

LINTON-STOCKTON HIGH SCHOOL
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WELCOME TO LINTON-STOCKTON HIGH SCHOOL

The administration, faculty, and staff are pleased to present this handbook to our students and parents. You will find the information it contains extremely helpful in planning your year at the high school. We encourage you to become a part of the total school program by being involved in many school activities. We look forward to working with you during the school year.

The intent of this handbook is to increase the communication between students, parents, and the school personnel. The handbook contains a wide variety of information for you to digest. We ask that the student and parent review this handbook together early in the school year, then keep it in a visible and accessible location for ready reference throughout the year.

Our goal is to work with our students, parents, and community to provide the best possible education for all. We look forward to working with you to see that this is a most rewarding and enjoyable school year.

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ATTENDANCE POLICY

The Linton-Stockton High School Curriculum is designed so that regular and consistent participation in assigned activities are essential to successful completion of all courses. The grades assigned reflect not only the quantity but also the quality of work completed.

ATTENDANCE DEFINITIONS

A whole day absence is defined as a student being absent from school from 7:55 am through 3:05 pm. A half day absence is defined as a student arriving at school after 10:00 am or leaving school before 1:00 pm. Half days accumulate and are counted toward the six day and ten day absence totals. Two half days equal one whole day absence.

CERTIFIED-These absences do not count toward the **accumulation** of days **per year**. **These days do count as a day of being absent from school. Students may make up all work and receive full credit for the work** if the absence is certified within 48 hours. Absences that do not count toward the six-day quota include; (excuses must be presented within two days or the absence will not be certified.)

1. Attending a funeral
2. Any other emergency – with approval of the principal or his designee
3. Absences supported by a doctor's note
4. **College visitation days for junior and/or seniors** with pre-approval from the principal or designee (one day per semester)

CERTIFIED DOES NOT COUNT – These days do NOT count as a day of being absent from school (according to law). Students may make up all work and receive full credit for the work. These include;

1. Pre-arranged permission to fulfill a state fair assignment such as a 4-H commitment.
2. Pre-arranged permission serving as a Page in the State Legislature.
3. School sponsored activities; no parent/doctor statement is needed to re-enter student in school.
4. Pre-arranged permission to help candidates on Election Day.
5. Any student subpoenaed to appear in court and/or court appearances
6. Absences while on suspension, expulsion, or exclusion from school.

EXEMPT-As per state law the following do not count as a day missed from school and students may make up all missed work for full credit.

- Pre-arranged permission to fulfill a state fair assignment such as a 4-H commitment.
- Pre-arranged permission serving as a Page in the State Legislature.
- Pre-arranged permission to help candidates on Election Day.
- Any student subpoenaed to appear in court and/or court appearances

EXCUSED- Parent must notify school of the student's absence. These absences are counted toward the accumulation per year. Students will be allowed to make up all work and receive full credit for the work. Examples include: Staying home sick without a doctor's visit and pre-arranged absences.

UNEXCUSED-These absences are counted toward the accumulation per year. Students will not receive credit for work missed during an unexcused absence.

Examples include:

1. Being truant from school – each class missed because of truancy will count toward the six-day absence quota per year.
2. Being late to class twenty (20) or more minutes, but upon review of the principal or designee, it can be changed or excused.
3. Absence while on suspension, expulsion, or exclusion from school.
4. Returning to school without a note or call from the parent/guardian.
5. **Students who bring forged notes will have their absence(s) unexcused and will be given two (2) days of In-School Detention.**

If a student reaches six (6) excused absences in one year, additional absences that year will be unexcused without a doctor's excuse.

If a student reaches ten (10) unexcused absences in one school year a report will be made to Child Protective Services and the Greene County Prosecutor. Parents will receive notification of absence following the fourth absence per year and the seventh absence per year. At 10 days non-certified absences in one school year parents will be notified that the report will be made.

SCHOOL NURSE

Students who are sent home by the school nurse before 9:00 a.m. will not be counted as excused.

Students will need an excuse from the doctor to get the absence excused. If a student **contacts** a parent to go home because they are sick and has not **first** been seen and approved to go home by the nurse, it will be an **unexcused absence**.

1st offence – warning

2nd offense – one day in-school suspension

3rd offence and beyond -- one day in-school suspension and an extended after school detention. Offences accumulate throughout the school year.

STUDENT RESPONSIBILITIES

EXCUSED ABSENCES:

1. On the day a student is going to be absent, not pre-arranged, it is the responsibility of the home to contact the school. A parent or guardian should call the school between 8:00 A.M. and 9:00 A.M. We are required by law to know where our students are and to know why they are not in school. If a parent/guardian does not call prior to 9:00 A.M., then the student is assumed truant. Therefore, if we have not heard from the home, school personnel will make an effort to contact the parents.
2. Upon returning to school, students should go to the office and sign in prior to their first class, or they will receive a tardy.
3. A student may make up work missed during an excused absence. However, it is the responsibility of the student to ask each teacher the day he/she returns to school as to what work is to be made up. If the absence is unexcused, any work missed may not be made up.
4. No student is permitted to leave the school grounds without permission from the office. **A student leaving school grounds without permission will be considered truant.**
5. Absence due to being suspended from a class by a classroom teacher.
6. **Absence supported by a doctor's excuse must be turned into the office within 48 hours after returning to school for the absence(s) to be excused**

NOTIFICATION TO THE GREENE COUNTY CHILD PROTECTION SERVICES AND THE GREENE COUNTY PROSECUTOR'S OFFICES

During the school year, after 10 days of student absences in any given period, the Greene County Child Protection Services office and the Greene County Prosecutor's office may be notified.

LICE

To control and eliminate head lice infestation, while ensuring that parents/guardians have an adequate amount of time to clean the child's head and the house without accumulating unexcused absences.

Parents are responsible for checking their own child's head for lice periodically. The school nurse or designated staff will check students referred by staff members including siblings and friends, as appropriate.

Children identified with head lice will be sent home. Students must be checked by the nurse or designee and found to be free of live lice, before they are permitted to return to school or ride on the school bus. Parents are responsible for transporting their child to school to have their head checked. Students are not permitted to ride the bus until they have been checked and approved to return. Immediately upon discovery of head lice, the parent/guardian will be contacted to take the child home to begin the process of cleaning the child's head and the house. It is the parent's responsibility to transport the child home promptly when notified. The day the child is sent home due to head lice will be **excused #1**.

1. The student will need to return to school, the next scheduled school day, prior to the tardy bell, to be checked by the nurse or designee. If the parent/guardian calls the student in absent for this, it will be counted as an excused absence up to two (2) days only.
 - If the child is found to be clear of all head lice, the child will then return to class.
 - If the child remains infested with head lice, the parent/guardian will take the child back home to continue the process of eliminating head lice.
 - This day will be counted as an excused absence as long as the student returned on the next scheduled school day, prior to the tardy bell-**excused #2**.
2. The student will need to follow the same process for the next consecutive school day.
 - If the child is found clear of all head lice, the child will then return to class.
 - If the child remains infested with head lice, the parent/guardian will take the child back home to continue the process of eliminating head lice.
 - This day will also be counted as an excused absence, as long as the student returned on the next scheduled school day, prior to the tardy bell-**excused #3**.
3. The student will then need to return on the third consecutive school day, prior to the tardy bell, to be checked by the nurse or designee.
 - If the child is found clear of all head lice, the child will then return to class.

