



AUSTIN HIGH SCHOOL
“Where Eagles Soar”

A Fully Accredited High School
(North Central Association Commission on Accreditation and School Improvement)
401 Highway 31 South
Austin, IN 47102
(812) 794-8730

2013-14 Student Handbook

Property of: _____

Mission Statement

Austin High School is committed to meeting the needs of our students by teaching them to:

Use technology to research, collect, and apply information to everyday life

Think, reason, and solve problems individually and within a group setting

Adapt socially and academically in an ever-changing society so that as adults they are lifelong learners and productive citizens, in an educational environment.

**School Mascot - Eagle School Colors - Black and White
School Song - Washington and Lee Swing**

A Member of Scott County School District 1 Corporation

Superintendent – Mr. Robert Anderson

Principal - Mr. Sherman Smith

Vice-Principal Wayne Carter

Administrative Assistant – Kelly Goodin

Athletic Director- Mike Deaton

Athletic Secretary/ EC Treasurer - Missy Cockerham

Counselor - Angela Rathert

Counselor’s Secretary - Anita Lapp

Social Worker- Nicole Kilburn

School Hours: 8:19-3:15

Office Hours: 7:30-3:30

Austin High School
401 Highway 31 South
Austin, IN 47102
812-794-8730
H.S. Fax # 794-8739

August 2, 2013

Dear A.H.S. Parent/Guardian and Student:

Welcome to Austin High School. As we begin this school year, let us all be reminded of academic goals of each individual and collective goals of the entire student body. While we as educators guide students in setting their goals, our focus remains on assisting students in achieving their goals.

Goals in academic achievement, athletic success, practical arts or fine arts development are a few that can be attained at AHS. Our purpose is to assist students to reach for and achieve their personal standards.

Let's all work together so that each individual student at Austin High School succeeds.

Sincerely,

Sherman R. Smith, Principal
Austin High School

Goals

The following are six major goals or "rules to go to school by" that came out of much faculty discussion last year. These are attainable in every classroom. These should be a basis for more specific goals in every classroom. These are for everyone - staff and students - to work toward and accomplish.

AUSTIN HIGH SCHOOL STUDENTS WILL:



BE RESPONSIBLE LEARNERS



APPLY MATHEMATICAL SKILLS



COMMUNICATE EFFECTIVELY



THINK CRITICALLY



UTILIZE TECHNOLOGY



RESPECT THEMSELVES AND OTHERS

**SCOTT COUNTY SCHOOL DISTRICT I
2013-14 SCHOOL CALENDAR**

| | |
|-----------------------------|--|
| Aug. 1-Thu. | 8:00 A.M. Orientation and In Service-Teachers & Staff |
| Aug.2-Fri. | 7:50 A.M. First Full Student Day |
| Sept. 2-Mon. | Labor Day - NO SCHOOL |
| Oct. 21–25-Mon.-Fri. | Fall Break - NO SCHOOL |
| Nov. 5 -Tues. | Election Day-NO SCHOOL |
| Nov. 27-29WTF | Thanksgiving Break - NO SCHOOL |
| Dec. 20-Fri. | Dismiss at 3:15 P.M. for Christmas Break Ending 2nd 9 Weeks Grading Period. Ending 1st Semester. (90 Student / 91 Teacher Days) |
| Dec. 23 to Jan. 3 | Christmas Break-NO SCHOOL |
| Jan. 6-Mon. | 2nd Semester Begins |
| Jan. 20-Mon. | Snow Day-NO SCHOOL |
| Feb. 17-Mon. | Snow Day - NO SCHOOL |
| Mar. 24-28 Mon.-Fri. | Spring Break- NO SCHOOL |
| April 18-Fri. | Good Friday – NO SCHOOL |
| May 2-Fri. | Snow Day- NO SCHOOL |
| May 5-Mon. | Snow Day-NO SCHOOL |
| May 6-Tues. | Election Day – NO SCHOOL |
| May 23-Fri. | Last Day of School for Students---Graduation Ending 4th Grading Period. Ending 2nd Sem. (90 Student / 92 Teacher Days) |
| May 26-Mon. | Memorial Day-NO SCHOOL |
| May 27-Tues. | Records Day. Teachers & Staff – -Total Days for Year (180 Student/ 185 Teacher Days) |

Bell Schedule 2013-14

| | | |
|---|--------------------|--------------|
| 1st Period | 8:19-9:07 | (48 minutes) |
| 2nd Period | 9:11-9:58 | (47 minutes) |
| Eagle Pride Period Home Room/Announcements | 10:02-10:22 | (20 minutes) |
| 3rd Period | 10:26-11:13 | (47 minutes) |
| <u>1st Lunch</u> | <u>11:13-11:43</u> | |
| 4th Period | 11:43-12:33 | (50 minutes) |
| Middle School Lunch | 11:37-12:03 | |
| 4th Period | 11:17-12:07 | (50 minutes) |
| <u>2nd Lunch</u> | <u>12:07-12:37</u> | |
| 5th Period | 12:37-1:27 | (50 minutes) |
| 6th Period | 1:31-2:21 | (50 minutes) |
| 7th Period | 2:25-3:15 | (50 minutes) |

H.S. Time Schedule #2 PM-Activity Period

| | | | |
|-------------|------------------------|--------------------|-----------------|
| 8:19-9:07 | 1st Period | <u>11:17-12:07</u> | 4 th |
| 9:11-9:58 | 2 nd Period | 12:07-12:37 | 2nd Lunch |
| 10:02-10:22 | Eagle Pride | 12:37-1:22 | 5 th |
| 10:26-11:13 | 3 rd Period | 1:26-2:11 | 6 th |
| 11:13-11:43 | 1 st Lunch | 2:15-2:51 | 7 th |
| 11:43-12:33 | 4 th Period | 2:55-3:15 | Activity |
| 11:37-12:03 | M S Lunch | | |

2 - Hour Delay #5 Bell Schedule

| | |
|-------------|-----------------|
| 10:20-10:53 | 1st Period |
| 10:57-11:30 | 2 nd |
| 11:34-12:07 | 3 rd |
| 12:07-12:42 | Lunch |
| 12:48-1:24 | 4 th |
| 1:28-2:01 | 5 th |

2:05-2:38 6th
 2:42-3:15 7th

Austin High School Staff 2013-14

| <u>Faculty Member</u> | <u>Room</u> | <u>Subject Area(s)</u> |
|-----------------------|---------------|---------------------------|
| Ahlbrand, Kyle | 201 | Math |
| Barrett, Teresa | 213 | Lang. Arts / Spec. Ed. |
| Carter, Jason | 211 | Science |
| Connor, Julie | 217 | Business |
| Daniel, Lindsey | 202 | Science |
| Fraley, Charlie | 218 | Media Center |
| Herald, Ryan | 204 | Social Studies |
| Hougland, Jason | 409 | Band |
| Hubbard, Gary | 211 | Study Hall |
| McNew, Laura | 221 | Spanish |
| Norrington, Anita | 202 | Lang. Arts / Spec. Ed. |
| Ostertag, Elizabeth | 406 | French |
| Plasse, Steve | 212 | Language Arts |
| Rigel, Rick | 205 | Math |
| Sego, Kathy | 408 | Choir |
| Stagnolia, Brandon | 405 | SSU |
| Stearns, Nancy | 207 | Science |
| Stuckwish, Ryan | 220 | Social Studies |
| Sturgeon, Cassandra | 301 | Family & Consumer Science |
| Teimeyer, Katie | 219 | Health/PE |
| Turner, Euleda | 208 | Language Arts / Media |
| White, Curtis | 203 | Math |
| Watts, Isaiah | 210 | Language Arts |
| Zacharias, Bradi | 222 | Art |
| | | |
| Amrhein, Kim Palmer | 714 | Aquatics |
| Trulock, Mike | Tech. Hub/745 | Computers |
| Hickman, Robert | Tech. Hub/800 | Computers |
| Smith, Joe | Tech. Hub/749 | Computers |
| Hall, Maria | H.S. | Custodian |
| Napier, Christina | H. S. | Custodian |
| Wright, Ronnie | 801 | Head Maintenance |
| Alexander, Steve | 807 | Maintenance |
| Combs, Kathy | SSU | Aide |

