



Terre Haute South Vigo High School Student Handbook 2009-10

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Terre Haute, Indiana 47802
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Web Site: www.vigoschools.org/thsvhs

IMPORTANT PHONE NUMBERS

Main Office.....462-4252
Attendance Office.....462-4264
Dean's Office.....462-4261
Guidance Office.....462-4255
Treasurer's Office.....462-4259
Athletic Office.....462-4265

This handbook is the property of:

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

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GUIDANCE DEPARTMENT

Ms. Fern Cawley (mfc@vigoschools.org).....Seniors A -
D
Ms. LeeAnna Lotter (lal@vigoschools.org)..... Seniors E - Z
Mr. Dave Lisman (dll2@vigoschools.org)Juniors
Mrs. Alexis Darrus
(aed@vigoschools.org).....Sophomores
Ms. Nancy Browder (njb@vigoschools.org)..... Freshman

WELCOME TO TERRE HAUTE SOUTH

Welcome Braves!

Our school is one of the best high schools in the State of Indiana. You are a member of a successful student body, which excels in the classroom, extra-curricular activities, and athletics. EVERY student plays an important role in our school's success. Your role is to set a good example, respect others, and take pride in yourself and in Terre Haute South Vigo High School.

The materials contained in this handbook are for you and your parents or guardians. We hope that its contents will answer some of the questions that may arise during the coming months. If you use this planner wisely, it will help you develop life-long management skills.

A safe and positive school environment is essential. It is expected that the adults and students at THSV treat each other with respect and dignity. Each person associated with THSV should experience a warm and welcoming environment that is conducive to learning. This allows everyone to learn and develop to full potential.

Terre Haute South Vigo has a proud tradition of academic excellence and high expectations for all its students. It is important that teachers and parents be supportive partners. As a student you are very fortunate to have a dedicated staff that works toward giving all students a quality education. We wish you the very best this year!

It is great to be a Brave!

Faculty & Staff of Terre Haute South Vigo

GENERAL INFORMATION

*ANYTHING LISTED AS PARENT SHOULD READ:
PARENT, LEGAL GUARDIAN, AND/OR THIRD PARTY CUSTODIAL.*

Mission Statement of Terre Haute South Vigo High School

Terre Haute South Vigo High School, in shared partnership with students, staff, families, and community, will provide a safe and positive atmosphere for learning. All students will be challenged to take responsibility for scholastic achievement and develop independent thinking. We will strive to empower students to become literate and to reach their potential in a diverse, ever changing society.

School Goals

All students will demonstrate an improvement in reading comprehension across the curriculum.

School Colors & Nickname

Our school colors are red, black, and white. Students are known as "Braves".

School Song

Our South team is fighting hard
We're out to win the game
And we will back our team with pep
And keep on boosting them to fame--
RAH! RAH! RAH!
We will get right in there and fight!
Always loyal to red, black, and white!
Hail! Hail! The gang's all here,
And we're rooting for our South High!
B-B, B-R-A, V-V, V-E-S, B-R-A, V-E-S, BRAVES, BRAVES, BRAVES!

Important Web Sites

Vigo County School Corporation – www.vigoschools.org
Terre Haute South Vigo HS – www.vigoschools.org/thsvhs
IN Dept. of Education – www.doe.in.gov
IN High School Athletic Assoc. – www.ihcaa.org
College Board – www.collegeboard.com
Vigo Co. Public Library – www.vigo.lib.in.us
Terre Haute, IN – www.terrehaute.com

FREQUENTLY ASKED QUESTIONS

Q: What do I do when I am absent from school?

A: Your parent should call the Attendance Office at 462-4264 before 10:00 AM to report your absence.

Q: What should I do if I arrive late to school?

A: Report to the Attendance Office immediately upon your arrival to school.

Q: Are students allowed to leave for lunch?

A: We have a closed campus. Once here, you are not allowed to leave the building or school grounds at any time during the school day without permission through the Deans' or Attendance Offices.

Q: What should I do if I want to make a college visit (11th & 12th Grades Only)?

A: Forms are available for pick up prior to your visit in both the Guidance and Attendance Offices.

Q: What if I have problems with my locker?

A: Report the trouble to the Main Office. Make sure you know your locker number and combination.

Q: Where do I get a work permit?

A: Guidance Office. See *Work Permits and Student Employment*, pg. 23

Q: Do I have to wear my ID?

A: You are encouraged to wear your ID, but you are required only to carry your Student ID card at all times while in school or at school events, and show it when asked to do so.

Q: What if I lost my Student ID card?

A: Replacements are available in the Yearbook Room for a fee of \$1.00

Q: What do I do if I want to drive to school?

A: Parking tags/stickers are available in the Deans' Office for a fee of \$1.00. See *Parking and Driving Regulations*.

Q: What if I have lost something at school?

A: Our Lost & Found is located in the Main Office.

Q: Can I carry a backpack to and from classes?

A: Backpacks, book bags, purse book bags, gym bags and other similar items are to be secured in student lockers upon entering the building and remain there during school hours. See *Student Dress Code*, pg. 19

Q: Can I share a locker with my friend?

A: Each student is fully responsible for the security of the items in his/her locker. For this reason, sharing of lockers with other students is prohibited.

Q: How many classes do I have to pass to play sports?

A: Students must have a minimum of four (4) passing grades in full-

credit courses during the previous grading period to be eligible to compete in extra-curricular activities. See also *Athletic Participation*, pg. 7

2008-09 CLOCK SCHEDULES

Regular "A" Schedule

1st 8:10 – 9:20
2nd 9:26 – 10:36
3rd 10:42 – 12:43
4th 12:49 – 1:59
5th 2:05 – 3:15

Homeroom "B" Schedule

1st 8:10 – 9:14
2nd 9:20 – 10:24
HR 10:30 – 10:50
3rd 10:56 – 12:55
4th 1:01 – 2:05
5th 2:11 – 3:15

3rd Period Times on a Regular "A" Schedule

<u>A Lunch</u>	<u>B Lunch</u>	<u>C Lunch</u>	<u>D Lunch</u>
10:42 – 11:12 lunch	10:42 – 11:12 class	10:42 – 10:58 Ch. 1	10:42 – 10:58 Ch. 1
11:17 – 12:27 class	11:17 – 11:47 lunch	10:58 – 11:38 class	10:58 – 12:08 class
12:27 – 12:43 Ch. 1	11:52 – 12:27 class	11:43 – 12:13 lunch	12:13 – 12:43 lunch
	12:27 – 12:43 Ch. 1	12:18 – 12:43 class	

3rd Period Times on a Homeroom "B" Schedule

<u>A Lunch</u>	<u>B Lunch</u>	<u>C Lunch</u>	<u>D Lunch</u>
10:56 – 11:26 lunch	10:56 – 11:26 class	10:56 – 11:12 Ch. 1	10:56 – 11:12 Ch. 1
11:31 – 12:39 class	11:31 – 12:01 lunch	11:12 – 11:52 class	11:12 – 12:19 class
12:39 – 12:55 Ch. 1	12:06 – 12:39 class	11:57 – 12:27 lunch	12:24 – 12:55 lunch
	12:39 – 12:55 Ch. 1	12:32 – 12:55 class	

STUDENT ACTIVITIES AND SERVICES

Academic Honors

We make every effort to recognize our students who excel in the classroom. The following are the criteria for our Honor Rolls as well as the criteria to receive an Academic Letter

<u>Cum. G.P.A.</u>	<u>Academic Letter Requirements</u>
3.85 – 4.0 Exceptional Honor Roll	9 th and 10 th Grade 3.75 – 4.0
3.50 – 3.84 High Honor Roll	11 th and 12 th Grade 3.50 – 4.0
3.0 - 3.49 Honor Roll	

Announcements

Announcements are made daily via the television program Channel One. Teachers also receive daily announcements via e-mail, which they may post in their classrooms. Announcements are also posted on the schools web page. Some late announcements may be made over the schools public address system at the end of the day. Announcements must be signed by the club sponsor or teacher requesting the announcement.

