

MESSAGE FROM THE ADMINISTRATORS

Dear Students, Parents, and Community Members,

Welcome to a new chapter of EXCELLENCE here at Dugger Union Community Schools (DUCS). It gives all of us here at Dugger great pride to welcome our students, teachers, staff, and volunteers back to school for the start of the 2018-2019 school year.

Here's To a Great 2018-2019 School Year and a New Era,

Mr. Darin Simpson
Junior/Senior High School Administrator
Dugger Union Community Schools

Mrs. Stephanie Kinnett
Elementary School Administrator
Dugger Union Community Schools

GENERAL INFORMATION – Section I

DUGGER UNION COMMUNITY SCHOOL COLORS

Black and Gold

DUGGER UNION COMMUNITY SCHOOLS MASCOT

Bulldogs

DUCSC SCHOOL BOARD

Mr. Kyle Foli
Mrs. Carri Howard
Mrs. Kylee Knoepfle
Mrs. Gina Lovelace
Mr. Jim Stringer

DUGGER UNION COMMUNITY SCHOOLS ADMINISTRATIVE STAFF

Mr. Darin Simpson, Junior/Senior High School Administrator
Mrs. Stephanie Kinnett, Elementary School Administrator
Mrs. Mindy Feese, Administrative Assistant
Mrs. Shannon Gerig, Guidance Counselor
Mr. Christian Burris, Jr./Sr. High Athletic Director
Mrs. Michele Sandusky, Secretary / Attendance
Mrs. Tina Hubbard, Treasurer
Mrs. Jodell Camden, School Nurse

DUGGER UNION COMMUNITY SCHOOLS: FACULTY AND STAFF

Mrs. Jawna Graniti	Kindergarten
Mrs. Barbara Manuel	First Grade
Mrs. Terri Alexander	Second Grade
Mrs. Vonda Snellenberger	Second Grade
Mrs. Valerie Wells	Third Grade

Mrs. Gina Kerns	Fourth Grade
Ms. Kristen Downen	Fourth Grade
Mrs. Jessica Hambrick	Fifth Grade
Mrs. Kammi Yeryar	Sixth Grade
Mrs. Chelsea Kinnett	Title I /RTI Specialist
Mrs. Tina Cecil	7-12 ELA / 9-12 Spanish
Mrs. April Cox	7-12 ELA
Ms. Tawnya Smith	7-12 ELA
Mrs. Amber Rash	7- 9 Mathematics and Art
Mr. Tom Arthur	Dean / 9-12 Mathematics / Curriculum
Mrs. Joanie Reynolds	9-12 Mathematics
Mrs. Tracey Drappo	Junior High/Secondary Math
Mrs. Abby Howard	Junior High Science
Mrs. Paula Lane	Junior High/Secondary Science
Mrs. Christina White	Secondary Science
Mrs. Lesley Spatta	7-12 Social Studies / College and Career Readiness
Mr. Mark Houchin	Special Needs 7-12
Mrs. Jill Wilkes	Special Needs K-6
Mr. John Atkinson	High School Social Studies
Mrs. Amanda Parr	7-12 Business / Economics / Social Studies
Mrs. Joni Ellis	Instructional Aide
Mrs. Angie Smith	Instructional Aide
Mrs. Heather Shafford	Instructional Aide
Ms. Courtney Canfield	Instructional Aide
Mrs. Lesley Frazee	Instructional Aide
Mrs. Ruby Collins	Title I Instructional Aide
Mrs. Lois Astleford	ISS Supervisor
Mrs. Teresa Starkey	Instructional Aide

Ms. Shelby Parr	Instructional Aide
Mr. Anthony McKinney	P.E. / Health
Mr. Justin Todd	Dean/Maintenance/ IT/Bus Driver
Mr. Steve Hall	Food Services Director / Elem. Athletic Director
Ms. Jane Gofourth	Kitchen Manager
Mrs. Kaye Meier	Cafeteria Staff
Mrs. Ginger Weiler	Cafeteria Staff
Mrs. Lisa Parr	Custodian
Mr. Matt Snead	Custodian
Mrs. Phyllis Smith	Custodian/Bus Aide
Mr. John Reynolds	Bus Driver
Mr. Brice Bowen	Bus Driver
Mrs. Valerie Hall	Bus Aide
Maggie	Therapy Dog

2018-2019 DUGGER UNION COMMUNITY SCHOOL CORPORATION SCHOOL CALENDAR

Important Dates for the 2018-2019 School Year
August 6th-First Teacher Day/Professional Development
August 7th-First Student Day
September 3rd-Labor Day-No School
October 5th-End of First Nine Weeks
October 12th-16th-Fall Break-No School
November 21st-23rd-Thanksgiving Break-No School
December 14th-End of the Second Nine Weeks/First Semester
December 17th-January 2nd-Winter Break
January 2nd-Teacher Records Day/Professional Development

January 3rd-First Student Day of Second Semester
February 4th-Snow Day #1 (Possible Makeup Day)
February 18th-Snow Day #2 (Possible Makeup Day)
March 8th-End of the Third Nine Weeks-45 Instructional Days
March 25th-29th-Spring Break-No School
May 10th-Snow Day #4 (Possible Makeup Day)
May 23rd-End of the Fourth Nine Weeks/Second Semester
May 24th- Snow Day #3 (Possible Makeup Day)
May 25th- DUCS Commencement 11:00 am

VISION FOR DUGGER UNION COMMUNITY SCHOOLS

Dugger Union Community School Vision

The educational landscape today has changed dramatically from that of a generation ago. It is vital to draw a link between what students are learning and studying in school and what they will need for college and careers. Beginning with the elementary program and continuing through middle school, all students of DUCSC will be provided with a strong foundation that ensures success as they enter the college prep and career-focused high school program. Students will be able to earn a Core 40 with Technical Honors diploma and the Academic Honors diploma. Through partnerships with universities, tech schools, and businesses, students at DUCSC will receive an educational experience that is relevant and engaging and that prepares them for whatever careers they may pursue upon graduation from DUCSC.

CANCELLATION OR DELAY OF SCHOOL

The Administrative Staff of Dugger Union Community School Corporation will determine when it is necessary to close school or delay school opening. Every effort will be made to have a decision by 6:30 a.m. *Parents are asked NOT to call the stations of the DUCSC office. These calls tie up telephone lines and delay the messages getting to the media.* Notification of school closing and delays will be announced via the radio, and local television stations and/or the Internet:

Radio

WTHI 99.9 FM

Television

WTWO Channel 2
WTHI Channel 10

Internet

www.mywabashvalley.com
www.wthitv.com

School Messenger

IMMUNIZATION NOTICE

According to PL 150 (Acts 1080), all students through grade 12, whether new or returning, must meet state requirements for immunization. This includes whooping cough, diphtheria, tetanus, polio, old-fashioned measles

and three-day measles.

The school must have proof of immunization or a written notice from parents indicating their objection to such immunization within thirty days of the opening of school. Having such immunization scheduled within this time period will also qualify.

If you have any questions in regards to your child's immunization status/records, please contact Mrs. Camden.

2018-2019 IMMUNIZATIONS REQUIREMENTS

Please visit <https://chirp.in.gov/docs/2018-2019%20SchoolVaccinations.pdf> for a complete list of required and recommended immunizations.

SCHOOL WELLNESS POLICY

As required by law, the Board establishes the following wellness policy for the Dugger Union Community School Corporation as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A.

With regard to nutrition education, the Corporation shall:

- 1. Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.**
- 2. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.**
- 3. Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.**
- 4. Nutrition education shall include enjoyable, developmentally appropriate and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.**
- 5. Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.**
- 6. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.**
- 7. Nutrition education posters, such as the MyPlate, will be displayed in the cafeteria.**

- 8. Nutrition education shall extend beyond the school by engaging and involving families and the community.**
- 9. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.**
- 10. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.**
- 11. Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.**
- 12. The Corporation shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.**

GOALS:

- **Promote whole grains, low/no fat dairy, and increase quantity and variety of fruits and vegetables.**
- **Make nutrition education interactive and teach youth skills to adopt healthy eating behaviors.**
- **Involve all staff as role models for youth. Staff members will monitor what students are given and ensure it is of healthy food and drink.**
- **The food services director will participate in a minimum of 8 hours of education per school year.**

B. With regard to physical activity, the Corporation shall:

1. Physical Education

- a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.**
- b. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.**
- c. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.**
- d. Students, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive instruction in physical education.**
- e. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.**
- f. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.**
- g. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.**
- h. The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.**
- i. Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education.**
- j. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.**

k. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.

l. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, bullying, or harassment of any kind.

m. Planned instruction in physical education shall include cooperative as well as competitive games.

n. Planned instruction in physical education shall take into account gender and cultural differences.