AUSTIN HIGH SCHOOL
GRADING SCALE 2013-2014

| Letter Grade | Percentage |
|--------------|------------|
| A+ | 100 |
| A | 93-99 |
| A- | 90-92 |
| B+ | 87-89 |
| B | 83-86 |
| B- | 80-82 |
| C+ | 77-79 |
| C | 73-76 |
| C- | 70-72 |
| D+ | 67-69 |
| D | 63-66 |
| D- | 60-62 |

+'s and -'s given in all classes according to scale

All courses should follow this uniform grading scale and grades issued accordingly.

All courses in which grades are given are included in determining a student's grade point average. Plus and minus grades are computed as well.

| | | | |
|---------------------------------|-----------------|--------------------------------|-----------------|
| A+ Highest passing grade | 4.0 pts. | C | 2.0 pts. |
| A | 4.0 | C- | 1.7 |
| A- | 3.7 | D+ | 1.3 |
| B+ | 3.3 | D | 1.0 |
| B | 3.0 | D- Lowest Passing Grade | 0.7 |
| B- | 2.7 | F | 0.0 pts. |
| C+ | 2.3 | | |

**Credit only courses are considered only in total credits-they do not receive a grade and do not affect GPA (re office aide-1/2 credit).

Graduation Honors

Students who maintain a cumulative grade point average at high levels are eligible to graduate with special recognition. These are:

| | |
|----------------------------|--------------------|
| Distinction - Cum. | GPA = 3.5 or above |
| High Distinction -Cum. | GPA = 3.7 or above |
| Highest Distinction - Cum. | GPA = 3.9 or above |

Jr. Usher---3.0 GPA

Outstanding Jr. 3.3 GPA

Austin Schools Meal Prices 2013-14

Student Breakfast.....

Elementary K-5

Paid \$.90
Reduced .30

Middle School and High School 6-12

Paid \$1.00
Reduced .30

Student Lunch.....

Elementary K-5

Paid \$1.75
Reduced .40

Middle School and High School 6-12

Paid \$2.00
Reduced \$.40

Adult.....

Breakfast \$2.00 Lunch \$3.00

Juice - \$.35 Milk- \$.45

****NO FAST FOOD OR DRINKS ARE TO BE BROUGHT IN TO SCHOOL.
ONLY PREPACKED LUNCHES FROM HOME ARE ALLOWED.**

NO CHARGE POLICY

As you know, Austin Schools, as well as other schools in the state, are being hit hard with State Budget cuts. Because of these cuts, we will no longer be able to carry any debt in the School Lunch or Book Rental accounts.

If you think you may qualify for assistance in school year 2013-2014, please feel free to fill out the appropriate forms in July/August 2013. Please watch the paper for dates.

If you do qualify for assistance in school year 2012-2013, any negative balance your student has on his/her account is still owed and must be paid in full in order for us to continue to meet every students needs.

Effective August 1, 2010, students will no longer be allowed to charge school meals. There will be a strict NO CHARGE POLICY in effect. There will be NO EXCEPTIONS TO THIS RULE. ALL STUDENTS WILL BE REQUIRED TO HAVE MONEY IN THEIR ACCOUNT TO RECEIVE SCHOOL MEALS.

You have the ability to sign your student up for MealPay Plus giving you the ability to deposit money into his/her lunch account to keep it up-to-date.

The web address is: www.mealpayplus.com.

The phone number is: **800-531-0251**

LUNCH/I.D. CARD

Scott County School District 1 Student I.D. Card Policy

Austin High School promotes a safe environment for our educational community. Proper identification of all students and staff members is essential to ensure that all persons on campus are approved to be in our school. The student identification (ID) card is required for students to participate in many school sponsored activities. The ID Card is also an expectation in all classes. Students must comply with the following ID policy:

- Students will receive a new, free of charge, official school identification (ID) at the beginning of each school year.
- Students are required to wear their valid ID cards at all times while on campus.
- You **must** have the ID card on to purchase meals in the cafeteria.
- Students must have ID cards to have their computer user account changed.
- Students must have ID cards to check out library books.
- Students must have their own ID cards (**sharing ID cards is not allowed**).
- Student must report a lost or stolen ID and obtain a replacement immediately.
- The cost of a replacement ID card is **\$5.00. Replacement cards may be purchased from 7:50am – 8:15am in the Technology Office.**
- **You may only owe for one card at any given time. You must pay what you owe before you can**

- **receive another one.**

Did you know...?

Scott County School District 1 offers you a way to make managing your child's school meal account easier.

Mealpay Plus provides you the convenience and information you need to manage your student's meal account.

At no cost, MealpayPlus allows you to:

- Create a free, secured account to manage all of your student's accounts.
- Check your student's current account balance.
- Monitor the items your student has been purchasing in the cafeteria.
- Create settings to receive email notifications when the account reaches a low balance.

For a small program fee, Mealpay Plus allows you to:

- Make a prepayment into your student's meal account using a check, credit card, or debit card at www.mealpayplus.com.
- Funds deposited through Mealpay Plus are usually available for student use within minutes. (Unfortunately, we are experiencing technical difficulties with the transfer of this data. Please allow at least 24 hours for your payments to be communicated to your child's school.)
- Create settings to automatically replenish your student's account when it reaches low balance.

Visit the website: www.mealpayplus.com

You choose:

Prepay online...use your credit debit VISA, MasterCard, or personal check.

Prepay by phone...COMING SOON!

Starting August 1st, the transaction fee will be 4.75% of the total transaction. 4.75% fee per transaction.

Get started today!

1. Log on to www.mealpayplus.com
2. Enter you child's information, including student I.D. number into the meal prepayment system.
3. Make a payment using the secure website

Got Questions?

Visit MealPay Plus's "[Frequently Asked Questions](#)" webpage.

As always money may still be put into your student's account by placing the money into an envelope right outside the school's office.

SCOTT COUNTY SCHOOL DISTRICT I

Austin High School
401 Highway 31 South
Austin, Indiana 47102

RIGHTS - RESPONSIBILITIES - REGULATIONS Concerning School Behavior for Students School Year 2013-14 - Including Summer 2014

As teachers and pupils are brought together so that learning may take place in our classrooms, an environment which permits orderly and efficient use of the schools must be provided. This environment, most of all, comes through consideration and self-discipline so that individuals do not allow themselves to infringe upon the rights of others as they seek an expression for their own just and legal privileges as members of the school and society.