• If the child remains infested with head lice, the parent/guardian will take the child back home to continue the process of eliminating head lice.

• This day and all days to follow will be unexcused absences. **Please note that this process may be used no more than once per semester. All other occurrences per semester will be unexcused days.**

* Written notes will be required from parents/guardians for absences beyond the excused days, but will be counted as unexcused.

Students who have a temperature 100.0 or above will be sent home from school. Students should be kept at home until they are fever free for 24 hours **without the use of medication.**

AUDITERIA

The Auditoria offers a well-balanced lunch at a reasonable price. There is a Class A hot lunch line, an a la carte sandwich line, and food provided by an outside vendor. In order to keep the auditoria clean and attractive, students should observe the following:

1. Empty all paper debris into paper containers.
2. Return all dirty dishes, trays, and utensils to the dishwashing window.
3. Keep table, seats to tables, and floor clean and free of debris.
4. Keep auditoria lines orderly; wait your turn.
5. No food may be taken from the auditoria.
6. All foods and drinks are to be consumed in the auditoria. Foods or drinks prepared by a class as part of the requirements of the class may be consumed inside the classroom.

A misconduct report will be issued and/or other disciplinary action taken for any violation of the above rules and regulations.

BEHAVIOR IN THE HALLWAYS AND PASSING PERIODS

Each class period has a four-minute passing period between classes. Students are to use this time for getting to the next class and any physical necessity that needs attended. During passing periods, students are to refrain from making loud noises or creating any disturbances. This includes, but is not limited to, running, whistling, loud talking, boisterousness, and similar forms of disorder in the building will not be tolerated. In extreme cases of hallway misconduct, the infraction may be treated as a 3rd offense. Teachers will issue a misconduct report to any violations of said policy and the following disciplinary action will be taken:

Note – Backpacks, purses, bulky coats and handbags are not allowed in the classroom for periods one through six. However, students may take these items to period seven. These items are to be kept in students' lockers during the day.

1st Offense	Warning with a note placed on the student discipline record.
2nd Offense	2 days After School Detention
3rd Offense	Up to 5 days In-School Suspension .
4th Offense	Up to 10 days Out of School Suspension with the recommendation of expulsion.

BELL Schedule

7:45 A.M. - Students may go to their lockers

Period 1 – 7:55 AM – 8:50 AM

Period 2 – 8:54AM – 9:47 AM

Period 3 – 9:51 AM – 10:44 AM

Lunch A – 10:44 AM – 11:14 AM

Period 4A – 11:18 AM – 12:14 PM

Period 4B – 10:48 AM – 11:44 AM

Lunch 4B – 11:14 AM -11:44 AM

Period 4B – 11:48 AM- 12:14 PM

Period 4C – 10:48 AM – 11:44 AM

Lunch 4C – 11:44 AM – 12:14 PM

Period 5 – 12:18 PM – 1:11 PM

Period 6 – 1:15 PM – 2:08 PM

Period 7 – 2:12 PM – 3:05 PM

BULLYING

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the building principal who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the building principal. This report may be made anonymously.
5. The building principal shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The building principal will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the building principal and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable

belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2
I.C. 20-33-8-13.5

CHEATING

Cheating on an assignment is not acceptable behavior at Linton-Stockton High School. Teachers will discuss the penalties for cheating with their classes. Cheating will be dealt with, but not limited to, according to the following policy:

1 st Offense	A score of zero or "F" on the assignment and the teacher will have a discussion with the student and talk to the parent(s)
2 nd Offense	A score of zero or "F" on the assignment, up to 5 days In-School Suspension , and a conference with the student's parent(s)
3 rd Offense	An "F" will be given for the grading period and can also include up to 5 days Out of School Suspension, and a conference with the student's parent(s)

In the case where the student is caught cheating on a semester final, the student will receive a zero or "F" for the final. If the course has more than one component for the final exam, the student may still be given credit for any other part.

COLLECTIONS AND DONATIONS

Students are not allowed to take up any collections or donations for any reason without permission from the Principal.

COMPUTER/INTERNET/TECHNOLOGY USE POLICY

Our Acceptable Use Policy and Use Agreement is on file in the office of the superintendent and posted on our website in the "Administration" section. All users agree to abide by the "Acceptable Use Policy and Use Agreement" when they log onto a computer within the Linton-Stockton School Corporation.

Since the computer/Internet adds great value to the curriculum, all students will be allowed to use the Computer/Internet resources of the school unless a parent chooses to specifically deny their child permission. Therefore, unless otherwise requested in writing, the school will assume the privilege of permitting all students the use of the computer/Internet resources at school.

In general, but not limited to, the following protocols and rules are to be observed when using corporation computers:

- a. Email privileges will be limited to classroom activities in which the teacher has made arrangements with the technology director about the use of email for the project. When using email for a project, the language portion of the handbook will be enforced.
- b. Do not reveal your name, personal address, phone number, or password or those of students or colleagues to others via email. Do not respond to unsolicited on-line contact.
- c. Students are not to access chat rooms, use, upload, download or distribute games, music files (unless it is part of a project), and pornographic/obscene or sexually explicit materials.
- d. Access of another student or users information is prohibited, nor are students to change settings on a computer without permission.
- e. Using computers for non-school related activities is prohibited.

Misuse of the Computer/Internet will be treated as a serious offense. Accessing an adult site(s) may be treated as a third offense. Offences accrue throughout the student's high school career.

1 st Offense	2 days Extended After School Detention and parent conference
2 nd Offense	2 days Extended After School Detention, 2 days In-School Suspension , and a parent conference
3 rd Offense	2 days Out of School Suspension and a parent conference
4 th Offense	Up to 5 days Out of School Suspension and a parent conference
5 th Offense	10 days Out of School Suspension and recommendation for expulsion

Cell Phones and electronic devices -- Students are not permitted to have a cell phone or non-school owned electronic device in their possession on school grounds during the school day from 7:55 am -3:05 pm. If a student brings a cell phone or non-school owned electronic device to school it must be kept in their locker and turned off. If a student chooses to bring a personally-owned electronic device to school, the security of the Device, (IPOD, Kindle, IPad, etc.) is the responsibility of the student. At no time will the Linton-Stockton School Corporation be responsible for preventing theft, loss, or damage to the electronic devices brought onto its property.

1st offence -- Staff who witnessed violation will confiscate the electronic device and contact parent to pick up the device in the office.

2nd offence -- Staff who witnessed violation will confiscate electronic device and take it to office personnel. Office will contact parent to pick up device in the office. Student will receive one day of in-school suspension.

3rd offence -- Staff who witnessed violation will confiscate the electronic device and take it to office personnel. Office will contact parent to pick up device in the office. Parent will be advised that student is no longer allowed to bring cell phone/electronic device on school property during school hours for the remainder of the school year. Student will receive two days of in-school suspension.

4th offence -- Student will receive two days of out of school suspension.

5th offence -- Student will receive ten days out of school suspension and recommendation for expulsion.

Some uses of electronic devices may violate other school policies and result in more severe disciplinary actions including 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 digitized 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, digitized 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 2010, 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.

