

2017-2018

HIGHLAND HIGH SCHOOL

Student and Parent Handbook

Academics, Attendance,

General Procedures and Behavior

Code of Conduct

IC20-33-8-10

Disciplinary powers of principals

Sec. 10. (a) A principal may take 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 purposes.

(b) Subsection (a) allows a principal to write regulations that govern student conduct.

As added by P.L.1-2005, SEC.17.

IC 20-33-8-8

Duty and powers of school corporation to supervise and discipline students.

Sec. 8. (a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:

- (1) a school corporation; and
- (2) the students of a school corporation.

(b) In all matters relating to the discipline and conduct of students, school corporation personnel:

- (1) stand in the relation of parents to the students of the school corporation; and
- (2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter.

(c) Students must:

- (1) follow responsible directions of school personnel in all educational settings; and
- (2) refrain from disruptive behavior that interferes with the educational environment.

As added by P.L. 1-2005, SEC.17.

IC 20-33-8-14

The rules set forth in this handbook are in effect for all students at school and summer school. Also, these rules are applicable while traveling to and from school, as well as a school activity, function, or event.

1. Academic Dishonesty

Cheating is defined as seeking to obtain, or aiding another to obtain, credit or improved scores through the use of any unauthorized or deceptive means. Unauthorized and deceptive means of any kind with respect to examinations/assessments, course assignments, alteration of records, illegal possession of examinations (electronic or hard copy), and/or unauthorized use of and /or access to web-based resources shall be considered cheating. It is the responsibility of each student not only to abstain from cheating but to avoid

the appearance of cheating and to guard against making it possible for others to cheat. The student should also maintain respect for honesty in the performance of assigned tasks in and out of the classroom and comply with all teacher specified guidelines for academic integrity. Plagiarizing (i.e. submission of term paper, reports, etc. that are not original works by the student) is a form of academic dishonesty and subject to disciplinary action.

Academic dishonesty will be dealt with at two different disciplinary levels and is based on the severity of the act.

Students who violate the academic dishonesty policy at Level One will have their parent contacted by their teacher. The teacher may allow the student to complete a replacement assignment/assessment for up to 50% credit; students may also be subject to other disciplinary consequences to address the behavior. A Level Two offense will result in loss of credit for the assignment/assessment. Should a second offense occur, it may also result in a failure for the grading period, removal from the course, and/or other disciplinary action.

Students with a Level One violation will be ineligible for National Honor Society for their next eligible year. Students with a Level Two violation will be ineligible for National Honor Society for their next two eligible years. Current NHS members will follow National Guidelines for discipline.

2. Acts of Disruption

Disruptive behavior includes any action that disrupts or interferes with educational activities or the school environment or has the potential for such disruption. Such disruption will not be tolerated.

3. Alcohol Use/Possession – IC 7.1-5-7-7

The use, consumption, possession, or selling of non-alcoholic beer or alcoholic beverage of any kind is prohibited. Using, consuming, possessing, transmitting, or being under the influence of any alcoholic beverage by any student while on school property or at any function connected with Highland High School will result in suspension, recommendation for expulsion, and notification of law enforcement. Selling any of the items listed above will result in expulsion for a minimum of one calendar year and notification of law enforcement. Any student who arranges to sell or buy alcohol at school (even though the actual transaction occurs off school grounds) will be subject to suspension and a recommendation for expulsion.

4. Arson – IC 35-43-1-1

Any participation in the crime of willfully setting fire to the building or other property.

5. Bullying (IC 20-33-8-13.5)

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- Places the targeted student in reasonable fear of harm to his/her person or property;
- Has a substantially detrimental effect on the targeted student's physical or mental health;
- Has the effect of substantially interfering with the targeted student's academic performance; or

- Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This rule applies regardless of the physical location of the bullying behavior when both the student committing bullying and the targeted student attend a school within the school corporation.

Any student or parent who has knowledge of bullying or any student who feels he/she has been bullied should immediately report the conduct to school personnel. This report may be made anonymously through a form on the district's website.

School personnel will investigate all reports of bullying. The school will communicate to all parties involved, as needed and/or required by district policy.

School personnel will provide information and/or follow-up services to support the targeted student(s) and to educate the student engaging in bullying behavior. If the bullying behavior is a violation of law, it will be reported to law enforcement.

Intentional false reporting of bullying will result in appropriate disciplinary action.

Violation of this rule prohibiting bullying will result in any appropriate disciplinary action, including suspension and/or expulsion.

6. Bus Incident

The School Town provides bus transportation for students in designated bus zones. Parents are encouraged to take advantage of the free school bus transportation. Bus drivers have supervision and authority over passengers and deserve the same respect as teachers and other school employees. Students are expected to show courtesy to the bus driver and to other students and to behave in a manner which promotes safety. All school rules apply to students from the time students leave their homes in the morning, until they return into their homes after school. Misconduct on a bus, or at a bus stop, may result in the loss of bus riding privileges and other disciplinary action. While riding on a school bus, students must adhere to the following rules:

1. Take a seat immediately and remain seated until instructed by the driver to leave the bus.
2. Keep doors and windows closed unless given permission.
3. Keep head, arms and hands inside the bus at all times.
4. Do not litter the bus.
5. Do not do damage to the school bus.
6. Cooperate with the bus driver.
7. No eating or drinking on the school bus.
8. Bus drivers or school personnel may restrict the use of or confiscate any personal or school issued electronic device.
9. While on the bus, students are prohibited from using personal or school issued electronic devices to capture or record sounds or images (pictures, videos).

7. Cafeteria Misconduct

All students are responsible for their environment in the cafeteria and must adhere to the following rules:

1. Food and non-food items on their table or on the floor surrounding their table must be cleaned up prior to leaving.
2. Ordering or having food delivered from an outside vendor or by a parent from an outside

- vendor is not allowed.
3. Cutting in line is not allowed.
 4. Students are to sit and leave quietly in a polite manner.

8. Misuse of Technology/Digital Citizenship

Details on acceptable use and digital citizenship expectations can be found on the “Connected Classroom” link on the Highland High School Website or the School Town of Highland District website and in the appendix at the end of this document. Disciplinary consequences for improper use of technology can range from detention to recommendation for expulsion.

9. Display of Affection

Overt displays of affection are not appropriate school behavior in the building, on school grounds, or at any school-related activity and will not be condoned. Any display of affection beyond holding hands is considered inappropriate. Intense romantic gestures, such as kissing or any other physical display of affection, are unacceptable and may result in a minimum consequence of a detention to expulsion. Engaging in sexual behavior on school property or at any function related to Highland High School may result in suspension and/or a recommendation for expulsion.

10. Disrespect

Behaving in a disrespectful manner towards staff, an adult in authority, or peers is inappropriate and is subject to disciplinary action, including expulsion.

11. Disruptive and Dangerous Items

Students are not to bring any items to school that may cause a disturbance to the learning environment or create a safety hazard to themselves or others. Therefore, water guns, water balloons, laser pointers, smoke bombs, stink bombs, skateboards, hoverboards, roller blades, fireworks, air horns, or similar disruptive items are not to be used either inside or outside the building. Hackey sacks can only be used in the courtyard. At no time and under no circumstances are students to have weapons or any dangerous instruments in their possession, in their lockers, cars, or on school property. Confiscated items may not be returned to their owner. Appropriate disciplinary action will follow.

12. Dress Code

We ask for the support of our parents in ensuring that students come to school properly groomed and dressed. Proper attire is defined as clothing that is clean, does not create a health or safety hazard and is not distracting or demeaning to other students.

General Guidelines

- Any clothing, shoes or accessories that may pose a health/safety risk or is a disruption to the educational environment is not allowed.
- Clothing that is excessively ripped, tattered or has holes revealing undergarments or skin is not allowed.
- Clothing that is sheer/see-through or stretches to reveal skin is not allowed.
- Clothing containing references to gangs, drugs, alcohol, tobacco, sex, violence, profanities, religious/racial slurs or anything offensive is not allowed.

Tops

- All tops must go to shoulders and be long enough in the front and back to not reveal skin or undergarments.
- All tops are to be appropriately fitting, not excessively tight or loose nor revealing of skin or straps.

Bottoms

- All bottom garments are to be appropriately sized, not sagging, and cover undergarments.
- Shorts, skirts and dresses must be past finger tips when shoulders are in normal position.

Headwear

- Not allowed: hats, caps, full bandanas, do-rags, sunglasses, etc. Exceptions are allowed for medical and religious reasons.

Footwear

- Not allowed: heelies, bedroom slippers or any other shoes without a hard bottom. *Some classes may have specific footwear requirements for safety.*

Any form of clothing which is considered contrary to good hygiene, safety requirements or is disruptive to the education process will not be permitted. The school administration reserves the right to approve or disapprove any items not addressed in the dress code policy.

PROCEDURE FOR NON-COMPLIANCE

Students in violation of the Dress Code are to be sent to the office with a written teacher referral and considered tardy for that period. The teacher is to mark the violation on the dress code form. The violation steps are year long. Parents will be notified for each violation.

1. First Violation **and each time after**
Teacher or administrator fills out a dress code violation referral, and inappropriate clothing must be changed. If necessary, a t-shirt and/or sweatpants will be provided. One three hour detention will be assigned.
2. Second Violation
Assigned two three-hour detentions for Tuesday/Thursday class
3. Third Violation
Assigned one day Out-of-School Suspension
4. Fourth Violation
Assigned three days Out-of-School Suspension
5. Fifth Violation
Assigned five days Out-of-School Suspension
6. Sixth Violation
Assigned ten days Out-of-School Suspension and recommended for expulsion.

At certain school events, alternative guidelines may be enforced, i.e., Prom, Turnabout, Homecoming, Graduation, etc. The appropriate guidelines for each event will be provided to students and parents in advance, in order to afford ample opportunities for compliance.

13. Drug Sale or Delivery – IC 35-48-4-4.5

Any student who arranges to sell or buy drugs at school (illegal drugs, look-a-like drugs, prescription, non-prescription drugs or substances, marijuana, narcotics, controlled substances, any capsule or pill, inhalant, or intoxicant of any kind, as well as drug apparatus or paraphernalia) will result in expulsion for a minimum of one two-semester calendar year and notification of law enforcement. This will be the result even if the actual transaction occurs off school grounds.

14. Drug Use/Possession – IC code varies dependent on drug

The use, consumption, possession, or selling of illegal drugs, look-a-like drugs, prescription, non-prescription drugs or substances, marijuana, narcotics, controlled substances, any capsule or pill, inhalant, or intoxicant of any kind, as well as drug apparatus or paraphernalia is prohibited. Using, consuming, possessing, transmitting, or being under the influence of any of the items listed above by any student while on school property or at any function connected with Highland High School will result in suspension, recommendation for expulsion, and notification of law enforcement. Selling any of the items listed above will result in expulsion for a minimum of one two-semester calendar year and notification of law enforcement.

15. Electronic Devices (Personal and School Issued)

Electronic devices, including cell phones, may only be used by students before and after school, between class periods, and at lunch. Some teacher classroom management plans may include no usage of any electronic device within the classroom at any time due to sensitive material. It is entirely up to the discretion of the teacher whether or not to allow the use of such devices during class. Consequences for improper or untimely use will range from detention to recommendation for expulsion.

Any and all electronic devices including but not limited to cell phones, smart phones, iPads, tablets, laptops or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a violation be suspected. These personal electronic devices (PED's) may not be used in the classroom without teacher permission.

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

Cyber-bullying is "the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others" or "when the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person." Cyber-bullying, like other types of bullying or harassment, will not be tolerated. Students found cyber-bullying other students during the school day will be in violation of the electronic device policy and will face additional discipline, including possible expulsion. Students who see other students being bullied are required to report it to their teachers or an administrator immediately. Students are prohibited from, knowingly or willfully, falsely accusing one another of bullying. Such action may result in suspension or

expulsion. Student victims of cyber-bullying are encouraged to save all electronic communication from the cyber-bully to be presented as evidence of their harassment to the school administration.

Highland High School is not responsible for any PED items that are lost, damaged or stolen. By bringing these devices onto school grounds, students give the school administration consent to access voicemails, text messages, call logs, picture galleries, hard drives, memory cards, emails, etc., to determine ownership (if lost), OR when there is reasonable suspicion they contain evidence of a school rule or law violation.

Sending, receiving, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other PED, will result in suspension and possible expulsion.

Important 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 Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “Sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a 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 at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

If a student is convicted of child exploitation or adjudicated of such as a juvenile delinquent, state statute requires the student to register as a sex offender pursuant to I.C. 35-42-4-11(a)(2)(C) and I.C. 11-8-8-7.

16. Extortion/Intimidation – IC 35-45-2-1

A person commits intimidation who communicates a threat to another person, with the following intent:

1. That the other person engage in conduct against the other person’s will; or
2. That the other person be placed in fear of retaliation for a prior lawful act; or
3. Of causing a dwelling, a building, or another structure; or a vehicle to be evacuated.

17. False Alarms (911 Calls or False Reporting or Informing) – IC 35-44-2-2

Misuse of fire alarms or non-emergency calls to 911 are punishable by suspension and may result in a recommendation for expulsion. Law enforcement will be notified.

18. Fighting – Physical or Verbal – IC 35-45-1-3

A student who takes any physical action toward another individual is considered a participant in a fight. This includes inciting, pushing, shoving, horseplay, purposefully slamming or running into other individuals. **Any student who participates in a physical altercation is subject to suspension and/or expulsion.** Any student(s) who physically participates in an existing fight will be subject to suspension and a possible recommendation for expulsion. A student who physically assaults another individual while engaged in educational or school-sponsored activities connected with the School Town of Highland is subject to disciplinary action, and notification of law enforcement. **Physically assaulting or verbally threatening a staff member will result in suspension, recommendation for expulsion, and request for prosecution by law enforcement.**

19. Forgery and/or Illegal Possession of Official School Documents or Doctor's Note – IC 35-43-5-2

Possession or forgery of official documents such as Final Exams, teacher textbooks, teacher grade books, student reports, Off Campus Permits, Office Request passes, Student passes, etc. Forgery includes, but is not limited to: falsifying signatures and impersonation of phone calls of parents, staff members, physicians, or other persons. Consequences may range from detention to a recommendation for expulsion.

20. Gambling – IC 35-45-5-2

Any form of gambling or the possession of playing cards is prohibited.

21. Gang, Cult and Occult Activity – IC 35-45-9-3

The presence of gangs, cults, and occults can cause a substantial disruption of the learning process and acceptable school activities. Therefore, the administration will attempt to prohibit this activity by restricting the following actions:

No student on or about school property or at any school activity shall:

1. Wear, possess, use, carry, distribute, display or sell any clothing, jewelry, or other such items identified and associated with gang, cult, and occult membership or affiliation.
2. Use hand signals, graffiti, artwork, schoolwork, gestures or other written communications showing membership or affiliation in a gang, cult or occult.
3. Use any speech or commit any act in promoting of gang, cult, or occult interests or activities including, but not limited to:
 - a. soliciting others for membership in any gang, cult, or occult
 - b. threatening or intimidating others
 - c. inciting others to commit physical violence
 - d. claiming gang affiliation

22. Indecent Exposure – IC 35-45-4-1

The exposure of body portions that are defined in the Indiana Code is inappropriate.

