

# 2017/2018 Student Handbook

## Alexandria-Monroe Junior / Senior High School

1 Burden Court  
Alexandria, IN 46001

Phone: (765) 724-4413  
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### **SCHOOL SONG**

Fight on, oh, Alex High;	Fight on, oh, Alex High;
We're all for you	We're all for you
To carry through.	To carry through.
Fight on to victory	Fight on to victory
Turn on the steam	Turn on the steam
You're on the beam	You're on the beam
Ye Tigers all, fight on,	Ye Tigers all, fight on
Ye Tigers all, fight on,	Ye Tigers all, fight on
Fight!	

### **FORWORD**

The School Board declares it to be the policy of this Corporation to provide an equal opportunity for all students, regardless of race, genetic information, color, creed, disability and handicapping condition, religion, gender, ancestry, age, national origin (including limited English proficiency), place of residence within boundaries of the Corporation, social or economic background, or as mandated by Federal and State regulations, to learn through the curriculum offered in this Corporation.

This handbook is intended as a guide and does not propose to cover all phases of school life at Alexandria Community Schools. It is hoped that the information presented here will increase your knowledge of the ideals, traditions, and activities of your school.

Additional information may be provided to families during registration and throughout the school year. Should you have any questions, concerns or comments we encourage you to contact your student's principal or assistant principal at any time.

Complete copies of all school policies can be located in the offices of each building principal, the superintendent, or on the schools website at <http://alexandriacsc.alex.k12.in.us>. found under NEOLA.

### **VISION STATEMENT**

In Alexandria, students come first. Every student learns and is supported to achieve individual successes throughout the student's school year. Our schools create an atmosphere that encourages the joy of learning and promotes positive citizenship. The students, staff, parents, and community of Alexandria work together to help each child build a solid foundation of essential, critical, and creative thinking skills.

# Corporation Policies and Procedures

## PARENT TO SCHOOL COMMUNICATION PROCESS

We believe that our Alexandria families and schools are important and necessary partners in the education of each student. We encourage open lines of communication between the student's parents/guardians and the school.

Regretfully, problems or concerns do develop within the educational arena. Parents/Guardians are encouraged to work first with teachers, and then building level administrators, and finally the superintendent, giving each level ample time to assess, take action and hopefully resolve the concern at their level. Our hopes are to resolve the issues as early in the process as possible to insure quick and responsive attention to the educational issues. If the problem or concern cannot be resolved by using the teachers, administrators or superintendent, then the parent may choose to call members of our school board.

## SCHOOL CALENDAR AND CLOSING POLICY

The School Calendar will be distributed on the first day of school and is located on the school's website at <http://alexandriacsc.alex.k12.in.us>. The school calendar is subject to revision as required by unanticipated circumstances.

**We will use our School Messenger automated phone system to notify parents in the event of school closings or delays. Therefore, it is very important that students and parents keep the school advised of any changes to your telephone numbers throughout the school year.** Local radio and television stations are another excellent source of information in case of school delays and/or closings. Please do not call the superintendent or building principals as you may tie up their telephones and prevent the proper notification to radio stations, bus drivers, and other personnel. Early morning closing announcements will be made as soon as possible. Radio and television stations will also be notified of unscheduled closing necessitated during the regular school day. **Parents who are not at home during the regular school day for such emergency situations should have prearranged plans.** Your children should have some place to go in case of an emergency or early closing of schools.

Students' instructional days will be rescheduled when necessary to meet the minimum required by Indiana Code. The school board shall determine when lost student instructional days shall be rescheduled. The last day of school and graduation are tentative and subject to change.

## SCHOOL DIRECTORY

The Personnel School Directory is located on the school corporation's website at:  
<http://alexandriacsc.alex.k12.in.us>

## VIDEO SURVEILLANCE

The Board of School Trustees authorizes the use of school video surveillance on corporation property to assist in protecting the health, welfare, and safety of all students, staff, and visitors. Video cameras may be used in locations deemed appropriate by the superintendent or his/her designee. Recorded information from surveillance cameras showing identifiable students will be treated as an "education record" and will not be produced outside of the corporation except pursuant to subpoena, court order, or release in accordance with the Family Educational Rights and Privacy Act.

## NONDISCRIMINATION POLICY

Alexandria Community School Corporation does not discriminate on the basis of religion, race, genetic information, color, national origin, sex, disability, or age in its programs and activities, including employment and opportunities. Any inquiries concerning non-compliance should be directed to the superintendent of schools at 202 E Washington Street, Alexandria, IN 46001 or (765) 724-4496.

## FREE/REDUCED MEAL –TEXTBOOK ASSISTANCE PROGRAM

Students whose families meet the requirements for free or reduced meals and textbook assistance fees must file an application in the school principal's office for approval. Families who qualify for free and reduced lunch will receive relief from textbook rentals, but must pay student fees.

### **SCHOOL FEES**

Fees that are unpaid after the conclusion of the first grading period may be turned over to the school attorney or other authorized persons for collection. Court costs and/or collection fees may be added if necessary. Parents who are unable to pay the fees by the due date should make prior arrangements to pay on an installment plan. Payments of this kind must be set up with the principal or his/her designee.

Parents of students who have been approved for free lunches (based on federal/state guidelines) will receive free workbooks and textbook rentals ONLY, provided that the appropriate applications are completed. Parents are responsible for all fees other than workbooks and/or textbook rentals.

Students who transfer into our corporation must pay an amount of student fees based on the time of their enrollment. They will also be responsible for the full cost of any required consumable workbooks or materials.

Students who withdraw from school to enroll in another school corporation will receive a refund of the unused fees based on the percentage of time they were enrolled in our corporation.

### **APPROPRIATE GRADE PLACEMENT POLICY: HOME SCHOOLED or NON-ACCREDITED SCHOOL CHILDREN ENTERING OR RE-ENTERING THE CORPORATION**

The Alexandria Community School Corporation has both the right and responsibility to assess the academic status of the child initially entering or re-entering the school corporation. This is done in order to make a determination of the student's placement in the school corporation's program that can most likely assure the proper continuation of the student's educational growth. School officials shall place students in the most appropriate grade level if the student is requesting enrollment in the Alexandria Community School Corporation after attending a nonpublic, non-accredited, and/or home school.

This policy will also apply to students who enter our corporation from another accredited school, but who may have been placed, in the opinion of school personnel, at an inappropriate grade level based on their age or academic ability.

### **CUSTODIAL AND NON-CUSTODIAL PARENTS' RIGHTS AND RESPONSIBILITIES**

- A. When parents of a student are estranged, separated, or divorced, building personnel will uphold the parent's rights.
1. Both parents, custodial and/or non-custodial have the right to:
    - a. View the child's school records;
    - b. Receive school progress reports;
    - c. Visit the child briefly at school;
    - d. Participate in parent teacher conferences;
    - e. Transport the child to and from school.
  2. The only exception to the above rights is when a court order is presented to the school that restricts any of the above listed rights of either parent/guardian.
- B. Parent Responsibilities
1. The custodial parent has the responsibility to:
    - a. Keep the school office informed as to the address of residence and how he/she may be contacted at all times.
    - b. Provide a copy of any legal document restricting the rights of the non-custodial parent.
  2. The non-custodial parent is to inform the school office of a phone number and an address where he/she may be contacted.

### **EMANCIPATED STUDENTS**

Any student requesting to be considered 'emancipated' must submit a written request verified by parent/guardian to the principal for consideration. A student is emancipated when the student:

1. Furnishes the student's support from the student's own resources.
2. Is not dependent in any material way on the student's parents for support.
3. Files or is required by applicable law to file a separate tax return.

4. Maintains a residence separate from that of the student's parents.

### **STUDENT RECORDS POLICY**

Notice to Parents and Students of Their Rights Concerning Education Records: Federal law and regulation govern education records. The requirements of these laws and regulations are contained in school board policy entitled Student Records. Generally, this policy provides for the following:

- A. Records are confidential and may be disclosed only as provided in the policy.
- B. The policy concerns both elementary and secondary student education records.
- C. Parents have a right to examine their child's records at reasonable times if the child is less than 18 years of age and not attending a post secondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue Code.
- D. Students have a right to examine their records at reasonable times.
- E. Before education records are disclosed to third parties, the school requires a signed and dated written consent of (a) a parent of a student who is less than 18 years of age and not attending a post-secondary educational institution, or (b) a student who is at least 18 years of age or attending a post-secondary institution.
- F. Certain persons may examine education records without a parent's or student's consent as provided in the above paragraph. These include school officials (who have legitimate educational interests) and officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll. This school corporation forwards education records to another school corporation, school system, or institution of post-secondary education where the student seeks or intends to enroll without prior notification to the parent or student.
- G. Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of parent or student as provided in paragraph E above. Directory information includes the student's name, address, parent home and work telephone number, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, genetic information, sex, date of birth, height, weight, grade level, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent of a student less than 18 years of age or a student who is at least 18 years of age may object to disclosure of any of the categories of directory information by filing form "83330 F1" (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the principal's office no later than 14 calendar days from the beginning of the school year.

### **IMMUNIZATION POLICY**

The School Board requires that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, hepatitis B, and other communicable diseases designated the State Board of Health. The Superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the Superintendent's administrative twenty (20) day period. The Superintendent shall commence exclusion proceedings unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contraindicated. Exemptions to the immunization requirements shall be granted if verified medical, religious, or other reasons allowed by Indiana State law are presented to the Superintendent.

**Please contact school nurse for any questions**

### **USE OF MEDICATIONS**

Alexandria Community Schools shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardized the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours or the child is disabled and requires medication to benefit from his/her educational program.

For the purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication or treatment may be administered by school personnel to any student during school hours, the Superintendent shall require the written prescription from the child's physician for all prescription drugs accompanied by the written authorization of the parent. In the case of non-prescription drugs, preparations, or remedies, a written authorization from the parent must be on file prior to administration of the treatment. These documents shall be kept in a secure location at that child's school. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violation of this rule will be considered violations of Policy 5530-Drug Prevention and of the Student Code of Conduct.

- A. All medications, prescription, and/or non-prescription, is to be taken at school must have a written permission slip with the student's full name, the date, and the parent or guardian's signature. Parent or legal guardian must provide and transport all medication to and from school.
- B. Written consent is valid only for the period specified on the consent form, and in no case longer than the current school program year.
- C. All prescription medication must be brought to school in the original container with a pharmacy label giving the student's name, the name of the medication, and the dose and frequency of the medication.
- D. All non-prescription medication (Tylenol, aspirin, etc.,) must be in a new and original container with the student's name clearly marked on it. The container must be sealed.
- E. All medications must be maintained in a secure location at school and will be administered only by authorized school personnel. A list of school personnel authorized to administer medication will be maintain by the school and posted in the school office.
- F. The school principal will assign staff to be responsible for the prescribed administration of medication. If a student fails to come for the medication at the scheduled time, the staff will locate the student and see that the medication is taken.

