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<td>Time Schedule</td>
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<tr>
<td>Visitors</td>
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As we begin the 2013-2014 school year, it gives me great pleasure, on behalf of the faculty and staff, to welcome you to South and wish you good luck for the coming year. We are pledging our full support in helping you achieve your goals and as our school mission states, we hope to provide you with an atmosphere that is conducive to your development as a high school student and as a person in later life. Your commitment, dedication, and desire to be a learner is vital to helping us achieve our mission.

Now is the time to lay the foundation for your future. A high school diploma is a significant achievement, but it is not enough to ensure your success. In addition, there needs to be a solid record of academic achievement, participation outside the classroom and a good record of attendance. These are elements that may seem small, but they help open doors and create opportunities for you after high school.

High school is intended to be a tremendous growth experience for you and a time that you can reflect on in later years with pleasure. Your personal growth will be greatly enhanced if you become involved in a variety of school activities and get to know the people at South. Without a doubt, the students, faculty, and staff are our greatest resource, and each of us needs to make an effort to support each other.

Bloomington High School South is a school rich in tradition with an outstanding reputation for success. Help add to that tradition, and take full advantage of everything South has to offer. It is great to be a Panther!

With Panther Pride,

The Bloomington High School South Administration, Faculty and Staff

Dear Old B.H.S.

(By Mary Steen, Class of ’30 to the tune of Washington and Lee Swing)

Now here’s to you our dear Old B.H.S.
We’ll fight for you and do our very best
We know our team will win that game tonight,
And we are here to help the cause,
Come on let’s fight

We’ll win that old ball game; we’ve got the pep,
We’ll make that other ball team lose their step
Now here’s to you our honor defend,
You can win,
B! H! S!

Foreword

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board Policies and Guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep it available for frequent reference.

This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and the School’s rules as of the writing of this document. If any of the policies or administrative guidelines are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members’ directions and obey all school rules. Disciplinary procedures are designed to ensure due process before a student is disciplined because of their behavior. Adult students (age eighteen (18) or older) are expected to follow all School rules. If residing at home, adult students should include their parents in their educational programs.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child’s teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at School prepared to learn. It is the student’s responsibility to arrive on time and be prepared to participate in the educational program. If for some reason this is not possible the student should seek help from their principal or their guidance counselor.

PANTHER PLUS and PACE

It is the expectation of the South faculty, that students complete all of their work. If students are not actively keeping up with their work, there is a greater likelihood that course failure will result. Therefore, if students are missing assignments or failing courses, they will be expected to complete that work during Panther Plus or PACE.

Panther Plus is time built into the school day to provide timely, directive and systemic support for students. Opportunities for support are provided in every class, and activities include assistance with homework, writing papers, test make up, test retakes, and a variety of enrichment activities.

PACE takes place both during the school day during Panther Plus and after-school. PACE is our attempt to make sure that every student stays current with homework and develops the skills needed to successful learn new material. During PACE, students are expected to complete the work that is missing for a class.

Parents can support our goal for homework completion by regularly checking grades on family access.
1. **Login**
   Enter Skyward user name and password at [Bloomingtonsouth.org/plus](http://Bloomingtonsouth.org/plus)

2. **Click Select**
   **Click Select Activity**
   - Click the appropriate course specific lab and day(s) to attend
   - Labs are run by course not by department.
   - Select the correct course!
   - If you make a mistake you can click **edit** and change it before Friday.

3. **Register by Thursday to give yourself plenty of time**
   - Teachers have the final vote on where you go, so if you have a good reason to attend a different lab, discuss with your teachers prior to the day of the lab.
   - If you register for a lab, you will be allowed to make a change during the week.
   - If you are registered by a teacher, you will not be allowed to change the lab.

4. **Schedules are distributed during SRT on Monday**
   - You can go on-line if you are absent Monday.
   - You can go see your SRT teacher Tuesday for your schedule.
   - WRITE DOWN YOUR LABS for the week in your planner or save the website on your phone.
   - There are no passes for Panther Plus
   - Any changes on the day of a lab need to be made by your teacher
   - Make sure you are signed up for what you need.

5. **Choices!!**
   - If you are making good grades (above a C) you will have the opportunity to make choices about what labs you attend.
   - If you are missing assignments, you will be sent to PACE during Panther Plus to finish missing work.
   - Not finishing your work in PACE will lead to after school detention and PACE II in the library.

6. **Why are we doing this?**
   - Academic preparation is more important than ever, and there are times when everyone needs support.
   - Every student will have new opportunities to practice what is being learned in class, participate in enrichment, and prepare for exams, papers, etc.
   - Take advantage of the opportunity!

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### PANTHER PLUS PROCEDURES

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### ADMINISTRATIVE STAFF

- Dr. Judy DeMuth .................................................. Superintendent
- Mr. Mark A. Fletcher ............................................ Principal
- Mrs. Cindy Chrzastowski ...................................... Assistant Principal (A–D)
- Mr. Joe Doyle .................................................... Assistant Principal (E–Kn)
- Mr. Jay True ........................................................ Assistant Principal (Ko–Ri)
- Ms. Christina Adduci ............................................ Assistant Principal (Ro–Z)
- Mr. Pat Cannon .................................................. Guidance Director
- Mr. J.R. Holmes .................................................. Athletic Director

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### GUIDANCE DEPARTMENT

- Mrs. Lacey Winkelebach ...................................... A–C
- Mr. John Livingston ............................................ D–Hi
- Mr. Pat Cannon (Dept Chair) ............................... Ho–Mc
- Mr. Joel McKay (Harassment Officer) ..................... Me–Sh
- Mrs. Abby Wolfe .................................................. Si–Z
- Mr. Greg Marchant ............................................. Social Worker
- Mrs. Patty Goldman and Mrs. Melanie Humbard ........ Graduation Coach

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### SAFE SCHOOL HOTLINE ........................................ 330-2494

Counselors are linked with students throughout their high school years and assist with career planning, scheduling, personal matters, and emergencies. Schedule appointments with the guidance secretary.

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### DAILY TIME SCHEDULES

<table>
<thead>
<tr>
<th></th>
<th>Mon, Tu, Th, F</th>
<th>Wed.</th>
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</thead>
<tbody>
<tr>
<td>Per 1</td>
<td>7:40–9:00</td>
<td>8:30–9:40</td>
</tr>
<tr>
<td>Pass 8:00–9:05</td>
<td></td>
<td>9:40–9:45</td>
</tr>
<tr>
<td>Per 2</td>
<td>9:05–10:05</td>
<td>9:45–10:50</td>
</tr>
<tr>
<td>Pass 9:00–10:05</td>
<td></td>
<td>10:50–10:55</td>
</tr>
<tr>
<td>SRT (M) Panther Plus (T, Th, F)</td>
<td>10:05–10:55</td>
<td></td>
</tr>
<tr>
<td>Per 3</td>
<td>10:55–12:35</td>
<td></td>
</tr>
<tr>
<td>Pass 11:00–12:35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per 4</td>
<td>12:40–1:45</td>
<td></td>
</tr>
<tr>
<td>Pass 1:45–1:50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per 5</td>
<td>1:50–2:55</td>
<td></td>
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### REPORT CARD INFORMATION

Listed below is the end of each grading period (six – six week grades). Grade reports will be issued approximately one week after the end of the grading period. Marks are given on the following basis:

- "A" denotes superior work; "B" above average, "C" average; "D" below average; and "F" failing (no credit given).

### END OF GRADING PERIODS:

- Sept. 12, 2014 end of 6 wks
- Oct 31, 2014 end of Term 1
- Dec 29, 2015 end of 6 wks
- Feb. 13, 2015 end of Term 2
- April 6, 2015 end of 6 wks
- May 22, 2015 end of Term 3

Family Access is also accessible from the South home page. It is highly encouraged for parents to check daily grades and attendance through this program. Parents must register for a password in the main office. This password stays active throughout a child's career in school.
**ACADEMIC CALENDAR**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Thursday</td>
<td>7/31/14</td>
<td>Staff Meetings - No School for Students</td>
</tr>
<tr>
<td>Friday</td>
<td>8/01</td>
<td>Staff Meetings - No School for Students</td>
</tr>
<tr>
<td>Monday</td>
<td>8/04</td>
<td>Classes Begin for Students</td>
</tr>
<tr>
<td>Monday</td>
<td>9/01</td>
<td>Labor Day - No School</td>
</tr>
<tr>
<td>Friday</td>
<td>9/12</td>
<td>End 1st 6 weeks</td>
</tr>
<tr>
<td>Fri-Monday</td>
<td>10/06—10/10</td>
<td>Fall Break - No School</td>
</tr>
<tr>
<td>Thursday-Fri</td>
<td>10/30—10/31</td>
<td>Final Exams End of Trimester 1</td>
</tr>
<tr>
<td>Tuesday</td>
<td>11/04</td>
<td>Prof Mtgs—No School for Students</td>
</tr>
<tr>
<td>Mon-Friday</td>
<td>11/24–28</td>
<td>Thanksgiving—No School</td>
</tr>
<tr>
<td>Fri</td>
<td>12/19</td>
<td>End of 3rd 6 weeks</td>
</tr>
<tr>
<td>Monday</td>
<td>12/22</td>
<td>Winter Break Begins - No School</td>
</tr>
<tr>
<td>Monday</td>
<td>1/05/2015</td>
<td>Classes resume for students</td>
</tr>
<tr>
<td>Monday</td>
<td>1/19</td>
<td>Martin Luther King, Jr. Day - No School</td>
</tr>
<tr>
<td>Thursday-Fri</td>
<td>2/12-13</td>
<td>Final Exams End of Trimester 2</td>
</tr>
<tr>
<td>Monday</td>
<td>3/16—3/20</td>
<td>Spring Break Begins - No School</td>
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<tr>
<td>Monday</td>
<td>3/23</td>
<td>Classes resume for students</td>
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<tr>
<td>Friday</td>
<td>4/6</td>
<td>End 5th 6 weeks</td>
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<td>Monday</td>
<td>5/4</td>
<td>No School</td>
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<tr>
<td>Tuesday</td>
<td>5/5</td>
<td>Prof Mtgs—No School for Students</td>
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<td>Wed-Thur</td>
<td>5/21—5/22</td>
<td>Final Exams End of Trimester 3</td>
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<td>Tuesday</td>
<td>5/26</td>
<td>Staff Meetings -</td>
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<td>Make-up Days</td>
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<td>Added to end of year as need</td>
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<tr>
<td>Saturday</td>
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<td>Commencement (Assembly Hall)</td>
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**SAT Test Dates**

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<td>SAT &amp; Subject Tests</td>
<td>October 11, 2014</td>
<td>U.S. Regular: Sept 12, U.S. Late (Fee Applies): Sept 30</td>
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<td>SAT &amp; Subject Tests</td>
<td>November 8, 2014</td>
<td>U.S. Regular: Oct 9, U.S. Late (Fee Applies): Oct 28</td>
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<td>SAT &amp; Subject Tests</td>
<td>December 6, 2014</td>
<td>U.S. Regular: Nov 6, U.S. Late (Fee Applies): Nov 24</td>
</tr>
<tr>
<td>SAT &amp; Subject Tests</td>
<td>January 24, 2015</td>
<td>U.S. Regular: Dec 29, U.S. Late (Fee Applies): Jan 13</td>
</tr>
<tr>
<td>SAT only *</td>
<td>March 14, 2015</td>
<td>U.S. Regular: Feb 13, U.S. Late (Fee Applies): Mar 3</td>
</tr>
<tr>
<td>SAT &amp; Subject Tests</td>
<td>May 2, 2015</td>
<td>U.S. Regular: April 6, U.S. Late (Fee Applies): April 21</td>
</tr>
<tr>
<td>SAT &amp; Subject Tests</td>
<td>June 6, 2015</td>
<td>U.S. Regular: May 8, U.S. Late (Fee Applies): May 27</td>
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</table>

**AP TESTS**

2014-15 Tests are in early May

Sat.collegeboard.org * test will not be given at South

---

**GRADUATION REQUIREMENTS**

- **Core 40 Diploma** (recommended)
  - 42 CREDITS
  - 16 CREDITS
  - 2 CREDITS
  - 6 CREDITS
  - 4 CREDITS
  - 5 CREDITS
  - 9 CREDITS
  - 1 CREDIT
  - 1 CREDIT

- **Honors Diploma** (recommended in a Career Sequence)
  - 47 CREDITS
  - 10-14 CREDITS
  - 5 in any Combination from World Language, Fine Arts and/or Career and Technical Ed Credits.
  - (6) recommended in a Career Sequence

Any student planning to attend college should plan to earn an Honors Diploma. Many colleges (Indiana, Purdue and Ball State) are requiring an Honors Diploma for entrance. Along with course work, it requires one of the following:

- 2 AP courses (4 credits) and the corresponding exam.
- Earning a combined score of 1200 or higher on the SAT (critical reading and math).
- Score a 26 or higher composite on the ACT.
- Complete 2 dual high school/college credit course from the Core Transfer Library.
- Complete a combination of one AP course and corresponding exam and one dual high school/college credit course from the Core Transfer Library (6 transferable college credits).

**See Curriculum Guide for more details.**
COURSE SELECTION
A separate publication entitled “Curriculum Guide” is published each year and contains detailed information regarding student scheduling, courses available, special programs, and course descriptions. A copy of the “Curriculum Guide” is issued to each student prior to the scheduling process. Students are given a complete list of course offerings in order to select courses for the following school year. Students are expected to finalize their selections by the end of the spring scheduling period.

This process determines the number of teachers available in each department; thus, requests must be accurate. Only changes required to achieve graduation requirements will be made after requests have been submitted, review by guidance counselors and then finalized by students.

SCHEDULE CHANGES
There are established guidelines that all students should recognize which apply whenever changes are made on their daily class schedule. All schedule changes require administration and parent/guardian approval under the direction of a school counselor. To meet with a counselor, simply pre-schedule an appointment with the guidance secretary, and your counselor will send you a pass. Here is a list of the important guidelines that will be followed for schedule changes.