2. Physical Activity

a. Physical activity shall not be employed as a form of discipline or punishment.

b. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.

c. Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.

d. All students in grades K- 5 shall be provided with a daily recess period at least 20 minutes in duration.

e. The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.

f. The school shall encourage families and community organizations to help develop and institute programs that support physical activity of all sorts.

g. In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs.

h. All students in grades 5–12 shall have the opportunity to participate in extracurricular activities and intramural programs that emphasize physical activity.

i. All students in grades 5-12 shall have the opportunity to participate in interscholastic sports programs.

j. Schools shall offer a wide range of physical activities outside the regular school day that meet the needs, interests, and abilities of all students, including males, females, students with disabilities, and students with special healthcare needs.

k. All before/after-school programs shall provide developmentally appropriate physical activity for the students who participate.

C. With regard to other school-based activities the Corporation shall:

1. Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.

2. Schools may limit the number of celebrations involving serving food during the school day.

3. Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.

4. An organized wellness program shall be available to all staff.

5. The schools may use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.

6. The schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.

7. The schools may demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.

8. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

9. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.

D. With regard to nutrition promotion, the District shall:

1. encourage students to increase their consumption of healthful foods during the school day;

2. create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods:

a. a variety of fresh produce to include those prepared without added fats, sugars, refined sugars, and sodium

b. a variety of vegetables daily to include specific subgroups as defined by dark green, red/orange, legumes, and starchy

c. whole grain products - half of all grains need to be whole grain-rich upon initial implementation and all grains must be whole grain-rich within two (2) years of implementation

d. fluid milk that is fat-free (unflavored and flavored) and low-fat (unflavored)

e. meals designed to meet specific calorie ranges for age/grade groups

3. eliminate trans-fat from school meals

4. require students to select a fruit or vegetable as part of a complete reimbursable meal

5. provide opportunities for students to develop the knowledge and skills for consuming healthful foods

GOALS:

- Promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices.**
- Emphasize caloric balance between food intake and energy expenditure (physical activity/exercise).**
- Make efforts to raise funds with a healthy approach.**
- Include healthy opportunities for staff to participate in.**

E. The District nutrition department will promote and encourage Farm to School efforts in order to provide the healthy foods identified above.

F. Rewarding children in the classroom should not involve candy and other foods that can undermine children's diets and health and reinforce unhealthy eating habits. A wide variety of alternative rewards can be used to provide positive reinforcement for children's behavior and academic performance. Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

A. The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.

B. Entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

C. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.

D. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.

E. All foods available on campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, from vending machines, for classroom parties, or at holiday celebrations.

F. All foods available to students in the dining area during school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods available to student a la carte or from vending machines.

G. The school food service program may involve students, parents, staff, and/or school officials in the selection of competitive food items to be sold in the schools.

H. Nutrition information for competitive foods available during the school day shall be readily available near the point of purchase.

I. All foods available to students in Corporation programs, other than the food service program, shall be served with consideration for promoting student health and well-being.

J. The school shall prepare and distribute to staff, parents, and after-school program personnel a list of snack items that comply with the current USDA Dietary Guidelines for Americans.

K. The food service program shall be administered by a qualified nutrition professional.

L. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.

M. All food service personnel shall receive pre-service training in food service operations.

N. Continuing professional development shall be provided for all staff of the food service program.

The Board designates the building administrators as the individual(s) charged with operational responsibility for measuring and evaluating the Corporation's implementation and progress under this policy. The administrator shall develop administrative guidelines necessary to implement this policy.

The administrator shall appoint the Corporation wellness committee that includes parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, members of the public, and school administrators to oversee the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy.

The administrator shall be an ex officio member of the committee.

The wellness committee shall be an ad hoc committee of the Board with members recruited and appointed annually.

The appointed Corporation wellness committee shall be responsible for accomplishing the following:

A. assess the current environment in each of the Corporation's schools

B. measure the implementation of the Corporation's wellness policy in each of the Corporation's schools

C. review the Corporation's current wellness policy

D. recommend revision of the policy, as necessary and

E. present the wellness policy, with any necessary revisions, to the Board for approval or re-adoption if revisions are necessary

Before the end of each school year the wellness committee shall submit to the administrator and Board their report in which they describe the environment in each of the Corporation's schools and the implementation of the wellness policy in each school, and identify any revisions to the policy the committee deems necessary.

The administrator shall report annually to the Board on the work of the wellness committee, including their assessment of the environment in the Corporation, their evaluation of wellness policy implementation Corporation-wide, and the areas for improvement, if any, that the committee identified. The committee shall also report on the status of compliance by individual schools and progress made in attaining goals established in the policy.

The administrator shall also be responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the administrator shall distribute information at the beginning of the school year to families of school children include information in the student handbook and post the wellness policy on the Corporation's website, including the assessment of the implementation of the policy prepared by the Corporation.

The administrator shall report on the Corporation's compliance with this policy and the progress toward achieving the goals set forth herein when requested to do so by the Board.

Review of this policy shall occur every two (2) years, by a committee appointed by the Board, consisting of a representative(s) of the Board, the administration, the food service provider, the parents, the students, and the public. The committee shall provide the Board with any recommended changes to this policy.

Assessment of the wellness policy will be done via Wellsat.

BIRTH CERTIFICATES

IC 20-8.1-3-17-1 states that parents can have a certified birth certificate or hospital birth certificates or other reliable proof of the student's date of birth.

CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT

The Dugger Union Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Administrative Team of, Dugger Union Community School Corporation, 7356 E. CR 50 S, Dugger, IN 47848; phone (812) 648-7109

For further information, clarification, or complaints, please contact the following person regarding Title IX, Section 504, and the American with Disabilities Act: Mr. Darin Simpson: Dugger Union Community School Corporation, 7356 E. CR 50 S, Dugger, IN 47848; phone (812) 648-7109

HATCH ACT/GOALS 2000: THE RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS

In addition to other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled in a school within the Dugger Union Community School Corporation which receives funds from the United States Department of Education, either directly or indirectly, shall be entitled to inspect those instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum. Any complaints arising under this policy may be submitted in accordance with the policy of parental (public) complaints. (Adopted December 20, 1994)

VOLUNTARY PRAYER

The Board of Trustees of the Dugger Union Community School Corporation recognizes the right of all individuals to participate in voluntary prayer/meditation and does, therefore, support federal legislation entitled *Goals 2000* which specifically prohibits the establishment of any policy that prohibits the right of an individual to engage in either voluntary prayer or meditation in the schools within the Dugger Union Community School Corporation.

DRIVING AND PARKING REGULATIONS

The officials of DUCS reserve the right to search a student vehicle when there is sufficient suspicion of any violation of school policy.

Student Driving Rules and Regulations at DUCS:

1. Students who drive to school are automatically subject to the “Drug Testing and Education Program” policy.
2. All students are required to park in the student parking lot, behind the school, and in appropriated designated spaces.
3. Speed limit is 10 mph and the “Fire Lane”/ “Driving Lanes” are not to be blocked at any time.
4. Students will enter the school via the east drive next to the elementary playground.
5. No unsafe starts or other acts of reckless driving will be allowed. Be mindful and alert...Small children and pedestrians are around on a daily basis.
6. Students are required to register their automobile in the main office.

Penalties:

1. Illegal Parking
 - A. First offense... Warning & Parent Notification
 - B. Second offense...One After-School Detention
 - C. Third offense...No driving on school property for the balance of the school year

2. Speeding, reckless driving, or wrong way on one-way

A. First offense... Warning and/or one after-school detention or no driving on school property for a minimum of 2 days and a maximum of 10 days...Parents Notified

B. Second offense...Two After-School Detentions or no driving on school property for a minimum of 2 weeks and a maximum of one semester. Parents notified.

C. Third offense...No driving on school property for the balance of the school year. Parents notified.

PASSES OUT OF CLASS

Students are not allowed out of class without permission. Any student who leaves class for any reason must be in possession of a pass provided by the teacher releasing that student. There should be no students in the hallways without a pass. Students must have their planner signed to be allowed out of class. Teachers reserve the right to deny a student from leaving class.

PHYSICAL EDUCATION CLOTHING AND LOCKERS

Students enrolled in any Physical Education class will be required to wear appropriate clothing designated by the physical education instructor. Students who do not wear appropriate clothing will be disciplined accordingly or face academic consequences. Individual physical education locker assignments will be made at the beginning of each semester. Students are issued a locker to secure contents. DUCS will assign a lock to each student. Students are responsible for the lock if it is lost or damaged. Do not give the combination/key to another student. The school bears no responsibility for lost or stolen articles. If there is a need, check valuable items in at the main office.

LOST AND FOUND

The lost and found area is located in the main office. Losses should be reported to the receptionist immediately.

PROHIBITED OCCUPATIONS (UNDER 18)

No minor under the age of 18 may be employed in any occupation deemed prohibited under the child labor provisions of the Federal Fair Labor Standards Act.

SEAT BELT USAGE POLICY

We value the lives and safety of our students. In addition to following all traffic regulations, all students and their passengers are required to use a seat belt when traveling in any vehicle while in the course of being on school grounds. All students and their passengers are required to use seat belts at all times the vehicle is in motion.