- G. School personnel will record the administration of medication to students on the appropriate school form.
- H. If the medication is to be terminated prior to the prescription, the written and dated consent or withdrawal of consent of the parent or guardian is required.
- I. All unclaimed medication will be disposed of at the end of each school year.
- J. It is the parent's responsibility to:
  1. see that medication is safely and securely brought to and from the school office;
  2. check that the appropriate dosage and supply of medicine is provided to the school for the prescribed time;
  3. clearly communicate with school officials in writing of any changes in the medication type dosage, and/or administration procedures.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Corporation will distribute Emergency Medical Authorization Forms to parents/ guardians of all students. The form will be maintained in a separate, secure and easily accessible file in each school building during the school year. In the event of an emergency when medical treatment for a student is necessary, the Corporation will make every attempt to adhere to the instructions on the authorization form. In the absence of specific medical instructions and/or parents or guardians, the school will take steps deemed necessary to safeguard the health and welfare of the student in the event of an emergency. The parent/ guardian is responsible for updating the information during the school year should it be necessary.

### **NURSE VISITS**

Students must have a pass from a teacher to visit the school nurse. If the school nurse feels the parent/guardian needs to come pick that student up for medical reasons, then the nurse will contact the parents. The use of a digital device by the student to a parent/guardian circumventing the school nurse is not permitted during the school day and will result in a disciplinary consequence. This will include a cell phone violation and possible truancy if the student leaves without permission.

### **SCHOOL/CLASSROOMS VISITORS**

The school encourages parents/guardians to be a part of their child's education. With the exception of school personnel and invited guests, only immediate family members may observe, visit or participate in their student's class and/or activities. All visits must be pre-arranged with the knowledge and consent of your student's building principal. For the safety of all school personnel and students, visitors are asked to sign in and wear an identification badge.

### **OUTSIDE FOOD & DRINK POLICY**

The building principal must approve any outside food or drink brought into the school at least one day in advance. If the request is granted then they will consume the food in an area designated by the principal. This does not include sack lunches that are consumed in the cafeteria. Students leaving the campus to get lunch are considered truant and will be dealt with in accordance with our truancy policy.

### **STUDENT DANCES**

Dances at the high school will be limited to AMHS students and a guest. All guests must be pre-approved of by the principal or assistant principal no less than one (1) day prior to the dance.

Prom will be limited to senior & junior AMHS students and one guest not to exceed the age of twenty and must be in at least the 9<sup>th</sup> grade.

### **CLASS TRIPS & EXTRA-CURRICULAR PARTICIPATION**

Participation in field trips and extra-curricular events is considered a privilege. Students who have either been suspended, who have had multiple disciplinary problems, or, in the event of high school extra-curricular activities, fail a random alcohol/drug drug test (see policy) may not be allowed to participate in any of the aforementioned activities. Participation will be at the discretion of the school principal.

### **TELEPHONE USE**

A courtesy phone is available for students in the school office. Students will not be allowed to call out or receive messages during class time except in the event of an emergency. Students must obtain permission from school personnel before using a school phone. Students may use a phone in cases of emergency, if a practice or an event has been cancelled, or the student needs necessary medication.

### **EMERGENCY DRILLS**

The principal or his designee will conduct, as necessary and mandated by Indiana regulations, emergency drills to prepare students on the proper procedures to be followed in the event of a real emergency. The students are to acquaint themselves with the various alert tones, announcements and necessary actions to be taken. Students are to follow the directives of school personnel in a quiet, calm and efficient manner.

### **WORK PERMITS**

Indiana law permits the employment of minors beginning at the age of 14. Prior to employment, an employer must have an employment certificate on file for the student. The certificates (commonly referred to as "work permits") are available to the student through the school's issuing officer. For Alexandria-Monroe High School, the issuing office will be the school social worker.

**The issuing officer may deny a work permit to a minor: whose attendance is not in good standing, as determined by the school; or whose academic performance does not meet the school's standards. The issuing officer may also revoke a work permit previously issued to a minor if the school determines that there has been a significant decrease in any of the following since the issuance of the work permit: the minor's grade point average, or the minor's attendance at school.** Alexandria-Monroe High School will consider a student to be in poor academic standing if they fail to pass 5 courses per grading period. The school will consider a student to be in poor attendance if they are not present or absent with a valid excuse 95% of the previous grading period. A student may appeal denial or revocation of a work permit to the building principal. If a student's work permit is revoked, they may request a periodic review of their status at the end of the next grading period.

### **PARKING PERMITS**

Alexandria-Monroe High School requires that all student vehicles be registered with the school office. Students are to purchase a parking permit from the office, prior to driving their vehicle to school. Permits are to be displayed in the front window of the student's vehicle at all times. Student parking is restricted to the west parking lot. The school may also designate specific stalls or areas in the parking lot for specific student or groups of students.

**Parking permits may be revoked (without reimbursement) if a student is labeled as chronically tardy or excessively absent.** A student will be labeled chronically tardy if they are tardy more than 3 times per grading period. Upon receiving the 3<sup>rd</sup> tardy to school, the parking permit must be forfeited to the school administration. If the student completes a future grading period without receiving 3 tardies, they may request that their parking permit be reinstated.

Students who purchase a parking permit must also sign up to participate in the school's random drug-testing program.

### **PROMOTION, PLACEMENT, AND RETENTION (7<sup>th</sup> & 8<sup>th</sup> Grade)**

The school board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with their own development.

Such patterns should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

Our purpose for establishing the following guidelines is to help ensure that all students succeed. The decision to promote or retain a student will be based on the following conditions.

- A. The student will maintain at least a 95% attendance rate in accordance with Indiana State law.
- B. The student passes both sections of ISTEP
- C. The student shows gains on corporation/building adopted benchmark tests

D. The student maintains passing grades for each semester.

Each Principal or designee will convene a committee to identify those students experiencing difficulty in successfully achieving any of the above conditions. The Principal or designee will contact the student's parents/guardian in order to work with the committee to develop a plan for academic success and promotion to the next grade.

The committee will determine if the student has successfully completed the necessary requirements to be moved forward to the next grade. If the recommendation is unclear, the matter will be determined by the building principal.

No student who has completed a grade successfully shall be retained or allowed to repeat a grade in order to improve the student's ability or lengthen the student's eligibility to participate in extra-curricular athletic programs.

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's I.E.P.

# **CORPORATION ATTENDANCE POLICIES**

## **COMPULSORY EDUCATION LAW**

In accordance with Indiana State law, parents of children who will be 7 (seven) years old during the school year must enroll their child in the fall term of that school year.

Parents who want to enroll their child in a nonpublic, non-accredited school or who intend to educate their child equivalent to public school (home school) must certify their intent to the local superintendent.

## **LEGAL RESIDENCE AND GUARDIANSHIP**

Students attending Alexandria Community Schools must reside with either their legal parent or guardian. A guardianship designed solely for educational and/or athletic purposes will not be acceptable for attendance in the Alexandria Community Schools. A student may be expelled from school if their legal settlement is not in the attendance area of the school corporation. Any student attempting to enroll in Alexandria Community School Corporation while expelled or in the process of being expelled from another school corporation will be denied enrollment in accordance with the terms and dates of the expulsion.

## **SCHOOL ATTENDANCE AREAS**

It is the parent/guardian's responsibility to immediately notify the school when their student/family has moved outside the school attendance area. At that time, the student should transfer to the school in the attendance area/corporation of their new legal residence. When a student's legal settlement changes after the student has begun attending school in our corporation, the effective date of change may, at the discretion of the parent/ guardian be extended until the end of that semester, or at the discretion of school officials, until the end of that school year as a cash transfer tuition student. If a student moves out of the district after completing their junior year, they may attend Alexandria-Monroe High School their senior year tuition free.

Parents/guardians of students no longer residing within the Alexandria Community School Corporation are responsible for providing their own transportation to the school where continued enrollment is approved.

The School Board reserves the right to adjust district lines as necessary.

## **ATTENDANCE POLICY**

The Compulsory School Attendance Law- I.C. 20-33-2 requires students who will be the age of 7 (seven) years old during the school year until the age of at least 18 (eighteen) years old shall be in attendance the number of days public schools are in session.

Regular school attendance and punctuality are important to successful achievement in school. Parental help is solicited in achieving good attendance habits. Securing an education is the most important accomplishment of any young person. It offers a person greater opportunities for personal satisfaction and financial success. An educated citizen enriches and benefits our community, state, and nation. Therefore, once a pupil has enrolled in this school, his/her first duty is to be present every day possible.

According to Indiana law, the local school corporation has the power to establish rules and policies in regard to absences from school. A student who is considered chronically absent or is excessively absent will be subject to disciplinary action. Indiana code defines a student who is chronically absent, as having unexcused absences from school for more than ten (10) days in one (1) school year. A student who has a combination of 15 (fifteen) excused or unexcused absences in one (1) school year is considered excessively absent.

These include full and half day absences. At the point a student has been placed on an attendance contract for being either chronically or habitually absent, the school will require a doctor's note to verify absence from school. Failure to provide a doctor's note will result in consequences as stipulated in the attendance contract. A parent or guardian who fails to follow the law is subject to verbal or written notification of charges possibly being filed with the Madison County Prosecutor's Office.

### **Consequences**

#### **Habitual truant/Chronic absences**

1. 3 unexcused absences- parent contacted.

2. 6 unexcused absences- home visitation or phone notification stating that parent's attendance at an attendance contract meeting is necessary. The student may also have their driving privileges revoked. A signed release of information may be required at this time.
3. 10 unexcused absences- student placed on attendance contract, and written notification by certified mail or personal delivery that educational neglect charges may soon be filed.
4. Violation of the attendance contract will result in expulsion

#### **Excessive absences**

1. 5 absences- Attendance letters will be sent home notifying the parent/guardian of the process for attendance issues and to contact school to clarify absences and potentially set up a meeting.
2. 11 absences- home visitation or phone notification stating that parent's attendance at an attendance contract meeting is necessary. A signed release of information will be required at this time.
3. 15 absences- student placed on attendance contract, and written notification by certified mail or personal delivery that educational neglect charges may soon be filed.
4. Violation of the attendance contract will result in expulsion

#### **EXCUSED ABSENCES**

- a. Illness
- b. Death of a sibling, parent, step-parent or grandparent
- c. Medical appointment
- d. Exhibiting for 4-H at the State Fair
- e. Incarcerations
- f. College visitation

Any **Senior** who is planning to attend a college, university, technical or trade school may have two (2) excused absences to visit those campuses and meet with college officials. **Juniors** may have One (1) excused absence to visit that campus and meet with college officials. The student must obtain a form for visitation from the Guidance Office and have it signed by the teachers five (5) days before the visit.