1. Schedule changes across discipline areas (e.g. changing a course in mathematics for one in language arts) must be completed by the end of the 5th school day of the term.
2. Schedule changes may be made after the 5th day as long as the class to be dropped and the class to be added are within the same academic discipline. Permission from both teachers involved is required after the 5th day.
3. Withdrawals from courses prior to the end of the first grading period will not be recorded on the official student transcript. After the first grading period of the term if a class is dropped, it will be to a study hall and an F will be recorded on the transcript for the term.

STUDENT PATHWAYS
Students will begin taking career assessments in the middle school, and we strongly encourage students and parents to reference their career interests as schedules are created. There are several careers available in the assessment and our courses have been linked to the various career pathways to help students and parents schedule courses that align with student interests.

STUDENT CONDUCT
MCCSC Policy 5500
Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one’s work; achievement within the range of one’s ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this Corporation. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

A. allows teachers to communicate effectively with all students in the class;
B. allows all students in the class the opportunity to learn;
C. has consequences that are fair, and developmentally appropriate;
D. considers the student and the circumstances of the situation; and
E. enforces the Student Code of Conduct/Student Discipline Code accordingly.

USE OF SECLUSION and RESTRAINT with STUDENTS
MCCSC Policy 5630.01
Corporation’s emphasis is on prevention and de-escalation, which reduces the risk of injury to both students and program staff. The emphasis is always on the care, safety, and welfare of our students and the primary technique used is verbal de-escalation. Restraint and seclusion are emergency procedures to be used when there is risk for injury to someone. It is the policy of the School Board to limit the use of seclusion or physical restraint in the education and discipline of students to circumstances in which the strategy can be used safely in a manner that is in the best interests of the student and as defined in this policy.

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or to others may be physically restrained and/or placed in seclusion by school staff in accord with School Board policies. These could occur along with other emergency actions such as calling the police. Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such incident the parents or guardian will be informed when any of these actions have occurred.
STUDENT WELL-BEING

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures and evacuation procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

In situations that involve dangerous weapons, students are EXPECTED to report concerns immediately. All reports will be handled in confidence. Failure to report a dangerous weapon may subject the student to disciplinary action.

All students must have an emergency medical card completed, signed by a parent or guardian and filed in the school office. Also, students with specific health care needs should submit those needs, in writing and with proper documentation, to the School Health Office.

POSITIVE STUDENT BEHAVIOR EXPECTATIONS

Bloomington High School South Mission Statement:

Bloomington High School South strives to meet the learning needs of all students in order to produce engaged and informed citizens who participate in community, excel in higher education, and succeed in the work place.

Bloomington High School South Belief Statements:

All students deserve a safe, organized, structured, and well-managed environment.

All students deserve high expectations based on their personal best performance or potential.

All students deserve fair, consistent, clear academic expectations, and grading.

All students deserve to know they have to follow clear rules and expectations with subsequent consequences for rule violations.

All students deserve caring, sharing, supportive, encouraging, nurturing, and guiding adults interested in them personally.

With these ideas in mind, the following graph was created to help make our expectations clear for all students. As it clearly states, Bloomington High School South has three traits that we expect all students to demonstrate: Respect, Engagement and Responsibility. These three traits are relevant to any activity that takes place in high school and in the future.

<table>
<thead>
<tr>
<th>RESPECT</th>
<th>HALLWAY/OTHER</th>
<th>CLASSROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIVERSALLY We will</td>
<td>We will</td>
<td>We will</td>
</tr>
<tr>
<td>Promote a healthy environment by treating staff and peers appropriately</td>
<td>Keep hallways passable by not gathering in large groups at intersections or lockers</td>
<td>Promote a healthy environment by treating staff and peers appropriately</td>
</tr>
<tr>
<td>Accept constructive suggestions</td>
<td>Demonstrate appropriate non-verbal communication</td>
<td>Listen when teacher is provided instructions and when classmates are asking questions</td>
</tr>
<tr>
<td>Practice appropriate voice levels and language</td>
<td>Dispose of food or drink appropriately when finished</td>
<td>Use resources in an appropriate manner</td>
</tr>
<tr>
<td>Demonstrate appropriate non-verbal communication</td>
<td></td>
<td>Turn off electronic devices during class time and not use them in the hallways or rest room during class time</td>
</tr>
<tr>
<td>Dress modestly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take appropriate action when we observe peers making inappropriate choices</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENGAGEMENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIVERSALLY We will</td>
<td>HALLWAY/OTHER We will</td>
</tr>
<tr>
<td>Be where we are supposed to be;</td>
<td>Be present when we are supposed to be there;</td>
</tr>
<tr>
<td>Be doing what we are supposed to be doing</td>
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<table>
<thead>
<tr>
<th>RESPONSIBILITY</th>
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<tbody>
<tr>
<td>UNIVERSALLY We will</td>
<td>HALLWAY/OTHER We will</td>
</tr>
<tr>
<td>Respond appropriately to requests</td>
<td>Model appropriate behavior and take appropriate action when their peers are not</td>
</tr>
<tr>
<td>Refrain from PDA</td>
<td></td>
</tr>
<tr>
<td>Support school culture and expectations</td>
<td></td>
</tr>
<tr>
<td>Remain free from use and possession of alcohol, tobacco or any other drug</td>
<td></td>
</tr>
</tbody>
</table>
Examples for Demonstrating Positive Behaviors

Following Instructions
1. Look at the person.
2. Say ‘Okay.’
3. Do what you’ve been asked right away.
4. Check back.

Accepting Criticism or a Consequence
1. Look at the person.
2. Say ‘Okay.’

Accepting ‘No’ for an Answer
1. Look at the person.
2. Say ‘Okay.’
4. If you disagree, ask later.

Greeting Others
1. Look at the person.
2. Use a pleasant voice.
3. Say ‘Hi’ or ‘Hello.’

Getting the Teacher’s Attention
1. Look at the teacher.
2. Raise your hand and stay calm.
3. Wait until the teacher says your name.
4. Ask your question.

Disagreeing Appropriately
1. Look at the person.
2. Use a serious, sincere voice.
3. Say ‘I’m sorry for... or ‘I want to apologize for.’
4. Explain how you plan to do better in the future.
5. Say ‘Thanks for listening.’

Making an Apology
1. Look at the person.
2. Use a serious, sincere voice.
3. Tell why you feel differently.
4. Give a reason.
5. Listen to the other person.

Asking for Help
1. Look at the person.
2. Ask the person if they have time to help you.
3. Clearly explain the kind of help that you need.
4. Thank the person for helping.

Asking Permission
1. Look at the person.
2. Use a calm and pleasant voice.
3. Say ‘May I...’
4. Accept the answer calmly.

Staying on Task
1. Look at your task or assignment.
2. Think about the steps needed to complete the task.
3. Focus all of your attention on the task.
4. Stop working only when instructed.
5. Ignore distractions and interruptions from others.

Sharing Something
1. Let the other person use the item first.
2. Ask if you can use it later.
3. When you get to use it, offer it back to the other person.
4. Accept the answer calmly.

BEHAVIOR DEFINITIONS AND EXPECTATIONS

The Monroe County Community School Corporation does not discriminate against students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities. Harassment of a student(s) or staff member by other students or any member of the staff is contrary to the School Board’s commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law.

Bullying
Bullying means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as gender, sexual orientation, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Hazing
Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Harassment
Harassment includes any speech or action that creates a hostile, intimidating, or offensive learning environment. In a group situation, each person is guilty of lending his or her influence to the group and will be responsible for what may have happened as a result of the actions of the group.

Relational Aggression
Relational Aggression (RA) is behavior that is intended to harm someone by damaging or manipulating his or her relationship with peers. The Monroe County Community School Corporation recognizes that students often use RA to gain social status or to handle conflict. RA at any MCCSC school or building is unacceptable, as it leads to lowered self-esteem, absenteeism, and possibly violence. Examples of RA are: spreading rumors, gossip, exclusion, taunting, and building social alliances. Within the Monroe County Community School Corporation, practicing empathy and inclusion is the rule!

Expectations
The Monroe County Community School Corporation believes that all people are to be treated with dignity and respect at all times. This is true regardless of an individual’s color, ethnicity, national origin, ancestry, gender, sex, sexual orientation, religion, appearance, age, family background, marital status, socio-economic status, disability, or position in the school system. Our school community will not tolerate any behavior intended to degrade, insult, threaten or harm an individual in the school community; such behavior is grounds for disciplinary action.
STEP UP to Stop Bullying don’t join in

We want to continue our efforts to promote a safe, positive environment for all of our students. In part, that desire includes clarification about bullying so that we can ensure that if situations arise, we can react quickly to support all the parties involved. In our continuous efforts to promote and maintain a safe environment at Bloomington High School South safe, we use the following language to address bullying situations.

In general, bullying involves:
- **Imbalance of Power**: people who bully use their power to control or harm and the people being bullied may have a hard time defending themselves.
- **Intent to Cause Harm**: actions done by accident are not bullying; the person bullying has a goal to cause harm.
- **Repetition**: incidents of bullying happen to the same person over and over by the same person or group.

**Types of Bullying**

Bullying can take many forms. Examples include:
- **Verbal**: name-calling, teasing.
- **Social**: spreading rumors, leaving people out on purpose, breaking up friendships.
- **Physical**: hitting, punching, shoving.
- **Cyberbullying**: using the Internet, mobile phones or other digital devices.

Everyone has the right to feel safe in their school and community. If you see someone being bullied, you have the power to stop it. By standing up for someone who is being bullied, you are not just helping someone else; you are also helping yourself. It is important to help others when you can.

**What to Do When Someone is Being Bullied**

- **Take a stand and do not join in.** Make it clear that you do not support what is going on.
- **Do not watch someone being bullied.** If you feel safe, tell the person to stop. If you do not feel safe saying something, walk away and get others to do the same. If you walk away and do not join in, you have taken their audience and power away.
- **Support the person being bullied.** Tell them that you are there to help. Offer to either go with them to report the bullying or report it for them.
- **Talk to an adult you trust.** Talking to someone could help you figure out the best ways to deal with the problem. Reach out to a teacher, coach, counselor, administrator or another adult that you trust to discuss the problem, especially if you feel like the person may be at risk of serious harm to themselves or others.

**If you have been bullied, it may affect you in many ways.** Know that your **feelings are important**.

- **Do not blame yourself.** It is easy to question whether you are the problem. But no matter what someone says or does, you should not be ashamed of who you are or what you feel.
- **Be proud of who you are.** No matter what they say, there are wonderful things about you. Keep those in mind instead of the disrespectful messages you get from the people who are bullying you.
- **Do not be afraid to get help.** Sometimes it helps to just talk to someone who is not personally involved. Teachers, counselors, and others are there to help. Seeing a counselor or other professional does not mean there is something wrong with you.

**What to Do When You Are Being Bullied**

The first priority is always your safety. Here are some strategies for you to consider:

- **Tell them to stop.**
- **Walk away.** Do not let them get to you. If you walk away or ignore them, they will not get that satisfaction.
- **Protect yourself.** Sometimes you cannot walk away. If you are being physically hurt, protect yourself so that you can get away.
- **Tell an adult you trust.** Talking to someone could help you figure out the best ways to deal with the problem. In some cases, adults need to get involved for the bullying to stop.
- **Find a safe place.** Go somewhere that you feel safe and secure like the library, a favorite teacher’s classroom, or the office.
- **Stick together.** Stay with a group or individuals that you trust.
- **Find opportunities to make new friends.** Explore your interests and join school or community activities such as sports, drama, or art. Volunteer or participate in community service.

**Student procedures for reporting a concern**

- Students are encouraged by their coaches, teachers, counselors and administrators to report any incident that causes them trouble. Reports can be made to a principal, teacher, counselor, SRT mentor, coach, or AD.
- If the student believes they are receiving inappropriate treatment from a teacher of coach he/she can meet with the school administrator, athletic director, counselor, teacher or SRT mentor.
- When a complaint is received, the school adult will share with the Athletic Director or administration. All cases will be documented by the schools harassment coordinator as well.
After a complaint is made, an investigation takes place. Per the MCCSC Grievance Procedure, once a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or is in the context of legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

Once a determination is made, the suspect will have his/her consequences explained. They will be consistent with the Code of Conduct including up to an expulsion request and/or police charges.

The student making the charge will have access to counseling support.

EQUAL ACCESS to PROGRAMS and FACILITIES

No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational function or student activity. Education services, programs, instruction and facilities will not be denied to anyone in Monroe County Community School Corporation as a result of race, color, religion, national origin, creed or ancestry, age, sex, marital status, sexual orientation, disability or veteran’s status.

SEXUAL DISCRIMINATION AND HARASSMENT GUIDELINES
OFFICE OF THE SUPERINTENDENT
MONROE COUNTY COMMUNITY SCHOOL CORPORATION
Policy STUDENTS 5517

STUDENT HARASSMENT

Harassment of a student(s) by other students or any member of the staff is contrary to the School Board’s commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

All such reports are to be made to our Harassment Officer, Joel McKay. Each report will be investigated promptly. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including suspension or expulsion from the Corporation.

REPORTING HARASSMENT

Conduct constituting harassment may take different forms, including but not limited to the following:

SEXUAL HARASSMENT
A. Verbal:
   The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation.

B. Non-Verbal:
   Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the Corporation.

C. Physical Contact:
   Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the Corporation.
   Any form of sexual harassment which constitutes child abuse must be reported immediately in accordance with AG 8462.

GENDER/ETHNIC/RELIGIOUS/DISABILITY/HEIGHT/WEIGHT HARASSMENT
A. Verbal:
   1. Written or verbal innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or other person associated with the Corporation.
   2. Conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the Corporation by refusing to have any form of social interaction with the person.