The responsibility for development and maintenance of this self-discipline falls to a combined effort of students, parents, teachers, administrators, and to our community which establishes the value system we accept. When self discipline fails, however, regulations for management of school behavior must be outlined by those responsible for the operation of schools. The Board of Education of Scott County School District I has the legal responsibility for the schools in which you are enrolled. The Board, in turn, has set policies and has appointed administrative offices to carry them out. Authority for such Board responsibility is included in the School Powers Act and Public Law 162 of the Indiana General Assembly and Indiana code 20-8.1-5.1.

A breach of discipline may result in reprimand, corporal punishment, probation, assignment to detention hall, referral to special personnel in the school, parent conferences, suspension, assignment to community service, referral to juvenile court, or expulsions, the following summary is provided for you and your parents:

(1) A student may be suspended or expelled from school for misconduct or substantial disobedience. Examples of student misconduct and substantial disobedience include, but are not limited to: Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes of an educational function. They may be expelled for urging other students to engage in the above conduct and/or engaging in speech or conduct, including clothing, jewelry, or hair style, which is profane, indecent, lewd, vulgar or offensive to school purposes. Damage or theft involving school and/or private property, intentionally causing bodily harm to fellow students or school employees, intimidating any student with the intent of obtaining money, possessing any firearm, explosive, knife or other weapon, engaging in sexual harassment of another person (which includes sexually-related verbal statements, gestures or physical contact), engaging in voluntary or consensual sexually related contact, possessing or using an electronic paging device or a handheld portable telephone, and failing in a substantial number of instances to comply with directions of teachers and/or rules of the school, disobedience of administrative authority, and willful absence or tardiness, all are grounds for expulsion.

(2) In addition, a student may be expelled for knowingly possessing, using, providing, or transmitting to another person or being under the influence of: any substance which is, looks like, or which is or was represented to be a tobacco product, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily-based caffeine product, substance containing phenylpropanolamine (PPA), epinephrine steroid, stimulant, depressant or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.

(3) No student shall possess, handle or transmit any firearm on school property. The following are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code. A. Any weapon designed or easily converted to expel a projectile by action of an explosive. B. The frame or receiver of any weapon described above. C. Any firearm muffler or silencer. D. Any destructive device which is an explosive, incendiary, or any similar device. E. Any combination of parts either designed or intended to convert or assemble a destructive device. The penalty for possession of a firearm is 5 days suspension and expulsion from school for one calendar year. The length of suspension may be reviewed by the superintendent if circumstances warrant. The superintendent shall notify the county prosecuting attorney when a student is expelled under this rule.

(4) Bullying by a student of groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior and restore a positive climate.

(5) These provisions apply on school grounds during and immediately after school hours, on school grounds at anytime the school is in use by a school group, or off the grounds at a school function, as well as traveling to or from school or a school activity, function or event.

(6) In addition to the grounds for expulsion or suspension (stated above) a student may be expelled or suspended for engaging in unlawful activity on or off school grounds, which takes place during school holidays, breaks, or vacations, or other periods of time when a student is not attending classes or a school function if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function

(7) House Enrolled Act 1279 and Senate Enrolled Acts 274, 319, and 631, enacted by the General Assembly of Indiana, outlines in detail the procedure to be followed when a student is disciplined by expulsion or suspension. So that all rights of the student concerned are protected, a copy of this act is on file in the office of each Scott County School District I school building, and is available to students upon request.

APPROVAL BY SUPERINTENDENT AND BOARD OF SCHOOL TRUSTEES

These handbook policies were presented to and approved by the Superintendent of Schools and Board of School Trustees on July 15, 2013.

PUBLICATION OF RULES

A copy of these rules shall be provided to each student (for his/her use and parent or guardian use) at the beginning of each school year as soon as practicable after the student's enrollment in school. Copies of the handbook shall be maintained in the principal's office and other prominent places generally used for announcement to students.

DEFINITIONS

As used herein, the term "school purposes" is defined as it is in IC20-8.1-18 (Acts 1980, P.L. 148): ...the term "school purposes" refers to the purpose for which a school corporation operates, including;

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

As used herein, the term "educational function" is defined as it is in IC 20-8.1-1-9(IC 1971, 20-8.1-1-9) as added by ACTS 1973, P.L. 218:

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

Scott County School District 1

Bylaws & Policies

5200 - ATTENDANCE

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all District students, except those exempted under Policy [5223](#) or by other provisions of State law, during the days and hours that the school is in session.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence.

Repeated infractions of the Board's policy on attendance may result in the suspension or expulsion of a student. An out of school suspension is an excused absence. An unexcused absence is an absence from school not authorized by School District rule and is in violation of I.C. 20-8.1-3.

The Board authorizes, but does not encourage, the Superintendent to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence.

The Board considers the following factors to be reasonable excuses for time missed at school by the student:

- A. a member of the Indiana wing of the civil air patrol who is participating in a civil air patrol program for not more than five (5) days in a school year
- B. illness
- C. recovery from accident
- D. required court attendance
- E. professional appointments
- F. death in the immediate family
- G. observation or celebration of a bona fide religious holiday
- H. such other good cause as may be acceptable to the Superintendent or permitted by law

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy [2370](#), to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent shall develop administrative guidelines for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. Govern the keeping of attendance records in accordance with the rules of the State Board.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year;
- B. investigates the cause(s) of his/her truant behavior;
- C. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
- D. ensures that truant students are disciplined in accordance with the District's policies and administrative guidelines on student discipline;
- E. provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.

The Superintendent shall also ensure that the Board's policy on attendance and the District's administrative guidelines are made available to all parents and adult students.

I.C. 20-33-2-4 et seq.

511 IAC 1-3-1

511 IAC 6-2-1(c)(12)

Attendance Policy

Belief Statement

It is our belief there is a clear and positive correlation between student learning and prompt and consistent attendance in class. Lack of consistent attendance means that students will not get the full benefit of the courses offered at Austin High School. Thus attendance should be and will be a significant factor in the determination of a student's academic success.

Absence Procedure

Students should be absent only because of their own illness or death in the immediate family. An absence is defined as missing ten (10) minutes – or more – of class without a pass exempting the absence. Parents/guardians should notify the school by telephone or in person by 8:30 a.m. any day it is necessary for a student to be absent. A written note is acceptable from parent/guardian upon the student's return to school. All absences are subject to parent/guardian contact and/or verification.

Students must report to the attendance office before 8:15 a.m. after any absence to request an admission slip to return to class. Students shall have each teacher sign/initial their admission slip and

at that time request the work they may have missed. Students will be allowed one day of make-up time for each day of school/class missed. The student is expected to take the initiative in requesting make-up work.

Tardiness

Promptness to school and to classes throughout the day is expected of all students.

Students arriving after 8:19 a.m. must report to the attendance office. Two un-excused tardies are considered one full absence.

Should a student be tardy to class without an excused pass from office or staff, a 1% grade deduction may be taken in that class. Excessive tardiness to a class (3 or more) may result in detention and or disciplinary action.