23. Insubordination

Students are to follow all instructions and directions, written and verbal, given to them by teachers, administrators, and non-certified staff members (bus drivers, secretaries, custodians, cafeteria personnel, etc.). Refusal to follow the instructions or directions of any staff member constitutes insubordination. Examples of insubordination include: refusing to identify oneself, giving a false name, refusing to report to the office, etc. Repeated violation of any rule constitutes insubordination. Consequences of insubordination may result in disciplinary action ranging from detention to expulsion. In the event that a student does not agree with instructions or directions given by a staff member, the student will carry out the instructions or directions to the best of his/her ability and request a review of the actions at a later time.

24. INTIMIDATION – I.C. 35-45-5-21

A person who communicates a threat to another person, with the intent:

- A. That the other person engage in conduct against the other person's will;
- B. That the other person be placed in fear of retaliation for a prior lawful act; or
- C. Of causing
 - a. A dwelling, a building, or another structure; or
 - b. A vehicleto be evacuated, commits intimidation, a Class A misdemeanor.

However, the offense is a Class D felony if:

- A. The threat is to commit a forcible felony;
- B. The person to whom the threat is communicated is:
 - a. a law enforcement officer;
 - b. a judge or bailiff of any court;
 - c. a witness (or the spouse or child of a witness) in any pending criminal proceeding against the person making the threat; or
 - d. an employee of a school corporation.
- C. The person has a prior unrelated conviction for an offense under this section concerning the same victim; or
- D. The threat is communicated using property including electronic equipment or systems, of a school corporation or other governmental entity; and the offense is a Class C felony if, while committing it, the person draws or uses a deadly weapon.

“Threat” means an expression, by words, or actions, of an intention to:

- 1. Unlawfully injure the person threatened or another person, or damage property;
- 2. Unlawfully subject a person to physical confinement or restraint;
- 3. Commit a crime;
- 4. Unlawfully withhold official action or cause such withholding;
- 5. Unlawfully withhold testimony or information with respect to another person's legal claim or defense, except for a reasonable claim for witness fees or expenses;
- 6. Expose the person threatened to hatred, contempt, disgrace, or ridicule;
- 7. Falsely harm the credit or business reputation of the person threatened; or
- 8. Cause the evacuation of a dwelling, a building, another structure, or a vehicle.

25. Lewd, Indecent, Offensive Behavior

Any behavior offensive to common propriety or decency, including, but not limited to, “mooning,” indecent exposure, offensive touching, possession, distribution or display of obscene or “hate” material or similar behavior will result in a suspension and possible recommendation for expulsion.

26. Loitering

Being out of the classroom during class time is something which is to be avoided. While out of the classroom with a pass, a student should be conducting only the business which he or she was given permission to accomplish. If a student is not in their assigned area they will be considered loitering and subject to disciplinary action. In addition, students who leave campus after they have arrived at school in the morning, or at other times, and congregate off school grounds (i.e., footbridge, apartment buildings, etc.) will be considered loitering.

Students may enter the building at 7:00 a.m., but must remain in the Commons until 7:15 a.m. unless they are under the supervision of a teacher, club sponsor or coach. Students should exit the building by 3:30 p.m. on Mondays, Tuesdays, Thursdays and Fridays, and by 2:45 on Wednesdays. Students may be in the building after that time if under supervision of a teacher, club sponsor, coach, or serving a detention. Students must be out of the building 10 minutes after such activities are concluded. Students loitering in the building after these times are subject to disciplinary action.

27. Look-Alike Drugs – IC 35-48-4-4.6

A person who knowingly or intentionally manufactures, finances the manufacture of, advertises, distributes, or possesses with intent to manufacture, finance the manufacture of, advertise, or distribute a substance - look-alike drug. Discipline will be 10 days OSS to Expulsion.

28-31. Missed Lunchroom, 1-hour, 2-hour, or 3-hour Detention

After being assigned a one or two-hour detention and a student does not appear or is removed for being disruptive, a three-hour detention is given. If a student does the same for a three-hour detention, the student is given one day of OSS and the detention is reassigned.

32. Missed Teacher Detention

Students are assigned a one-hour detention for not appearing for a teacher-assigned detention.

33. Misuse of Equipment

A student is assigned detention to expulsion for misuse of school equipment and may have to make restitution.

34. Obscenity – IC 35-49-2-1

Profanity and/or obscene language or gestures by any student will not be tolerated and will result in a minimum consequence of a detention.

35. Obscenity vs. Teacher – IC 35-49-2-1

Profanity or obscenities of any kind directed at a staff member will result in a minimum of suspension and possible expulsion.

36. Parking Violation

Driving to school is a privilege. The administration does not endorse students driving to school. The decision to do so is between the student and his or her parents. **Students who drive to school must park in the designated student parking lots and are prohibited from parking off school grounds.** All student drivers must have a valid license on file in the office, along with current registration and proof of automobile insurance. In addition, they must obtain a parking permit in the Principals' Office at a cost of \$3.00 per year. Parking permits are to be used only by the student to whom it was issued and are not transferable. Because of limited parking space, students classified as juniors and seniors will be given priority. Students will be able to place their name and ID number on a list in the main High School office for future selection should additional parking spaces become available.

Students will be assigned a numbered parking spot. The number will coordinate with the student's parking tag. The tag must be hung from the rearview mirror at all times. Students will be assigned either the "A" or "C" lot. All student parking spots are painted yellow. The "A" lot is assigned to seniors and the "C" lot will be assigned to both seniors and juniors.

ALL STUDENTS DRIVING TO SCHOOL MUST PARK IN ONE OF THESE TWO AREAS ONLY. Once a vehicle is parked, it may not leave the school grounds without the permission from a principal, or through the Attendance Office, during the school day. **ALL OTHER PARKING LOTS ARE RESERVED FOR STAFF MEMBERS ONLY.**

Students are expected to drive safely and at low speeds not to exceed ten (10) miles per hour. The person to whom a vehicle is registered is responsible for the vehicle at all times, regardless of who is driving it. The school is not responsible for theft, vandalism or accidents. Students are not permitted to sit in vehicles or be in the parking lot during the school day unless a principal has granted permission. Violations of parking regulations may result in loss of driving privilege, issuance of a City Traffic Code citation, towing of the vehicle at the owner's expense and/or school disciplinary action.

37. Participation in a Food Fight

No throwing of food or food-related items will be tolerated, whether thrown inside or outside the cafeteria. Discipline will be one to five days OSS to Expulsion.

38. Sexual Harassment

Physical/verbal/sexual/written and/or any similar harassment of other students and/or staff member and/or anyone else is not permitted as well as threat and intimidation in any form of another student and/or staff member and/or anyone for any reason. Examples include, but are not limited to: threatening to harm a staff member, student or other person, coercing a staff member, student or other person, threatening notes, comments, innuendoes, or rumors, bullying and hazing. Examples of sexual harassment may include but is not limited to the following: verbal harassment or abuse, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, pressure for sexual activity, suggesting or demanding sexual involvement accompanied by implied or explicit threats.

39. Tardies – Same Class per Semester

Highland High School Tardy Policy

Tardy Statement

Excessive tardiness is a serious matter. The school accepts the responsibility of helping develop good character habits in its students. Chronic tardiness is a detriment to the establishment of such habits and, therefore, cannot be condoned. It is the expectation of the school that students be in their classrooms with their books, etc., when the bell rings. If students do not have their materials and need to go to their locker, it will be considered a tardy.

Tardy Procedure

All tardies to classes during the day will be handled in the manner described below. A tardy is defined as a student not being in his/her classroom when the bell begins to ring. If a student is tardy, teachers **MUST** follow the procedures outlined below:

1st tardy – The teacher will warn the student that subsequent tardies will result in a detention.

2nd tardy - The teacher will again warn the student that subsequent tardies will result in a detention.

3rd tardy - Referral to faculty advisor, who will assign a 1-hour Tuesday/ Thursday detention.

4th tardy - Referral to faculty advisor, who will assign a 2-hour Tuesday/ Thursday detention.

5th tardy - Referral to faculty advisor, who will assign a 3-hour Tuesday/ Thursday detention.

6th tardy – Referral to Administrator, who will assign one day of OSS.

7th tardy – Referral to Administrator. The student may lose credit for that class. The parents will be notified about the possible loss of credit, and a “W” may be issued if the student is passing the course at the time of withdrawal or a “WF” if a student is failing at the time of withdrawal and recorded on the student’s transcript. The student may be assigned a Study Hall.

All tardy referrals will be made to the appropriate faculty advisor who will then forward the referral to the appropriate administrator.

If a student is five (5) or more minutes late to class, the tardy will be considered an unexcused absence and the student may be considered truant. The teacher should document the unexcused absence and submit the discipline referral to the attendance office. The above tardy policy runs through the end of each semester.

The tardy policy will start over at the beginning of each semester.

40. Theft – IC 35-43-4-2

Theft or attempted theft of school property or of possessions of another individual will result in suspension, possible expulsion, and remuneration for losses. In addition, the student may face prosecution by law enforcement. All thefts should be reported to the Main Office as soon as possible.

41. Tobacco Use/Possession/Smoking Paraphernalia– IC 35-46-1-10.5

Any use or possession of tobacco in any form, including e-cigarettes, e-cigarette liquid, or smoking paraphernalia of any kind is prohibited at all times, at all school functions, and in all areas of the school property. Any use or possession of tobacco in any form that violates the above is punishable by suspension and/or expulsion.

42. Truancy – IC 20-33-2-6

A student who leaves the school building without prior permission from the administration, who remains in the school building but misses class time without permission, or who refuses to attend school in defiance of parental/guardian authority will be considered truant. A student who reports to class **more than five (5) minutes late will be marked unexcused and will be considered excessively late or truant rather than tardy**. A student who is excessively late or truant will face disciplinary action. **Disciplinary action for truancy does not reset at semester.**

Students who are found in an unauthorized area of the school will also be considered truant. Unauthorized areas include all areas of the school or school grounds that are unsupervised, such as hallways during lunch and parking lots.

1st Truancy – Parents notified and one 3-hour Tuesday/Thursday/Saturday detention will be assigned.

2nd Truancy – Two 3-hour Tuesday/Thursday/Saturday detentions will be assigned.

3rd Truancy – One day Out-of-School Suspension will be assigned.

4th Truancy – Three days Out

5th Truancy – 5 Days out

6th Truancy - recommend expulsion

Habitual Truancy Designation

On the third truancy from a class or classes during a school year, a student who is at least thirteen (13) but less than fifteen (15), may be classified as a habitual truant and may have his/her name sent to the Indiana Bureau of Motor Vehicles. Furthermore, the school principal cannot sign the official Indiana Bureau of Motor Vehicles form for students applying for an operator's license or a learner's permit, until the student becomes eighteen (18) years of age or until he/she is no longer classified as a habitual truant. A student older than sixteen (16) with a present driver's permit or license may have the license revoked for 120 days.

43. Unlawful Activity – (I.C. 20-33-8-15)

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- The student's removal is necessary to restore order or protect persons on school property including

an unlawful activity during evenings, weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

44. Vandalism – IC 35-43-1-2

Damaging the property of the School Town of Highland, the property of students or staff members, or the property of visitors to our school will not be tolerated. In addition, stealing or damaging property at any location that a Highland student is attending that is part of a school sponsored function will not be tolerated and will be subject to Highland disciplinary consequences and restitution.

45. Weapons – Possession – IC 20-33-8-16

No student may knowingly possess, handle or transmit any object which can reasonably be considered a weapon including, but without limitation, a knife or a firearm, airsoft gun, BB gun, paintball gun, either fake or real, or other such devices on school premises or at school related functions without first having secured prior written approval from the building principal. Approval of the building principal is not required for items used in the normal scope of the employee's work.

Violation of this rule banning the possession of weapons or destructive devices on school premises shall constitute grounds for suspension and/or expulsion. Violators of this policy shall also be subject to arrest and prosecution.

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

The following devices are considered to be a firearm under this rule:

- a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- b. The frame or receiver of any weapon described above.
- c. Any firearm muffler or firearm silencer.
- d. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
- e. Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- f. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- g. An antique firearm.
- h. A rifle or a shotgun that the owner intends to use solely for sporting, recreation, or cultural purposes.
- i. For purposes of this rule, a destructive device is:

1. An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
 2. A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 3. A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that, although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
3. Expulsion for possession of a deadly weapon (IC 35-41-1-8)
 4. Possessing a Deadly Weapon
 - a. No student shall possess, handle or transmit any deadly weapon on school property.
 - b. The following devices are considered to be deadly weapons as defined in IC 35-41-1-8:
 - A weapon, taser or electronic stun weapon, equipment, mace, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

46. 12 –Day Habitual Offender

Expulsion is disciplinary action whereby a student is suspended from school attendance for longer than ten (10) days. **It will be recommended that a student be expelled from a class or classes when he or she has been assigned any combination of 12 three-hour Tuesday/Thursday detentions, In-School Suspension days, or Out-of-School Suspension days during the course of a semester.**

47. 10-Day OSS Rule

Out-of-School Suspensions totaling more than ten (10) days in one school year will result in a request for expulsion for repeated violation of school rules and regulations for the remainder of the school year.

Reluctant Learners

Students who have been expelled, have previously withdrawn from school, or who are not showing progress toward graduation may be placed on a performance contract following a parent conference. Additionally, students who fail to follow classroom rules may also be placed on a discipline contract. Failure to abide by the terms of the contract may result in an expulsion.

Search and Seizure

Students have the right to be safe and secure and to pursue their education in a safe and disciplined environment. School authorities may seize any contraband, substance, or article that is illegal, or any

material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school – sponsored function.

1. Authority to Conduct a Search – The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law. The administration reserves the right to rely on anonymous tips that are given on a good faith basis to conduct school searches. Refusal to cooperate with a reasonable request for such administrative inspection may result in disciplinary action.
2. Locker/Storage Area Inspections (IC 20-33-8-32) – All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.
3. Personal Searches – A student’s person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.
4. Motor Vehicle Searches – Motor vehicles which are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reasonable suspicion that the vehicle contains illegal, unauthorized or contraband items.

Civil Rights Nondiscrimination – Grievance Procedure

A. LEVEL ONE

1. All complaints must be in writing to the immediate supervisor or principal.
2. The complaint shall stipulate the act or omission, the date of same, and the parties involved.
3. The supervisor or principal shall initiate investigation of the circumstances of the complaint within six (6) calendar days of the receipt of the written complaint.
4. The supervisor or principal shall render a decision within fourteen (14) calendar days of the receipt of the written complaint.
5. The complainant shall have six (6) calendar days to react to the decision before it becomes final.
6. If the complainant disagrees with the decision of the supervisor or principal and submits in writing to the supervisor or principal, a Level Two procedure shall be enacted.

B. LEVEL TWO

1. The supervisor or principal shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.
2. The superintendent or designee shall review all materials and schedule a meeting within six (6) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the supervisor or principal, and the superintendent or designee. Other witnesses may be called with mutual prior notice of three (3) calendar days.
3. The superintendent shall make a decision within six (6) calendar days of the final meeting of parties. This decision shall be final.

NOTE: By mutual agreement, circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.

If the alleged violation, interpretation, or application is of a corporate nature, such as a written rule, regulation, or policy, Level Two is initiated immediately.