B. Non-Verbal:
   Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation.
C. Physical:
Any intimidating or disparaging action such as hitting, or spitting on a fellow student, staff member, or other person associated with the Corporation.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation should take promptly the following steps:

A. If the alleged harasser is a student, staff member, or other person associated with the Corporation other than the student’s principal, the affected student should, as soon as possible after the incident, contact his/her principal or the Corporation’s Title IX Enforcement Officer (Peggy Chambers, 315 North Drive, Bloomington, IN 47401, 812-330-7700).

B. If the alleged harasser is the student’s principal, the affected student should, as soon as possible after the incident, contact the Title IX Enforcement Officer.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared and forwarded to the Title IX Enforcement Officer.

The student may file a formal Title IX Grievance with the Title IX Enforcement Officer for any complaint of sexual harassment. Grievance forms can be found in the main offices of each school. Grievance forms should be promptly turned in to the Enforcement Officer, Human Resources, Director, 315 North Drive, Bloomington, IN 47401 812-330-7700.

Each report received by the Principal or the Title IX Enforcement Officer as provided above shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

A. protect the confidentiality of the student who files a complaint;
B. encourage the reporting of any incidents of sexual or other forms of harassment;
C. protect the reputation of any party wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved (may include parents), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence. Any form of sexual harassment which constitutes child abuse must be reported immediately in accordance with AG 8462.

The Corporation recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the Corporation recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the Corporation.

See AG 8462
Approved 8/9/93; Revised 10/10/94
MONROE COUNTY COMMUNITY SCHOOL CORPORATION
Bloomington, Indiana

GRIEVANCE PROCEDURE FOR TITLE IX, P.L. 92-318, DISCRIMINATION AND HARASSMENT ON THE BASIS OF SEX 5517
Copies of Title IX, P.L. 92-318 and the accompanying regulations from H.H.S. are available for examination in the Administrative Center, 315 North Drive, Bloomington, Indiana.

The purpose of this Grievance Procedure is to provide for an orderly method of resolving grievances on the part of students or employees, based upon charges of discrimination or harassment on the basis of sex in the Monroe County Community School Corporation’s educational programs or employment practices. Staff members who are represented by AFSCME and MCEA should be aware that grievance procedures developed through these negotiated contracts may also be appropriate for use in cases of discrimination in employment.

Group grievances may be filed by two (2) or more persons who have a basically similar grievance when it is believed that the filing of a group grievance will be the most efficient method of extending the benefits of any resolution of a grievance to all persons involved. A group grievance involving persons from the same building may be initiated at Level I. A group grievance involving persons from different buildings may be initiated at Level II.

All students, employees, and applicants for positions are advised that additional avenues for resolving grievances are available through the Human Rights Commission of the City of Bloomington, Indiana. Information regarding these services is available at the Municipal Building, 220 East Third Street, Bloomington, Indiana.

Persons who may file a grievance based upon discrimination or harassment and all employees of MCCSC are advised that any retaliation or discrimination directed at persons who file grievances is contrary to policy and practice of MCCSC.

Records of grievances filed shall not be placed in the permanent file of a person who is a participant in a grievance procedure.

Section 1. Definitions
(a) “Corporation” means the Monroe County Community School Corporation.
(b) “Days” means working days, for grievances filed by employees; and school attendance days, for grievances filed by students.
(c) “Employee” means a person who is on a permanent basis as opposed to a temporary basis, on the payroll of the Corporation.
(d) A “grievance” is a complaint alleging action by the Corporation in violation of Title IX or the implementing regulations.
(e) “Enforcement Officer” means the employee designated by the Corporation to coordinate its efforts to comply with and carry out its responsibilities under Title IX and the implementing regulations. The “Enforcement Officer” for the Monroe County Community School Corporation has been identified as the Director of Personnel, Pam Sklar, 315 North Drive, Bloomington, Indiana 812-330-7700.
(f) “Student” means a person enrolled in one of the schools operated by the Corporation.
(g) “Superintendent” means the Superintendent of Schools or designee.
(h) “Respondent” means the person against whom the grievance is filed.

Section 2. Procedure
All grievances brought by students or employees shall be handled in the following manner:

Each report received by the Principal or the Title IX Enforcement Officer as provided above shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.
Step One—Informal
Prior to the institution of the Informal Grievance step, all persons are advised that they may contact our Harassment Officer for advice and information regarding the utilization of the grievance procedure. All persons are further advised that the other informal contacts may be made with any employee of the school corporation whom it is believed would be able to provide advice and assistance in the informal resolution of a grievance.

Within ten (10) days of the time that the grievant knew, or reasonably should have known of the grievance (or within ten (10) days of the publication of the grievance procedure, whichever is later), the grievant shall present the grievance verbally to the building principal (if the grievant is a student) or to the immediate supervisor (if the grievant is an employee). Within ten (10) days after presentation of the grievance, the principal or immediate supervisor shall verbally answer the grievance.

Step Two—The “Enforcement Officer”
(a) Within ten (10) days of the verbal answer, if the aggrieved is not satisfied with the disposition of the grievance at Level I or if no decision is rendered within the above stated time limits, the aggrieved shall complete grievance report form Level II and submit the grievance to the “Enforcement Officer.”
(b) The grievance shall (1) name the employee or student involved, (2) state the facts giving rise to the grievance, (3) identify the specific provisions of Title IX or the implementing regulations alleged to be violated, and (4) indicate the specific relief requested.
(c) The “Enforcement Officer” shall investigate the grievance and within five (5) days after receiving the written grievance, the “Enforcement Officer” shall give his answer in writing to the grievant.

Step Three—The Superintendent
(a) Within ten (10) days of the receipt of the “Enforcement Officer’s” answer, if the aggrieved is not satisfied with the disposition of the grievance at Level II or if no decision is rendered within the above stated time limits, the aggrieved may complete the grievance form Level III and submit the grievance to the Superintendent.
(b) The Superintendent shall hear the grievance within twenty (20) days after receipt of any written grievance properly filed with the Superintendent’s Office and shall render his decision in writing within seven (7) days after such hearing.
(c) The grievant and the respondent shall be afforded a full and fair opportunity to present evidence relevant to the facts and to the issues raised by the grievance, may be represented by counsel, and may bring witnesses at the hearing of a grievance by the Superintendent.

Step Four—The Board
(a) Within ten (10) days of the receipt of the Superintendent’s answer, if the aggrieved is not satisfied with the disposition of the grievance at Level III or if no decision is rendered within the above stated time limits, the aggrieved may complete grievance report form LEVEL IV and submit it to the Board of School Trustees through the Office of the Superintendent of Schools.
(b) The Board of School Trustees shall hear the grievance within ten (10) days after receipt of any written grievance properly filed with the Board through the Superintendent’s Office and shall render its decision in writing within ten (10) days after such hearing.
(c) The grievant and the respondent shall be afforded a full and fair opportunity to present evidence relevant to the facts and to the issues raised by the grievance and may be represented by counsel and may bring witnesses at the hearing of a grievance by the board.
(d) The grievant and all parties to the grievance shall be furnished a copy of the decision of the Board.
(e) The decision for the Board shall be final within the school corporation.

Section 3. Failure to Observe Time Limits
In the event the grievant fails to exhaust its remedies under the grievance procedure provided above, or to abide by the time limits with respect to each step, the grievance shall be presumed to be abandoned and the matter shall be settled in accordance with the Corporation’s last answer thereto. In the event the Corporation fails to give its answer at any step within the time limits prescribed, the grievant shall have the right to proceed immediately to the next step. Any time limit may be extended by written mutual agreement of the grievant and the Corporation.

Section 4. Effect of Settlement
Any settlement of a grievance shall be applicable to that grievance only and shall not necessarily set a precedent for the disposition of any other grievance. Any grievance initiated under this procedure shall be brought by and for the student or employee alleging action in violation of Title IX and the implementing regulations by the Corporation affecting the student or employee initiating the grievance.

Approved November 1976 Revised 10/10/94
SCHOOL SERVICES

Bookstore
The bookstore, located in the archive room under the grand staircase, provides a variety of services for students including, parking permit registration, fan bus registration, distribution of senior materials, and collection of necessary fees. The bookstore will be open one-half hour prior to the start of the school day and after school. Textbooks and other instructional materials will normally be issued by your classroom teachers.

Injury and illness
All injuries must be reported to a teacher or the office immediately. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents or guardians.

A student who becomes ill during the school day should request permission from the classroom teacher to go to the Health Office. The Health Office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Lost and Found
The Lost and Found is located in the Health Office. Students who find property that does not belong to them should turn it in at the Main Office at once.

Students who have lost their textbooks should check the Lost and Found, as well as asking the chairperson of the department to determine if the book has been submitted to them. Students will be billed for books which are lost and not recovered through the bookstore. Delinquencies and fees for lost books must be paid as soon as possible. **Seniors will not be allowed to participate in graduation ceremonies until such fees have been paid.**

Medical/Health Service
Health services are provided in the Health Office located in A243. You must report to class and obtain a pass from the teacher to see the nurse.

If it is necessary to bring medicine to school, it should be brought to the Health Office upon your arrival at school. Students should not bring medicine to school without a doctor's order.

Students who are injured or become ill at school must report to the Health Office.

All students new to the MCCSC must check with the Health Office to verify proper immunization.

"Each health office in the schools of the MCCSC maintains a list of students with medical problems or concerns. At the beginning of each school year, the faculty at each school receives a copy of the list of any of these students who attend their school. This information is necessary for the faculty to have in order to alert them to any medical problems the students might experience while at school.

This procedure is in accordance with the Family Education Rights and Privacy Act. If parents do not want this information disclosed, they should indicate their objection in writing and be certain that it is delivered to the health office in their child's school."

Immunizations
MCCSC Policy 5320

The School Board of School Trustees requires that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, and mumps. Every child who enters kindergarten or grade 1 shall be immunized against hepatitis B, and chicken pox. Every child who enters grades 9 and 12 shall be immunized against hepatitis B. From time to time other communicable diseases may be designated by the State Board of Health.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains un-immunized at the close of the twenty (20) day period, the Superintendent shall commence exclusion proceedings, unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contraindicated.

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

Use of medications
MCCSC Policy 5330

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

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

Before any medication or treatment may be administered by school personnel to any student during school hours or during school related activities, the MCCSC Corporation Health Services staff shall require the written prescription form the child's physician for all prescription drugs accompanied by the written authorization of the parent. In the case of FDA approved non-prescription drugs, preparations, or remedies, a written authorization from the parent must be on file prior to administration of the treatment. These documents shall be kept on file in the school's health office of the child's school and made available to the persons authorized to administer medication or treatment. The prescription must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription. The labeled bottle must match the prescription. Both written authorization from the parent and written prescription
from the child's physician shall be required to authorize any self-medication by the student. In addition physician's statement authorizing self-medication must include the information set forth in Policy 5330.01 - Self-Administered Medication.

Before any non-prescribed medication or treatment may be administered, the Corporation Health Services staff shall require the prior written consent of the parent (see 5330 F1a and Form 5330 F1b). These documents shall be kept in the school health office.

Except in the case of authorized self-medication, all forms of medication shall be administered by the Corporation in accordance with the Superintendent's guidelines. No student is allowed to provide or sell any type of prescribed or non-prescribed (over-the-counter) medication to another student.

Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Student Discipline Code.

Students who may require administration of an emergency medication may have such medication, stored in the school's health office and administered in accord with this policy. However, if authorization (Form 5330 F3) for self-medication has been provided by the parent and physician which complies with the requirements of Policy 5330.01 - Self-Administered Medication, then the student may retain possession of the self-administered medications.

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9-12, if the student's parent provides written permission for the student to receive the medication.

The MCCSC Corporation Health Services staff shall permit the administration by staff of any procedure and/or treatment after being properly trained by a school nurse.

**Self-administered medications**

MCCSC Policy 5330.01

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement filed annually to include the following information:

A. An acute or chronic disease or medical condition exists for which the medication is prescribed.
B. The student has been given instruction as to how to self-administer the medication.
C. The nature of the disease or medical condition requires emergency administration of the medication.

The Corporation, School or School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

**PROCEDURES**

**Emergency Drills**

Emergency drills will be scheduled on a regular basis throughout the school year. It is important that students, faculty and staff respond quickly to these drills in an appropriate manner and with a serious attitude. Fire drills will be signaled using existing fire alarms. Tornado drills will be signaled by voice instruction over the intercom and earthquake drills are signaled by a continuous tone sounded over the school intercom system. Procedures for these drills will be received by each teacher and are posted in each classroom.

**Emergency School Closing**

In case of inclement weather, the changing or canceling of school will be announced on WGTC, 1370 AM or WBWB, 97 FM and information will also be posted on the MCCSC and South websites. Calling the school to find out this information will be difficult given the volume of calls, so please check the websites and other media.

**Lunch Payment**

Please bring the exact amount of money you want to deposit in your account so all transactions can be handled as quickly as possible. No change will be given.

**Pregnant Students**

Student pregnancy will be treated as a medical condition. In the interest of the student's health and safety, school officials (nurse) should be consulted as soon as the pregnancy has been determined to help plan for academic concerns that might arise during the time the student is out of school.

**Student Deliveries**

Student deliveries (balloons [mylar only], flowers, etc.) for special occasions (birthdays, holidays, etc.) must be left at the Main Office in the student's name. A pass will be sent for the student to claim the item at the end of the school day. Items brought to students such as books, lunch money, practice equipment, etc. can either be left in the Main Office or the Attendance Office. Any medication or medical equipment brought for a student must be left at the Health Office.

**Textbook and Lunch Assistance**

Forms for students are available during the first period at the start of the school year, and at anytime during the year if the income status of the family changes. Forms can be obtained in the Main Office and are approved through the Business Office at Central Administration.

**Textbook Rental and Fees**

Textbook rental and instructional material/supply fees are billed by central office administration and will be sent by mail to your residence. This amount is determined by the courses in which you are enrolled. If you have a problem concerning payment, please see one of the counselors or stop in the main office.

**Visitors**

Interested parents and school officials are welcome to visit BHSS at any time. All visitors are to report to the security desk and then to the Main Office so that school officials will know of their presence in the event of a call or emergency situation.

