or patron review in the Churubusco Jr/Sr High School principal's and assistant principal's office. This policy is also available under the Smith-Green Community Schools: Bylaws and Policies (Policy 5517).

## NOTICE TO STUDENTS AND PARENTS REGARDING ELECTRONIC DISPLAYS OF INFORMATION INCLUDING CELL PHONE CONTENT AND DISPLAY

Churubusco Jr/Sr High School prohibits the sending, sharing, viewing, and or possessing of pictures, text messages, e-mails, or other images and or material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic devices.

Students and Parents are hereby placed on notice that serious criminal repercussions may result from the possession, and or dissemination of materials of a sexual nature. The School District has a duty to report allegations of misconduct to either law enforcement or the local child protection agency. If a student would be conflicted of or declared a juvenile delinquent in violation of a child exploitation law or other similar laws, the student may be required to register as a sex offender pursuant to Indiana Code Section 35-42-4-11 (a)(2)(C) and Indiana Code Section 11-8-8-7, as from time to time amended.

Students and Parents are advised as follows:

- The child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Level 5 felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Level 5 felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by I.C.35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and student to be aware of the legal consequences should this occur in the Smith-Green Community School Corporation schools.

Smith-Green Community School Corporation as a matter of policy complies with all laws of the State of Indiana as it relates to the reporting of alleged criminal conduct and conduct that may be considered to be harmful to minors and or the educational process of Smith-Green Community School Corporation. All students are expected to comply with and abide by the laws of the State of Indiana.

## INSUBORDINATION

Insubordination is a deliberate refusal or failure to follow an authority figure's request or directive. Any act by a student of open resistance to authority or willful refusal to obey the directive of school personnel will result in disciplinary action.

## DRESS CODE

Since student appearance reflects upon the reputation of Churubusco Jr/Sr High School and the principles of good grooming are a part of a student's education, it is important that students uphold high standards of neatness and respectability of dress. The administration reserves the right to make all judgments regarding student dress and what is or is not acceptable and/or appropriate. **NOTE: On special occasions such as: homecoming, spirit days, and student sponsored clubs/activities school dress still apply.**

**Overall, modesty, neatness, and cleanliness should be the primary objective.**

1. Examples of inappropriate dress may include, but are not limited to: Pajamas, sagging pants, inappropriately exposed skin (including bare midsections) and/or undergarments, and excessively short or tight clothing. At no time should cleavage be visible.
2. No student will be permitted to dress or appear in any manner that is excessively distracting, unhealthy, distasteful and/or obscene.
3. No student will be permitted to dress or to wear clothing and/or attachments to clothing which are sexually explicit or promote or advertise racism, drugs, alcohol, and/or tobacco.
4. Tops exposing the entire shoulder or back area are unacceptable. Halter tops, spaghetti strap clothing, and shirts with less than 2 inch straps are not acceptable for school. Shirts that have been cut excessively in the armpit area exposing skin or are designed as a tank or muscle shirt are not allowed.
5. In certain classes or extra-curricular activities the school retains the right to impose specific dress and grooming requirements as a condition of participation.
6. Hats or other headdress such as bandanas or the hoods of hooded sweatshirts may not be worn at school unless the principal has agreed to a special day.
7. Although not technically considered dress, book bags, gym bags, backpacks, purses, or other large carrying bags may not be carried throughout the school during regular school hours.
8. Footwear must be worn at all times.
9. Outdoor clothing such as heavy coats, jackets should not be worn during school hours.
10. Clothing with excessive holes, rips, and tears will be subject to administrative approval.
11. Any jewelry or other items are prohibited when worn inappropriately.
12. Wearing shorts throughout the school year is student choice. However, this rule can be individually rescinded for students who have trouble choosing appropriate length and tightness. The acceptable length of shorts, skirts, or dresses is six inches from the top of the kneecap (approximately the length of a dollar bill).
13. Violators of the dress code may be placed in restricted study until appropriate clothing can be supplied. Students will not be permitted to leave the building for a change of clothing.
14. Multiple dress code violations may result in ASRS being assigned.