Classification of Absences

There are two types of absences:

1. Those that count.

All absences due to student illness, medical appointments, needed at home, death in family, doctor's excuses, truancy, etc. These include both excused and unexcused absences. Unexcused absences are subject to a 3% grade deduction.

2. Those that do not count.

Waived or exempted absences are considered "present" at school—however these require admission slips the day following the absence.

- a. College Visit Day
- b. Service as a Page in the General Assembly
- c. Court appearance or witness in judicial proceeding
- d. Duty with Indiana National Guard
- e. Prolonged certified medical condition. (Incapacity Form)
- f. School sponsored Field Trips **(Admission slip not required)
- g. Other "approved" days such as Election work and Religious obligations

Attendance Review

Each day of school attendance shall be reviewed by the attendance office. All absences shall be subject to parent contact/verification. Effort will be made to insure that verification of every absence is done by the attendance office. School-Reach may be used daily when parental contact has not been made prior to 8:30 a.m.

Consistent attendance shall be monitored by the attendance office, counseling office, and administration. An Attendance Review Board, consisting of teachers and administrators will review attendance/absences that reach certain levels – in an effort to reduce absence and increase academic success. These review "meetings" shall include both student and parent. Interventions and suggestions to improve attendance shall be the goal of the Review Board. Possible consequences of absenteeism shall also be discussed.

The Review Board shall meet briefly after school (or prior to school) according to the following plan:

Day 4 Absence – Student is given notice of Review Board meeting. Parent/guardian is also notified. Attendance plan established.

Day 7 Absence – Student is given notice of Review Board meeting. Parent/guardian also notified. Attendance plan reviewed and/or modified. Intervention(s) enacted as appropriate.

Day 10 Absence – Student and Parent notification. Attendance reviewed. Consequences enacted as appropriate - by administration.

Interventions may include, but are not limited to: Referral to counselor, assignment to Saturday School, outside agency suggestions, etc.

Consequences may include, but are not limited to: Assignment to Saturday School, Loss of Driving privilege, Loss of Driver License, Loss of Work Permit, Non-participation in extra-curricular events, Graduation Waiver denial, Failing classes, Suspension and/or expulsion.

Leaving School Early – Passes to leave School Grounds

As with promptness to school and class, remaining the entire day/period is expected of all students. Excessive passes to leave school early will result in failure to excuse further departures.

If at anytime after the school day begins, it is necessary for a student to leave the school, a pass must be obtained in the attendance office prior to leaving. Passes for planned appointments should be obtained prior to school beginning.

Students leaving school grounds without a pass shall be considered truant, the absence unexcused, and detention assigned. A second occurrence will be subject to suspension and/or additional disciplinary action.

Illness in School

In case of illness during the school day, the student must report to the attendance office (with pass from teacher). The office shall contact parent/guardian and arrange for student dismissal. Under no circumstance should a student call or text parent on cell phone to report being ill. This may result in disciplinary action.

Passes to School Nurse

Passes to see the school nurse must be approved through the attendance office, except for emergencies, when the teacher may approve. If the teacher approves, it should be reported to the office immediately.

College Visitation

Seniors who intend to enroll in college, university, or technical school after graduation from Austin High School may be granted one day for the purpose of visiting a campus and speaking to school personnel.

Parents notify the counseling office - in advance – that they desire their son or daughter to visit a particular campus. Prior to this exempted absence, the student completes a college visitation request form. A copy of the completed form is given to the attendance office and the student, which is signed by a college representative and returned to the attendance office upon return to school.

ICU

Austin High School has adopted an “Opportunity for Success” attitude.

Through the study/practice/implementation of an approach called “ICU”, students are given opportunities NOT to fail: The Staff at Austin High School will not say it is O.K. to:

Hand in sloppy or incomplete work.

Receive a Zero.

Fail.

Classroom assignments that are not turned in or are not acceptable are posted by individual teachers on a central location, viewed by the high school staff. Student names are listed daily so the student may be “reminded” of the need to complete their work. A reminder includes opportunities for extra time and help to complete their work. This extra opportunity is available prior to school daily, after school Monday thru Thursday, and Saturdays.

Students who do not choose either the before or after school opportunity are talked to individually by the counselor(s) to determine why they are not seeking the help available. Parent contacts are often made when the student/counselor visit does not modify the result. When neither of these methods changes the behavior, a Saturday/ ICU Session may be assigned.

The goal of the ICU is to achieve positive results through motivation (to do their best/pass) rather than punishment. However, for many the threat of and enforcement of consequences is a true motivator. Students who are listed on the daily ICU list are subject to exclusion from ‘extras’ or rewards during the school day. These may include convocations, meetings, or events not part of the regular school day. A study-hall is assigned for needed extra study time.

These “less severe” exclusions are designed to motivate the student to “get off the list”, by helping themselves through self-motivation. When teacher/student or teacher/parent or counselor/student/parent or administrator/student/parent contacts fail to change a failing attitude/behavior; the only course of action may be suspension and ultimately expulsion. This would be totally opposite of the goal—everyone do their work, do it well, and do it on time.

Beliefs and Practices

1. Students are responsible for completing all assignments. With extra study,(AM ICU session, lunch ICU session, After school time, and help; there is no excuse for failure.
2. Teachers have the job of making sure their students learn the standards they have been given to teach.
3. The ICU list will be a list of missing quality assignments that truly represent the standards to be learned.
4. Teachers will have a permanent small section of their board for work not completed.
5. Students cannot skip assignments.
6. If work is not done well, then it is not done at all. Redoing assignments is expected.
7. Restudying and retaking tests is allowed and expected.
8. The ICU list is checked/updated daily by each teacher.
9. Make-up time due to excused absences will follow school policy. 1 day = 1 day.
10. The teacher will contact parent/guardian when student on the ICU list for 3 consecutive days.

Bus Conduct

Bus transportation is provided as a convenience for those students who live in the Scott Co. School District 1 limits. The safety and welfare of all students riding a bus is of utmost importance. In order to ensure the safety of all, stringent regulations are necessary and must be applied.

Statute IC 20-9.1-5-19 states: All school students, while being transported on a school bus, shall be under supervision, direction, and control of the school bus driver, and shall be subject to the discipline of the bus driver and governing body of the school corporation.

Additionally, since the bus is considered an extension of the school day, all classroom type rules and school corporation rules are extended to and apply to students being transported.

Cafeteria Procedures

In order to ensure that a pleasant atmosphere for eating is maintained, the following rules must be observed by all:

1. Students should not cut into line.
2. No food or drink of any kind is to be taken from the cafeteria.
3. Breakfast will be served only from 7:50 a.m. until the first bell at 8:15 a.m.
4. Return all trays and utensils to the trash/dishwasher area.
5. Leave tables, chairs, and floor in a clean condition ready for use by others.
6. Students may not have guests visit them during lunch except for:
 - a. Parents or guardians
 - b. Visitors that have been granted permission by the principal.

A. Closed Campus/Lunch

Austin High School operates as a closed campus. Students are not allowed to leave school unless:

1. They are leaving for vocational school (Prosser).
2. They are signed out in person (no phone calls) by a parent/guardian for health reasons- prearranged if for an appointment.

CARE OF SCHOOL PROPERTY

Defacing of school property is prohibited. Anyone defacing school property will pay for the cost to fix, refinish or replace the property besides having disciplinary measures taken by the office.