STUDENT ENROLLMENT AND ARRIVALS/DISMISSALS PROCEDURES

All parents/guardians must enroll their student in the office at DUCS. Parents/guardians must provide their child's/ren's birth certificate/s and immunization records. A person may obtain the appropriate paperwork in the DUCS main office.

K-6 students are dismissed at 3:00 p.m. Students in grades 7-12 are dismissed at 3:10 p.m.

Our school day begins at 8:00 a.m. for grades K-12. Children are considered tardy at 8:00 a.m. The doors at DUCS do not open until 7:30 am. To help ensure student safety, students are to arrive at school no earlier than 7:30 a.m.

Arrival Procedures:

Cars: Children being dropped off by parents or walking to school need to enter the building through the back or front entrance no earlier than 7:30 a.m.

Because we want to keep our school safe, parents will not be allowed to escort their children to the classroom in the morning. Students will need to follow their classmates to the classroom or be escorted by school personnel.

Tardy Arrivals: Parents will need to sign in any elementary student arriving after the 8:00 a.m. bell to the main office. The student/s will need to report to the gym, and sign the late entrance form.

Dismissal Procedures:

Student Pick-Up Procedures: Students that are being picked up or the students who walk home will be released through the appropriate entrance/exit at the end of the school day. Parents/Guardians picking students up after school need to enter DUCS property via the east playground entrance/exit and form a line in front of the gym, and the appropriate student/s will be brought out to the vehicle.

Parent Change in Student Dismissal Time & Procedure: Students will be dismissed from class after the parents arrive at school to sign them out. We request that parents send a note with their child if there is to be any change in the student's normal departure. Unless it is an emergency, no phone calls will be accepted for changes in student dismissal. If this is not possible due to an emergency, please contact the office as soon as possible or at least prior to 2:00 p.m. to ensure your child's correct departure. All students, unless emancipated, will need to have their parent/guardian send a note to school or sign their student out. This is for your child's safety.

BOOK RENTAL ASSISTANCE / BOOK RENTAL FEES

In order for DUCS to receive reimbursement for students applying for state textbook assistance, the student entering must submit his/her application for assistance upon enrollment.

Student book rental fees are due at the time of student registration. Additional fees may be due later in the year due to class changes. Students and/or parents will be informed of these additional charges.

Dugger Union Community School Corporation policy states that unpaid book fees may be turned over to the corporation attorney for filing in the small claims court.

VISITORS AND VOLUNTEERS TO THE BUILDING

All school visitors are to report to the office and sign in before going to other parts of the building. All visitors are to wear a DUCS visitor's badge while in the building. Visitors need to sign out and return the badge as they leave the building. The school will not summon a student unless the person inquiring is the legal parent/guardian, or a person who holds a signed statement from the legal parent/guardian. We also ask that any approved adult that chooses to come in and eat lunch with their student please eat lunch and when finished eating report back to the main office to sign out of the building. Faculty and staff members at DUCS are the only adults who should be out with the children during recess time.

We truly appreciate all of the help that we receive through our adult volunteers. If you are interested in being a volunteer in the building during the school year, please contact your child's teacher or the administrative staff.

POLICY — SEX OFFENDERS ON SCHOOL PROPERTY

DUGGER UNION COMMUNITY SCHOOLS

Purpose

The State of Indiana recognizes that sex offenders pose a continuing threat to society after incarceration or even if incarceration does not occur. For example, Indiana law, such as IC 11-88 and IC 11-13-3-4, imposes registration requirements and other restrictions on sex offenders.

Policy and Definitions

1. Understanding this continuing threat and recognizing that the safety and welfare of - students and employees is of paramount importance, Dugger-Union Community Schools (DUCS) declares that, except in limited circumstances defined in this policy, sex offenders are not permitted to be present on DUCS property.
2. A sex offender under this policy is a person who meets the definition of a sex offender or sex or violent offender under IC 11-8-8,
3. For purposes of this policy, DUCS property includes all school sites and buildings including administrative buildings, all school vehicles and all sites of school-sponsored activities. In addition, a sex offender who attempts to communicate electronically with a student or employee who is not the sex offender's dependent or relative while that student or relative is on school property will be considered on school property and in violation of this policy.

Exceptions to Policy

1. Any sex offender may be on DUCS property:

A. To vote, if the sex offender is a qualified voter and is entering DUCS property for the sole purpose of voting at an election site located on that property; or

B. To attend a public meeting of the DUCS School Board.

2. A sex offender who is a parent or guardian of a student may be on DUCS property:

A. To attend meetings directly related to the student such as disciplinary meetings, case conferences and parent-teacher conferences; or

B. To attend unique events, such as graduation or events recognizing the sex offender's student provided that prior permission to attend the event has been obtained from the Administrator or designee but this exception is to be limited in its application; or

C. To drop off or pick up the student with prior permission from the Administrator or designee but the sex offender shall not transport other children

3. The Administrator or designee may enter into a written agreement with the sex offender who is a parent or guardian of a student regarding the circumstances under which the sex offender may be on DUCS property and the terms of this agreement will control over this policy. This agreement may take into account the terms of any court order setting or modifying restrictions on the sex offender but shall generally be in accordance with this policy of limiting or prohibiting sex offenders on DUCS property.

4. If a Dugger – Union student is a sex offender, the Administrator or designee will determine the appropriate educational placement for the student, taking into consideration both the educational rights of the student and the safety of the other students and employees. The Administrator or designee will take particular care in designing the placement if the victim of the Sex offense is an employee or student of DUCS. The educational placement will include provisions for any attendance or participation by the student in extracurricular events, field trips or other school-sponsored activities.

Notice and Reporting

1. The Sex offender must provide notice to the Administrator or his/her designee at least two (2) business days prior to the convicted sex offender's expected presence on school property. If extenuating circumstances make such notice

impossible, then notice shall be given with as much in advance as possible and always prior to the sex offender entering DUCS property. -

2. If a sex offender fails to give notice, then the Administrator or designee can deny access to DUCS property or cause the sex offender to be removed from DUCS property.
3. Upon entering DUCS property, the sex offender shall immediately report to the site's main office. The sex offender shall be confined to that office or the site of the activity that is the basis for the sex offender's presence on DUCS property and shall not be permitted in any other area of the property, Failure to comply with this provision or any other part of this policy shall be grounds for removing the sex offender from DUCS property and denying future access to that property.
4. If a sex offender is permitted on DUCS property under this policy, the sex offender may remain on DUCS property only for the time needed to fulfill the purpose of the visit and must leave immediately once that purpose has been fulfilled.

Employment or Volunteering

1. DUCS shall not knowingly employ any person who is a sex offender or permit a sex offender to volunteer on DUCS property. If DUCS determines that a sex offender is in the employ of DUCS or volunteering at DUCS, then the Administrator shall take appropriate steps to terminate that employment or volunteer situation. -
2. The Administrator, however, shall have discretion consistent with other Board policies to recommend employment of any individual whose name has been expunged from a sex offender registry or to permit that person to volunteer at DUCS.

Implementation

1. DUCS will use reasonable efforts to identify sex offenders affected by this policy, particularly those who are parents or students in DUCS, and to notify them of this policy. Lack of notification, however, does not excuse compliance with this policy.
2. The Administrator or designee will develop administrative guidelines outlining the efforts that will be undertaken to identify sex offenders which will include (a) periodic check of those sites which identify registered sex offenders; and (b) appropriate inquiries to persons applying for employment or to volunteer or persons enrolling students in school,
3. While DUCS will use reasonable efforts to identify sex offenders and to enforce compliance with this policy, nothing in this policy will be construed as imposing any higher legal duty on DUCS in this regard than otherwise imposed under existing law.

EARLY DISMISSAL

If schools are in session and weather conditions deteriorate, the safety of the students may require an early dismissal. In homes where both parents work, an early dismissal may be very inconvenient. We urge those parents to be certain that their children, especially the younger ones, know where to go if we dismiss early and they are not to go home. No announcement will be made, by the media, when the schools will be open as usual. Updates and announcements may be transmitted via radio, and/or television.

SEVERE WEATHER, FIRE DRILLS, AND EMERGENCY DRILLS

Severe weather drills, emergency drills, and monthly fire drills are necessary for student/staff safety. Faculty and staff members are trained annually for the above mentioned drills that take place in our building and students are instructed as to what to do during each. Parent/Guardians are asked to respect all school safety procedures.

LUNCH/CAFETERIA, SNACKS, AND CELEBRATIONS

Parents are encouraged to pay for meals or deposit money to a student's account at the beginning of the week. All students will have a prepaid account for breakfast or lunch. There is to be NO charging of lunches. Students learn how to type in their number to pay for breakfast, lunch and snack items. **All food and drink must be eaten in the cafeteria.** Students may bring their lunch from home. Restaurant and commercial food items are discouraged.

Students are not rushed, but encouraged to enjoy this time with their classmates, still leaving plenty of play time before resuming their classes. Students are requested to talk quietly and behave responsibly.

Food and drink will not be allowed in the classroom by students. Water is allowed if the teacher gives the student/s permission.