- g. Absences approved by administration
- h. Page in the State Legislature
- i. Working at local precincts on Election Day
- j. Educational field trips approved by administration
- k. Court appearances
- l. Observation of a recognized religious holiday

**Written documentation verifying attendance/ participation for letters: C, D, E, F, H, I, and K are required upon a student's return.**

#### **VERIFICATION OF EXCUSED ABSENCES**

- a. The student's parent or guardian is responsible for contacting the child's school by 8:30 a.m. on the day of each absence.
- b. Failure to contact the school may result in the absence being considered unexcused.
- c. Parents will be notified via our School Reach automated phone system if we do not receive notification from the parents of an excused absence. Therefore, it is very important that students and parents keep the school advised of any changes to your telephone numbers throughout the school year.

#### **TARDY POLICY**

Students must be in class on time to maximize learning time and to prevent disruptions to the educational environment. Students who are considered habitually tardy will receive the following interventions and consequences.

- 2<sup>nd</sup> tardy per semester – Warning from the teacher
- 3<sup>rd</sup> tardy per semester – Conference with the Social Worker and the parent will be contacted via phone or e-mail
- 4<sup>th</sup> tardy per semester – Tuesday night school (3:00PM – 5:30PM)
- 5<sup>th</sup> tardy per semester – Friday Night School (3:00PM – 5:30PM)
- 6<sup>th</sup> tardy per semester – Parent – Administrator Conference at the School, Referral to the Rtl Team.
- 7<sup>th</sup> tardy per semester – Lunch Detention for one week and/or 1 month driving suspension
- 8<sup>th</sup> tardy per semester – Suspension from extracurricular activities
- 9<sup>th</sup> tardy per semester – Suspension from school for 1 day, review of case by the Rtl Team.
- 10<sup>th</sup> tardy per semester – Suspension from school for 3 days
- 11<sup>th</sup> tardy per semester – Suspension from school for 5 days & Parent Meeting
- 12<sup>th</sup> tardy per semester – Request for expulsion

### **EARLY SIGN-OUT PROCEDURE**

Occasionally a student may need to leave school before regular dismissal time due to an appointment or a family emergency. Please follow the procedures listed below:

- A. If it is possible to report to school before the appointment, if even for only a short time, you should do so.
- B. A phone call from home MUST be made to the office before the student is to leave school early.
- C. After receiving the phone call the office will issue a pass for the student to be dismissed at the appropriate time. It is the student's responsibility to be certain that they are aware of assignments before leaving school.
- D. If the student is to ride with someone other than their parents or guardian, it must be indicated during the phone call.
- E. If the reason for early release is to visit a doctor or dentist, a statement from that doctor's office should be provided to verify the visit.
- F. Students are not to leave school without permission. Any student who does leave without permission will be considered truant and will be penalized accordingly. This will include revocation of the student's driving privilege for the remainder of the school year.

### **MAKE-UP WORK POLICY**

It is the student's responsibility to contact their teacher(s) to arrange for the make-up of all missed work. Student will be allowed to complete all school work assigned or completed during an absence from school. Students will be allowed one day to complete their make-up work for each day of the absence.

Students and parents are also encouraged to access the school's Harmony student management system to obtain assignments and check student progress. Login and password information will be available at registration and from the attendance office.

### **ARRIVING AND DISMISSAL FROM SCHOOL BUILDINGS OR GROUNDS**

Students may not enter the school building prior to 7:30~~15~~ a.m. and must leave the buildings within 15 minutes of dismissal unless supervised by a coach, teacher or sponsor of an approved activity. Students are not allowed to leave the building or grounds without permission once they enter the building. In order for a student to be dismissed from school, parents must contact the attendance office by phone or provide a written note. Notes may be verified before a student is released. All students must sign out in the attendance office. Any student who leaves without permission or does not properly sign out will be considered truant.

### **TRUANCY POLICY**

Alexandria Community School Corporation defines truancy as the "willful refusal to attend school in defiance of parental authority." Therefore, any absence without the knowledge and approval of the parent will be considered as truancy. Each day or part of a day that a student is absent without the knowledge and consent of the parent will be considered as truancy. After the first truancy, the parent will be notified of consequences of future trancies, and the student will be assigned to three days of In-School Detention. After the second

truancy the student will be placed in In-School Detention for five school days, and notification to juvenile probation will be initiated. A parent conference will be afforded and the parent will be notified of consequences of a future truancy. A student will be classified as a habitual truant at the third truancy, and a recommendation for expulsion will be made to the superintendent of schools. After a hearing officer has been appointed, a due process hearing has been afforded, and the expulsion request affirmed, the Indiana Bureau of Motor Vehicles will be notified that the student has been expelled or classified as a habitual truant.

**OUT OF AREA**

Any student outside of their assigned area without a pass shall be deemed truant and will be subject to truancy consequences.

# CURRICULUM

## REPORT CARDS / PROGRESS REPORTS

Report cards are distributed on a nine-week basis. Student progress reports can be accessed at any time through the Harmony home portal.

## GRADING SCALE & GRADE POINT AVERAGE

Letter grades will be determined and grade point averages (GPA) are assigned based on the point value system described as follows:

Grade	Grades Range	GPA Equivalent
A	94%-100%	4.00
A-	90-93%	3.67
B+	87-89%	3.33
B	83-86%	3.00
B-	80-82%	2.67
C+	77-79%	2.33
C	73-76%	2.00
C-	70-72%	1.67
D+	67-69%	1.33
D	63-66%	1.00
D-	60-62%	0.67
F	0-59%	0.00

## SEMESTER GRADES

Semester grades are calculated by the classroom teacher/supervisor using letter grades and averaged to determine the semester grade.

## CLASS RANK

Class rank is compiled after the end of each semester. The class rank is computed on the basis of grades in the full credit subjects and the number of subjects carried. The cumulative grade points are added with the total divided by the number of subjects taken computed to the nearest one thousandth. The number of classes taken may have an effect on the student's grade point average.

## VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

Any student who wishes to be considered for the Valedictorian/Salutatorian of their class must complete the following criteria during their high school career:

1. Complete Indiana Academic Honor's Diploma Requirements including 1200 combined math and verbal on the SAT, or a 26 composite on the ACT, and completing 2 AP or dual credit classes as well as grade and coursework requirements.
- or**
2. If a student doesn't score a 1200 on the math and verbal SAT or 26 on the ACT, they must complete 1 additional AP class. Alexandria-Monroe high school offers 7 Advanced Placement classes. In total the student must complete 3 out of 7 AP or dual credit classes offered while in high school. In addition, students in category 1 or 2 must complete the following:
3. The student must complete either the fourth year of a foreign language, a fourth year of science or enroll in AP Calculus.

## COLLEGE AND UNIVERSITY DUAL CREDIT COURSE

The Board will allow students in grades 11 and 12 who meet the criteria, to enroll in approved postsecondary programs while in attendance in the Corporation. Students will be eligible to receive dual credit or be provided dual enrollment programs that meet the educational objectives of the School Corporation by the State educational institutions as defined in I.C. 20-12-0.5-1.

No student may participate, however, without the written consent of the high school principal or if such participation would delay his/her graduation from high school. The cost of transportation and /or enrollment in a postsecondary institution is the responsibility of the student and/or their parent/ guardian.

Student must maintain a 3.0 GPA to participate in the dual credit course. The postsecondary instructor will work directly with the principal or his/her designee in determining if the course(s) fulfill the requirements of the school's established curriculum. A student must gain the approval of the high school principal prior to enrolling in a post secondary course. The school has the right to deny the transfer of College/University credit if a course is not approved of by the high school principal, or if the course's content and/or rigor are not sufficiently demonstrated to school officials.

The principal will determine if the scheduling and/or course description of university/college classes may conflict with the student's regular attendance and/or may not qualify for dual credit.

### **EARLY GRADUATION:**

Students may be eligible for completing their education after the first semester of their senior year at Alexandria-Monroe High School if the following requirements are:

Completion of forty seven (47) credits in total from grades 9, 10, 11, & 12.

Eight credits in English.

Six credits in Social Studies U.S. History, Government, Economics, and World History.

Six credits in Mathematics.

Six credits in Science.

One credit in Health.

Two credit (total) in Physical Education.

Twenty five (25) elective credits.

### **Pass both parts (Language and Math) of ISTEP-GQE**

Attend high school for seven terms (summer school *is not* included).

If you are working toward an Honors Diploma, you will need 47 credits in specified coursework.

If the student anticipates that the requirements will be met by the end of the student's first semester of their senior year, the student's parent/ guardian must contact the high school principal indicating their approval for their student's participation in the process. It is preferred that the student gain approval from the building principal no later than January of their junior year. No diplomas will be issued until the official graduation date for their class. You are eligible to participate in commencement exercises. **By seeking approval, the student and parent/guardian accept responsibility for meeting all senior activity deadlines and completing the aforementioned requirements. Students with special needs can graduate early if the case conference committee determines it is in the student's best interest.**

### **CREDIT RECOVERY**

Students who are assigned credit recovery shall have until the first Friday of December and May to complete that semester's online coursework. Seniors who do not meet the May deadline for required online course work will not walk in the graduation ceremony. The principal can grant special permission for extenuating circumstances.

### **HOMEWORK POLICY:**

Good schools and students are not products of teachers, school administrators, or school board members alone, but are representative of the entire community. Parents/ guardians and teachers should be partners in the education of their students. The assigning and monitoring of a student's homework provides an excellent opportunity to strengthen this educational partnership. This premise serves as the basis for the adopted rule requiring all school corporations to have a written homework policy.

Homework should fulfill the following purposes or objectives:

- A. To review, reinforce, or extend classroom learning.
- B. To teach students responsibility and organization.
- C. To promote the wise and orderly use of time.
- D. To encourage opportunities for educational enrichment.
- E. Never be used as a punitive measure.

Each student has the responsibility to develop good work and study habits. The student should:

- A. Clarify with the teacher any questions pertaining to the teacher's instructions before leaving class...its purpose, when it is due, and how it should be done.
- B. Take home any material and information needed to complete the assignment.
- C. Learn to budget their time as to accomplish their assigned work.
- D. Analyze their study habits and take advantage of available study help.
- E. With the aid of their parents:
  1. Set aside a special time in which to do the assignment.
  2. Find a place to do their work free from distraction.
  3. Organize their time so assignments can be completed in a reasonable length of time.
  4. Check the assignments for completion.
- F. Return all completed work to the teacher by the date requested.
- G. Make up all work missed due to absence from class

#### HOMEWORK RECOVERY

Failure to complete homework in a timely manner will result in the following:

-Any student who has 3 or more missing assignments in any given class will be assigned to a Tiger's Den Homework Recovery area until said assignments are completed. This would restrict that student from attending extra curricular Tiger's Den meetings.