## COUPLE RELATIONSHIPS AT SCHOOL

Students should not, under any circumstances, while on school grounds, anywhere in the building, or at school functions, show affection to one another in a way that creates a scene and draws undue attention to them. The administration and faculty feels this creates a poor image of our student body, and that school is not the place to engage in any affectionate gestures other than holding hands. That is not to say that it is wrong but simply inappropriate in a school environment.

# GENERAL SCHOOL EXPECTATIONS

## BULLETINS AND ANNOUNCEMENTS

All notices of club meetings, athletic and social events, general information for the day, and specific instructions of importance to teachers and students will be placed in the morning bulletin for announcing to staff and student body. Pupils responsible for putting notices in this daily bulletin must have the notices approved by their advisor and in the main office no later than 7:45 a.m. Special notices are posted on bulletin boards, outside the main office, in the library, guidance office, or posted as poster signs. All posters must advertise school-sponsored events and must be approved by the administration.

## LOCKERS

The following policies are in accordance with a comprehensive in-depth school board locker policy. The complete school board policy is available for your inspection in any of the administrative offices.

1. All lockers made available for student use on school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms, and the art classroom, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which are forbidden by state law or school rules. These lockers must be kept locked. No attempt should be made to bypass the lock system.
2. A student should not expect to have privacy in a locker or its contents. Periodic general inspections of all lockers may be conducted by the school principal or designee for any reason, at any time, without notice, without the student's consent, and without a search warrant. These searches are usually conducted for general health and safety reasons, or to locate lost or stolen property, but if any evidence of a violation of the law or school rules is found during one of these searches, this evidence may be used against the student.
3. Other than general inspection of all lockers, whenever an individual student locker is the subject of a search based on reasonable suspicion of contraband being present, the student assigned to the locker being searched will normally be given notice and the opportunity to be present during the search.
4. Each student is responsible for the locker assigned. Students must keep lockers locked, clean, and damage free.
5. There is to be no switching or sharing of lockers without permission from the office.
6. At no time should any student share a locker with another student, or share his/her locker combination with anyone else. A student getting into the locker of another student will be dealt with severely.
7. In the unlikely event of loss of items from the locker, you should report such loss to the office.

## AUTOMOBILES/MOTORIZED VEHICLES

1. Students driving and parking at Churubusco Jr/Sr High School **must possess a valid driver's license** and must register in the attendance office. Upon registration, each student will receive a parking permit, **at a cost of \$10**, to be placed on the center rearview mirror in the automobile, or displayed plainly on a motor cycle or moped. JH students may not drive a motorized vehicle to school. A student who does not register their vehicle may face consequences.  
A specified number of permits will be distributed each year at cost to students by class beginning with seniors and ending with freshmen. Once all of the parking spaces are filled, no more parking permits will be issued until one becomes available.
2. Emergency driving is always possible. Students are to report to the assistant principal's office and register their car for that particular day.
3. All approved student drivers will park in the front parking lot during school hours.
4. Vehicles are not to be re-entered during the school day unless the student has approval from the principal or assistant principal. A student who is in a work-study program may enter his/her car to leave at the designated time he/she needs to depart to get to work.
5. Student drivers are to park cars according to the lane markings.
7. Student vehicles may be subject to search by school authorities if there is reason as delineated in the student locker guidelines.
8. Students arriving to school after 8:10 due to car troubles will receive a tardy and/or absence when applicable.

## WORK PERMITS

A work permit may be issued to any student who is passing all of his/her classes, has at least a cumulative C-GPA, and is meeting our compulsory attendance guidelines. The work permit may be revoked if the student's grades decrease significantly after the issuance of the permit, or if they are no longer following the attendance guidelines established by Churubusco Jr/Sr High School. If a student were to have a permit revoked or denied, school personnel would review his/her application upon the student successfully raising his/her grades to meet our standards after each 9-week grading period.