We only allow for partial-day student shadowing when it is predicated on the visitor/family moving into South and pre-arranged in the office. We do not allow social visits for students during the school day.
Persons not enrolled at Bloomington High School South are not to be on school grounds unless they are on school business and they must report to the security desk upon arriving on campus.

Work Permits
Work Permits are issued through the Main Office at BHSS. Students must have with them a completed “Intent to Employ” form signed by the parent(s)/guardian(s) and the prospective employer. These permits will be issued only to students. A student may only hold one job at a time.

PLAGIARISM
A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge indebtedness whenever he or she does any of the following:

a. Quotes another person’s actual words, either oral or written;
b. Paraphrases another person’s words, either oral or written;
c. Uses another person’s idea, opinion, or theory; or
d. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge.”

Quoted from Code of Student Rights, Responsibilities, and Conduct, Part III, Student Misconduct, Academic Misconduct. By action of the University Faculty Council (April 24, 1990) and the Trustees of Indiana University (May 4, 1990). Amended by the University Faculty Council (April 13, 1993; May 12, 1993, and October 8, 1996) and the Trustees of Indiana University (December 4, 1992; June 5, 1993, and December 13, 1996).

RULES
Backpacks include any purse, bag etc (regardless of how it is intended) big enough to hold a book, and it should be left in a locker when arriving to school due to lack of space in classrooms to store such items. Clothes for gym should be carried in a gym bag (duffle) rather than a backpack. In addition to backpacks, book bags, lunch bags (except for period 3), and outerwear (coats, jackets, hats, etc.) will be left in lockers upon arrival to school.

A school corporation must provide each student and each student’s parent a copy of the rules of the governing body on searches of students’ lockers and locker contents.

The use of a locker is a privilege granted to students. A student who uses a locker that is the property of the school corporation is presumed to have no expectations of privacy in that locker or the locker’s contents.

The principal or his designee has the authority to examine the contents of any locker located on school property when he has sufficient reason to believe that the contents of the locker include elements which:

1. present an immediate threat to the health, safety, and welfare of the student body;
2. are illegal to possess;
3. would contribute to the disruption of the normal educational program;
4. have been reported lost or stolen.

A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student’s locker may:

1. at the request of the school principal; and
2. in accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student’s locker and the locker’s contents.

A school corporation must provide each student and each student’s parent a copy of the rules of the governing body on searches of students’ lockers and locker contents.

Each student is fully responsible for the security of the items in his/her locker.

Sharing of lockers with other students is prohibited, and thus, combinations should not be shared.

Students are encouraged to keep their lockers closed and locked at all times.

Students are encouraged to never leave valuable items in their lockers unlocked. This includes PE lockers. Student possessions can only be secured when lockers are used appropriately.

School personnel will not investigate situations when personal belongings are lost as a result of items being left unlocked in any locker or when lockers are shared.

Wallace Personal Possessions

School personnel will not investigate situations when personal belongings are lost as a result of items being left unlocked in any locker or when lockers are shared.

School personnel will not investigate situations when personal belongings are lost as a result of items being left unlocked in any locker or when lockers are shared.
No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimi-
dated.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The matter may also be referred to law enforcement if the violation involves an illegal activity.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Cell Phones

Phones are allowed to be used during these times:
- During passing periods.
- During lunch in the cafe.
- Before and after school.
- When expressly approved by the teacher.

Cell phones are expected to be off, out of sight and not used for any reason (music, calculator, watch, or camera) during class from (8AM—2:30PM). Students should not be using phones in the hallway while classes are occurring. While we know communication is important, we do not allow students to use their phones during class because texting, etc, will conflict with class participation.

Phone will be confiscated if being used or visible during class hours even if students are using the phone in the hall.

Contacting Students During the School Day

The office will not be able to deliver messages instantly for early release requests, so please schedule those in advance. Please don’t call or text students during class or exam times to provide a pass to leave. While students may use school phones to contact Parents/Guardians during the school day, Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Messaging

Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexual nature in electronic or any other form, including the contents of cell phones or other electronic devices, is subject to all applicable school, state and federal laws and subsequent consequences, including but not limited to expulsion and formal charges being filed.

Dances

Dances for Bloomington High School South students are frequently held. Dances are sponsored by school clubs or organizations and must be approved in advance through the Main Office. The adult sponsors are in charge of the dances and all school rules apply at these events. This includes dress code and appropriate student conduct, which includes dancing.

While dances are for student entertainment, dancing in suggestive ways (excessive touching, simulation or exposure, etc) will not be tolerated. Those who continue to dance in this way, after being asked to stop, will be asked to leave. Students who do not plan to attend the dance and loiter will be asked to leave. Any guest that wishes to come to a dance must be pre-approved by the dance sponsor & an assistant principal. This guest must be accompanied by a BHSS student with ID. No student will be admitted to a dance without a valid student ID.

Dress Code

As students mature and become adults, they will be required to meet certain dress standards for many occupational obligations and social functions. At BHSS students are expected to wear their clothing and to manage their appearance in a proper, modest and responsible manner. A student’s dress/ appearance should not disrupt the educational setting, interfere with health or safety, promote vulgarity, or create health risks.

Students refer to appropriate dress by practicing a “no-tug” rule: clothing that requires being tugged to stay in place should not be worn at school.

Appropriateness is monitored by all staff members. Final decisions regarding appropriateness will be made by an assistant principal. If a student is in doubt, he/she should not wear the item of clothing.

Students will be afforded the opportunity to correct improper attire on their first visit to the assistant principal for this offense. Students who are unable or refuse to remedy this clothing issue will spend the remainder of the day in ISS (In-School Suspension) for not complying with this rule. Additional dress referrals will be viewed as “refusal to comply with a reasonable request”.

Expectations for clothing

Distracting apparel includes hats, headbands and other head-coverings, sunglasses, spaghetti straps, bare backs, shorts and skirts shorter than extended arms and fingertips down to sides, revealing necklines, tube tops, see-through clothing and bare midriffs. Tops should be long enough to tuck in. All boys’ shirts must have sleeves. Students shall not wear clothing that exposes undergarments, buttocks, upper thigh or breast. Apparel with reference to drugs, alcohol, profanity or sexual innuendo is not appropriate.

Students shall not wear clothing, footwear, insignia, jewelry, or accessories that are destructive to school property or cause excessive maintenance problems (such as cleats, pants/skirts with metal inserts that damage furniture, chains, jewelry with spikes, etc.)

Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.
Food and Drink
Students will be expected to follow classroom expectations provided by each teacher. Situational food or drink may be allowed in class, but as a general rule, with the exception being water. **No food or drink is allowed in classrooms. Drinks should never be brought into a computer lab or the library as preventing accidents in those two areas is increased because of potential damage.**

Hall Passes
Students are expected to have a designated hall pass whenever they are in the hallways during class periods. The Student Planner includes hall passes and should be used when students are in the hall.

Being absent from a classroom (while still in the building) or being in another classroom or location other than your designated class without a pass can be considered truancy.

Areas that are accessible to students include: scheduled class, cafeteria during lunch, or front of the atrium area (weather permitting) during lunch, other areas with a pass or permission from an administrator.

Areas where students should not be include: parking lots, classroom or computer lab without a class, or outside of classroom without a pass (example: hallway, restroom, counselor’s office).

**STUDENT RIGHTS OF EXPRESSION**
The School recognizes the right of students to express themselves. However, with the right of expression comes the responsibility to do so appropriately. **With prior administrative approval**, students may distribute or display, at appropriate times, non-sponsored, non-commercial written material, buttons, badges or other insignia; and the like. All items must meet the guidelines established in MCCSC Policy 5722. In addition, material cannot be displayed or distributed if it:

- Is obscene to minors, libelous, indecent, or vulgar,
- Is commercial in nature,
- Advertises any product or service not permitted to minors by law,
- Intends to be insulting or harassing,
- Intends to incite fighting; or
- Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

**PUBLICATIONS**
Any dissemination of Non-School sponsored publications must follow the guidelines in MCCSC Policy 5722. Students who wish to distribute any such material must make an appointment with the Principal to discuss the publication.

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**Library / Instructional Materials Center**

**Mission:** The mission of the IMC (Instructional Materials Center) is to provide easy access to timely and quality information and maintain an environment that is conducive to research and learning.

**Policies and Procedures:** The IMC at BHS South has excellent library and AV facilities. The IMC, located in the middle of the second floor of the academic building (A), is open for use Monday through Friday from 7:30 a.m. until 3:30 p.m. and during A & C lunch.

**Passes:** Students coming to the IMC during the day as individuals are expected to have a pass signed by the sending teacher. The student is expected to stay the whole period unless the sending teacher designates a returning time or writes the word “return” on the pass. If a student needs to come to the library more than two (2) times during the same class period in any given week, special arrangements should be made with the librarian.

**IMC Rules**
- The IMC is a place that belongs to all students, teachers, and staff. Students are to be courteous and considerate others by:
  - Treating everyone with dignity and respect.
  - Taking care of shared materials and shared space – if you need an item no doubt someone after you will also need it – return materials on time.
  - Being productive – during the entire library visit – come prepared to work, not socialize.
  - Speaking in a quiet voice. Loud voices and coarse language are offensive to others.
  - Not having any food or drinks in the IMC.
  - Staying in your designated work area until the class ends. Do not disturb others by lining up at the door of the IMC.
  - Returning and pushing in chairs, recycling paper, and leaving no graffiti.

**Computer Use Policy**
- Computers at Bloomington South are to be used for academic purposes only.
- Students should understand that the use of computers at Bloomington South is a privilege and not a right.
- Students are not to be in a computer lab without teacher supervision.
- No food or drink is allowed in computer labs or near any computer.
- Students are to log in with their username and password only. A student’s username and password must be kept confidential at all times. Students may not use any other accounts on the computer network.

**Acceptable Use Agreement**

**Student Access to Networked Information Resources Policy and Guidelines 2521**

Students must sign and Acceptable Use Agreement prior to having a computer account. Excerpts of the Agreement include:

**Restrictions**

- The following activities are not permitted on MCCSC electronic resources:
  - Accessing, uploading, downloading, transmitting or displaying obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.
• Damaging computers, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional misuse or overuse of electronic distribution or storage space, or the spreading of computer "viruses" through the inappropriate use of files or diskettes.

• Violating copyright, or otherwise using another person’s intellectual property without his or her prior approval or proper citation; using another person’s passwords; trespassing in another person’s folders, work or files.

• Violating local, state or federal statute.

Reasonable Usage
Among, but not limited to, users should refrain from overuse of connect time, information storage space, printing or processing capacity.

• Request permission before downloading any program or file; scan for potential "viruses" before executing, running, decompressing, or unzipping.

• Regularly remove unneeded files and/or folders from MCCSC and/or building accounts; save information to your storage space or to individual diskette; and not use local hard drives for storage.

• Obtain permission before signing on to a mail list or list service, or accessing private accounts, such as e-mail.

• Install no software programs not owned by or licensed to the MCCSC or the school on any MCCSC resources. This includes "freeware" or "shareware" programs as well as regular commercial versions.

Rights and Privileges
The student user has full rights (within the limits of these guidelines, responsibilities and prohibitions) to the instructional networked resources provided by the MCCSC. The student’s account provides for personal storage space on the MCCSC resources which may be treated as a student locker and should be cleared periodically. It is important that the students keep passwords secure and private. However, users should not expect that files will always be private. MCCSC network administrators have the right to review files to maintain system integrity and to be sure that the system is being used within the stated limits.

Disclaimers
The MCCSC makes no warranties of any kind, either expressed or implied, for the provided access. The staff, the school and the MCCSC are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on MCCSC resources, or for personal property used to access MCCSC resources; for the accuracy, nature, or quality of information stored on MCCSC resources or gathered through corporation-provided access; for unauthorized financial obligations incurred through MCCSC-provided access. Further, even though the MCCSC may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state and federal statute.

Sanctions
Violations of school and MCCSC networked information resources policies could result in the loss of access to electronic resources. Additional disciplinary action may be determined at the building and/or classroom level in line with existing practice regarding language and behavior (Policy and Guidelines 5600). When appropriate, law enforcement agencies may be involved.

• Students withdrawing from school, expelled from school, or graduating in January will be required to turn in their parking permit at the time they exit.

• The BHSS campus, streets and parking areas are open to properly registered student and adult staff and visitors on official business only during the school day.

• Visitors are to park in the visitor parking area.

• Bicycles and small motor bikes must be parked (and locked) in racks provided outside the buildings.

• Students who wish to ride a motorcycle to school should contact a building administrator to establish an appropriate parking area.

C. Parking Regulations:

• Bloomington High School South has approximately 370 spaces available for student parking. Parking permits will be available in the Bookstore at the beginning of the school year.

• Parking in all designated students lots will occur each day on a first come, first serve basis. Failure to register your vehicle or to park in an appropriate lot may result in disciplinary action and the loss of driving privileges. All vehicles are to be registered in the Office by the end of the first week of school.

• Cars parked in an unauthorized parking lot, parked illegally within an approved parking lot, or cars not displaying a proper registration sticker WILL BE TOWED. The owner/operator of the vehicle will be responsible for expenses incurred as a result of the towing.

• Car searches may be conducted by the administration with or without the aid of the local police department/sheriff’s department when there is reasonable suspicion to suspect the presence of something detrimental to the educational process.

EXTRA-CURRICULAR ACTIVITIES

Code of Conduct

It is the strong belief of our school and community that representing Bloomington High School South in any of our co-curricular or extracurricular activities is an honor and a privilege. As a part of upholding this belief, appropriate conduct and behavior expectations need to be followed at all times. Any student at BHSS who chooses to participate in an extra-curricular activity of any type will be required to follow the Code of Conduct guidelines outlined below in order to maintain eligibility in that activity. Extra-curricular activities include athletics, band, choir, clubs, and any other school sponsored activities that happen outside the school day.