Dugger Union Community School is a closed campus. **Members of the immediate family may sign out students in person (no note please) from the office.** No student will be allowed to leave school grounds during lunch time unless the above procedure is used. If a student leaves during lunch or recess without permission, he/she faces disciplinary actions.

Dugger Union Community School Corporation has adopted a “Wellness Policy” and all guidelines of the policy are to be followed. A student is to obtain only one tray when passing through the serving line. When finished, please assist the cafeteria staff by clearing off your tray and picking up your trash.

To assist us with meeting the guidelines of the Wellness Policy, students need to follow these guidelines as well as the other guidelines that can be found on the DUCSC home website. Below are a few important guidelines:

- **Packaged and store purchased snacks (with nutrition labels) will only be allowed.**
- **All birthday snacks need to be approved by the teacher prior to the snacks being brought to the school.**
- **All food and drinks being brought in for a classroom or grade level celebration must be approved by the teacher/s.**
- **All students must abide to their teachers rules and/or policies in regards to student celebrations.**

COLLECTION AND FORGIVENESS OF DEBT

The Board understands it is required to collect all monies owed to it by patrons, employees, parents, and students, including monies owed through student lunch accounts and other extracurricular accounts. Every effort should be made by the school administration to collect the monies owed to the school corporation including collection procedures. Such efforts must be documented by school administration before the debt is forgiven, waived, or written off of the school corporation accounts and considered an uncollectible account.

The school corporation may forgive, waive, or write-off all or a portion of the debt if one of the following conditions is met:

1. The school administration determines that the student or the parent/guardian of the student is unable to the pay the debt.
2. The payment of the debt could impact the health or safety of the student.
3. The cost to pursue and collect the debt from the student and his/her parents would cost more than the potential total debt collected; or
4. There are mitigating circumstances as determined by the Administrator that preclude the collection of the debt.

Every decision to forgive, waive, or write-off a debt must be documented and include the specific facts for the decision relating to one of the above stated reasons. If the uncollectible debt is a student lunch account, it cannot be an expense to the school food service account and must be covered by non-Federal funds.

The Administrator may develop regulations addressing specific situations relating to the above conditions.

In the cases where a positive balance exists in the accounts, every effort must be made by the school administration to return the positive balance to the account holder when the person is no longer in the school corporation. If attempts made to refund the balance have been unsuccessful, the balance should be transferred to the corresponding school fund or if such transfer is not appropriate, to the school corporation general fund.

LOCKER POLICY

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol. The Dugger Union Community School Corporation has a search and seizure procedure and use of evidence policy. A copy can be obtained at the school. Students need to adhere to the following:

- Each student must use only the locker assigned to him/her.
- Students are not to share a locker with another student.
- Do not bring large sums of money to be kept in your locker.
- No writing on or in lockers.
- Nothing is to be posted on the outside of the lockers unless approved by the administrator.
- No food or drinks are to be kept in lockers.
- No tape on the lockers
- If the locker is damaged, the student will be held responsible for the replacement cost of the locker.
- Please report any locker problems to your teacher or the office.
- It is the student's responsibility to take good care of his/her locker.

MEDICATION: GUIDELINES FOR MEDICATION ADMINISTRATION AT SCHOOL

DUGGER UNION COMMUNITY SCHOOL CORPORATION MEDICATION ADMINISTRATION AT SCHOOL

GUIDELINES

The Purpose of administering medication at school is to help each student maintain an optimal state of health that enhances each student's educational efforts. *The intent of the following guidelines is to reduce the number of medications given at school, while providing safe and effective administration of medications to the students that require them.*

BEFORE ANY MEDICATION IS GIVEN AT SCHOOL, prescription or non-prescription, an authorization to administer medication form must be completed and signed by the student's parent/guardian.

1. Parents/Guardians are responsible for assuring the medication arrives safely at school in a properly labeled container, whether prescription or over-the-counter (OTC). An adult parent/guardian or designee is to personally bring the medication to school. Children are not to transport medication. Children bringing

medication to school is in direct conflict with the Dugger Union Community School Corporation Medication Administration Policy.

2. All prescription medications must be in an original pharmacy container affixed with the pharmacy label. The pharmacy label serves as the physician's order; therefore, this label must be current with correct name, date, drug, and dosage.
3. OTC medications at school are *discouraged*, but may be given. OTC medications must be in the original container with the manufacturer's label. The child's name must be affixed to the container. Not more than three OTC doses may be kept at school unless approved by the school nurse.
4. No aspirin or aspirin-containing products will be administered without a physician's order.
5. Changes in medication dosage must be documented in writing on the Permission to Administer Medication Form. Prescription medications must be changed by physician's order only, which may be the written physician's order itself or by a new pharmacy label. A new Permission to Administer Medication Form must be completed to reflect any prescription and OTC changes and be signed by parent/guardian. Staff will not adjust medications by any other method.
6. Discontinued prescription medications must be documented by written physician's order.
7. All medications will be kept in locked, limited access areas.
8. In some instances, it may benefit a student to be responsible for self-administration of medication. An Authorization for Self-Carry/Administration of Medication Form must be completed by the physician and signed by parent/guardian. It is within the scope of the school nurse's responsibility to evaluate self-administration of medications by students.

PUBLIC COMPLAINTS AND CONCERNS

Any person or group having a legitimate interest in the operations of this Corporation shall have the right to present a request, suggestion, complaint, or concern relating to Corporation personnel, the programs, or the operations of the Corporation. At the same time, the Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and concern in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the Corporation by direct discussions of an informal type among the interested parties. Only when such informal meetings fail to resolve the differences shall more formal procedures be employed.

Any requests, suggestions, complaints, or grievances reaching the Board, Board Members, and the Administration shall be referred to the Administrator for consideration according to the following procedure:

Matters Regarding a Professional Staff Member

A. First Level

- If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasonable explanation or take appropriate action within his/her authority and Corporation administrative guidelines.
- This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.
- As appropriate, the staff member shall report the matter and whatever action may have been taken to the immediate supervisor/administrator.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, the complainant with the building administrator shall discuss it.

Should the matter be resolved in conference with the administrator, the Board may be advised of the resolution.

C. Third Level

- Should the matter still not be resolved, or if it is one beyond the administrator's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board. This request, in writing, must be submitted six calendar days before the next Board meeting. The written request shall follow the format of the Second Level above
- The complainant shall be advised, in writing, of the Board's decision no more than ten business days following the hearing.

Matters Regarding an Administrative Staff Member

Since administrators are considered members of the Corporation's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

Matters Regarding a Support Staff Member

In the case of a support staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member."

STUDENT INSURANCE POLICY

As a service, students may take insurance offered through the school at a low cost. The school cannot be held responsible for the cost of medical expenses for accidents that occur at school or during school functions.

Information regarding insurance is sent home during the first week of school

This insurance policy is offered to all students at DUCS. The insurance becomes effective for an individual student upon the payment of the premium to the school authorities, but in no event, shall it be effective before the date of the policy. By this policy, the student is insured, subject to the provisions, exceptions, and limitations of a policy issued to the school against loss resulting independently of all other causes from covered accidental bodily injuries sustained while the policy is in force, and while the insured student is:

- Traveling to or from the home premises and the school when school begins and one hour after the student is dismissed from school (or the required time if traveling in school furnished transportation.)
- Within the school building or on the grounds or premises during the hours and days when school is in session.
- Participating in school-sponsored activities.

All claims must be reported to the company within twenty days after the occurrence of the accident. In the event of an injury covered under the policy, **notify the school promptly**. The school will furnish the necessary blanks and give parents the necessary information: **Note: The school insurance will not pay expense incurred while at a hospital when the insured is covered by another insurance plan providing payment for the same accident.**

SUBSTITUTE TEACHERS

These teachers are recognized by the administration as being the same as the classroom teacher. Students are required to afford them the same courtesy and cooperation as would be given to a regular teacher.

TELEPHONE / CELL PHONE USE

Students must have staff permission prior to use of private school lines when calling parents or guardians. In emergency situations, incoming calls and messages for students will be handled by the office staff. **Cellular phones or pagers must be silenced and put away while in class. Cell phone usage is allowed during passing periods and lunch times for students in junior/senior high school** If a cell phone is seen by a staff member or heard ringing, the appropriate disciplinary actions will be taken. The school will not be liable for any confiscated cellular device.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

This notice is to inform parents and students of the serious criminal implications involved in such activities.

COMPUTER-INTERNET POLICY

Profanity, illegal usage, unnecessary personal use, and/or vandalism to school computer equipment will be reported and disciplinary action will be taken. A student desiring Internet access must have permission from a staff member and abide by the Internet usage policy. Students and parents/guardians must sign a contract that will be furnished at enrollment. DUCSC is not responsible for unauthorized financial obligation resulting from purchase of goods or services through the Internet. Vandalism, obscene, abusive, or sexually explicit materials will result in the loss of the student’s privileges. The administration and staff of DUCSC may request the system administrator to deny, revoke, or suspend specific user accounts.