## LIBRARY

The library staff is responsible for maintaining an orderly environment in the library. This may include refusing admittance to any student who does not use his/her time wisely. A student must have a pass to go to the library. Procedures to come to the library from a classroom will be determined by the classroom teacher and the librarian. It may be necessary to limit the number of students admitted from a classroom to the library any time the facility is being used by regularly scheduled classes.

## SCHOOL CLEANLINESS

School custodians do a great amount of work in preparing the facility for use. Each of us has a part in the overall neatness and cleanliness of the facility. Trash should always be placed in appropriate containers and not thrown on the floor. Beverages and snacks are to be eaten in the cafeteria. Each student doing what is expected will assist in keeping the general appearance of the building in the best possible condition.

## FOOD OR DRINK

Food and drinks, excluding water bottles, should only be consumed in the cafeteria or the south bleachers during the school day. At no time should food or drinks be brought into the academic areas of the building. Students who bring a packed lunch from home must keep the lunch in a closed bag or container and not open it until they are in the cafeteria. In accordance with state guidelines, we ask that students or parents not bring in fast food items, energy drinks, or sodas to have for lunch as many of these exceed federal guidelines for sodium, sugar, and carbohydrate consumption and may inhibit learning.

## LUNCH HOUR

Students are not to leave the school building during the school hours without the consent of the administration. On days where school is on a two or three-hour delay schedule, or in special circumstances, time for lunch may be reduced, as is true with all classes.

## SCHOOL LUNCH PROGRAM

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in wastebaskets.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor around your seat clean.
4. Throwing food may result in discipline.

## LUNCH CARD USE/ACCOUNTS

1. Students are expected to have their lunch cards with them each day in order to get their lunch in the cafeteria.
2. If lunch/ID cards are defaced or mutilated, students may be required to purchase another card at a cost of \$5.00.
3. Parents are able to deposit money and check their student's lunch account balance at any time by visiting [www.SendMoneyToSchool.com](http://www.SendMoneyToSchool.com) on the internet. Parents are also able to send money in with their student to be deposited into their account.
4. Students may still get their lunch if they forget their card by giving their name or ID number to the checkout cashier in the lunch line. If a student has no money in their lunch account, they may charge their meal. Please refer to the SGCS 'Meal Charging Policy' for more details. It is found on the district website (<https://www.sgcs.k12.in.us/>) under the Food Service tab.
5. For interested parents, there is an online application for free and reduced lunches. The link is [LunchApp.com](http://LunchApp.com). **Paper applications are available in each office and on the school website as well.**

## HIGH SCHOOL STUDENT COUNCIL

The Student Council is made up of: (a) Student Council President, Vice President, and Secretary-Treasurer; (b) from each class: President, Vice President, Secretary-Treasurer, and 4 Representatives from each class. All officers and representatives are elected in the spring of the preceding school year. Those students running for Student Council President, Vice President, or Secretary-Treasurer must be a current sophomore or junior with a minimum of one year of Student Council experience. The Student Council has a highly active role. Its purpose is not to govern the students, but to serve as a voice for the student body. The Student Council will work with the administration in making Churubusco High School a place of which everyone can be proud.

## HALL DECORATING

Students or classes desiring to decorate will first submit a plan to their class sponsors for approval. This plan must include the theme and design for decorating. Students will not be permitted to work in the building until they have obtained permission of their class sponsor. Students must understand that their sponsors will supervise projects. Students should take down all decorations that are put up in a timely manner. This includes the tape that holds the displays up. Residue tape can become very unsightly! Do not tape signs, posters, etc., on any of the school windows.

## DANCES

High school dances are open only to high school students and their guests who are between the age range of freshman in high school to 20 years of age. Guests from other schools must provide information from their home school verifying that the student is enrolled and is in good standing. If students at Churubusco Jr/Sr High School wish to attend dances at other schools, information can be provided to the host school verifying that the student involved is enrolled at Churubusco Jr/Sr High School and is in good standing. Only 6th, 7th, and 8th grade Churubusco Jr High School students may attend Junior High dances.