It will be the responsibility of the staff and administration of the school to fairly and consistently enforce this policy in all extra-curricular activities in which our students participate. The intent of this policy is to encourage positive decision-making skills and work with the student and parents to provide appropriate safety nets when the student has made a poor choice. It is our hope that this policy will help promote and ensure the tradition and pride that we all have in our students and school. The Code of Conduct must be signed before the student will be permitted to participate. The Code of Conduct will be kept on file and will be in effect for the student’s high school career.

Consequences for violations of the Code of Conduct will vary depending on the cooperation and honesty of those involved.

I. Alcohol, Drugs, and Tobacco: Students involved in extra-curricular activities should be aware that if they are present at a function where alcohol and/or drugs are being used, they should leave immediately. The use or possession of alcohol, drugs or tobacco by students will not be tolerated and will result in the following penalties:

A. If the student turns him/herself into school personnel and/or cooperates with school personnel during the investigation of each offense.

1. First offense--The student will participate in a drug counseling program that will be coordinated by the school. If reasonable suspicion of continued use arises after the initial incident, the student will be required to take a drug test.

2. Second offense--Suspension of 20% of total season (including sanctioned scrimmages). Students will be allowed to practice but may not dress for competition during suspension.

3. Third offense--One calendar year suspension.

4. Fourth offense--Permanent suspension in all extra-curricular activities.

B. If the student does not turn him/herself into school personnel and does not cooperate with school personnel during the investigation of any offense (this would include denying usage and failing a drug test):

1. First offense--Suspension 50% of total season (including sanctioned scrimmages), and the student will participate in a drug counseling program that will be coordinated by the school.

2. Next offense--Permanent suspension in all extra-curricular activities. If a student has been given counseling, which means there was cooperation on the first offense, and then denies usage and fails a test, it would fall into this category.
II. Suspension from School: Student is suspended from the extra-curricular activity for same period of time.

III. Grades: All students must be enrolled in and passing courses in compliance with IHSAA regulations to be eligible for athletic participation. Eligibility for extra-curricular participation will be determined by the club sponsor/administration.

IV. Behavior: Conduct of all student involved in extra-curricular activities will be of the highest caliber while in school, in the community, during practices, games and competitions. Students who do not represent BHSS in an appropriate manner exhibited by their habits, conduct or character In or out of school, year round, shall be subject to disciplinary measures. This could result in suspension or dismissal from activities as determined by the coach, sponsor, athletic director or principal. This conduct includes relationships with coaches, team members, fellow students, teachers and the general public.

Pursuant to MCCSC Guidelines for Code of Conduct, "No student shall engage in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct." Our school community will not tolerate any behavior intended to degrade, insult, threaten or harm an individual in the school community; such behavior is grounds for disciplinary action. No initiation or hazing will be tolerated. In a group situation, each person is guilty of lending his or her influence to the group and will be responsible for what may have happened as a result of the actions of the group.

V. Profanity: The use of profanity will not be tolerated.

VI. Stealing, Theft and Vandalism: Students shall not vandalize property at school or at other schools nor have in their possession any item(s) stolen from any source, including uniforms or equipment from BHSS or from other schools.

VII. Criminal Guilt: If you are found guilty of a criminal act, you will not be allowed to participate in extra-curricular activities for one year.

VIII. Quitting Teams: If you quit a team after the first interscholastic contest you may not participate in another sport during that season without consent from both coaches involved. This includes off-season weight programs conducted by the school.

IX. Timeline: In accordance with school policy and the IHSAA these rules are in effect all year, including summer.

X. Appeal Process: A student and his or her parent/guardian have the right to appeal a ruling by so notifying the administration in writing within five (5) business days after notification of the decision. The Extra-Curricular Activities Appeals Board consists of members of the administrative staff. If written notification is not received within five (5) business days, the right of the appeal is forfeited.

XI. Hazing/Bullying: Will not be allowed; those involved shall be subject to disciplinary measures. This could result in suspension or dismissal from activities as determined by the coach, sponsor, athletic director or principal. (See definitions page 13)

Those aware of such activities or students feeling that they are receiving such treatment should tell a coach, school teacher, counselor, principal or have a parent contact any of the se staff members immediately so an investigation can be started.

### Extracurricular Activity Eligibility

**Purpose:**
1. To emphasize the importance of academic achievement.
2. To monitor the academic progress of ECA participants frequently and more consistently.
3. To provide support and encouragement to all ECA participants for academic achievement.

**Goals:**
1. To raise the overall GPA of ECA participants.
2. To ensure that qualified ECA participants meet the academic standards necessary to continue at the collegiate level if the opportunity exists.

**Monitoring Process:** ECA participants who are considered to be in season will be monitored each grading period and when official report cards are issued.

**Consequences:** Students must be passing four classes to participate in extra-curricular activities per IHSAA guidelines.

**Off-Season Monitoring:** All students at South will be monitored according to the established grading periods. Sponsors of extracurricular activities will attempt to monitor off-season participants at the end of each grading period.

**Attendance and Extracurricular Participation:** A student must attend school for one half day on the day of a scheduled activity of any kind (music, athletics, speech, drama, etc.) Exceptions to this rule are the observance of major religious holidays or medical conditions requiring a doctor's care. These exceptions should be arranged with the attendance office and the student should be cleared by a building administrator for participation. If the student is absent on Friday or the day before school holiday begins, he/she will not be allowed to participate until the teacher/coach sponsoring the activity and a building administrator have determined the validity of the absence and/or the status of the student's health.

**Only students who attend MCCSC schools are eligible to participate in extracurricular activities.**

### Club Offerings

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Sponsorship</th>
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<tbody>
<tr>
<td>Academic Superbowl</td>
<td>Habitat for Humanity</td>
</tr>
<tr>
<td>Backpacking Club</td>
<td>Pep Band</td>
</tr>
<tr>
<td>Black Culture Club</td>
<td>Ham Radio Club</td>
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<tr>
<td>Big Brothers/Sisters</td>
<td>Helping Hands</td>
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<tr>
<td>Business Professionals</td>
<td>Hoosiers Outrun Cancer</td>
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<tr>
<td>of America</td>
<td>Robotics</td>
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<tr>
<td>Campus Life</td>
<td>JETS</td>
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<tr>
<td>Chess Club</td>
<td>Junior Advisory Board</td>
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<tr>
<td>Dance Marathon</td>
<td>Junior Statesman of America</td>
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<tr>
<td>Debate Team</td>
<td>Latin Club</td>
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<tr>
<td>Diversity Club</td>
<td>Math League</td>
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<tr>
<td>Environmental Club</td>
<td>National Honor Society</td>
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<tr>
<td>FCA</td>
<td>Optimist Newspaper</td>
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<tr>
<td>French Club</td>
<td>Orchestra Club</td>
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<tr>
<td>Freshman Advisory Board</td>
<td>Panther Activity Council</td>
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<tr>
<td>German Club</td>
<td>Panthers for Christ</td>
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<tr>
<td>Gothic Yearbook</td>
<td>Panther Productions</td>
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<td></td>
<td>Panther Regiment</td>
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<td></td>
<td>Peer Mediation</td>
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</tbody>
</table>

Every club at South must have a sponsor within the building. To create a new club, a narrative of the club’s mission must be documented and given to the assistant principal in charge of student activities. It will then be presented to the administrative council for a vote of approval.
ATTENDANCE GUIDELINES

These guidelines apply to all Monroe County Community School Corporation schools. Provision is made herein for appropriate action by school officials. Participation in an out-of-class, school-sanctioned activity which has prior approval of the principal or designee counts as attendance.

A. A student enrolled in this school corporation is bound by the requirements of state law and this policy to attend school until graduation, or withdrawal, whichever comes first. Acceptance of the terms of this guideline is a condition of enrollment for all students, including those not subject to the Compulsory Attendance Act of the State of Indiana. This applies to students who enroll or transfer into this school corporation at any time during a school year. Attendance and discipline records, including determinations made by the previous school, shall be honored and treated as though the conduct occurred within this school system.

B. A student with any number of excused absences from school (excluding out-of-school suspension) or other absences up to 10 days shall have the right to make up work they missed within a reasonable length of time.

The following guidelines apply:

1. It is the responsibility of the student to obtain and complete all such make up work.

2. Assignments missed in any given class must be requested on the first school day that class meets following the absence(s).

3. Students absent two or more days will be given one day for each day missed to complete the assigned make up work.

4. Work turned in late due to absences will be accepted but points may be deducted for the tardiness of such work.

5. The option to make up work missed does not apply for cases of habitual truancy or continued excessive absences of any kind. If the student has been determined to be a habitual truant, or if the student has excessive absences to the extent that a physician’s statement of incapacity is now required, the student may not be allowed to make up the work that was missed.

6. These guidelines do not apply to work done in advance of a prearranged absence. The application for prearranged absences may be obtained in the attendance office and should be approved in advance.

C. Individual schools are encouraged to establish incentives for attendance including but not limited to award programs recognizing students with good attendance records. Students absent in observance of bona fide religious holidays will, for purposes of such awards only, be considered as not absent.

D. Teachers will take attendance each class period, with absences recorded and submitted to the office as directed.

E. If the student has a physician documented mental or physical impairment (physician’s statement of ongoing incapacity), such as ongoing and/or severe seizures, migraines, asthma, or other similar conditions, a 504 conference may be held when appropriate, and future absences (with a parent phone call) will be excused for the student and also not count against the school’s attendance rate.

Attendance

The primary purpose for attending high school is to learn. Maximum learning occurs through teacher instruction, class participation, and interaction among students. Any school absence, excused or unexcused, places the student at a disadvantage. Regular school attendance prepares students to assume their roles as productive members of the work force and society. New expectations from the state define when actions like revoking driving permits/licenses, filing habitual truancy charges, and revoking work permits should happen.

Pre-arranged Absences—students must:

1. Pick up a pre-arranged form in the attendance office.

2. Complete the form and have it signed by parent.

3. Have an administrator sign the form.

4. Have all teachers sign the form.

5. Turn in the form to the attendance office one week before the absence.

Absence Reporting

A parent or guardian must notify the attendance office by telephone prior to or the day of the absence. 330-7717.

- Calls will be received between 7:30 AM and 2:30 PM.
- An answering machine is always available to allow parents to report an absence.
- Parents may also e-mail the attendance office.
- All communication should be received within 24 hrs of the absence to guarantee it is excused.
- If there is no telephone in the household, the parent or guardian should make arrangements with the assistant principal for written notes to be brought in within 24 hrs of the absence.

Appointments

Effort should be made to schedule appointments after school whenever possible. If a student must leave for an appointment from school, a statement from the doctor will be required upon returning to school. We request that students bring a written request from home the day prior to the appointment to accommodate scheduling the absence. When this can’t be done, please have students bring in a written request to the attendance office before school the day of the appointment.

All students must sign out and sign in with the attendance office prior to leaving and upon returning to the building.

For safety reasons, we ask that parents not expect students to be released after a phone call, on the day of the appointment, for an appointment that is not an emergency.

Absences During a Suspension from school

Absence from school due to suspension shall be considered an excused absence. A suspended student will be responsible for making up school work lost due to suspension within the prescribed time limits given by the classroom teacher. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from School. Assignments may be obtained by contacting the teacher and make up tests may be scheduled when the student returns to school.
Tardy
A tardy is defined as late to class less than five (5) minutes.

Calling in for a student who has overslept will not be an excused tardy or absence. All students are allowed 3 tardies before any discipline action is taken. This is true for any period of the day, but especially first period.

Proper procedure for tardiness, which accumulates by term:
1. The teacher will keep accurate records and inform the student of each tardy.
2. The student will receive a call home after the third tardy.
3. On the 4th tardy, an After School Detention will be assigned by the principal.
4. Teachers and administrators will communicate to determine what will be an appropriate discipline action for following infractions. (example: in school suspension, out of school suspension, truancy court, revoking drivers license, parking permits, and work permits, etc.)

Consequences of Attendance Violations

<table>
<thead>
<tr>
<th>Offense</th>
<th>Level</th>
<th>Description</th>
<th>Additions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>After School Detention or Saturday School</td>
<td>2:40 - 3:30 PM or 8AM - 11AM</td>
<td>Failure to serve will result in Alternative to Suspension</td>
</tr>
<tr>
<td>2nd offense</td>
<td>Saturday School or In-School Suspension</td>
<td>8:00 AM - 2:30 PM</td>
<td>Possible referral to truancy court.</td>
</tr>
<tr>
<td>3rd offense</td>
<td>1 Day Out of School Suspension</td>
<td>Out of School Suspension Program</td>
<td>Revoke drivers license through BMV after 50 periods of truancy. Revoke work permit. Refer to truancy court.</td>
</tr>
<tr>
<td>4th offense</td>
<td>3 Days Out of School Suspension</td>
<td>3 Days Out of School Suspension Program</td>
<td>Pre-Expulsion hearing with assistant principal may be required before returning to school.</td>
</tr>
<tr>
<td>5th offense</td>
<td>Expulsion</td>
<td></td>
<td>The student may not attend any other state public school for the period of expulsion.</td>
</tr>
</tbody>
</table>

Flagrant attendance violation could result in the students being immediately suspended, expelled or sent to truancy court.

Truancy Court
The Juvenile Judge and Prosecutor have a commitment to make education the highest of priorities with Monroe County students. If a student is truant repeatedly, and/or referred for habitual truancy, they could be referred to truancy court.

EXCUSED ABSENCES
MCCSC Policy 5200

Exempt absences for the student, which do not count against the Corporation’s attendance rates include:
A. serving as a page or honoree of the General Assembly (IC 20-33-2-14);
B. serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15);
C. when subpoenaed to testify in court (IC 20-33-2-18);
D. serving with the National Guard for no more than 10 days (IC 20-33-2-17);
E. serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2);
F. any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the Corporation;
G. facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day and is approved in writing by the school principal.

In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school.