Assemblies

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

Athletic Participation

Terre Haute South Vigo offers a full program of athletic activities. Participation in high school athletics is a privilege that requires honor, responsibility, and sacrifice. Since competition is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct as adopted by the Vigo County School Board of Trustees as well as specific coaches' rules for their sports. An athlete is governed not only by the school and Vigo County School Corp. but also by the Indiana High School Athletic Association (IHSAA). **STUDENTS MUST HAVE A MINIMUM OF FOUR (4) PASSING GRADES IN COURSES DURING THE PREVIOUS GRADING PERIOD TO BE ELIGIBLE TO COMPETE IN ATHLETICS.** Since athletes represent their school and student body, it is imperative that they be respected, positive role models. Specific athletic information can be obtained from the Athletic Office. (Phone #

462-4265)

Athletic Code of Conduct- VCSC

Athletic Expectations:

A student athlete who represents the Vigo County School Corporation must exhibit at all times the highest standards of personal behavior. Participation in athletics is a privilege requiring that a student makes a commitment to practice before or after school hours with perfect or near perfect attendance, to work hard to excel, to learn cooperation and team efforts, and to exemplify good behavior both at school and away from school. Athletes are representatives of the Vigo County School Corporation and their school and always serve as role models at school and in the community. Students who cannot accept this challenge and responsibility should not become involved with the athletic program. There is a legitimate school interest and an expectation by the coaching staff of the Vigo County School Corporation that students follow the Athletic Code of Conduct at all times (beginning with the students' attendance at their first official middle/high school sports practice and continuing for 365 days each year through completion of student's involvement in athletic events their eighth grade or senior year). Therefore, he/she should conscientiously fulfill all the rules established for the athletic program and the sports for which he/she is participating.

General Rules include, but are not limited to:

1. Use of tobacco in any form is prohibited (first offense will be "athletic suspension", and a second offense will cause "athletic exclusion".)
2. Possession and/or use of any substance/device/object which is, or is represented to be alcohol/drugs as identified in Rule II or III of the Student Rights and Responsibilities policy of the School Corporation is prohibited (first offense will be "athletic suspension", additional offenses will cause "athletic exclusion".)
3. Providing or transmitting any substance/device/object which is, or is represented to be alcohol/drugs as identified in Rule I or IV of the Student Rights and Responsibilities policy of the School Corporation will cause "athletic exclusion".

4. Being found guilty of violating city, state, or federal codes/laws will cause a warning, or "athletic suspension" or "athletic exclusion".

5. Reference Rule C-8-1 IHSAA By-Laws and Articles of Incorporation:

"Contestants' conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or association or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school." Note: "It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school."

6. Additional rules may be established for each sport by the individual coach. Such rules must be approved by the athletic director and principal, providing in writing to the student-athlete, and discussed with the student-athlete.

Due Process to be Expected:

1. Athletic Suspension – The student-athlete cannot participate in twenty (20%) percent of the games/meets for the sport the student is currently, or will be, involved in until the penalty is completed (this may necessitate suspension in more than a single sport season or school year). The number of games/meets will be determined by 20% of the current or immediately next sport, which ever comes first. (clarification-(not a part of the policy)-number of games/meets in the regular season will be used to determine the 20%-fractions will be rounded off in the normal manner – suspensions will extend into tournament play).

2. Athletic Exclusion – The student-athlete will be ineligible to participate in any athletic program for 365 days from the date of infraction.

Parent/Legal Guardian appeals will occur through normal due process channels to the building principal.

Other Items:

1. School Suspension – Any athlete placed on out-of-school suspension is not eligible to practice nor participate until the student has returned to school. This ineligibility will begin at the time the student is notified of the suspension (either orally or in writing).

2. Dress Code – Student athletes are expected to be neat, clean, and well groomed for both away and home games.

3. Changing Sport in Mid-Season – From the time a student's name appears on the official eligibility list for an inter-scholastic sport, he or she may join another team, or compete in another inter-scholastic sport only with approval of the athletic director and coaches involved. Mid-season change of teams may be permitted under the following conditions:

(1) If the student presents to both coaches involved a doctor's certificate recommending that he/she drop the first sport for reasons of health and permits participation in the second sport.

(2) If both coaches involved and the athletic director agree that a mid-season change of sports would be beneficial to the player without being unfair to the players of either teams.

4. Any athlete in grades nine-twelve who is a member of a school team cannot tryout, practice, or play in a similar sports program sponsored by any other organization between the date of the first IHSAA authorized contest in that sport and the completion of that team's school season.

Each coach is responsible for the administration of this code for his/her activity.

Backpacks and/or Book Bags

Backpacks, book bags, purse book bags, gym bags and other similar items are to be secured in student lockers upon entering the building and remain there during school hours. *See also Student Dress Code*

Buses/Transportation

VCSC school buses operate throughout our attendance district. While riding a bus is voluntary and a privilege, those who do are to conduct themselves properly at all times. Students are to ride their assigned bus only. Conduct on the school bus that endangers the safe operation of the bus or the well being of the passengers will not be tolerated. All bus drivers are agents of the school and have the same authority as other members of the staff. Continued misconduct, or a single severe infraction, will cause a student to lose the privilege of riding the school bus.

Students who ride buses to school are on school property when they board the bus and are, therefore, expected to obey all school and bus rule, including the VCSC Cell Phone Policy. When students arrive on school grounds, they are not permitted to leave the grounds again until the dismissal of school, unless excused by Deans' or Attendance Office personnel. Students violating this policy will be considered truant and thus subject to disciplinary measure.

Any student wishing to ride a bus in which they are not assigned must present a written pass signed by a parent to the Deans' Office before school begins that day for approval.

Cafeteria

The school cafeteria is an attractive, clean room, and keeping it in that condition is the responsibility of every student. Students may select a plate lunch or choose from a variety of food items from the special ala cart lines located inside the cafeteria. Drinks include milk and water (no soda). Currently there are four (4) serving lines in which students enter from the side closest to the Main Gym. Students are not to cut in line. After eating, trays and dishes should be returned to the appropriate area. All trash should be thrown into available trash containers.

- Failure to return trays and/or leaving trash on tables will result in a Tuesday Extension.
- Throwing of food items will result in a minimum a Tuesday Extension.
- All food and drink must be consumed in the "Commons Area" around the cafeteria and pool.
- In order to keep our halls clean, no containers of beverage or food may be carried down the hallways with the exception of sack lunches that may be taken to your locker before school and to the cafeteria at lunchtime.

Students may bring their own lunches. However, students are not allowed to bring carry-in lunches from local restaurants or to have food delivered from commercial establishments. **Food and drink are not allowed outside the "Commons Area" during the school day.**

In addition to lunch, the cafeteria offers breakfast everyday at 7:30 AM. Beverage/vending machines in the cafeteria are open only before and after school.

Forms used to apply for lunch and/or textbook assistance are available in the Guidance Office or the VCSC Administration Building.

Classroom areas and student lockers are off limits during all lunch periods.

Class Officers/Student Council Officers

Students running for a class or student council officer position

must have:

1. A minimum cumulative GPA of 2.5
2. A minimum of four (4) passing grades in full-credit courses during the previous grading period.
3. Be full time students, have been a member of the class/student council the previous year, and be scheduled to complete the current school year.
4. Be in good standing with the school. (A student is not in good standing if she/he has had two (2) or more Tuesday Extensions or one (1) out of school suspension from the most previous complete trimester and the trimester to date.)
5. Senior class officers must be enrolled all three trimesters to fulfill their obligations.
6. Once elected, all officers are expected to attend 95% of class functions and meetings.

Officers may be dismissed from service if found not to be in good standing (either academic or behavior) by the school's administration at anytime. A member of the class senate/student council will replace officers unable to fulfill their duties.