Cell Phone and/or Electronic/Wireless Devices:

Students are extended the privilege of possessing electronic devices on school grounds; however their use is limited to after-school dismissal and non-school days. These devices must be in the off position, not visible, or used once the student arrives on campus until the end of the school day. Examples of electronic devices include, but are not limited to cell phones, iPods, pagers, etc.

Cell Phone/Electronic/Wireless Devices continue to be a major challenge for the staff at Austin High School. There are several reasons:

1. The devices are expensive and, as a result, attractive. We have experienced more frequent incidences of theft. AHS will not be held responsible for loss or theft.
2. These devices are responsible for classroom disruption and for the frequent loss of academic focus. A cell phone which a student must answer in class or use to send or receive a text message presents unnecessary distractions and interruptions in concentration and attention.
1st Offense-School office will hold cell phone or device until end of school day (after dismissal bell). At which time student may pick up cell phone/device.
Parent will be contacted by office. Student: Warning.
2nd Offense-Parent contacted; parent must pick up phone/device in school office. Student: Detention.
Repeated offenses: Parent contacted; parent can pick up phone/device in office; Student will face out of School Suspension or other more serious consequences such as expulsion.

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. Students may use school phones to contact parents/guardians during the school day.

CHEATING/PLAGIARISM:

A student may fail for a nine week grading period if caught cheating, plagiarizing, or other disciplinary action may be taken. This decision will be made by the teacher, principal and/or vice principal.

Computers/Internet Access

The use of computers at Austin High School is a privilege. Students are expected to follow the computer usage rules and expectations when using computers.

1. Students are not to log in under another person's name.
2. If you bring a program from home, you must have it approved by the administration before you can use it on a school computer. Approval will be in writing and must be with you when you use the program.
3. Students are not allowed to pass through to administrative file servers.
4. Home directories will be checked and cleaned every year. Any file over one year old will be removed from the file servers. Be sure to save to your disks if you want to keep your files. We will check any suspect files before we remove them.
5. REMEMBER, COMPUTER USAGE IS A PRIVILEGE!

Acceptable Use Policy

Computer use policies safeguard the rights and privileges of all users.

1. It is the student's responsibility to avoid abusive conduct that would include, but not be limited to; the altering of system software, placing of unlawful information, computer viruses, or harmful programs on or through the system in either public or private files or messages.
2. Students are accountable for the use of his/her password. His/Her password will not be revealed to anyone. Any problems that arise from the misuse of the home directory are the student's responsibility.
3. Students will not use the school's computer system to obtain, view, download, or otherwise gain access to or transmit materials that are unlawful, obscene, pornographic, abusive, or otherwise objectionable.
4. Students will use only software owned or approved by AHS on all workstations and networks.
5. Students will use all computer equipment for the purpose for which it was intended. Students will not tamper with terminals, associated equipment or otherwise disable the system or related equipment.
6. Students will not change, copy, rename, delete, read or otherwise access files or software that he/she did not create, unless he/she has written permission from the System Administrator.
7. Students will not use school computer equipment for anything other than school related work, without permission from the System Administrator.

Students will agree to adhere to these policies and to any changes/additions that may become necessary. Students further understand that failure to comply with these policies may result in loss of his/her computer privileges and may result in legal charges being made against him/her.

Closing School

A. Telephone Broadcast Service

In our effort to improve communication between parents and school, SCSD1 is implemented a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by **School Reach**, a company specializing in school-to-parent communications. SCSD1 will continue to report school closings due to snow and weather to local radio and television stations and will use this system as an overlay to the public announcements.

When used, the service will simultaneously call all phone numbers in our selected parent contact lists and will deliver a pre-recorded message. The service will deliver the message to both live answer and answering machines. No answers (phone ringing for over 40 seconds) and busies will be automatically retried twice in fifteen minute intervals after the initial call.

PLEASE NOTE THE FOLLOWING

1. This requires NO registration by the parent on the School Reach website.
2. All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.
3. Please do not call the schools or the Superintendent's office; this ties up the phone lines and makes emergency calls and procedures difficult.

In the event of severely inclement weather or other circumstances beyond the school's control, school may be closed or the starting time delayed. Also, it may be necessary to sometimes dismiss school early for similar reasons. In this instance, parents should have some plan arranged in advance that their child or children would follow. Students/Parents are advised to monitor the local radio and television stations for notifications. They will be contacted when a decision is made by **School Reach**.

OPTION 1- Two Hour Delay

There will be days in the winter that it may be necessary to call for a two hour delay. Often snow or freezing rain begins late at night or early in the morning. If the decision is made to call a two hour delay, there will be additional time to make another decision whether to close school completely or to remain open. The safety of the children is the most important consideration! A decision must be made prior to or around 6:00 a.m. each morning.

If it is announced that school will be delayed two hours, buses will begin their route two hours later than normal. If weather conditions have improved by 8:00 a.m. school will continue on the two hour delay schedule.

However if weather conditions have worsened by 8:00 a.m., the two hour delay decision will be revised and schools will be closed for the entire day. Parents may have to be prepared for children to stay home all day even though a two hour delay may have been announced earlier. The safety of the children is the primary concern.

OPTION 2- CLOSE SCHOOLS

In case of extremely bad weather, a decision will be made prior to or around 6:00 a.m. whether to close school for the day. Please do NOT call building principals, teachers, or police. By listening to the radio or television you will be informed the same time that they are informed. Whenever possible, the decision to close school will be made on the evening before.

OPTION 3- EARLY DISMISSAL

In the event that extremely bad weather should occur during the school day, the Superintendent's office may make a decision to close school early. Again, the announcements will be made on both radio and television and by School Reach. The decision to dismiss school early will be made public as soon as possible and only used in extreme emergency conditions. Please do not call the schools or Superintendent's office. This ties up phone lines and makes emergency calls and procedures difficult.

Complaints concerning non-certified personnel and students

All formal complaints by non-certified personnel or students should be in writing and bear the signature of the complainant.

Complaints should be directed to the supervisor of the non-certified personnel or student named in the complaint (i.e. teacher, principal or principal designee). In the event the complainant is not satisfied with the resolutions of the complaint by the supervisor, the complainant should be referred to the superintendent of schools.

If no satisfactory solution is forthcoming, the complaining party may seek a hearing before the Board of Trustees.

The complaint should state:

- a. The nature of the problem.
- b. The facts of the case.
- c. The persons involved.
- d. The recommended solution.

A written statement must be submitted six (6) calendar days before the next board meeting in order to be included on the agenda. To prevent hasty, unconsidered action should the circumstances warrant it, the board reserves the right to wait until the next regular meeting after the complaint is placed on the agenda before acting on the same.

Deliveries

Although we recognize the importance of birthday greetings, valentine messages, etc., we must remember our primary concern is education. The high school office will accept a delivery, but it is to remain in the office until the closing of school. The only exception to this policy is when deliveries are related to school sponsored activities. The school cannot and will not be held responsible for anything lost, damaged, or not delivered.

Detention Hall

A detention hall will be used to help enforce the above rules and regulations. If a student is sent to the detention hall by the principal or assistant principal, they will be notified before they are to stay in detention the number of days and time to stay.