Excused Absences which do count against the school’s attendance rates include:
A. Illness
B. Recovery from accident
C. Death in the immediate family
D. Professional appointments
E. College visit for a junior or senior
F. Participation in or observance of a bona fide religious holiday
G. Out of school suspensions
H. Related to Article 7 or Section 504
I. Military-connected students whose parents or legal guardian are experiencing a deployment
J. Such other good cause acceptable to the Principal and permitted by law

Every effort will be made to notify parents in writing of absences that reach the five (5) day total, including excused absences. This will be sent as a general notice letter after 5 days and again after 10.

Students Experiencing Homelessness

Homeless students have the right to remain in their school or origin or the local attendance areas school, according to the child’s best interest. The school of origin is the school that the student attended when permanently housed or last enrolled. The local attendance area school is any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.
UNEXCUSED ABSENCES

An unexcused absence is an absence from school not authorized by state law or Corporation policy. It includes truancy or other excessive absences. **Unexcused absences also include absences in “H, D and –M codes”** (see page 29). All days missed in excess of the ten day limit or for which a notice has been sent to the parents requiring a “physician’s statement of incapacity” for the child are considered unexcused. In-school suspensions are not considered absences, and out of school suspensions are counted as excused absences. Actions taken by the principal or designee for unexcused absences may include but not be limited to:

For Truancy:

a. Identifies the truant as a student who willfully does not attend school.

b. Identifies the “habitual truant”, that is, “the student who has unexcused absences from school for more than ten (10) days of school in one (1) school year. 10 days is the equivalent of 50 periods as we have 5 periods a day at BHSS.”

c. Investigates the cause(s) of the truant behavior via:

   - Parent contact by the designated staff member
   - Parent contact by appropriate school administrator or designee
   - Parent conference with appropriate school administrator or designee

   d. Considers, when appropriate, any modifications of the student’s educational program that meet particular needs which may be causing the truancy.

e. Ensures that every effort is made to notify parents that a child is truant, and that there may be corrective and/or disciplinary actions taken if the truancy continues. This minimal due process will include but not be limited to:

   - Send an Attendance Notification Letters (These may be a “Five Day Letter”, “Ten Day Letter” or “Partial Absence Letter” or “Ten Day Letter” may require a physician’s statement of incapacity for future absences to be counted as excused.)
   - Make documented phone calls to parents
   - Refer to the School Social Worker for contact/conference
   - File One Day Legal Notice

f. Ensures that the Corporation’s policies and administrative guidelines on student discipline are adhered to when truant students are disciplined. This may include but not be limited to:

   - Detention after school hours
   - Placement in In-school suspension
   - Removal of privileges
   - Referral to Monroe County Probation Department
   - Termination of enrollment in the affected classes
   - Referral into an Alternative to Expulsion program
   - Recommendation for expulsion from school (Expulsion is the last resort for truancy problems and other efforts must be made before expulsion is recommended.)

   g. Provides for the reporting to the Bureau of Motor Vehicles those students who have been determined to be a habitual truant, expelled from school, or suspended for the second time during the school year.

   - For any student age 13 through 17 who has been determined or designated a habitual truant under this policy, the following review procedures apply:

     (a) The principal shall review the student’s attendance record no less than one time each year to determine if the prohibition against receipt of an operator’s license or learner’s permit shall continue. The principal shall be guided by the following factors:

        - (i) At least sixty (60) school days must have elapsed in order to have a significant sampling upon which to make a determination of improved attendance;
        - (ii) The number of absences since the initial determination or designation and the reasons for each shall be reviewed. One absence based on truancy (willful and in defiance of parental authority) shall cause the principal to recommend that the aforementioned.

     (b) The principal shall forward his/her recommendation to the Board of Trustees for its review and determination. If the prohibition against receipt of the license or permit is removed, the principal shall notify the State Bureau of Motor Vehicles. The removal of the prohibition, however, shall not cause the number of truancy days to be erased for purposes of later determining that a student is a repeat habitual truant under this policy.

   - The only statutory timelines which apply to habitual truancy procedures are those contained in Indiana Code 20-33-8-1—34 and 20-33-2-11.

   - The superintendent shall see that a uniform summary information form is developed which:

     (a) Indicates the date of the principal’s determination of habitual truancy and of the hearing examiner’s determination, if any;
     (b) Indicates the date and result of the review of the attendance record of a habitual truant by the principal and Board of Trustees; and
     (c) Is placed in and becomes a permanent part of the student’s record file which shall be included with any records sent to another school system in which the student enrolls.

   - If a student who has been designated and/or determined a habitual truant and remains ineligible to obtain a license/permit properly quits this school system or transfers to a public or non-public school, the principal with authority to review such student’s attendance record shall be deemed to lose such authority and no longer be under a duty to conduct the review. Conversely, if such a student moves from one school to another within this corporation or transfers into this school system from another corporation, the principal shall conduct the appropriate review.

For other Excessive Absences:

A. Identify instances where the parent(s) actions or lack of actions may “fail to ensure that the child attends school.”

B. Investigate the cause(s) of the excessive absences via:

   1. Parent contact by the designated staff member
   2. Parent contact by appropriate school administrator or designee
   3. Parent conference with appropriate school administrator or designee

C. Make every effort to communicate the issues with the parent(s) in a timely manner. These may include but not be limited to:

   1. Send attendance notification letters (five day, ten day, partial day absence letters)
   2. Make documented phone calls
   3. Refer to the School Social Worker for contact/conference
   4. File One Day Legal Notice
   5. Demand a physician’s statement of incapacity for all future absences (Verification of incapacity through such a physician’s statement, or other verification the school documents that verifies a student is legitimately ill, will be counted as excused absences.)

D. Consider what appropriate interventions might be helpful in alleviating excessive absences including what referrals might be made to outside agencies. (A list of possible agencies will be available in the MCCSC Social Services Department.)

E. Ensure that students/families with continued excessive absences are referred to appropriate agencies for legal action including the Monroe County Prosecutor, the Monroe County Probation Department, and/or the Monroe County Child Protection Services.


Accepted by the Board 5/13/76; 6/13/85 (effective 8/1/85); 8/25/86 (effective 8/28/86); 8/9/93; 5/9/94 Revised: 8/25/77; 9/1/77, 8/10/78, 8/15/80; 6/25/81 Approved by the Superintendent: 5/9/85; 3/17/86; 8/18/86; 7/12/86
**Attendance Codes**

A - Absent – excused (parent contact)
B - Home bound instruction approved by Special Ed.
C - Out of Class – present-excused from class (e.g., w/counselor, social worker, etc.)
D - More than 5 minutes tardy–counted as truant
E - Early Dismissal – left building w/parent permission
F - Field Trip – attending school activity
G - Left school – with parent permission
H - Truant (MS/HS – absent without parent knowledge)
I - In-school detention/suspension
J - Jail (incarcerated, short-term (not withdrawn)
K - Alternative to Suspension
L - Left Seminar without permission (HS)
M - Medical/dental/hospital – statement required
N - Nurse – sent home by health personnel
O - Out-of-school suspension
P - Prearranged absence (i.e. vacation)
Q - Lice/Nits present
R - Religious exemption
S - Return to School – return from appointment
T - Tardy
U - Absent – no parent contact/physician statement
V - College Visit (college, polls, page, jury duty, court appearance, etc.)
W - 504 Medical Determination
X - Exempt – polls, page, jury duty, court appearance, NG)
Y - Take-Your-Child-to-Work Day
Z - Hospitalized (not withdrawn from school)

**Withdrawing from School**

Policy 5130

The student may not withdraw from school unless the student, the student's parent or guardian, and the principal agree to the withdrawal and the parent or guardian and the principal provide written consent for the student to withdraw from school. If the principal (this duty may not be delegated to a designee) does not consent to the student's withdrawal, the student's parent may appeal the denial to the Superintendent.

**Driving License for Expelled, Suspended, Withdrawn Students**

Expelled, Suspended, Withdrawn students:

1. **Issuance of License or Permit**
   
a. Indiana Code 9-24-2-1(a) states: "A driver’s license or learner’s permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

   i. Is a habitual truant under IC 20-33-2-11
   
   ii. Is under at least a second suspension from school for the school year under IC 20-33-8-14
   
   iii. Is under an expulsion from school under IC 20-33-8-14, 20-33-8-15, 20-33-8-16
   
   iv. Has withdrawn from school before graduating, for a reason other than financial hardship, and the withdrawal was reported under IC 20-33-2-21(a). Any student who withdraws from school must have an exit interview under IC 20-33-2-9

   b. For purposes of the issuance (as opposed to invalidation) of a license/permit, if a student receives a second suspension from school in any one school year, the principal shall notify the State Bureau of Motor Vehicles of the beginning and ending dates of the second suspension and the date of the end of the semester in which the student is reinstated to school.

   i. This Board of School Trustees interprets Indiana Code IC 9-24-2-1(a) and 9-24-2-4 to mean that a student who receives such second suspension or expulsion, or has withdrawn from school as described in section 1(4) may not be issued a license/permit until the end of the semester in which the person returns to school.

   ii. The principal shall not sign any eligibility form designed to accompany an individual application for the issuance of a license/permit for any student who receives a second suspension, expulsion, or exclusion until the person returns to school.

   iii. If the State Bureau of Motor Vehicles via a written communication to Indiana school corporations indicates a different interpretation, this school system will follow said Bureau’s interpretation.

2. **Invalidation and/or revalidation of Driver License or Driver Permit**
   
a. Indiana Code 9-24-2-4 states: "(a) If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person’s principal invalidate the person’s license or permit until the earliest of the following:

   i. The person becomes eighteen (18) years of age.
   
   ii. One hundred twenty (120) days after the person is suspended, or the end of the semester during which the person returns to school, whichever is longer.
   
   iii. The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-33-8.

   b. For purposes of the invalidation of a license/permit, the principal shall notify the State Bureau of Motor Vehicles in the following circumstances, with each notice indicating the last day of the semester in which the student returns to school:

   i. The student receives a second suspension from school in any one school year;
   
   ii. The student is expelled from school for any reason established by state statute and/or this school system for the grounds stated in Indiana Code 20-33-8-14, 20-33-8-15, 20-33-8-16.
   
   iii. The student is determined to be a habitual truant under 20-33-2-11
   
   iv. The student withdraws from school and it is reported under IC 20-33-2-21(a)

   c. Should any such second suspension, expulsion or determination of habitual truancy be reversed after the student has utilized the procedures under Indiana Code 20-33-8-19, the principal shall notify the State Bureau of Motor Vehicles directly in writing.

   d. Any student whose license/permit has been invalidated by the State Bureau of Motor Vehicles may appeal pursuant to Indiana Code 9-25.

   For sections (1) Issuance of License or Permit and (2) Invalidation and/or revalidation of Driver License or Driver Permit, notice of final determinations by the hearing examiner and/or Board shall be by certified mail.
Discipline Philosophy

Discipline at BHS South is a responsibility shared by students, parents, teachers, and administrators. Our policies, in compliance with the laws of the State of Indiana, promote an orderly, safe, and positive learning environment. We encourage respect, responsibility and engagement for each individual student and hold each student accountable for behavior in our school community.

Bloomington South's expectations for students can be summarized with three simple statements:

1. Be where you are supposed to be,
2. When you are supposed to be there,
3. Doing what you are supposed to do.

Consequences for Rule Violations

Policies and consequences for student behavior apply while at school, while traveling to or from school or any school-sponsored event, and while participating in any school-sponsored event at home or away.

If a student is suspended from school for any reason, participation in extra-curricular activities and events is suspended until the suspension period has ended. Students who are suspended out-of-school on Friday will not be eligible for participation in extra-curricular activities and are not to be on school property until the following Monday or the end of the suspension period.

In any situation where student behavior presents a potentially dangerous or disruptive condition for the school’s proper operation, administrators may use their own discretion in determining appropriate consequences. Any activity that is considered to be group or gang-related will not be tolerated and will be dealt with severely, including the possibility of expulsion upon first offense.

The following list of student actions and related consequences is provided so students understand the standard disciplinary procedures. Please understand that these standard procedures may be modified or altered depending on specific situations as reviewed by the school administration. Flagrant violations of any rules could result in suspension and/or expulsion. Any student violating a school rule may be given a health assessment by the school nurse.

- **Saturday School**: Attendance at Saturday School is from 8:00—11:00am in the library. Students are expected to arrive on time and to be reading or working on homework while serving.

- **In-School Suspension**: Legally separated from regular classes for one (1) period for up to five (5) days. The classroom rules for in-school suspension are posted and credit will be given for class work completed. In-school suspension is counted as a regular day of attendance.

- **Out-of-School Suspension**: Legally separated from regular classroom activities and removed from the school for one to ten days. It is the student’s responsibility to request and make-up all assigned work. Students will be given one day to complete work for each day of suspension. If a student meets these requirements, full credit for make-up work will be given.

- **Alternative to Suspension**: Participation in the ATS program, which is housed at BHSS, will be an option for students whenever possible as opposed to sending them home.

- **After School Detention**: Students may be assigned to After-school detention. If students are unable to serve detention on the same day as the infraction due to transportation problems, the detention will be assigned and served the next day or as soon as possible thereafter. After-school detention will be held from 2:40 – 3:30 p.m., daily. Tardiness to after-school detention will result in additional disciplinary action.