-If a student is assigned to a Tiger's Den Homework Recovery area more than once then they can be assigned to that Tiger's Den Homework Recovery permanently. A key factor in the effectiveness of a homework policy is home-school communications.

## GRADUATION REQUIREMENTS

<b>Course and Credit Requirements</b>	
<b>English/ Language Arts</b>	<b>8 credits</b>
	Credits must include literature, composition, and speech
<b>Mathematics</b>	<b>6 credits</b>
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <i>Or complete Integrated Math series I, II, and III for 6 credits.</i> All students are required to take a math or physics course during their junior or senior year.
<b>Science</b>	<b>6 credits</b>
	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b>
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b>
	World Languages Fine Arts Career/Technical
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives</b>	<b>13 credits</b> (Career Academic Sequence Recommended)
<b>47 Total Credits Required</b>	

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

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

- Score 1200 or higher combined SAT math and critical reading\*
- Score a 26 composite ACT
- An International Baccalaureate Diploma.

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

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

- Complete all requirements for Core 40.
- Complete a career-technical program (related sequence of 8-10 career-technical credits)
- Earn a grade of “C” or above in courses that will count toward the diploma.
- Have a grade point average of “B” or above.
- Complete state recognized certification requirements\* by completing two of the options below, one of which must be A or B:
  - A. Take WorkKeys, an industry-driven assessment, and score at or above a designated level on each of the three core readiness subject areas (mathematical reasoning, reading for information, and locating information)
  - B. Technical, transferable dual high school /college credit courses resulting in 6 college credits\*\*
  - C. Professional career internship or cooperative education\*\*
  - D. A state approved industry recognized certification\*\*

### End of Course Assessment Waiver

Fulfill the requirements of the End of Course Assessment (ECA) Evidence-based waiver:

- Take the ECA each time it is offered during your freshman, sophomore, junior, and senior years.
- Complete any extra help sessions offered each year by your school to prepare for the ECA retests.
- Maintain a school attendance rate of 95 percent or better over the course of your high school experience (excused absences are not counted against your attendance rate).
- Have a "C" average, over the course of your high school career, in the courses required for graduation.
- Satisfy any other state and local graduation requirements.
- Get a written recommendation from the teacher(s) in the subject area(s) not passed, as well as one from the school principal, and show proof that the academic standards have been met, whether through other tests or classroom work.

### Mathematics Requirements

The State Board set the expectation that all students earning a diploma (i.e., any student except for a certificate of completion student) have access to completing *Algebra I* by the end of their freshman year. To support this, *Pre-Algebra* is no longer a high school course and has been replaced by *Algebra Enrichment*. The main difference between the courses is that *Algebra Enrichment* must be offered during the same academic year as *Algebra I*.

Students earning a Core 40 Diploma, Core 40 with Academic Honors, or Core 40 with Technical Honors must earn six (6) credits in Mathematics in Grades 9-12.

### Quantitative Reasoning Courses

The State Board created a new category of courses called “Quantitative Reasoning” courses. These are existing courses that help advance a student’s ability to apply mathematics in real-world situations and contexts. A proposed list of these courses can be found on the second page of the State Board memo.

General diploma students will be required to earn two (2) credits in a Mathematics course **or** a Quantitative Reasoning course during their junior or senior year.

Core 40, Academic Honors, and Technical Honors students will be required to be enrolled in a Mathematics course **or** a Quantitative Reasoning course each year they are in high school.

### Core 40 with Academic Honors Diploma

If a student chooses to use the SAT option to fulfill the Academic Honors requirements, the score must include the written section of the test. A student must achieve a composite score of 1750 and no less the 530 on each section. If a student chooses to use the ACT option to fulfill the Academic Honors requirements, the student must complete the written portion of the ACT.

### **Core 40 with Technical Honors Diploma**

To be eligible for a Technical Honors diploma, a student must earn six (6) credits in a college and career pathway. This replaces the previous requirement of eight to ten (8-10) credits in a career-technical program. The additional requirements now mirror the Academic Honors requirements but include options for fulfilling the Technical Honors diploma. In addition to earning a minimum score on WorkKeys, a student now has the option of demonstrating proficiency by (1) earning a minimum score on Accuplacer; or (2) earning a minimum score on Compass.

### **Dual Credit**

Courses counting as “dual credit” under the Academic Honors or Technical Honors diplomas must be *verifiable* and from the Priority Course list set forth by the Commission for Higher Education.

*Verifiable* means a school must receive notification from a postsecondary institution that the student has been awarded college credit for that course.

There are two subsections that comprise the Priority Course list: (1) Liberal Arts and (2) Career and Technical Education. Both lists are in the final stages of development. Once available, these lists will be made available the Commission for Higher Education website ([www.che.in.gov](http://www.che.in.gov)) and on the Learning Connection in the Dual Credit Community.

Language was also added recommending the use of a provider for courses taught in the high school by high school faculty from the Preferred Provider List as developed by the Commission. This list will be available after the December, 2011 Commission meeting.

### **PHYSICAL EDUCATION REQUIREMENT**

PE is a required course in the state of Indiana. A student needs 2 credits of PE in order to graduate. Students are expected to dress for PE everyday so failure to do so is a form of insubordination and limits their ability to participate in PE. Clothing is available to all students if needed through the PE department. After 3 incidences of a student refusing to dress, they will fail the class and be assigned an online academic class in the alternative school and be required to retake that PE class the next semester.

### **ALTERNATIVE PHYSICAL EDUCATION CREDIT**

The Indiana State Board of Education has granted local school districts the flexibility of awarding students Physical Education credit that demonstrates proficiency through alternative means. Students who demonstrate mastery of the Indiana Academic Standards for PE, as documented by a coach, sponsor, or director, may be eligible for alternative PE credit.

### **Program Requirements:**

- Alternative PE Credits must be earned prior to a student’s senior year.
- One PE credit will be awarded for a *complete* season at Alexandria-Monroe High School sponsored IHSAA sport, cheerleading, guard, and marching band. A total of 2 credits, earned over two complete seasons, can be earned at AMHS.
- A *complete* season is defined as **first practice to final event**. The student must remain on the active roster the entire season or the duration of the activity.
- The student will participate regularly in physical activity, demonstrated by participation in over 90% of group activities (injury free), or 66% due to major injury (AMHS athletic trainer or physician signature required).
- Disciplinary suspensions from the activity may result in forfeiture of credit as determined by the coach, director, or sponsor.
- Since credits will be earned based on mastery of the physical education standards, coaches, directors, and sponsors may choose to work with the student beyond the season until the standards are met.
- At the conclusion of the season or activity, the coach, director, or sponsor will submit a roster of eligible students to the guidance office.
- Once successful participation has been confirmed a credit will be placed on the student’s transcript as a semester grade. A grade of A will be awarded to all students who meet the requirements for the alternative credit.

**Beginning with the Fall of 2017, all students participating in an eligible program will be automatically considered in the evaluation and awarding of Alternative PE credit. Students and parents should make sure to carefully review the program requirements.**

**Students interested in receiving credit for the 2017-2018 school year should complete the "Physical Education Credit Contract" and see Mrs. Abernathy in the guidance office.**

**To receive credit for participation, forms must be submitted by:**

**Fall Sports – July 20, 2017**

(Band, Cheerleading, Football, Cross Country, Girls Golf, Guard, Boys Tennis, Girls Volleyball)

**Winter Sports - October 1, 2017**

(Basketball, Cheerleading, Wrestling)

**Spring Sports - February 13, 2018**

(Baseball, Boys Golf, Softball, Girls Tennis, Track)

# **CORPORATION DISCIPLINE POLICIES**

## **STUDENT DISCIPLINE POLICY**

A portion of the responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the Board of School Trustees to responsible officials within the School Corporation. 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.

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

Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment. This applies to a teacher or other school staff member who has students under their supervision. They may take any action that is necessary to carry out or to prevent an interference with an educational function that the person supervises.

A principal may take any action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purpose, including the writing of regulations to govern student conduct. A superintendent or a member of the superintendent administrative staff may, with the superintendent's approval, take any action with respect to all schools within the superintendent's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline within the school zone. These rules support, but do not limit, our authority.

## **SEARCH AND SEIZURE POLICY**

As used in this section, "reasonable cause for a search" means circumstances that would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

1. Evidence of a violation of the student standards on conduct contained in the student handbook or state law.
2. Anything because of its presence could present a danger of physical harm or illness to a person.

The principal, or another member of the staff acting in his absence, may search the person of a student during a school activity if the principal or staff member has reasonable cause for a search of that student.

Searches of the person of a student shall be limited to:

1. Searches of the pockets of the student. Searches of the person of a student that requires removal of clothing other than a coat, jacket, shoes, or socks, shall be referred to a law enforcement officer.
2. Searches of any object in the possession of the student such as a purse, bags, etc.
3. Lockers and contents. A student using a locker that is the property of a school corporation is presumed to have no expectations of privacy in that locker or its contents. A principal or other member of the administrative staff of the school may search locker and its contents at any time. Other than a general search of lockers of all students, any search conducted under this section shall be, where possible, conducted in the presence of the student who's assigned locker is the subject of the search
4. Students' cars are subject to search if there is reasonable suspicion that the car may contain illegal contraband, weapons, or illicit materials.
5. . A law enforcement agency may, at the request of the school principal, assist the school administration in searching lockers, vehicles and other areas/items on school property.

## **METAL DETECTOR SEARCH**

Metal detectors may be used at schools and school-related functions of such schools on a random and periodic basis. If a student refuses to cooperate with the search, the staff member is to notify the administration. Students shall be subject to disciplinary actions.

## **SUSPENSION PROCEDURES**

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

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

### **EXPULSION PROCEDURES**

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

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

### **SUSPENDED OR EXPELLED STUDENTS**

Students who have been suspended or expelled from school are prohibited on school property at any time during the period of suspension or expulsion. This includes, but is not limited to, any school-related functions, and/or extra-curricular activities including athletics. Students violating this policy may be considered as trespassing on school property and be subject to arrest and prosecution. Students who are expelled from school or suspended for a second time will be reported to the Department of Motor Vehicles.

**At the parent's request assignments will be provided for students who have been suspended from school. Parents should contact the school to make arrangements to pick up assignments.** Students who have been suspended may turn in any missed assignments for full credit, provided those assignments are turned in to the student's teachers the day they return to school.

### **GROUND FORS SUSPENSION OR EXPULSION**

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 days. A designated hearing officer may extend a suspension for a longer period of time pending a due process hearing for expulsion.

Grounds for suspension or expulsion include, but are not limited to:

- A. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such

conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:

1. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  2. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  3. Setting fire to or damaging any school building or property.
  4. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  5. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
- B. Causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property.
- C. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
- D. Making threatening or intimidating comments or actions towards anyone on school grounds.
- E. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- F. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- G. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to the following:
1. Engaging in sexual behavior on school property,
  2. Disobedience of administrative authority,
  3. Willful absence or tardiness of students,
  4. Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, alcohol powder, stimulant, depressant, e-cigarette, or intoxicant of any kind,
  5. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without prescription.

