

# ARGOS COMMUNITY SCHOOL INTRODUCTORY INFORMATION

**ARGOS COMMUNITY SCHOOLS**

July 23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## 2023-2024

ACADEMIC YEAR CALENDAR

August 23						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 23							October 23							November 23							December 23						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1																					
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
17	18	19	20	21	22	23	24	25	26	27	28	29	30	29	30	31				28	27	28	29	30	31		

January 24							February 24							March 24							April 24						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
7	8	9	10	11	12	13	14	15	16	17	18	19	20	3	4	5	6	7	8	9	10	11	12	13	14	15	16
14	15	16	17	18	19	20	21	22	23	24	25	26	27	17	18	19	20	21	22	23	24	25	26	27	28	29	30
28	29	30	31				28	29	30	31				24	25	26	27	28	29	30	31						

May 24							June 24							July 24							August 24						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4			2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
5	6	7	8	9	10	11	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
12	13	14	15	16	17	18	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
19	20	21	22	23	24	25	23	24	25	26	27	28	29	28	29	30	31				19	20	21	22	23	24	25
26	27	28	29	30	31		30							28	29	30	31				26	27	28	29	30	31	

Board Approved 11/21/22

	School Closed
	Teacher Start/End Day
	Student Start/End Day
	End of Grading Period

School Breaks	
Fall Break 10/16-10/20	
Thanksgiving 11/22-11/24	
Christmas Break 12/21-1/3	
Martin Luther King 1/22	
President's Day 2/19	
Spring Break 3/14-3/25	
Good Friday 3/29	
Memorial Day 5/27	
Graduation: June 2nd	
Parent-Teacher Conf. Oct 11 & 12	
2 Hour Delays scheduled for above	
Earning Days for Inclimate Weather	
*Days may be made up if more than 2 consecutive days are needed per weather event	
Possible Make-Up Student Dates	
May 30, 31	
Additional Dates if Needed	
180 Student Days	
183 Teacher Days	
(including 1 Work Day for P/T Conf. and grades)	
June 3-27, Summer School	

Dear Student and Parents:

The purpose of this handbook is to acquaint Argos School Corporation students and parents with the rules and regulations that pertain to the Elementary and Junior-Senior High School. Argos Community Schools is a “public school” located in Argos, Indiana, and provides an educational experience for students. **EACH STUDENT AND PARENT/GUARDIAN SHOULD READ THIS HANDBOOK AND BE KNOWLEDGEABLE OF ITS CONTENTS.**

The policies contained within this handbook are those that the administration believes are reasonable and necessary to carry out the educational function or school purposes. As a member of the school, you are expected to follow the rules that are established for the welfare of the entire student body. **These policies apply to summer school as well as the regular school year.**

**SPECIAL NOTE: Not everything regarding policies, situations and goals for students can be addressed in this handbook. This handbook provides the key provisions of board policy and the board policy manual. The board policy manual should be consulted for the full text of a particular policy. If there should be a discrepancy between this handbook and School Board policy, the School Board policy prevails.**

Copies of all the Indiana Codes and Policies mentioned in this handbook are available in the superintendent’s office.

**Argos Community Schools strives to create a blended environment that encourages communication, collaboration, critical thinking, and creativity in order to prepare our students for college and careers.**

The following definitions are to help clarify certain terms that are found on the following pages of this handbook:

**“Good Standing”** means a student in good standing at Argos Community Schools does not have excessive tardies and/or absences or excessive discipline referrals. **Students not in “good standing” shall not be able to attend or participate in ANY EXTRACURRICULAR activities. (This includes: Athletics, Clubs, Dances, Field trips, etc.)**

**“Elementary”** means any combination of grades Pre-k through 5.

**“Jr. High”** means any combination of grades 6, 7, 8.

**“High School”** means any combination of grades 9, 10, 11, 12. **(IC 20-18-2-7)**

**“ILEARN program”** refers to the Indiana statewide testing for educational progress program developed and administered under **IC 20-32-5. (IC 20-18-2-10)**

**“Graduation examination”** means the test designated by the state also known as the End of Course Assessment (ECA). **(IC 20-18-2-6)**

**“Nonpublic school”**

1. Means a school that is not maintained by a school corporation.
2. The term includes a private school or parochial school. **(IC 20-18-2-12)**

**“Parent” means**

1. the natural father or mother of a child;
2. in the case of adoption, the adopting father or mother of a child;
3. if custody of the child has been awarded in a court proceeding to someone other than the mother or father, the court appointed guardian or custodian of the child; or
4. if the parent of a child are divorced, the parent to whom the divorce decree or modification awards custody or control with respect to a right or obligation under this title. **(IC 20-18-2-13)**

**“Principal”** refers to the chief administrative officer of a school. **(IC 20-18-2-14)**

**“Public School”** means a school maintained by a school corporation. **(IC 20-18-2-15)**

**“Public School Transfers”** means the public school corporation is to report to the Indiana Department of Education the date by which the request to transfer must be received by the school corporation. **(IC 20-26-11-32).**

**“School Corporation”** means a public school corporation established by Indiana law. **(IC 20-18-2-16)**

**“School Purposes” (IC 20-33-8-4)** refers to the purposes for which a school corporation operates, including the following:

1. To promote knowledge and learning generally.
2. To maintain an orderly and effective educational system

**“School year”** means the period:

1. Beginning after June 30 of each year; and
2. Ending before July 1 of the following year; except when a different period is specified for a particular purpose.

**“Superintendent”** means: The chief administrative officer of a school corporation. **(IC 20-18-2-21)**

“Teacher” means a professional person whose position in a school corporation requires certain teacher training preparation and licensing. **(IC 20-18-2-22)**

“Textbook” means systematically organized material designed to provide a specific level of instruction in a subject matter category. **(IC 20-18-2-23)**

“School issued student device” means the electronic device for student use, issued by the school corporation for educational purposes.

“Truancy” means being absent from school without parent or school permission or any deliberate or unnecessary absence from school or class for which arrangements have not been made.

## **ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY & NONDISCRIMINATION**

The School Board does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its programs, activities, or employment.

## **SCHEDULE - SCHOOL HOURS & ACTIVITY PERIOD**

**SCHOOL HOURS:** All main doors open at 7:45a.m.for all students K-12. School hours for all Jr. & Sr. High students are 8:00 a.m. to 3:00 p.m. Monday, Tuesday, Wednesday, Thursday, and Friday. The school day for Middle and High school students consists of seven periods, a 20 minute activity period and one lunch period of 30 minutes. Students are not to be in the building prior to 7:45 a.m. or after 3:00 p.m. unless they are involved in a SUPERVISED extracurricular program or are under the direction of a school employee. Students **are not to be** in the building unless they are **supervised by a school employee**. Failure to comply will result in disciplinary action. **High School students (Grades 9-12)** will be allowed to move from the lobby area and be in the hallways during the morning period at 7:45 a.m. before the regular school day begins. **Elementary students (Grades PK-5)** are allowed into classrooms at 7:45 a.m.

**ACTIVITY PERIOD:** Activity Period is set up for clubs and activities to meet on scheduled days. On days when students are not participating in a meeting for clubs or activities, Activity Period shall serve as a study time for students. This is not to be used as a lecture time for teachers.

## **SCHEDULES**

<b>MIDDLE/HIGH SCHOOL NORMAL DAY</b>		
<b>M, W, F</b>	<b>Tuesday</b>	<b>Thursday</b>
<b>1st Period-8:00-8:56</b>	<b>1st Period-8:00-8:46</b>	<b>1st Period-8:00-8:56</b>
<b>2nd Period-9:00-9:50</b>	<b>2nd Period-8:50-9:35</b>	<b>2nd Period-9:00-9:50</b>
<b>3rd Period-9:54-10:44</b>	<b>3rd Period-9:39-10:24</b>	<b>3rd Period-9:54-10:44</b>
<b>4th Period-10:48-11:38</b>	<b>4th Period-10:28-11:14</b>	<b>4th Period-10:48-11:38</b>

<b>JH Lunch-11:42-12:12</b>	<b>AP-11:18-11:38</b>	<b>JH Lunch-11:42-12:12</b>
<b>HS 5th Period-11:42-12:32</b>	<b>JH Lunch-11:42-12:12</b>	<b>HS 5th Period-11:42-12:32</b>
<b>HS Lunch-12:36-1:06</b>	<b>HS 5th Period-11:42-12:32</b>	<b>HS Lunch-12:36-1:06</b>
	<b>HS Lunch-12:36-1:06</b>	<b>JH 5th Period-12:16-1:06</b>
<b>JH 5th Period-12:16-1:06</b>	<b>JH 5th Period-12:16-1:06</b>	<b>AP-1:10-1:25</b>
<b>6th Period-1:10-2:00</b>	<b>6th Period-1:10-2:00</b>	<b>6th Period-1:29-2:12</b>
<b>7th Period-2:04-3:00</b>	<b>7th Period-2:04-3:00</b>	<b>7th Period-2:16-3:00</b>

<b>MIDDLE/HIGH SCHOOL 2 HOUR DELAY</b>		
<b>Jr. High</b>	<b>Class Period</b>	<b>High School</b>
10:00 –10:31	1st Period	10:00 –10:31
10:35-11:06	2nd Period	10:35-11:06
11:10-11:42	3 <sup>rd</sup> Period	11:10-11:42
11:42-12:12	JH LUNCH	
	HS 4 <sup>th</sup> Period	11:46-12:32
12:16-1:06	JH 4 <sup>th</sup> Period	
	HS Lunch	12:32-1:06
1:10-1:44	5 <sup>th</sup> Period	1:10-1:44

1:48-2:22	6th Period	1:48-2:22
2:26-3:00	7th Period	2:26-3:00

### **Elementary 2 Hour Delay Schedule**

10:00	School Begins
10:35-11:00	Pre K, K, 1st, 2nd Grade Lunch
12:20-12:45	3rd, 4th, 5th Lunch

### **SCHOOL COLORS & SONG**

**School Colors - Black and Old Gold**

**School Mascot – Dragon**

**School Song - (Tune of “On Wisconsin”)**

Argos High School, Argos High School

    `Tis for you we fight

Drop the ball right in the basket

    Listen to our cries, RAH, RAH, RAH

Argos High School, Argos High School

    Fight on for your fame

Fight fellows, fight, fight, fight

    We'll win this game.

A-A-ARG-G-G-GOS, A-R-G-O-S

(repeat both verses)

### **ACADEMICS ELEMENTARY**

Letter Grade	% Equivalent		Letter Grade	% Equivalent
A+	100-98		C+	79-77
A	97-93		C	76-73
A-	92-90		C-	72-70

B+	89-87		D+	69-67
B	86-83		D	66-63
B-	82-80		D-	62-60
			F	59-0

To receive a passing grade for the semester the student must:

1. Be in good standing in the class at the close of the semester,
2. Maintain a 0.5 average or above,
3. And have at least two passing six weeks grades.

Occasionally extenuating circumstances might arise that make it necessary for the teacher to fail a student for the semester even though the student has an index average of .5 or higher and two passing grades. If such an occasion arises, the teacher shall consult with the principal and file a complete written report with the principal if a failing grade is assigned under the mentioned circumstances. This method of determining final grades for the semester provides for a consistent pattern yet maintains the integrity of teachers' decisions through an element of flexibility. The letter "I" on the grade card shows all incomplete grades. An incomplete grade is given only in the case of illness or other excused absence from class. It must be removed within a certain time stipulated by the teacher, but no, later than 10 school days into the next grading period. An incomplete grade is not considered a passing grade when determining a student's athletic eligibility.

Students will be recognized for their academic success by placing them on a "high honor roll" if they make all A's in all subjects or on an "honor roll" if they make all A's and B's in all subjects.

**ELEMENTARY RECESS:**

Recess is provided for elementary students. Recess guidelines are outlined by classroom teachers. Guidelines that are not adhered to, may result in discipline.

**ACADEMICS MIDDLE & HIGH SCHOOL**

**AWARDS**

1. **AMERICAN LEGION AWARD:** Awards are given to a boy and girl in the eighth and twelfth grades.
2. **HIGH HONOR ROLL AND HONOR ROLL**

An Honor Roll and High Honor Roll based on nine-week grades will be published at the end of each grading period. Also, a semester Honor Roll and High Honor Roll based only on semester grades will be published after each semester. An Incomplete in any subject will cause ineligibility for both High Honor Roll and Honor Roll.

To be eligible for the **Honor Roll**, students must meet the following requirements:

- Receive no grades less than a “B-” and at least a “C” in Physical Education
- Take a minimum of five (5) courses/credits.

To be eligible for the **High Honor Roll**, students must meet the following requirements:

- Receive no grade less than an “A-” in all subject areas.
- Take a minimum of five (5) courses/credits.

### 3. **SENIOR AWARDS NIGHT**

This special night is held during the month of May. Scholarship winners, athletic and special academic honors are presented on this night.

### 4. **ARGOS ACADEMIC LETTER**

Students will be able to earn an academic letter based on the following criteria:

- Students will qualify after three (3) semesters of High School (grades 10-12)
- Student must possess a 3.33 GPA
- Qualification does not need to be consecutive.

Students will receive an “Academic A” patch on their first qualification and a chevron for each additional semester they qualify. These will be distributed each semester after report cards are available.

## **ONLINE COURSES AND CREDIT RECOVERY**

Online courses will be allowed on a case-by-case basis with approval in writing by the parent, guidance counselor and principal. Completion dates will be set when each course begins. Students who do not complete a class by the deadline will receive an F. Students will then be enrolled in the live class the next time it is offered. If only online class is available, the student will start that class over again.

## **COURSE AUDITING**

To audit a course is to attend class regularly, do required assignments and tests, be graded as if it were a course for credit, but receive no credit for the course.

There are situations in which a student may want to consider auditing a course:

1. A student may pass the first semester of a two-semester course and fail the second semester. The first semester may be audited in order to build up a background of the subject matter in order to increase the chance of success in the second semester.
2. A student may be pursuing the Academic Honors or Technical Honors Diploma which has a stipulation that the course will not be counted towards this plan if a grade of lower than a “C-” is earned. If this should occur, the student may repeat the class in order to meet the qualifications for the Academic Honors Diploma. The higher grade earned for a class that is audited will be counted toward the grade point average. No additional credits will be earned. Permission to audit a class must be given by the guidance counselor and the principal. A class which is being audited cannot be counted towards I.H.S.A.A. athletic eligibility. (See I.H.S.A.A. rule 18-1.5 for further information.)

3. Classes that can be audited are available to help students academically, but students may not audit an elective class on a part-time basis (i.e. choir) and leave an academic class to do so.
4. The transcript grade will reflect the audit grade for the class

### **COURSE WAIVERS**

Physical Education I and II Credits PE Waiver

Program and Requirements:

1. One (1) PE Credit will be given for a complete season of any school-sponsored IHSAA-sanctioned sport, Marching Band and cheerleading.
2. You can earn a maximum of 2 PE credits, with two (2) sports or the same sport two (2) years.
3. Retroactive credits will not be awarded. It is the student's responsibility to get the form completed and turned in after completing the activity.
4. A complete season is defined as: **First practice to final event.** The student must remain on the active roster the entire season and in good standing.
5. Disciplinary suspensions from the team or activity will result in forfeiture of credit as determined by the coach.
6. At the conclusion of the season, the coach will validate completion of the waiver form.
7. The form must be completed and turned into the guidance office within two (2) weeks of the end of the participation in the particular season.
8. A grade of "A" will be granted to all students who meet the requirements.
9. **Both PE I and PE II credits must be earned by the end of the sophomore year.** Consideration will be made for older students transferring.