It is the responsibility of the student's parents to see that they get transportation home each day they are in detention hall. The time of detention hall is from 8:00 a.m. to 12:00 p.m. on Saturday, or at a time designated by the principal or assistant principal.

It is the responsibility of the principal or assistant principal to decide which offenses will be disciplined by detention hall and also as to the number of days.

Failure or refusal to attend detention hall will result in strict disciplinary measures up to and including suspension or expulsion from school.

Dress Code

Normal school dress, which helps promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes, is required of all students. Students are not to wear jewelry or other attachments not consistent with community standards or that could pose a health or safety hazard to either the student him/herself or to other students in their presence. Corrective action and/or verbal warnings will be taken when a student's dress or grooming is unacceptable. Disciplinary actions will be taken when necessary.

Clothing must be clean and free of **rips, tears, and/or holes.**

Clothing and jewelry will not display alcohol, drugs, tobacco, sexually explicit or implied material, profanity, or other words and pictures of an offensive nature.

Clothing will cover all undergarments and undergarments must be worn.

All shirts and tops must cover the midriff during normal activity. Tops/shirts and clothing will not be low-cut, mesh, or see-through.

Pants must be worn and fastened. **NO SHORT or pajamas (tops or bottoms).** Skirts and dresses must match the length of the student's fingertips when arms are extended down to the side.

Hats, bandanas, and other head coverings will not be worn.

No sunglasses. Clothing that resembles gang-related dress or clothing that has been altered will not be worn.

Hair styles, body piercings, make-up, or overcoats, etc. that are a disruption to the educational process are not allowed.

DRUGS AND ALCOHOL

(a) No student may provide, by sale or otherwise, any substance which they represent to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

(b) No student may possess, use, or transmit any substance which the student has reason to believe is, or which has been represented to them as, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

(c) Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind be they available with or without a prescription.

(d) Any substance for which a student has a prescription or written permission from a parent allowing use, must be brought to the school office (secretary, assistant principal, principal) and administered or taken there.

NOTE: See page (15) for the Substance Abuse Policy of Scott County School District I.

FIGHTING

Fighting or creating a scene will not be permitted at Austin High School. Anyone doing so will be disciplined in the following manner.

- (a) First occurrence: Three day suspension.
- (b) Second occurrence: Suspension-up to 5 days
- (c) Any continued problem could result in permanent expulsion.

Messages for Students

Only emergency messages will be delivered to students. Messages received by telephone or delivered in person will be forwarded to the student during his/her passing period.

Phones

Students/Parents may call 794-8730 for the High School. Students are not to use classroom phones and must seek permission from the principal's office when making calls from the school phone. The telephone is placed in the school office for school business. Students are not permitted to use the office phone unless it is an emergency or unless they seek permission from office personnel. Students should not make phone calls during class time. Students will not be called from class to have calls.

Saturday School/ICU Session

The purpose of Saturday School is twofold. It shall be used to help enforce the rules and regulations of Austin High School and it shall provide opportunities for make-up work and/or remediation. Saturday School will take place each Saturday during the school year at Austin High School (please contact the AHS office for confirmation on a weekly basis). Parents are responsible for providing transportation to and from school. Saturday School at AHS will be from 8:00 a.m.- 11:45 p.m. The school doors shall not be open prior to 7:50 a.m. and shall be closed by 12:00 p.m. Supervision is done by certified personnel when available.

Those desiring supervision need make this known to the building principal.

Responsibilities of Students

Students must be prompt, late arrivals will not be admitted and may be re-assigned or face suspension. All school rules shall apply including proper dress. Students must bring enough study material to keep busy the entire period. This includes paper, pencils, etc., as well as books. Failure to have materials will result in not being admitted. Sleeping and resting shall not be permitted. Students will receive a short break in the morning. Students who fail to abide by rules and directions while in Saturday School will be asked to leave. These students will be disciplined accordingly.

Parents Should Consider

1. Transportation is the responsibility of the parent.
2. The school building will not be open until 7:50 a.m. and will be closed by 11:45 p.m.- supervision will not be provided outside those times.
3. Students shall not be admitted before 7:45 a.m. nor released before 11:30 p.m.
4. There will be no Saturday School following a Friday on which school was closed because of weather. Alternate dates will be established.
5. Saturday School may be postponed because of weather. Notification will be by School Reach or WMPI radio as for regular school. Alternate dates will be established.
6. Students failing to follow established regulations or the directions of the supervisor may be asked to leave the building prior to the normal dismissal time. In this event no supervision will be provided that the student and no credit will be given for the time in attendance.

Assignment to Saturday School/ICU

Final determination will be made by the building principal or assistant principal. Copies of the Saturday School notice are to be completed and returned by the supervisor after completion of the Saturday School.

Examples of Conduct Resulting in Saturday School

1. Recurring minor disruptions of class/school
2. Tardiness following reprimand
3. Skipping/Truancy
4. As an alternative to ISS
5. Repeated disciplinary referrals/failure to respond to interventions
6. Chronic absenteeism to allow opportunity for make-up work/time. (*Limit*) 3 Saturday Schools per year.
7. Behavior unbecoming of a student of AHS

If a student has been assigned Saturday School for attendance reasons and fails to attend, the student may be labeled as a “habitual truant” resulting in driver’s license and work permit suspension.

STUDENT DRIVING:

All student drivers must complete a driving form to remain on file in the office. All regulations must be followed. Loss of driving privileges and/or disciplinary action will occur when regulations are not followed. I.C. 9-24-2-1 as amended by HEA 1279 and SEA 274 and 631 provides for the denial of a driver's license or permit and I.C. 9-24-2-4 as amended by HEA 1279 and SEA 274 and 631. provides for the invalidation of such when a student under the age of eighteen (18) is under at least a second suspension, an expulsion, from school or when the superintendent finds that a student withdraws from school when faced with such discipline in order to avoid such sanctions.

WORK PERMITS:

In compliance with Indiana Statute, children ages 14 through 17 years of age who reside in Scott School district I and who are gainfully employed must obtain a work permit at this school district. The "minor" obtains a blank Intention to Employ/A1 card from the issuing officer or employer. The completed Intention to Employ/A1 card along with proof of age is presented to the issuing officer. The issuing officer may require an application form; to verify school attendance and/or academic performance.

A. DENIAL AND REVOCATION OF WORK PERMITS:

The issuing officer may deny a work permit to a minor for the following reasons:

- (a) Whose attendance is not in good standing (habitual truant.)
- (b) Whose academic performance does not meet school standards (failing in or grades fall in a majority of classes.)
- (c) Who has been suspended two or more times during the year.
- (d) Who fails to withdraw properly from school.

REMINDER:

The above regulations are the major rules you will be expected to abide by. Other rules and regulations will be explained to you at a general meeting.

In cases of major disciplinary problems, the student’s parents or guardian will be notified, either by phone, letter, or personal visit.

In any case involving a student being suspended from school, the parent or guardian must accompany the said student to school before they are readmitted.

Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising after-school- home-study time, reviewing homework, and assuring regular school attendance and attendance after school if necessary. This is in accordance with I.C. 31-6-4-3 (a) (7).