### **SEXUAL HARASSMENT POLICY**

It is the policy of the corporation to maintain learning and working environments that are free from sexual harassment. Any student who is found to be sexually harassing another person on school property, during regular school hours or at any after school related activity will be subject to suspension and/or due process for expulsion. Any reported allegation(s) including speech, writings/drawing, gestures or physical contact, will be fully investigated by school officials and discipline imposed, accordingly. The administration will make every effort to maintain the victim's privacy and confidentiality.

### **BULLYING/HARASSMENT POLICY**

Bullying is prohibited at Alexandria Community Schools. Students who commit any acts of bullying are subject to discipline including, but not limited to suspension, expulsion, arrest and/or prosecution.

**Definition:** Bullying is defined as overt, repeated acts or gestures, including: Verbal or written communication transmitted; physical acts committed; or any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the other student.

**Applicability:** This rule applies when the bullying student is: On school grounds immediately before or during schools hours, immediately after school hours, or at any other time when the school is being used by a school

group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.

Education: All students may be required to attend informational sessions on the meaning of bullying and the possible repercussions of partaking in such activity.

Parental Involvement: Parents are encouraged to be involved in the process of minimizing bullying as it is defined in this section. Parents should feel free to report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of correspondence. Conversely, parents of students suspected of being the victim of acts of bullying will also be notified with a phone call or through other means of appropriate correspondence. Parents of students who are disciplined for acts of bullying will be involved in the process as consistent with school policy on discipline procedure.

Reporting: All parents and students should report suspected acts of bullying to an appropriate school official. In turn, all faculty and school personnel shall report or refer all suspected acts of bullying to a designated school administrator in charge of receiving reports of suspected bullying.

Investigation: Once a report of suspected bullying is received by the designated school administrator, an investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including but not limited to interviews and accumulation of suspected bullying correspondence.

Intervention: If a report of suspected bullying is substantiated through an investigation, then the school shall take appropriate disciplinary action as consistent with the school's policy and procedure for discipline. The chosen discipline for a student found to have violated the rules on bullying is subject to school discipline such as suspension and expulsion. Also if the acts of bullying rise to the level of criminal offense, violating students will be referred to the proper authorities and risk arrest and/or prosecution.

#### **HARASSMENT OF SCHOOL PERSONNEL OR OFFICIAL**

Any attempt by a student to harass or intimidate school personnel or officials on or off school property may be punishable by suspension or expulsion. Harassment includes, but is not limited to, phone calls or written/verbal communications.

Any student, parent, or other adult who engages in the harassment, intimidation and/or threat of school personnel or officials on or off school property will be reported to local law enforcement and subject to criminal prosecution.

#### **THEFT OR DESTRUCTION OF SCHOOL PROPERTY**

In the case of theft or destruction of school property or of private property on school grounds, the individual student and their parent/guardian are responsible for restitution. The student may also be subject to suspension/expulsion from school and the matter may be turned over to law enforcement.

#### **ELECTRONIC COMMUNICATION/RECORDING DEVICES AND PERSONAL PROPERTY**

Students are discouraged from possessing electronic communication devices (ECD) such as digital assistants (PDAs), IPOD, MP3, electronic games, and other devices designed to receive and send an electronic signal or play and/or record video/audio material on school property and vehicles. All such devices must be turned off during the school day and are to be placed in a secure location.

The use of audio and/or video recording devices, including cameras, are not permitted inside any school building without the consent of the building principal.

Possession of a cell phone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the cell phone, ECD or recording device. The school administration may retain possession of the device until a parent or guardian comes to school to retrieve it. The building principal will also contact law enforcement if the violation involves an illegal activity.

The student who possesses a cell phone or ECD is responsible for its care. The school is not responsible for the theft, loss, damage, or vandalism of personal property.

Students may only have their cellphone out in the classroom with prior permission from the teacher.

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

Consequences for violations of this policy:

1<sup>st</sup> violation: Confiscation of the cell phone and the parent or guardian must come pick it up.

2<sup>nd</sup> violation: Loss of cell phone privileges for the semester.

3<sup>rd</sup> violation: Loss of cell phone privileges for the year.

Any student violating the loss of cell phone privileges will be suspended.

### **NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY**

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 Statute.

It is "child exploitation", a Class D 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 that age or 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 Class D 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 and I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, requires 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 students to be aware of the legal consequences should this occur in our school system.*

### **COMPUTER ACCEPTABLE USE POLICY**

Students utilizing Corporation-provided Internet and network access must first have the permission in writing of their parents and must be supervised by the Alexandria Community School Corporation's professional staff. Students utilizing school-provided Internet and network access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communication apply.

The purpose of Corporation-provided Internet and network access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with educational goals and objectives of the Alexandria Community School Corporation. Access is a privilege, not a right. Access entails responsibility.

Users agree that files stored on school-based computers and e-lockers will not be private. Electronic messages and files stored on school-based computers and e-lockers may be treated like student lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of school-provided Internet access and network are not permitted:

- a. to copy software from or to the School's computer systems
- b. to experiment with packages or commands you are not authorized to use
- c. to interfere with computer data
- d. to use e-mail, IM (instant messenger), or internet sites for making libelous or offensive statements or remarks
- e. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material

- f. to violate any local, state or federal statute
- g. to vandalize, damage, or disable the property of another individual or organization
- h. to access another individual's account, materials, information, or files without permission
- i. to violate copyright or otherwise use the intellectual property of another individual or organization without permission
- j. to attach any device to the network without approval

Any violation of these rules and/or Corporation policy may result in loss of your Corporation-provided Internet and/or network access. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language and behavior. When and where applicable, law enforcement agencies may be involved.

### **COMPUTER LAB & 1:1 ROOM RULES**

The following policy is now in effect concerning disciplinary procedures for students who are abusing the computers at Alexandria Community Schools:

Infractions:

1. Exiting to DOS. Students are not to exit from the network menu or software to the DOS COMMAND prompt on any computer.
2. Loading, deleting, copying, changing software or files, and/or creating viruses.
3. Intentionally wasting computer paper or other printer abuse.
4. Hardware abuse – keyboard, mouse, monitor, CDROM, and case damage – marking on equipment and/or related items – disconnecting cable – changing computer or monitor settings.
5. Logging in under another person's login ID – allowing other people to use your login ID.
6. No computer games or e-mail are to be used during the school day without teacher permission on each specific occasion.

Consequences:

The following is a progression of minimum consequences that would follow each offense. Depending on the severity of the offense, steps one and two may be skipped.

1. Removal from computer access for a period of two weeks
2. Removal from computer access for a period of one semester.
3. Removal from computer access for a period of one year.
4. The administration reserves the right to exercise penalties to the fullest extent of the law anytime a student accesses the system without permission.

Removal means the student will not be allowed in a computer lab or near a computer in the library or other areas in the building. It also includes HIT removal and pass restriction for the same time period.

Hardware or network damages can lead to monetary charges for repair.

### **COMPUTER TAMPERING**

It is a criminal act under Indiana law to access a computer system or to damage or alter a computer program or computer data without the consent of the computer owner. Therefore, any school personnel or student who is suspected of tampering with or trespassing on any of the school corporation's computers, computer programs, computer systems, or computer networks without authorization will be immediately suspended from employment or school pending investigation by school administrators. Suspected violators of this rule will be subjected to the staff and student disciplinary procedures. The results of the investigation will be turned over to the proper authorities if it is determined by school authorization that a criminal act may have been committed.

Reference: IC 35-43-1-4;  
IC 35-43-2-3.

IC 35-43-1-4: Computer tampering – (a) As used in this section: "Computer network" and "computer system" have the meanings set forth in IC 35-43-2-3. "Computer program" means an ordered set of instructions or statements that, when executed by a computer, causes the computer to process data. "Data" means a representation of information, facts, knowledge, concepts, or instructions that:

- (1) May take any form, including computer printouts, magnetic storage media, punched cards, or stored memory;

- (2) Has been processed, is being processed, or will be processed; in a computer system or computer network.
- (b) A person who knowingly or intentionally alters or damages a computer program or data, which comprises a part of a computer system or computer network without the consent of the owner of the computer system or computer network commits computer tampering, a Class D felony. (P.L.35-1986,2)

IC 35-43-2-3: Computer trespass – (a) As used in this section: “Access” means to

- (1) Approach;
- (2) Instruct;
- (3) Communicate with;
- (4) Store data in;
- (5) Retrieve data from; or
- (6) Make use of resources of;

A computer, computer system, or computer network. “Computer network” means the interconnection of communication lines with a computer through remote terminals or a complex consisting of two (2) or more interconnected computers. “Computer system” means a set of related computer equipment, software, or hardware.

(b) A person who knowingly or intentionally accesses:

- (1) A computer system;
- (2) A computer network; or
- (3) Any part of a computer system or computer network; without the consent of the owner of the computer system or computer network, or the consent of the owner’s licensee, commits computer trespass, a Class A misdemeanor. (P.L. 35-1986,3)

**DEFINITIONS**

As used herein, the term “school purposes” is defined as it is in IC20-33-8-4(Acts 1980, P.L. 148);

The term “school purposes” refers to the purpose for which a school corporation operates, including:

- (1) to promote knowledge and learning generally;
- (2) to maintain an orderly and efficient educational system;
- and
- (3) to take any action under the authority granted to school corporations and their governing bodies by IC 20-5-2 or by any other statute.

As used herein, the term “educational function” is defined as it is in IC 20.33-8.2.

The term “educational function” means the performance by a school corporation for its officers or employees, of an act or a series of acts in carrying out school purposes.

**POSSESSION/ USE OF FIREARMS OR WEAPONS ON SCHOOL PROPERTY**

Possession of a handgun or firearm on school property, or on a school bus is a felony (as well as possession of a handgun within 1000 feet of school property). The act of possessing, using, or threatening to use any weapon, knives, firearm, explosives, chemical substances or sprays, animals capable of causing bodily injury, instruments capable of inflicting bodily injury or paraphernalia that can be considered a weapon. A violation of this law will be reported to law enforcement officers. **PENALTY IS SUSPENSION FOR 10 DAYS AND EXPULSION FOR ONE CALENDAR YEAR.**

**DRUG PREVENTION POLICY**

The School Board recognized that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

For purpose of this policy, “drugs” shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Indiana statute;
- B. all chemicals with release toxic vapors;
- C. all alcoholic beverages;

- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. anabolic steroids;
- F. any “look-alike” substances;
- G. any other illegal substances so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-related paraphernalia at any time on Corporation property or at any school-related event. It further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for educational purposes.