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**VIOLATIONS and CONSEQUENCES**

**ANY blatant rule violation can result in expulsion**

<table>
<thead>
<tr>
<th>Violation</th>
<th>First offense</th>
<th>Second offense</th>
<th>Third offense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Abuse/Battery (Physical or Sexual)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First offense</td>
<td>Expulsion – Police Referral</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Arson</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>First offense</td>
<td>Expulsion – Police Referral</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cheating/Plagiarism</strong></td>
<td></td>
<td>Teacher discretion</td>
<td>In-school suspension/After School Detention</td>
</tr>
<tr>
<td>First offense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second offense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third offense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Disruptive Behavior</strong></td>
<td></td>
<td>Blatant disruptions could result in an immediate expulsion request</td>
<td>In-school suspension/After School Detention</td>
</tr>
<tr>
<td>First offense</td>
<td></td>
<td></td>
<td>Discretion of principal</td>
</tr>
<tr>
<td>Second offense</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Dress Code Violations</strong></td>
<td></td>
<td>Warning/In-school suspension/send home</td>
<td>Sat. school</td>
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<tr>
<td>First offense</td>
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<td></td>
<td></td>
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<tr>
<td>Second offense</td>
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<tr>
<td><strong>Driving Violations</strong></td>
<td></td>
<td>30 day suspension of parking pass.</td>
<td>Revoke driving privileges for year.</td>
</tr>
<tr>
<td>First offense</td>
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<tr>
<td>Second offense</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Drugs &amp; Alcohol – Possession, Use</strong></td>
<td></td>
<td>Recommend expulsion – Police Referral</td>
<td></td>
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<tr>
<td>First offense</td>
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<td></td>
<td></td>
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<tr>
<td>Second offense</td>
<td></td>
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<tr>
<td><strong>Drug Paraphernalia – Possession</strong></td>
<td></td>
<td>Recommend expulsion – Police Referral</td>
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<tr>
<td>First offense</td>
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<td></td>
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<tr>
<td>Second offense</td>
<td></td>
<td></td>
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<tr>
<td><strong>Wireless Communication Devices – Possession</strong></td>
<td></td>
<td>Recommend expulsion – Police Referral</td>
<td></td>
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<tr>
<td>First offense</td>
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<td></td>
<td></td>
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<tr>
<td>Second offense</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Failure to Attend After School Detention</strong></td>
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<td></td>
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<tr>
<td>First offense</td>
<td></td>
<td>Saturday School or ISS</td>
<td></td>
</tr>
<tr>
<td>Second offense</td>
<td></td>
<td>1 day out-of-school suspension</td>
<td></td>
</tr>
<tr>
<td>Third offense</td>
<td></td>
<td>3 days out-of-school suspension</td>
<td></td>
</tr>
<tr>
<td><strong>Fighting</strong></td>
<td></td>
<td>Depending on the Situation:</td>
<td>5 days out-of-school susp. – Police Referral</td>
</tr>
<tr>
<td>First offense</td>
<td></td>
<td></td>
<td>Recommend Expulsion – Police Referral</td>
</tr>
<tr>
<td>Second offense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third offense</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Fire Alarm Violation</strong></td>
<td></td>
<td>Recommend expulsion – Police Referral</td>
<td></td>
</tr>
<tr>
<td>First offense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fire Arms – Possession, Using, Transmitting</strong></td>
<td></td>
<td>Recommend expulsion – Police Referral</td>
<td></td>
</tr>
<tr>
<td>First offense</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Hall Pass or School Document Misuse</strong></td>
<td></td>
<td>In-school suspension or (ASD) – loss of privileges</td>
<td>ATS or in-school and pass restrictions</td>
</tr>
<tr>
<td>First offense</td>
<td></td>
<td></td>
<td>Administrative discretion</td>
</tr>
<tr>
<td>Second offense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forgery</td>
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</tbody>
</table>
Harassment, Bullying, Hazing (verbal):

Blatant harassment and intimidation could result in an immediate expulsion request
- First offense: In-school suspension/ASD (May include educational component)
- Second offense: 1 day out-of-school suspension
- Third offense: 3 days out-of-school suspension

Internet Agreement Violations:
- First offense: Revoke computer account/Could pay for repairs
- Second offense: In-school suspension

Littering:
- First offense: After School Detention / loss of privileges
- Second offense: Administrator discretion

Obscene Language or Gestures:
- First offense: In-school suspension/Sat. school
- Second offense: Out-of-school suspension
- Third offense: Out-of-school suspension/expulsion

P promulgating Rule Violations:
- First offense: In-school suspension/Sat. school
- Second offense: Out-of-school suspension/Exclusion

Refusal To Comply With Reasonable Request:
- First offense: In-school suspension, Sat. school
- Second offense: Expulsion

Stealing or Possessing Stolen Goods
- First offense: 5 days Out-of-school suspension/restitution
- Second offense: Expulsion

Tobacco – Possession, Smoking, Transmission (including e-cigarettes):
- First offense: 1 day Out-of-school suspension
- Second offense: 3 days Out-of-school suspension
- Third offense: Expulsion

Vandalism (misuse of property):
- First offense: 3 days Out-of-school suspension
- First offense (flagrant): Expulsion/Pay damages/restitution
- Second offense: Expulsion/Pay for damages

Weapons – Possession, Transmission, Use:
- First offense: Mandatory expulsion for (1) calendar year
- Failure to report weapon possession could result in an expulsion request

SUSPENSION/EXPULSION POLICIES

According to Indiana State Law IC 9-1-4-29(g), students who have been suspended from school for a second time during the year, have been expelled, or have been excluded from school due to misconduct are ineligible for a driver’s license or learner’s permit. Further, the law provides for invalidation of the driver’s license or learner’s permit of a student who has become ineligible subsequent to issuance, and requires school principals to notify the Indiana Bureau of Motor Vehicles of the identity of such students.

I. Student Conduct

The Board believes that students should have certain expectations regarding their rights, and learn to assume responsibility for their own behavior and the consequences of their actions. To that end, students have certain rights relative to their education and treatment, and they have certain responsibilities along those same lines. Such rights and responsibilities would include:

A. The right to an education, but also the responsibility to take advantage of that opportunity and the responsibility to not interfere with the rights of other students to get an education;
B. The right to expect to be treated with reasonable standards of socially-acceptable behavior, but also the responsibility to conform to reasonable standards of socially-acceptable behavior;
C. The right to have your person and property treated with respect, but also the responsibility to treat others and their property with respect;
D. The right to have your personal rights respected, but also the responsibility to respect the rights of others;
E. The right to expect that those faculty and staff who have authority over you will exercise that authority appropriately, but also the responsibility to obey the constituted authority and to respond appropriately to those who hold that authority.

It is also acknowledged that an essential element of appropriate student behavior involves communication and cooperation between the school and the home environment. To that end, school administrators and staff are encouraged to contact parents/guardians as quickly as possible when discipline issues arise. Likewise, parents/guardians are encouraged to contact their child’s school whenever issues arise that could impact the behavior and/or discipline related to their child.

Specifics related to student expectations are included in the following Code of Conduct.

Suspension and Expulsion

A. Definitions

Recognizing the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8, the Board authorizes administrators and staff members to take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY – TEACHER: An elementary, middle school or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day, or up to five (5) school days with approval of the principal. During the period of removal, the student will be assigned regular or additional work to be completed in another school setting. If removal from class extends beyond the immediate period of instruction or constitutes a progressive pattern of behavioral consequences, the parent(s) will be notified and afforded an opportunity for conference with the teacher and/or the principal.

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 five (5) school days, or up to ten (10) school days with approval of superintendent.
II. Student Code of Conduct

A. The Monroe County Community School Corporation shall hold the students of this corporation to the following Code of Conduct. Failure to comply with said codes may be considered student misconduct and/or substantial disobedience which are grounds for suspension and/or expulsion. This Code of Conduct will include, but is not limited to the following examples and/or rules related to the responsibilities and behavior of its students;

1. No student shall possess, handle or transmit any firearm or destructive device on school property.

2. No student shall possess, handle or transmit any deadly weapon on school property. The following devices are considered to be deadly weapons defined in I.C. 35-41-1-8:
   a. A weapon, laser 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.
   b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

3. No student shall engage in the unlawful selling or transmission of a controlled substance, illegal drug, alcohol, prescription drugs, or any thing purported to be or is represented as a look-a-like, or engaging in a criminal law violation that constitutes a danger to other students or constituents an interference with school purposes or an educational function.

4. No student shall knowingly possess, use, or be under the influence of alcohol or any alcoholic beverage.

5. No student shall knowingly possess, use, or be under the influence of any narcotic drug, illegally obtained/used prescription drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, caffeine-based stimulants, substances containing *phenylpropanolamine (PPA), stimulants or intoxicants of any kind, or any paraphernalia used in connection with the listed substances.

6. No student shall knowingly possess or use 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.

7. No student shall threaten (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.

8. No student shall threaten or intimidate any student for the purpose of, or with the intent of obtaining money or anything of value from the student.

9. No student shall engage 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.

10. No student shall use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urge other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision.
   a. Occupying any school building, school grounds, or parts 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. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.

11. No student or group of students shall engage in the bullying of another student(s) or any behavior the intent to harass, ridicule, humiliate, intimidate, harm, or engage in repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior.

12. No student shall engage 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.

13. No student shall intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person.

14. No student shall knowingly possess, handle, or transmit a knife or any object that can reasonably be considered a weapon.

15. No student shall willfully absent from school or tardy to school.

16. No student shall engage in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

17. No student shall fail 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.

18. No student shall violate or repeatedly violate any rules that are reasonably necessary in accordance with Indiana law, including, but not limited to:
   a. engaging in sexual behavior on school property;
   b. disobedience of administrative authority.

19. No student shall cause or attempt to cause damage to school property, or steal or attempt to steal school property.

20. No student shall cause or attempt to cause damage to private property, or steal or attempt to steal private property.

21. No student shall fail in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes.
or an educational function.

22. No student shall use an electronic paging device or a handheld portable telephone on school grounds during school hours.

B. In addition to the behaviors listed above, 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 which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

C. SUSPENSION PROCEDURES

SUSPENSION FROM SCHOOL – 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 procedural due process which includes:
   a. A written or oral statement of the charges;
   b. If the student denies the charges, a summary of the evidence against the student will be presented; and,
   c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Parents/guardians will be notified of a possible suspension as soon as possible, but in all cases the parents or guardians of suspended students will be notified in writing. The written notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal (Notice of Suspension Form 5600-1).
4. Students under suspension will not be eligible for enrollment at other schools of the district.
5. The names of suspended students will be reported immediately to the superintendent's office.

ALTERNATIVES TO EXPULSION (ATE) – Students who have violated the Student Code of Conduct (5600 guidelines) for which suspension and recommendation for expulsion are made, may be offered an Alternative to Expulsion (ATE); unless otherwise prohibited by law. The school may offer an ATE more than once during a student’s school career, but is under no obligation. Should the student not satisfactorily complete the program, he/she will face expulsion.

Requirements for Participation in ATE:

1. Parents or legal guardian and the student must agree to the concept and terms of the Alternative to Expulsion agreement. This may include additional expectations or restrictions.
2. The student and parents must comply with all recommendations of Alternative to Expulsion agreement or face expulsion.
3. In the event that a referral to an outside agency is involved, the parents or legal guardians will be responsible for the cost for the entire program regardless of attendance or successful completion. No person will be excluded from the ATE program for inability to pay. A sliding scale or no cost services will be pursued.

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

1. Insure that procedural due process has been offered as cited under procedures for suspension.
2. Filing procedures which must be followed include:
   a. Accurate completion of the student information on the Request for Expulsion Form.
   b. Signature of the appropriate administrator.
   c. Causal Hearing date and/or pre-expulsion date when applicable, otherwise not applicable.
   d. The code of conduct citation that the student is charged with violating. This includes every violation that will be discussed at any necessary expulsion hearing.
   e. All appropriate suspension information, if the student has been suspended, including the dates for the beginning and ending of the suspension.
   f. The date the expulsion would end if upheld.
   g. The request for continued suspension should be checked only if a principal (or designee) is requesting that the suspension be continued. This should only be requested when there is a risk to others or to the educational process, and should not be checked for a student who is special education. (Note: requesting a continued suspension can result in an additional hearing just to determine the continued suspension.)
3. In all cases, the Request for Expulsion form must be on the superintendent’s desk no later than two (2) school days after the decision to request expulsion has been made. This timeline must be adhered to because of the great risk of violating due process.
4. Students who are apprehended transmitting or selling drugs are not eligible.

4. An expulsion will not take place until the student and the student’s parent are asked to appear at an expulsion hearing 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.

5. 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.
6. 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. An attorney may not represent the student at the expulsion hearing, but the attorney may be available for consultation outside the hearing room during the course of the meeting.
7. 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.

8. The school board has previously voted that it will not hear student expulsion appeals. No further options exist with the School Corporation on this matter once the Hearing Examiner has made a determination. The only remaining recourse is with the courts. The discipline action determined by the Hearing Examiner will continue in effect pending a final determination by the courts.

If the student is guilty of possession of a firearm or destructive device, the length of the expulsion is mandated by law to be for one calendar year with the return of the student to be at the beginning of the next semester after one calendar year. In these situations, only the Superintendent may modify the length of the expulsion period. I.C. 20-33-8-16(e).


DIRECTIONS TO SCHOOLS ON BHSS SPORTS SCHEDULES

Bedford-North Lawrence – Go south on SR 37 to SR 58 E. Continue about 4½ miles. You will be able to see the school on the right hand side of SR 58. Golf is at Otis Park Golf Course which is off of SR 50 E. Softball field is behind the school bus parking lot on the west edge of campus.

Ben Davis – Go north on SR 37, then west on I-465. Take the West 10th Street Exit. Turn on Girl School Road, the school will be visible from 10th Street. Baseball field is at the school across the driveway from the football field.

Bloomfield – Go west of SR 45 to SR 445 and continue west. After 1 mile, SR 445 turns into SR 54 W; keep going west on SR 54 to Bloomfield through town. At the Dairy Queen, go two more blocks and turn left. The road will end at the school.

Brebeuf – Go north on SR 37 to Martinsville, then SR 39 to SR 67 N, then west (north) on I-465. Take the 86th Street Exit and turn east onto 86th Street. Brebeuf will be on your right just after crossing Michigan Road.

Brown County – Go west on SR 46. Go straight through the first stoplight as you enter Nashville; go through downtown area, then turn left at the next stoplight (Main St.), go approx. ½ mile out to town to the first road to the left. There is a sign for Deer Run Park. Follow the signs to the park.