### **DUAL CREDIT & ADVANCED PLACEMENT (AP) COURSES**

Argos High School offers the following Dual Credit and Advanced Placement courses that will earn weighted grades:

Dual Credit Courses --Advanced Speech; Animal Science, Advanced Animal Science, Horticulture Science, Natural Resources, Agri Business Management, Landscape Management, Plant and Soil Science

Advanced Placement Courses - Biology, Calculus, English Language & Composition, English Literature, Chemistry, Statistics, U.S. History, and Environmental Science

**FOREIGN EXCHANGE STUDENT INFORMATION** Foreign exchange students are welcome to attend and study at Argos Jr. - Sr. High School provided their sponsoring organization is approved by the United States Department of State and the Indiana Department of Education. The sponsoring organization also must abide by the regulations for foreign exchange students set forth by the Indiana Department of Education.

As stated in the DOE rules, the Argos Jr. - Sr. High School principal must give permission for a foreign exchange student to attend AHS prior to the student's arrival. It is suggested that the principal's permission be obtained no later than August 1st of the year that the student will enroll as an AHS student.



Foreign exchange students will be classified an HONORARY MEMBER of the Argos High School junior class, provided they are here all year. They will be eligible to participate in all senior activities. They will also be allowed to participate in the Commencement program; however, the foreign exchange student will receive only an HONORARY Argos High School Diploma.

**REPORT CARD GRADES/MIDTERMS**

THE DEFAULT GRADING SYSTEM IS AS FOLLOWS:

**ACADEMICS JR /SR HIGH SCHOOL**

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

**EACH TEACHER MAY HAVE HIS/HER OWN CUSTOM GRADING SCALE.**

**GRADING SYSTEM**

The semester grade shall be determined by adding the point value of each of the two (2) nine-week grades to the point value of the final examination grade. Each nine-week grade is worth 40% or 2/5ths and the final exam is worth 20% or 1/5th of the semester grade. In determining the nine-week grades, final exam grades and semester grades the following point values shall be assigned:

A+ = 4.33	<u>GRADE</u>	<u>POINT INDEX</u>
A = 4.0	A+	at least 4.16
A- = 3.67	A	3.83 – 4.15
B+ = 3.33	A-	3.49 – 3.82
B = 3.0	B+	3.16 – 3.48
B- = 2.67	B	2.83 – 3.15

C+ = 2.33	B- = 2.49 – 2.82
C = 2.0	C+ = 2.16 – 2.48
C- = 1.67	C = 1.83 – 2.15
D+ = 1.33	C- = 1.49 – 1.82
D = 1.0	D+ = 1.16 – 1.48
D- = 0.67	D = 0.83 – 1.15
F = 0	D- = 0.33 – 0.82
	F = Less than 0.33

To receive a passing grade for the semester the student must:

1. Be in good standing in the class at the close of the semester;
2. Have a minimum of a D- as the semester grade and pass two (2) of the three (3) grades listed for the semester.

This method of determining final grades for the semester provides for a consistent pattern yet maintains the integrity of teachers' decisions through an element of flexibility.

### **GRADING – WEIGHTED GRADES**

Argos High School offers Advanced Placement Courses that will earn weighted grades. These courses will receive a one point higher value than all other courses. Grades will be weighted in the classroom, the weighted grade will appear on the transcript and in skyward as the final grade, not two separate grades.

The values will be:

A+ = 5.33	B+ = 4.33	C+ = 3.33	D+ = 2.33	F = 0
A = 5.0	B = 4.0	C = 3.0	D = 2.0	
A- = 4.67	B- = 3.67	C- = 2.67	D- = 1.67	

### **GRADUATION REQUIREMENTS**

Graduation Curricula Plans and Career Cluster Plans for High School.

In order to graduate from Argos Community High School, a student must have received credit for a minimum of forty-seven (47) credits of high school work in various areas. To be eligible for graduation, a student must have met all of the requirements outlined below by graduation year. A student must be scheduled in class (academic subject) for a minimum of six periods per day. A student may be scheduled for no more than one study hall per day. The following activities may be substituted for a study hall, with special permission: Teacher assistant, class assistant, cafeteria worker, office assistant, library helper, remedial work and special study hall. Credits earned during summer are not to be used to reduce the minimum number of subjects (classes) required during the school year(s). Students must be in good standing with the school and fulfill the Senior Class requirements for graduation.

### **VALEDICTORIAN AND SALUTATORIAN:**

The Guidance Counselor and Principal will make the determination of the Valedictorian and

Salutatorian and official class rankings at the end of the 7th semester for each senior class.

There are four (4) diplomas: Core 40, Core 40 with Academic Honors, Core 40 with Technical Honors and General Diploma.

**Core 40 Diploma** is designed for all students who graduate in Indiana. To complete this plan, a student must take appropriate courses and the student must earn forty (40) credits. **Required courses include:**

1. English/Language Arts.....8 credits
  - a. English 9 - 2 credits
  - b. English 10 - 2 credits
  - c. English 11 OR AP English Language & Composition - 2 credits
  - d. Genres of Literature OR Advanced Composition
  - e. AP English Literature – 2 credits
2. Mathematics.....(6 credits must be earned while in high school). 6-8 credits
  - a. Algebra I - 2 credits
  - b. Geometry-2 credits
  - c. Algebra II- 2 credits
3. Science.....6 credits
  - a. Biology I -2 credits
  - b. ICP OR Chemistry- 2 credits
  - c. One additional Science class
4. Social Studies.....6 credits
  - a. World History - 2 credits
  - b. U.S. History OR AP History – 2 credits
  - c. U.S. Government - 1 credit
  - d. Economics - 1 credit
5. Health & Wellness .....1 credit  
OR three (3) qualifying FACS classes
6. Physical Education ..... 2 credits
7. Other locally required courses may include, but are not limited to: Computer Science, Human Development & Wellness, Interactive Media
8. Direct Electives.....8 credits
  - a. World Languages (Spanish or French)
  - b. Fine Arts (Band, Chorus, Visual Arts, Music History/Appreciation)
  - c. Career/Technical (Computers/Business, Agriculture, FACS, Vocational)
9. Electives (Career Academic Sequence is recommended).....8-10 credits
10. Must complete Graduation Pathways.
11. Must be in good standing with the school and fulfilled the Senior Class requirements for graduation

**Core 40 with Academic Honors Diploma** is an advanced plan awarded by the State of Indiana with very specific requirements. The plan is designed for students with outstanding academic ability that plan to attend a post-secondary institution.

To complete this plan a student must take appropriate courses and earn forty-seven (47) credits.

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

1. Complete all requirements for Core 40.
2. Earn 47 credits total.
3. Earn 2 additional Core 40 math credits.
4. Earn 6-8 core 40 world language credits (6 credits in one language or 4 credits each in two languages).
5. Earn 2 Core 40 fine arts credits.
6. Earn a grade of "C" or better in courses that will count toward diploma.
7. Have a grade point average of "B" or better.
8. Complete one of the following:
  - a. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - b. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
  - c. Earn two of the following:
    - i. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
    - ii. 2 credits in AP courses and corresponding AP exams
  - d. Earn a composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section. \*\*
  - e. Earn an ACT composite score of 26 or higher and complete written section.

**Core 40 Diploma with Technical Honors Diploma** is designed for students who think they may eventually enter professions requiring a post-secondary education. To complete this plan a student must take appropriate courses, and it is recommended they earn forty-seven (47) credits.

For the **Core 40 with Technical Honors Diploma** designation, Argos students must:

1. Complete all requirements for Core 40.
2. Earn at least 47 credits total.
3. Earn 6 credits in the college and career preparation courses in a state approved College & Career Pathway and one of the following:
  - a. Pathway designated industry based certification or credential, or
  - b. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits.
4. Earn a grade of "C" or better in courses that will count toward the diploma.
5. Have a grade point average of a "B" or better.
6. Complete one of the following,
  - c. Any one of the options (A-E) of the Core 40 with Academic Honors
  - d. Earn the following minimum scores on WorkKeys: Workplace Documents, Level 6; Applied Math, Level 6; and Graphic Literacy, Level 5.\*\*\*

- e. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
- f. Earn the following minimum score(s) on Compass: Algebra 66, Writing 70, Reading 80.

In November 2011, the State Board of Education passed the new graduation requirements.

- Core 40, Academic Honors (AHD), and Technical Honors (THD) diplomas: Students must enroll in a mathematics course or quantitative reasoning course each year they are enrolled in high school.
- Quantitative Reasoning Course: A high school course that “advances a student’s ability to apply mathematics in real world situations and contexts” and that “deepens a student’s understanding of high school mathematics standards.”
- The Indiana Department of Education will provide an annual review to determine the high school courses that meet these criteria.

Argos High School currently offers the following courses that meet the description prescribed for quantitative reasoning:

- ▶ All math classes
- ▶ AP Biology
- ▶ Advanced Life Science Animals, Agribusiness management, Landscape management and business math
- ▶ Chemistry
- ▶ Physics, Precision machining

### **GRADUATION REQUIREMENTS CLASS OF 2024 AND BEYOND:**

#### **Graduation Pathways:**

1. Earn a Diploma
2. Demonstrate employability skills through project based, service based or work based learning.
3. Complete post-secondary readiness competencies.

### **E-LEARNING DAYS HOMEWORK POLICY**

Argos Community Schools has now instituted the adoption of the E-Learning day. E-Learning days are placed among the school year calendar to allow professional development to our Teaching Staff. We will also be utilizing E-learning days in place of weather related or other days in which school is cancelled for unforeseen events. An E-Learning day is described as a day where teachers will be available by email, but **students will not report to school**. Students must take the school issued student device home to complete school work for that day and to communicate with their teachers. Students will have until the **end of the next school day to turn in all completed assignments. Assignments not completed or turned in by that time, may be given an incomplete.**

### **HOMEWORK POLICY**

The homework policy and consequences are left up to the individual classroom teacher. A copy of the policy and consequences will be given to all students in the individual teacher’s classroom rules. A copy will also be on file with the principal.

All homework, class work, and answers on exams must be in acceptable formal English language. Any work handed in for a grade will not be accepted if completed in informal text such as used in text messaging.

## **HOMEWORK RECOMMENDATIONS**

Homework may be assigned to facilitate a better understanding of the subject matter. Homework also provides an opportunity for students who perform poorly on tests and/or have poor test taking skills to gain additional understanding of the material.

The student must accept individual responsibility for completion of work to be done outside of the class, thereby, preparing the student for the types of responsibilities which will be encountered in later life.

*Parent Involvement:* Parents are encouraged to discuss and/or help students, **short** of actually doing the work for them. Involvement of parents, in supervision of and aiding in assignments, can bring about an understanding by the parents of classroom activities and subject matter.

*Evaluation of homework assignments:* Homework should be used as a “tool” in an evaluation of the progress of the student. It is not felt that homework assignments should necessarily be given a letter grade, but in each case, whether graded or not, they must be stressed as an integral part of the learning process. It is recommended that assignments, which are evaluated by the teacher, be returned as soon as possible.

*Parent, student and teacher responsibilities:* Parents cannot be held responsible for their student’s assignments, but should provide a positive atmosphere for learning. This promotes understanding, stresses importance, and is conducive to completing assignments.

Teachers are responsible for assigning meaningful work, with some expected carry-over value. The teacher also is responsible for attempting to make sure the student has a clear understanding of the assignments.

The final responsibility for learning ultimately rests with the student. He or she must provide the energy and the attitude, which will carry through experiences as a student and citizen. Teachers, with the aid of parents, must provide the motivation and the challenge to stimulate students. These ingredients are vital to the continued success of the educational process and in developing youth into contributing, responsible citizens.

## **INCOMPLETE GRADES**

All incomplete grades are to be completed no later than three (3) days from the end of the grading period, unless the administration extends this time frame for legitimate reasons. Any grades not completed by this time, will become “F’s”. All incompletes will count as “F’s” until they are made up.

## **PROMOTION/RETENTION - JUNIOR HIGH**

A rubric will be used to determine promotion/retention for junior high students. The rubric is based on grades in academic courses, state testing scores, attendance including tardies, and age. A retention committee will meet to review the rubric scores. Using the rubric and staff input, the retention committee, with student and parent input, will make the final decision regarding individual student promotion/retention.

## **SCHEDULE CHANGES**

Each year students make course requests based on diploma requirements, academic goals and personal or career interests. Students should give thoughtful consideration to the classes they select. When each semester begins in August and in January, students will have the **first five days** of the semester to change their schedules, if necessary. Such changes may be due to a possible error in a student's schedule, a student's need for a study hall (only one allowed per semester) or due to the difficulty of a course (academic placement). Students must complete a change request form and get the signature of a parent, the teachers involved and the principal. Changes will not be permitted after the 5th day of the semester. If a student requests a change after this deadline, the only available class will be a study hall. The consequence for the late change will be a grade of withdrawal/fail (WF) for the semester. This WF will appear on the student's transcript and will count in the student's overall grade point average. Requests for the late change must be approved by a parent, the teacher of the class and the principal.

## **EDMENTUM - CREDIT RECOVERY (ONLINE CLASSES)**

Edmentum is an online program which offers a variety of classes for students to access. Edmentum's primary purpose is CREDIT RECOVERY. Students who fall behind in credits have the resource of Edmentum to help them get back on track. Edmentum's added benefit is flexibility. Students can use Edmentum to complete a class in the summer. During the school year, Edmentum can be used to resolve a scheduling conflict. Edmentum is NOT a replacement option to taking a live class. Students will not be allowed to use Edmentum as an alternative to taking a scheduled live class unless this is written into a student's IEP or 504 Plan.

## **SCHOLARSHIPS AND FINANCIAL AID**

Scholarships are awarded to various seniors each year. Scholarships will be posted under Google Classroom. Students are responsible for completing scholarship applications and getting them submitted, unless otherwise instructed by the guidance counselor. Local scholarships are awarded each spring through the Argos Dollars for Scholars Organization. A financial aid night for seniors is held every January to explain all aspects of financial aid and guide families through the FAFSA requirements.

## **SENIOR CLASS REQUIREMENTS**

Seniors will complete and turn in the following items to their senior class sponsor. Students who do not complete the requirements listed below will may be allowed to participate in graduation ceremonies.

1. References Letters - three (3) required. Reference letters are due on or before the last day of the first semester (**December 15, 2023**)
2. Community Service - 10 hours required at a not for profit organization -- Due on **May 1, 2024**
3. Students meeting a Graduation Pathway must complete an Employability skills

Verification form as documentation of project-based, work based or service based learning

### **VOCATIONAL CLASSES - REQUIREMENTS FOR ADMISSION**

Argos High School offers a wide variety of vocational classes outside the walls of the high school. Due to the expense and limited availability of enrollment spaces, the following criteria have been established to determine eligibility.