Proper use of medication by a student prescribed by a medical doctor, dentist, or other health care provider authorized by law to prescribe medication for that student, does not violate this policy. Improper use or possession of medication not prescribed for a student is a direct violation of this policy.

The administration shall have the authority to require a student to submit to a chemical test of the student’s breath or urine if the administration has reasonable suspicion to believe the student, while at school, attending or traveling to and from a school related activity, is using or under the influence of alcohol, marijuana, or a controlled substance (as defined by law)

Reasonable suspicion may arise from the following:

- A. A student’s conduct, physical appearance, or odor, which indicates the use of alcohol, marijuana, or a controlled substance and/or use of a substance to cover the odor which indicates the use of alcohol, marijuana, or a controlled substance.
- B. Reliable information communicated to an administrator about student conduct, physical appearance, or odors as listed in (a) above indicating a student is presently using, or under the influence of alcohol, marijuana, or a controlled substance.

In the case in which a student is believed to be under the influence of alcohol, marijuana, or a controlled substance, the school nurse will be called to take the student’s vitals. In the event the nurse is not available, EMS will be called. The police department may be called to determine the possibility of criminal activity.

Failure to produce a test sample after a reasonable period of time, or willful refusal to submit to the chemical test, or a positive test result will allow the administration to proceed with disciplinary actions as outlined in the student handbook.

It shall be the intent of Alexandria Community Schools to cooperate in the prosecution of person involved in the sale of illegal substances.

Students who violate the Drug Prevention Policy may face the following consequences:

- 1) Students who are in possession of drugs or alcohol will be suspended from school for up to 10 days. Due process procedures for expulsion may also be initiated. Parents may request an alternative to expulsion for first time offenders. A police report will be filed.
- 2) Students who sell, attempt to sell, or give drugs or alcohol to another person will be suspended for 10 days and due process procedures for expulsion will be initiated. A police report will be filed.

The Superintendent shall prepare guidelines for the identification, and regulation of drug use in the schools. Such guidelines shall:

- A. emphasize the prevention of drug use;
- B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
  1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;
  2. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
- C. include a statement for students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;

- D. provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution, of illicit drugs and alcohol by students on school premises or as a part of any school activity;
- E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;
- F. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provided procedures to direct students and their parents to the appropriate programs;
- G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- H. require the notification to parents and students that compliance with standards of conduct is mandatory;
- I. provide a biennial review of the School Corporation's program to determine its effectiveness and implement changes as needed, and to ensure that disciplinary sanctions are consistently enforced.

At the request of parents, the principal will consider alternative to expulsion for first (1<sup>st</sup>) time offenders who are in possession of drugs, etc. and under the following conditions:

- A. Parents who elect to enter their child into an approved drug/alcohol abuse program will do so at their own expense. (An approved program must be certified by the Division of Addiction Services, Indiana Department of Mental Health.)
- B. If the program is a residential program, the school corporation will readmit the student to classes upon completion of the program. If the program is one that remediates the student on evenings and/or weekends, the student will be readmitted to school after the five (5) day suspension upon proof of enrollment in the program.
- C. Should the student fail to complete the requirements of their program she/he will immediately be expelled for the duration of the original expulsion period proposed.
- D. No consideration for an alternative program will be given to second time offenders of the Substance Abuse Policy.
- E. No consideration for an alternative program will be given to students involved in selling drugs/alcohol to others.

Students committing a second offense of possession and/or use of drugs/alcohol or students committing the providing and/or selling of drugs/alcohol will be expelled following due process procedures. The Superintendent shall establish administrative guidelines necessary to implement this policy.

### **NO SMOKING/ TOBACCO POLICY**

For the purposes of this policy "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; spit tobacco, also known as smokeless, dip, chew, and snuff, in any form; and all electronic nicotine delivery devices (ENDS) such as e-cigarettes and hookah pens.

The uses of tobacco or tobacco products are prohibited on the property of the Alexandria Community School Corporation. The possession, transferring, distributing, and/or use of tobacco products or paraphernalia including lighters, matches, etc., by students is prohibited in school buildings in the immediate vicinity of the buildings, on school property at any time, or on school buses.

### **ALEXANDRIA COMMUNITY SCHOOLS DRUG EDUCATION AND TESTING PROGRAM**

The Board of School Trustees of Alexandria Community Schools recognizes the health risks and dangers associated with the unlawful use of drugs and alcohol. Drug and alcohol use in the workplace is a threat to the safety and health of both our employees and our students. It jeopardizes the efficiency of our operations and the quality of our educational programs. The risks associated with such use may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addiction, the modification of behavior, death or other conditions which substantially inhibit a person from performing to their fullest natural ability.

Alcohol and drug abuse is a serious problem in today's society, and schools are not immune to such problems. It is statistically predictable and it is within our experience, that some students have used alcohol and/or have experimented with "street drugs" such as marijuana, methamphetamine and cocaine, or may do so during their high school careers.

The Board of School Trustees recognizes that many of our students drive to school and utilize school property to park on. The Board also recognizes that many of our students also participate in school recognized extra-curricular clubs and organizations, as well as the athletic programs of the school. The Board realizes that these opportunities are privileges offered to our students and such participation is not an absolute right. One such condition shall be an agreement by the student to submit to testing for the use of drugs and alcohol if selected in accordance with the procedures listed in this policy.

The random drug-testing program adds an additional dimension to a student's ability to utilize student parking and/or participate in co/extra-curricular student activities already established by the school that guides student conduct. The education and testing program is intended to be a helpful part of the overall physical and mental education and conditioning programs of Alexandria Community Schools. Drug use is inconsistent with driver safety, participation in co/extra curricular clubs, athletic programs, and with the purpose of the school in general. The program, therefore, includes appropriate procedures for dealing with such problems in areas which the schools have been given legal parameters to implement such policies.

#### **PROGRAM IMPLEMENTATION**

This drug-testing program shall apply to all Alexandria-Monroe High School students in grade 9-12 who:

- a. Utilize a student parking permit necessary to park on school property.
- b. Try out and/or become members of a school co/extra-curricular club, group or organization that has a board approved sponsor, supervisor and/or coach.
- c. Try out or become members of a high school interscholastic athletic team.

The operation of a vehicle while under the influence of drugs and/or alcohol accounts for thousands of deaths on our roads and highways each year. The safe operation of a motor vehicle is paramount to health and safety of our students, staff and community members. Students who choose to drive to school have the convenience and privilege of parking their vehicle on school property after securing a parking permit. In order to park on school property, a student must apply for and display a parking permit.

A student driver who applies for a parking permit agrees to participate in the testing program.

Students who participate in co/extra-curricular and athletic programs are respected and admired by a large segment of the student body of each school. In order to participate in our school's co/extracurricular and/or athletic programs, students are expected to hold themselves as good examples of citizenship, which includes avoiding drug and alcohol usage. It has been widely recognized that drug and alcohol usage can cause serious physical, mental, and emotional harm. A student who uses drugs can be a danger to him or herself and others. The use of such substances is not only a danger to the individual user, but can significantly impair the positive benefits to be received by all participants in these programs.

The use of alcohol and drugs is incompatible with the goals of and participation in all student programs and activities at Alexandria Community Schools. Such usage has long been forbidden by school rules and policies.

In addition to random selection, the school will also test any student if there is a request from the parent or guardian. Any parent or guardian requesting a test be done will be required to sign a consent form if the student is not an athlete, student participant of co/extra-curricular activities and/or student driver. If the parent or guardian requests that the test be administered during a regularly scheduled testing date, the test will be free of charge. If the parent/ guardian requests that the test be conducted as soon as possible, the parent/guardian will be responsible for all costs incurred. A positive test will result in the penalty listed in the student handbook for possession.

This program will not affect the policies, practices, or rights of the School Corporation in dealing with drug or alcohol possession or use where reasonable cause to believe drug or alcohol abuse is presently occurring.

1. Each student and parent/guardian will receive a copy of this program. Upon request, this program shall be explained and an educational presentation shall be made in order to acquaint these students with the harmful consequences of substance abuse. This information may be in the form of a written or visual presentation.
2. Each prospective participant shall receive a consent form, a copy of which is attached hereto, which shall be dated and signed by the student and by a custodial parent or guardian before the issuance of a parking permit and/or a student participant is allowed to practice or participate in any activity of the team, club and/or organization. (Except for August and September when consent forms may be received by the school after the beginning of practices or organizational meetings.) The consent shall be to provide, at any time requested, a urine sample to be tested for drugs and alcohol. Any student and/or parent/guardian refusing to sign a consent form will cause the student to be ineligible to park on school property and/or participate until the form is signed. The consent form shall be in effect throughout all the years of participation unless revoked in writing by the student driver, athlete, parent and/or guardian.
3. Selections may occur at any time during the calendar year. One cross-referenced list of names and numbers will be maintained. The list shall be maintained by the building principal and shall be secured in the school safe until the designated day of testing. The school nurse shall use this list to assist in the verification of identification during the collection of samples. The numbers shall be selected by the testing company in random fashion without the knowledge of individual names. The school will match the pre-assigned numbers with the names of those to be testing.
4. The day of testing the nurse/designee will issue passes to the students whose numbers were drawn. The students will report directly to the office. If the student is absent and the absence is unexcused, the student will be ineligible for parking and/or participation until the next testing date and will be automatically tested on that date. If the absence is excused, the student may continue to park and/or participate but will be automatically tested on the next date. If the participant has a second unexcused absence on the second test date, he/she will then be declared ineligible for parking/participation until the next date at which time the student will be tested.
5. The collection of the samples will be done in a non-offensive manner which insures the integrity of the sample. The school official or designee who supervises the sample collection will not physically observe the giving of the sample which will take place in a secured and private enclosure. Recordation of appropriate information to insure a proper chain of custody record will begin at the time the sample is collected, including verification signatures by both the student and the supervising official. The samples will then be turned over to the testing laboratory, and each sample will be tested for alcohol, unlawful drugs as listed in the athletic profile of the laboratory. The laboratory may also test for performance enhancing drugs known as steroids. Testing shall be done by a competent and accredited laboratory selected by the Alexandria Community Schools.
6. The laboratory shall report the results of the test only to the Principal who is responsible for contacting the student and his/her parents or guardian regarding the test results. If the test is positive, the principal will confer with the testing lab to determine if there is any medical explanation for the substance to be in the student. If the participant is taking any over-the-counter or prescription medication which may contribute to a positive test result, it would be in the student's best interest for that student and the student's parent/guardian to inform the school nurse of this fact at the time of the taking of the urine sample. If the principal verifies that there is no medical reason for the positive result, he/she will contact the student and the student's parent/guardian.