NOTICE OF NONDISCRIMINATION – SECTION 504 POLICY

The School Town of Highland does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Claims of sexual harassment are governed by Board Policy 5517.

Claims shall be made in writing to the next higher supervisor or administrator. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Director of Personnel & Pupil Services
9145 Kennedy Avenue
Highland, IN 46322
(219) 924-7400

For further information on notice of nondiscrimination, see list of OCR enforcement offices for the address and phone number of the office that serves your area, or call (800) 421-3481.

DISCIPLINE POLICIES AND PROCEDURES – IC 20-33-8-12

The fundamental purpose of Highland High School is to provide educational opportunities for all students. Discipline is one of the most important lessons taught in education because it underlies the whole educational structure. Although discipline is not part of the formal curriculum, it is essential to the educational process through its development of self-control, character, orderliness and efficiency. A cooperative team effort between the home and school is needed to maintain a positive learning environment. Discipline is the key to good student conduct and to the proper consideration of other people.

Students who violate school rules or jeopardize the educational atmosphere will be disciplined. In addition, according to Indiana Code 9-24-2-1, students under the age of 18 who have received at least a second suspension, or who have been expelled from school, or who withdraw in order to avoid those types of punishment, may be referred to the Bureau of Motor Vehicles for denial or invalidation of a learner's permit and/or driver's license. **Students' disciplinary files will be maintained throughout their career at Highland High School; however, the discipline file DOES NOT become part of their permanent record except in the case of a student who has been expelled.**

All disciplinary actions, excepting those specifically stated as semester basis (i.e., tardies, attendance) accumulate over the entire school year.

The principal's discipline decision is final. Other than disciplinary action involving a recommendation for expulsion, the decision of the building principal is final. There is no appeal process.

Jurisdiction

All administrators, teachers, secretaries, custodians, cafeteria workers, bus drivers and other staff members at Highland High School have the authority and the responsibility to enforce the policies of the school. Refusal on the part of students to respect this authority both during the school day and/or at any school-related activity shall be considered as insubordinate conduct and dealt with accordingly.

Teacher's Detention

A teacher may assign one or more detentions, with a one (1) day notice, for infractions of classroom rules. Students serving detention are to have school work to do during that time. It is the responsibility of the student to make their own arrangements for transportation when serving detention. Detentions are usually 15 minutes in length and are served in the teacher's classroom. Students who fail to serve a teacher's detention will be referred to a principal for insubordination.

Lunchroom Detentions

Lunchroom detentions will occur in the attached room to the Cafeteria during the student's lunch period. Students are responsible to bring a sack lunch. Students with reduced or free lunch will receive a cold sack/bag lunch.

Tuesday/Thursday Detention

Tuesday/Thursday is supervised study time, which meets on Tuesday/Thursday from 3:00 to 6:00 p.m. and This study time is intended to provide an alternative to suspension from school, a deterrent to unacceptable student behavior, and another option in the progressive discipline process. Rules and procedures will be given to the students by a principal at time of assignment.

Tuesday/Thursday Detentions may only be rescheduled once by a parent's phone call to the office by 1:00 p.m. of the day of the detention.

Out-of-School Suspension

Out-of-School Suspension will be assigned by a principal for major infractions of school policy. In appropriate cases, students will be suspended immediately for up to ten (10) days with a parent conference required prior to returning, or where the continued presence of a student on campus would be a threat to the safety and well being of others or to the educational atmosphere. The days missed **WILL NOT** be counted toward the student's **seven (7) day absence limit**. Students are responsible to communicate with the teachers for missed work for full credit. Students will have one additional day upon their return to complete their classwork. All misconduct resulting in the recommendation for expulsion will be an Out-of-School Suspension. **Out-of-School Suspensions totaling more than ten (10) days in one school year will result in a request for expulsion for repeated violation of school rules and regulations.**

Suspension

A principal may suspend a student for a period of no more than ten (10) days. The suspension may deny a student the right to attend school or to take part in any school activity until midnight of the last day of suspension. A student may be suspended on the following grounds:

1. Conduct constituting grounds for expulsion.
2. Other violations of rules or standards of behavior the School Board approves or receives.
3. **During the school year, students who receive more than one suspension can lose their parking privileges and may not be eligible to attend after school events: i.e., Prom, Turnabout, Banquets, Homecoming. This language does not include Graduation or extracurricular activities.**
4. If you receive two or more suspensions in the first semester, you are unable to attend the homecoming dance or Turnabout. If you have one suspension first semester and one suspension second semester, you will not be able to attend Prom. If you have two suspensions second semester, you will be unable to attend

Prom. If you have two suspensions first semester and one suspension second semester, you will be unable to attend Prom.

Such suspensions shall be made only after a principal has made an investigation and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent an interference with an educational function.

Suspension Procedures

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

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

No suspension may be issued without affording the student an opportunity for an informal hearing. At the informal hearing the student is entitled to:

- a. A written or oral statement of the charges against them.
- b. If they deny the charge, a summary of the evidence against them.
- c. An opportunity to explain their conduct.

Notice and the informal hearing shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such a situation, the notice and the informal hearing shall follow as reasonably as possible after the suspension. Within 24 hours following such a suspension, or such additional time as is reasonably necessary, a principal shall send a written statement to the student's parent describing the misconduct or rule violation and the reasons for the action taken. The principal shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school.

Expulsion

Expulsion is disciplinary action whereby a student is suspended from school attendance for longer than ten (10) days. **It will be recommended that a student be expelled from a class or classes when he or she has been assigned any combination of 12 three-hour Tuesday/Thursday/Saturday detentions, In-School Suspension days, or Out-of-School Suspension days during the course of a semester.** Students may also be expelled from school for the following violations of the Student Code of Conduct: possession/use of alcoholic beverages, drug use/possession, drug sale and/or delivery, possession/use of weapons, and false alarms, as well as violations listed in Indiana Code: Student Due Process. **Expulsion means loss of**

credit if a student is failing a course at the time expulsion, a grade of "WF" is recorded on the transcript. If a student is passing a course at the time of expulsion, the student, a "W" is recorded on the transcript. In accordance with the due process procedures outlined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, listed under the Grounds for Suspension and Expulsion in this policy. When a principal recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

Expulsion Procedures

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

Expulsion Appeal Rights

The student, or the student's parents, may appeal the Superintendent's determination to the Board of School Trustees. A request for an appeal must be:

1. In writing;
2. Delivered in person or by mail; and
3. Be received by the school within ten (10) calendar days of the date the notice of action was received by the student or the student's parent. The written request for appeal must be submitted to:

Superintendent of Schools
9145 Kennedy Avenue
Highland, Indiana 46322

If the student, or the student's parent, does not request an appeal within ten (10) calendar days of the date

the notice of action was received, all administrative rights to contest and appeal the discipline action are given up or waived.

After receipt of a request for an appeal, the Board of School Trustees will consider whether to hear the appeal. The discipline action will continue in effect pending a final determination by the Board of School Trustees on any request for an appeal. The Board of School Trustees has determined that it is in the best interests of the school community and in furtherance of the efficient functioning of the School Town of Highland that the Board, as a matter of general practice, not hear appeals in the following categories of expulsions:

1. Expulsions of less than one (1) semester in duration.
2. Expulsions involving a student formally charged with a delinquent act or crime in connection with the misconduct.
3. Expulsions involving use or possession of illegal drugs.
4. Expulsions involving a residency or legal settlement issue.
5. Expulsions concerning the possession of firearms and deadly weapons. By statute, such expulsions are mandatory for a period of at least one (1) calendar year, and the length of the expulsion may be modified on a case-by-case basis by the superintendent.

The Superintendent shall be directed to present each appeal to the Board, and the Board shall vote whether to hear each appeal on an individual basis, applying the aforementioned criteria.

In the interests of fairness and in consideration of extraordinary circumstances, the Board may also make exceptions to its own guidelines and will further rely on the recommendation of the Superintendent as to waiving these criteria in a particular circumstance. If the student, or the student's parents, requests an appeal of this determination, the discipline action stated above shall continue in effect unless the Board of School Trustees takes action otherwise.

Students expelled from Highland High School for violating the use/possession of alcohol and/or drug use/possession policies will also be afforded the opportunity to continue school under a waiver of due process probationary agreement for a first time offense after completing a 5 day suspension in addition to any other condition deemed necessary by the administration including but not limited to:

- a. The student will immediately enroll, attend, and complete a substance abuse rehabilitation program. Proof of enrollment in the program must be provided to the High School Principal.
- b. The cost associated with the substance abuse rehabilitation program will be the responsibility of the student and/or parent.
- c. The substance abuse rehabilitation program must receive approval by the Highland High School Principal prior to the student's return to school.
- d. The student will not violate any rule or policy which leads to suspension, expulsion, or removal from school.

INDIANA CODE

Student Due Process

20-33-8-14: Grounds for Expulsion or Suspension.

(A). The grounds for expulsion or suspension are student misconduct or substantial disobedience and apply when a student is:

- (1). On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- (2). Off school grounds at a school activity, function, or event; or
- (3). Traveling to or from school or a school activity, function or event.
- (4). When a group of two or more students cause or attempts to cause physical injury to another student, these students will be recommended for expulsion.
- (5). A student may be suspended or expelled for engaging in unlawful activity (I.C. 20-8.1-5.1-9) on or off school grounds if
 - a. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or
 - b. the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

(B). In addition, students will be recommended for expulsion under the following provisions of Indiana Law:

- (1). 20-33-8-16 and 35-49-5-2.5 - Possession of a firearm.
 - a. No student shall possess, handle or transmit any firearm on school property.
 - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
 - the frame or receiver of any weapon described above;
 - any firearm muffler or firearm silencer;
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device;
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
 - c. The penalty for possession of a firearm will be ten (10) days suspension and expulsion from school for one (1) calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
 - d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
- (2). 20-33-8-16 and 35-49-5-2.5 Possessing a deadly weapon.
 - a. No student shall possess, handle or transmit any deadly weapon on school grounds.

b. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8: - A weapon, taser or electronic stun weapon, equipment, mace, chemical substance, or other material that, in the manner it is used, or could ordinarily be used, is readily capable of causing serious bodily injury.

- An animal readily capable of causing serious bodily injury and used in the commission, or attempted commission, of a crime.

c. The penalty for possession of a deadly weapon will be ten (10) days suspension from school and expulsion from school for a period of not more than one (1) calendar year.

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

(3). 20-33-8-17 Legal Settlement.

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

Disciplinary Guidelines

Students that have been deemed a habitual truant or has been suspended (2nd time), expelled, or has withdrawn from school may be reported to the Bureau of Motor Vehicles to have driving privileges invalidated pursuant to IC 9-24-2-4. The chart below provides guidelines for disciplinary actions that may be taken.

The spreadsheet is a guide and does not prevent school administrators from escalating consequences at any time.

Highland High School believes in the concept of progressive discipline. Students who violate the same handbook policy more than once may face additional discipline for each infraction.

The following include examples of student misconduct or substantial disobedience, but are not limited to:

Infraction	Level One	Level Two	Level Three
1. Academic Dishonesty	Grade of zero (0) on assignment. Detention to suspension	Grade of zero (0) on assignment. Detention to suspension. Possible removal from class/loss of credit.	
2. Act of Disruption	Conference to OSS/ Expulsion		
3. Alcohol Use/ Possession IC 7.1-5-7-7	10 Days OSS Pending Expulsion/Probationary Agreement	10 Days OSS Pending Expulsion	
4. Arson IC 35-43-1-1	10 Days OSS Pending Expulsion and every time thereafter		
5. Bullying IC 20-33-8-13.5	Conference to Expulsion		

6. Bus Incident	Conference to Expulsion Removed from Bus and every time thereafter		
7. Cafeteria Misconduct	Detention to Expulsion		
8. Misuse of Technology	Conference/restricted use/ detention	Conference to Suspension	Suspension to expulsion/notification of law enforcement
9. Display of Affection	Detention to Expulsion		
10. Disrespect	Conference to Expulsion		
11. Disruptive & Dangerous Items	Detention to Expulsion		
12. Dress Code	3-hour Detention to Expulsion		
13. Drug Sale or Delivery IC 35-48-4-4.5	10 Days OSS Pending Expulsion/notification of law enforcement	Expulsion every time	
14. Drug Use/Possession IC 35-48-4-11(1) – Possession of Marijuana IC 35-48-4-8.3(b) – Possession of paraphernalia Other IC codes vary dependent on drug	10 Days OSS Pending Expulsion/Probationary Agreement/notification of law enforcement.	10 Days OSS Pending Expulsion and every time thereafter	
15. Electronic Device	Conference to 3-hour detention	Suspension to expulsion	
16. Extortion/Intimidation IC 35-45-2-1	Detention to Expulsion		
17. False Alarms (False Reporting or Informing) (fire/911) IC 35-44-2-2	10 Days OSS Pending Expulsion and every time thereafter		
18. Fighting – Physical or Verbal IC 35-45-1-3 (Disorderly Conduct)	1-5 Days OSS applicable for every fight	OSS - Expulsion	
19. Forgery IC 35-43-5-2	Detention to Expulsion applicable for every case		
20. Gambling IC 35-45-5-2	Conference to OSS applicable for every incident		

21. Gang, Cult and Occult Activity IC 35-45-9-3	Detention to Expulsion		
22. Indecent Exposure IC 35-45-4-1	OSS to Expulsion applicable for every incident		
23. Insubordination	Conference to OSS		
24. Intimidation IC 35-45-5-2-1	Conference to Expulsion		
25. Lewd, Indecent, Offensive Behavior	Detention to Expulsion		
26. Loitering	Conference to Expulsion		
27. Look-Alike Drugs IC 35-48-4-4.6	10 Days OSS to Expulsion		
28. Missed Lunchroom Detention	3-hour Detention		
29. Missed 1-hour Detention	3 hour Detention		
30. Missed 2-hour Detention	3 hour Detention		
31. Missed 3-hour Detention	1 Day OSS <u>and</u> reschedule original 3-hour detention	3 Days OSS <u>and</u> reschedule original 3-hour detention	OSS to expulsion <u>and</u> reschedule original 3-hour detention
32. Missed Teacher Detention	1 hour to 3 hour Detention		
33. Misuse of Equipment	OSS to Expulsion applicable for every incident		
34. Obscenity IC 35-49-2-1	Detention to Expulsion		
35. Obscenity vs. Teacher IC 35-49-2-1	1-5 OSS to expulsion		
36. Parking Violation	3-hour Detention to Expulsion		
37. Participation in a Food Fight	1-5 OSS	10 Days OSS Pending Expulsion	
38. Sexual Harassment	Conference/Paperwork to Expulsion applicable for every incident		
39. Tardies - Same Class Per Semester	Warning to expulsion		

40. Theft IC 35-43-4-2	Return item/Restitution Detention to Expulsion/ Notification of law enforcement		
41. Tobacco Use/ Possession/ Paraphernalia (includes e-cigarettes) IC 35-46-1-10.5	Five Days OSS	10 Days OSS Pending Expulsion	
42. Truancy IC 20-33-2-6	Detention to Expulsion		
43. Unlawful Activity IC 20-33-8-15	Conference to Expulsion/ Notification of law enforcement		
44. Vandalism IC 35-43-1-2	1-5 OSS and Restitution/ Possible Expulsion	10 Days OSS Pending Expulsion and every incident thereafter and Restitution	
45. Weapons – Possession IC 20-33-8-16	Must be expelled for one calendar year/notification of law enforcement		
46. 12-Day Habitual Offender	One semester Expulsion		
47. 10-Day OSS Rule	Expulsion to the end of the school year		

Trojan Athletic Code

Participation in the Highland High School Athletic Program is a privilege for which student/athletes must be willing to accept certain responsibilities. Only when student/athletes are prepared to direct their time and effort toward a rigid program of training and self-discipline may optimum performance be achieved. To promote an environment most conducive to effective athletic performance, the following rules of conduct have been established. **These rules are in effect for the entire calendar year**, and apply to the conduct of all student/athletes presently participating in the athletic program, as well as those students who desire to join the program. The athletic director, in consultation with the principal, will have the responsibility to administer the Trojan Athletic Code.