Elections for class/student council officers are conducted in the spring. Freshmen class officers are elected within the first month of the school year. All campaign materials such as posters, slogans, etc. must be approved to the school's administration prior to campaigning.

See also Posters

Change of Address/Phone Number

If a student changes his/her address or phone number, the new address should be promptly reported to the Guidance Office.

Closed Campus

Terre Haute South Vigo has a closed campus. **After arriving on campus, students may not leave the building or grounds at any time without permission through the Deans' or Attendance Offices.** Students violating this policy will be considered truant and thus subject to disciplinary measures.

Club Program

A variety of clubs are offered each year that appeal to the interests of students. Teachers volunteer their time to sponsor desired student clubs and identify club members. Clubs meet during school time on a limited basis with additional meetings either before or after school.

Computer Usage

Computers are provided throughout the school for academic

purposes. Students who attempt to alter the current configuration of any computer without the supervising teacher's permission are interrupting their educational purpose. Any addition or modification of computer programs and operation systems is prohibited. The making of illegal copies or destroying programs is also prohibited. Any inappropriate use of computers in the school setting will be considered an act of vandalism.

Signed parent permission slips must be on file in the Library for Internet use. Students must use the Internet only for activities directly related to curriculum. Violation of this policy will result in Internet access being denied.

Driving and Parking Regulations

Terre Haute South Vigo provides parking facilities to be used for the convenience of students and for the security of student-operated vehicles. The fact that the school makes parking spaces available for students' use does not diminish the school's sole ownership, control, and authority over the parking facilities.

The school reserves the right to examine students' vehicles and the contents for the purposes of attempting to locate lost or stolen items, and locating prohibited or dangerous materials, including but not limited to narcotics or other contraband.

Driving and use of a parking space are privileges granted by the school. Failure to comply with conditions and rules may lead to revocation of this privilege and suspension of driving privileges. Students should observe a 5mph speed limit and yield the right of way to pedestrians and to school buses.

Students must apply for a parking permit within the first two weeks of school. Applications are available in the Deans' Office. Students must present a valid Indiana driver's license upon completion of the application. Permits are \$1.00 for the year. Additional or lost permits are \$1.00. A permit is valid for one (1) school year.

There is to be absolutely no student parking on the curb in front of school, in handicapped spaces (blue), in visitor spaces in front of the building, in front of any door or overhead doors of building, or in areas with cross-notched yellow lines.

Students are reminded that all spaces marked with an "X" are reserved for Terre Haute South Vigo staff members. Upon arrival at school students should enter the building immediately. No student may return to a vehicle without permission through the Deans' Office.

Students who are in violation of the parking guidelines will be required to move their vehicle to a proper spot and they will face discipline ranging from a Tuesday Extension to the loss of driving privileges. .

Parking lot violations such as reckless driving or speeding will

result in students' driving privileges being suspended. When the driving privileges are suspended, the students' vehicle is not to be on school property during the time of suspension. Students are held responsible for any violations of their vehicle with any driver.

Any accident on our parking lots must be reported to the Deans' Office immediately.

Driving Privileges Suspended

A second suspension from school, or being determined as a habitual truant (three (3) trancies in a school year), or a recommendation for expulsion will result in the suspension of the driver's license as per the Indiana Bureau of Motor Vehicles. Each subsequent suspension will result in an additional 120 days license suspension. The law states that any student who withdraws from school to avoid the penalty will have his/her license revoked until age 18. Students 18 or over may lose driving privileges to school in lieu of the license being suspended.

Driver License Law - Public Law 132-1995

Public Law 132-1995 as written by the state of Indiana prohibits the issuing of a driver's license or permit to a student less than 18 who is under:

- 1. At least a second suspension from school**
- 2. An expulsion from school**
- 3. An exclusion from school**

A student's license or permit will be invalidated for the same reasons. The law requires school officials to report the names of such students to the Bureau of Motor Vehicles. In addition, this law prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student who is (1) at least 13 but less than 15; and (2) is identified as a habitual truant.

Emergency Drills

Emergency drills (such as fire & tornado drills) are held regularly during the school year. Specific information is posted in all classrooms designating safety procedures. All drills are treated as though they are real emergencies. Students are expected to act in a quiet, orderly manner at all times during a drill. Each teacher is provided a detailed description of an emergency evacuation plan for the entire building.

A student creating a false emergency will be dealt with severely by the proper authorities.

In an effort to maintain student safety, students are not allowed to leave campus without a proper pass, or use their cell phones or other electronic devises at any time during an emergency drill or real emergency.

Emergency School Closing

In case of inclement weather, the changing or canceling of school will be announced on local radio & TV stations. This information will also be posted on the VCSC website. Please do not call the school to obtain this information.

Field Trips

Field trips are used to extend and enhance learning experiences for students. Trips are always school sponsored and supervised. Permission forms are required for students to participate. Students are responsible for making up classroom work missed within established timelines.

Food & Drinks

Candy, food, and drink items are available in various machines throughout the building before and after school. **No food or drink is allowed in classrooms.** Faculty members have the right to ask students to dispose of food or drink if it is in unauthorized areas. Failure to follow this rule will result in disciplinary action.

Fund Raising

All fund raising efforts are to be approved by the Assistant Principal in charge of student activities. No fund raising project is to be undertaken without prior approval.

Guidance Department Services

The Guidance Department offers students and parents a variety of services. These include individual counseling, group counseling, parent informational meetings and conferences, and various computer programs. In addition to these services, counselors also assist with ISTEP+ testing and student scheduling.

A very important aspect of counseling duties includes all aspects of post-secondary preparation from the admission process to financial aid and scholarship information. Throughout the year, sessions are scheduled with college admission representatives; business, trade, and technical schools; and military recruiters.

If a student would like individual counseling sessions with their counselor, they should simply stop in the Guidance Office reception area and speak with the secretary about the sign-up procedure.

Schedule Changes

1. All schedule changes must take place through the Guidance Office.
2. Students will not be allowed to make schedule changes after the beginning of a trimester. Exceptions will only be made to resolve an error, to respond to course failures, to expunge a grade, to respond to course/diploma requirements, or to up-grade a schedule.
3. Students will not be allowed to drop a class to take a study hall.
4. Students have two (2) weeks to drop a class to become a student helper.

The last day to drop a class w/o penalty, to audit a class or to take a class pass/fail is the 5th Friday of each Trimester.

Health Services

The Student Health Center, also known as the Nurse's Office, is located across from the cafeteria. A nurse's aide is on duty during the school day. A student must have a health card on file to receive medical assistance.

Parents will be notified should their child become ill or have an accident while at school at the discretion of the nurse's aide or designee. Persons listed on the student's health card will be notified if we are unable to reach the parent/s.

A child with a temperature of 100 degrees or higher will be excluded from school. However, students are encouraged to remain at school if they do not have an elevated temperature or other symptoms as regular attendance is important. School personnel will give no treatment except for basic first aid. Further medical treatment is the responsibility of the parent. Parents should notify the school if a student has a contagious disease.

It is the responsibility of the parent to notify the school of any health needs or concerns that may require a modification of the student's activities and educational program. A written statement from a physician is required for the student's file for modification of the student's educational program.

All students needing to visit the Nurse's Office should first report to class, obtain a pass from the teacher, and then proceed to the office (except in case of an emergency).

If the Nurse's Office is closed, a student will report to the Deans' Office. A student who goes home through the Nurse's Office is required to check out through the Attendance Office prior to leaving the building.

See also Medication Policy

Homecoming/Prom Queen & Court

For female candidates to be nominated and selected to be a part of the Fall or Winter Homecoming court and/or prom, the candidates (and their male escorts) must meet the following criteria:

1. A minimum cumulative 2.0 GPA
2. A minimum of four (4) passing grades in full-credit courses during the previous grading period.
3. Be full time students, have been a member of the class the previous year, and be scheduled to complete the current school year.
4. Be in good standing with the school. (A student is not in good standing if she/he has had two (2) or more Tuesday Extensions or one (1) out of school suspension from the most previous complete trimester and the trimester to date.)
5. Once elected, students must remain in good standing to remain a part of the homecoming court.