COMPUTING FOR SENIOR RECOGNITION

In order to be recognized at graduation for **Valedictorian, Salutatorian and James Brown Academic Scholarships** a student must complete four calendar years of high school at Linton-Stockton High School. Because of the grade point calculations and course requirements for those honors must include four calendar years, mid-term graduates or anyone that does not complete four full years of coursework at Linton-Stockton High School is not eligible for any of the previously mentioned honors. **Exception – High ability students who have earned all of their high school credits while attending Linton High School and are graduating early due to the successful completion of accelerated course work may compete in their graduating year for the above mentioned honors.**

In order to be recognized for **Senior Honor Roll and receive honor cords** students must have achieved a minimum grade point average of a 3.0. Note – Students who graduate in less than four years may also be recognized for Senior Honor Roll if they achieve a minimum grade point average of a 3.0.

It is also important to note that if any student wants to participate in any extracurricular activity, he/she must be enrolled as a full time student and meet the ISHAA academic guidelines. Therefore, students that graduate at the end of Term 1 or Term 2 are not eligible for participation in any extracurricular activity once they graduate at the end of Term 1 or Term 2

DISCIPLINE AND CORPORAL PUNISHMENT

School personnel have broad discretionary authority to respond to, intervene, and adjust for any unauthorized or improper words, actions or dress of a student.

Obedience to a properly constituted authority is an important part of citizenship training. Because of the position he/she holds, every teacher is entitled to the respect of the pupils and obedience to reasonable rules and regulations. The teacher must see that proper respect, courtesy and obedience are forthcoming from the pupils.

Principals in their schools and teachers in their classrooms are authorized and expected to formulate and enforce reasonable rules and regulations to provide good pupil discipline and obedience. Disciplinary action will be taken by school personnel in accordance with, and pursuant to, the Student Due Process Law.

In matters of discipline, it is assumed that a professional attitude will be maintained and that the welfare of the pupil will be the objective. Most cases of disobedience can be corrected without **corporal punishment**. However, corporal punishment may be used. It must be reasonable and be administered by the teacher, principal and/or assistant principal in the presence of an administrator.

DISCIPLINE AND DUE PROCESS POLICY

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY TEACHER:** 1) A middle school, junior high, or high school teacher may remove a student from the teacher's class or activity for a period of up to five (5) school days if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL PRINCIPAL:** 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.
3. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

GROUND FORSUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in section A. below apply when a student is:

- a. 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 (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

A. Student Misconduct and/or Substantial Disobedience

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, 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.

- e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.

16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.
25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.
26. Sending, sharing, 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 electronic device.
27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

B. Possessing A Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following **devices** are considered to be a firearm under this rule:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive

- the frame or receiver of any weapon described above

- any firearm muffler or firearm silencer

- any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device

- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter

- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled

- an antique firearm

- a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes

3. For purposes of this rule, a destructive device is

- 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,

- 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

- 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.

4. 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.

5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

C. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.

2. 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, 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.

- a biological disease, virus, or organism that is capable of causing serious bodily injury.

3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent (*shall immediately*)(*may*) notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Unlawful Activity

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. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

E. Legal Settlement

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

RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision 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 will consider the appeal unless it has voted not to hear any student appeals of expulsion. 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.

STUDENTS ARE NOT ALLOWED ON CAMPUS OR PERMITTED TO ATTEND OFF CAMPUS SCHOOL SPONSORED ACTIVITIES DURING SUSPENSION OR EXPULSION AT ANY TIME.

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 with 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 dates of the suspension; describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES

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

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 and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights 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 the date, time, place, and purpose of the 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 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 the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

SUSPENSION, EXPULSION, AND EXCLUSION AS PERTAINING TO ATTENDANCE AND EVENTS

Students who are suspended, expelled or excluded from school are not permitted on school property during the regular school day. This does include lunch. Additionally, any students who are suspended, expelled or excluded from school are not permitted to participate in any school-sponsored activities. This also applies to all extracurricular and co-curricular events. **Students who violate this rule will be suspended for up to ten school days and may be recommended for expulsion.** Teachers will count the absences as unexcused and students will only be allowed to make up major tests and projects. **If students are suspended, expelled, or excluded from school for a Friday or any day before a weekend or a school break, the suspension, expulsion, or exclusion does carry over to the next school day.** For example, if a student is suspended, expelled, or excluded from school on a Friday and the next school day is Monday, then the suspension, expulsion, or exclusion will include any and all activities on Saturday and Sunday.

DRESS CODE-GRADES 9 - 12

The purpose of this set of codes is threefold:

1. To set the limits of what are acceptable dress and grooming in school.
2. In recognition of the identity of the school as a place for teaching and learning, to encourage that code of dress and grooming which is conducive to establishing a climate which is conducive to such teaching and learning.
3. To reflect the concern of students, parents, teachers, and administrators with those factors of dress and grooming which may affect the education of young people in the democracy.

Types of school dress which are prohibited during the regular school day:

1. Anything worn, which creates a disturbance, has negative or violent message; has obscenities/vulgarity or encourages inappropriate behavior.
2. Headwear inside the buildings during school hours unless approval has been given by the Principal.
3. Clothing that advertises alcoholic beverages, tobacco and/or illegal drugs.
4. Revealing fashions; i.e., extreme slit skirts, cut-outs, spaghetti straps, bare midriffs, tube tops for girls, all see through clothing, and mini-skirts. Point of emphasis: **All tops must have sleeves and reach below the waist of the pant or other clothing so during the normal course of stretching, bending, kneeling, or sitting the body stays covered, and cleavage must be covered. Students may wear yoga or stretch pants as long as their top reaches mid thigh.**
5. Undergarments worn as outerwear.
6. Skirts, dresses, shorts, slacks, or clothing that is a disruption to the educational process will not be allowed. Point of emphasis: The bottom of the skirts, dresses, and shorts must touch the student's knees.

7. Footwear is to be worn that is intended for use inside the home, such as but not limited to shower clogs and bedroom slippers.
8. Jewelry, buttons, wallet chains, or other forms of ornamentation which are distracting, espouse violence, express violence, express obscenity, or call for an illegal act. Other than the ear, one visible body piercing may be worn.
9. Sunglasses during school hours. Prescription glasses from an optometrist are exempted.
10. Clothing, jewelry, or hair style which creates a disturbance, interferes with the learning environment, or expresses and/or implies obscenities or vulgarity. This includes clothing that mimics jail or institutional attire, have offensive gestures, provocative slogans, or can be misconstrued as offensive, including a phrase that could have a risqué or suggestive meaning.
11. Apparel or ornaments that can be used as a weapon or when pulled upon by another student could cause physical harm.
12. Mesh shirts unless a shirt is worn underneath.
13. Fashions that do not adequately cover the body. Point of emphasis: All blouses, t-shirts, or shirts must cover the body in such a way that when the student, in the normal course of stretching, bending, kneeling, or sitting the body stays covered.
14. Pants or other forms of dress whose waistline does not reach above the hips: pants that excessively drag behind the student.
15. Clothing with holes exposing skin above the knee

At the request of the Principal or Assistant Principal, a student may be asked to make a change of clothing.

For the safety of the students, certain classes may require certain types of clothing. In those situations, the student will be required to follow instructions; i.e., shop classes, science lab classes, physical education classes.

Certain types of plays, skits, and special programs may require certain types of clothing. In those situations, the students will be required to follow instructions of the sponsors and/or the Principal.

Violations to any of the above will result in one of the following disciplinary actions:

1. The student will make the appropriate change to meet the regulation and a warning will be placed in the student's discipline file. Use of class time will be unexcused.
2. 1 Day Extended After School Detention.
3. 1 Day Extended After School Detention and 1 Day In-School [Suspension](#)
4. Up to 5 days In-School Suspension.
5. Up to 5 days Out of School Suspension
6. Additional Offenses – Up to 5-10 days Out of School Suspension with the recommendation of expulsion.