1. Must be a sophomore, junior or senior in high school and apply and be approved through CTE.
2. Administrative approval.
3. Fits into the student's four (4) year plan.



**\*\* All students in grades 9-12, must complete this form**



DEPARTMENT OF EDUCATION

**Dr. Jennifer McCormick**  
Superintendent of Public Instruction

*Working Together for Student Success*

**Career and Technical Education Student Information Release Form**

IC 20-20-38-14.5

I, \_\_\_\_\_, AGREE to release information regarding my  
*Your Full Name*  
enrollment (emancipated student) or my student's enrollment in a career or technical education course to potential employers that contact the school to recruit students with particular career and technical skills. The school shall also provide enrollment information to the department of workforce development through the InTERS reporting system. The DWD may provide the enrollment information to potential employers that contact the DWD to recruit students with particular career and technical education skills.

I, \_\_\_\_\_, REFUSE to release information regarding my  
*Your Full Name*  
enrollment (emancipated student) or my student's enrollment in a career or technical education course to potential employers that contact the school to recruit students with particular career and technical skills.

I understand the information may be released orally or in the form of copies of written enrollment information, we preferred by the requester. I have a right to inspect any written information released pursuant to this Consent. I understand I may revoke this Consent upon providing written notice to the Department of Workforce Development by emailing [CTEReleaseForm@dwd.IN.gov](mailto:CTEReleaseForm@dwd.IN.gov). I further understand that until this revocation is made, this consent shall remain in effect and my enrollment information will continue to be provided as detailed in this Consent.

Name (print) [parent or emancipated student] \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

*This completed document shall be maintained in the student's cumulative folder.*

115 W. Washington Street ■ South Tower, Suite 600 ■ Indianapolis, Indiana 46204  
317.232.6610 ■ [www.doe.in.gov](http://www.doe.in.gov)

## ATHLETICS

### **ATHLETIC PHILOSOPHY**

Athletics at Argos Jr./Sr. High School are a part of the extracurricular program offered to the students to enhance the total school experience. Athletics creates

learning experiences in citizenship, leadership, cooperation, and loyalty above and beyond those offered through the regular education program. Emphasis is placed on developing the individual physically, mentally, and socially by providing wholesome competition with appropriate equipment and facilities.

Students involved in athletics participate voluntarily, and the opportunity to participate is a privilege. In accepting that privilege, students and parents accept the responsibility that comes with representing our school and community. This responsibility places the student in a model citizenship role concerning his/her behavior in and out of school all year round.

Proper administration of the athletic program is essential to insure the well-being of the athlete and to maintain a productive and wholesome program. The high school principal, athletic director and coaching staff administer the program within the policies and guidelines of the Indiana High School Athletic Association (IHSAA) and the Argos Community School Corporation. In addition, each coach has specific rules guiding their program. Athletes who willingly submit to them are better prepared for similar settings in life.

### **ATHLETIC ELIGIBILITY**

To be academically eligible to participate in athletics, a student must be enrolled in five (5) full credit courses at Argos. The student must also have passed five (5) full credit courses the previous grading period (semester grades take precedence).

**Homeschool students must provide transcripts as proof of enrollment in at least five (5) full credit hours, if they are not taking five (5) at Argos Community Schools. Homeschool students must also be enrolled in at least three (3) classes for the entire year to participate in athletics and are required to come to school each day.** If students do not come all year, they will be ineligible the following year. All incoming freshmen begin high school eligible.

**Students who miss part of the school day and are home due to illness must be in attendance for four (4) class periods in order to participate in athletic practices or contests. Students must arrive no later than 11 A.M. This relates to students who are home sick, not to appointments, funerals, etc.**

1. The Indiana High School Athletic Association (IHSAA) requires students to receive a physical examination administered by a licensed physician that is dated April 1, 2023 or later. A record of this physical examination must be kept on file in the athletic department. Parents or guardians must complete the insurance section of the IHSAA physical examination form. A signed statement of insurance coverage on the part of the student's parent or guardian shall be a prerequisite for student participation in any school activity having a potential for personal injury.
2. State law requires information about concussions and cardiac arrest be given to high school students, and that parents and students acknowledge receipt of the information.
3. Information regarding the risks of participating in sports and our random drug-testing program is given in this handbook, and the Student & Parent Acknowledgment form must be returned for the student to participate.

### **ATHLETIC CODE OF CONDUCT**

As role models and representatives of our school and community, student-athletes have a year-round responsibility. Athletes will cooperate with and follow the directions of the coach. They will conduct themselves as good citizens at all times

and honor all curfews. They will refrain from possessing, providing to another person, being under the influence of, or using any substance which is controlled or contains, but not limited to: tobacco, e-cigarettes, vaping, snuff, steroids, alcohol, a stimulant, an intoxicant, a narcotic, a depressant, a hallucinogen, or a mood altering drug whether prescription or sold over the counter (without a prescription) or any substance represented by the provider to be any of the listed substance. Athletes also must avoid being present where others are involved with the above-mentioned items.

Violations of the guidelines listed above and violations of any law (except minor traffic violations), corporation policy, school rules, and standards imposed by the coaches are subject to disciplinary action.

## **CODE OF CONDUCT DISCIPLINARY ACTIONS**

Students who violate the Athletic Code of Conduct will be subject to disciplinary action. A coach or the athletic director must confront the athlete concerning violations of the Athletic Code of Conduct. If they determine the athlete has violated the code, they must inform the student of the disciplinary action imposed for the violation.

The coach or the athletic director must make verbal or written contact with the athlete's parent or guardian within twenty-four (24) hours from the time the athlete was informed that disciplinary action will be taken. If the parent or guardian desires a meeting with the coach or athletic director, a meeting will be arranged as soon as possible concerning the situation.

The parent or guardian may appeal the disciplinary action within 72 hours of the action to the appeal board. The appeal must be submitted in writing to the Athletic Director. The appeal board is the Athletic Council. The appeal hearing should be conducted as quickly as possible after the appeal is received.

For disciplinary action concerning the Athletic Code of Conduct a season consists of the scheduled contests of a sport. The IHSAA definition of a contest will apply. Suspensions from athletics, which result from violations of the Athletic Code of Conduct, will be served during an athlete's established sports seasons. Athletes will not be allowed to participate in a sport for which they have not truly displayed interest in order to serve an athletic suspension.

Any athlete found to be possessing, providing to another person, being under the influence of, or using any substance which is controlled or contains, but is not limited to: tobacco, e-cigarette, vaping, snuff, steroids, alcohol, a stimulant, an intoxicant, a narcotic, a depressant, a hallucinogen, or a mood altering drug whether prescription or sold over the counter (without a prescription) or any substance represented by the provider to be any of the listed substances will be:

1. **First Offense:** Suspended from competition for 3 games. An athlete must serve the suspension and complete the assessment program in order to be reinstated in athletics.
2. **Second Offense:** Suspended from athletic competition for 6 games.
3. **Third Offense:** Suspended from athletic competition for 1 year

Disciplinary actions for violations will be administered on an individual basis by the coach and the athletic director. Disciplinary actions will be fair and consistent with the degree and severity of the violation.

Student athletes may take advantage of a **self-referral procedure** in regards to use of tobacco, e-cigarettes, vaping, alcohol, and other drugs. Athletes are allowed one (1) referral in a four-year high school career prior to their First Violation. The self-referral must be made prior to being identified as having violated a Code of Conduct rule. In such cases the student will serve a one (1) game suspension and must complete an approved drug and alcohol assessment program at the cost of the parent(s)/guardian(s). The self-referral may not be used after a First Offense.

### **ATHLETIC COUNCIL**

The athletic council will establish an athletic policy for the athletic program of the school system, subject to the approval of the Board of Education. The Council members may include AHS Athletic Director, Coaches, Jr. /Sr. Principal, and one teacher. Any additions or changes to the guidelines set forth in the Argos Athletic Handbook may be done with the action and approval of the Argos Athletic Council and Board of Education.

### **CONFLICT BETWEEN TWO (2) ACTIVITIES**

Students are encouraged to participate in a wide range of school-sponsored activities which enhance the academic, social, and emotional health of students and prepare them in many ways to become positive citizens and people.

By providing guidelines, sponsors, students and parents will be able to resolve conflicts effectively. Communication between sponsors, coaches, and students is essential. The following guidelines serve to determine appropriate resolutions to conflicts that may occur:

1. Scheduled State Athletic Association Tournaments and State Association Divisions of Student Activities Contests, including travel time, shall have preference. If a conflict exists between two of these types of activities, the student shall make the choice without penalty.
2. Regularly scheduled games and major performances beyond those above shall be second priority. If a conflict exists between two of these activities, the student shall make the choice without penalty.
3. The importance of the student's participation in the success of the total group's performances is the third priority. This shall be determined with the help of the sponsors.
4. A previously scheduled event will take precedence over a rescheduled event.
5. Regularly scheduled games, performances, and activities will take precedence over practices.
6. No penalty will be assessed to the student participant if he or she properly communicates the decision to all parties. Any penalty assessed must be done with the approval of the principal. Students are responsible for studying the schedules of their various activities and working out conflicts well in advance.

### **RANDOM DRUG TESTING**

Argos Community Schools participates in random drug testing of students in grades 9-12, student drivers and students in any extracurricular activity. **Student drivers and all students in extra-curricular activities must agree to participate in this program in order to participate. (form is on page 49 of this handbook).**

If an athlete is involved in cheating on a drug test, he/she will be suspended from athletics for one calendar year from the date of discovery.

If an athlete tests positive in any random drug test administered by AHS, the Athletic Code of Conduct Disciplinary Actions will apply.

## **RETENTION AND REDSHIRTING**

The Argos Community Schools does not allow the retention of any student who has successfully completed any grade, except upon the recommendation of the appropriate school personnel. Should any student, who has successfully completed the sixth grade, repeat any grade for reasons other than academic failure in circumvention of this policy, s/he will lose his/her last year of eligibility in high school athletics. The school board reserves the right to waive this rule for hardship cases. Such waiver will be considered on a case-by-case basis.

Legal Reference: **511 IAC 6.1-5-10.**

## **INTENT TO WARN**

By the very nature of the athletic activity, participants are at risk of physical injury. While taking proper precautions may reduce risks, such risks can never be eliminated. Participation in athletics authorized by the IHSAA and offered at Argos Elementary and Argos Jr. /Sr. High School could result in a catastrophic injury to the participant. **All injuries incurred during official practice or scheduled contests must be reported in writing to the coach and recorded in the athletic office.** If a doctor directs a student to refrain from participation, then a doctor's note is needed to return to athletic participation.

## **ATHLETIC TEAMS OFFERED**

- Fall- Boys Cross Country & Soccer, Girls Cross Country, Volleyball & Soccer (Grades 6-12)
- Winter- Boys & Girls basketball (Grades 5-12) & cheerleading
- Spring- Boys baseball, Girls softball, Lacrosse, middle school softball

## **AWARDS - GRADES 9-12**

Awards presented to athletes by the Argos Athletic Department are to be worn or displayed by the athlete earning the award. All letters, numerals, pins, and chevrons should be worn on the official school jacket.

**Graduation Numerals:** Presented to the athlete who **completes** their first season of competition in any sport at the high school level.

**Gold Sport Pin:** Presented to those athletes after their first season in that sport.

**Varsity Letter 'A':** Presented to athletes who complete the requirements below:

Baseball & Softball: participate in 50% of contests

Basketball: participate in 25% of quarters offered

Cheerleading: meet 90% of practice and contest requirements

Cross Country: finish in the top 7 in 50% of meets

Soccer: participate in 50% of halves offered

Volleyball: participate in 33% of sets offered (there are up to 5 sets per match)

Lacrosse: participate in 50% of contests

Managers: meet 90% of practice and contest requirements  
Coach waives requirement

**Chevron:** Presented each time a Varsity letter is earned. A sport-specific chevron is given for the first varsity letter in a sport, with subsequent letters earning the regular chevron.

**Captain Star:** Awarded to varsity team captains

**4-Year Plaque:** Presented to athletes who earn four (4) varsity letters in one sport.

**“A” Award:** Presented to seniors who earn eight (8) varsity letters.

**Senior Blanket:** Awarded to seniors who have participated in a total of ten (10) full seasons.

**J.O. Thompson:** Awarded to boys’ outstanding senior athlete

**Lion’s Club:** Awarded to girls’ outstanding senior athlete

**Patches:** Presented to individual varsity athletes or varsity teams that win:

- Conference championship
- IHSAA championship (One (1) patch that includes all levels: Sectional, Regional, etc.)
- Bi-County championship
- All-State recognition (individual)

**Team Picture:** A team picture will be displayed when a team wins any of the following:

- Bi-County championship
- IHSAA championship (One (1) picture that includes all levels: Sectional, Regional, etc.)

**Individual Picture:** An individual picture will be displayed when an athlete has

- Qualified for the state finals as an individual
- Been named First Team All-State

**Record Plaque/Award:** Presented to the athlete setting a school, conference, or state record

## **SPECIAL AWARDS BY SPORT**

### **Soccer**

- Most Valuable Player
- Most Improved Player
- Mike Keller Mental Attitude (boys)
- Mental Attitude (girls)
- Offensive Dragon
- Defensive Dragon

### **Volleyball**

- Most Valuable Player
- Most Improved Player
- Mental Attitude **Lacrosse**
- Most Valuable Player
- Most Improved Player
- Mental Attitude **Basketball**

- Most Valuable Player
- Mental Attitude
- Best Free Throw %
- Most Rebounds
- Dragon - plus 25 at end of season (steals + assists + blocks – turnovers)

### **Baseball**

- Most Valuable Player
- Most Improved Player
- Mental Attitude
- Offensive Dragon
- Defensive Dragon

### **Softball**

- Most Valuable Player
- Most Improved Player
- Mental Attitude
- Offensive Dragon
- Defensive Dragon **Cheerleading**
- Most Valuable Cheerleading
- Most Improved Cheerleader
- Mental Attitude **Cross Country**
- Most Valuable Player
- One selection of Most Improved or Metal Attitude if there are enough runners to compete as a team

### **FRESHMEN & JV AWARDS**

- Up to two Dragon Awards can be given in each sport at the discretion of the coaching staff of that sport. Coaches may choose from Most Improved, Mental Attitude, Offense, Defense, etc. JV Awards will not include MVP.
- JV Awards will not be awarded to a player earning a varsity letter

### **AWARDS PROGRAMS**

There will be an awards program following the completion of the fall, winter, and spring seasons. All uniforms and equipment must be turned in before awards are presented. Athletes are required to attend the awards program or forfeit the awards they earned. Any athlete not able to attend the awards program must be excused in advance by the coach or athletic director. The times and dates of the programs will be determined by the coaching staff and athletic director towards the end of their athletic season.

### **TICKET PRICES**

The local School Board following the recommendations set forth by the Athletic Director, Principal, and Superintendent will establish admission prices to athletic events.