I. A student athlete MAY NOT:

- A. Use or possess tobacco in any form (cigarettes, cigars, chewing tobacco, snuff).
- B. Consume or possess alcoholic beverages.
- C. Use or possess controlled substances, paraphernalia, or substances made to look like controlled substances.
- D. Sell or deliver controlled substances, or substances represented to be controlled substances.
- E. Be convicted of a felonious criminal offense.
- F. Engage in acts of Vandalism, Theft, or Destructive Misuse of Property.

G. Engage in activities that constitute student misconduct or substantial disobedience.

II. Violation of the Trojan Athletic Code will result in the imposition of penalties as follows:

A. Violation of I. A. (Use or Possess Tobacco in any form)

1. In-Season*

a. First Offense - the student/athlete will be suspended from athletic participation for 1/4 of the contest season** or the remainder of the season, if less than 1/4 of the contest season remains. The suspension will not be carried over to the next season.

b. Second Offense (within the same school year) - the student/athlete will be suspended from athletic competition for one calendar year from the date of the offense.

c. Continued use of tobacco during suspension will lengthen the suspension to one calendar year from the date of the most recent offense.

* "In-Season" is the period measured from the first Indiana High School Athletic Association practice date through, and including, the date of the final State Tournament Contest for that sport.

** "Contest Season" is defined for purposes of this Code as the period from the first regularly scheduled contest through the first sectional contest.

2. Out-of-Season

a. The student/athlete will be suspended from athletic participation for 1/4 of the contests of his or her next contest season. The student/athlete will be required to practice during his or her suspension since participation later in the season is possible. If a typically one sport student/athlete elects to participate in a new sport in order to serve a suspension, he/she will be required to complete the season in good standing.

b. Second and continued offenses will be treated the same as In-Season violations under subparagraphs 1.b. and 1.c. above.

B. Violation of I. B. (Consume or Possess Alcoholic Beverages), and I. C. (Use or Possess controlled substances, paraphernalia, or substances made to look like controlled substances).

1. In-Season

a. First Offense - the student/athlete will be suspended from athletic participation for the remainder of the season. If the violation occurs with less than 50% of the season contests remaining, the suspension will continue into the next season of participation until the equivalent of 50% of a contest season has been reached.

b. Second Offense - the student/athlete will be suspended from athletic participation for one calendar year from the date of the offense. The student/athlete must also present proof of participation in a pre-approved alcohol rehabilitation program

before reinstatement. (The cost of the rehabilitation program will be the responsibility of the student).

c. Third Offense - the student/athlete will be excluded from athletic participation for the remainder of his/her high school experience.

2. Out-of-Season

a. The student/athlete will be suspended from athletic participation for 50% of the contests of his or her next season. Such student/athlete will be required to practice during suspension since participation later in the season is possible. If a typically one sport student/athlete would like to participate in a new sport in order to serve a suspension, he/she will be required to complete the season in good standing. This applies only to the first offense.

b. The second and third offenses will be treated the same as an In-Season violation.

C. Violation of I. D. (Sale or Delivery of controlled substances, or substances represented to be controlled substances).

1. In or Out-of-Season

a. First Offense - the student/athlete will be suspended for one calendar year from the date of the offense. The student must show proof of completion of a drug rehabilitation program prior to reinstatement. (Cost of the program is the responsibility of the student and/or parent).

b. Second Offense - the student/athlete will be excluded from athletic participation for the remainder of his or her high school career.

D. Violations of I. E. (Be convicted of a felonious criminal offense).

1. In or Out of Season

a. First Offense - the student/athlete will be suspended from athletic participation for one calendar year from the date of the offense. In the case of a controlled substance violation, the student must show proof of participation in a pre-approved drug rehabilitation program before reinstatement. (Cost of the rehabilitation program will be the responsibility of the student).

b. Second Offense - the student/athlete will be excluded from athletic participation for the remainder of his or her high school career.

E. Violations of I. F. (Engage in Acts of Vandalism, Theft, or Destructive Misuse of Property).

1. In or Out-of-Season

a. First Offense - the student/athlete will be suspended from athletic participation for no less than 10% of the contest season up to 50% of the contest season depending on the severity of the infraction. The student/athlete will also be responsible for restitution of any damages which must be paid prior to reinstatement.

b. Second Offense - the student/athlete will be suspended from athletic participation for the remainder of the season. If less than 50% of the season remains, the suspension will carry over to the student/athlete's next season of participation until the equivalent of a 50% suspension has been reached. The student/athlete will also be responsible for restitution of any damages which must be paid prior to reinstatement.

c. Third Offense - the student/athlete will be suspended from athletic participation for the remainder of his or her high school experience. The student/athlete will be responsible for restitution of any damages.

F. Violations of I. G. (Engage in activities that constitute misconduct or substantial disobedience).

1. In Season

a. First Offense - the student/athlete will be suspended from athletic participation. The length of the suspension will be no less than 10% of the contest season up to the remainder of the season, depending on the seriousness of the violation. If the suspension cannot be completed, the suspension will be continued into the next season of participation until completed. If participation is possible later in the season, the athlete will be required to practice during the suspension.

b. Second Offense - the student/athlete will be suspended from athletic participation for one (1) calendar year from the date of the offense.

c. Third Offense - the student/athlete will be excluded from athletic participation for the remainder of his or her high school career.

2. Out of Season

a. First Offense - the student/athlete will be suspended from athletic participation for up to 50% of the contests of his/her next season of participation. Such student/athlete will be required to practice during suspension since participation later in the season is possible. If a typically one-sport athlete would like to participate in a new sport in order to serve a suspension, he/she will be required to complete the season in good standing. This applies only to a first offense.

b. Second and third offenses will be treated the same as in-season violations (F. 1. b., and F. 1. c.) above.

III. Special Consideration

For an honest admission of guilt, in the absence of irrefutable evidence, the penalty will be reduced by one-half for a first-time offense. The one-half reduction may occur only once during the student/athlete's high school career.

IV. Attendance at Social Gatherings Where Alcohol, Tobacco or Drugs are Present

Student/athletes who attend social gatherings where alcohol, tobacco or drugs are being used may subject themselves to the same or similar penalties as those students engaged in the conduct prohibited by this Code. The administration will conduct a hearing to determine what penalties, if any, will be imposed upon a student/athlete present at such a gathering.

V. Violations Cumulative

Violations are cumulative during the student's four (4) years of eligibility, except for I. A., which is yearly. Violations occurring in different categories will be considered cumulative and may result in the most stringent suspension of the category of the most recent violation.

VI. Practice During a Suspension

When an athlete has the opportunity of gaining eligibility later in the season, the student/athlete is required to practice.

VII. Athletic Banquet/Athletic Awards

An athlete must end the season in good standing to receive an award and be invited to the Athletic Banquet. If a student violates the Trojan Code after the season has been completed, but previous to the banquet, the student will receive an athletic award, however, will not be able to attend the Athletic Banquet.

VIII. The Appeals Process

A student/athlete may make a written request for a hearing to the athletic director within five (5) days of receiving the notice of the suspension from athletic participation for violation of this Code. The hearing will take place within five (5) school days of receipt of the written request for a hearing before a three (3) member Appeal Board comprised of an administrator (other than high school), a teacher and a coach. The suspension will remain in effect pending the outcome of the hearing. The Appeal Board will have the power to uphold, deny, or lessen the suspension of the student/athlete. The Appeal Board's decision will be made within one (1) school day of the hearing.

GENERAL INFORMATION

Academic Progress

Student-related initiatives will be based on academic progress. Parking passes are an example of academic progress.

Advertising

Students, staff members, and school facilities may not be used for advertising or promoting the interests of any non-school organization without the permission of the principal. The school shall not participate in any fund-raising event or campaign for any purpose without the approval of the superintendent. Teachers and sponsors may not permit any such campaigns or events within their classrooms or student organizations. Contests and activities sponsored by outside agencies which involve awards or prizes to students are not permitted without the approval of the superintendent. Such activities must have educational value for the participants in order to be approved.

Area Career Center

All Highland High School Student Handbook rules apply in route to and from the Area Career Center, on the bus, and while in attendance. Highland High School will follow student discipline as requested by the Area Career Center for violation of Area Career Center rules. Transportation will be provided to and from the Area Career Center by Highland High school buses. Students may only go to the Area Career Center via school transportation. They may not provide their own transportation.

Attendance Policies and Procedures

ATTENDANCE PHILOSOPHY

Regular attendance and promptness are essential to good performance in school. Absence from school is often the greatest single cause of poor performance and achievement. Since the learning process is a progressive activity, each day's lesson is built upon those class activities that took place on previous days. Whenever a class is missed, for whatever reasons, that experience can never be completely made-up. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight gained during class discussion or the loss of competency acquired through explanation or supervised drill. Since responsibility is a learned behavior and regular school attendance patterns encourage the development of responsible patterns of behavior, each student attending Highland High School is expected to make every effort possible to be in school every day. The Highland High School Attendance Policy is developed with the idea that if a student is not present in school, he/she is not learning. Highland High School attendance regulations are expressed to encourage attendance and to encourage an "on the job" attitude for students to follow and to maintain throughout life.

Highland High School understands, however, that sometimes it becomes necessary for a student to be absent. Therefore, the next few pages have been devoted to providing the student and parent with guidelines as to our attendance procedures and policies.

Absence Classification

When students are absent at any point during the school day, whether they arrive late, leave early, or absent from school the entire day, the student **MUST** return to school with a written note from a parent or physician within two school days following the absence in order for the absence to be excused. It is the student's responsibility to ensure these written excuses are handed into the attendance office on time. Absences from school are classified as excused, unexcused, exempt or truant. Students are only allowed to be absent from school **7 times per semester** without facing possible credit loss unless the absence is documented by a physician, or other such written excuse. Hardship cases will be considered for exception by an administrator on an individual basis. The following is an explanation:

Countable Absences - Excused

The following are examples of COUNTABLE absences that are EXCUSED and COUNT toward the student's **seven**-day limit per semester. Students are allowed to make up all work missed on these days.

1. Personal illness not verified by a physician's statement.
2. Prearranged absences.

Non-Countable Absences - Excused

The following are examples of NON-COUNTABLE absences that are EXCUSED and DO NOT COUNT toward the student's **seven**-day limit per semester. Students are allowed to make up all work missed on these days.

1. Personal illness verified by a physician's statement that the student is not to attend school.
2. A death in the immediate family (parent, sibling, grandparent).
3. Court appointment (other than traffic violations)
4. In-School Suspension
5. Driver's license examination.
6. College visits. These visits must be verified by the college, in writing and signed. Limit one (1) during junior year (juniors must have 25 credits); two (2) during senior year (seniors must have 32 credits), and other circumstances as approved by the administration. **College visits are not accepted on the Monday after Prom.**
7. Doctor and orthodontic/dental appointments.
8. Military examinations (arrangements must be made in advance and must be verified.)
2. Religious holidays
The School Town of Highland is aware that during the school year, religious holidays may fall on school days. The School Town of Highland wishes to work with our students and their families in accordance with applicable law to allow students to participate in observance of these holidays. It is therefore the position of the School Town of Highland to permit students an excused absence for observance of a religious holiday. In order for an absence to be considered excused, parents or guardians must provide the student's school with a written excuse explaining that the absence is due to the observance of a religious holiday. The absence may be excused only if it is taken on the actual date of the holiday in question. Students are responsible to make-up all work missed as a result of an excused absence.
3. Other circumstances as approved by the administration.

Exempt

The following are examples of absences that a student is excused from school, are not to be recorded as absent, and will not be penalized in any way by the school:

1. Serving as a page or honoree in the Indiana General Assembly.
2. Participating in an election. (must submit required form in advance)
3. Testifying in court under subpoena.
4. Serving with the National Guard for no more than ten days.
5. Serving with the civil air patrol for no more than five days.

Countable Absences - Not Excused

The following are examples of COUNTABLE absences that are UNEXCUSED and COUNT toward a student's **seven**-day limit per semester. Students are not allowed to make up work missed on these days.

1. Truancy.

Non-Countable Absences - Not Excused

The following is an example of a NON-COUNTABLE absence that is UNEXCUSED and DOES NOT COUNT toward a student's **seven**-day limit per semester.

1. Out-of-School Suspension.

Attendance Notification

It is the responsibility of all parents/guardians to see that their Highland High School student attends school every day that he/she is physically able to do so. **Students who have more than seven (7) countable absences per class per semester may lose credit.** The parents will be notified about any impending loss of credit, and a “W” will be issued if the student is passing the course at the time of withdrawal or a “WF” if a student is failing at the time of withdrawal and recorded on the student’s transcript. The student may be assigned a study hall or be placed in credit recovery. If a student continues to accumulate countable absences from class periods beyond the **7-day** limit, the student may be expelled. If a student is removed from more than one class period for absences for the **7-day** limit, the student may be expelled.

Absence Procedure

Parents or guardians must call the Attendance Office (922-5612) between the hours of 7:00 a.m. and 9:00 a.m. if a student is going to be absent or tardy. If the parent explains on the student's first day of absence that the student will be gone for an extended time, in the hospital, long illness, etc., then the parent need not call back every day. A parent who is out of town or cannot call because of unusual circumstances must call the high school the day he/she returns. The purpose of the phone call is to notify the school authorities that the parent is aware of the student's absence from school. **THE PHONE CALL DOES NOT GUARANTEE AN EXCUSED ABSENCE** (see excused absence above). Secretaries answering the phones will ask the reason for the student's absence. If there are unusual circumstances for a student's absence, parents should ask to speak with an administrator.

The student should report to the Attendance Office prior to 7:35 a.m. on the day of return to school so that the student will not be late to their first period class. The student must bring a note from home. **The note must contain the student's name, date of absences, reason for absence, and the parent's signature.** **Students who do not present a note for a verbal parent-verified absence within two school days after the absence will receive a warning for the first offense, a one-hour detention for the second offense, a two-hour detention for the third offense, a three-hour detention for the fourth offense, and an administrator conference for each offense after that will include additional discipline.**

If the absence was due to an illness and a physician was visited, a medical excuse must be presented to the Attendance Office upon return to school verifying the date(s) the student was too ill to attend. If the student forgets the note, an additional day will be given. The note must be presented within two school days following the absence to be accepted as a medical excuse. If a Physician's note is not turned in within two school days of a student’s absence, the absence is unexcused. Physician's notes that have been altered **IN ANY MANNER** will not be accepted and the student will be subject to disciplinary action.