## HIGH SCHOOL PROM

The high school prom is sponsored and paid for by the junior class, with the senior class as their guests. Sophomores and freshmen may also attend the prom if they are guests of a junior or senior. The prom is open only to junior and senior students and their guests who are between the age range of freshman in high school to 20 years of age. Guests from other schools must provide information from their home school verifying that the student is enrolled and is in good standing.

# SCHOOL SAFETY AND STUDENT HEALTH

## FIRE DRILLS

Fire drills are conducted periodically according to state regulations. A list of GENERAL INSTRUCTIONS follows:

1. Never run during a fire drill.
2. Walk rapidly attempting to see that there is no great space between you and the person in front of you.
3. DO NOT TALK!

## SAFETY RULES FOR SCHOOL BUS PASSENGERS

The driver is in complete control during his/her route and is to perform his/her duties in a business-like manner. Infractions of any of the following regulations shall be sufficient cause to deny transportation to any child after a conference with his/her parent/guardian:

1. Each pupil shall be located immediately upon entering the bus in the place assigned to him/her by the driver.
2. No pupil shall stand or move from place to place during the trip, except by permission of the driver. Students are to remain seated and facing toward the front of the bus at all times.

3. Loud, boisterous, profane language, or indecent conduct shall not be tolerated.
4. Pupils shall not be allowed to tease or touch one another.
5. No windows or doors will be opened except by permission of the driver.
6. Throwing anything is unacceptable.
7. A bus must be completely stopped before a child may enter or leave the bus.
8. A child must cross the road in front of the bus.
9. A child or group of children shall be waiting at the loading station and be prepared to enter the bus at the respective stop.
10. All students who ride a school bus to school must remain on school property upon disembarking the bus until returning home on the bus.

### **STUDENT MEDICATION**

All medications must be brought to the clinic immediately upon arrival at school and must be in the original container. Medication is to be clearly marked with the student's name, as well as with directions as to the dosage and time interval that the medication is to be administered. All medication will be kept in the clinic and will be dispensed by the school nurse or trained designee.

Normally, all medication must be secured in the clinic. Pursuant to IC 20-33-8-13, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if:

1. The student's parent has filed an authorization with the principal for the student to possess and self-administer the medication; and
2. The authorization contains a statement from a physician stating 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 accompanying physician's statement must be filed with the principal annually.

The clinic will have acetaminophen (Tylenol) that may be administered for pain or fever. This will be dispensed at the nurse's discretion and only if the student's parent has provided written permission. Students may possess cough drops for personal use only. Cough drops should not be passed from student to student. All medication should be picked up from the nurse's office on the last day of the school year.

### **IMMUNIZATIONS**

State law requires immunization records upon the 1st day of school or a waiver must be granted by the school before the student may attend. IC 20-34-4-5.

All Churubusco Jr/Sr High School students are required by Indiana law to have the following minimum immunizations:

- five (5) doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) or four (4) doses are acceptable if the fourth dose was administered on or after the fourth birthday;
- four (4) doses of either oral polio vaccine (OPV) or inactivated polio vaccine (IPV), in any combination of three (3) doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday;
- two (2) MMR's: Measles, Mumps, and Rubella
- three (3) doses of hepatitis B vaccine
- two (2) doses varicella (chickenpox) or history of chickenpox
- **two (2) Hepatitis A**
- **one (1) dose meningitis and one (1) Tdap for 6th grade and above.**
- **two (2) doses of meningitis for 12 grade students**
- **shots must be completed before entering school.**

The only exception to these requirements are students for whom the vaccines are contraindicated or students whose parents have filed written statement of religious objection.

### **HEALTH INFORMATION**

Parents are also required to complete medical information during registration for their child so the school office will have a record of the student's health problems. Parents of students whose activities are to be restricted in any way should file a doctor's statement with the nurse.