**A student suspended from school may not participate in any school sponsored activity until readmitted to school.

PRIVILEGES ARE NOT RIGHTS:

Everyday privileges must not be taken for granted. They must be earned. These include, but are not limited to:

1. All hallway passes.
2. All lunch privileges.
3. All driving privileges.

The school administration may revoke any and all daily school privileges of individuals who: Violate the attendance policy. Violate the tobacco policy. Violate the substance abuse policy. Seriously endanger the physical or psychological safety and health of others. Repeatedly fail to follow directions and/or display self-discipline.

STUDENT SEXUAL HARASSMENT POLICY:

The School Board recognizes that a student's right to an appropriate education includes an environment untainted by sexual harassment. Sexually offensive speech and conduct are inappropriate to harmonious relationships.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and verbal or physical contacts of a sexual nature by a staff member or another student.

The sexual harassment of a student of this Corporation is strictly forbidden. Any student, professional staff member or agent of this Board is encouraged to report the harassment to the building principal. Complaints concerning a building principal should be directed to the Superintendent of Schools.

The Superintendent shall instruct all students, professional staff members and agents of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

29 CFR 1604.11

STUDENT RECORDS AND DIRECTORY INFORMATION

Notification of Rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are: 1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Notice for Directory Information: The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Scott County School District I, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Scott County School District I may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Scott County School District I to include this type of information from your child's education records in certain school publications. Examples include: ~A playbill, showing your student's role in a drama production; ~The annual yearbook; ~Honor roll or other recognition lists; ~Graduation programs; and ~Sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Scott County School District I to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 2, 2009. Scott County School District I has designated the following information as directory information: (Note: an LEA may, but does not have to, include all the information listed below. ~Student's name ~Participation in officially recognized activities and sports ~Address ~Telephone listing ~Weight and height of members of athletic teams ~Electronic mail address ~Photograph ~Degrees, honors, and awards received ~Date and place of birth ~Major field of study ~Dates of attendance ~Grade level ~The most recent educational agency or institution attended.

SCOTT COUNTY SCHOOL DISTRICT 1 NONDISCRIMINATION POLICY: Scott County School District 1 is committed to equal opportunity. It is an Equal Opportunity Employer and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to Berley Goodin, Superintendent, 129 Highway 31 South, P.O. Box 9, Austin, Indiana 47102, 812-794-8750.

Scott County School District 1 has a policy of providing Equal Opportunity. All courses are open to all students regardless of race, color, sex, handicapping conditions, or national origin including limited English proficiency.

Education services, programs, instruction, and facilities will not be denied to anyone in Scott County School District 1 as the result of his or her race, color, sex, handicapping conditions, or national origin including limited English proficiency.

For further information clarification, or complaint, please contact the following person:

Title IX and Section 504 Coordinator
Robert Anderson, Superintendent
129 Highway 31 South, P.O. Box 9
Austin, IN 47102
812-794-8750

**Austin High School
2013-2014 Registration
Information and Graduation Requirements**

Austin High School Mission Statement: *Austin High School is committed to meeting the needs of our students by teaching them to:*

*Use technology to research, collect, and apply information to everyday life.
Think, reason, and solve problems individually and within a group setting
Adapt socially and academically in an ever-changing society so that as adults they are lifelong learners and productive citizens, in an educational environment.*

The following information concerning state and local graduation requirements is provided to assist the student and their parents in planning the student's high school classes.

Please note that in some instances specific courses are required for graduation and in other instances the student may elect one or more courses from certain major areas of the curriculum to meet the graduation requirements for those areas. Some courses, especially in the areas of practical arts and fine arts, involve completion by the student of one or more required projects during the term. This includes performances in music areas.

A course may be listed on the course offering sheet and not be taught if the enrollment is too low to justify its existence. The student and parent are urged to consult with the teachers, counselors, and principal if additional information is desired.

Students and parents are urged to thoughtfully make course selections. Teachers are contracted and assigned a schedule based on this registration. Class changes in the fall will be limited to the correction of scheduling errors and academic adjustments. Class sizes and crowded conditions often impose additional restrictions to schedule changes.

A subject that requires two semesters for its completion should be taken for the entire year unless the teacher, counselor, and principal feel the student should drop the subject. This practice will be strongly discouraged.

The regular diploma curriculum is known as the Core 40 Curriculum. Students are expected to complete this curriculum as a minimum requirement for graduation. Beginning with the class of 2011, students must successfully complete end-of-course assessments (ECA's) in Algebra I and English 10, in order to receive a regular diploma.

A student graduating from Austin High School must complete a minimum of eight (8) semesters, or seven (7) semesters and at least one summer school term (2 credits). Seniors must meet **all** requirements to be eligible to receive their diploma, before they will be permitted to participate in the graduation exercises. Students will not receive their diploma prior to the regular graduation date.

Students must be passing five (5) solid subjects (may not 2 (two) failing grades) to be eligible to participate in extra-curricular activities including state band contests, band and chorus musical concerts, cheerleading, and all athletic activities.

Before registering for high school classes, a student and their parents should carefully consider ability, past performances, needs, interests, and future plans. Then a program of study should be selected and followed throughout their high school years.

Class Credits

To be classified a sophomore; a student must have earned **10** credits.

To be classified a junior; a student must have earned **20** credits.

To be classified a senior; a student must have earned **28** credits.

All full time students should take a minimum of six (6) classes:

1. Six classes + Study Hall = 7 periods
2. Six classes + Aide = 7 periods (must have a 2.3 grade point average and permission to be a student aide)
3. Seven classes – (must have a “B” grade average and permission or a Senior with credit distress)

**Students may take a basic skills class and be an Aide. In rare cases, students may take a study hall and be an Aide-this requires a conference with the student, counselor, and principal.

In order for a student to take seven classes, a request must be made and a conference with student, counselor, and principal may be required. A final decision will be made by the counselor or principal.

SCOTT COUNTY SCHOOL DISTRICT I BOARD POLICY

STUDENT SUBSTANCE ABUSE Adopted 8-15-88

The Board of School Trustees believes that students will function at school with greater effectiveness if they are free from the influence of an illicit mood-altering chemical. The board believes a penalty consisting of suspension or expulsion is appropriate and may act as a deterrent for those who choose to use alcohol or other illicit drugs at school or school-related functions.

The Board believes that, in addition to a penalty or disposition, help should be offered to those students found to be under the influence or in possession of illicit alcohol/drugs. Help in the form of an assessment of chemical use, education, and/or further recommendations to the family for professional counseling or treatment will be the purpose of an initial meeting with the substance abuse counselor. This initial meeting is mandated for the student under the influence or in possession of illicit alcohol/drugs.

STUDENT DISPOSITION PROCEDURE

The following applies to all students attending school or school-sponsored events, i.e., field trips, athletic events, etc. Due process will be followed. The disposition of each offense listed may be imposed at the discretion of the building principal. Proper authorities will be notified.

I. Under the influence and/or possession

****1st Offense:** Recommend expulsion to the Superintendent. The expulsion may be waived if the following criteria are met by the student and parent/guardian.

- a. Student will be suspended from school for a minimum of five days.
- b. Student cannot return to school until he/she meets with substance abuse counselor for a preliminary assessment of chemical use, and is in compliance with the recommendations* of the substance abuse counselor and school officials.