Routine medical and dental appointments are excused absences. A student who has an appointment should bring a note from a parent verifying the appointment and the time the student is to leave school. The student will be given a "Passport" which allows him or her to leave class at the designated time. The student must then report to the Attendance Office and sign out. Upon return, the student must sign back in. A note from the physician's or dentist's office verifying the time to be excused must be presented to the Attendance Office. Only the time the student was at the appointment and appropriate travel time will be excused.

Procedure for Signing In – Signing Out

Students arriving to class after 7:50 a.m. must report directly to the Attendance Office and sign in. Those arriving after 7:50 a.m. must provide a note from the parent explaining the reason for being late or will be considered truant. Once a student arrives at school, he/she is expected to stay in the building until school is dismissed. If a student needs to leave the building for any reason (except vocational class), he/she must sign out through the attendance office. The student must show the attendance office personnel a note, signed by a parent, explaining the reason for the student leaving the building.

This procedure is necessary because it is the school's responsibility to know where a student is during the school day.

A student must be in attendance at least the last four (4) full periods in order to attend or participate in any extracurricular activities that day, unless pre-arranged with school officials.

Make-up Work

When a student is absent, regular or pre-arranged, it is his or her responsibility to contact the teacher(s) to obtain make-up work. Teachers will use discretion in setting deadlines for make-up work. Such deadlines should be mutually established by teacher(s) and student. Students who are returning from a prearranged absence are expected to present all make-up work and take tests or quizzes the day that they return to school.

Students are encouraged to turn in make-up work on a daily basis and not as a complete package at the end of the make-up period. All make-up work must be completed to the satisfaction of the teacher. In addition, homework, tests, quizzes or other projects that were scheduled for the first day of a student's absence are expected to be completed the day a student returns.

Students are not given credit for make-up work when the absence is unexcused (countable), but they are encouraged to complete it on their own to benefit from the educational value it provides.

Perfect Attendance

Perfect attendance awards will be given to those students who have not been absent from school, for any period of time, other than serving as a page in the State Legislature, working at the polls, or successfully completing a driver's license examination. School-sponsored field trips are not considered as being absent from school.

Student Withdrawal and Transfer

Students who wish to withdraw from school or transfer to another school must notify the Guidance Office. A withdrawal form must be completed and signed by each teacher before the withdrawal can be processed. No records can be forwarded unless this form is filled out completely and accurately, along with a signed statement from the parent or guardian of students under the age of 18. All students withdrawing from Highland High School are required to attend an exit interview with the building principal prior to the completion of the withdrawal process. A student who withdraws from school **for a reason other than financial hardship** will not be issued a driver's permit or license until the age of 18. The determination of the reason for withdrawal will be made during the exit interview.

Homebound Instruction

Students and parents are reminded that Highland High School stresses the need for students to be in the school environment, especially lab-oriented classes, as much as possible. However, if students develop a physical or emotional illness that has been verified by a physician and that will extend four (4) weeks or longer, a request for homebound instruction may be made. Because students are not attending regular classes during homebound instruction, it is suggested that this option be considered only after all other alternatives have been exhausted. The process for requesting Homebound Instruction is as follows:

1. Parents should make a written request for homebound instruction from the principal who will consult with the parent regarding this process.
2. The principal will notify the Director of Support Services that a student is in need of Homebound Instruction.
3. Parents will pick up the Homebound Request paperwork from the Educational Service Center.
4. The principal, after receiving the completed paperwork, will recommend the best Homebound alternative(s) to meet the student's needs, which may include homebound tutoring, individualized communication, and/or independent homework assignments.

Prolonged Medical Condition

Any student who is experiencing a "prolonged medical condition," an illness which results in missing a considerable number of school days, will be required to provide a signed physician's statement explaining the "prolonged medical condition." This physician's statement must be presented to the Attendance Office at the beginning of each semester. This signed statement will allow the student to miss ten (10) days without continually visiting the doctor for separate signed physician's notes.

Planned Family Absence

A parent who wishes to have his/her child absent from school for family vacations or college visitations must ensure the guidelines listed below are satisfied:

1. The parent must arrange with the Attendance Office in advance and the proper form must be filled out.
2. After arrangements are made with the Attendance Office, the student should speak to each teacher sometime before the absence, explaining the reason and arranging for makeup work.
3. The student will be expected to return to school as nearly current with class work as possible.
4. A schedule for additional work or tests missed should be developed with each teacher immediately upon return.
5. College visitations must be verified, in writing, by the college office of admissions.

Absence from Study Hall

Study halls are provided as a means by which students can utilize school time to complete work, receive tutoring, do research, receive counseling, or complete makeup work. Hence, truancies and absences from study halls will not be tolerated and appropriate penalties will be imposed by the administration.

Bell Schedule – Regular Day

The regular school day is from 7:45 a.m. to 2:54 p.m. A bell to announce the beginning of school will ring

at 7:37 a.m. The daily bell schedule is as follows:

<u>Period</u>	<u>Class Time</u>	
1	7:45 - 8:37	
2	8:44 - 9:34	
3	9:41-10:31	
4	10:38 - 11:28	
5 (A Lunch)	12:05 - 12:55	(Lunch 11:35 - 12:05)
5 (B Lunch)	11:35 - 12:00 and 12:30 - 12:55	(Lunch 12:00 - 12:30)
5 (C Lunch)	11:35 - 12:25	(Lunch 12:25 - 12:55)
6	1:02 - 1:55 (3 extra minutes for announcements)	
7	2:02 - 2:54	

Some students will eat during lunch period "A", then attend class. Others will attend class, then eat during "C" lunch. Those assigned to "B" lunch will have a split class. Students will be informed which lunch period they have on the first day of school. If it becomes necessary to change a lunch assignment, students will be notified by their 5th period teacher.

Students may enter the building after 7:15 a.m. and are restricted to the student commons, library, and/or the cafeteria. Students should leave the building immediately at the end of the school day unless they are involved in after-school activities.

Alternative Bell Schedule

<u>Period</u>	<u>Class Time</u>	
1.	7:45 a.m. – 8:34 a.m.	
2.	8:41 a.m. – 9:27 a.m.	
3.	9:34 a.m. – 10:23 a.m.	
4.	10:30 a.m. – 11:16 a.m.	
5A	11:23 a.m. – 12:43 p.m.	(Lunch – 11:23 a.m. – 11:53 a.m.)
5B	11:23 a.m. – 11:48 a.m. and 12:18 p.m. – 12:43 p.m.	(Lunch – 11:48 a.m. – 12:18 p.m.)
5C	11:23 a.m. – 12:13 p.m.	(Lunch – 12:13 p.m. – 12:43 p.m.)
6	12:50 p.m. – 1:33 p.m.	
7	1:40 p.m. – 2:25 p.m.	

Book Rent/Fees

Textbook rental and fees are due and payable online during registration. If unable to pay in full, a parent may set up a payment plan in RDS. The amount due for book rental and fees could vary depending on the courses a student is taking. Fees will be pro-rated for students who either register or withdraw from classes during the course of either semester.

Withdrawal:

- 1-3 weeks - fees due/full refund on book rental
- 3-6 weeks - fees due/66% credit on book rental
- 6-9 weeks - fees due/33% credit on book rental
- 9+ no refunds

New Students:

- full book rental/fees due
- fees due/66% due on book rental
- fees due/33% due on book rental
- fees due/33% due on book rental

Students accepted on the free or reduced lunch program qualify for a reduction of their book rental/fees cost.

Students are responsible for all books, materials, supplies, and equipment assigned to them or provided for their use. Abuse or loss of such items will result in payment for the lost or damaged items and possible disciplinary action.

Any student using a school-owned instrument (Band or Orchestra) is responsible for all repairs or replacement for damages. All instruments must be returned at the end of each school year.

In addition to book rental fees, Hammond Career students are also responsible for any financial obligations at the Hammond Career Center.

Cameras

Security cameras are utilized throughout the building and parking lot. The cameras are a tool to prevent and detect violations of the code of conduct. However, security cameras are mechanical pieces of equipment that occasionally malfunction and are limited by the line of site and location in which they are mounted. As a result, not all areas of the building are covered at all times. Also, the cameras are not monitored at all times. If a student observes an infraction, they are asked to report their observation to the office immediately.

Change of Address

In order to assure that proper enrollment procedures are followed, and in order for the school to communicate effectively with parents, especially if an emergency should arise, it is important that the address and telephone number of each student be current. Therefore, corrections to students' records, including name, address, and telephone number, should be reported to the Guidance Office as soon as possible.

Clubs and Organizations

All clubs will have membership open to all students who have an interest in the function of the club. Club meetings will be held approximately once each month. A club meeting schedule will be distributed by sponsors and posted in classrooms. Every activity or meeting must be under the direction of a staff member. No student shall be in the building without sponsor supervision.

Clubs will be organized for the primary purpose of providing services to others. Students who have an interest in organizing a club must secure faculty sponsorship and administrative approval. Outside visitors are not permitted to attend club meetings unless special arrangements have been made through the sponsor and the principal.

A club may be the out-growth of a curricular class now offered in the school. Clubs, however, shall not duplicate the offering of the parent class. Under no circumstances shall a club be formed to perpetuate the special interests of any individual or small group of students. Students may not form any type of secret club, society, fraternity or sorority under the auspices of Highland High School. All induction ceremonies must be approved by the principal, and absolutely no form of hazing will be condoned.

Daily Announcements

It is the responsibility of each student to know the contents of the announcements each day. Daily announcements will be read at the start of third period and copies will be e-mailed to all teachers prior to the announcements. In addition to the Daily Announcements, some announcements are read on the public address system during the course of the day.

Dances

Clubs and groups sponsor dances throughout the year to provide students an opportunity to interact with new people and to have fun with their friends in a supervised social setting. Admission will be closed 30 minutes following the scheduled starting time. Students attending school-sponsored dances must show their I.D. cards at the door and remove outer garments and place them in the designated coat-check area. Students are not to leave the dance. If a student leaves during a dance, he or she will not be allowed to return. All participants are to leave the premises immediately following the dance.

Unless otherwise stated, Highland High school dances are limited strictly to its own students. For those dances where students may bring a guest (i.e., Homecoming, Turnabout, Prom), Date Request Forms must be completed and turned in to the Principal's Office by the specified dates which are announced well in advance of the dance. Students are responsible for the behavior of their guests.

The sponsoring organization for each dance makes arrangements for the music, theme, refreshments, admission fee, police security and other particulars subject to administrative approval. It is also the sponsoring organization's responsibility to provide sufficient faculty and parent chaperones and to clean-up immediately after the dance. All chaperones will have complete authority during dances.

Dances are considered an extension of the regular school day. Students must be in attendance at school for a half school day the date of or the day before a dance. Therefore, all rules and regulations of Highland High School concerning student behavior apply at dances as well. Violation of these rules will not be tolerated. Absolutely no alcohol, tobacco or drugs will be permitted. Students in possession or under the influence of any of the above will be disciplined according to the Student Code of Conduct.

Directory Information

The School Town of Highland School Corporation designates the following items as Directory Information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, student work display at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary by 3rd Tuesday of the current school year.

Emergency School Closing

Highland High School families/staff will be notified of school closing for weather related emergencies using our parent notification system, **Alertnow**. The system allows us to make calls to all homes within minutes of a school closing decision being made. You may also check the School Town of Highland website, <http://www.highland.k12.in.us/>; listen to WJOB radio AM1230 or connect to <http://www.emergencyclosings.com/> and follow the online instructions.

Please avoid calling the high school so that the telephones lines can remain available for possible emergency use.

Financial Transactions

The school treasurer keeps accurate records of all school transactions. A financial report of all extra-curricular accounts is issued at the end of each month. All clubs and organizations must deposit all funds with the school treasurer.

To make a purchase from an organizational account, a student must first obtain permission for the purchase, obtain a receipt or an invoice, and present the receipt or invoice to the sponsor. The sponsor must then complete a Payment Authorization voucher form, attach the receipt or invoice, and present it to the school treasurer for payment.

Food and Beverages

The consumption of food is restricted to the cafeteria. Beverages may be consumed in the hallways and courtyard but must be disposed of properly in a waste container. Food and beverages may be consumed in the classroom with the approval and supervision of the classroom teacher.

Fund-Raising

All fund-raising activities must be approved by the administration. Students may not solicit the community on a door-to-door basis for the purpose of raising funds unless permission is granted by the superintendent. Students who accept items for sale for the purpose of earning revenue for a school organization are responsible for returning the items or their monetary value.

Hall Passes

Any student found without an authorized hall pass, in a location other than that specified on the pass, or off the most direct route to their destination, will be returned to the appropriate classroom or escorted to the office for disciplinary action.

Library

The library is open from 7:40 a.m. to 3:10 p.m. All students are encouraged to use the library and its facilities as much as possible. The library is a place to do reference work, school assignments requiring library materials, and recreational reading. To make profitable use of the library, there must be a quiet atmosphere. Library personnel are at your service and wish to help you in any way they can. No materials are to be taken from the library without being checked out. Students must present their high school I.D. card in order to check out library materials, and they are responsible for all materials checked out in their name. Lost or late materials will be subject to a fine. Students who do not promptly return materials and/or are slow in the payment of fines may have their library borrowing privileges temporarily suspended.

Lockers

Each student will be assigned a hall locker, free of charge, for the purpose of storing books, school supplies, coats, hats, and other necessary items. Jackets, coats, sunglasses, and headwear are to be locked in lockers and not to be worn in the building at any time. Students are to use the lockers assigned to them

and are not to share with another student. Students are expected to keep their lockers clean, neatly arranged, locked, **and free from any adhesive material such as tape, stickers, decals, etc.** School issued locks are the only lock that can be used on the lockers. Students are not to leave valuables in their lockers at any time. The school cannot accept responsibility for any lost or stolen articles. Damaging or defacing a locker is a violation of the Student Code of Conduct. If a student has a damaged or broken locker, he or she should report it to the Principal's Office as soon as possible. **THE ADMINISTRATION HAS THE LEGAL RIGHT TO INSPECT LOCKERS, WITHOUT NOTIFICATION, WHENEVER IT IS DEEMED NECESSARY due to reasonable suspicion.**
Replacement locks must be purchased from the office for a designated fee.

Lunch Policy

The high school has a comprehensive food service program. The school lunch program in the cafeteria serves complete lunches as well as a-la-carte selections. The cost of a complete lunch for students is \$2.00 and for adults is \$2.75. Milk purchased separately costs thirty-five cents. Students are also permitted to bring their lunch from home and to purchase beverages and incidental items.

When going to lunch, students are expected to walk in a safe manner and not crowd in line. Student behavior in the cafeteria should be based on courtesy and cleanliness. **Any student who participates in a food fight will be suspended from school.** All students eating at school are expected to properly dispose of their refuse in the receptacles provided. Recycling containers are available for aluminum can disposal. Students are to remain in the cafeteria or student commons during their entire lunch period. **Ordering or having food delivered from an outside vendor or by a parent from an outside vendor is not allowed.**

A free and reduced lunch program is available to eligible high school students. Application forms, including federal income guidelines, may be obtained in the Principal's Office. Acceptance in this program also alters the cost of book rental. Further information may be obtained from the school treasurer.