CONTROVERSIAL MATERIALS

The right of each individual to have his/her own opinion is recognized; whether the opinion is controversial or not; however, it must also be recognized that there is an acceptable time and place for overt expression of such opinions and such expression should not be demonstrated in such manner as to detract from the school purpose and schedule, whether curricular or extracurricular.

No person shall go upon or remain upon any part of the real property of the Dugger Union Community School Corporation for the purpose of interfering with the lawful use of such property by others.

PASSING OUT MATERIALS

All materials that are passed out by non DUCS employees needs to be approved by the DUCS administration. No person is to pass out or distribute any kind of material that may be judged controversial to the point of being a potential source of disturbance.

FIRE ALARMS

False report of a fire alarm such as pulling of fire alarms as a prank, or other activities forbidden by law may result in suspension and/or expulsion.

FIDGET POLICY

Students are allowed to use a fidget in order to help with attention, calming, and focus if it is listed as an accommodation in a student's IEP. The fidget must be used for its intended purpose and may not cause a distraction to the learning environment. Fidgets may include but are not limited to: fidget spinners, stress balls, strings, etc.

HOMEWORK

Parents and teachers should be partners in the education of your child. Parents are encouraged to ask their children about their learning experiences in order to strengthen this educational partnership. Please consult your child's teachers regarding his/her homework policy. The DUCS administration supports the homework policies of DUCS teachers.

ACADEMIC DETENTION

Academic Detention is a mandatory lunch detention that will allow students to complete missing assignments. Students may be assigned an academic detention if they fail to turn-in three or more assignments. Once a student is assigned an academic detention, they are required to serve until all assignments that resulted in an Academic Detention are completed and turned in to the teacher.

Academic Detention is not a disciplinary matter and will not be documented in the school's student management system. However, if a student fails to serve academic detention, appropriate disciplinary actions will be taken.

PARENT TEACHER ORGANIZATION-PTO AND BOOSTER ORGANIZATIONS

Our PTO and Booster Organizations are an active part of our school and have a history of providing enriching additions to our school. You, as a parent, are encouraged to belong and to be active. We are proud of our parent volunteer program and encourage your participation.

PESTICIDE USE IN SCHOOLS

The *Pesticide Use at Schools Rule*, 357 IAC 1-16, was adopted by the State of Indiana on November 20, 2010, regulating the use of pesticides and herbicides on school property. The purpose of this rule is to minimize the potential for chemical exposure to students while at school by ensuring that pesticides and herbicides are used only by licensed or certified applicators; and that students are not in areas when pesticides or herbicides are being applied.

Since Dugger Union Community School Corporation is committed to the health and well-being of its students, any spraying applications that have to be done in DUCSC will occur after school, on week-ends, or during vacation periods.

To comply with this new rule, however, any parent who wants to be notified of these spraying dates needs to submit a letter to the school corporation office in writing as soon as possible so their names can be placed on a pesticide notification registry to be notified as to the dates when spraying will occur. It is not necessary for parents to submit a letter requesting placement on this pesticide notification registry unless there is a concern.

Questions relating to this state rule may be directed to the DUCS office.

ATTENDANCE INFORMATION—Section II

ATTENDANCE POLICY

Education is a very valuable undertaking in a student's life. The State of Indiana places education at the top of its priorities. Accordingly, it is incumbent to use every reasonable measure to instill dutiful attendance habits in every student. A day lost in the classroom can never be completely retrieved. The dialogue between the teacher and the student in the classroom group environment can never be effectively duplicated. A very high positive correlation exists between formal learning and school attendance. This policy's purpose is to encourage academic effort by discouraging absenteeism; therefore, the following policy is enforced in our school:

Regular school attendance is required of all children from first through twelfth grades and expected for our kindergarten students.

Parents/Guardians are required to call 812-648-7109 or send a note to the school about the day of the absence to the main office. It is important to send a written note stating the reason for a student's absence the day of the absence (A written note is required on the day the student returns to school if no prior contact with the school has been made. Failure to notify the school as stated above will result in an unexcused absence (truancy - see Section II, C Unexcused Absences below) being recorded.

ATTENDANCE

The School Board requires all students enrolled in the schools of this Corporation to attend school regularly in accordance with the laws of the State. The Corporation's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Regular school attendance is required of all children from ages seven to eighteen. **Students may not withdraw from school before the age of eighteen (18) unless withdraw is because of financial hardship, illness, or a court order as determined by the administrator.**

Parents/Guardians are required to call and/or send a written note stating the reason for a student's absence the day of the absence (as soon as possible in the case of emergency). A written note is required on the day the student returns to school if no prior contact with the school has been made. Failure to notify the school as stated above will result in an unexcused absence (truancy - see Section II, C Unexcused Absences below) being recorded.

Excusable Reasons for Absence

The Corporation accepts only the following as excusable reasons for absence from school. Each absence shall be explained in writing and signed by the student's parents. The excuse shall be submitted to the participation and filed as part of the student's school record.

A written excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- A. Illness verified by note from parent/guardian (Counted absent)
- B. Illness verified by note from Physician (Counted absent)
- C. Family funeral (Counted absent)

- D. Maternity (Counted absent)
- E. Military Connected Families (e.g. absences related to deployment and return) (Counted absent)
- F. Page or honoree of the General Assembly (Not counted absent)
- G. Participating in election (Not counted absent)
- H. When subpoenaed or appears in court (Not counted absent)
- I. When serving with the National Guard for no more than 10 days (Not counted absent)
- J. Serving with the Civil Air Patrol for up to 5 days (Not counted absent)
- K. Educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation.; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; and is approved in writing by the school administrator; school sponsored field trips. (Not counted absent)
- L. Academic bowls, bands orchestra trips, choral performances for attendance at local, state, or federal government proceedings, or to hear various public speakers or performers. (Not counted absent)
- M. Short vacations with father and/or mother (legal guardian) not to exceed five (5) days per school year with prior approval by building administrator. (These 5 days count as five (5) of the ten (10) days). (Counted absent). The student, parent, student's teachers, and the administration must sign and have approved a "Vacation Request Form" at least one week prior to the absence.
- N. Exhibiting projects at State Fair (Not counted absent)
- O. Such other good cause as may be acceptable to the administrator or permitted by law. (administrators will determine if absences will be counted or not counted in this scenario.)

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

Students who receive excused absence status have full make-up privileges. Work and assignments missed may be handed in and any test missed may be made up after the student makes arrangements with the teacher. Make-up work shall be turned in within a reasonable length of time within a maximum of five school days after returning to school.

II. Unexcused Absences/Attendance Necessary for Credit

- A. Working
- B. Extended vacations without approval
- C. Failure to have a verified excused absence. A parent/guardian call or note must be presented to the attendance office within a timely manner of the student's last day of absence.

Habitual truancy is defined as three or more unexcused absences in a semester.

It is inherent in this policy that attendance be taken and tardies recorded every period. Credit for a course may be denied when the student misses the eleventh class period in the semester, not counting medical excuses. The student who is in violation may be denied credit in that class with a grade of "NC."

Special education students are governed by Law of the State of Indiana and A.D.A. (American Disabilities Act) Indiana State Board of Education, Title 511, Article 7, Rule 3-16.

III. Truancy - Absence from school/class without school or parent consent.

1. First Violation – Two (2) Lunch Detentions
2. Second Violation – Two (2) days of In-School Suspension
3. Third Violation – Suspended In School pending a parent meeting with the administrator with possible recommendation for expulsion.

IV. Unauthorized Area – This is when a student is at school or on school property but not in their assigned area or is at another location without permission or a pass.

1. First Violation – One (1) Lunch Detention.
2. Second Violation – Two (2) Lunch Detentions.
3. Third Violation – One (1) day of In-School Suspension.
4. Fourth Violation – In-School Suspension pending a parent meeting with the administrator with possible recommendation for expulsion.

Attendance Necessary for Credit/Continued Allowance to Attend DUCS

Any student who misses more than six (6) days/classes (Excused or Unexcused) during a semester will be subject to possible retention or failure of subject/s.

A conference will be held with parents, the students, and school officials prior to finalizing a decision.

After four (4) days absent or class/es missed, a letter and/or call to the parent/guardian will be sent/made to notify them of the number of absences.

When a student reaches the sixth absence, a letter and/or call will be sent notifying the parent that a conference needs to take place to determine retention or failure or subject(s) possibilities.

The building administration may excuse additional days if there are extenuating circumstances.

Poor attendance may lead to revoking of a student's privilege to attend our school.

10 Unexcused absences could lead to a recommendation to the Sullivan County RISE Program, a report filed with Sullivan County Probation, a report filed with Child Protective Services, and a possible expulsion hearing.

Protocols for Six Missed Classes

A conference will be held with parents, the students, and school officials to finalize a decision.

Student Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. Parents are also reminded that the school year is sometimes extended due to cancellations and are encouraged to allow a few extra days after the scheduled last day to help ensure that your student attends school through the official last day of the regular school year.

When planning for vacations keep in mind semesters may be extended due to make-up days.