Single Game Tickets	
Level	Ticket Price
JV/Varsity	\$5.00
Junior High	\$4.00
Elementary	\$3.00
<b><u>Tournament Prices May Differ</u></b>	

Season Pass (When Offered)				
	Adults	Student/Staff	Senior Citizen	Family
All Sports (5-12)	\$90	\$30	\$65	\$250
Fall Sports (5-12)	\$60	N/A	\$40	\$150
Winter Sports (5-12)	\$60	N/A	\$40	\$150
<b><u>Passes or discounted tickets are not accepted at any state-sponsored tournaments hosted at Argos. In addition, season passes are not valid for local tournaments or invitational.</u></b>				

**CHAIN OF COMMAND**

All concerns and problems should be addressed to the appropriate people in this order. The Athletic Department will make every attempt to address parent/player concerns that are brought to our attention that follow the sequence below.

1. Head Coach
2. Athletic Director
3. Jr-Sr High Principal
4. Superintendent

**ATTENDANCE**

**INTRODUCTION**

The characteristics of punctuality and dependability are personal habits that are respected in our society and are therefore part of the educational process. Regular attendance is essential for success in school. Indiana Law (I.C. 20-33-2-6) states



that students between the ages of 7 and 18 years old are required to attend school. Valid absences are personal illness, death in the immediate family, exclusion by a doctor, or observance of religious holidays. Argos Community Schools complies with Indiana state laws regarding attendance and has adopted policies accordingly.

Any student who leaves the building must have prior permission. Violators will be considered UNEXCUSED. All students shall sign in and out at the respective office, including vocational students. Students must have the permission of a parent, legal guardian, or individual designated in the event of an emergency before being released.

#### **IC 20-33-2-18 Parent to produce certificate of child's incapacity on demand**

If a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is requested. The certificate required under this section must be signed by (1) an Indiana physician; (2) an individual holding a license to practice osteopathy or chiropractic in Indiana; or (3) a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

#### **IC 20-33-2-28 Compulsory attendance for full term; duty of parent**

It is unlawful for a parent to (1) fail; (2) neglect; or (3) refuse; to send the parent's child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in public schools.

#### **IC 20-33-8-10 Disciplinary powers of principals**

A principal may take action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes. This allows a principal to write regulations that govern student conduct.

#### **IC 20-33-2-25 Habitual absence from school; report to juvenile intake officer or department of child services**

The superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with **IC 31-30 through IC 31-40**.

#### **PROCEDURE TO REPORT AN ABSENCE**

To report an absence, a student's parent/guardian is asked to notify school officials by telephone before 9 AM, by calling 574-892-5137 and selecting the appropriate office. If a phone call was not made, upon returning to school following an absence, a note written by the parent/guardian stating the reason for the absence must be presented. **Absences shall not be excused unless the contact is made according to the school's procedure.**

**Parent notes/calls will be accepted for a total of ten (10) days maximum per year. After ten (10) absences, a doctor's note will be required.**

## **ABSENCES – EXCUSED**

EXCUSED ABSENCES: PARENT/GUARDIAN MAY EXCUSE UP TO TEN (10) ABSENCES PER SCHOOL YEAR. STUDENTS MAY NOT BE PARENT EXCUSED MORE THAN TEN (10) TIMES.

**Unexcused Absences will result in the use of parent excused absences and will be counted toward the ten (10) allotted parent excused days.**

EXCUSED ABSENCES are those absences recognized by state law or school policy:

1. Student illness – reported by a parent or sent home by school nurse
2. Death in the immediate family
3. Quarantine by a physician or health department
4. Students subpoenaed to appear in court as a witness in a judicial proceeding (**I.C. 20-33-2-16**)
5. Religious holidays
6. Election Worker or Legislative Page – Proper documentation required (**I.C. 20-33-2-14, 15**)
7. Medical Appointments/Hospitalization/Surgery – verification slip required within 3 days. Students are expected to attend school before and after appointments.
8. Field trips or school-related activities, State Fair participation, College Visits
9. **Any other absence pre-approved by the attendance officer or the principal**

**Generally, ten (10) absences documented only by a parent note are allowed. Absences with doctor's or other appropriate documentation do not count toward the ten (10). As a result, it is highly suggested that doctor's/court notes be provided whenever possible.**

**Absences beyond the ten (10) parent/guardian excused absences in a school year that are not accompanied by a written note from a physician will be considered truanancies.**

### **TRUANCY DIVERSION PROGRAM**

Argos Jr.-Sr. High School is teaming up with the Marshall County Probation Office to ensure students receive the best educational experience possible. After ten (10) absences, and a referral from the high school office, a Marshall County Probation officer will step in and meet with the student and enter into a six week truancy contract with the parent and student. This is a good faith agreement to improve attendance. If the contract is broken, there will be a meeting and possible formal probation. If attendance still does not improve, the consequences will get progressively worse, through the Marshall County Probation Office.

### **MAKE UP WORK FOR EXCUSED ABSENCES:**

Classroom work can be made up for excused absences without penalty. It is the student's responsibility to ask each teacher for makeup work. As a general rule, students will have one day for each day's absence to make up work for absences extending longer than one day. Requests for homework will be taken, but may take

24 hours to collect. Parents and students may access homework via Skyward Family access where possible.

UNEXCUSED ABSENCES are those not recognized by the state or school policy:

1. Failure to notify the school of the absence
2. Leaving the school building without prior permission
3. Absence without parental consent
4. Exceeding the ten (10) parent note limit
5. Fails to bring a note from parent/guardian upon returning to school
6. Truancy
7. Being absent, but being seen out later that day or evening
8. Absent because of babysitting, help at home, farming

### **MAKE UP WORK FOR UNEXCUSED ABSENCES:**

Work done for unexcused absences may be given no credit at the teacher's discretion.

**COLLEGE VISITS:** High School students may take college visits with one (1) allowed for sophomores and two (2) each for junior and seniors. Pick up a college visit form from the counseling office. Approval should be arranged with the guidance department at least one week in advance, should be taken with a parent/guardian and approved by the principal.

### **FINAL EXAMS**

1. **Final Exams are scheduled for the last 3-4 days of each semester.**
2. **Students are expected to be in attendance on these days to take exams.**
3. **Students may not use parent excused days to miss finals. Students are expected to be present in school the entire day during final exams.**

### **EXTRA CURRICULAR**

Students who miss part of the school day due to illness must be in attendance for four (4) class periods in order to participate in school activities, athletics, extra-curricular activities, or work on the same day, thus students should arrive by 11 am. Being absent on a Friday does not affect Saturday participation. **Students who are in attendance in the morning and leave any time during the school day, may not participate in after school activities, unless accompanied by a doctor's note.**

**VACATION DAYS** Just as work has requirements regarding time off, and given the legal requirements of school attendance, families are advised to schedule vacations outside of school days as much as possible. In the event a student may leave with his/her parents for vacation, prior arrangements should be made with the attendance officer or principal. The following apply:

1. Generally, five days are allowed for vacation, per school year.
2. Students should request assignments prior to leaving. The teacher will provide whatever is possible before the vacation and the rest upon return, and will instruct the student on completion requirements
3. The student will be permitted to complete all make-up work on minimum ratio of two days to make up for each day missed (elementary), not to exceed 10 school days, and one day per day missed for grades 6-12.

## **ACCUMULATION OF ABSENCES**

Students with an unexcused absence may be assigned a 3-hour detention, which generally will be served on Thursdays.

Students will be allowed to earn credits in courses with an allowable limit of ten (10) absences in a given semester.

A student with an illness which requires more than 10 absences in one semester must submit a physician's statement of incapacity (**IC 20-33-2-18**) explaining the illness to the administration or school nurse at the beginning of the school year or immediately after the illness has been diagnosed in order to be waived from the ten (10) day limit.

Letters will be sent upon a student having five (5) and seven (7) full day absences and parents may be advised of a mandatory meeting concerning their student.

Students who miss ten (10) or more absences in a class, whether excused or unexcused, risk losing credit, and the student may be given an "F" and removed from the course. A student who does not have ten (10) full days of absences, but misses first hour, for example, ten (10) times or more, would be considered for this consequence.

Chronic absenteeism includes students absent from school for ten percent (10%) or more of a school year, and such cases will be referred to the Marshall County Prosecuting Attorney's office.

Students who have 12 unexcused class periods per semester may be put on a Form 16A with a request of expulsion on the next unexcused absence from school.

## **TARDIES**

**Late to School.** Students late to school, prior to 8:20 am, will be marked tardy. Those arriving after 8:20 am will be counted absent first hour and be assigned a detention to make up the time. Excused tardies will be those due to late bus arrivals or doctor's appointments. If a student elects to arrange transportation to school other than by the bus, the student assumes responsibility for arriving to school on time. Parent contact for a student being tardy, while appreciated, does not result in the tardy being excused.

**Late to Class.** As a general rule,. Students should be in their seats when the bell rings. Students who are marked "tardy" for a particular class hour will be verbally notified by the teacher that they are being marked as such.

### **Excessive Tardies**

#### **# of TARDIES    OUTCOME**

4-7                    One (1) hour detention

8-9                    Three (3) hour detention

10+    Penalties may include 1 day Out of School Suspension (OSS), 3 days OSS, or loss of privileges to participate in extracurricular activities or attend social events (dances, ball games, etc.), possible parent attendance required, loss of credit or expulsion.

## **MOTOR VEHICLE HABITUAL TRUANCY LAW (I.C. 20-33-2-11)**

The denial of a learner's permit or driver's license and the invalidation of the permit or license by the Bureau of Motor Vehicles (BMV) is authorized under Indiana law,

which requires school boards to adopt and include as a part of its written rules and standards a definition of “habitual truant”. The term “habitual truant” is hereby defined as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

Notwithstanding **IC 9-24** concerning the minimum requirements for qualifying for the issuance of an operator’s license or learner’s permit, and subject to the following:

1. A person who is, at least thirteen (13) years of age but less than fifteen (15) years of age;
2. A habitual truant definition has been established by the school board (see above); and
3. Identified in a list submitted to the Bureau of Motor Vehicles; may not be issued an operator’s license or a learner’s permit to drive a motor vehicle or motorcycle under **IC 9-24** until the person is at least eighteen (18) years of age.

### **CHANGE OF RESIDENCE**

All changes in residence and/or telephone numbers must be reported to the school office.

### **WITHDRAWAL FROM SCHOOL (I.C. 20-33-2-4 TO 20-33-2-9)**

Any student who is at least sixteen (16) years of age, but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview with the student’s parent or guardian is conducted with the principal. **HEA1347** specifies a student younger than 18 may receive permission to drop-out of high school only for financial or health reasons or with the permission of a court. The school shall give notice, by certified mail, or personal delivery to the student, the student’s parent, or the student’s guardian that the student’s failure to attend an exit interview or reference to school if the student does not meet the requirements to withdraw from school will result in the revocation or denial of the student’s driver’s license or learner’s permit, and employment certificate. During the exit interview, the school principal shall provide to the student and the student’s parent a copy of statistics concerning the likely consequences of life without a high school diploma.

The student must return all books, library books, instructional materials and school issued student device, charger and protective case, checked out to him/her and clear all financial obligations to the school. **House Act Number 1597** raises the mandatory school attendance law in Indiana to seventeen (17) (unless there is given by the parent specific written consent to avoid continuing attendance) and ties in the issuance of driver’s license to individuals under the age of eighteen (18) to what might best be called a “good standing status” with their local school corporation.

A student who has withdrawn from school for a reason other than financial hardship will not be issued a driver’s license or learner’s permit until the age of eighteen (18). During the exit interview, the principal will determine whether or not the student is withdrawing due to financial hardship. The parent and the student will receive a copy of the determination and information about the student’s name will be submitted to the Bureau of Motor Vehicles.

At least five (5) days before holding an exit interview, the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian of the following:

1. That the exit interview will include a hearing to determine if the reason for the student's withdrawal is financial hardship.
2. If the principal determines that the reason for the student's withdrawal is not financial hardship:
  - a. The student and the student's parent or guardian will receive a copy of the determination; and
  - b. The student's name will be submitted to the bureau for the bureau's use in denying or invalidating a driver's license or learner's permit under this section.

## **CLUBS & ACTIVITIES**

### **CLUBS AND ACTIVITIES**

To participate, students must be in good standing with the school.

**ART CLUB - Sponsored by Elizabeth Endres**

**BOWLING - Sponsored by Beth Cohagan**

**BUSINESS PROFESSIONALS OF AMERICA (BPA) - Sponsored by Angel Balsley & Liz Kastner-Stanton**

**CHESS CLUB - Sponsored by Nick Medich**

**FFA - Sponsored by Lynette Markley**

**E-Sports – Sponsored by Nick Medich & Damon Binkley**

### **INTERSCHOLASTIC ATHLETICS**

**RUNNING CLUB (Elementary) -**

**SUNSHINE SOCIETY - Sponsored by Megan Huys**

**QUIZ BOWL - Sponsored by John Fishburn**

### **NATIONAL HONOR SOCIETY (NHS) - Sponsored by Megan Huys**

NHS is a club organized under the National Club charter. Members must have and maintain a minimum academic grade point average of 3.33 and they must have good character, exhibit good service and provide good leadership.

Selection procedure for induction in the National Honor Society:

1. Selection of students for membership is a responsibility of the local school through its faculty council.
2. Students' academic records will be reviewed to determine scholastic eligibility.
3. Students who are eligible scholastically shall be notified, and told that for further consideration for selection to the NHS Chapter they must complete the Student Activity Information Form.

4. Additional faculty input will be invited by all faculty members on potential candidates. However, the actual selection must be made by the five appointed members of the faculty council.
5. The Student Activity Information Form shall be reviewed by the faculty council, along with any other verifiable information about each candidate. The faculty council may wish to interview candidates personally. BACK LIL000Candidates receiving a majority vote of the faculty council should be inducted into the chapter. If a point system is used to evaluate candidates the cut-off point should be determined prior to reviewing candidates.