National Honor Society

National Honor Society – Character, Scholarship, Leadership, Service

- GPA 3.5 or higher
- Exemplary character (no referrals, cheating, disruptive behavior, or drug testing violations, etc.)
- Community service (three examples of verifiable high school service, i.e. sport or academic team, church, scouts, nursing home, Humane Society, etc. (non-paid help)(requested information by deadline)
- Membership determined by decision of faculty advisory committee
- Yearly membership eligibility – maintenance of GPA and minimum yearly service requirements.

Non-Custodial Parents

A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, progress reports, student records and disciplinary actions. Such parents will also be allowed to participate in conferences, classroom visitations, Open House and all other school activities.

The non-custodial parent may not visit with his or her youngster during the school day nor may the student be released to the non-custodial parent unless written permission has been given by the custodial parent.

A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the

principal should a custodial parent wish to prohibit the distribution of information to, or the school visitation of, the non-custodial parent.

NOTICE TO PARENTS

Parental Jurisdiction

A student who is 18 years old is not, merely by virtue of age, free from parent/guardian control or responsibility. As an example, parental contact is required in matters regarding attendance problems.

Parental Rights and Responsibilities

The parent or guardian of a student enrolled at Highland High School shall be entitled to inspect any instructional materials which will be used in connection with a survey, a personal analysis, or an evaluation which is not a direct part of the academic instruction. Instructional materials include but are not limited to teachers, manuals, student texts, films, video materials, computer programs, or tapes. **Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints.**

A student who is 18 years old is not, merely by virtue of age, free from parent/guardian control and is still the responsibility of the parent. For example, parental contact is required in matters regarding tardiness, attendance and discipline problems.

Highland High School DOES NOT sanction a senior ditch day. Students who participate in such an event will be counted truant and the absence will be unexcused. Parents and students are asked to cooperate in this matter. Parent should give thoughtful consideration about allowing their adolescent to attend any function identified as a senior banquet.

Posters

All posters, flyers and notices placed in the school must have administrative approval. Such items should be placed on either bulletin boards or the walls in the student commons or cafeteria **ONLY**, are not to be placed on glass, and are to be removed the day following their obsolescence. A maximum of ten (10) identical items may be posted, and **ONLY** masking tape may be used to secure items. Posters placed without prior approval will be removed. Notices promoting private profit-making organizations are prohibited.

Publications

Highland High School student publications include the *Trojan Tribune* newspaper and the *Shield* yearbook. All publications cover events related to the school and community. Policy concerning the coverage and the printing of all material is determined by the Editorial Board with direction from the publications advisor and principal.

Safety and Health

One of the most important responsibilities of a school organization is to provide a safe and healthy environment for all students and staff members. The primary purpose of the health and safety program at Highland High School is to promote and protect the welfare of its students and staff members.

Accident Reports

Any student who has an accident in school must report it to his or her teacher if the accident occurs in the classroom. If an accident occurs at any other time of the school day, it should be reported to the Nurse's Office. A report will be taken and first aid will be administered. Students who carry insurance through the school insurance vendor may pick up an insurance form in the Principal's Office.

Bomb Threats

School personnel work closely with the police department utilizing established procedures to ensure the safety and well being of students and staff.

Earthquake Instructions

Students should become familiar with the emergency plans for the rooms that they use. The safe areas in each room are under sturdy tables, desks, or against inside walls. The unsafe areas in rooms are mirrors, hanging objects, and tall, unsecured furniture. If indoors, stay in the room, get under a desk or table or stand in a corner. If outdoors, get into an open area away from trees, buildings, walls and power lines. No alarm will sound; instructions will be given over the P.A..

Fire Alarms and Extinguishers

If a student witnesses a fire in the building, he or she should pull the nearest fire alarm immediately and report it to the nearest staff member. Pulling a fire alarm, however, should be done only when a legitimate need arises. A very serious violation of both school policy and state law occurs when false fire alarms are pulled. The same also holds true when fire extinguishers are misused or abused.

Fire Drills

Fire drills are signaled by one long blast from the fire horn. All students and staff members must leave the building immediately and completely clear the walks leading from the building. Students shall be directed by their teacher to the appropriate exit. All doors and windows should be closed. When evacuating, students should walk rapidly in a calm, quiet and orderly manner. **IF STUDENTS REACH A BLOCKED EXIT, THEY SHOULD REVERSE DIRECTION AND RAISE THEIR HANDS ABOVE THEIR HEADS TO WARN OTHERS TO USE ANOTHER EXIT.** Teachers are to remain with their class and take roll immediately upon evacuation. Any missing students should be reported to a public safety official or building administrator. The all-clear-for-safe-return signal will be one continuous ring from the bell or a P.A. announcement. It is the responsibility of each student to cooperate fully whenever a fire alarm sounds. Failure to exit the building in a prompt, safe and prescribed manner may result in disciplinary action.

Illness/Injury

If a student becomes ill or injured and it is not an emergency situation, they need to report to their classroom teacher first for a pass to the Nurse's Office. **STUDENTS ARE NOT TO USE CELL PHONES TO CALL OR TEXT PARENTS** (use of cell phones will result in a detention). The nurse will make the necessary contacts if a student needs to leave because of injury or illness. Students determined to be too ill to return to class will be sent home only after the nurse contacts a parent, guardian or other responsible adult on the emergency contact form. If emergency care is necessary, a parent will be contacted to

determine appropriate action. Students will not be able to leave school without parental permission; otherwise all classes missed will result in unexcused absences.

A Concussion fact sheet can be found on the high school website as well as a Concussion Acknowledgement and Signature Form for Parents and Student Athletes when you register for school in August.

Immunization Requirements

Grades 6 through 12:

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose)
- 4 doses of any combination of IPV or OPV by age 4-6, or 3 doses of all OPV or all IPV are acceptable if the third dose was administered on or after the 4th birthday.
- 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age).
- 2 doses of measles (rubeola) vaccine on or after the first birthday.
- 2 doses of mumps vaccine on or after the first birthday.
- 1 dose of rubella (German measles) vaccine on or after the first birthday.
- 2 doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval *or* written history of disease. Parental history of chickenpox disease is acceptable as proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.
- 1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age.
- 1 dose of meningococcal conjugate vaccine (MCV4).
- A booster dose of the meningococcal conjugate vaccine (MCV4) is needed for all 12th graders unless the 1st dose of MCV4 was given ON OR AFTER their 16th birthday.

Grades 9 -11: (2) Hep A (6 months apart)

(1) Meningitis B (age 16) - Meningococcal B

Grade 12: (2) Hep A (6 months apart)

(1) Meningitis B (Meningococcal B)

Note: This is in addition to the MCV4 Booster

The above are required by the Indiana State Department of Health for the school year.

Your child may obtain the required immunizations for FREE from 9:00 a.m. to 3:00 p.m. Monday through Thursday (except Holidays) at:

Lake County Health Department
2900 West 93rd Street
Crown Point, IN
(219) 755-3658

No appointments are necessary, but you must bring your child's previous immunization records.

Medication

By law, school personnel cannot dispense any drugs, including aspirin, other non-prescription drugs, and

herbal supplements without written permission from a parent or guardian. If a prescription drug or herbal supplement needs to be taken, a doctor's written prescription, or the prescription bottle itself with a parental note, must be presented. In all instances, medication, whether prescription, non-prescription, or herbal supplements, must be furnished by the individual needing the medication. Students are not allowed to have any type of drug or medication, whether prescription or non-prescription, in their lockers or on their person. When medications are necessary, they must be kept with the school nurse. Any exceptions must be approved on an individual basis by the nurse and administration.

Pesticide Policy

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

1. Inform annually, parents and staff members, of the pesticide policy at the time of student registration (beginning of the school year or semester) as provided in the student and staff handbooks.
2. The Director of Special Services will be the contact person for information regarding pest control and pesticides.
3. Each building principal will establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice. The list will also be sent to the Director of Special Services.
4. The Director of Special Services will provide notice of planned pesticide applications to the building principals who will in turn notify parents and employees who have requested advanced notice.
5. The Director of Special Services will maintain written record for 90 days of any pesticide applications.

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

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

Tornado Drills

Students should become familiar with the tornado emergency plans for the rooms which they will use. When the tornado alert sounds, which is an intermittent beep over the intercom system, all windows and classroom doors should be opened. Students should walk to their assigned areas, kneel facing inner walls, and cover their heads with their arms or textbook. Students should stay away from entrances and interior doors. If an alert is sounded when students are loading buses, they should return to the building and seek shelter.

Sportsmanship

At Highland High School, we are members of the NCC Conference and as such, we have as a goal to

promote and recognize good citizenship, responsible behavior, and mutual respect for all participants and fans.

The objectives of the conference are:

1. To promote and facilitate interscholastic activities among member schools.
2. To promote sportsmanship among the members.

The Northwest Crossroads Conference and each member school shall make significant efforts to teach and promote good sportsmanship.

Aspects of good character that need to be taught, reinforced, recognized, and supported are:

1. Respect: Treat the game itself, the officials, and the participants with respect. Do not engage in 'trash talking', taunting, profanity, or unseemly celebrations. A simple, yet sincere, handshake after a game, win or lose, is a symbol of respect.
2. Behavior: Always play fair, stay within the rules as established. Be positive with comments to the media. Use positive comments to motivate, and avoid negative comments about your opponents. Fans should constantly be advised and encouraged to cheer for their team and not against their opponents. Coaches and players are the role models for their school and community; they are the pillars of good sportsmanship.
3. Citizenship: Care about the participants and their personal welfare. The well being of the athletes through the channels of educational goals and structure should always be placed ahead of desire and pressure to win. Codes of conduct will be established and monitored for coaches, athletes, and spectators.

We encourage students of Highland High School to attend athletic contests and support their teams. Good sportsmanship by our fans is expected.

Students who do not promote or exhibit good sportsmanship may be removed from the athletic contest and prohibited from future attendance at athletic events. This may also be subject to school disciplinary measures.

Student Activities

All students are strongly encouraged to actively participate in school activities. Such participation enables students to develop leadership qualities, make friends, learn new leisure time activities, pursue special interests or simply have fun.

Students should have parental permission to participate in a school activity. In the case of interscholastic athletics, physical examinations and medical insurance waivers are also required. All participating students in all school-sponsored activities must be transported to and from the activity in the transportation provided by the school. Students are not allowed to transport themselves to any school-related activity in which they participate.

Student Identification Cards

Student identification pictures will be taken for all students at the time of registration. **It is required that students carry their I.D. cards during the school day and must show it when requested by staff.**

Student I.D.'s may be required to gain admittance to school functions such as dances. The card also serves as a Highland High School library card and is necessary to check out books and materials, as well as

identification access to Internet use. I.D. pictures will also be taken during the first week of each semester and at other appropriate times during the school year. Students should listen carefully to the daily announcements for information regarding I.D. pictures. It is the responsibility of the student to appear at the proper time to get a replacement I.D. picture at a cost of \$5.00.

Student Insurance

A school accident insurance policy is available to all Highland High School students. Information, including price plans, regarding student insurance will be available during student registration and throughout the school year in the Principal's Office.

Student Services (Guidance Department)

College Applications and Transcripts

Students requesting official transcripts should use the link to parchment e-transcript on the guidance department web page. College or university applications are usually available at the end of August. It is wise to apply for admission during the first semester of the student's senior year. All college and scholarship applications have deadline dates. It is important to note whether the application must be received by the due date, or only postmarked by that date. Directions on the application are usually specific; read them carefully and follow them completely.

ALL APPLICATIONS THAT NEED A RECOMMENDATION OR A TRANSCRIPT MUST BE SUBMITTED TO THE GUIDANCE OFFICE NO LATER THAN ONE (1) WEEK PRIOR TO THE DEADLINE MAILING DATE TO BETTER ENSURE THAT IT WILL BE SENT ON TIME.

Guidance and Counseling

The purpose of the Guidance Department is to assist students in making decisions and assuming responsibility. The guidance counselors provide students with opportunities to discuss personal, occupational, social or educational concerns. Some of the duties of the guidance counselors include:

1. Administering and interpreting interest, achievement and ability tests;
2. Providing information to students concerning post-secondary educational opportunities and assistance with applications;
3. Providing information and assistance to students concerning career plans;
4. Helping students develop four-year plans of study which will prepare them for entry-level careers or higher educational opportunities;
5. Referring the services of outside agencies equipped to handle a student's specific needs; and,
6. Counseling students who develop difficulties in the areas of personal, social or educational needs.

Counselor assignments are listed on student schedules as well as on the personnel page of this handbook.

When a student wishes an appointment with his or her counselor, that student needs to sign his or her counselor's request form in the Guidance Office. The student will be contacted at their earliest convenience.

A list of available scholarships is posted on the Highland High School Web site. Each issue contains information concerning scholarships, opportunities for higher education, various contests, a calendar of

guidance events, and other pertinent and timely information concerning guidance and counseling services.

Registrar

The registrar maintains the permanent records of students and is located in the Guidance Office. Office hours are from 7:00 a.m. through 3:30 p.m. Transcripts necessary for college applications and employment purposes are processed by the registrar.

Work Permits

Work permits inform employers that students are minors and that Indiana State laws governing the employment of minors must be obeyed. These laws regulate the types of work minors may do and require working conditions which are not likely to harm minors.

Indiana law requires work permits for 14, 15, 16 and 17 year olds engaged in any gainful employment except farm labor, domestic service, golf caddies and newspaper carriers. Minors under age 14 may not be gainfully employed in any occupation except those listed above. To obtain a work permit a student should obtain an "Intent to Employ" card from the Guidance Office. The card must be completed by the student and the employer and returned to the Guidance Office with a birth certificate.

Telephones

Students are not to be excused from class to use the telephone. Students may use office phones for school business and emergencies only. In the case of an extreme emergency, parents should speak with a principal about having a message delivered to a student.

Student Submission To Surveys, Personal Analysis, Or Evaluations

Legal Reference: 20 U.S.C. 1232h(b)

No student shall be required, without prior written consent of the student's parent or guardian, as a part of any school program or curriculum which receives funds from the United States Department of Education, to submit to a survey, a personal analysis, or an evaluation which reveals information concerning:

1. political affiliations or beliefs of the student or student's parents;
2. mental or psychological problems of the student or student's family;
3. sexual behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations or beliefs of the student or the student's parent; or
8. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).

Valuables

Student should not bring large sums of money, expensive jewelry or other valuable items to school. Personal possessions should not be left unattended. Lost or stolen items should be reported to the

Principal's Office as soon as possible. Students are responsible for locking a keeping the confidentiality of their locker combination. **The school will not be responsible for any lost or stolen items.** It is suggested the graphing calculators and other valuable personal equipment brought to school should be permanently and clearly marked with the student's name.

Visitors

All visitors to Highland High School must report to the Principal's Office, sign in, and receive a Visitor's Pass. **THE VISITOR'S PASS MUST BE WORN IN A VISIBLE MANNER AT ALL TIMES.** No visitors are allowed during lunch periods. Students are not allowed to bring guests to school.