*Possible recommendations from the Substance Abuse Counselor and school officials are as follows. (Failure to comply, continue, or complete a program shall result in expulsion proceedings).

1. Return to school after five-day suspension.
2. Chemical use assessment administered by professional out-patient drug/alcohol counselor(s).
3. Assessment by out-patient drug-alcohol counselor(s) plus out-patient counseling and/or drug/alcohol education for student and/or parents via certified out-patient counselor(s).
4. In-patient treatment commensurate with family's ability to pay for services.

**** 2nd Offense:** Recommend expulsion to the Superintendent.

II. Dealing

Dealing is defined as selling or sharing alcohol, or other unauthorized drugs or narcotics.

1st Offense: Recommendation* of expulsion to Superintendent.

*If the dealing offense consists of "sharing" unauthorized drugs/alcohol with peers, school officials shall have the option of following the outlined steps in I-A.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities such as athletics is a valued voluntary action. The higher rewards received from representing your school come with higher expectations placed upon those who participate.

Participation in high school athletics is dependent on eligibility. A summary of IHSAA rules includes compliance with rules in the following areas: Age, Amateurism, Awards/Gifts, Conduct/Character, Enrollment, Illness/Injury, Participation, Practice, Scholarship, Consent and Release, Transfer, and Undue Influence. These areas are outlined in regular athletic meetings and through continual athletic department monitoring. However, two areas should be outlined here.

- 1) Students must be enrolled in and currently passing five (5) full credit subjects.
- 2) Students are ineligible if: A) you conduct yourself in or out of school in a way which reflects discredit on your school or, B) you create a disruptive influence on the discipline, good order, moral and educational environment in your school.

In addition to the IHSAA rules, local policies are designed to correspond with and enhance such rules. The athletic department and coaches strive to maintain high standards of participation and eligibility. Two major policies are as follows:

- 1) An athlete who quits a team after the first game/match forfeits eligibility in another sport and intramurals for the remainder of that season.**
- 2) Attendance at school is necessary. An athlete is expected to be in attendance (four or more periods) the day of a game/match in order to participate that evening.**

SUBSTANCE ABUSE POLICY **CONCERNING EXTRA-CURRICULAR ACTIVITIES**

Adopted fall – 1988

RULE

A student shall not use or consume, have in his/her possession, buy/sell or give away alcohol or any controlled substance.

- A. The policy will apply to all secondary students - grade 9 through 12.
- B. The policy is in effect 365 days a year.
- C. The policy is in effect for school events and non-school events.
- D. The policy states that confirmation of substance abuse occurring during the school year will result in penalties being imposed on the in-season extra-curricular activities. Confirmation occurring during the summer will result in the same penalties with the governing committee deciding on the extra-curricular activities.

PENALTIES FOR VIOLATION OF POLICY

First Violation:

- A. The student shall, after confirmation of the first violation, lose eligibility for 33% of regular scheduled season contests for all extra-curricular activities in which the student is currently involved; or OPTION: Suspension from 10% of regular season contests and successful completion of a reputable alcohol and drug abuse program.

Subsequent Violations:

1. After confirmation of a subsequent violation, the student will lose eligibility to participate in extra-curricular activities for the remainder of the school year and may be suspended for 365 days.
2. The student will be referred to the school counselor or substance abuse director for assessment and help.

Re-establishment of Eligibility

- A. The student must meet regularly with the substance abuse director for the purpose of becoming and staying free of illicit mood-altering chemicals.
- B. The student must apply in writing to the governing committee at the beginning of a new school year or at the conclusion of a 365 day expulsion.

*Governing Committee - Administrator, Athletic Director, and three teachers to be appointed by the Principal and Athletic Director.

LOCKER RULES - INSPECTION_POLICY Statement of Policy

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms and the art classrooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations:

1. **LOCKS** The school corporation will retain access to student lockers keeping a master list of combinations and retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.

2. **USE OF LOCKERS** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store "contraband" which are items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs (other than medicine for which a student has a current prescription or common cold or headache medicine sold over the counter) drug paraphernalia, beverage containing alcohol, weapon, any volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewing articles or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner.

3. **AUTHORITY TO INSPECT**

The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of the student lockers shall be conducted by the principal or a member of administrative staff designated in writing (hereinafter referred to as "designee") by the principal. The principal has given the following staff members' authority to inspect lockers: central office administrators, assistant principals, deans, guidance counselors, athletic directors, coaches, book rental secretary and librarians.

4. INSPECTION OF INDIVIDUAL STUDENT'S LOCKERS:

- a. The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected obtains contraband.
- b. Before a particular student's locker is inspected, the student (or students if more than one have been assigned to a locker) if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.

5. INSPECTION OF ALL LOCKERS:

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are:

- a. When the school corporation receives a bomb threat;
- b. When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use;
- c. At end of grading period, and before or during school holidays to check for missing library books, or lab chemicals or school equipment;
- d. Where student violence or thereof violence creates a reasonable belief that weapons are stored in the lockers.

If a general inspection of a number of lockers is necessary, then ALL lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

6. INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS

A. The principal, superintendent or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators, in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:

1. to identify substances which may be found in the lockers; or
2. to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.

B. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection.

C. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such official, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.

7. **LOCKER MAINTENANCE** Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time in accordance with a posted general housekeeping schedule, (b) the locker of a student no longer enrolled in the school, or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc

PUBLICATION OF RULES

A copy of these rules shall be provided to each student (for his/her use and parent or guardian use) at the start of each school year or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be posted in the principal's office and other prominent places generally used for announcements to students.

DEFINITIONS As used herein, the term "school purposes" is defined as it is in IC20-8.1-18 (Acts 1980, P.L. 148): ...the term "school purposes" refers to the purpose for which a school corporation operates, including;

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

As used herein, the term "educational function" is defined as it is in IC 20-8.1-1-9(IC 1971, 20-8.1-1-9 as added by ACTS 1973, P.L. 218:

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

Driver's License/Permit Restriction Policy

House Enrolled Act 1279, effective July 1, 1995, prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student less than 18 who is under:

1. At least a second suspension from school for the school year;
2. An expulsion from school; or
3. In an effort to circumvent the sanctions listed, as determined by the superintendent of the school corporation, withdraws from school before graduating.

The Bureau of Motor Vehicles is also required to invalidate a student's license or permit under the following conditions:

1. At least a second suspension for the school year - **120 days.**
2. Expulsion from school - **end of semester of expulsion.**
3. Habitual truancy or dropping out of school without parents consent - **indefinite suspension of license until age 18.**

These terms remain in force unless the suspension, expulsion, or exclusion is reversed after a hearing conducted under IC 20-8.1-5.1.

The law requires school officials to report to the Bureau of Motor Vehicles:

1. That a student is eligible for a license or permit because the student has not been suspended (at least two times), expelled, or excluded; and
2. When a student has been suspended (at least two times), expelled, or excluded.

Furthermore, the Bureau of Motor Vehicles may not issue a driver's license or permit to a student who is:

1. At least 13 but less than 15;
2. A habitual truant; and
3. Identified in school officials' report to the B.M.V. until the student turns 18.

Pursuant to P.L. 121-1989, the Board of Trustees of Scott County School District 1 adopts this policy regarding the restriction of driver's licenses and permits.