**STUDENT COUNCIL - Sponsored by Angel Balsley and Liz Kastner-Stanton**

Student Council is made up of four (4) representatives from each class in grades 11-12 and six (6) representatives in grades 7-10. Its purpose is to provide a better school environment through service and recommendations to the principal. **The Student Council Constitution can be viewed in its entirety at [www.argos.k12.in.us](http://www.argos.k12.in.us).**

<b>CLASS OFFICERS &amp; STUDENT GOVERNMENT OFFICERS</b>			
<b>CLASS OF 2024</b>		<b>CLASS OF 2025</b>	
President:	Cailey Markley	President:	
V-president:	Kendra Burkholder	V-president:	
Secretary:	Lanie Masters	Secretary:	
Treasurer:	Samantha Redinger	Treasurer:	
<b>STUDENT COUNCIL OFFICERS</b>		<b>STUDENT COUNCIL REPRESENTATIVES</b>	
President:	Ava Stackhouse	Seniors: Brylee Elliot, Calia Fehr, Micah Heckaman, Lilianna McMillen, Sean Richard	
V-president:	Lily McMillen	Juniors: Emma Warner, Ava Stackhouse, Allyson Webster, Isabelle DeWulf	
Secretary:	Samantha Umbaugh	Sophomores: Ellie Bollenbacher, Alysa Bowering, Yahaira Lanza,	

		Whittlee Singleton, Tommy Thompson, Nora Weiser
Treasurer:	Whittlee Singleton	Freshman: Ivy Stackhouse, Ava VanDerWeele, Samantha Umbaugh, Haley Shafer, Leah Pizzuto, Rylee DeWulf, Ella Dean
		Jr High: Elaina Conklin, Emily Pippenger, Anna-Sophia Petz, Mirando Alvarado

<b>CLUB OFFICERS</b>			
<b>Future Farmers of America (FFA)</b>			
President:		Juliana McIntire	
V-President:		Cailey Markley	
Secretary:		Braxton VanDerWeele	
Treasurer:		Braxton Sherk	
Reporter:		Xander Binfet	
Sentinel:		Carter Beatty	
<b>Sunshine Society (SSS)</b>		<b>Business Professionals of America (BPA)</b>	
Officer:	Ellie Bollenbacher	President:	Ava Stackhouse
Officer:	Juliana McIntire	V-president:	Jackson Kindig
Officer:	Lily McMillen	Secretary:	



<b>CLUB OFFICERS</b>			
Officer:	Aleasia Sarver	Treasurer:	Jared Frick
<b>Art Club</b>		<b>National Honor Society (NHS)</b>	
President:	Kendra Milliser	Officer:	Juliana McIntire
V-president:	Nora Weiser	Officer:	Sean Richard
Secretary/Historian:	Alison Webster	Officer:	Jackson Kindig
Treasurer:	Chloe Allen	Officer:	Jared Frick

## **DISCIPLINE**

### **INTRODUCTION**

Students, parents, and teachers all appreciate and expect good school discipline. The Argos School Board has adopted the following regulations so that students know what is expected from them. The School Board expects these regulations to be reinforced fairly and it has established procedures for teachers and administrators to follow in that regard.

An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards.

Reprimand, corporal punishment, referral to special personnel in schools (counselor, principal), parent conferences, in school suspension, detention, suspension, and expulsion are courses of action available to school personnel in dealing with pupils involved in school discipline problems. Some behavior is much more serious than others and requires different approaches and clearly defined actions. Any or all of the above techniques may be used to deal with improper types of behavior.

Complete copies of the Student Due Process Law (I.C. 20-33-8-1; 20-33-8-23) are available for student use in the general office. This law outlines procedures for suspensions, expulsions, and exclusions. In addition, the Student Due Process Law covers procedure for school conducted search and seizure. The board policy

regarding searches of lockers, students, and student-operated automobiles is reprinted below.

On occasion, the school principal may have “reasonable cause for search” of a student’s locker, car, or person. Reasonable cause means circumstances, which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of evidence of a violation of the student conduct standards contained in the student handbook; anything that because of its presence presents an immediate danger of physical harm or illness to any person.

**Argos Jr. Sr. High School uses a progressive disciplinary system.**

### **ALCOHOL OR DRUG SUSPICION**

If any student exhibits the symptoms of being under the influence of alcohol or putting off an odor of alcohol or drugs or reasonable suspicion is made, the Argos Police Department will be called, and he/she will be asked to submit to an Alco-Sensor or Drug test. Failure to comply will result in his/her suspension or expulsion.

### **DISRUPTION TO EDUCATIONAL PROCESS**

The conduct of students both in school and out of school is to be that which typifies a mature, responsible young adult. Proper respect is to be shown towards teachers and other school employees at all times. The student-teacher relationship does not end with the school day. The respect shown between a student and teacher should continue in the community after school hours. The efforts of both teachers and students will be greatly enhanced if the respect shown each is mutual. Recognizing that 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 discipline a student. In this event and in accordance with the provisions of **IC 20-33-8-1**, the School Board authorizes administrators and staff members to take the following:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER;** A junior high or high school teacher will have the right to remove a student from his/her class or activity for a period of up to five (5) school days if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester.
4. **BATTERY/HARASSMENT: PL 72-2006 states:** Any action against a school employee which is in the form of battery or harassment must be reported to a local law enforcement agency.

### **DRESS AND APPEARANCE FOR ELEMENTARY**

Students at Argos Elementary School have considerable choice in their style of dress and appearance. Basic limitations on dress and appearance are that they must not be disruptive to the educational process and that they must not pose a threat to the health, welfare, or safety of the individual or of other students. Further, for the sake of appearance, male and female students shall not wear sunglasses, bandanas, hats or headbands in the classroom without express permission of the

principal. Further restrictions include midriff tops, short shorts (must be at least fingertip length while standing, with hands to sides), halter-tops, cut-off T-shirts, T-shirts with questionable language, and bicycle shorts. Dress is also expected to be clean and free of ornamentation, which can cause damage to school property. Clothing that could constitute a safety hazard to the wearer is prohibited. The determination about when an item or style is objectionable under these guidelines is left to the judgment of school officials. **Parents: Please make sure your children wear weather appropriate clothing at all times. We go outside for recess as often as possible, so please make sure your children will be appropriately dressed each day.**

## **DRESS CODE FOR JR.-SR. HIGH STUDENTS**

**GROOMING** - All students who attend Argos Jr.-Sr. High School are encouraged to come to the school clean and dressed neatly. Students are asked to think about others with whom they must interact and to be considerate of them. Students who are referred to the nurse or the main office because of lack of cleanliness and/or good hygiene will be instructed to clean up at school or will be sent home to wash, bathe, etc.

1. **JACKETS, COATS, HATS, HOODS and BANDANAS** should **not** be carried into classrooms but should be kept in lockers. Hats/hoods should not be worn during any class period or during any passing period.
2. **ADEQUATE COVERAGE:** The maintenance of common decency and classroom order requires adequate coverage of the person. Any clothing, which reveals undergarments or the lack of undergarments, will be considered inappropriate. Shorts must students' fingertips when arms are extended at their sides. Garments such as slippers, pajamas, short skirts, halter tops, those which reveal bare midriffs or backs, tube tops, see-through tops, tank tops, and those which contain spaghetti straps, off shoulder, and garments with plunging or revealing necklines, etc. are not allowed. Appropriate shirts are to be worn by both genders at all times including during physical education courses, sports practices, etc.
3. **BLANKETS & BACKPACKS** - Neither blankets or backpacks will be permitted in any classroom setting.
4. **SHOES** - Students must wear shoes/sandals at all times to avoid injury and improve the sanitary conditions of the building.

**\*All clothing is subject to approval by administration and may not disrupt the educational process.**

**VIOLATIONS** - Students violating the dress code will be sent to the office to change clothes to meet the appropriate school standards and return to class. Dress code violations will be monitored and the student will be on a progressive discipline plan.

## **GUM CHEWING**

Gum chewing is considered to be a part of a particular teacher's class rules and regulations.

Students are to comply with these rules and regulations.

## **LAW ENFORCEMENT ASSISTANCE**

The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to

1. Search any area of the school premises, any student, or any motor vehicle on school premises.
2. Identify or dispose of anything found in the course of a search conducted in accordance with this section.

Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

## **PARENT PARTICIPATION**

A parent (including a guardian and custodian) of a dependent student at the discretion of and upon proper notice by a school official shall be required to participate in any disciplinary action involving the student's behavior, which is authorized under the Student Due Process Code IC 20-33-8-1, as well as the student discipline handbook of this school corporation.

Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising after-school-home study time, reviewing homework, and ensuring regular school attendance and attendance after school if necessary. When a school official deems it necessary to require parent participation to resolve behavioral problems of a student, the parent shall be notified in one of the following ways:

1. Telephone contact by a school official requesting an immediate meeting, followed by letter of confirmation by regular or certified mail; or
2. Personal delivery of written notice of the required attendance at the meeting by a school official.

The superintendent, principal, or other administrative official shall be authorized upon receipt of parental consent to require the student to participate in behavioral testing, counseling, or drug or alcohol abuse evaluation by a licensed agency if such testing, counseling or evaluation is reasonably necessary to help any student, to further school purposes or to prevent interference with school purposes. **The cost of these services shall be the responsibility of the parent.**

Upon receipt of proper notice, any parent, guardian, or custodian, who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare and the child may be considered to be a "child in need of services" in accordance with **IC**

**31-6-4-3(a)(7).**

## **PUBLIC SHOW OF AFFECTION**

Students should not, under any circumstances, while on school grounds, anywhere in the building or at a school function, show affection to one another that creates a scene and draws undue attention to them. Examples of this behavior are hugging, kissing, and hand holding. The administration and faculty believes this creates a poor image of our student body, and that school is not the place to engage in any affectionate gestures.

## **REASONABLE FORCE**

There are circumstances and/or conditions under which employees are permitted to touch students appropriately, such as, intervening in fights, protecting individual injury, protecting oneself, providing appropriate care to a disabled student, and moving through a crowd to intervene in a situation.

## **SEARCH – DISPOSAL OF CONFISCATED ITEMS**

Anything found in the course of a search conducted in accordance with this section, which is evidence of a violation of the student, conduct standards contained in the student handbook or which may present an immediate danger or physical harm to any person may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing;
2. Returned to parent or guardian of the student from whom it was seized;
3. Destroyed if it has no significant value, or
4. Turned over to any law enforcement officer in accordance with the law.

## **SEARCH - LOCKERS, VEHICLES AND OTHER STORAGE AREAS**

Since all lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students, subject to inspection, access for maintenance, and search pursuant to this section, no student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal.

1. The principal, or a member of the administrative staff designated in writing by the principal and with reasonable cause, may search a locker and its contents. Where the locker in question is assigned to a particular student who is on the school premises at the time of the search, the student shall be notified and given the option to be present at the search. No such option will be available in the case of a general search where all lockers in a given area will be searched.
2. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for search.
3. Refusing to cooperate in a vehicle search conducted pursuant to reasonable suspicion of a teacher or administrator or pursuant to the consent to search given in the student parking agreement.

### **IC 20-33-8-32:**

1. A school corporation must provide each:
  - a. student; and
  - b. student's parent;  
a copy of the rules of the governing body on searches of students' lockers and locker contents.
2. A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in:
  - a. that locker; or

- b. the locker's contents.
3. In accordance with the rules of the governing body, a principal may search:
  - a. a student's locker; and
  - b. the locker's contents at any time.
4. A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:
  - a. at the request of the school principal; and
  - b. 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.

### **SEARCH - PERSON OF A STUDENT**

The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student may include:

1. Searches of the pockets of the student,
2. Any object in the possession of the student such as a purse or a briefcase, and/or
3. A "pat down" of the exterior of the student's clothing;
4. Searches of the person of a student which requires removal of clothing other than a jacket or coat,
  - a. A person of the same sex as the student being searched shall conduct searches of the person of a student in a private room.
  - b. At least one additional person of the same sex as the student shall witness the search.
  - c. The parent or guardian of the student shall be notified of the search as soon as reasonably possible.

### **SUSPENSION OR EXPULSION GROUNDS:**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. This is applicable when a student is

1. On school grounds immediately before, during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
2. Off school grounds immediately before, during school hours, immediately after school hours, or any other time when the school is being used by a school group;
3. Traveling to or from school or a school activity, function or event. (As added by **PL 131-1995, SEC. 10**)
4. During summer school, the following include examples of student misconduct, but are not limited to:

"School property" used in the following information means:

A building or other structure owned or rented by a school corporation.

The grounds adjacent to and owned or rented in common with a building or other structure owned or rented by a school corporation. (**IC 20-33-8-5**)

“Suspension” used in the following information means any disciplinary action that does not constitute an expulsion under section 3 of this chapter, whereby a student is separated from school attendance for a period of not more than ten (10) school days.

**IC 20-33-8-10:** A principal may take action concerning the principal’s school or a school activity within the principal’s jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

**IC 20-33-8-11:**

1. superintendent; or
2. member of the superintendent’s administrative staff, with the superintendent’s approval;
  - a. may take any action with respect to all schools within the superintendent’s jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

**IC 20-33-8-8:**

2. Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:
  - a. a school corporation; and
  - b. the students of a school corporation.
3. In all matters relating to the discipline and conduct of students, School Corporation personnel:
  - a. stand in the relation of parents to the students of the school corporation; and
  - b. have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter.
4. Students must:
  - a. follow responsible directions of school personnel in all educational settings; and
  - b. refrain from disruptive behavior that interferes with the educational environment

Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device. There is no Education code in Indiana for cell phones. The offenses cover four different **I.C. codes** regarding pornography, child exploitation, voyeurism, and harassment.

1. **BULLYING**

Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or committed, or any other similar behavior is prohibited.

a) **Definition:** Bullying happens when someone hurts or scares another person on purpose and the person being bullied has a hard time defending him or herself. Usually, bullying happens over and over.

- Punching, shoving, and other acts that hurt people physically

- Spreading bad rumors about people
- Keeping certain people out of a “group”
- Teasing people in a mean way
- Getting certain people to “gang up” on others

Bullying also can happen online or electronically. Cyberbullying is when children or teens bully each other using the Internet, mobile phones or other technology. This can include

- Sending mean text, email, or instant messages
- Posting nasty pictures or messages about others on any social media.
- Using someone else’s username to spread rumors or lies about someone.

b) **Locations:** This rule applies when a student is:

- 1) On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
- 2) Off school grounds at a school activity, function, or event;
- 3) Traveling to or from school or a school activity, function, or event; or
- 4) Using property or equipment provided by the school.

c) **Parental Involvement:** 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.

d) **Response:** Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

e) **Prevention:** Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

f) **Proactive Steps:** All school personnel in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place.

2. **CHEATING:** Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
3. **CHRONIC MISCONDUCT:** Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:



- a) **Absences & Tardiness:** Willful absence or tardiness of students
- b) **Conspiring to violate rules:** Aiding, assisting, or conspiring with another person to violate these student conduct rules of state or federal law.
- c) **Controlled Substance:** Knowingly possessing, using, providing or transmitting to another person or being under the influence of any substance which is, looks like or was represented to be a tobacco product, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, stimulant, depressant, or intoxicant of any kind;
- d) **Defiance:** Committing an act of defiance, either in language or action, against an instructional assistant, teacher or administrator. Refusing or failing to follow a directive from a school employee, including a directive to respond truthfully and completely when questioned about a school-related matter.
- e) **Disobedience:** Disobedience of administrative authority;
- f) **Emergency equipment - tampering:** Tampering with fire-fighting equipment or emergency alarm systems
- g) **Enrollment falsification:** A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled. **(IC 20-33-8-17)**
- h) **Explosives:** Possessing and/or igniting explosives or incendiaries of any type on school premises or in an area where school sponsored activities are being held.
- i) **Forgery:** Forging, falsifying, altering, or illegally possessing school forms or using forged notes or excuses
- j) **Harassment:/Threats:** Harassing, threatening, intimidating or stalking another person. "Harassing" behavior is behavior directed toward another person without a legitimate purpose after that person has clearly stated or shown that the behavior is unwelcome. "Threat" means an expression by words or actions, or intent to unlawfully injure the person threatened or another person or damage property.
- k) **Identification Failure:** Failure to identify oneself to any school employee.
- l) **Lying:** To any school employee or volunteer.
- m) **Misconduct:** Misconduct in class, library, assembly, athletic events, hall's, grounds, or any school function.
- n) **Paraphernalia:** Possessing or providing to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of (1) alcohol; (2) marijuana; (3) stimulants; (4) intoxicants; (5) narcotics; (6) depressants; (7) hallucinogens on school premises at any time or at any school sponsored activity at any location including the school bus. Examples of things, which are not to be possessed or provided to another person, are: pipes, rolling paper, clips, or any other paraphernalia.
- o) **Prescriptions & Stimulants - Unauthorized:** Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any

kind, be they available with or without a prescription. Possessing, using, transmitting any substance that is used for medical purposes including over the counter medications that are available without a prescription. p)

**Profanity:** Using profane or obscene language or materials

q) **Reporting harmful behavior of others:** Videotaping fights or other illegal activities or failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

r) **Sexual Behavior:** Engaging in sexual behavior on school property;

s) **Sexual Harassment:** Engage in sexual harassment of another person, which includes sexually related verbal statements, whether it be a cyber-attack or via text or instant messages, gestures or physical contact.

t) **Smoking:** Argos Community Schools has adopted a policy for a smoke free -- tobacco free environment.