7. All test results shall be kept by the principal. The parents/guardians of a student who tests negative will be notified by mail within five (5) days of the receipt of the information. Positive test results without medical explanation shall be made known only to the principal. The principal will contact the student, and the student's parent/guardian. Positive test notification will be made within twenty-four hours of receipt of results. The principal shall maintain a record of occurrences for the duration of the student's school career. The principal may release information to the athletic director, coach or sponsor if necessary. All information will be treated with the utmost discretion and confidence. Any breach of information will be investigated by the Superintendent and School Board. These records shall be destroyed at the beginning of the school year immediately following a student's graduation. However, it is required that the receiving school be notified if a student has been declared ineligible for athletic participation in accordance with IHSAA
8. If any participant's sample tested positive at the laboratory the student and the student's parents/guardians shall be advised of the test results and told which type of substance was found. If the student or the student's parents/guardians desire, they may request to have the remaining portion of the sample, if any, re-analyzed by any accredited testing facility of their choice. Such request must be received by the principal within twenty-four hours of the first notification. The student and student's parents/guardians shall bear the responsibility and the cost of the testing done at their request. The school shall only be responsible for initial testing, analysis, and/or any other test required by the school through this program.
9. The testing results of any student shall not be made known to any school official other than as above stated, and no student shall be expelled, suspended, or disciplined as the result of any positive test obtained through a testing program other than as stated herein.

### **DRESS AND PERSONAL APPEARANCE**

Students and parents are expected to use good judgment in making sure clothing is neat, clean and appropriate.

1. Footwear shall be worn at all times by students for health and safety reasons. Shoes with laces must be tied securely. Slippers and shoes with wheels are not allowed.
2. Coats, jackets, and bags must remain in the student's locker or designated area unless given permission by the principal.
3. Hats, hoods, bandanas, and sunglasses are not to be worn inside the building unless approved by the principal.
4. Shirts, sweatshirts, t-shirts, blouses displaying slogans, sayings, or messages that are profane, vulgar, obscene, lewd, contain suggestive words, phrases, or pictures (including drug, tobacco, and/or alcohol items) are not permitted.
5. Inappropriate clothing includes, but is not limited to, pajamas, items that are too tight, loose and/or exposes body areas such as bare-midriff, cleavage or clothing that exposes undergarments. Shorts and skirts above fingertip length are not allowed.
6. Students are responsible for appropriate personal hygiene.
7. Where applicable, safety glasses are to be worn by all students at all times in classes where there could be any hazard to the eyes. If the instructor feels that the hair or clothing is endangering the safety of the operator of machinery, the teacher may require that a restrictive device be worn.
8. Caps, insignia, emblems, shirts, and/or other such clothing or personal possessions identified and associated with gangs will not be worn in school, on school premises, or at school related activities.
9. Wallet chains, spiked or edged jewelry may not be worn.
10. Make-up that is deemed disruptive to the educational process shall not be worn.
11. Clothing deemed to be disruptive to the educational process will be considered in violation of the dress code.

Wearing of such items after an official warning may result in assignment to in-school detention, suspension or expulsion from school in accordance with statutory due process procedures.

### **FIGHTING**

Fighting is prohibited. Students intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person on school property during, immediately before, or immediately after school hours; on school property when the school is being used by a student group; or off school grounds at a school activity, function, or event, shall be disciplined by suspension or expulsion from school. The Alexandria Police Department will be called, if the administration deems that the incident rises to the level of battery or disorderly conduct.

### **CHEATING/PLAGIARISM**

Students who cheat, and students who allow others to cheat off of their work, are subject to receiving zeros on the assignment and a possible suspension from school. Teachers will develop classroom rules and apply penalties regarding plagiarism.

### **STUDENT AND EMPLOYEE INTERNET USE AND GUIDELINES**

No person shall be permitted to use any school computer for Internet access without a Student and Employee Internet Use Agreement form signed and on file.

### **SCHOOL BUS DISCIPLINE POLICY**

When school children are being transported on a school bus, they are under the supervision, direction and control of the school bus driver, and are subject to disciplinary measures by the bus driver and the school administration. Transportation is a privilege extended to the students of the Alexandria Community School Corporation. Students who cannot abide by the rules and regulations can be denied that privilege of riding the bus. Students who violate school rules while on the school bus are also subject to the same disciplinary consequences they would receive if the violation occurred in the school building or at a school event.

### **DISCIPLINE CONSEQUENCES**

Students who violate school rules may be assigned the following consequences: After School Detention, Before School Detention, Saturday School, Community Service, In-School Detention, Out School Suspension, Expulsion.

### **PESTICIDE NOTIFICATION REGISTRY**

Indiana Law requires the establishment of a notification registry for parents who would like to stay informed about the application of pesticides on school property. If you would like to be notified when pesticides are to be applied at school and what type of pesticides are being applied, please contact your building principal or the school corporation's maintenance department.

### **ASBESTOS**

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazards Emergency Response Act (AHERA), Alexandria Community School Corporation has conducted inspections in each of our school buildings for the purpose of identifying building materials containing asbestos. The EPA requires school districts to perform periodic surveillances of asbestos materials every six months. The EPA requires school districts to have asbestos materials re-inspected by an accredited asbestos inspector or management planner every three years. The results of the periodic surveillances and re-inspections are on file in our Maintenance Department.

### **ANTI-HAZING POLICY**

#### **Purpose**

The purpose of this guideline is to maintain a safe learning environment for all students and staff members at Alexandria Community School Corporation. Hazing in any form is neither tolerated nor consistent with any educational goals of Alexandria Community School Corporation.

## **Definition**

“Hazing” refers to any activity expected of someone joining a student organization that humiliates, degrades or risks emotional and/or physical harm, regardless of the person’s willingness to participate.

Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating. The specific behaviors or activities within these categories vary widely among participants, groups and settings.

## **Examples**

- Any activity involving personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one’s skin; brandings; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.
- Any activity involving the consumption of food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or school district policies or regulations.

## **Reporting Procedures**

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to any Alexandria Community School Corporation administrator. The building principal or their designee is the person responsible for receiving reports of hazing at the building level. Teachers, administrators, other school district employees as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the administration immediately.

## **Complaints**

A Student who feels that he or she has been harassed, bullied or subjected to hazing is invited to discuss his or her concerns with a teacher, coach, or administrator. There are no express time limits for initiating complaints; however, every effort should be made to bring complaints to the attention of appropriate authorities as soon as possible while memories are fresh and witnesses continue to be available. Complaints will be investigated and where it is determined that a violation has occurred, prompt corrective action will be taken. During the investigation, confidentiality will be maintained to the extent possible. Complainants will be offered counseling and other assistance when appropriate and will be informed of the results of any investigation.

## **School District Action**

Student complaints of harassment, bullying or hazing may be brought to any teacher, coach, sponsor or administrator who, after discussing the incident with the student, will contact the principal or their designee. Upon receipt of a complaint or report of hazing, Alexandria Community School Corporation shall undertake or authorize an investigation by school district officials or a third party designated by the Alexandria Community School Corporation may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing.

Upon completion of the investigation, Alexandria Community School Corporation will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion or expulsion. Disciplinary consequences will be administered consistently. They will appropriately discipline prohibited behavior and deter others from hazing. The actions taken by the Alexandria Community School Corporation for violation of this policy will be consistent with other school policies.

## **Reprisal**

Alexandria Community School Corporation will take appropriate action against any student, teacher, administrator or other employee of the Alexandria Community School Corporation, or any contractor or volunteer, who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **ATHLETICS**

To participate in interscholastic athletic events, a student must have passing grades in at least FIVE full credit subjects (five out of seven classes during each grading period). A parents-physician slip and signed

document indicating that the student has received the athletic code must be on file. **See Athletic Code.** Each student should know the requirements for an award in the sport in which they are participating.

*Adopted by the Alexandria Community School Corporation School Board on 5/10/2004*

## **ALEXANDRIA-MONROE HIGH SCHOOL ATHLETIC CODE AND TRAINING ROOM RULES**

### **Character Statement:**

The athletic program at Alexandria-Monroe High School has been established as an important part of the total educational program where respect, self-discipline, and cooperation are fostered. These values are founded in an enduring and rich tradition of excellence. An athlete at AMHS is expected to build upon the tradition of excellence in representation of our school and community, and to accept the responsibility that is imposed with it. To that purpose, this athletic code has been adopted. The Athletic Code applies to all individuals from the time a student enters high school until the athlete graduates. The Athletic Code shall run concurrent with the school policy concerning drugs, alcohol, and tobacco and does not take precedence over any phase of the school policy.

Regulations in Sections I, II, III, IV, and V of the Athletic Code are in effect at all time on a twelve month basis including school hours.

It is a violation of the Athletic Code of Alexandria-Monroe High School to:

I. Possess, provide to another person, or be under the influence of any substance, which is or contains: Alcohol, marijuana, stimulant, intoxicant, narcotic, depressant, amphetamine, barbiturate, and caffeine based pills, phenylpropanolamine (PPA), hallucinogen, and anabolic steroids, unless it is a prescription or sold over the counter (without a prescription). Proper use of medication by a student prescribed by a medical doctor, a dentist or other health care provider authorized by law to prescribe medication for that student, does not violate this rule.

Any student who is unsure if possession, use or providing another person with any particular medicine, paraphernalia, or substance would violate this rule should contact the Principal or a person acting in his absence before possessing, using, or providing the medication or substance.

II. Possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery, or consumption of: alcohol, marijuana, stimulant, intoxicant, narcotic, depressant, amphetamine, barbiturate, caffeine based pills, phenylpropanolamine (PPA), hallucinogen, and anabolic steroids.

Examples of things which are not to be possessed or provided to another person are: Pipes, rolling papers, clips, drug paraphernalia, or any device deemed inappropriate for school purposes.

III. Provide by sale or otherwise, any substance which a student represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, anabolic steroid, or intoxicant of any kind.

IV. Possess, or use any substance which the student has reason to believe is or which has been represented to her/him as, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, anabolic steroid, or intoxicant of any kind.

V. Possess, provide to another person, or use tobacco in any form. This would include cigarettes, cigars, chewing tobacco, snuff, or other types of tobacco.

VI. Any athlete convicted of an unlawful act(s) or involved in conduct that is offensive to the values and standards of the school and community may be subject to a hearing with the administrative committee to determine a penalty, which may include the suspension of an athlete for the duration of their high school career.

### **Alexandria Athletic and Extra Curricular Code of Conduct**

This includes all student drivers, athletes and any student in a school sponsored extracurricular activity. This policy is the minimal amount of discipline a student can receive. A coach/sponsor can use their discretion to increase the penalty for any misbehavior.