Candidates may be dismissed from service if found not to be in good standing (either academic or behavior) by the school's administration at anytime.

A student may be elected as an attendant only one time during grades 9, 10, & 11 and then may be eligible again to be in one court (Fall or Winter) their senior (12th) year. A student selected to the Fall or Winter Homecoming Court their 11th or 12th year is not eligible for prom court that same year.

Homework Hotline by Rose-Hulman Institute of Technology

Rose-Hulman Institute of Technology's Homework Hotline provides FREE math and science homework help to Indiana students in grades 6-12. Students may call the Homework Hotline from 7 PM to 10 PM toll free at 1-877-ASK-ROSE (1-877-275-7673). It's a free service and a free call. Visit www.askrose.org for more information.

Insurance

The school does not carry hospitalization or accident insurance for a student who is injured at school or any school activities.

Lockers & P.E. Lockers

Lockers are the property of the school corporation and are provided for student use. Each student will be assigned a locker at the beginning of the school year and will be expected to keep the locker unless permission to change is obtained from the Deans' Office. Each student is fully responsible for the security of the items in his/her locker. For this reason, **sharing of lockers with other students is prohibited.**

Students sharing lockers will receive a Tuesday Extension.

Locker combinations should not be shared with other students. Nothing should be used inside or outside the locker to deface or damage the property. Any problems concerning lockers should be directed to the Main Office.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose and to eliminate fire, or other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

Students should bring a padlock for P.E. class. This will ensure that items/valuables are not stolen. It is the student's responsibility to lock all valuables in a P.E. locker, not leave them on a bench or leave them in an unlocked locker.

Lost and Found

Lost and Found is located in the Main Office. Students who find property that does not belong to them should turn it in at the Main Office at once. Students may pick up lost items before or after school or during passing periods. Students will be billed for books that are lost and not recovered through the bookstore. Delinquencies and fees for lost books must be paid as soon as possible.

Media Center/Library

The Media Center/Library is centrally located to serve both faculty and students. This service is geared to help students develop skill and resourcefulness in the use of media, to facilitate learning while in school, to encourage productive use of leisure time, and to foster lifelong education through the use of media. The Media Center opens at 7:45 AM during the school day.

Access to Instructional Materials List

The list of corporation-wide adopted texts and basic core instructional materials, as well as the novel list, will be available at or near the beginning of the school year in a designated area at each school.

If a parent has a concern about instructional material(s) or book(s) selected by his/her child's teacher for an instructional assignment, the parent must contact the teacher and present this concern in writing. At no time during the parent concern process will the student be forced to participate in the questioned assignment. Grading for an alternative assignment will be equivalent to that for the original assignment.

Medication Policy

When it is necessary for a student to take medication at school, the parent must provide written permission. Medication must be sent to school in its original container with the prescription label on it stating the name of the student, name of the medication, dosage and time of administration.

All medication whether prescribed or over-the-counter is to be taken directly to the Nurse's Office and administered there. For the safety of the students, medications will not be given if the above directions are not followed.

If at all possible, medication should not be carried to and from school on a daily basis. It is preferable that there be at least a week's supply of medication kept at school.

If it is necessary to take medication for a prolonged time, the school will provide a standard form to be filled out by the physician and parent.

Messages and Deliveries

Messages to students are discouraged because of the great number that could occur in a school of our enrollment. It is requested that messages be avoided unless they are of an emergency nature.

In cases of emergency, families are requested to contact the Deans' Office who will give the message to the student. Messages that are not emergencies will be kept in the Attendance Office. Students who have a message will see their name on the message board located across from the Attendance Office, and students are responsible to check the board to see if they have a message.

Deliveries such as flowers and gifts are not permitted at any time. Items brought to students such as books, lunch money, practice equipment, etc. can be left in the Main Office.

Any medication or medical equipment brought for a student must be left at the Nurse's Office.

National Honor Society

Membership in the National Honor Society is one of the highest honors a THSV student can achieve. National Honor Society applications will be offered to all students who, at the end of seven trimesters, have a minimum cumulative 3.33 GPA and who are on track to earn, at a minimum, a Core40 Diploma. The "Four Pillars" of National Honor Society are Character, Service, Leadership, and Scholarship.

Passes

Students who leave class for any reason must have a pass

signed by the assigned hourly teacher or be in possession of that teacher's permanent hall pass. *Verbal permission is not acceptable.* Students must report directly to the destination stated on the pass.

Posters and Signs

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

Public Displays of Affection

A public school is not a suitable environment for displays of affection. Any behavior more demonstrative than handholding will be subject to disciplinary action.

Schedule Changes

See Guidance Department Services

School Hours

The school building is open to students from 7:15 AM to 3:30 PM. Students may stay later if they are engaged in an activity sponsored by a club advisor, teacher, or coach. Loitering in the building is not permitted. Before and after school and during lunch periods, students stay in the cafeteria area or the proper designated area.

Classes are scheduled from 8:10 a.m. to 3:15 p.m. daily.

See also Clock Schedules

Skateboards/In-line Skates

Skateboards or any form of in-line skates (e.g. Rollerblades) or shoes are not allowed on campus at any time.

Student Assistants

Students may request through their counselor to be a student assistant (Juniors & Seniors only) during the school day. Applications are to be obtained from the Guidance Office. Students have two (2) weeks at the beginning of the trimester to drop a class to be a student helper.

Eligibility is determined on the following criteria:

- a. No more than two Tuesday extensions
- b. No discipline consequence greater than a Tuesday Extension

- c. No more than five absences during the previous trimester
- d. No less than a 2.0 grade point average
- e. No truanancies from class or school

All potential student workers must report to Alternative Education Placement or stay in their current class assignment until they have been approved by the Deans' Office and notified by their counselors. School offices will be filled first prior to teachers being allowed to request student assistants. Teachers are allowed only one student assistant per trimester and only during periods in which they have a class.

Student Dress Code

Student dress at Terre Haute South Vigo should ensure a neutral environment conducive to learning that also protects the educational process. We encourage students to dress appropriately and wear clothing that is not disruptive.

Clothing should not violate the health, safety, or decency aspect of the school operation and should not interfere with classroom procedures. Clothing that may be acceptable for other situations, may not be acceptable for the school setting. Having these principles in mind, the following guidelines are in effect:

- 1) All clothing should be clean and in good repair.
- 2) Any clothing deemed disruptive or distracting to the educational process or that is a safety hazard is prohibited (e.g. excessively flared pant legs on the ground).
- 3) No see-through or mesh clothing or cutouts are permitted.
- 4) All shirts must have sleeves (covering the shoulders). Male "muscle shirts" are not permitted.
- 5) Shorts and/or skirts must be below fingertip level with the arm fully extended.
- 6) Bare midriffs, immodestly low-cut necklines, off-the-shoulder, strapless, or bareback garments are prohibited. All garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.
- 7) Undergarments should not be visible at any time.
- 8) Pants and shorts must have NO rips/tears/holes below the knee.
- 9) Pants and shorts must be worn at the waist and be size appropriate; no sagging; pants and shorts cannot be worn with the waistband below the hipbone.
- 10) No head coverings are permitted in the building. This includes hats, caps, scarves, sweatbands, bandanas (rolled or otherwise), stockings, hooded sweatshirts w/ hood up, etc. Headgear worn for religious reasons must be previously approved by the school's administration. Hair picks are also prohibited.