DROP / ADD POLICY

Each year in the spring many hours are spent with students to help them plan their schedules for the next school year. Our students determine, by their class selections, how many sections are needed for each course, and in some cases, which electives will be taught. Staffing for the coming year is determined by the number of courses sections needed to meet the needs of our students. Scheduling is a fundamental step in the educational process and is taken very seriously by all those staff members involved. It is hoped that students and their parents will approach scheduling for the coming school year with the same seriousness of purpose.

The drop/add policy for Linton-Stockton High School is as follows:

- Once a proposed schedule is turned in to the guidance office, no changes may be made until after the scheduling process is completed.
- During the summer, no changes may be made except in one case. If a required class was failed during the preceding year, it may be added and the schedule changed accordingly.
- At the beginning of the school year, no schedule will be changed except in rare cases. For example, if a student must add a course for college admission, the schedule may be changed, if there is class space available.
- Between semesters only two types of changes will be possible, those generated by a teacher and those for seniors who have failed a course required for graduation.
- No change will be made after the fifth day of the semester.

As students are scheduled, Linton-Stockton High School is making a commitment to its student body to provide the best education possible. It is also felt that the student body must in turn be committed to following through with

course selections. While some schedule changes are necessary, given the amount of time needed to successfully schedule our students, large numbers of changes are not possible or feasible. Students will receive a "WF" if a course is dropped before the end of the semester.

DROPPING OUT OF SCHOOL FOR STUDENTS UNDER 18

According to House Enrolled Act 1347, a student younger than 18 years of age may only receive permission to drop out of school for medical reasons, financial reasons, or with the permission of a court. Therefore, written documentation of one or more of these areas must be presented to the high school principal by the student and the parent or legal guardian when requesting to drop out of school.

DRUG TESTING PROGRAM

The Board of School Trustees of the Linton-Stockton School Corporation recognizes that the misuse of drugs/alcohol/tobacco is a serious problem with legal, physical, and social implications for the entire community. As the educational institution of this community, the school should strive to prevent substance abuse and help substance abuse users with education, rather than punitive means.

Indiana Code 20-8.1-7 sets out health measures to be governed by school officials. Most specifically, IC 20-8.1-72 establishes the responsibility of school to assist children found to be ill in need of treatment.

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

This program does not affect current policies, practices or rights of the Linton-Stockton School Corporation regarding drug/alcohol/tobacco use, where there is reasonable suspicion by means other than drug testing through this policy.

PURPOSE

The purpose of this program is:

1. Intended as an integral component of the overall physical and mental educational program of Linton-Stockton High School.
2. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use drugs detrimental to their health.
3. To provide a medical diagnostic aid to disclose possible drug related problems and to provide opportunities for early assessment.
4. To prevent students from participating in activities, parking on school property, taking drivers education while he/she has drug residues in his/her body.

SCOPE OF PROGRAM

The testing policy of Linton-Stockton High School will include the following two groups:

(1) RANDOM TESTING and (2) INDIVIDUALIZED "REASONABLE SUSPICION" TESTING

1. RANDOM TESTING will be used for students who:
 - a. Are involved in athletics and/or any school sponsored extracurricular activity.
 - b. Drive to school and/or enroll in driver education.
 - c. Are under 18 and a parent or guardian elects to enroll them in the program and/or any student who volunteers to be included in the program.
2. INDIVIDUALIZED "REASONABLE SUSPICION" TESTING will be used for students who:
 - a. Exhibits a "REASONABLE SUSPICION" of Drug/Alcohol use. Students who use or abuse drugs and/or alcohol often exhibit negative behaviors and/or display other indicators of drug or alcohol use. These indicators can include, but are not limited to, the following: mood swings, aggressive or lethargic behavior, fighting, risk-taking behavior, paranoia, bragging or talking to other students about drug and/or alcohol use, psychosis, loss of interest in school and favorite activities, drastic change in dress, declining grades, poor grooming, rapid weight loss, truancy or excessive tardiness and/or absence, isolation from friends and family, depression, or withdrawal. Such students are at higher risk relative to academic performance and social interaction.

b. DEFINITION OF "REASONABLE SUSPICION"

As used in this policy, "reasonable suspicion" relies upon and includes but is not limited to: observation of negative behaviors and actions based upon the aforementioned indicators of a problem; specific observation of inappropriate or unusual behavior; body odors or speech of a student; information received from staff members, parents, students, school employees or detection devices/services; the past record of a student in connection with the above listed factors; and/or an accident involving a motor vehicle before, during, or after school hours, at school, or at a school function.

- c. The administration reserves the right to test a student, at any time, based upon "reasonable suspicion" of drug and/or alcohol use. A refusal to submit to a drug/alcohol screening test by a student under reasonable suspicion or random drug testing will be considered the same as if one had tested positive for drug/alcohol use.
- d. The administration will document the indicators and provide a copy to the students and parents.

TESTING PROCEDURES

1. The selection of students randomly tested and the actual testing will be carried out by Mid-West Toxicology, Inc. in compliance with all federal statutes concerning random drug testing. **Note – Students who are selected for drug testing will be given two hours to provide a urine specimen. Students who do not provide a urine specimen within the allotted time will be given one business day to undergo a drug test at their own expense from a licensed drug testing provider. If the student does not provide the results of their independent drug test to the school from a licensed drug testing provider within one business day he or she will receive an automatic positive. Students who receive a diluted specimen result will be retested. If the second test results in a diluted specimen the test will be considered positive. The student will then follow the normal procedures for a positive test.**

CONSEQUENCES FOR RANDOM TESTING AND INDIVIDUALIZED "REASONABLE SUSPICION" TESTING

These occurrences listed below are cumulative over the entire years of the student's high school tenure at Linton-Stockton. These consequences are not solely within one school year. The consequences then accumulate over the entire tenure as a student of Linton-Stockton High School.

TOBACCO -- First and any Occurrence

The parents and/or guardian along with participants' coach/sponsor will be notified.

ALCOHOL/DRUGS

CONSEQUENCES FOR VIOLATING THE DRUG POLICY FOR RANDOM TESTING AND INDIVIDUALIZED "REASONABLE SUSPICION" TESTING

First Occurrence

1. Parents will be notified in writing of the results of the test. If the test is positive, the administration will meet with the student and parent to discuss the results and consequences.
2. If the test is positive, the student will not be allowed to participate in any school-related activity; athletics, extra-curricular activities, driver education, after school activity, or park on school grounds until a retest shows negative results.
3. If the test result is positive, the student will be periodically retested for the remainder of the school year with the first retest being administered after there has been sufficient time for the illegal substance to leave the student's system, but no sooner than 10 days.
4. If the student tests positive, the parents will be provided with information about counseling and drug education programs.
5. Any student testing positive will be subject to the regulations governing any sport or activity in which they participate or in any organization to which they belong.
6. If a student tests positive, the student will be given three (3) days of in-school **suspension**.
7. If a student is on Probation, the Probation Department will be informed if a student tests positive.

8. The student may be suspended from school.

Second Occurrence

1. The student will not be allowed to participate in athletics, school clubs, attend any after school activity, and participate in any extra-curricular activity, be enrolled in driver education, or drive to school for one calendar year from the date of the second positive test. At the end of this period, the student must retest with negative results before he/she may participate in any of the aforementioned activities.
2. The student will be given five (5) days of in-school **suspension**.
3. The student must agree to a drug intervention assessment interview.
4. The student may be suspended from school.