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the administrator. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The building administrator will only approve a student's absence for a vacation when he/she will be in the company of his/her own parent (legal guardian) but not other students' parents, unless there are extenuating circumstances deemed appropriate by the administrator.

If a student is absent for more than the five (5) approved school days, he/she will be considered unexcused for the absence(s) and subject to truancy regulations.

The student may be given approximate assignments and materials for completion.

Separate daily assignments may be given.

Truancy

A student shall be considered truant each day or part of the day if he/she is unexcused from his/her assigned location without parental knowledge. **Absence** is defined as non-presence in the assigned location any time beyond the

tardiness limit. A student in junior/senior high school will be considered tardy rather than absent if he/she is in his/her assigned location within fifteen (15) minutes after the official start of the school period.

Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action taken will be as follows:

- A. No credit will be recorded for work missed as a result of truancy.
- B. A record of the truancy will be entered in the student's record file.
- C. A parent conference may be held.

A student shall be considered a "habitual truant" when, in spite of warnings and/or his/her parent's efforts to ensure attendance, he/she has accumulated ten (10) truanancies during a school year (I.C. 20-33-2-11). DUCS Administrator or designee shall report a child who is habitually absent from school in violation of this chapter to an intake officer of juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accordance with IC 31-30 through IC 30-40.

In accordance with State law, the building administrator and/or attendance officer shall use Form 5200 F to keep the Bureau of Motor Vehicles informed of each student whose truancy has resulted in at least two (2) suspensions or an expulsion from school or if the student has withdrawn from school in an effort to circumvent the loss of his/her learner's permit or application for a driver's license. (IC 20-33-2-11)

The disciplining of truant students shall be in accord with Board policies and due process, as defined in and the Student Code of Conduct.

Students Leaving School During School Day

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the administrator and with the knowledge and approval of the student's parents.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the administrator.

Encouraging Attendance

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can - in and of itself - successfully accomplish this task.

A professional staff member's responsibility must include, but not be limited to:

- A. Providing meaningful learning experiences every day.
- B. Speaking frequently of the importance of students being in class, on time, ready to participate;
- C. Keeping accurate attendance records (excused vs. unexcused);
- D. Incorporating defined, daily participation as part of the teaching/learning process and each grading period (see AG [2220](#));
- E. Requiring students to make up missed assignments before or after the regular school day.

Make-Up Opportunities

A student may make-up units of study with a properly certificated teacher if prior approval has been granted by the administrator.

Students will be given the opportunity for making-up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.

A student wishing to make-up work must contact the school to obtain assignments.

Tardiness

- A. Students not in homeroom or in class on time as established by classroom rules are considered tardy.
- B. All students who are tardy to school must report to the administrative office to sign in.
- C. When a teacher detains a student after class, he/she shall issue a late pass for the student's next class.

- D. Teachers are requested to refer cases of chronic tardiness to the administrator.
- E. When students have been tardy to homeroom or to class on multiple occasions, disciplinary action may follow (refer to the discipline section of the student parent handbook).

ABSENCE DUE TO STUDENT APPOINTMENTS

Missing a small portion of the school day could be detrimental to a child's educational success. We ask that the professionals that you need to make appointments with (non threatening issues, i.e. teeth cleaning or regular check-ups) have the professional decency to schedule their appointments after or before the school day to help ensure that your student is afforded the education that they deserve. A student who is leaving frequently will be documented in Harmony and the administrator will be notified. Parents/Guardians could receive a phone call in regards to their student frequently leaving school early. Should a student need to leave during the school day for a medical, dental, or clinical appointment, parents must notify the office with a note or phone call. Students will not be called to the office until their parents arrive to sign them out of school.

ABSENCE DUE TO IN-SCHOOL ILLNESS

Students who become ill during the school day and feel that they would be more comfortable at home are required to adhere to the following procedure:

- If a student is ill, he/she must notify a teacher or office. The teacher will send the student to the appropriate office.
- The school will notify the parent of the illness, if warranted.
- Parents/guardians will either pick up the student or authorize someone else to pick up the student.
- Students who are ill are to report to the clinic, not the rest rooms.
- In cases of emergency or extenuating circumstance, the school will furnish transportation for a student who is ill to his/her home.

ASSIGNMENTS DURING ABSENCE

We encourage students to obtain homework should they be absent for more than two days. The school will make every effort to assist the student in receiving homework assignments. Students/Parents may utilize "Harmony" to find out assignments and classroom activities. Please notify the school in a timely manner so there will be adequate time for teachers to write the assignments. The assignments may be picked up from 3:00 to 4:00 p.m. in the office. The student is responsible for making arrangements to complete work missed due to an excused absence. For every day that a student is absent, the student is granted the same amount of time to make up and turn in the assignment/s that they missed due to their absence.

ABSENCE: MEDICAL EXCUSE

Indiana Law requires that the student's parent/guardian provide the school attendance official with a legal medical excuse within six days of the student's return to school. This medical excuse shall be signed by and Indiana Physician or by and individual holding a license to practice osteopathy or chiropractic in this state. (IC 20-8.1-3-20)

DISCIPLINE POLICIES/INFORMATION –Section III

POSITIVE BEHAVIOR AND INTERVENTION SUPPORT (PBIS)

DUCS will be implementing **PRIDE** for our Positive Behavior Interventions and Support Plan.

PBIS stands for Positive Behavior Interventions and Supports, and it is a system for creating safe and effective schools. For it to be successful, students must be taught appropriate behavior in all school settings. The big picture is that all kids gain academic and social success by creating a positive learning environment.

We will work with our kids utilizing specific lessons and/or activities which specifically outline seven different environments in our school. These environments include classroom, bathroom, hallway, lunchroom, recess, extra-curricular activities, and before/after school.

What is Bulldog PRIDE?

PRIDE is an acronym that stands for:

P-Prepared (Prepared for class-proper materials and positive attitude)

R-Respect (Respect for yourself, your classmates, and adults, and treat others the way you would want to be treated)

I-Integrity (Do the right thing, even if no one is watching)

D-Dedication (Committed to a task or purpose)

E-Excellence (In all that you do, do your absolute best)

We feel that we can incorporate a myriad of character words and traits into these five words. Since there are five letters, the faculty and staff will discuss one letter each day of the week and incorporate lessons and/or activities that Mr. Simpson, Mrs. Kinnett, Mrs. Catlin and the DUCS PRIDE committee will develop alongside the teachers.

Elementary Students will be awarded “Dog Dollars” for acts that demonstrate Bulldog PRIDE

Middle School and High School Students will be awarded “Bulldog Bucks” for acts that demonstrate Bulldog PRIDE

To reward positive behavior, our faculty and staff will present students with a Dog Dollar or Bulldog Buck when they are “caught doing something above and beyond” or “consistently performing Bulldog PRIDE in their daily life.” When a student receives a ticket from a staff member, they are to put their first and last name on it, and put it in their appropriate grade-level bucket in the office.

Dugger Union Community Schools Student and Parent Handbook

Students will be allowed to purchase items using their Dog Dollars or Bulldog Bucks during set times during the year. They can also turn their Dog Dollars or Bulldog Bucks in for a monthly drawing. There will be a myriad of prizes that students can purchase with their Dog Dollars or Bulldog Bucks.

We want our kids to show Bulldog PRIDE!

At the beginning of each school year we teach our expectations to our students, so everything is clear and understood. Collectively, all stakeholders will create videos, skits, lessons, etc. to demonstrate character traits that go along with PRIDE.

STUDENT CONDUCT DISCIPLINARY CONSEQUENCES

Although a student may be suspended or expelled for any of the enumerated grounds set forth, the following guidelines for the imposition of specific disciplinary sanctions will generally apply, unless the school administration determines the rule violation or misconduct, related circumstances, or past conduct warrants a greater or lesser disciplinary sanction than specified in the guidelines table set forth below. A particular incident may warrant more severe punishment than the incidents listed. However, in no case shall the disciplinary sanction exceed the maximum penalty allowed by **IC 20-33-8**.