### **School Discipline Referrals**

For the use of this policy, "Offense" is defined as any discipline referral resulting in lunch detention, class detention, in-school suspension, out-of-school suspension or expulsion. All consequences are issued from the Athletic Director or coach/sponsor/director during any given season:

- 1st offense: Verbal Warning
- 2nd offense: One day suspension from practice
- 3rd offense: Suspension from 1 game/contest
- 4th offense: Removal from all athletic teams/activities for the rest of school year

### **Vandalism and Stealing Penalty**

A student shall not vandalize property at school or at other schools or have in their possession any stolen item from any source, including uniforms or equipment from Alexandria High School or other schools. Violation of this offense is an indefinite suspension until restitution is made. Once restitution has been made the following penalties apply.

- 1st offense: Suspension for 50% of season/activity
- 2nd offense: One calendar year exclusion from athletics/activity
- 3rd offense: **Career** exclusion from athletics/activity

### **Felony Conviction Penalty**

A student who is found guilty or has acknowledged guilt of a felony by either formally pleading guilty or entering into a plea agreement, a pre-trial diversion agreement, or an informal adjustment agreement with the State of Indiana will face the following consequences:

- 1st offense: One calendar year exclusion from athletics/activity
- 2nd offense: Second offense is **career** exclusion from athletics/activity

### **Misdemeanor Conviction Penalty**

A student who is found guilty or has acknowledged guilt of a misdemeanor by either formally pleading guilty or entering into a plea agreement, a pre-trial diversion agreement, or an informal adjustment agreement with the State of Indiana will face the following consequences:

- 1st offense: Suspension for 50% of the season/activity
- 2nd offense: One calendar year exclusion from athletics/activity
- 3rd offense: **Career** exclusion from athletics/activity

### **Use/Possession/Transmission of Drugs or Alcohol & Positive Drug Test Penalty**

A student who tests positive for drugs or alcohol and any student who admits to drug or alcohol use/possession/transmission; whether it is in our out of season/activity will have the following consequences:

- 1st offense: Suspension for 50% of season/activity
- 2nd offense: One Calendar year exclusion from athletics/activity
- 3rd offense: Career exclusion from athletics/activity

\*On first offense only, a student may have their suspension reduced from 50% to 25% if they seek an assessment by a state approved alcohol/drug agency conducted by a Certified Alcoholism/Drug Abuse Counselor and follow those recommendations and treatment. Parents are responsible for all costs associated with this assessment and treatment. Documentation of the assessment and treatment need to be turned in to the Athletic Director before suspension will be reduced. A refusal to submit to a drug test will be deemed a positive test.

These are a couple of recommendations for our Drug/Alcohol Assessments:

1. Community Behavioral Health Center  
Crestview-outpatient clinic 1-317-621-5700 opt. 2  
Drug/Alcohol Intake

\$200 if they have no insurance

- 2) Anderson Center  
765-646-8431  
Drug/Alcohol Intake  
The intake is free

### **Arrest Penalty**

A student athlete who has been charged with a crime will be suspended from competing with the team until a hearing with school administration can be conducted. The hearing will decide if the student will be suspended until his/her trial is concluded or if the suspension will be lifted before the conclusion of the trial. If the student athlete is found guilty or acknowledges guilt of a misdemeanor or felony by formally pleading guilty or by entering into a plea agreement, an informal adjustment agreement, or a pre-trial deferral agreement with the State of Indiana, then the appropriate penalty shall apply at the time of conviction or disposition of the case.

### **DETERMINATION OF PENALTY**

The involved coaches, athletic director, and assistant principal shall compose the committee to investigate any alleged violation. If this committee determines the violation to be valid, they shall give written notice of the penalty to the athlete, the principal and the athletic director.

### **APPEALS**

Decisions made by the committee may be appealed to the Athletic Council and the involved coach(es). The athlete must submit a written letter to the principal of the intention to appeal the committee's decision. The principal shall set a meeting date for the appeal.

If, in the opinion of the athletic Council and the involved coach(es), the athlete has proven rehabilitation, the athlete may be reinstated into the program. Conditions of the athlete's reinstatement shall be determined by the Athletic Council.

### **Grade Requirements:**

To be eligible scholastically, students must have received passing grades at the end of their last grading period in at least 5 full credit subjects or the equivalent, and must be currently enrolled in at least 5 full credit subjects or the equivalent. **Semester grades take precedence.**

AMHS continues to follow the guidelines as per IHSAA policy.

### **Attendance/Participation requirements:**

A. When School is in regular session, a student must attend 3 class periods to be eligible to participate in after school activities. (Exceptions: approved school field trips, scheduled medical or dental appointments, funerals, family emergencies, or administrative-approved absences.)

B. When school is not in regular session (Saturday or vacation days), there are no eligibility requirements. Any student under disciplinary investigation from the administration must be approved by the principal to participate.

C. When a student/athlete is determined to no longer be a member of a team, s/he will not be allowed to participate on another team during that season without the written permission of the original sport head coach and the athletic director.

### **Unsportsmanlike Conduct**

Any athlete who receives an unsportsmanlike conduct report from the IHSAA or is ejected from a contest will be suspended for one game. Any athlete who receives a third unsportsmanlike conduct will be banned from participation for that sport.

**Rules Governing Use of the High School Weight Room: Participants and AMHS coaching staff and faculty.**

Current Alexandria athletes and high school students (see B-5).  
Former Alexandria-Monroe High School athletes competing at the intercollegiate level.  
School Personnel and their family members (see C-3d.)

B. Eligibility:

1. Eligible students must have a current physical for on file in the Athletic Director's office. Athletes must have a physician's certificate and a properly executed parental consent form on file in the Athletic Director's office prior to participating.
2. The weight room is properly supervised by an approved coach or school personnel
3. The high school Athletic Director will have names of the eligible athletes on file in the athletic office. (Coaches will be provided this list upon request.)
4. Students who are not participating in athletics will be allowed to use the weight room at the discretion of the supervisor. Students should seek prior approval with the Athletic Director and a permission forms must be on file with the Athletic Director prior to using the facility.

C. Scheduling the Weight Room

The high school Athletic Director will be responsible for scheduling the use of the weight room. Coaches desiring to use the weight room should consult the Athletic Director for available times. Scheduling should consider the following priority criteria:

In season sports receive first priority.

Out of season sports receive second priority.

Faculty use and student recreational use will be considered for scheduling after in season and out of season sports/athletes.

Family members of school employees must have prior approval and be properly supervised.

Summer scheduling will be at the discretion of the Athletic Director.

D. Supervision:

At all times when athletes are in the weight room, an approved coach or supervisor must be present. If the supervisor leaves the weight room, all lifting must cease and the athletes must leave the weight room. It is the responsibility of the supervisor to secure the weight room after completion of practice. In the absence of a building custodian, the supervisor is responsible for securing school entrances. It is the responsibility of the supervisor to report damaged equipment to the Athletic Director.

E. Safety Rules:

Never train alone or without the presence of an approved supervisor

Always have a spotter for bench press, squats, military press, incline press, or any other exercise in which the weight is located above the shoulder level.

Use collars on barbells. If you don't, the weights can slip off one end, causing the other end to dive for the floor, throwing you off balance and possible injuring your back or other joints or muscles.

Use proper positions for all exercises. If you are not sure of the proper position or technique of certain exercises, you should seek help form the coach in charge of the weight room.

Keep head and neck straight during your lifts. Many injuries are caused by twisting the head, neck, or trunk.

Always use a weight belt for support when the weight being lifted is located above the shoulder level.

NO HORSEPLAY! This weight room is offered for the purpose of gaining a strength/endurance advantage. Any behavior, which is not in keeping with this goal, is not acceptable and may result in loss weight room privileges.

NO food or drinks are allowed in the weight room.

Pick up after yourself. Once you finish any exercise, you are responsible for returning the equipment to its proper holding station.

F. Violation(s) of Rules:

1. Any violation of rules may result in immediate eviction from the weight room by the supervisor and referral to school administrators.
2. Suspended weight room privileges will be determined by the high school Athletic Director and school administration.

3. In the event of any injury or discipline problem, the supervisor will complete the proper documentation form available in the high school office and return it to the Athletic Director.

\*Copies of these rules and all required forms are available in the Athletic Director's office or Principal's office.

## 2017-2018 School Year

### School Entry Immunization Requirements

Below are the number of doses and each vaccine required for school entry. Changes for this year include the Hepatitis A vaccine for grades K-3.

<b>3 to 5 years old</b>	<ul style="list-style-type: none"> <li>3 Hep B (Hepatitis B)</li> <li>4 DTaP (Diphtheria, Tetanus &amp; Pertussis)</li> <li>3 Polio (Inactivated Polio)</li> <li>1 MMR (Measles, Mumps &amp; Rubella)</li> <li>1 Varicella</li> </ul>	
<b>K-3rd grade</b>	<ul style="list-style-type: none"> <li>3 Hep B</li> <li>5 DTaP</li> <li>4 Polio</li> </ul>	<ul style="list-style-type: none"> <li>2 MMR</li> <li>2 Varicella</li> <li>2 Hep A (Hepatitis A)</li> </ul>
<b>Grades 4 to 5</b>	<ul style="list-style-type: none"> <li>3 Hep B</li> <li>5 DTaP</li> <li>4 Polio</li> </ul>	<ul style="list-style-type: none"> <li>2 MMR</li> <li>2 Varicella</li> <li>2 Hep A*</li> </ul>
<b>Grades 6 to 11</b>	<ul style="list-style-type: none"> <li>3 Hep B</li> <li>5 DTaP</li> <li>4 Polio</li> <li>2 Hep A*</li> </ul>	<ul style="list-style-type: none"> <li>2 MMR</li> <li>2 Varicella</li> <li>1 Tdap (Tetanus &amp; Pertussis)</li> <li>1 MCV4 (Meningococcal)</li> </ul>
<b>Grade 12</b>	<ul style="list-style-type: none"> <li>3 Hep B</li> <li>5 DTaP</li> <li>4 Polio</li> <li>2 Hep A*</li> </ul>	<ul style="list-style-type: none"> <li>2 MMR</li> <li>2 Varicella</li> <li>1 Tdap (Tetanus &amp; Pertussis)</li> <li>2 MCV4 (Meningococcal)</li> <li>MenB (Meningococcal B)*</li> </ul>

**Hep B** The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.

**DTaP** Four doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's 4<sup>th</sup> birthday.

**Polio** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4<sup>th</sup> birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades kindergarten through 5<sup>th</sup> grade, the final dose must be administered on or after the 4<sup>th</sup> birthday, and be administered at least 6 months after the previous dose.

**Varicella** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 7<sup>th</sup> grade. Parental report of disease history is acceptable for grades 8-12.

**MCV4** Individuals who receive dose 1 after their 16<sup>th</sup> birthday only need 1 dose of MCV4.

**Hep A** The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose is 6 calendar months. K-3 is required.

\*For grades 4-12, two doses of Hep A are recommended.

**MenB** A complete series of Meningococcal Serogroup B vaccine.

\*For grade 12, a complete series of MenB is recommended