- 11) All outerwear (e.g. zip-up jackets, coats, headgear, gloves, etc.) is to be removed and put in the student's locker upon arrival to school and remain there until the end of the school day.
- 12) Shoes must be worn at all times.
- 13) Dress that has obscene or vulgar writing (e.g. alcohol, tobacco, illegal drugs, violence, or sexual references) and/or displays is not acceptable.
- 14) Dress that intimidates, insults, threatens, or disgraces a fellow student or staff member by means of a symbol or sign is not allowed. (e.g. Confederate Flag, Interstate 420, gang related, etc.)
- 15) Any form of attire that is indicative of gang affiliation is prohibited.
- 16) No sleep-wear clothing permitted; this includes house shoes and/or slippers (unless approved for a special school spirit day)
- 17) No backpacks, purse backpacks, gym bags, are to be worn in the building. All items must be stored in a student's locker upon arrival to school and remain there until the end of the school day.
- 18) No industrial or pet chains or spiked collars around neck, wrists, or waist; chains attached to wallets or clothing are not permitted.
- 19) No sunglasses (unless prescribed by a physician) may be worn or visible at any time during the day.
- 20) Permitted clothing shall be worn as designed/manufactured to include the following: zippers must be zipped; belts must be fastened, etc.

It is at the discretion of the school's administration and/or faculty as to what is appropriate for the learning environment. This includes whether garments are inappropriately tight or revealing.

Students wearing questionable attire will be required to change into clothing meeting dress code requirements and will not be allowed to return to class without proper attire.

Detentions will be administered to those students who fail to comply with the above dress code guidelines. In matters of opinion, the judgment of the school's administration and faculty will prevail.

Student Handbook

Lost handbooks can be replaced by purchasing a new one (for a fee of \$5) from the Guidance Office. *See also Passes*

Telephones

There are pay phones throughout the building for student use. These phones are to be used only during lunch periods or passing periods or before or after school. Out of respect to others, please limit calls to 3 minutes. Students are not to use the pay phones during class

time. Other phones in the building are designated for school business only. There is a phone available in the Main Office that is to be used only before or after school.

Textbooks

In most classes a student will rent a textbook to use while taking that particular class. The teacher will issue the book to the student at the beginning of the term. It is the student's responsibility to return the book to the teacher in the same condition as it was issued. If the book is damaged or lost, the student will be responsible for paying for the book.

At the beginning of the school year, a textbook rental form will be mailed to each student's home. This form will show the total rental and fee charges that are due for the classes taken. Textbook rental and fee charges can be paid in the Treasures Office. *See also Lost & Found.*

Visitors and Guests

All visitors must report to the welcome desk and then check in at the Main Office immediately upon entering the building. Upon registering at the Main Office, visitors are required to have proper identification. Parents are welcome at all times.

All parent-teacher/administrator conferences should be prearranged. Parents who wish to consult with teachers should call 24 hours in advance and arrange a time that is mutually agreeable to both parent and teacher. As a general rule, student guests are not permitted.

Work Permits & Student Employment

Indiana Child Labor Laws require boys and girls between the ages of 14 and 17 who work for pay to possess work permits, except for certain exempt occupations, such as farming and domestic work. The student should first obtain a job before requesting an "Intent-to-Employ" form from the Guidance Office. This "Intent-to-Employ" form must then be signed by the parent, employer, and the student. The student should then present the completed "Intent-to-Employ" form to the Guidance Office for a work permit. There is no charge for the work permit.

Schools may refuse to issue work permits due to poor grades and/or attendance, and once issued, work permits may be revoked for the same reasons. Employers shall be notified immediately.

ATTENDANCE

In order to receive maximum benefits from the educational programs at Terre Haute South Vigo High School and to develop the habits of punctuality, self-discipline, and responsibility, all students are

expected to be in attendance on days when school is in session. Every absence, whether excused or unexcused, is a day lost. The student, parent/guardian, and school must work together to monitor attendance.

The following provisions are not intended to bring undue hardship on any student or parent/guardian; rather they are in place to encourage good attendance and to develop good work habits.

Excused Absence

Any full day or period absence when the reason for said absence is for illness or other reasons set forth by Indiana law will be classified as an excused absence. Class work missed during said absence may be made up with full credit within three (3) school days after the student returns to school.

The following are examples of excused absences:

1. Illness (flu, chicken pox, measles, hospitalization, etc.)
2. Dental/Orthodontist or other medical appointment with a written excuse coming back to the school from the doctor
3. Death of member of the family
4. Court appearance
5. Absence from school when recommended by the school nurse. This would be only for the day of the absence. The following day would not automatically be excused unless accompanied by a note relating to the cause of absence.
6. Any other absence which has unique or extenuating circumstances which the principal approves.

College Days

Juniors and Seniors are allowed two (2) college days per year. Arrangements must be made with the Attendance Office 24 hours in advance. Documentation from the college must be submitted upon return. College days will not count toward the 10-day total in our Excessive Absence Policy. No college days may be taken the first or last week of **each term**, within 24 hours of a prom, or on days the college is not in session.

Excessive Absences

Student attendance records will be reviewed often. Absences accumulate yearly; attendance DOES NOT begin again each term.

All absences will accumulate toward the 15-day total with the exception of the following WHEN ACCOMPANIED BY ACCEPTABLE DOCUMENTATION:

1. Personal illness or injury, documented by a doctor or other health professional's statement (school personnel are not considered health care professionals).

2. Death in the immediate family.
3. Serving as a Page in the Indiana Legislature.
4. Exhibiting at the State Fair.
5. Observance of a religious holiday.
6. School- sponsored field trips.
7. Working at the polls on Election Day with proper documentation,
8. Court proceedings.
9. Suspension from school,
10. Military duty for not more than 10 days/year,
11. College days.

Documentation must be provided within three (3) days of a student's return to school.

- Out-of-school suspensions are marked as absences and do not count toward the 15-day total.
- Attendance letters will be sent home on the 4th and 8th absence to keep parents/guardians informed. Each missed period and partial day count toward the total absences (5 individual periods equals one school day).
- On the 10th absence a probation conference will be arranged.
- On the 15th absence, a work permit may be denied or revoked. A student, who has 15 absences in a school year, may be recommended for expulsion or transferred to an alternative school program. Additionally, driver's license/permit may be revoked.
- Documented absences do not accumulate toward the 15-day total.
- **A student who has 8 absences in the same class risks credit loss in that class.**
- Attendance permits may also be revoked on the 8th absence.

Make-up Work

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

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

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

absence.

Reporting Procedures for an Absence

Parents/guardians are to notify the Attendance Office (462-4264) before 10:00 AM on the day of the absence if a student is going to be absent, tardy, or leave school for an appointment. Once the student returns to school, a parent note or documentation of appointment must be submitted.

Students must check out through the Attendance Office when leaving school for approved reasons. They must also check in with the Attendance Office when returning to school. Failure to do so will result in disciplinary action. A student who leaves school without the permission of school authorities will be considered truant. **STUDENTS SENT HOME THROUGH THE NURSE'S OFFICE MUST ALSO SIGN OUT IN THE ATTENDANCE OFFICE.**

Tardy

One of the goals of THSV is to instill a sense of responsibility in each of our students. Being punctual to school and to class is one way to develop positively in preparation for a successful adult life.

Students are considered tardy when they are not in their assigned seats when the bell rings. Refer to the Discipline Summary for the specific consequences regarding tardiness.

Students late to school will report directly to the Attendance Office. Students who are more than 15 minutes late to any class are considered truant and should be sent to the Deans' Office unless they have an admit or pass.

Truancy

Students will be considered truant when not in attendance in school, class or assigned activity, without the permission of parents, legal guardians, and/or designated school official(s). Excessive trancies, defined as three or more, will be referred to the appropriate legal authorities.

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

Work Release Programs

Work release programs are a part of the school day. Students who are too ill to report to school should not report to work. Therefore, a student's day at school is considered a full day for attendance purposes.

BEHAVIOR AND DISCIPLINE

It is the purpose of Terre Haute South Vigo High School to establish a climate where maximum learning may take place. That climate must be an orderly setting that promotes the health and safety of all students. In a school setting, rules must be established which encourage order, fairness and consistency to all students.