ACADEMICS

GENERAL DIPLOMA GRADUATION REQUIREMENTS*

Students **MUST** complete the Core 40 diploma for graduation unless a formal opt-out process is followed.
 *Highland High School graduation requirements exceed Core 40 requirements.

CORE 40 DIPLOMA GRADUATION REQUIREMENTS

English/ Language Arts	8 credits Including a balance of literature, composition and speech.
Mathematics	6 credits (in grades 9-12) 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <i>Or complete Integrated Math I, II, and III for 6 credits.</i> <i>Students must take a math or quantitative reasoning course each year in high school.</i>
Science	6 credits 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed	5 credits

Electives	World Languages Fine Arts Career and Technical Education
Physical Education	2 credits
Health and Wellness	1 credit
Electives*	8 credits (College and Career Pathway courses recommended) *One credit <u>must</u> be: Personal Financial Responsibility

Schools may have additional local graduation requirements that apply to all students

* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a Career Academic Sequences (selecting electives in a deliberate manner) to take full advantage of career exploration and preparation opportunities.

with Academic Honors *(minimum 47 credits)*

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

- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” aka “3.0” or better.
- Complete one of the following:
 - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams.
 - B. Earn 6 verifiable transcribed college credits in dual credit courses from priority course list.
 - C. Earn both of the following:
 1. A minimum of 3 verifiable transcribed college credits from the priority course list.
 2. 2 credits in AP courses and corresponding AP exams.
 - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each.
 - E. Earn an ACT composite score of 26 or higher and complete written section.

with Technical Honors *(minimum 47 credits)*

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

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:

1. Pathway designated industry-based certification or credential, or
 2. Pathway dual credits from the lists of priority courses resulting in 6 transcribed college credits..
- Earn a grade of “C” or better in courses that will count toward the diploma.
 - Have a grade point average of a “B” aka “3.0” or better.
 - Complete one of the following:
 - A. Any one of the options (A – E) of the Core 40 with Academic Honors
 - B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
 - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
 - D. Earn the following minimum score(s) on Compass: Algebra 66, Writing 70, Reading 80.

Information Guide:

1. In order to participate in the graduation ceremony, a student must have earned all the requirements for graduation.
2. It is the responsibility of each student to periodically check with his or her counselor regarding the satisfactory completion of all graduation requirements.
3. Transfer students must meet the graduation requirements of their class. Each transfer student is evaluated individually and exceptions may be granted by the principal. Transfer credits will be accepted only from schools accredited by their respective State Departments of Education.
4. Students should use the Highland High School Course Selection Guide when planning a course of study. This publication is available online on the guidance page of the Highland High School website.
5. Students who wish to participate in intercollegiate athletics and/or receive an athletic scholarship at an N.C.A.A. Division I or Division II school should inform their counselor so that appropriate four-year plans may be developed.
6. A maximum of eight (8) external credits (Plato courses, correspondence, night classes, etc.), with approval from the principal, may apply toward a Highland High School diploma.
7. Students seeking to graduate in less than 8 semesters must: (1) receive written approval of the principal one calendar year prior and complete all diploma requirements. Students must have passed both portions of their Graduation Qualifying Exams (GQE) upon application for approval.

A Graduation Qualifying Exam (ECA or ISTEP depending on graduation year) will be required to be taken by all students enrolled in Core 40 courses as scheduled by the Indiana Department of Education. Students must pass the Graduation Qualifying Exam in order to graduate.

Grading, Credits and Course Options

Grade Reporting

The school year is divided into two (2) semesters, each having two (2) nine-week marking periods. Only the grades received at the end of each semester are considered as final grades and become part of a student's permanent record. Permanent records include grades, attendance, and standardized test scores for all eight (8) semesters of high school enrollment.

Grading System

Nine-week grades are reported using percentages. The following chart shows the range of grades for each nine-week marking period:

100-98	A+	89-87	B+	79-77	C+	69-67	D+
97-93	A	86-83	B	76-73	C	66-63	D
92-90	A-	82-80	B-	72-70	C-	62-60	D-
						59-0	F

Every grading period, all teachers will assign an effort and conduct grade to all students. Effort and conduct grades appear on the report card for every class including Study Halls using the following scale: 1: very good, 2: satisfactory, 3: needs improvement, and 4: unacceptable.

NOTE: P/F (Pass/Fail) grades are given only for aides, Service Learning, Peer Tutor, and ESL tutoring.

Semester Grades

Semester grades will be calculated as follows: 40/40/20. Each nine-week grade is worth 40% of the final average and the final exam is worth 20% of the final average. Credit Recovery is to recover or earn a credit after previously failing, not to improve a final grade.

The numerical semester grade is converted into a letter grade and recorded on the student's permanent record.

ALL FINAL EXAMS MUST BE COMPLETED TO PASS THE SEMESTER. ANY STUDENT WHO IS ABSENT DURING FINAL EXAMS MUST PRESENT A DOCTOR'S VERIFICATION IN ORDER TO MAKE-UP THE MISSED EXAM(S).

An "I" grade may be given for a nine-week grade if a student has not completed sufficient work and the instructor determines that more than ten (10) days are required to complete the necessary work. However, an "I" grade **MUST** be converted to the grade earned by the completion of the succeeding marking period. If the work is not satisfactorily completed, the "I" grade becomes the grade earned including the zeros for work not completed. Exceptions to this policy may be granted by the principal.

Any student may elect to retake any course. However, priority will be given to students who earn a "D" or "F" when space in the course is an issue. Students retaking courses who have earned an "F" will have priority over students who earned a "D". Both grades will remain on the transcript; however the grade earned during the most recent attempt will be used to compute the student's GPA. Course retakes may not be taken out of sequence unless approved by the department chair and principal.

Senior Exam Period Exemption Guidelines

Seniors have the opportunity to earn exemption from final exam periods during the second semester of their senior year. The reasons for this policy and the criteria for exemption are shown below.

Reasons for Policy:

1. To encourage good attendance for Seniors.
2. To promote continued good scholarship for Seniors.
3. To promote a positive attitude among the Seniors.

Criteria for Exemption:

At least 8 points are required to be exempted from an exam period. Points are accumulated as follows:

<u>SECOND SEMESTER 9-WEEK GRADES</u>	<u>POINTS</u>
A, A (A=4 points)	4 + 4 = 8
A, B or B, A (B=3 points)	4 + 3 = 7
B, B	3 + 3 = 6

NOTE: A student must have a minimum of B, B to be eligible; a C, D or an F for a nine-week grade automatically makes a senior ineligible. Honor points will not count toward nine week grade averages; it is the actual letter grades that will determine eligibility.

0 absences 2nd semester = 1 point

0 absences for entire school year = 2 points

1st semester attendance only earns exemption points after perfect attendance 2nd semester.

Any senior **TRUANT** during the senior year is ineligible.

Any senior **SUSPENDED** during the senior year is ineligible.

The Attendance Officer/Assistant Principals will make the final decisions on whether absences are truancies.

Missing any period of the day, counts as a day's absence. This guideline is ONLY for senior exam period exemptions. Attendance Office records are the official records. Field Trips are not considered absences. College days, doctor appointments, dentist appointments, illness, etc., all count as absences from school and count against exemption points.

All attendance points must be earned while a student at HHS. Attendance records from other schools will not be counted.

Students' eligibility is determined as of Monday, May 14th 2018

Students second nine-weeks grade could change between May 14 and the end of the school year. If this occurs, you would receive the average of the two grades. For example, if you were at two B's and you went to a B and a C, the average could end up being a C.

If a student is in a semester course, they must have perfect attendance second semester, which will only earn one point. Therefore, B, B is not an option.

Exams are to be taken that occur before the designated final exam period for a course during the week of May 23 through May 25. If a student becomes eligible to be exempt from the final exam period, their final exam will be determined by the average of the parts of the exam that have been taken. The student may opt to take the remaining portion(s) of the exam to raise their grade. A student may opt to take the exam to raise their grade at any time. If they opt to take the final exam, that grade will count towards their average grade of that course.

THERE ARE NO EXEMPTIONS FROM EXAMS FIRST SEMESTER.

FRESHMEN, SOPHOMORES, and JUNIORS ARE NOT EXEMPT FROM EXAMS.

Class Rank/Quality Points

Only courses that are designated as Advanced Placement or earn concurrent credit will earn an additional quality point in computing GPA. Those courses are:

AP Calculus AB

AP Calculus BC

AP Statistics

AP Composition

AP Literature

AP Biology

AP Chemistry

AP Physics 2

Spanish 3 (dual credit)

Spanish 4 (dual credit)

German 3 (dual credit)

German 4 (dual credit)

Advanced Speech (dual credit)

PLTW IED

AP Physics 1
 AP European History
 AP US History
 AP Government
 AP MacroEconomics
 AP Studio Art
 Honors Precalculus (dual credit)
 Precalculus (dual credit)

PLTW POE
 PLTW CEA
 PLTW DE
 Advanced Manufacturing
 Business Management
 Education Professions
 Career Center Courses (dual credit)
 Rule 10 Courses

FOR THE CLASS OF 2018

Class rank is calculated by assigning a numerical factor to each semester letter grade a student earns. Grade point average at Highland High School will be calculated on a 4 point scale. In determining class rank, the following point system is used:

Honors/AP	Regular
(H) A+ = 5.00	A+ = 4.00
(H) A = 5.00	A = 4.00
(H) A- = 4.70	A- = 3.70
(H) B+ = 4.30	B+ = 3.30
(H) B = 4.00	B = 3.00
(H) B- = 3.70	B- = 2.70
(H) C+ = 3.30	C+ = 2.30
(H) C = 3.00	C = 2.00
(H) C- = 2.70	C- = 1.70
(H) D+ = 1.30	D+ = 1.30
(H) D = 1.00	D = 1.00
(H) D- = 0.70	D- = 0.70

FOR THE CLASS OF 2019 and BEYOND

Beginning with the Class of 2019, Highland High School will no longer rank students.

Course Load

Students are required to select a minimum of six (6) classes of coursework each semester. Those students selecting study hall, including first and seventh periods, are advised that all rules and policies governing attendance and behavior in classes are in full effect in study halls as well. All freshmen are required to take one (1) study hall each semester.

Students cannot be enrolled in less than six (6) credited courses without administrative approval. Students falling below this level may be subject to being dropped from enrollment at Highland High School, and/or being ineligible to participate in athletics or co-curricular programs.

Homework

Homework assignments are given to students to assist them in understanding class content and to practice relevant skills. When a teacher gives a homework assignment, he/she has the following expectations:

1. The assignment will be completed as directed and determined by the classroom teacher;
2. The assignment will be turned in on time (correct due date and time); and,
3. The assignment will be legible and understandable. All work will be shown and complete sentences will be used. If handwritten, the homework will be neat.

Late homework assignments, which may or may not be accepted, will be handled at the discretion of the classroom teacher. Each classroom teacher will explain their policy regarding homework to their students through their classroom management plans. Homework shall not be used as a punishment for student behavior.

Honor Roll

The Honor Roll recognizes academic achievement and is published each marking period. Students must have the following grades in order to qualify for the Honor Roll:

"A" Honor Roll - No grade lower than 90% in any class during a nine-week marking period.

"B" Honor Roll - No grade lower than 80% in any class during a nine-week marking period.

Class Withdrawals

Students are not permitted to drop a class and pick up another class after the first day of school.

Administration approval is required to drop any class after the first day of school. If a student drops a class after the first day of a semester, it will result in a "WF" which is an "F" grade that automatically appears on the student's transcript and affects both the grade point average and class rank. This will only be done if the student does not have a Study Hall or student aide period. Students must be assigned six class periods per day. The only exception to this policy will be the necessity to drop a class for valid medical reasons.

Course Selection

Beginning with the second semester, the guidance counselors begin to meet with each grade level to discuss academic program. Also in January, the counselors will meet with students to assist them in choosing their following year's classes. The scheduling process extends into March until all students have selected classes.

The entire Master Schedule of Highland High School is developed each year based upon student course selections. Teacher assignments and numbers of class sections are determined by student request for courses. Therefore, it is extremely important that all students make course selections very carefully.

A Student Request Verification Sheet will be sent home before the end of the year. Parents should check this sheet very carefully and report errors or request changes to the Guidance Office as soon as possible. All changes need to be made prior to the first day of school.

Correspondence Courses

For information concerning enrollment in a correspondence or night course, a student should consult his or her guidance counselor. Any student is eligible to take correspondence courses to supplement or enrich their academic experience. A maximum of eight (8) external credits (correspondence, night classes, etc.) with approval from the principal, may apply toward a Highland High School diploma. Courses taken at the American Correspondence School, Indiana University Continuing Study, BYU Correspondence School and

Indiana Online Academy will be accepted for credit. Students wishing to take a course from another institution must seek the approval of the administration. Students are responsible for payment and completion of the course and must provide proof of completion to the Registrar. Seniors must have verification of completion of a correspondence course no later than April 1 of the student's senior year. Seniors completing a night course must have verification and completion no later than two (2) weeks prior to commencement. Grades earned in these courses are included when computing G.P.A. and class rank.

Dual Credit Enrollment - Concurrent Enrollment

Highland High School offers several courses which receive both high school and college credits and are taught by Highland High School faculty. These credits are offered by Purdue North Central and Ivy Tech. Students must apply to the university, be admitted and pay the tuition if applicable. For the 2017-18 school year, the courses offered are the following:

Highland High School Concurrent Credit List

--	--	--	--

Purdue N. Central	ENGL 101 &102	3	AP Lang/Comp

Purdue N. Central	MA 153	3	H. Pre-Calc (S1)
Purdue N. Central	MA 154	3	H. Pre-Calc (S2)
Purdue N. Central	MA 161	5	AP Calculus AB
Purdue N. Central	STATS 301	3	AP Statistics

Purdue N. Central	CHEM 115	4	AP Chem (S1)
Purdue N. Central	CHEM 116	4	AP Chem (S2)

Purdue N. Central	HIST 151	3	AP US Hist (S1)
Purdue N. Central	HIST 152	3	AP US Hist (S2)

Purdue N. Central	GER 201	3	German III
Purdue N. Central	GER 202	3	German IV
Purdue N. Central	SPAN 201	3	Spanish III
Purdue N. Central	SPAN 202	3	Spanish IV

Ivy Tech	BUSN 105	3	Business Mgmt
----------	----------	---	---------------

Ivy Tech	DESN 102	3	Intro to Eng/Design
Ivy Tech	ADMF 115	3	Principles of Eng
Ivy Tech	DESN 105	3	Civil Eng/Arch
Ivy Tech	ADMF 113	3	Digital Electronics

Dual Credit Enrollment – Rule 10

High school juniors and seniors may enroll in classes at post secondary institutions on either a full-time or a part-time basis in an attempt to receive both high school and college credits. Colleges and trade schools that grant a degree qualify, and they may establish their own admission policies. The principal must approve all courses for which dual credit is sought. Students interested in obtaining dual credit should contact a post secondary academic advisor and his or her high school counselor. Counselors can provide further information.

Highland High School has established the following guidelines for dual credit enrollment:

1. Students are encouraged to enroll in late afternoon, evening, or weekend classes.
2. Students must be enrolled in a minimum of five (5) classes each semester. This may be a combination of high school and college classes.