Dugger Union Community School Discipline Code

Violation	1 st Incident	2 nd Incident	3 rd Incident	4 th Incident
1. Rude conduct, unacceptable language, lying, cheating, public display of affection (PDA).	Reprimand, After School Detention, ISS Or OSS	ISS-OSS (1-3 Days)	ISS-OSS	OSS
2. Excessively rude or use of unacceptable language, acts of violence, defiance, misrepresentation or insubordinate to any school personnel.	ISS-OSS Rec. Expulsion	OSS (1-3 Days)	OSS (3-10 Days) Rec. Expulsion	
3. Failure or refusal to identify yourself to any school personnel.	ISS or OSS (1-5 Days)	OSS (1-5 Days)	Rec. Expulsion	
4. Physical attack or assault on another student or any school personnel*	OSS (10 Days) Rec. Expulsion			
5. Physical Altercation, Fighting. *	OSS (5 Days)	OSS (10 Days) Rec. Expulsion		
6. Physical Altercation, Pushing/Shoving, etc. Not fighting.	After School Detention, or ISS	ISS-OSS	OSS (1-3 Days)	OSS (1-3 Days) 28
7. Writing/Turning in fictitious	Detention	ISS (1-3 Days)	OSS (1-3 Days)	OSS (3-5 Days)

Dugger Union Community Schools Student and Parent Handbook

9. Threats/Harassment to students, /Bullying*	Reprimand - Rec. Expulsion	OSS- Rec. Expulsion	Rec. Expulsion	
10. Threats/Harassment to school personnel, Bullying *	OSS- Rec. Expulsion	Rec. Expulsion		
11. Improper conduct in cafeteria	Reprimand – Detention	ISS (1-3 Days)	OSS	OSS Rec. Expulsion
12. Disruptive in halls, office, school grounds, extra curricular activities or littering	Reprimand – Detention	ISS (1-3 Days)	OSS	OSS- Rec. Expulsion
13. Classroom, school disruption, or a disruption to the school environment, talking, misbehavior.	Reprimand – ISS-OSS, Rec. Expulsion	ISS-OSS Rec. Expulsion	ISS-OSS Rec. Expulsion	ISS-OSS Rec. Expulsion
14. Not prepared, not bringing classroom materials	Reprimand	1 period of ISS Teacher makes parent contact	ISS- 1 Day	ISS
15. Academic Dishonesty, Cheating Plagiarism	Automatic “0” for assignment or exam	Automatic “F” for grading period	Automatic “F” for the semester	
16. Improper attire, Body Piercing See Definition/rules	Change clothes	Change clothes Lunch Detention -ISS	Change clothes ISS-OSS (for rest of day, or SS	Change clothes ISS-OSS (for rest of school day)
17. Possession or use smoking, chewing tobacco, vaping devices, e-cigs or any other form of tobacco or nicotine.	ISS (3 Days), or OSS	OSS	OSS- Rec. Expulsion	OSS- Rec. Expulsion
18. Alcohol, Drug use, possession or under the influence, or "look-alike" substance, Possession of drug paraphernalia. *	OSS (10 Days)- Rec. Expulsion	Rec. Expulsion		
19. Possession/Use /threat with deadly weapon other than firearm /including firearms. (Knives are not permitted at school)	OSS (10 Days)- Rec. Expulsion	Rec. Expulsion		
20. Sending, showing, or distributing by any means sexually explicit pictures or messages	OSS (5 Days)	OSS (10 Days) +Rec. Expulsion		
21. Firecrackers and other explosives, Stink bombs, ammunition, Etc. *	OSS (3-10 Days) Rec. Expulsion	Rec. Expulsion		
22. Vandalism Intentional-	OSS (1-5 Days)	OSS (10 Days) + Restitution		

Any action that defaces, damages or destroys personal or private property	+ Restitution	Rec. Expulsion		
23. Vandalism Neglect- Any action that defaces, damages or destroys personal or private property	ISS-OSS (1-3 Days) + Restitution	ISS-OSS + Restitution	OSS + Restitution	OSS + Restitution
24. Theft, Gambling, Forgery, Extortion	ISS/OSS (1-10 Days) + Restitution	OSS (10 Days) + Restitution Rec. Expulsion		
25. Failure to successfully complete ISS	ISS (add an extra day)-SS or OSS	OSS (1-3 Days)	OSS (3-5 Days)	
26. Refusal to serve or successfully complete Lunch Detention	ISS (1 day)	OSS (1 Day)	OSS (2 Days)	OSS (3 Days)
27. Beeper, Cell Phone, IPOD, Laser Pointers, Headphones / any other electronic device	Reprimand + Confiscated	After School Detention Confiscated, parent must pick up item	Confiscated, 1 Day of ISS, parent must pick up item	Confiscated, 1 Day of OSS, parent must have conference w/Admin
28. Tardies	5 Total Tardies After School Detention	10 Total Tardies 5 Days of After School Detention	15 Total Tardies -3 Days of ISS	16 Total Tardies – ISS with rec. for expulsion
29. Truancy	After School Detention	2 Days ISS	5 Days ISS	Rec. Expulsion
30. Habitual Offender : To be Determined by the administrator or their designee	Could lead to Rec. Expulsion Probation Contacted	(2) incidents of OSS may result in loss of driver’s license and/or work permit	(3) OSS may result in Rec. Expulsion	10 Total Discipline Referrals could lead to Rec. for Expulsion

- **This chart does not encompass all potential violations of the Disciplinary Code. Known facts of a violation may alter the final penalty assessment. It is always appreciated when students are honest and “Own the Violation” at the onset of the inquiry which can result in the lesser penalty for the offense.**
- **Any violation/s of board policies, corporation guidelines, or school rules is subject to punishment.**
- **Please note, that the administration can/will be able to pull work permits of students under age 18.**

*** Note Law Enforcement Officials are contacted for most violations in these categories labeled with a (*) and will be contacted on any other instances when deemed necessary.**

Dugger Union Community School Discipline Code Clarifications

ISS- In-School suspension.

OSS- Out of School Suspension

Rec.- Recommendation

Unacceptable Language - Cuss words, calling another student gay, retard, etc. (but not limited to these examples)

PDA - Kissing , Inappropriate touching (but not limited to these examples)

Improper conduct in cafeteria – Throwing food, trashing their area, making a mess, too loud after warnings, cutting in line (but not limited to these examples).

Driving/Parking lot violation – Speed too fast and for driving condition, parking in wrong space, Donuts and ramping snow piles (winter time) cutting in line, students on car while moving (but not limited to these examples).

Bus Infractions Write ups from the bus drivers, not sitting in seat, body parts outside the bus, unacceptable language, (but not limited to these examples).

Improper attire, Body Piercing - Any clothing which reveals undergarments or the lack of undergarments will be considered inappropriate. The length of shirts and tops must be long enough to allow them to be tucked into the student’s pants, skirt, or shorts. This includes sagging pants if underwear is visible. No undergarments should be exposed (applies to male and female students, but not limited to these examples) Please reference the Dress Code section in this student handbook.

Misrepresentation - Forging another person's signature, acting like or impersonating another person (trading seats with another student when having a substitute teacher) etc.

Fighting Clinched fists, hitting another person, wrestling, hair pulling, etc. with the intent/purpose of inflicting bodily harm to another person.

Sullivan County RISE Program- Students who are issued an out of school suspension may receive recommendation to the Sullivan County RISE Program.

STUDENT BEHAVIOR AND INFRACTIONS

Any conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption of or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable well-being, or the right of other students, is prohibited. Nothing herein is intended to restrict the exercise of legitimate First Amendment Rights.

The preceding standard is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized in this section. The following is an enumeration of some of the main areas of conduct which may lead to disciplinary action, including possible expulsion for a period in excess of five school days for the balance of the semester or school year:

- where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare or safety of other students, teachers, other school employees or visitors.
- refusal or failure to comply with state and local attendance laws including, but not limited to, truancy from specific classes and tardiness to school in general or to specific classes.
- gambling on school premises or at school events. stealing, causing damage to, or destroying school property if done on school ground or during a school function or event.
- causing or attempting to cause physical injury or harm to any student, teacher, other school employee or visitor on school grounds or during a school function or event.
- threatening or intimidating any student, teacher, other school employee or visitor.
- interfering with school purposes or with the orderly operation of the school by using, threatening to use or counseling other person to use violence, force, coercion, threats, intimidation, fear or disruptive means.
- possessing, using or transmitting any object that, in fact or under the circumstances, can reasonably be considered to constitute a weapon.
- possessing, using, selling, buying, transmitting, or secreting any alcoholic beverage, narcotic, hallucinogenic drug, marijuana, barbiturate, amphetamine, or intoxicant.
- involvement in any conduct on school premises or during a school function or event which violates local, state, or federal law,
- smoking on school grounds. (Use or possession of tobacco in any form is prohibited on school grounds. This includes snuff or chewing tobacco.)
- willful failure to comply with the directives of teachers, substitute teachers, student teachers, school aides, bus drivers, administrators, or authorized school personnel.
- repeated violations of any rule or regulation governing student conduct.
- failing to minimally take part in the educational process – i.e. sleeping in class; refusal to do assigned school work and homework, etc.

- Any student who leaves school under any form of bad conduct without permission will automatically be suspended from school for the balance of the semester or school year.

SCHOOL SPONSORED FIELD TRIPS/EXTRACURRICULAR and ATHLETIC EVENTS

Students going on school sponsored field trips/Extracurricular and Athletic Events will represent DUCS respectfully and are subject to school rules while on the trips. These trips are a privilege and can be taken away from a student, at any time, for discipline reasons.

DUGGER UNION COMMUNITY SCHOOL CORPORATION DRUG TESTING AND EDUCATION POLICY

DRUG TESTING AND EDUCATION PROGRAM

REASONABLE CONCERN

Dugger Union Community School Corporation has a strong commitment to the health, safety and welfare of its students. Our commitment to maintaining the extracurricular activities in Dugger Union Community School Corporation as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities and/or students that are driving to school.