The following information is necessary to communicate what behavior is expected and what consequences exist for those students whose conduct does not meet the established standards.

Academic Dishonesty

Academic dishonesty is attempting to gain or give an unfair advantage academically. All students are governed by the Terre Haute South policies and procedures.

VCSC Cell Phone Policy

The Vigo County School Corporation Board of School Trustees passed a revised policy concerning cell phones/pagers on April 26, 2004.

1 – A student may possess a cell phone/paging device in school, on school property, at after school activities, and at school related functions, **provided that during school hours* and on a school bus* the cell phone/paging device remains off and out of sight.** . When directed by a staff member during a school crisis/emergency or even at an after school event cell phones/pagers must be turned off. A student possessing a cell phone/paging device shall assume responsibility for its care. At no time will the Vigo County School Corporation be responsible for preventing theft, loss, or damage to cell phones/paging devices brought onto its property.

* Cell phones/pagers are not to be used on the school bus and/or from the time a student enters the building upon arrival at school for the start of their school day until the end of the school day dismissal bell.

Guidelines for all VCSC middle/high school students –

Students who are in violation of point number one (1) above will:

First Offense - on the first offense the cell phone will be confiscated – parent/guardian will be contacted to pick up the cell phone.

Second Offense** - on the second offense the cell phone will be confiscated - parent/guardian will be contacted to pick up the cell phone. The student will be given a Tuesday Extension.

Third Offense** - on the third offense have the cell phone confiscated – the student will be directed not to have such device on a school bus or in school during the school day for the remainder of the school year – parent/guardian will be contacted to pick up the cell phone. The student will be given an In-School (Full Day) detention.

Additional consequences will be assessed for continued violation in accordance with student rights and responsibilities (suspension and expulsion may be recommended).

As with dealing with any violation of Corporation or school rules the significance of the violation and the student's prior disciplinary record may impact the level of disciplinary action the school finds appropriate to impose.

****These offenses will be dealt with by the principal or designee.**

Rule XXIV of the Student-Parent Guide is modified to state that a student may be expelled or suspended for "inappropriate/unlawful use of a cell phone/paging device".

If you have any questions about this policy please contact the schools Dean's Office.

Disruptive Devices

Any device that would cause a disruption to the school setting or interfere with the health or safety of students is strictly prohibited. These devices might include but not be limited to stun guns, water guns, mace, stink bombs, laser pointers and fireworks. Possession or use of such items will warrant severe disciplinary action.

Electronic Devices

Students are discouraged from bringing cell phones, walkie-talkies, Walkmans, CD players, ipods, cameras, MP3 players and similar devices to school because security for such items poses a problem. If they are brought to school, such devices must be off and secured in a student locker prior to the beginning of the school day. *These items are strictly forbidden in the classroom.*

Students in possession of an electronic device will be sent to the Deans' Office where the item will be held until the end of the school day; progressive discipline will follow for repeat offenders. The school assumes no responsibility for confiscated items.

Bullying

Bullying another student will be grounds for disciplinary action ranging from direction/correction to suspension to expulsion. Bullying is

defined as overt, repeated acts or gestures, including verbal or written communication transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Harassment

Harassment includes any UNWANTED verbal comments or physical advances, which disturb or irritate the victim. This uninvited attention, which includes sexual harassment, may come from peers, the staff, or anyone a student may encounter in the school setting. Complaints should be brought immediately to the attention of the administration. Consequences may range from suspension to expulsion.

Vandalism

Pupils guilty of defacing or damaging any school property shall be required to restore to the original condition or to pay in full for all damages. In addition, there will be disciplinary action. Legal action may be taken at the discretion of school authorities. School suspension from one to ten days may result.

Progressive Discipline System

Terre Haute South Vigo High School uses a Progressive Discipline System. This system is based upon the premise that as a student commits more violations of school policy, the penalties become more severe. Our goal is to discourage misbehavior to ensure a safe educational setting.

The Progressive Discipline System consists of the following levels:
Detentions – Detentions can be assigned by the Deans' Office, or by individual teachers. The detentions are 30 minutes, and may be served before or after school.

4 - Two Hour After-School Detentions (per year):

On a violation which constitutes a 4th Two Hour After-School Detention (Tuesday Extension), the student will be issued the next level of discipline.

- 2 – One (1) to three (3) Days of In-School Suspension (per year)**
- 1 - One (1) Day Out-of-School Suspension (per year)**
- 1 - Three (3) Days Out-of-School Suspension (per year)**
- 1 - Five (5) Days Out-of-School Suspension (per year) and/or 1 – Five (5) to Ten (10) Days Out-of-School Suspension with Recommendation for Expulsion.**

Classroom Suspension

Teachers are authorized to remove students from class for one day. Class suspension may be recommended to a school administrator or Dean for a period of longer than one day if warranted.

Detention

Thirty-minute detentions are issued for minor violations. This penalty is served before school (7:35-8:05 AM) or (3:25-3:55 PM). Students have five (5) days to serve the detention from the date it is issued. If the detention is not served in five days, it will result in a Tuesday Extension.

Students are expected to work quietly and abide by the established rules. **On the 5th detention of the term in the same class, a student may be withdrawn from the class with a W/F with principal approval.**

Two-Hour After-School Detention; “Tuesday Extension”

Two Hour After-School Detentions are served after school on the designated evening from 3:30 PM - 5:30 PM. Students are expected to work quietly the entire two hours and abide by the established rules. Students must provide their own transportation home.

Students who fail to successfully serve this detention will not be given credit. Removal or failure to serve will result in an automatic two (2) days In-School Suspension.

Alternative Education Placement

In order to encourage daily school attendance, a student may receive in-school suspension as a consequence.

Out-of-School Suspension

A Dean or Administrator may assign an Out-of-School

Suspension for a period of 1-10 days for each major offense. A longer period of Suspension may be requested from the Central VCSC Office if considered necessary by the Principal. **Any student suspended from school is not to be on school grounds or any school activities during this time of suspension.** Schoolwork may be made up. If students are suspended during final exams, they should contact their counselor to arrange to take these finals). A Dean or Administrator may require a meeting with guardians before a student returns to school. After a second suspension, driving privileges (permits, or license or ability to get a permit) will be in jeopardy.

P.I.P.E.

At the discretion of the administration, a student may be placed on a Probation in Place of Expulsion Contract (PIPE) before a Recommendation for Expulsion is filed. The contract is signed at a meeting with parent/student and school official.

Expulsion

If a student is to face disciplinary action that results in a Request for Expulsion, notification will be made. Any student who has been recommended for Expulsion by the Principal will be given an opportunity to have a hearing in front of an impartial determiner of fact called a "Hearing Examiner".

The procedures to be followed in the event of such a hearing will be explained to the student and guardian in advance of the hearing to enable them to reasonably prepare for the hearing.

If the Recommendation for Expulsion is upheld, the student will not receive any academic credit for the semester(s). Expelled students are not allowed to participate in any school-related activities, nor are they allowed to be on school grounds.

Note: After an Expulsion, a student must re-enroll. A parent must accompany the student to complete all re-enrollment

papers. A meeting with the Principal must take place before re-enrolling.

*See also the
VIGO COUNTY SCHOOL CORPORATION
RULES AND REGULATIONS GOVERNING
STUDENT BEHAVIOR
located in this handbook.*

DISCIPLINE SUMMARY

This listing is to inform students and parents of various rule violations and their range of consequences. This is by no means a comprehensive listing of all disciplinary infractions.

1. The following infractions have specific sanctions for each occurrence. Exceptions can be determined by the school administration depending on the infraction.