Third Occurrence

1. If a student tests positive a third time, he/she will not be allowed to participate in athletics, school clubs, attend after school activities, participate in extracurricular activities, and be enrolled in driver education, or drive to school for the remainder of his/her tenure at Linton-Stockton High School.
2. The student must attend a recognized drug awareness rehabilitation program. The cost for the program will be the student's responsibility.
3. The student may be expelled from school.

OTHER CONSEQUENCES

A student will be subject to the retest policy if there is:

1. Notification to a school official by verified police report or court action.
2. Self-admission of a violation by the student or the student's parent or guardian.

CONFIDENTIALITY

Under the drug testing program, any staff, coach, or sponsor of Linton-Stockton High School who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation.

OTHER RULES

Apart from this drug testing program, Linton-Stockton High School athletic teams and the coaching staff have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will also be subject to the consequences as defined in those rules and requirements.

CONSENT

The Linton-Stockton High School Drug Testing and Education policy is a part of the Student Handbook and has been approved by the Board of School Trustees. Indiana state law requires that we ask you to acknowledge in writing that you have reviewed a copy of the student Handbook, which contains school policies. By allowing a student to attend Linton-Stockton High School, the parent consents to all school policies contained in the Student Handbook. Failure to sign or return the form does not affect the student's responsibility to act in accordance with the policies in the handbook.

FINANCIAL RESPONSIBILITY

1. The Linton-Stockton School Corporation will pay for the INITIAL random drug tests.
2. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent or guardian.

ELEVATOR USAGE

The elevator in the building is to be used primarily for students that have legitimate problems navigating the stairs. Only those students who have a legitimate physical need will be given permission to be on the elevator. Any student, who has a reason why he/she cannot use the stairs in the building or sustains an injury making using the stairs impractical, will report to the office and will be given instructions about using the elevator. Students, who use the elevator and are not cleared by the office, will face the following disciplinary action:

1 st Offense	A verbal warning with a written warning placed in the student's discipline file
2 nd Offense	Up to 3 days In-School Suspension
3 rd Offense	Up to 3 days Out of School Suspension
4 th Offense	Up to 10 days Out of School Suspension with recommendation of expulsion

EXTRA-CURRICULAR SCHOLASTIC GUIDELINES

A student must meet the Indiana High School Athletic Association scholastic standards in order to participate in any extracurricular activity. According to IHSAA Rule C-18-1, "students must receive passing grades at the end of their last grading period in school in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take and must be currently enrolled in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take. Semester grades take precedence.

Two semesters of the state required physical education course may be counted as a full credit subject for eligibility purposes even though a full credit is not granted by the Department of Education.

Therefore, under our seven period school day, to be eligible for participation in any extracurricular activity, students must receive passing grades for the last grading period in at least five (5) full credit subjects, and students must be enrolled in at least five (5) full credit subjects.

This requirement applies to all students who participate in any or all of the extra-curricular activities listed in Appendix B of the Classroom Teachers Association contract with the Linton-Stockton School Corporation.

Additional Points of Clarification

1. Eligibility and ineligibility occurs on the prearranged certification date with the Indiana High School Athletic Association. If a student is ineligible, then he/she cannot participate until he/she regains eligibility at the next certification date.
2. Each sponsor/head coach is responsible for checking student member eligibility and notifying students of their eligibility status. This will be done in a manner that insures proper student participation.
3. Each sponsor/head coach is responsible for structuring assistance to students in meeting the eligibility requirements.
4. Each building level principal is responsible to see that the guidelines are followed.

FALSE ALARMS

Students guilty of sounding the fire alarm, the tornado alarm, or calling in a bomb threat will be suspended from school for 10 days with the recommendation of expulsion. Additionally, bomb threats are punishable by federal law.

FIRE AND DISASTER

Fire and disaster drills are held throughout the school year. Detailed instructions will be discussed with students by teachers. Also, instructions are posted in each classroom.

GRADES OF INCOMPLETE WORK

With cases in which students have not completed work during a grading period, a grade of incomplete (I) may be given. **If this work is not completed by one (1) week after the grading period ends, the**

grade automatically becomes an "F". The student bears the responsibility of arranging the completion of this work.

GRADING

The following grading system will be used by all teachers in all Linton-Stockton High School courses. The scales below will be used to determine nine-week grades, semester final examination grades, and semester grades. There is no rounding up for grades.

<u>Percentages</u>		<u>Point Values on the 4.000 Scale</u>	<u>Point Values on the Weighted Scale (AP Classes Only)</u>
A	100 – 92	4.000	5.000
A-	91 - 90	3.667	4.667
B+	89 - 88	3.333	4.333
B	87 - 82	3.000	4.000
B-	81 – 80	2.667	3.667
C+	79 - 78	2.333	3.333
C	77 - 72	2.000	3.000
C-	71 - 70	1.667	2.667
D+	69 - 68	1.333	2.333
D	67 - 62	1.000	2.000
D-	61 - 60	0.667	1.667
F	Below 60	0.000	0.000

The semester grade is a cumulative grade. In order for a student to earn credit for the course, he/she must:

1. Pass two of three grades for the semester. (Two 9- week grades and the semester final examination) **AND**
2. Earn the point value of at least a D- on the following grade range:

	<u>Semester Grade Range</u>
A	4.000 - 3.834
A-	3.833 - 3.500
B+	3.499 - 3.167
B	3.166 - 2.834
B-	2.833 - 2.500
C+	2.499 - 2.167
C	2.166 - 1.834
C-	1.833 - 1.500
D+	1.499 - 1.167
D	1.166 - 0.834
D-	0.833 - 0.500
F	Less than 0.500

Semester grades are determined in the following manner:

1. Determine the point values for the two 9-week grades and the semester final examination by using the appropriate Point Value Scale listed above.
2. Multiply the 9-week grades' point values by two (2) and add them to the point value of the semester final examination.
3. Divide the total by five (5).
4. Determine the grade by using the Semester Grade Range listed above.

GRADUATION POLICY

In order for a senior to participate in senior honor day activities or commencement exercises he/she must meet all of the graduation/certificate of completion requirements of the State of Indiana and the Linton-Stockton School Corporation.

HIGH ABILITY STUDENTS

Linton-Stockton School Corporation: High Ability Programs and Services

High Ability Mission Statement

"Linton-Stockton School Corporation will strive to identify and meet the needs of high ability students with a challenging, differentiated curriculum allowing them the opportunity to work at an appropriate pace and level in mathematics and language arts." (Adopted Nov. 19, 2007)

Definition of High Ability

"Students with high ability perform or show the potential to perform at remarkably high levels of academic accomplishment in math and/or language arts when compared with others of their age, experience, or environment. Linton-Stockton School Corporation recognizes there are such students in all cultural and economic groups and strives to identify high ability students K-12 in order to provide the challenging curriculum and instruction they need to develop their potential." (Adopted Nov. 19, 2007)

Refer to school website for further information on high ability.

HONOR ROLL

DISTINGUISHED HONOR ROLL	For students not receiving a grade less than an "A-" in any subject for the final grade in a grading period.
HIGH HONOR ROLL	For students receiving A's and B's " in all subjects for the final grade in a grading period.
HONOR ROLL	For students receiving all B's in all subjects for the final grade in a grading period.
SENIOR HONOR ROLL	For students receiving a "B" average (3.000) or better and meeting all requirements for graduation as set by the Linton-Stockton School Corporation.