Brownstown Central – Go east on SR 46 and turn right on SR 446. Follow SR 446 past Lake Monroe until it dead-ends at US 50. Turn left on US 50, takes you to Brownstown. Turn left at four-way stop and go through stoplight. Look for school sign to turn left on Bridge Street. Golf is played at the Brownstown Hickory Hills Country Club.

Castle – 37 S to 164 W to 164 S to Hwy 66. Take 66 E to Hwy 261 N go one mile, the school is on the right.

Center Grove – SR 37 north to Stones Crossing Road. Turn right and drive eight miles. Turn right onto Morgantown Road and turn left into the south parking lot.

Columbus East – Go east on SR 46 to Columbus. Go across new bridge. Follow SR 46 to State Street; go right. Follow State Street to 3rd stoplight; turn left onto Marr Road. School is on left. School is visible from Marr Road/State Street intersection.

Columbus North - Take SR 46 to Columbus. Slight left onto Brown, slight right at 11th street. Take 2nd left onto Washington St. Turn right at E 25th St. Turn left at Home Ave.

Decatur Central – Follow SR 67 to Mooresville. Decatur Central will be approximately 6 miles north of Mooresville on the south side of the highway. Turn right at the stoplight in from the school.

East Central – Take Hwy 46 to I 74 E to St. Leon/Lawrenceburg exit. Turn right (S) on Rt. 1; Right Schuman Rd.

Eastern – Take 45 W (Bloomfield Rd.) about 20 miles to the school and it is on the right.

Edgewood – Go west on SR 46 through Elletsville. Take a left at the high school marquee. Golf is played at the Cascade Golf Course. Baseball is played behind school and behind the football field. Softball is played at Junior High School, behind the high school. Also tennis is played at the Junior High School.

Franklin Central – 37 N to Southport Rd. turn right (E) go to Franklin Rd. (at least 10 miles) turn left (N). School is 1 ½ mile on the right (E). Cross Country- follow Franklin Rd. to Thompson Rd. turn right on County Line Rd. approximately 4 miles. Turn right and follow to Southeastway Park entrance.

Franklin Community – 37 N to 44 E through Bargersville continue to Junction 44/31 turn N; school is 3 blocks on right.

Greenfield – Take SR 37 N to 465 E take 465 E to 70 E to the Greenfield exit (St. Rd. 9) Go South on St. Rd. 9 to New Road (1st stoplight) Turn right (W) on New Rd. to Broadway St. turn left (S) on Broadway; school is on the right. Soccer fields are on the high school campus before you get to the school.

Jasper – Go south on SR 37 to SR 58. Turn west on SR 58 which turns into SR 45, which then turns into US 231. Follow US 231 through Loogootee to Jasper. Soccer field is behind school on the other side of tennis court. Swimming pool is located through the front doors of high school. Golf, continue past the State Police Post; turn left at water tank. Go about 4 blocks and course is on left on the dead end street. Baseball, continue past the State Police Post on Hwy 231; go to the first stop light past the Catholic Church, turn right. Field is on the right at dead end.
Jeffersonville – Go east on SR 46 to I-65 S to exit 6 (I-265 E); take I-265 E to exit 10 (Hwy. 62-Jeffersonville). Take Hwy 62 to 2nd stoplight (Allison Lane); turn left on Allison Lane; Jeffersonville H.S. on right approximately ¼ mile.

Jennings County – Take SR 46 E to Nashville. Go east on SR 46 to Columbus. Pick up SR 7 on west edge of Columbus. Go to North Vernon, turn right on US 50. Jennings County High School is on left on the outskirts of town.

Lawrence Central – Go I-465 N to 56th St./Harrison exit (exit 40); Take 56th Street East; first stoplight is Caistor Dr.; school is on your left. Baseball, tennis, & swimming go to north parking lot. Football, track, softball, basketball, volleyball & gymnastics go to east parking lot. Soccer continue on 56th Street to Franklin Road and turn right. Lawrence Park is at the top of the hill on the left.

Martinsville – Take SR 37 to SR 252 west; turn left onto John R. Wooden Drive (first road on left by Morgan Co. Hospital); go through residential or until dead ends facing Martinsville H.S.; turn left and then turn right to get to the parking area.

Mooresville – Go north on SR 37 to Martinsville, take SR 39 N to SR 67 N. Go to Mooresville and turn left at first Mooresville exit and follow the road straight through town to the school just north of town.

New Albany – 46 W to I-65 S to I-265 W and turn right; go to Charlestown Rd (1st exit on 265) and turn left at the top of the ramp (stoplight here, Charlestown Road also Hwy 331). Go to Vincennes St. Turn left and school is 3 blocks. Gym is located at the corner of Locust St. and Vincennes.

North Central – Go north on SR 37 to I-465 E. Go all the way around to Meridian South Exit. Go south on Meridian to 3rd stoplight; turn left on 86th Street. North Central High School is on the right. Baseball is on east side of high school (close to football fields). Soccer is played at the same location.

Northview – Go west on SR 46 through Spencer and turn north on SR 59. Go to US 40 in Brazil and turn left. US 40 will bear left on outskirts of Brazil, but you should go straight at the stoplight to the school. Baseball and softball is played behind school.

Perry Meridian – Take SR 37 S and turn right onto County Line Road (stoplight), go 4-way stop by rail road track turn left, go to next stop sign turn right; school is on the right approx. ½ mile. Perry Meridian play their soccer games and some softball at Mary Bryan Elementary School.

Pike – Take SR 37 N to I-465 W to 71St St. Turn east on 71St St. and travel approximately 3-4 blocks, past Zionsville Rd. to next stoplight. Enter campus to the right, across from park 100 offices.

SeYMour – Go south on SR 37 to E US 50. Or you can take SR 46 E to SR 446 to US 50 E. At 2nd stoplight in Seymour, turn left and the school is only 1 block away. Golf is played at the Seymour Elks Country Club which is on US 50 before you get to Seymour. Softball: go east on US 50 one block past the turn off to the high school. Look for the goodwill store, this is Kastings Rd. Turn right (S) go about 3 blocks and Kasting Park is on the right.

Shakamak – Take 46 W to Spencer then take 67 S to Worthington. Take 48 W to Jasonville. Stay on 46 through town. On west end of town is sign to Shakamak High School. Follow sign.

Southport – Take SR 37 N, and turn on Southport Rd. (Amoco Station). Turn north on Shelby St.; high school is ½ mile on the left.

Terre Haute North – Go west on SR 46 to Terre Haute. SR 46 will dead-end on US 40, turn left and go to the 1st stoplight, Blakely Avenue. Look for the sign and turn right. The school will be on your left. Baseball, Softball and Tennis are behind high school by big parking lot.

Terre Haute South – Go west on SR 46 to Terre Haute to I-70 west to US 41 south and go to the 2nd stoplight. Then go north to the school. Baseball field is behind the high school. Softball field is next to the baseball field.

Warren Central – Go north on SR 37 to I-465 east to I-70 to Post Road Exit. Take Post Road south through 1 stoplight and there will be a sign on your left, turn left. School is on left, on 16th street.

Washington – Go south on SR 45 to SR 445 to SR 54 west to SR 57 south. Go south on SR 57 to Washington. It's there, believe us!
compound-complex sentences (medium length and long). The example about Confucius illustrates that point as well, because four short sentences have been replaced by two sentences (one long, another medium length) that reconnected with a transition (“instead”).

E. Make sure there are transitions between paragraphs, either in the form of individual transitional words and phrases, or whole sentences that connect the idea of the paragraph you work on with the previous paragraph.

Step 5. Review the paragraphs and come up with an appropriate “final” thesis statement (of course, you may further change the thesis later on). You may want to change your preliminary thesis somewhat or considerably. Make sure that the statement reflects the main points you want to make and that those points are summarized through key terms. If the paragraphs you already wrote do not reflect these points, rewrite them and adjust them to the thesis. The final thesis statement must be absolutely specific. In other words, it must precisely summarize the idea you want to develop in the essay. It must contain key terms, i.e., the words and phrases that clearly point at the idea(s) that will be developed in the body paragraphs. Naturally, these key terms should reappear later on in the essay, as constant reminders to the reader of what the paper is actually about. This is what you may want to do:

A. Go over each of your body paragraphs from Step 4 and circle all key terms in it.

B. List all key terms from each body paragraph in a separate column.

C. Based on the key terms, summarize the main idea of each paragraph; you may want to use the most prominent key terms.

D. Combine the summaries in an effective thesis statement. The statement must include all crucial key terms that define the main ideas discussed in the body paragraphs. In other words, the same key terms that appear in the body must appear in the thesis statement as well. Your thesis statement should be one or two sentences long.

Step 6. Write an appropriate introduction to your paper, making sure that it does not contain only the thesis statement. The introduction must be interesting and grab the reader’s attention. Do not announce your intentions (avoid, “In this paper, I am going to discuss…”). You may imagine the introductory paragraph to look like an upside-down pyramid, consisting of 5-7 “layers” (paragraph sentences). The thesis statement should be placed at the end of the introductory paragraph. The first sentence should be of the most general nature (“broadest”), so you can work your way down towards the thesis, which is the “narrowest” and most specific part of the introduction.

Step 7. Write a conclusion to your paper, wrapping everything up and summing up the main points. Think of it now as a real pyramid and work your way in the opposite direction, from specific to general. Consider some of the following hints:

1. 5-7 sentences.

2. No new ideas.

3. Compare the concluding paragraph sentence by sentence to the opening paragraph. It should “frame” the essay.

4. Are the “key terms” repeated in the last paragraph?

5. How do this repetition and other aspects of the “framing” assist the reader?

6. Does the concluding paragraph simply repeat the ideas in the opening paragraph?

7. Ideally, the last paragraph should add something new to the argument—not a new idea (see no. 2), but something to illustrate a higher level of understanding of the problem you’re writing about.

Step 8. Put everything together (introduction, body, conclusion), type and bring copies to class for peer editing.

Step 9. Peer edit your peers’ papers using the following aspects:

1. Does the essay fully address the topic suggested in the prompt?

2. Clearly formulated thesis statement with key terms; circle all the key terms in the thesis and then check (and circle) if they reappear in the body paragraphs

3. Appropriate introduction that fully accommodates the thesis statement

4. Paragraph unity (reviewers should identify and underline the topic sentence in each paragraph; then, they should check if the paragraph deals with only ONE idea—the one stated in the topic sentence)

5. Quotations and their integration; pay special attention to complete sentence quotations

6. Paragraph coherence—circle transitions between individual sentences as well as transitions between paragraphs; make sure there are at least 3-4 transitions per paragraph

7. Sentence fragments and run-on sentences

8. Logically developed argument that reflects all the points stressed in the thesis statement—logical connection between the paragraphs emphasized through transitions

9. Appropriate conclusion

10. Grammar, spelling, mechanics usage

Step 10. Refine the final draft, perfect it with regard to any editors’ comments.
STRATEGIES FOR READING FICTION

1. First Impression—What is the first thing you noticed about the passage you are reading?
2. Vocabulary and Diction—Which words do you notice? Why? Find the meanings or words you don’t understand.
3. Discerning Patterns—Are there parts of the passage that appeal to your senses? Is there repetition? If so, ask why.
4. Point or View and Characterization—Who speaks to whom in the passage? What portion of the text is dialogue? What is the narrator’s viewpoint?
5. Symbolism, Schemes—What are the characters’ names? Do they have significance? Are there metaphors or other figurative language devices?
6. Mood—What is the mood of the passage? What specific words does the author use to create a mood?
7. Tone—What is the tone of the piece? Does the tone shift? If so, where? Why?

STRATEGIES FOR READING NON-FICTION

SQ4R:

Survey—Overview the section you are reading quickly and pay attention to headings, bold text and charts.

Question—Establish a purpose for why you are reading

Read—Read to answer your questions

Recite—Answer the questions aloud as you discover them.

(w)Rite—Take notes

Review—Your notes at short intervals

KWL:

K—What I already KNOW prior to reading

W—What I WANT to know

L—What I LEARNED

Tips on Taking Notes

Use the text style of identify important points:

1. Become familiar with the font, symbols, borders, graphics, colors and layout that highlight main ideas or terms.

2. Be alert to the writer’s goal: highlight ideas/references/opinions that seem significant.

Taking notes while reading

1. Include headings, key terms and graphics

2. Take down only the important ideas: be brief but clear

3. Summarize in your own words

4. Use symbols to highlight for review

5. Use textbook review questions to develop study questions

Review textbook notes

1. Identify main ideas

2. Fill in details for better understanding

3. Identify unclear information and/or questions

4. Delete unnecessary information

5. Review note organization: add symbols and rewrite notes

6. Write a summary

Taking notes during a lecture

1. Listen actively—think before you write, and keep it brief

2. Be open-minded. Don’t let arguing affect your note taking

3. Keep notes in a large notebook and use a clear format

4. Listen for cues and key words

5. If it’s on the board . . . Write it down!

6. Have a consistent system for taking notes

Why take notes?

Good notes will stimulate critical thinking and engage you.

Note taking helps you remember what happens in class.

Good notes can make studying easier.
Use a note taking system like Cornell Notes System that provides space for you to ask questions while you take notes and to summarize your notes each evening.

1. Take notes as you normally would on the right side of the page.
2. Leave room on the left side to ask questions
3. Write a summary of each day’s notes on the bottom of the page.

Format for Cornell Notes

Example of Cornell Notes

Top of Page

Name

Date/Class

Topic or lesson title

Step 2: *STEP 1: Note taking side

Question side

2. Questions based on the notes taken go on this side of the page.

Main points that are added after class as you review notes are added here as well.

Use this side as a study tool. Cover the right side, look at this side and recite.

1. Record Place notes, explanations, problems, diagrams like you have always taken them on this side of your paper.
2. Recite Cover the note taking column and then look at your questions to quiz yourself.
3. Reflect Ask yourself questions about the information taken in your notes. What’s the significance? Why is this important? This will give the information more meaning.
4. Review the previous days notes each night for at least 10 minutes.

Write you summary of the days information at the end of all your notes.
This is done once per day for all of your notes—it is not done for every page of notes.
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