A. Tardy	1 st offense	- Warning
	2 nd “	- Warning
	3 rd “	- Detention
	4 th “	- Detention
	5 th “	- Tuesday Extension

B. Truancy	1 st offense	- Tuesday Extension
	2 nd offense	- Tuesday Extension
	3 rd offense	- 1-10 Day Suspension/ With a Probation Conference
Smoking or Possession of Tobacco	1 st offense	- 3 Day AEP & ticket to students under 18 years of age
	2 nd offense	- 3 Day Suspension & Ticket
	3 rd offense	- 5 Day Suspension & Ticket
D. Lighter/Matchers	1 st offense	- 1 Day AEP
	2 nd offense	- 3 Day AEP
E. Fighting	1 st offense	- 5 Day Suspension/ referral to law enforcement/Placed on a PIPE
	2 nd offense	- 10-Day Suspension w/ Recommendation for Expulsion and referral to law enforcement
F. Parking Permit Violations	1 st offense	- Obtain permit in 2 Days & Warning
	2 nd offense	- Tuesday Extension
	3 rd offense	- Suspension of Driving Privileges
G. Parking Violations	1 st offense	- Warning
	2 nd offense	- Tuesday Extension
	3 rd offense	- Suspension of Driving Privileges

Students, who have been involved in serious discipline, may be restricted from school activities.

**VIGO COUNTY SCHOOL CORPORATION
RULES AND REGULATIONS GOVERNING STUDENT
BEHAVIOR
(Policy JF and Restrictions JF-R)
STUDENT RIGHTS AND RESPONSIBILITIES**

This section is intended, in general terms, to describe some of the rights and responsibilities of students in the Vigo County School Corporation and to set forth appropriate regulations governing student behavior.

In order to function properly, public school education must provide equal learning opportunities for all students. In order for an individual to exercise his/her individual rights as afforded by our Federal and State Constitutions, he/she must be able to exercise self-discipline which will allow all individuals equal opportunities. The basic foundation

and success of public school education depends greatly on self-discipline.

In addition to the general curriculum, principles and practices of appropriate behavior must be present and modeled. This includes an acceptance of the rights of all individuals, however, no individual school or school system can discharge these responsibilities if it allows students to act in an objectionable manner or to disregard rules, regulations and laws adopted for the benefit and safety of all persons.

The responsibility for the development and enforcement of rules and regulations for the protection and safety of individuals, in the school, is delegated by the Board of School Trustees to staff members within the School Corporation. The purpose of these rules and regulations is to help create an atmosphere that promotes the best possible learning and safe environment for all those involved in the educational process.

Students live and function, as do adults, in the general community. As citizens, students are entitled to our society's benefits; but, as citizens, they are subject to its national, state, and local laws and rules governing the various aspects of their behavior.

In the same manner, students live and function in the school community. The benefits of public education are available to all students, but in order to acquire these benefits, the individual must abide by laws, rules, and regulations. In order for the educational process to function adequately and provide programs of diversity and challenge, there must be an orderly and manageable framework within which each individual can function.

The rules and standards set forth in this policy apply to behavior on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event of any kind. This policy does not define all types and aspects of student behavior; however, the Board of School Trustees has the responsibility to set forth policies, rules and regulations to help each student with his/her behavior in a safe and acceptable manner.

The Board of School Trustees and the Superintendent of schools may establish written policies, rules, and regulations of general application governing student behavior in all schools. In addition, each principal, within his or her school, may establish certain written rules, regulations, and consequences not inconsistent with those established by the Board and the Superintendent. Additionally, school officials may find it necessary to remove a student from the school; in this event, the Board of School Trustees authorizes administrators and staff members to take the following action:

Removal from class or activity - Teacher

A middle school or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting. If a teacher removes a student for more than one day, said removal shall be contingent upon mutual agreement with the teacher and the principal or principal designee. An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

Suspension from school

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days. Suspension from school may also result in a loss of the driver's license.

Expulsion

In accordance with the due process procedures defined 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 possibly including summer school, with the exception of a violation of rule 15 listed under the grounds for Suspension and Expulsion in this policy. Expulsion will also result in a loss of the driver's license.

Zero Tolerance

The Board of School Trustees hereby adopts a policy of Zero Tolerance for those specific acts of misconduct identified in this policy by an asterisk (*). All middle and high school principals who have preliminarily found that a student has committed one or more of those specific acts of misconduct shall suspend such student from school in the manner provided hereinafter in this policy and by Indiana law. The principal shall file a written charge with the Hearing Officer requesting that the student be expelled from school for the maximum period permitted by Indiana law or Federal law, whichever is greater. All elementary principals may exercise their individual discretion whether or not to exercise this action regarding filing an expulsion request for all rules, with the exception of Rule XV, relative to possession of a firearm. When filing an expulsion request, the principal shall forward a written charge requesting the Hearing Officer to expel from school for the maximum period permitted by Indiana law or Federal law, whichever is greater.

Areas of Prohibited Student Conduct and areas of Zero Tolerance

Any conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with a school function or activity on school grounds and off school grounds; traveling to or from school or a school activity, function, or event; or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well-being or the rights of other students is prohibited.

Nothing herein is intended to restrict the exercise of legitimate First Amendment rights. Should a student become involved in an incident that is clearly independent of school function, the responsibility and jurisdiction lies with the parent, guardian, or the local law enforcement agency. Exceptions will be investigated on a case-by-case basis to determine if there is sufficient information to establish that an incident is related to or interferes with school functions or activities or poses a threat to staff or students. If such investigation supports a relationship, suspension and/or expulsion procedures may be implemented.

The preceding standard is a general standard that should be used as a guide by all students. **Not all acts of misconduct can be itemized in this section.** The following is an enumeration of some of the main areas of conduct which may lead to disciplinary action, including possible expulsion from school for a period in excess of ten (10) school days which would be no longer than the remainder of the current trimester plus the following trimester possibly including summer school, with the exception of a violation of Rule XV listed under the grounds for Suspension and Expulsion in this policy which carries a mandatory twelve (12) calendar month expulsion.

GROUND FORS SUSPENSION OR EXPULSION

Rule *1 Providing, or transmitting to another person, any substance which is, looks like, or which is or was represented to be marijuana, alcoholic beverage, "non-alcoholic" beer or wine, substance containing alcohol, substance containing phenylpropanolamine (P.P.A.), steroid, stimulant, depressant, or intoxicant of any kind or any medication not specifically prescribed for that individual as a prescription drug or any over the counter substance that may impair the physical or mental function of an individual.

Rule 2 Possessing, using or being under the influence of any substance which is, looks like, or which is or was represented to be marijuana, alcoholic beverage, "non-alcoholic" beer or wine, substance containing alcohol, substance containing phenylpropanolamine (P.P.A.), steroid, stimulant, depressant, or intoxicant of any kind or any prescription medication not specifically prescribed for that individual.

Rule 3 Possessing any instrument, device or other object which the student, who possesses the same, intends to use for (a) introducing into the human body any of the prohibited substances set forth in 1. above; (b) testing the strength, effectiveness, quantity or quality of a prohibited substance set forth in 1. above; or (c) enhancing the effect of a prohibited substance set forth in 1. above.

Rule *4 Transmitting or providing to any person any instrument, device, or other object which the transmitter or provider intends to be used for: (a) introducing into the human body any of the prohibited substances set forth in 1. above; (b) testing the strength, effectiveness, quantity, or quality of a prohibited substance set forth in 1. above; or (c) enhancing the effect of a prohibited substance set forth in 1. above.

Rule 5 Medications, professionally prescribed for the student and any over the counter substance may be brought on school property and **must**, on arrival at school, be presented to the school nurse, health assistant, or extracurricular staff member as applicable for storage and presentation. Students may not take these substances unless given by the school nurse, health assistant, or extracurricular staff member and students cannot give these substances to another individual while under the responsibility of the Vigo County School Corporation. (See Medication at School point "C")

Rule *6 Being involved in any conduct on school premises or during a school function or event which violates local, state, or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare, or safety of teachers, or other employees, or visitors.