PLUSES (+s). and/or MINUSES (-s) will count in determining Honor Roll and in determining the cumulative grade point average.

IN-SCHOOL SUSPENSION

In-School Suspension is a discipline alternative for the student who would otherwise be suspended from school or expelled. The program requires the student to attend In-School Suspension from 8:00 AM to 3:03 PM. Students must report to the assigned room by 7:55 AM. Students are required to bring their own books, pencils, paper, planner and other needed materials. All work will be turned in at the end of the day. Students will be awake and alert, and working on school related materials at all times. Students will be permitted to eat only during the assigned lunch period. If all the assigned work is completed, the student will ask the supervisor for additional work.

If a student does not follow the rules or misbehaves in the in-school suspension room the following penalties will occur:

First misbehavior -- The student's homework will not count.

Second misbehavior -- The student will receive up to five (5) days of Out of school suspension.

When a student receives a total of five (5) In-School suspension days, the next discipline the student receives will result in 3-5 days of Out of school suspension. When a student receives another discipline referral after that Out of school suspension, the student will receive 5-10 days of Out of school suspension and recommendation for expulsion.

LOCKERS

Lockers are assigned at the beginning of the school year by the office. Students are charged \$1.00 per year. Students are to keep their lockers neat and locked. Students must keep the following items secured in their own lockers if worn or brought to school (but is not limited to): backpacks, book bags, coats and jackets (which include

items that are intended for outdoor use or wear). **According to law, lockers may be opened by administrators at any time that is considered necessary.** Do not paint or place decals or other foreign substances on the lockers.

LUNCH HOUR ACTIVITIES

For Grades 9 - 12

The high school has a closed campus for all students (grades 9-12). All food eaten in the school building during the regular school day, 7:45 AM – 3:20 PM, must be eaten in the Auditoria with the following exceptions:

1. Food cooked inside a classroom for instructional purposes.
2. Food brought inside a classroom with permission from the Principal.

In addition, all students must stay in the Auditoria during their respective lunch hour. Students are not permitted to enter into any hallway or classroom on either floor during their lunch period without approval from the principal or his designee.

MAKE-UP WORK AND DETENTION

All teachers are assigned to a classroom for the purpose of: tutoring, counseling, or issuing make-up exams. Students needing to make up tests, those needing special help from a teacher, or those who are requested to remain after 3:05 P.M. by a particular teacher for a specific purpose will be dismissed at 3:20 P.M.

Teachers may request students to remain until 3:15 P.M. for misbehavior. At least one day advance notice will be given. **Students who fail to report will be given one day of In-School Suspension.**

In all cases, when a teacher assigns after-school detention for misbehavior, tardies, or other infractions, the student will report to that teacher's room for serving the after-school detention. Students who fail to attend the session for tutoring, making up work, or detention because of illness or legitimate emergency must report to the teacher the day he/she returns to school, and that teacher will have the option of setting another day for the student to report from 3:05 PM - 3:20 P.M. Students who work and are requested to remain after 3:05 P.M. will need to make arrangements with the employer to be late on that day. **Students are to remember that school work is their number one priority.**

Students who are assigned after-school detention by the principal or his designee will report to the assigned room for detention at the specified date and time.

MEDICATION

No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine, and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.

No student shall be allowed to keep medicine at school except as provided by state law. Any medicine to be administered to a student shall be brought to either the principal's or school nurse's office where it will be kept in a secure place.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training from a practitioner or a registered nurse and such training shall be documented in writing by the practitioner or registered nurse and kept on file in the school building office.

Unused medicine by a student may be sent home through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. Unused medicine may be sent home with the student only with the written permission of the student's parent.

PESTICIDES

The Linton-Stockton School Corporation 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.

Pesticides will be applied by certified pesticide applicators and, when possible, when students and staff members are not present, such as during non-instructional time or school vacation periods.

The Corporation will:

- A. Inform annually parents and staff members of the Corporation's pest control policy.
- B. Provide the name and phone number of the person to contact for information regarding pest control.
- C. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
- D. Provide notice of all pesticide applications to school nurses.

The Corporation will provide notice at least forty-eight (48) hours prior to the date and time the pesticide application is to occur to those who have registered. 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 shall give notice as soon as possible.

PLAGIARISM

Turning in an assignment that is not your work but taking credit for it without giving the original author credit is plagiarism. Plagiarism is not acceptable behavior at Linton-Stockton High School. Teachers will discuss the penalties for plagiarizing with their classes. **Plagiarizing will be dealt with in the identical manner as Cheating and the same penalties apply.**

PROPER SCHOOL LANGUAGE

Spoken, written, or gestured obscene and/or profane language is forbidden at Linton-Stockton High School. Use of language that is obscene and/or profane will result in disciplinary action. Note – Student misconduct or disobedience that takes place at the time of the improper language will be treated as a separate offense.

1st Offense	1 day In-School Suspension
2nd Offense	3 days In-School Suspension
3rd Offense	3 days suspension from school
4th Offense	5 days suspension from school
5th Offense	10 days suspension from school with a recommendation for expulsion

Toward a Corporation Employee

1st Offense	3 days suspension from school
2nd Offense	5 days suspension from school
3rd Offense	10 days suspension from school with a recommendation for expulsion

RELEASE OF NAMES/ADDRESSES

Unless otherwise requested in writing, the school will assume the privilege of releasing student names and/or addresses for publication to go along with honor lists, newspaper, photographs, articles, parent club information, college and university admission, etc.

Names of parents and phone numbers will be released to parent club committee members/officers for personal contact regarding club matters. Any parents not wishing to have their names released should submit a statement in writing to the building principal.

REPORT CARDS

A report card will be mailed home at the end of each school year.

REQUIREMENTS TO HOLD OFFICES

Students running for a Student Council or a Class Office must have and maintain a 2.5 grade point average or better for the previous academic semester. If this average is not maintained during the year, the officer will be declared ineligible. Students will not be allowed to run for office and may be removed from office should they be suspended from school or have substantial disciplinary incidents.

RESTROOMS ARE NOT 'SICKROOMS'

A favorite excuse for missing a class is that, "I was in the restroom sick." This excuse is not acceptable. If you are ill and must go to the restroom, ask a friend or other student to notify the office immediately. **Notifying the office after you have missed a class will result in the absence being unexcused.**

RIGHTS AND PRIVACY

In 1973, the Congress passed the Family Educational Rights and Privacy Act. This law gives students, if they are "an eligible student", or their parent or guardian, certain rights regarding their education records. An eligible student is one who has reached the age of 18 or is attending any school after graduation from high school.

The law requires that schools receiving Federal funds must:

1. Allow the parent or eligible student to review and inspect the student's record. This rule does not apply to records made and kept by one person, such as a psychologist or social worker, which are not shared with anyone but a substitute for that person.
2. Give the parent or eligible student the chance to challenge the records in a hearing to make sure that they are not misleading or inaccurate.
3. Obtain written permission from the parent or eligible student before revealing the records to other persons.
4. Notify parents or eligible students of their rights under this law. There are some exceptions to Rule Number 3, above. School personnel may show or turn over records without permission to:
 - a. Other officials of the same school.
 - b. Officials of other schools in which the student seeks or intends to enroll.
 - c. Certain Federal, State and local authorities performing functions authorized by law.
 - d. Individuals or organizations in connection with a student's application for or receiving financial aid.
 - e. Court or law enforcement officials, if the school is given a subpoena or court order.