It is important that each student's enrollment record include two emergency numbers in addition to the parent's home and work numbers. These are numbers at which someone can be reached in case a parent cannot be reached. This information should be updated with the office and the classroom teacher if changes occur during the school year.

## **Additional Policies and Procedures**

### **CUSTODIAL PARENT INFORMATION**

It is the responsibility of the custodial parent to provide a copy of the court order to the school in cases where the non-custodial parent is not to see the child at school, receive records on the child, or leave the school with the child in his/her care.

### **DIRECTORY INFORMATION**

Churubusco Jr/Sr High School is proud of its students and their achievements and may release "directory information" relating to those achievements to newspapers, magazines, radio, television, colleges, programs, yearbooks, or by other means without parental consent unless the parents or a student who is 18 years of age or older has objected in writing to the release of such information within twenty (20) days of the student's first day at Churubusco Jr/Sr High School. The objection should specify what information should not be disclosed. "Directory Information" means a student's name, address, photograph/video, date and place of birth, major field of study, participation of officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

## **SCHOOL VISITATION**

All visitors are expected to register in the school office. Parents may visit the child's classroom at any time by making arrangements in advance with their child's teacher. Tours of the school may be given to anyone by making arrangements with the principal. Visitors may be subject to a limited history background check, which will then be reviewed and approved by the administration prior to entrance into the building.

## **NOTICE OF NONDISCRIMINATION AND INTERNAL COMPLAINT PROCEDURES (INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA)**

### **Nondiscrimination**

The School Board does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, or genetic information in its programs, activities, or employment. Further, it is the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation. Complaint Procedure Section I Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which may be referred to as a grievance, with the Corporation's Civil Rights Coordinator:

### **Business Manager**

Smith-Green Community Schools

222 West Tulley St.

Churubusco, IN 46723

260-693-2007

The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Chicago Office, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, Illinois 60661; telephone: (312) 730-1530; Fax: (312) 730-1576; TDD: 877-521-2172; E-mail: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

## **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 concerns reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the procedure stated in Board Policy # 9130.

## **AHERA ANNUAL NOTICE**

In accordance with the US EPA's AHERA Standard (ref 40 CFR 763.80), all information concerning asbestos –containing materials in the schools of Smith-Green Community Schools is available for review and copying by students, staff, and guardians during normal business hours.

## **PEST CONTROL**

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

This policy does not apply to the use of non-restricted pesticides. Some examples of non-restricted pesticide use are as follows: 1) when used in normal cleaning activities, e.g., germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2) personal insect repellents when self-applied; and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.

### **The corporation will:**

1. Inform annually parents and staff members of the corporation's pest control policy at the beginning of the school year by a separate posting of a memorandum or as a provision in the student handbook.
2. Provide name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested advance notice.
5. Provide notice of all pesticide applications to school nurses.
6. Maintain written record for at least 90 days of any pesticide applications.

The corporation will provide notice at least two school days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied, and the telephone number to contact the school corporation for more information.

In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.

The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

## **INDOOR AIR QUALITY (IAQ)**

The Superintendent shall appoint a person to serve as the Indoor Air Quality (IAQ) Coordinator for the school corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the school corporation. The IAQ Coordinator for Smith-Green Community Schools is Mr. Wayne Krider, Director of Building & Grounds.

## **SCHOOL BUS AND OTHER VEHICLE IDLING**

In accordance with the Indiana State Department of Health regulations, the Board endeavors to limit vehicle emissions that may be introduced into school facilities harming the indoor air quality. The Corporation shall determine areas where idling is prohibited and post signs.

Drivers of all public and private vehicles are to turn off his/her engine if the vehicle is to be stopped for more than five (5) minutes in locations where the vehicle exhaust may be drawn into the building or while on school grounds. See Policy [8615](#) at <http://www.neola.com/smithgreen-in/> for more information.