Rule 7 Engaging in activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

Rule 8 Stealing, causing damage to, or destroying property if done on school grounds or during a school function or event.

Rule *9 Causing or attempting to cause physical injury or harm to any teacher or other school employee or visitor on school grounds or during a school function or event. When a student physically assaults a person having authority over the student, the principal of the school where the student is enrolled shall make a referral of the student to the juvenile court having jurisdiction over the student. Any eligible special education, or Section 504 eligible student shall be afforded the protection guaranteed by applicable state and federal statutes.

Rule 10 Causing or attempting to cause physical injury or harm to any student on school grounds or during a school function or event.

Rule *11 Threatening or intimidating any teacher or other school employee or visitor.

Rule 12 Threatening or intimidating any student.

Rule 13 Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means.

Rule *14 Possessing, handling, or transmitting any object that in fact or under the circumstances can reasonably be considered to constitute a weapon. Laser pointers can be weapons if purposeful action to cause damage is the intent.

Rule *15 Possessing, handling, or transmitting any firearm on school property.

Violation of Rule XV. requires a twelve calendar month removal from school. The twelve calendar month penalty will begin on the date of the first day of suspension from school for the violation.

The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

- 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.

Rule 16 Refusing or failing to comply with the state and local attendance laws, including, but not limited to, truancy from specific classes and tardiness to school in general or to specific classes. Failure to comply will result for those eligible individuals and or families in referral to the Division of Children and Family Services with the possibility of loss of benefits.

Rule 17 Gambling on school premises or at school events.

Rule 18 Failure to comply with possession, smoking, or use of tobacco restrictions as established by local and state officials. Student possession or use of tobacco in any form on school buses or in school buildings is prohibited. Students shall not possess or use tobacco in any form on school grounds during the regular school day from (7:00 a.m. - 5:00 p.m.) and such other times as specified in the rules and regulations of individual schools.

Rule 19 Failing to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel. This shall include, but shall not be limited to, the refusal to show a student identification card when asked to do so.

Rule 20 Repeatedly violating any rules or regulations governing student conduct.

Rule 21 Subject to the lawful exercise of First Amendment rights, participating in any activity which substantially disrupts or materially interferes with, or is likely to so disrupt or interfere with any school function, activity, or purpose such as:

- a. Occupying any school building, school grounds or part thereof with intent to deprive others of its use.
- b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- c. Setting fire to or damaging any school building or property.
- d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.

Rule 22 Dressing or grooming in a manner which presents a clear and present danger to a student's health and safety or in a manner which causes an interference with school work or creates a classroom or school disruption.

Rule 23 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.

Rule 24 Inappropriate or unlawful use of a paging device and or portable/cellular telephone by a student.

Rule 25 Engaging in voluntary sexual harassment of another person, which includes sexually-related verbal statements, gestures, or physical contact.

Rule 26 Engaging in speech or conduct or consensual sexually-related contact with another person.

Rule 27 Engaging in speech or conduct, including clothing, jewelry, or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.

Any student may be suspended from school. This includes conduct off school property if the student's presence in school would constitute an interference with an educational function or school purpose.

The superintendent, principal, administrative personnel, any teacher, or any other person authorized to be in charge of a school function or event, including, but not limited to, bus drivers in the course of conveying students to and from school or school functions, are authorized to take such action in connection with student behavior as is reasonably desirable or necessary. Such action shall be taken to help any student, to further school purposes, or to prevent an interference therewith including, but not limited to, counseling, parent conferences, assignment of additional work, rearrangement of class schedules, requiring the student to remain in school after regular school hours, or restriction of extracurricular activity.

Suspension and Right to Hearing

A. If a student is to face disciplinary action which could result in his suspension from school for a period greater than ten (10) days, or for the balance of the trimester, or for the balance of the school year, or for summer school, or for the balance of the school year and the first trimester of the following year, he shall be notified of this fact. Under policies, rules, and regulations adopted by the Board of Trustees, that

student will be given the opportunity to have a hearing in front of an impartial determiner of fact called a "Hearing Examiner". That student will be entitled to bring with him a representative of choice and will be entitled to hear specific evidence against him, to ask witnesses questions, and to produce witnesses on his/her behalf.

The procedures to be followed in the event of such a hearing will be presented in writing to the student and/or his/her parents sufficiently in advance of the hearing to enable the student and his/her parents to reasonably prepare for the hearing.

B. The student may be suspended by the hearing examiner until the date of the expulsion or exclusion hearing if in response to a formal request by the principal/designee the hearing examiner determines that his/her suspension is necessary.

Short Term Suspension

Any principal/designee may deny a student the right to attend school or to take part in school functions for a period of up to ten (10) school days. Such short-term suspension shall be made solely after the principal has made an investigation thereof and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent an interference therewith. No short-term suspension shall be made 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 him/her.
- B. If he/she denies the charges, a summary of the evidence against him/her.
- C. An opportunity to explain his/her 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 informal hearing shall follow as soon as reasonably possible after the suspension.

Within twenty-four (24) hours, or such additional time as is reasonably necessary, following such suspension, the principal/designee shall send a written statement to the student's parents describing the student's conduct, misconduct, or violation of any rule or standard and the reasons for the action taken. The principal/designees shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school.

Expulsion Procedures

When a principal/designee recommends to the Superintendent/designee that a student be expelled from school, the following procedures will be followed:

A. A Superintendent of a school corporation may conduct an expulsion meeting or appoint one of the following to conduct an expulsion meeting:

1. Legal counsel

2. A member of the administrative staff, if the member has not expelled the student during the current school year and was not involved in the events giving rise to the expulsion.

B. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the Superintendent or the designee. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the School Board.

C. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.

D. At the expulsion meeting, the principal/designee will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.

E. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the School Board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the School Board must be in writing. If an appeal is properly made, the Board must consider the appeal unless the Board votes not to hear the appeal. If the Board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The Board will then take any action deemed appropriate.

2009 -10 SCHOOL EVENTS CALENDAR

AUGUST - 2009

8/12 Link Parent Night
8/13 8 AM – 9th Orientation – Main Gym
8/14 Teacher Work Day
8/18 Students First Day of School
8/24 5PM Spaghetti Dinner
8/24 6 PM - Open House

SEPTEMBER - 2008

9/7 LABOR DAY – No School
9/8 3:30PM Musical Auditions
9/9 3:30PM Musical Auditions
9/10 6:30PM Parent College/Scholarship Meeting
9/15 ISTEP GQE
9/16 ISTEP GQE
9/17 ISTEP GQE
9/22 6:30 PM Vigo County College Fair

OCTOBER - 2008

10/9 -10/12 Fall Break
10/14 PSAT

NOVEMBER - 2008

11/11 Veteran's Day – NO SCHOOL
11/13 End Of 1st Trimester
11/26-27 Thanksgiving Break - NO SCHOOL

DECEMBER - 2008

12/21 -1/4 Winter Break –NO SCHOOL

JANUARY - 2009

1/5 SCHOOL RESUMES
1/18 Martin Luther King Jr. Day – NO SCHOOL
1/28 6:30 PM Financial Aid Night - Library
1/28 7PM 8th Grade Curriculum Fair - Auditorium

FEBRUARY - 2009

2/5 ASVAB Test
2/15 President's Day – NO SCHOOL
2/26 End Of 2nd Trimester

MARCH - 2009

3/9-11 ISTEP/GQE RETEST

APRIL - 2009

4/2 - 4/9 Spring Break
4/12 School Resumes from Spring Break
4/21 6:30 PM - Academic Banquet – Hulman Center

MAY - 2009

5/10	Snow Day – NO SCHOOL
5/17	Senior Awards Night - Auditorium
5/21	Snow Day – NO SCHOOL
5/31	Memorial Day Observed – NO SCHOOL

JUNE - 2009

6/3	End Of 3 rd Trimester
6/4	Last Teacher Day