Also, in an emergency, the school may turn over records if failure to do so would probably result in a threat to the health or safety of the student or others.

SCHOOL CLOSING

During inclement weather, reports of school closings or delays due to ice, snow or other hazardous conditions will be given on WBTO radio and WTWO television (Channel 2) stations. Do not call school personnel concerning such matters.

SCHOOL PHONES

Students are not permitted to use any school telephones during the school day, except in case of emergency, in which case the telephone call must be made in the main office. Students must ask permission to use the telephone in the main office before use.

SEARCH AND SEIZURE, PROCEDURE, USE OF EVIDENCE

- A. As used in this section, "reasonable cause for a search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
 1. Evidence of a violation of the student conduct standards contained in the student handbook;
 2. Anything that, because of its presence, presents an immediate danger of physical harm or illness to any person.
- B. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for

maintenance and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.

1. The principal, or a member of the administrative staff designated in writing by the principal, may search a locker and its contents where the person conducting the search or the principal designating the person to search has reasonable cause for a search of the locker.
 2. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has a reasonable cause for a search.
- C. The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:
1. Searches of the pockets of the student;
 2. Any object in the possession of the student, such as a purse or briefcase, and/or
 3. A "pat down" of the exterior of the student's clothing.
- Searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement office in accordance with subsection G of this section. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student to be searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student and reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.
- D. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by a student, parent, or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or a member of the administrative staff, designated in writing by the principal, may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection G of this section.
- E. Anything found in the course of a search conducted in accordance with this section that is evidence of a violation of the student conduct standards contained in the student handbook may be:
1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.
 2. Returned to the parent or guardian of the student from whom it was seized,
 3. Destroyed if it has no significant value, or
 4. Turned over to any law enforcement officer in accordance with subsection G.
- F. Anything found in the course of a search conducted in accordance with this section that, by its presence, presents an immediate danger of physical harm or illness to any person may be seized and:
1. Returned to the parent or guardian of the student from whom it was seized
 2. Destroyed, or
 3. Turned over to any law enforcement officer in accordance with subsection G.
- G. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
1. Search any area of the school premises, any student, or any motor vehicle on school premises.
 2. Identify or dispose of anything found in the course of a search conducted in accordance with this section.

Where law enforcement officers respond to such a request, school employees may assist or otherwise participate in any search conducted.

SELLING

Students are not allowed to sell any ticket and/or merchandise of any type without permission being granted by the Principal.

SIGNS AND POSTERS

Signs and posters may not be displayed in the main building or anywhere on school grounds, without approval from the office. Do not place posters above lockers or on painted walls or on any windows.

All approved signs and posters must be removed by the end of the last day the announcement is valid.

STRIKING A FACULTY OR STAFF MEMBER

Any student who strikes a faculty or staff member will be suspended for ten days and recommended for expulsion.

STRIKING ANOTHER STUDENT WHILE ON SCHOOL GROUNDS, SCHOOL BUS, OR AT ANY SCHOOL RELATED ACTIVITY

Any student who physically strikes another student will face the following punishment, according to the force, malicious intent, and injury involved:

1st offense – 1 to 5 days suspension from school

2nd offense – 10 days suspension from school with a recommendation for expulsion from school

STUDENT COURTSHIPS

Students are expected to use good judgment and good taste in their affectionate expressions in school. Physical contact such as, but not limited to, kissing, hugging, embraces, and hand holding, etc. on the school grounds during the regular school day are not allowed:

1st Offense	Warning with a written note of the offense placed in the student's discipline file. Serious offenses may be treated up to a 5 th offense.
2nd Offense	Up to 2 days After School Detention
3rd Offense	Up to 3 days In-School Suspension
4th Offense	Up to 5 days Out of School Suspension
5th Offense	5-10 days Out of School Suspension with recommendation of expulsion.

STUDENT DISCIPLINE AND DRIVING PRIVILEGES

- A. Students who drop out of school to circumvent a driver license invalidation will still have the license invalidated. The invalidation will last until the student turns 18 or re-enrolls in school in good standing. **Dropping out of school is not grounds for invalidation.**
- B. For a second suspension, the invalidation period is 120 days; for an expulsion or an exclusion for misconduct, it is 180 days.

STUDENT DRIVING AND PARKING

Student drivers must follow safe driving procedures if they wish to maintain the privilege of driving to school. It is recommended that all students use the student parking lot when driving to school, rather than parking in the street adjacent to the school.

The following student driver regulations must be adhered to in order to maintain a safe school environment:

Regulations:

1. Excessive speed and reckless driving on or near school grounds will not be tolerated. The speed limit on campus is 10 miles per hour.
2. Students are not to be in the parking lot during school hours except when coming to school, leaving school during the school day, or going home. Loitering is forbidden.
3. Students may not park in the following areas: faculty parking lots, east of the high school gym, or in front of the high school.
4. Students may not park up next to the building at any time.
5. Motorcycles are to be parked in the student parking lot.
6. A parking decal is required in order to park in the student lot and the decal must be displayed at all times.
7. Students must enter from the west end of campus behind the high school and exit the student parking lot on the east end of the school property.
8. Students are required to park within the lined parking spaces.

Failure to follow the above regulations will result in the following consequences:

- First Offense: The student will receive a documented warning
- Second Offense: The student will not be permitted to drive or park on school grounds for six (6) weeks
- Third Offense: The student will be denied driving and parking privileges for eighteen (18) weeks.
- Fourth Offense: The student's driving and parking privileges will be revoked for one calendar year.

Any student who drives or parks on the school grounds while his/her privilege has been revoked will receive the following:

- First Offense: Two (2) days of In-School [Suspension](#)
- Second Offense: Three (3) to five (5) days of out of school suspension
- Third Offense: Five (5) to ten (10) days of out of school suspension and may be recommended for expulsion.

An application form to park an automobile or a motorcycle on school grounds must be completed and returned to the office by the end of the first week of school. Students obtaining a driver's license during the school year must have the form completed prior to parking on the school grounds.

According to law, any vehicle on school property may be searched by the administration or designee at any time deemed necessary.

IF A STUDENT DECIDES TO PARK OFF SCHOOL GROUNDS, HE/SHE WILL NOT BE PERMITTED TO GO TO HIS/HER VEHICLE DURING THE SCHOOL DAY.

STUDENT HALL PASS

Whenever a student leaves his/her classroom to go to the office, guidance office, nurse, etc. he/she must have a hall pass from his/her classroom teacher. Students are not permitted to go to their lockers during class time, unless it is absolutely necessary, and they are given permission from their classroom teacher.

STUDENT INSURANCE

The school district does not provide any type of health or accident insurance for injuries incurred by your child at school. Insurance coverage is available for purchase through Student Assurance Services and information will be given to the student the first day of school.

STUDENTS IN THE BUILDING BEFORE AND AFTER SCHOOL

High school students upon arriving to school in the morning are to report to the commons area and remain there until 7:45 A.M. At the end of the school day (3:05 PM) **students are not permitted to remain in the building after 3:20 PM unless they are under the supervision of a teacher.**

STUDENT MISCONDUCT ON A SCHOOL BUS

Disciplinary problems will be reported to the Principal or Assistant Principal and the following disciplinary actions will be taken:

- 1st Offense The student will be assigned a seat on the bus for a period of five (5) days. If the offense is extreme, fighting, abusive toward bus drivers, etc., it may, at the Principal's or Assistant Principal's direction, be treated as a second or third offense.
- 2nd Offense The student will not be permitted to ride the bus for one month.
- 3rd Offense The student will not be permitted to ride the bus for the remainder of the semester or school year.