1. The first violation will result in three (3) days of Out of School Suspension.
2. The second violation will result in five (5) days of Out of School Suspension.
3. The third violation will result in a request for expulsion

Smoking, e-cigarettes, vaping, tobacco or products of any kind, that appear to be related are not permitted in the building, on the school grounds or at any school activities

Students are not to carry tobacco products at school. This includes possessing cigarettes, e-cigarettes, smokeless tobacco, snuff, or other tobacco products or a device such as a lighter, vape pen, dab pen or matches designed primarily for use in consuming tobacco products. **Failure to comply may result in forfeiture of the products and disciplinary action.**

u) **Vulgar Behavior:** Engage in speech or conduct, including clothing, jewelry or a hairstyle that is dangerous to the student, indecent, vulgar, and profane presents a message that is inconsistent with the educational mission of the school district; or results in disruption of an educational function.

- **Sexting** is included in this section. This is taking, sending or forwarding a sexual picture of you or someone else or a sexual texting message. This is prohibited by law.

v) **Theft:** Engaging in the action or crime of stealing; the felonious taking and removing of personal property with intent to deprive the rightful owner of it. Being associated in any way with these actions is prohibited by law and will result in disciplinary action.

4. **CONTROLLED SUBSTANCE POSSESSION:** Knowingly possessing, using, transmitting, or being or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substance. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

Exception: a student with a chronic disease or medical condition may possess a prescribed medication that is self-administered for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information;

- a) That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  - b) The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  - c) The student has been instructed in how to self-administer the prescribed medication.
  - d) The student is authorized to possess and self-administer the prescribed medication.
5. **CONTROLLED SUBSTANCE SELLING**: Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
6. **DAMAGE TO PROPERTY**: Causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property.
7. **DEADLY WEAPON POSSESSION**: Knowingly possessing, handling, or transmitting a knife, or any object that can reasonably be considered a weapon, is represented to be a weapon or looks like a weapon. Possessing a knife on school property or on a school bus under P.L. 72-2006 makes it a Class B misdemeanor, Class A if the offender has a previous unrelated conviction and a Class D felony if the offense results in bodily injury or serious bodily injury to another person.
- a) No student shall possess, handle or transmit any deadly weapon on school property.
  - b) The following devices are considered to be deadly weapons as defined in **I.C. 35-41-1-8**;
    - A weapon, Taser or electronic stun weapon, equipment, chemical substance or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
    - An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - c) The penalty for possession of a deadly weapon: Up to 10 days suspension/expulsion from school for a period of up to one calendar year.
  - d) The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.
8. **ELECTRONICS MISCONDUCT**:
- a) Disciplinary referrals will be given to students violating this policy during school hours.
  - b) 1st violation of electronic misconduct – lose possession – warning  
2nd violation of electronic misconduct – lose possession – detention

3rd violation of electronic misconduct – lose possession – Thursday school for insubordination and the parent/guardian of the student will need to pick the cellphone up from the office.

c) Computer Tampering: knowingly or intentionally altering or damaging a computer program or data, which comprises a part of a computer system of network **(IC 35-43-1-4)**.

d) Computer Trespass: knowingly or intentionally gaining access to a computer system, network, or any part of a system or network without the consent of the owner **(IC 35-43-2-3)**.

e) Students receiving loaned iPads from the tech department will be given a “3 strike rule” for not returning iPads. After the third time a student does not return the loaned iPads, he or she will be issued a 30 minute detention. Loaners are to be returned at the end of each school day of use. If there is still an issue with not returning the loaned iPad, students will no longer be able to receive loaner iPads.

9. **FIREARM OR A DESTRUCTIVE DEVICE POSSESSION (IC: 35-47-9)**

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

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

1. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant.
2. the frame or receiver of any weapon described above
3. any firearm muffler or firearm silencer
4. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
5. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
6. an antique firearm
7. a rifle which the owner intends to use solely for sporting, recreational, or cultural purposes
8. any device which is neither designed nor redesigned for use as a weapon
9. any device, although originally designed for use as a weapon, which is redesigned for use as a signaling pyrotechnic, line throwing, safety, or similar device
10. Class C common fireworks

For purposes of this rule, a destructive device is:

a) An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,

b) A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or

c) A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

d) The penalty for possession of a firearm or destructive device: Ten (10) days suspension and expulsion from school for one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

e) The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

10. **GANG ACTIVITY OR ASSOCIATION:** Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited. Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by the student shall not:

- A. Present a physical safety hazard to self, students, staff, and other employees;
- B. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- C. Imply gang membership or affiliation by written communication, tattoos, drawing, painting, design, and emblem upon any school or personal property or on one's person.
- D. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
  - a. No person may engage in any activity for the purpose of defending any street gang on or about school premises or school grounds or at any school-sponsored activity. The

prohibited activities include, but are not limited to, a fight related to any gang activity.

- b. *Penalty for violation:*
- c. Suspension ten (10) school days; referral to Police: possible expulsion
- d. Expulsion and referral to police **Gang Membership:**

Membership in an organized group of youth or adults, commonly known as "street gangs", on or about school premises or at any school-sponsored activity.

*Penalty for violation:*

1. Suspension ten (10) school days and referral to police
2. Expulsion and referral to police.

### **Gang Related Symbols**

No hats, jackets, or any item or clothing or jewelry containing the insignia of a street gang or otherwise commonly associated with a street gang may be worn on or about the school premises, or on school grounds, or to any school-sponsored activity.

*Penalty for violation:*

1. Suspension 1-5 school days.
2. Expulsion and referral to police and probation.

### **Drawing Gang Symbols, or "Representing"**

No person may engage in any activity for the purpose of promoting any street gang on or about school premises or school grounds or at any school sponsored activity. The prohibited activities include but are not limited to drawing or displaying gang symbols on any surface or teaching others to "represent" or act like a gang member.

*Penalty for violation:*

1. Suspension 1-5 school days.
2. Expulsion and referral to police and probation.

### **Violence, Intimidation, or Coercion Related to Gangs**

No person may intimidate by violence or other means, or otherwise coerce any other person in any interaction related to a "street gang".

*Penalty for violation:*

1. Suspension 1-5 school days.
2. Expulsion and referral to police and probation.

11. **INSUBORDINATION:** Failing in a 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.

12. **PHYSICAL HARM:** Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Behavior that injures or presents a risk of injury to the student or another person is considered physical harm.

13. **THEFT THREAT**: Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
14. **THEFT**: The act of stealing specifically; the felonious taking and removing of personal property with intent to deprive the rightful owner of it.
15. **VIOLENT BEHAVIOR**: Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any other school personnel to conduct the education function under this supervision.
16. **UNLAWFUL ACTIVITY**: In addition to the grounds specified in this section, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if (**I.C.**  
**20-8.1-5.1-9**):

- The unlawful activity may reasonably be considered to be an interference with school purposes and/or educational function; or
- The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions (As added by **P.L. 131-1995. Sec. 10**)

**NOTE:** The grounds for suspension or expulsion listed above apply when a student is

- On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- Off school grounds at a school activity, function, or event, or
- Traveling to or from school or a school activity, function, or event.

In addition to the grounds 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.

Definition of “in possession” for purpose of these rules - Students are “in possession” of an item for purpose of these rules when the item is on their person, in their immediate possession such as in a pocket, purse, or backpack, or is permitted in a place under their exclusive control such as a locker or vehicle.

Assistance in interpreting school rules - Students or parents concerned about whether a particular act would be grounds for suspension or expulsion are encouraged to consult with the building principal for guidance before the student engages in the act.

## **THREAT POLICY**

Students making terrorist threats may be expelled. The administration may require (prior to readmission) competent and credible evidence that the student does not pose a risk of harm to self or others.

Expelled students may be subjected to random searches throughout the year.



## **DISCIPLINARY RESPONSES:**

### **DETENTION**

A teacher or the principal may assign detention to a student. Detention meets from 3:00 to 4:00p.m. on Tuesday and Thursday. Detentions must be assigned on days subsequent to the incident. Detentions need to be served within three (3) days of assignment by the teacher. **If it is impossible for a student to attend an assigned detention, their parents or guardian must contact the principal to make other arrangements. Failure to attend assigned detention will result in more severe discipline.**

In the elementary detentions are handled by each individual teacher.

### **EVENING SCHOOL (MIDDLE AND HIGH SCHOOL ONLY)**

A student may be assigned evening school by the principal for failure to serve an after school detention, unexcused absences, excessive tardiness and any other infraction that warrants. Evening school meets from 3:00 p.m. to 6:00 p.m. on Thursday. Failure to attend will result in more severe discipline. Thursday Schools will be served at the next available date.

### **SUSPENSION**

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



1) A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:

- a) a written or oral statement of the charges;
- b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
- c) the student will be provided an opportunity to explain his or her conduct.

2) The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

3) Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

**b. Out-of-School Suspension:**

1) This suspension is done only in the case of a severe violation of the rules or continued disruptions to the educational process.

2) Out of School Suspension will receive make up work and it is due one (1) day upon the student's return to school. If the out of school suspension is the student's first offense with NO prior referrals, the student will be allowed credit for missed work.

**EXPULSION**

a. **Definition:** Expulsion in this section means a disciplinary or other action whereby a student:

- 1.) is separated from school attendance for a period exceeding ten (10) school days;
- 2.) is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examination in order to receive credit for courses taken in the current semester or current year; or
- 3.) is separated from school attendance for the period prescribed under section 16 of this chapter, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program. (**IC 20-33-8-3**)

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

- 1) **Expulsion Hearing:** The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting: a) Legal counsel  
b) A member of the administrative staff who did not expel the student during the current school year, and was not involved in the events giving rise to the expulsion.

- 2) Parental Notification: An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
- 3) Written Request: The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
- 4) Hearing Guidelines: 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 meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.*
- 5) Hearing Decision: 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 or guardian.
- 6) Appeal Right: The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent or guardian. The board will then take any action deemed appropriate.
- 7) Intervention Options: Other disciplinary remedies may also be followed by the superintendent, principal, any administrative personnel or any teacher of the school corporation, who are hereby authorized to take any action in connection with student behavior, in addition to actions otherwise provided for, which are reasonably desirable or necessary to help any student to further school purposes, or to prevent an interference therewith, such action including such matters as counseling with a student or group of students, conferences with a parent or group of parents, assigning students additional work, rearranging class schedules, requiring a student to remain in school after regular school hours to do additional school work or for counseling or restriction of extra-curricular activity.

## **GENERAL INFORMATION**

## **BARCODES (FOR JR. SR. HIGH SCHOOL)**

At the beginning of the school year each student will receive a bar code. These barcodes are to be kept by the student at all times. This barcode is used to purchase lunch, check out materials from the library and on occasion as an ID. The barcode is the **property of the school** and any student that loses, defaces or destroys their barcode will be required to purchase a new one at the cost of \$3.00. If payment is not made at the time of replacement the cost will be deducted from your lunch account. Students can use their keypad codes to purchase lunch as well.

## **CLOSED CAMPUS**

Students coming on campus in the morning are to remain in the school building for the rest of the school day. Students are not allowed in parking lot areas.

Permission from the office **MUST BE** obtained before a student may leave the school grounds during the school day.

## **DANCES-HIGH SCHOOL**

Dances must be scheduled and approved by the sponsor and the principal and placed on the school calendar before any plans, such as contracting a band, may be made by the sponsoring organization. If the sponsor cannot be present, no plans will be expedited. Because of the extreme high cost of bands, live music is discouraged except for special dances.

1. Dance forms must be on file at least one week prior to the dance.
  - a. All high school dances are open to AHS students or other students by  
Principal approval.
  - b. Dance guest permission forms require the approval of the principal of Argos High School.
  - c. All guests must be a graduate of AHS or have obtained approval from AHS Principal in advance.
  - d. Dress code for dances is to follow the school standards;
  - e. Homecoming is open to AHS Alumni, meeting the above standards.
2. After game dances, except Homecoming must, close by 12:00 a.m. Other dances will be from 8:00-11:00 p.m., except for Prom which is 8:30 p.m. – 11:30 p.m.
3. Students who leave a dance may not return.
4. Persons arriving more than fifteen minutes after the starting time of the dance will not be admitted without special prior arrangements.
5. The sponsor and the principal shall determine admission fee for the after-game dances.
6. Smoking is not allowed in the buildings, on school grounds or at any off school function.
7. Use of alcohol and/or evidence of their use is prohibited.
8. The activity sponsor must be present to supervise.
9. Sunshine Dance requirements are semi-formal.
10. Dress requirements for Prom
  - a. Boys must wear a tuxedo or dress suit (jacket not required for Sunshine), a tie, a turtleneck, or a dress shirt and may wear a

vest or cummerbund. Jackets and vests can be removed during the evening, but shirts must be buttoned at all times.

- b. Girls are NOT to wear dresses with plunging necklines, which expose any cleavage or bare midriffs, and dresses with slits that are above mid-thigh area. Also dresses shall not be sexually suggestive or made of sheer or see-through material. All questionable dresses need to be presented to the class/club sponsors for approval.
- c. Proper dress shoes are to be worn by both males and females to this dance.

## **DANCES-MIDDLE SCHOOL**

1. Only Argos junior high students in good standing may attend.
2. Students who leave early may not return.
3. Persons arriving more than fifteen minutes after starting time will not be admitted without special prior arrangements.

## **HALL PROCEDURE AND PASSES**

GOOD MANNERS on the part of all students are necessary for easy and orderly flow of students. Running and loud noises cannot be permitted. No student is to be in the hall without a pass, other than passing for classes. Emergencies are the exception. The student is responsible for obtaining a valid pass from the teacher. Students wanting restroom or locker passes **MUST** have THEIR planners. Junior and Senior high school students should have a pass to be in any part of the elementary building. Students should realize that all teachers and staff have the responsibility and authority to enforce these rules.