3. High school classes should be attended first during the school day since multiple trips between the high school and the college are discouraged.
4. Students and parents must sign a "Hold Harmless Agreement" which indicates that they are aware that failure in the college class and the subsequent loss of credit may result in a postponement of high school graduation.
5. Students who are not successful in a college class may not be able to transfer back into a class at the high school except at the beginning of a semester.
6. Beginning with the Class of 2012, grades received in a college class will count toward a student's high school grade point average and class rank.
7. All costs at the college level, including tuition, textbooks, and transportation, are the responsibility of the parents and not Highland High School.
8. Students must follow all guidelines of Highland High School, the participating college, and Rule 511 1AC 6-10.

AP Tests

In order to receive "AP" designation and quality points on their official high school transcript, Highland High School students enrolled in Advanced Placement (AP) courses must take the Advanced Placement (AP) examination for each AP course in which they are enrolled.

Advanced Placement (AP) courses may also be offered as a concurrent enrollment (formerly referred to as dual credit) course with a college or university that maintains a current school board approved articulation agreement with Highland High School. Students must meet entrance requirements and pay university or college fees to receive the concurrent credit. Students' transcripts will reflect credit for the college course completed, provided that the student meets all of the requirements for the granting of college credit that are set forth in the articulation agreement between the college or university and the School Town of Highland. Students enrolled in cross-listed AP/concurrent enrollment courses must take the AP examination for the course. Please refer to page 59 for a listing of these courses.

Students who do not meet this requirement will receive credit on their transcript for a Core 40 course and no quality points.

Students who are enrolled in Advanced Placement courses must pay for each AP examination per course taken. The exceptions to this rule are AP courses that are subsidized annually by the State of Indiana. AP examination fees are payable to Highland High School by September 15. Payment should be made at the high school Guidance Office.

Students who meet the federal eligibility requirements for free and reduced lunch are exempt from paying examination fees. If a student is not enrolled in an AP course, but wishes to take the AP examination in that subject, he may do so with administrative approval, at his own expense.

Advanced Placement study materials are available online via Inspire (<http://inspire.in.gov>), Indiana's Virtual Library. The Testing & Education Reference Center (TERC) provides access to online practice tests, online books, resources, articles, and related links.

Parents and students who have further questions regarding Advance Placement testing may contact The College Board national office at 212-713-8000. Contact may also be made with The College Board Midwestern Regional Office, located at 1560 Sherman Avenue, Suite 1001, Evanston, Illinois 60201-4805. The phone number is 847-866-1700. Website: <http://www.collegeboard.com>

Honors Curriculum

The Honors Curriculum is intended for the high ability student or the exceptionally capable student in a particular academic discipline. Enrollment in the Honors Curriculum classes is based on eligibility guidelines and/or teacher recommendations. Waivers for enrollment in the honors classes are available in the guidance office for special cases. The Honors Curriculum at Highland High School presently consists of the following courses:

- Honors Geometry
- Honors Algebra II
- Honors Pre-Calculus
- AP Calculus (AB and BC)
- AP Biology
- AP Chemistry
- AP Physics
- PreAP English 9
- PreAP English 10
- AP English Language and Composition
- AP English Literature and Composition
- AP European History
- AP U.S. History
- AP Art History
- AP Studio Art
- AP Government
- AP Statistics
- AP Micro-Economics
- AP Macro-Economics
- AP Music Theory

In addition to the regular curriculum, Honors courses and some AP courses have required summer readings.

Study Hall

The purpose of study hall is to provide an environment that promotes the learning process. Students scheduled in study hall are expected to use the time for academic purposes. All rules and policies regarding attendance and behavior apply to study hall.

Summer School

A list of summer school offerings will be made available to students in the spring. The State Department of Education limits the number of credits obtainable in summer school to two (2). No credit is awarded for summer band. Summer school registration will be conducted in the Guidance Office in the spring during regular school hours. No refunds for summer school will be granted after the first week of Summer School.

APPENDIX

SCHOOL TOWN OF HIGHLAND

Technology Acceptable Use Administrative Guideline

This administrative guideline governs the use of the district's computers, network, Internet and electronic research and communication resources by district employees, students and guest users and the use of personal electronic devices used on school property or during school-related events. It is intended to protect the integrity of district operations and instructional programs, as well as to outline the rights and responsibilities of district employees and guest users. These guidelines will be in effect at all times.

Scope

This administrative guideline applies to the following persons/entities.

- all district employees including regular, part-time, temporary and contract employees
- all students enrolled in district schools
- all other authorized users of any of the district's technology resources, regardless of district affiliation or reason for usage
- all district owned or operated technology resources or systems which are subscribed to and/or paid for by the district
- all personal electronic devices used on school property or during school-related events

Acceptable Use Agreements

At the beginning of each year, the district will communicate acceptable use guidelines through online registration and/or 1:1 parent meetings. At the elementary grades, the teacher or administrator will directly control all Internet access. In grades K-12, students will be required to read and sign the acceptable use contract. The contract must also be signed by the parent/legal guardian. Only those students with this signed contract on file will be allowed access to the Internet. Employees must sign a similar contract. These contracts spell out guidelines for Internet use as well as consequences for violating the guidelines.

Confidential Information

The district's research, information and communication resource systems have security measures in place; however, such measures do not guarantee total security. As a result, information generally considered to be personal or confidential should not be sent via the district's communication resources except through means deployed for that purpose or approved for that purpose. The district cannot assume responsibility for lost or stolen information sent or received via the district's communication resources.

General Digital Technologies Usage and Online Access

The following actions are prohibited

- Knowingly loading or creating viruses
- Loading or attempting to load software or files onto a school computer without permission
- Loading or attempting to load software or files onto the district network without permission of the technology department
- Accessing or modifying data without authorization
- Modifying passwords without authorization
- Unauthorized access, including so-called "hacking" or other unlawful activities
- Unauthorized disclosure, use or dissemination of personal information regarding minors

Network and Internet Usage

Access to the district network and Internet is made available to authorized users for educational and district operational purposes. All authorized users will receive instruction on proper use of the district's network and Internet system. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor every individual student and what data they are accessing on the network. Some students might encounter information that is not of educational value.

The district will not be liable for the users' inappropriate use of the district's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district will not be responsible for ensuring the accuracy or usability of any information found on the Internet.

The district prohibits the use of its network and the Internet to intentionally access, view, download, store, transmit or receive any information that contains material which is in violation of any district policy or administrative guideline, or any local, state and/or federal laws or regulations.

Prohibited material includes, but is not limited to, the following.

- Obscenity or pornography
- Threats
- Material that is intended or could reasonably be perceived to be harassing or discriminatory
- Inappropriate use of material that is copyrighted or protected by trade secret
- Material used to further any commercial business, product advertising, virus transmission or political activity
- Material that is potentially disruptive to the learning environment

The district reserves the right to monitor and/or review all uses of the district network and the Internet, and users should not have any expectation of privacy of any information accessed, viewed, downloaded, stored, transmitted or received.

Accessing Inappropriate Sites

The school district will use technology protection measures to the best of the district's ability to protect students from inappropriate access. Employee, student and visitor activities may be monitored by the district to detect unauthorized uses of the Internet and or access to inappropriate sites that have visual depictions that include obscenity, child pornography, other pornography, or otherwise are violations of this administrative guideline.

Reporting

District and school computer technicians as well as other district employees who are working with a computer and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

Off-Campus Conduct

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

Personal Use of Social Media

When staff members or students publish content, post pictures or maintain dialogue through Facebook or any other social networking tool, the professionalism, integrity and ethics in their role as an educator or student should never be compromised.

A Facebook page may not be used to replace a school or class website. A Facebook page is limited to extracurricular activities and clubs outside of the regular classroom. Staff members who want to use facebook pages for student groups must have approval from the building administrator and from the district Technology Coordinator

Inappropriate use of social media or electronic communication tools may result in disciplinary action up to and including dismissal.

Electronic Mail (email) Usage

The district's email system is made available to authorized users for educational and district operational purposes. All authorized users will receive instruction on proper use of the district email system.

The district prohibits the use of its email system for unprofessional and/or inappropriate purposes including but not limited to the following:

- Creating, transmitting or receiving emails containing any language or depictions that could reasonably be perceived by others as offensive, threatening, obscene, sexual, racist or discriminatory
- Any use that violates local, state and/or federal laws or regulations
- Setting up, operating or promoting commercial business

All electronic messages created, transmitted or received via the district's email system, including those created, transmitted or received for personal use, are the property of the district. The district reserves the right to archive, monitor and/or review all use of its email system and users should not have any expectation of privacy of any electronic message created, transmitted or received on the district's email system.

Handheld Communication Device Usage

District-issued cell phones or other handheld communication devices are to be used only by the employee to whom the phone or communication device was issued and are to be used only for matters directly related to the employee's job responsibilities. The district reserves the right to monitor and/or review all use of district- issued phones and communication devices and users should not have any expectation of privacy in any use of a district-issued phone or communication device.

Personal Use of District Research, Information and Communication Resources

Limited personal use of district computers, the district network and the Internet and electronic research and communication resources is permitted to the extent that such use does not disrupt or interfere with the operation of the district and its instructional programs. Excessive personal use that may or does disrupt or interfere is prohibited.

Third Party Access to Systems and/or Data

Within limited circumstances, the district sub-contracts specific work to be performed on behalf of the district in areas including, but not limited to, software development, system support, hardware acquisition, provisioning, and training. As part of these agreements, specific authority is granted to the sub-contracted third party to access the district's network and data, including student information and financial information. These agreements and authorizations of access to systems, networks or data are temporary in duration and bound by non-disclosure principles, confidentiality and time frames established within the agreement between the district and any third party. All local, state and federal statutes, laws or regulations regarding confidentiality of student information or financial information apply.

Sub-contracted work being performed on behalf of the district is limited to the specified parameters within the agreement. Upon completion of the agreed upon work, access to district systems or data is to be considered terminated. This termination of access will be accomplished either by manual action taken by the district technology department, or considered as the default access status of the third party following the completion of agreed upon work or tasks.

At no time will access to systems or data be continued beyond the completion of work or duration of specified time. Any physical or virtual access, either locally or remotely, to networks, systems or data must be approved by the district's technology department coordinator or the superintendent. No other district entity holds the authority to grant access to any networks, systems or data. In circumstances where access is granted, the specific access is valid only for the duration of specifically agreed upon work and/or time frames. At the completion of agreed upon work, access is considered terminated. Once access is considered terminated, new authorization of access must be granted by the district's technology department coordinator or the superintendent prior to any new work, continuance of work or attempted access. Continuance of access authority is never automatic or to be assumed by any third party.

Violations

All authorized users of district research and communication resources are expected to report any use that is believed to be unauthorized, excessive or otherwise in violation of this administrative guideline. District employees who witness, experience or otherwise learn about a suspected violation should report the matter to their immediate supervisor. Students who witness, experience or otherwise learn about a suspected violation should report the matter to a teacher or school administrator. Other authorized users who witness, experience or otherwise learn about a suspected violation should report the matter to a district administrator.

An employee's personal use of non-district issued electronic communications resources outside of working hours will be the concern of, and warrant the attention of, the board if it impairs the employee's ability to effectively perform his/her job responsibilities or as it violates local, state, or federal law, or contractual agreements.

All suspected violations will be investigated thoroughly. If it is determined that a violation of this administrative guideline has occurred, the following disciplinary and/or corrective actions may be taken:

- Review of and possible changes to the level of supervision and the circumstances under which use is allowed
- Limitation, suspension and/or termination of the violator's user privileges
- Disciplinary measures determined to be appropriate based on the seriousness of the violation, up to and including employee termination or student expulsion

- Report to law enforcement when the violation is believed to constitute a violation of a state or federal law or regulation

Use of Personal Electronic Devices in School

Purpose: To establish the basic guidelines for the board's permission of student use of cell phones and other personal electronic devices in schools.

For purposes of this policy, a personal electronic device includes, but is not limited to: cell phones, gaming devices, or other devices that emit an audible signal, vibrate, display a message, display or record an image, or otherwise summon or deliver a communication to the possessor. Students may possess a cell phone or other personal electronic device in school, as long as it is used during authorized times and is not disruptive to the educational environment.

Unauthorized use of a cell phone or other personal electronic device may include, but is not limited to: taking pictures or recording without permission, cheating, harassment or bullying, use during any emergency drill, use during unauthorized times or use for unlawful activities.

Parents/legal guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/legal guardians during the school day with permission of the administration.

Elementary School

Elementary students may not use or display cellular phones and other personal electronic devices while on school property during school hours. (The start and end of school will be denoted by the start and end bell.)

Exceptions: Teacher or Administrator permission.

Middle School and High School

Middle school and high school students may use electronic devices such as cellular phones or any other communications devices before and after school, during their lunch break, within "free zones" as determined by the principal, and/or for educational and/or instructional purposes only as deemed appropriate by the teacher and approved by the principal. Any other use of wireless communications is considered misuse and violations may result in disciplinary action.

Consequences for inappropriate use may include, but are not limited to:

- warning/confiscate device and return to student at the end of the school day
- confiscate device/return to parent/legal guardian
- confiscate device/return device to parent/legal guardian and privilege to have device is revoked for a specified time determined by administrator

Possession of a personal electronic device on school property acknowledges consent to search the contents of the device in a school or criminal investigation. In such investigations, students will provide necessary login information.

A student in possession of a cell phone, or other personal electronic device in conflict with this policy will be subject to discipline.

SCHOOL TOWN OF HIGHLAND PERSONAL MOBILE COMPUTING DISCIPLINE PLAN

Level 1 Violations

Include but are not limited to: repeated uncharged device, unprepared for class, careless or irresponsible use, off task behavior.

- 1st offense - teacher based discipline
- 2nd offense - teacher based discipline
- 3rd offense - teacher-based discipline with parent contact
- 4th offense - refer to administration

Examples of teacher-based discipline include:

- verbal redirection
- student/teacher conference
- restricted use in the classroom
- alternate assignments
- parent/teacher communication/conference

Level 2 Violations

Include but are not limited to: acceptable use policy violations, photographing/filming others without permission or against their will, bullying with the device, harmful or malicious activities, accessing and/or sharing inappropriate websites, materials, videos or photos.

Examples of administrator discipline include:

- student/administrator conference
- restricted use of device/restricted user
- in-School Suspension (1-5 days) *NOTE: not at the High School
- detention to out of School Suspension (1-5 days)

Any offense classified as level 2, a major classroom disruption, or criminal conduct will be referred immediately to an administrator and/or the School Resource Officer. The administrator will notify parents and determine discipline. Only an administrator can assign ISS or OSS.

Level 3 Violations

Include criminal offenses that require the involvement of law enforcement and may require arrest and/or a recommendation for expulsion.

Possession and use of personal and/or school issued electronic devices on school property acknowledges consent to search the contents of the device in a school or criminal investigation. In such investigations, students will provide necessary login information as needed. Misuse of technology outside of school that impacts the people or environment on campus may also necessitate similar disciplinary consequences and searches.

The administration reserves the right to handle any of the above actions or any other action determined to be a misuse of technology in the manner they feel is the most appropriate for all concerned. For additional information on acceptable use of technology, please refer to the STOH Technology Acceptable Use Administrative Guidelines.

10/4/2017