At any time the bus driver has the authority to suspend a student from riding the bus after notifying the parent/guardian for one (1) day.

TARDY POLICY

All students who are not in their assigned classroom at the bell are considered tardy. All students who are tardy will still report directly to the classroom. Students who are not in class at the tardy bell (20 minutes after class begins) will still report to class, but will be counted as absent (not tardy) for attendance purposes.

Punctuality to class is important for the student and the smooth functioning of each class. Being consistently tardy disrupts the classroom and will be dealt with by the following **per class and 18 week grading period**.

The classroom teacher will keep track of individual student's tardies

The discipline policy for tardies is as follows (a discipline referral will be placed in the student's discipline file for all classroom detentions):

3 Tardies	Letter home or conference with parent(s)
5 Tardies	Extended After School Detention (from 3:10 PM to 5:00 PM) and letter home or conference with parent
7 Tardies	1 day In-School Suspension and 1 Extended After School Detention (from 3:10 PM to 5:00 PM) and letter home or conference with parent
9 Tardies	2 days In-School Suspension and 2 Days of Extended After School Detention (from 3:10 PM to 5:00 PM) and letter home or conference with parent
11 Tardies	Up to 5 days Out of School Suspension
12 Tardies	5-10 days Out of School Suspension with recommendation for expulsion

Each additional tardy may result in additional [disciplinary](#) measures as determined by the building administrators.

TEXTBOOKS/CHROMEBOOKS

Textbooks are available on a rental basis. They are not free. Everyone is expected to pay for his/her own textbook rental. Students that qualify for free textbook rental **are to pay** their own course fees.

All textbooks must be returned to the classroom teacher at the end of the course in as good a condition as they were when they were rented. Students must pay a **minimum** of \$5 for any damage done to rental textbooks that require repair and pay the full replacement cost of lost books. [Please refer to the Chromebook manual for specific rules and procedures regarding Chromebook fees and use.](#)

THREATENING A FACULTY/STAFF MEMBER OR ANOTHER STUDENT

Any student who physically or verbally threatens any faculty, staff member, or another student will face suspension proceedings for one to ten days with the possible recommendation of expulsion.

TOBACCO

The possession or use of tobacco and tobacco products is not permitted on the school grounds during the regular school day and school-sponsored activities, or in the buildings and school buses at anytime. If a student is in possession of tobacco and is under the age of eighteen (18), the local police will be contacted and a ticket will be issued in addition to the school penalties.

The school penalties for tobacco are as follows:

1st Offense	2 days in In-School Suspension
2nd Offense	3 days in In-School Suspension
3rd Offense	3-5 days Out of school suspension
4th Offense	5-10 days Out of school suspension from school and recommendation for expulsion.

TRUANCY

Truancy is defined as being absent from school without the knowledge or consent of the parents/guardians and the Attendance Officer. Students are to inform the Attendance Officer when leaving school for appointments, etc. Students not returning to school after being released are to call the Attendance Officer and report the absence, then verify the absence with a note from the parent upon the student's return to school or he/she will be considered truant.

Note – Truancies accumulate over the course of the school year.

1st Offense	2-days In-School Suspension
2nd Offense	3-days In-School Suspension
3rd Offense	3-5 days Out of school suspension, plus the Greene County Probation Department will be notified.

4th Offense 5-10 days Out of school suspension with the recommendation of expulsion, plus the Bureau of Motor Vehicles for the State of Indiana will be notified.

TUTORING/STUDY TABLES

Teachers will be available for [study tables](#) before and after school. Students need to make prior arrangements with their classroom teachers [to schedule their study](#) sessions. Students are encouraged to seek help from fellow students. Fellow students can provide valuable help and assistance.

VACATIONS DURING SCHOOL ATTENDANCE DAYS

All vacations, during school attendance days, must be prearranged with school administration, parents, and teachers at least five (5) school days prior to the vacation. These days are counted as days absent from school and will be counted toward the absence quota.

VENDING MACHINES

Vending Machines in the high school will be for student use at the following time: before school to 7:45 AM, during A, B and C lunch, and after 3:05 PM. Students are not permitted to take beverages, candy and food from the commons area at any time during the regular school day. Note – Students are not allowed to have caffeinated energy drinks during the regular school day.

Violation of this policy will be dealt with as follows:

1 st Offense	Warning with the food/drink item(s) confiscated and a note placed in the student's discipline file
2 nd Offense	Up to 5 days After School Detention
3 rd Offense	Up to 5 days Out of School Suspension

VISITORS

Visitors are not allowed, unless permission is granted by the Principal or Assistant Principal. School visitors shall report to the administrative offices before going to other parts of the building. We welcome parents and patrons of the school district. Graduates will be permitted to visit specific persons and classes only with special permission from the office.

Do not ask to bring high school, junior high or elementary student visitors during times when their schools are in session. Students from schools in the surrounding area will not be allowed to visit when their schools are not in session.

If you wish to bring a non-local visitor to school, you should first obtain a permission form, which must be signed by all of your teachers and the Principal or Administrative Principal two **days** prior to the visit. Pre-school children and/or elementary students (K-6) will not be given permission to visit classes.

WORK PERMITS

In order to get a work permit, a student must first pick up an "Intent to Employ" card from the high school office. This card must be filled out by the parent and the prospective employer and returned to the office before a work permit may be issued. Work permits will not be issued to students who do not pass five (5) of the six (6) full credit subjects the preceding grading period. Also, existing work permits will be revoked based on the same criteria. The Bureau of Child Labor will be notified as well as the local employer. If the preceding grading period was the end of the semester, then a student must have received four passing final grades. This policy is the same policy that is in effect for extracurricular participation and eligibility. The work permit will be reissued when a student passes five (5) of the six (6) full credit subjects in the next grading term. It is the responsibility of the student to request that a work permit be re-issued if his/hers has been revoked.

PLEASE CONTACT ONE (1) OF THE FOLLOWING INDIVIDUALS IF YOU FEEL YOUR CIVIL RIGHTS HAVE BEEN VIOLATED:

Section 504

Contact:

(Non-Discrimination for the Handicapped)

Mrs. Alicia Cornelius, High School Principal
10 NE H ST
Linton, IN 47441
(812)847-6024

Civil Rights

Contact:

Mr. Nick Karazsia, Superintendent
801 N.E. First Street
Linton, Indiana 47441-1199
(812) 847-6020

Title IX

Contact:

(Non-Discrimination/Sexual Harassment)

Mr. Nick Karazsia, Superintendent
801 N.E. First Street
Linton, Indiana 47441-1199
(812) 847-6020

A.D.A.

Contact:

(Americans with Disabilities Act)

Mr. Nick Karazsia, Superintendent
801 N.E. First Street
Linton, Indiana 47441-1199
(812) 847-6020

It is the policy of the Linton-Stockton School Corporation's Board of Education not to discriminate in its operation of education programs and activities nor against any student, employee or potential student or employee, on the basis of sex, race, color, natural origin (including limited English proficiency), age, or handicap, per Section 504 of the Rehabilitation Act of 1973 as amended.