## **INTERNET SCHOOL POLICY:**

All information pertaining to Internet School Policy is available on the school website at [www.argos.k12.in.us](http://www.argos.k12.in.us).

All students will receive the Internet/Device/Regulations policy via Skyward during registration.

## **LIBRARY PASSES**

When a student is given an assignment requiring library material, his subject teacher will write a pass for the student's entire study hall period. Students first report to study hall and have attendance taken. They are then released by the study hall teacher to go to the library. **Students are not to go to lockers or the restrooms on their way to the library.** Since this type of library work is independent, student behavior is expected to be appropriate, mature and non-disruptive.

## **LOCKERS**

The lockers are not rented by the students, and the school reserves the right to open and inspect these lockers when school officials deem it necessary. **Lockers should not be shared or traded—the assigned number is yours.** It is the responsibility of the students to keep their lockers locked, to keep their combinations confidential, and report damaged or broken parts. There is to be no writing on or in the lockers. No open food or drink containers (clear water bottles with lids are okay) are allowed in student lockers. Any stickers, mirrors, etc. need to be removed before leaving for the summer or when withdrawing from school.

Any damage or additional cleaning by the custodial staff will be charged to the student.

**Outside locker decorations must be approved by the principal before they are placed on lockers.**

**All items left in a locker are the responsibility of the student assigned that locker. The school recommends and provides locks for students' use. See SEARCH – LOCKERS, VEHICLES AND OTHER STORAGE AREAS.**

**LOST AND FOUND**

The lost and found areas are located in the main offices.

**LUNCH BREAK**

1. **Students are NOT permitted to leave the school grounds and are to eat in the cafeteria.**
2. All students are to eat in the cafeteria ONLY.
3. Visitors/guests are not allowed to eat/visit with students during lunch hours.
4. **Outside food purchased from a restaurant cannot be dropped off for students.**
5. All students are to be in the cafeteria or gym during lunch. Students are not to be in the lobby areas—this includes the main lobby and Jr. High gym lobby/hall areas.
6. **Students that qualify for free or reduced breakfast and lunch: Only the meal tray is free or at a reduced price. If you want to purchase any extra ala-carte items you must have money in your account to make those purchases.**
  - a. **Students that do not receive free or reduced price meals: You must have money in your account to purchase any ala-carte items.**
7. The School Messenger System will call, text, and /or e-mail parents when the family account becomes negative. Notifications begin at 6 P.M. Monday through Friday. When contacted by the Messenger Service, the message will only state one student's name on the family account as being negative, but it is all the student's on the family account that are negative. When you receive this message please make a deposit to your account on the following day. If a family reaches a \$20.00 negative balance, all students on that account will receive a peanut butter sandwich and milk; no meal tray will be able to be purchased until the negative balance has been paid.
8. Lunch account balances will be rolled over to the next school year. If you have a negative balance this must be paid by the end of the school year. Seniors will have their lunch account balance transferred to siblings or refunded, if no siblings are enrolled.
9. Meal prices for 2023-2024 are:
 

<b>Full Pay Lunch Elementary:</b>	<b>\$TBD / \$TBD per week</b>
<b>Jr. Sr. High:</b>	<b>\$TBD / \$TBD per week</b>
<b>Reduced Lunch:</b>	<b>\$TBD</b>

<b>Extra Lunch Entrees:</b>	<b>\$TBD</b>
<b>Full Pay Breakfast:</b>	<b>\$TBD / \$TBD per week</b>
<b>Reduced Breakfast:</b>	<b>\$TBD</b>
<b>Extra Breakfast Entrees:</b>	<b>\$TBD</b>
<b>Adult/Visitor Lunch:</b>	<b>\$TBD</b>
<b>Adult/Visitor Breakfast</b>	<b>\$TBD</b>

10. According to the USDA and Dept. of Education, non-disability students with a medical or special dietary need will no longer be allowed to have orange juice as a free acceptable substitute for milk, instead we will provide soy milk on meal trays.

## **MOTOR VEHICLE REGULATIONS**

Driving to school and parking at Argos Jr.-Sr. High School is a privilege granted by the school corporation, it is not an inalienable right. Any student who does not follow proper safety and driving attitudes or violates the above rules pertaining to registration and parking will jeopardize his/her privilege to drive to school, as well as having the vehicle removed from school grounds. Students who wish to drive to school are required to pay a \$5.00 per year parking pass fee. The money for this pass goes in the high school activities fund for student activities. Specific driving behavior and responsibilities are expected as outlined below:

1. The student is expected to have an Indiana operator's license if he drives a motor vehicle to school.
2. The vehicle must be registered in the High School Office and a parking permit **MUST** be properly displayed on the vehicle, viewable to a person on the outside of the vehicle. If the vehicle is not registered and a parking permit is not visible, a warning will be given the first time. The second time, the vehicle will be towed at the owner's expense. No "trading" of parking permits is allowed. If this occurs, the student's driving privilege will be suspended for at least six weeks.
3. Students should park motor vehicles in the blacktopped areas south and west of the Auditorium.
4. Students are to park in approved areas for students, not in fire lanes, the front lot, or visitor places. This includes time before and during school hours and all extra-curricular activities. Cars illegally parked will face the possibility of being towed away at the owner's expense. Students are encouraged to park in the back parking lot for practices and events.
5. Once students enter the parking lot, the vehicle is to be parked; Vehicles are to remain parked until afternoon dismissal unless special arrangements have been made with the principal for an emergency or special situation. Students are not to drive in and out of the school grounds or circle the school continuously.
6. Once the car is parked, the students are to proceed immediately into the building.
7. Speeding, peeling out or careless driving on the streets bordering the school or in the parking lot will not be tolerated.
8. Student drivers are always to yield the right of way to the buses.

9. Students are not to enter or leave the parking lots smoking. Smoking will not be permitted on any school grounds. The road is legally school ground coming to and from home to school.
10. As drivers, you are responsible for all riders' behavior.
11. Student's cars may be searched if suspected of harboring illegal contraband, weapons, or other illicit materials.
12. Drug Policy permit must be on file in the high school office.

### **DROP OFF AND PICK-UP INFORMATION:**

1. Please use the crosswalk to cross any driveway.
2. Only park in the designated parking areas. Do not back into angled parking spaces.
3. Do not park or stop and unload or pick up students in the middle of a driveway.
4. Never make a U-turn during drop off and pick up times.
5. Drop off and pick up lines are for only drop off and pick up. If you need to get out of your vehicle, please park in a parking space within the parking lot and walk into the school.
6. Do not stand in front of doors and block school entrances and/or exits.
7. Middle school and high school students should be dropped off in the back of the school at the student entrance (Door 12). Elementary students should be dropped off at the Elementary school main entrance.

### **SCHOOL BUS SAFETY**

**Students and parents are asked NOT to walk between buses at any time. This is for everyone's safety. Thank you for your cooperation!**

A large number of students are transported to the school daily by bus. The driver of a school bus assumes a vast amount of responsibility to see that students are transported to and from school safely each day. Since it is a job demanding full attention, each student will be expected to cooperate fully with the driver. The driver possesses the same jurisdiction on the school bus, as does the teacher in the classroom. In order to enhance the safe operation of a school bus, Argos Community School system has established the following school bus regulations in compliance with **I.C. 20-27-10-2**.

1. Each pupil shall be located immediately upon entering the bus in a place assigned by the driver. The bus driver has the right to establish a seating plan, and to change it at his/her discretion.
2. No student shall stand or move from place to place while the bus is in motion.
3. Loud, boisterous, or profane language and other improper conduct shall not be tolerated. Improper conduct may be defined as teasing, scuffling, tripping, holding, hitting, or using hands, feet, or body in any other objectionable manner. Similar rules outlining improper behavior in the classroom or school where the student attends will also apply.
4. No windows or doors will be opened or closed except by permission of the bus driver. When permission is given, windows may be lowered only

- to the line clearly marked at the side of each window. No part of the body should be extended through the window opening.
5. No student shall enter or leave the bus until it has come to a full stop and the bus driver has opened the door.
  6. Each student SHOULD BE WAITING AT HIS/HER BOARDING STATION WHEN THE SCHOOL BUS ARRIVES. Unless a driver is early, he/she is not required to wait for the student. It is the responsibility of the student to be at the bus stop at the regular pick-up time.
  7. A driver has the authority to suspend a student for one (1) day for improper conduct. Should there be further problems, that driver may request that the student be denied the privilege of riding the school bus for up to the remainder of the year.
  8. Students have responsibility to help keep the bus clean. Objects should not be deposited in the bus. No eating or drinking will be allowed.
  9. The use of alcohol, tobacco products, or any illegal substance will result in suspension for the remainder of the year and will be reported to individual school authorities for further action.
  10. Any act of excessive violence or destruction will be dealt with severely.
  11. If there is a question on the transportation of a particular item, the bus driver/principal should be consulted before transportation takes place.
  12. Students are subject to both the rules of the bus and the rules of the school that they attend. The student should respect and cooperate with the drivers, as that student would extend to a teacher or administrator in the school where he/she attends.
  13. Please remember, to ride a bus is a privilege extended to students, not a right. It can be guaranteed by thoughtful and cooperative conduct and compliance with the above regulations.

## **STUDENT DRIVER'S LICENSES**

A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

1. Is a habitual truant.
2. Is under at least a second suspension from school for the school year.
3. Is under an expulsion from school.
4. Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported before graduating.

## **STUDY HALL REGULATIONS**

You must have study materials, books or reading material when you report to study hall.

Students who wish to study in another area shall present a pass to the study hall supervisor. **Study hall supervisors may issue a 15-minute library pass for students to get a book to read. Passes for more than 15 minutes must be written by a classroom teacher.**

Students are to work individually unless consent is given by the supervisor to do otherwise.

Visits to the restroom, lockers, phone and so on should be taken care of during the passing periods.

Failure to observe study hall regulations may result in a discipline referral.



## **TEXTBOOKS AND ELECTRONICS**

Students are responsible for the books, including textbooks, library books and school issued student devices. This means that if another person damages your books or computer you should report it immediately to the supervising teacher. If you have lost a book or electronic device, act as follows:

Look for it before reporting it “lost” or “stolen”. Check where you last had it, and ask the teacher.

If you still fail to locate the book, report it at the main office.

You are responsible for paying for any lost items. Arrangements should be made with the administration office.

## **VISITORS**

All visitor requests must be approved by the principal or designee and must sign in with each office.

# **PUPIL SERVICES AND HEALTH SERVICES**

## **PARENTAL JURISDICTION/EMANCIPATION**

A student who is 18 years old and is still living and being supported by the student's parent/guardian is not emancipated for purposes of school policy and procedures or in matters regarding attendance problems. A student is emancipated when he supports himself and is not dependent on his parents for support, files a separate tax return, maintains a separate residence, and has been documented in court. Proof of emancipation of a student must be filed with the Principal's office.

## **DRUG TESTING PROGRAM**

The complete Drug Testing Policy is on file in the high school office, in order to participate in extracurricular activities.

### **Students to Be Tested**

The following students (referred to as “Student” or “Students”) of the School Corporation will be included in the random testing as hereinafter provided:

1. Student athletes.
2. Students that participate in extracurricular activities.
3. Student Drivers.
4. As well as those students who volunteer to participate in this program or by parental request.

As a condition for students to participate in athletics and/or other extra-curricular activities and/or to participate in any band or choir performance and /or to drive a motorized vehicle to and from school, the student must abide by the terms of this program, including the consent to this program and random drug testing. By consenting to the handbook, you are consenting to the “Drug testing Program and Policy”. A student shall be prohibited from participating in athletics and other extracurricular activities and driving to and from school, or in the case of band and choir students, shall be prohibited from participating in any band or choir performances, unless the student and parent/guardian consents to this program.

**Failure to consent will result in non-participation.**

**The implementation of this program will not affect the policies, practices or rights of the Argos Community Schools in dealing with drug, alcohol, or tobacco possession or use where reasonable or probable cause is obtained by means other than the random sampling provided within this program.**

## Consequences for Violations

The following are consequences for violations of this program, including testing "positive" for drugs and/or alcohol and/or tobacco:

**First Offense** - Suspension from all athletic participation for twenty-five percent (25%) of the scheduled contests of the student's sport, suspension from all other extra-curricular participation for twenty-five percent (25%) of the activities for the school year, suspension of driving privileges for twenty-five percent (25%) of the school year; suspension from any participation in any band or choir performance for twenty-five percent (25%) of the performances for the current season (the "current season" as established by the band director regarding band and the choir director regarding choir), suspension from agriculture judging teams for twenty-five (25%) of the activities for the school year.

If the student commits the violation at a time late in the school year, athletic season, and/or other extra-curricular season, when the twenty-five percent (25%) total consequences cannot be fully implemented and satisfied by the student, the consequences for violations of this program shall be carried over pro-rata into the next school year or succeeding school years regarding driving privileges and participation in any band or choir performances, and in the case of athletics and other extracurricular activities, the consequences for violations of this program shall be carried over pro-rata to the next sport and/or other extra-curricular activity participated in by the student, or if necessary, into the next school year or succeeding school years.

**Second Offense** - Suspension from athletic participation and contests for one (1) calendar year, suspension from all other extracurricular participation and activities for one (1) calendar year, suspension of driving privileges for one (1) calendar year, and suspension from participation in any band or choir performances for one (1) calendar year.

A suspended student may be required to continue with random drug testing and attend drug education programs.

**Third Offense** - Suspension of driving privileges, suspension from all athletics and other extracurricular activities, and suspension from participation in all band and choir performances for the remainder of the student's school career.

The extra-curricular "season" shall be defined as any day falling between the first and last days of the school year, and any summer activities sponsored by the School Corporation or any school organization. The athletic season shall be defined as commencing with the first practice and ending with the athletic awards recognition or the final event, whichever occurs last.

"School career" shall be defined as junior high and high school.

Notwithstanding anything to the contrary contained herein, if a student tests "positive" and is found to be in violation of this program, the student, at the sole cost of the student and/or the student's parent/guardian, shall submit to retesting and receive a "negative" test before reinstatement. Additionally, students in band or choir under suspension shall be suspended from participating in the performances but not the academic portion of either band or choir, and during such suspension the student will not have his/her grade lowered for not participating in performances, unless the student fails to attend a performance and fulfill his/her duties and obligations as required by his/her teacher.

Students participating in ICE or Vocational School and fail a test will be prohibited from driving to school, to their ICE job site, or to their Vocational School site after their first violation. Upon this first violation their employer will be notified of the fact that the student has failed the test. If the student fails the next test given within a two-week time period after the first failure they will be dropped from ICE or Vocational School with an "F" and will be assigned back to AHS.

**Failure to provide a sample in the time limit allowed for samples to be collected, or providing a sample that has been tampered with will be considered as failing the test. Disciplinary action will be taken according to the listed consequences listed in this section concerning 'drug testing.'**

## **\*\*STUDENTS IN GRADES 9-12 MUST COMPLETE**

### **STUDENT AND PARENT ACKNOWLEDGEMENT FORM**

As a student and/or participant in athletics and/or other extracurricular activities (to include: Prom, Sunshine Dance, senior trip, FFA activities, participating in graduation activities, musical, bowling, any student driver and/or school associated club and other activities that the administration deems to fall in this category) I recognize and accept the fact that my participation is a privilege, and opportunity for me to make a significant contribution to my school, my community and my personal development. Representing Argos Jr.-Sr. High school in any way, places many responsibilities upon me as an individual.

#### **DRUG TESTING AND INTENT TO WARN**

As a prospective participant in athletics and/or extracurricular activities, I acknowledge that:

1. Participation in athletics and extracurricular activities at Argos Community Schools is a privilege and not a right. It involves responsibility, honor, sacrifice and provides an opportunity for me to make a significant contribution to my school, my community and my personal development.
2. I understand that my participation could result in minor injuries such as broken bones, dislocations and muscle strains, as well as severe injury or catastrophic injury (i.e. permanent paralysis or even death).
3. I will conduct myself at all times and in all places so as to reflect honor on myself, my fellow students, my school, my parents and my community.
4. I will keep myself mentally and physically alert so that I can contribute my best efforts for myself, my fellow participants, my school and my community.
5. I will not use tobacco products (including vaping), alcohol and/or any unlawful/illicit drugs.
6. I will actively promote the non-use of tobacco products (including vaping), alcohol and drugs among youth in order to achieve tobacco, alcohol and drug-free schools.
7. I further agree and consent to disclosure of the sampling, testing and results provided for this program. The consent given pursuant to all State and Federal Privacy Statutes and is the waiver of rights to non-disclosure of such test records and results only extend to the personnel authorized to receive this information as stated in the board or administrative policies.
8. I accept the method of obtaining urine samples, testing and analysis of such specimens and all other aspects of this program. I agree to cooperate in furnishing specimens that may be required from time to time. I understand my refusal to provide a sample may result in a 365 day suspension from all athletics, extracurricular and club activities and driving a motorized vehicle to and from school.

By registering my student in skyward, I have read, understand and agree to the 2021-22 Argos Jr.-Sr. High School Drug Testing Policy.

## **GUIDANCE SERVICES**

We believe our main responsibility is to make ourselves available to students in need of counseling. During the school year the elementary counselor has the following topics that she works with each classroom: Study Skills, Anger Management, Grief, and Self Esteem

Working with the faculty is a part of this responsibility. Below are the main areas we think are our priorities in working with students and teachers:

<b><u>Students</u></b>	<b><u>Teachers</u></b>	<b><u>Parents</u></b>	<b><u>Community</u></b>
Help with personal problems.	Consult about students with special needs.	Arrange conferences between teachers and parents.	Work with community resource people.
Help develop self-concepts, sense of worth and dignity.	Serve as a link between students and faculty.	Help parents understand the students' abilities and aptitude.	Act as a referral service.
Help develop decision making skills.	Provide current and clear cumulative records.	Help make parents aware of school services.	Serve as a link between faculty and community.
Provide career information.	Aid in student evaluation.		

## **GUIDELINES FOR DEALING WITH STUDENTS WHO MAY DO POTENTIAL HARM TO SELVES**

1. Upon knowledge of a student who may be writing, talking or in other ways indicating the potential to do harm to self, this information is referred to the guidance office so that a counselor can evaluate the situation.
2. The counselor then addresses the situation with the student directly to assess the status of the student or to ascertain the validity of the information. The school nurse or other school personnel may have already talked with this student, but notification is always made to the guidance office and the parents of this student.
3. In most cases the principal of the building is notified of the concern about the student.
4. Upon agreement with the guidance counselors, the next appropriate step is notification of the parents. This notification will include explicit description of the concern, and will share the information that the student may be giving indication of a potential suicide.
5. Documentation is made of notification to parents and about the process of communication and is kept in a confidential folder in the guidance counselor's office. This information is then passed on to the guidance office as the student progresses through the school system, i.e. elementary information to junior high, junior high information to high school.

6. The school may elect to report this student to Child Protective Services, but it is not a duty by present Indiana Code. Reason to report may include:
  - a. If a student wants to harm himself/herself due to a situation at home that may indicate abuse/neglect.
  - b. If this potential to harm self is a repeated threat with serious intention as assessed by the counselor, and parents have not followed through with appropriate evaluation and treatment.
  - c. If parents do not accept this information as serious, and the counselor believes there will not be adequate follow through to insure the safety of the student.
7. Follow-up information is gathered as appropriate—may result in a phone call to parents or meeting with the student and guidance counselor as needed.

## **PEER CONFLICTS**

Students are encouraged to notify staff members and especially their guidance counselors of conflicts with their peers. Peer mediation is a positive way to communicate concerns, misunderstandings, and problems students are experiencing. More information regarding this program can be acquired through the guidance office.

## **SCHOOL MESSENGER NOTIFICATION SYSTEM**

The School Messenger Notification System provides timely communication to parents, staff and the community on matters such as attendance for junior-senior high school students, low lunch account balances, general interest activities, and school emergencies. With this system you can choose how you want to receive your information: text, email, or phone call. If you have any questions, please contact the high school office.

## **INSTRUCTIONAL MATERIALS & SURVEYS**

The parent or guardian of a child enrolled in a school within the Argos Community Schools Corporation shall be entitled to inspect any instructional materials, which will be used in connection with a survey, a personal analysis, or an evaluation, which is not a direct part of the academic instruction. Instructional materials include teachers' manuals, student texts, films, other video materials, or tapes.

Any complaints arising under this policy may be submitted in accordance with policy #6144 for parent (public) complaints. No student shall be required without prior written consent of the student's parent or guardian, or prior consent of a student if the student is an adult or is emancipated, to submit to a survey, a personal analysis or an evaluation not directly related to the academic instruction which reveals information concerning:

1. Political affiliations;
2. Religious beliefs or practices;
3. Mental and psychological problems potentially embarrassing to the student or his/her family;
4. Sex behavior and attitude;
5. Illegal, anti-social, self-incriminating and demeaning behavior;
6. Critical appraisals of other individuals with whom respondents have close family relationships;

7. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Argos Community School District 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, D.C. 20202-5901

Any consent form used in compliance with this policy must state the contents and nature of the personal analysis, survey, or evaluation. (Legal Ref.: IC 20-30-5-17)

### **STUDENT RECORDS AND FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

#### **(FERPA)**

#### **COMPLIANCE**

**The Family Educational Rights & Privacy Act of 1974** relates to the provisions under which, and by whom, student's records may be examined. The following are the general guidelines relative to this act:

1. Parents or those having legal custody of students under the age of 18 years and currently enrolled in the school corporation, have a right to inspect the student's record.
2. If a student is 18 years old or attending an institution of postsecondary education, the permission to review his/her record is accorded only to the student.
3. Parents have a right to examine their children's records at reasonable times and with a written request to the office of the superintendent. The request shall specify the specific records that the parents wish to view.
4. The parent has a right to request that a record be corrected if it is found to be inaccurate, misleading, or is otherwise in violation of the privacy or other legal rights of the student.
5. School officials, teachers, who have a legitimate interest, officials from other schools accepting a transfer and certain representatives of the state and federal government may examine records when and if appropriate.
6. Any person may receive a copy of the records if the parent executed written consent specifying the records to be released, the reason for such release, and the person who will receive them.
7. Senate Enrolled **Act 204** authorizes a school corporation or other entity to which the Federal Family Educational Rights and Privacy Act (FERPA) applies to release educational/discipline records to a juvenile justice agency. The disclosure or reporting is to assist the juvenile justice system to serve, before adjudication, the student whose records are being released.

8. Upon request, the School discloses education/disciplinary records without consent to officials of another school district in which a student seeks or intends to enroll.
9. Certain "directory information" about students may be released to newspapers, colleges' civic organizations and other similar agencies as well as published on the school's website, in programs for athletics, music and other presentations associated with the school. The Argos Community Schools' Corporation designates the following items as "Directory Information": student's name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, student work displayed at the discretion of the teacher with grade displayed. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary.
10. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Argos Community School District 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, D.C. 20202-5901

The Board of School Trustees has adopted a policy implementing the provisions of this Act. A copy of this policy and the Act are on file and available for inspection at the office of the Superintendent.

### **SCHOOL HEALTH OFFICE**

The school provides a nurse who is on duty Monday through Friday. The nurse is responsible for the total school health program and also looks after emergency school situations such as illness and accidents, which occur during the school day.

1. Students who become ill at school must report to their teacher and obtain a pass to the school health office.
2. Students with a personal injury, other than an emergency, must report to their teacher and obtain a pass to the school health office.
3. Students shall **NOT** contact parents on their own, to be picked up, without **FIRST** consulting with the school nurse. If a parent comes to pick up a child and the nurse has not been consulted, **this will result in an unexcused absence.**
4. **No student** will be sent home unless a parent, guardian or emergency contact is contacted.
5. Additional guidelines for illness protocols may be put in place if the state and or local health department suggest doing so. Any new protocols will be communicated to parents/guardians.

**STUDENTS ARE TO BE FEVER FREE, WITHOUT THE USE OF FEVER REDUCING MEDICINE**



**AND HAVE NO VOMITING OR DIARRHEA FOR 24 HOURS, BEFORE RETURNING TO SCHOOL.**

**NO STUDENT SHOULD LEAVE THE BUILDING BECAUSE OF AN ACCIDENT OR ILLNESS WITHOUT FIRST RECEIVING PERMISSION FROM THE OFFICE OR SCHOOL NURSE. STUDENTS LEAVING WITHOUT SUCH PERMISSION WILL BE CONSIDERED UNEXCUSED.**

### **MEDICATION**

No student may carry any medication or pills without the approval of the school nurse and with prior documentation on file in the school health office. A student with an acute, chronic disease or medical condition may possess and self-administer medication that must be administered on an emergency basis while the student is on school grounds, or off school grounds, at a school activity, function, or event if the student's parent files an annual authorization that includes a written statement from the student's physician for the student to self-administer the medication. Argos Community schools are not civilly liable for damages as a result of self-administration in compliance with the law. All medication must be brought to the school health office and dispensed from there. Any medication for student use during the school day **MUST** be kept and administered by the school health office or the staff trained in medication administration. For BOTH nonprescription and prescription medicine a medication form must be completed and signed by a parent or guardian before any medication can be administered. For prescription medicine, **a medication administration form (LOCATED IN THIS BOOK, ON PAGE 61) must be signed by a physician and updated with any medication changes. Parents of students in grades K-6 should bring in any medication that is to be disbursed during school hours to the school health office, located in the High School office.** These procedures are meant to protect both the student and the school.

School personnel are prohibited from sending medication home with a student, below grade nine

(9), except medication possessed by a student for self-administration under *I.C.* 20-33-8-13. Students in high school may take home medication with parent and nurse permission. Prescription pain medication and stimulants must be brought to and taken from school by a parent or guardian.



# Argos Community Schools

## Medication Administration Form 2017-2018

Date of Request: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Is this the *INITIAL* dose of a *NEW* medication for your child      YES                      NO

Time to be administered: \_\_\_\_\_ Dates to be Administered \_\_\_\_\_

Condition for which medication is required: \_\_\_\_\_

Special instructions/Precautions/Side Effects of medication for your child:

Physician Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician's Signature (if required) \_\_\_\_\_

My signature below indicates that I request Argos Community Schools/Saint Joseph Health Systems Staff to administer the medication specified above to my child and I am giving Permission for Argos Community Schools/Saint Joseph Health System to contact the Physician for additional information, if needed.

Parent/Guardian Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_

-----  
Office use only: Initial inventory

Date	# Pills	Counter's Signature

Medication returned:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Number returned: \_\_\_\_\_

**\*\*All Students of Argos Community Schools must have a parent or guardian fill out this form if Medication is required to be given at school.**

## **PERMISSION TO TREAT AND TRANSFER**

By consenting to the handbook, I agree that whenever my child is involved in an Argos Community School activity and I am unavailable or otherwise unable to provide authorization directly, I grant the school personnel the authority to act for me on behalf of my minor child and to provide all things deemed necessary for my child's health and safety. It is understood that every effort to contact me will be made prior to transfer/treatment.

I hereby give my permission to transport my student by ambulance to the nearest emergency facility when urgent care is deemed necessary. I understand the family is responsible for the cost of the transfer and any medical treatment received. In the event I am unable to arrive to the hospital prior to my child, I hereby give permission to the emergency staff to render ANY and ALL emergency care until my arrival.

I also understand that my child's medical information is essential to plan appropriate care, and by consent to the handbook, allow Argos Community Schools to release any information that may help in caring for my child to any first responder and hospital personnel necessary. It is understood this information is to remain confidential.

**\*\*This is required for ALL Students of Argos Community Schools.**

### **IMMUNIZATIONS**

Immunizations are used to protect your child against certain diseases as well as other children in school. In accordance with state law, *Indiana code 20-34-4-5*, you are required to furnish -- no later than the first day of school after child's enrollment -- proof of your child's immunization status, either as a written document from the health care provider who administered the immunizations or documentation provided from the state immunization data registry. By doing so, this will prevent any interruption to your student's attendance at the start of the school year. No child shall be permitted to attend school past the first day unless a waiver from the school is obtained (a student may be removed from school for failure to comply with the immunization requirements IC 20-34-4-5). The waiver referred to may not be granted for longer than 20 days and must be accompanied by a written statement from a doctor or local health department official explaining the delay. This written statement must include a time schedule approved by a

doctor or health department official for completion of such immunization. Exemptions to immunization requirements shall be granted, in accordance with state law, only for medical or religious objections. Any waivers or exemptions must be submitted annually.

Minimum Immunization Requirements for school Entry 2021-2022 for grades Pre-K-12 are as follows:

\*\* and underlined indicates RECOMMENDED VACCINATION

<p style="text-align: center;"><b>2021-2022 School Year</b> <b>IN State Department of Health</b> <b>School Immunization Requirements</b> <b>Updated 2021</b></p>
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<u>Pre-K</u>	<u>K - 5th</u>	<u>6th-11th Grade</u>	<u>12th Grade</u>
3 Hep B	3 Hep B	3 Hep B	3 Hep B
4 DTaP	5 DTaP	5 DTaP	5 DTaP
3 Polio	4 Polio	4 Polio	4 Polio
1 MMR	2 MMR	2 MMR	2 MMR
1 Varicella	2 Varicella	2 Varicella	2 Varicella
2 Hep A (Hepatitis A)	2 Hep A (Hepatitis A)	2 Hep A (Hepatitis A)	2 Hep A
<b>**Annual Influenza</b>	<b>**Annual Influenza</b>	1 MCV4 (Meningococcal)	1 Tdap
		1 Tdap (Tetanus, Diphtheria & Pertussis)	2 MCV4.
		<b>**Annual Influenza</b>	<b>**Annual Influenza</b>
		<b>**2/3 HPV (Human papillomavirus)</b>	<b>**2MenB (Meningococcal)</b>
			<b>**2/38HPV</b>

**\*\* and underlined = RECOMMENDED VACCINATION**