SCOPE

Participation in extracurricular activities is a privilege. This policy applies to all Dugger Union Community School Corporation students in grades 7-12 who wish to participate in extracurricular activities that are listed below:

1. Athletics. (Participants include, but are not limited to, athletes, cheerleaders, Managers, and other athletic student personnel.)
2. Music. (Participants include, but are not limited to, performing band members Performing choir members, and participants in solo/ensemble contests.
3. Academic Teams
4. Drama
5. FFA
6. Beta and Jr. Beta
7. National Honor Society
8. Student Government
9. All other approved Dugger Union Community School Corporation clubs and extra-curricular activities.

FINANCIAL RESPONSIBILITY

- (1) Under this policy, Dugger Union Community School Corporation will pay for all random drug tests, all reasonable suspicion drug tests, and all “follow up” drug tests.
- (2) A request on appeal for another test of a “positive” urine specimen is the financial responsibility of the student or his/her parent/guardian.
- (3) Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

OTHER RULES

Apart from this drug testing program, Dugger Union Community School Corporation coaching staff/sponsor of each sport/activity have their own rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

CONSEQUENCES FOR RANDOM DRUG TESTING VIOLATIONS

First Violation

- A. Building administrator will meet with the student and parent/guardian(s) to discuss the test results and consequences.
- B. The student with a positive test will not be allowed to participate in any school- related activity, athletics, extra-curricular activities, after school activities, or drive to school until a retest shows negative results.
- C. In addition to have a negative retest, students must comply with the Corporation's discipline policies governing extra-curricular activities.
- D. The student with a positive test will be periodically retested for the remainder of the school year with the first retest being administered after there has been sufficient time for the illegal substance to leave the student's system, but no sooner than ten (10) school days.
- E. The parent/guardian(s) will be provided with information about substance abuse counseling and education programs

Second Violation

- A. The student will not be allowed to participate in athletics, school clubs, attend any after school activity, extra-curricular activity, or drive to school for one (1) calendar year from the date of the second positive test. At the end of this period, the student must have a negative retest before s/he may participate in any of the aforementioned activities.
- B. The student must attend an approved substance abuse counseling, educational, or rehabilitation program. The cost for the program will be the student's responsibility.
- C. Refusal to participate in a recognized drug awareness/treatment program will be considered as a third violation of this policy.

Third Violation

- A. The student will not be allowed to participate in athletics, school clubs, attend any after school activity, extra-curricular activity, or drive to school for the remainder of his/her time at the junior high school (7th and 8th grade) level or if the student is in high school, the remainder of his/her time at high school.

SMOKE-FREE BUILDING

The Board of School Trustees of the Dugger Union Community School Corporation recognizes that smoking represents a health and safety hazard that has serious consequences for the smoker and non-smoker and the safety of the schools. In order to protect students, staff, visitors, and guests of the school from an environment that may be harmful to them and due to a concern for the safety of school property, the Board of School Trustees prohibits smoking by all staff, visitors, and guests in all school buildings and in all school vehicles.

For purposes of this policy, "smoking" will mean all uses of tobacco including cigarettes, cigars, pipes, chewing tobacco, snuff, vaping, e-cigs or any other matter of substance containing tobacco.

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of tobacco product users and non-tobacco product users. All individuals share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation of this policy is encouraged to report it in accordance with the procedures contained in this policy and regulation.

Any violation of this policy by students shall be referred to the administrator and assistant administrator. Students

who violate the provisions of this policy shall be subject to the provisions of the student handbook.

Any violation of this policy by visitors will generate a request to refrain from such violation. If a visitor fails to comply with a request to refrain from using tobacco products, he/she shall be referred to the building administrator or other school supervisory staff members who are responsible for the area or program in which the violation occurred. The administrator or supervisor shall make a decision to further action that may include a directive to leave school property. Repeated violations may result in a recommendation to the Administrator of schools to prohibit the violator from entering school corporation property for a specified period of time. If deemed necessary by the school official, an appropriate local law enforcement agency may be contacted to assist with enforcement of this policy under the Indiana trespass law.

Any violation of this policy by a staff member will be referred to his/her supervisor.

The school administrator or supervisors in charge of the building shall post conspicuous signs that prohibit tobacco use. This policy is in effect as of June 1, 2015.

DUGGER UNION COMMUNITY SCHOOL CORPORATION TOBACCO POLICY

Effective January 1, 2002, Indiana Law states it is illegal for anyone under 18 years of age to possess tobacco products. Possession and/or use of any tobacco products on school premises or school-sponsored events will result in disciplinary action.

POSSESSION AND USE:

Possession and/or use of any tobacco products on any Dugger Union Community Corporation property or at any school-sponsored event will result in the following action:

Disciplinary Action:

First Offense:

1. Refer to the disciplinary guide.
2. Student will be prohibited from participating in any extracurricular school activity for one calendar year (365 days).
3. Penalty will be 10% of the sports season if the student athlete enters an approved tobacco cessation program. As soon as the student enters an approved tobacco cessation program, he/she may resume the athletic practices. If a student athlete cannot serve the full 10% penalty the current season, the remainder of the penalty will be served in the next applicable season.
4. Penalty will be reduced for all other co-curricular and extracurricular activities as per the organization/sponsor's guidelines if the student enters into an approved tobacco cessation program.
 - a. All co-curricular and extra-curricular guidelines pertaining to substance abuse shall be kept on file in the administrator's Office.
5. If student is under the age of 18, the administrator will report the offense to law enforcement and the student will be issued a ticket requiring a Court appearance unless the student enters an approved tobacco cessation program.

Second Offense:

1. Student will be assigned an Out of School Suspension for three days, student's parent/guardian will be notified, and if student is under the age of 18, the administrator will report the offense to law enforcement and the student will be issued a ticket requiring a Court appearance.
2. Student will be prohibited from participating in any extracurricular school activity for one calendar year (365 days).

Third Offense:

1. Student will be assigned an Out of School Suspension for five days, with recommendation for expulsion, student's parent/guardian will be notified, and if student is under the age of 18, the administrator will report the offense to law enforcement and the student will be issued a ticket requiring a Court appearance.
2. Student will be excluded from participating in any extracurricular school activity for the remainder of his/her time at the junior high school (7th and 8th grades) level or if the student is in high school, the remainder of his/her time at high school.

DANGEROUS WEAPONS/GUN FREE SCHOOLS

The Board of Trustees of the Dugger Union Community School Corporation will not tolerate the possession of weapons, ammunition, devices, instruments, materials, or substances, animate or inanimate, that are used for, or are readily capable of, causing death or serious bodily injury by anyone while on Corporation property, at a school-related event, or while on route to or from the school on a school bus.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Board of Trustees is authorized to establish instructional programs on the dangers of dangerous weapons which require students to report knowledge of dangerous weapons and threats of violence by student and staff to the building administrator. Failure to report such knowledge shall subject the student to immediate suspension and potential expulsion from school.

The Board of Trustees will prepare administrative guidelines to ensure immediate reporting to the parent or guardian and proper disciplinary action as provided in the Code of Conduct.

Procedures shall also include the immediate reporting to the appropriate law enforcement agency if a dangerous weapon is found or is suspected to be in the possession of a Corporation employee or visitor.

Anyone found possessing a firearm on corporation premises, a school vehicle, or on property being used by the Corporation for school purposes may be charged with a felony. This restriction applies to those licensed to possess firearms other than law enforcement and authorized security officers as well as any employees who were previously allowed to possess a firearm.

The Board of School Trustees recognizes that removal from the educational programs of the Corporation, whether by suspension, expulsion, or exclusion is the most severe sanction that can be imposed on a student in this Corporation and one that cannot be imposed without due process since removal deprives a child of the right to an education.

For purposes of this policy, suspension, expulsion, and exclusion shall be as defined in the *Indiana Code*. In accordance with federal law, known as the "*Gun-Free Schools Act Amendment of Goals 2000*", any student who brings a firearm to school shall be expelled for at least one year unless the Administrator reduces the punishment for reasons justified by the particular circumstances of the incident. Such modification as provided in *Goals 2000* will be on a case-by-case basis.

The Administrative Staff is authorized to suspend, expel, or exclude a student when circumstances warrant and proper guidelines have been followed. (Adopted December 20, 1994)

DUGGER UNION COMMUNITY SCHOOL CORPORATION ANTI-HARASSMENT POLICY

The Dugger Union Community School Corporation is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect.

Harassment is a form of unlawful discrimination as well as disrespectful behavior which will not be tolerated.

It is hereby the policy of the Dugger Union Community School Corporation to oppose and prohibit, in as much as possible, unlawful harassment based on race, color, religion (creed), national origin, marital status, sex, sexual orientation, or disability.

Any unlawful harassment of a student by a member of the school community is a violation of this policy.

The Dugger Union Community School Corporation shall act to investigate complaints of harassment, formal or informal, verbal or written, and to discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

Cases of harassment are to be reported to the building administrator or to the Dugger Union Community School Corporation Non discrimination Compliance Coordinator listed below:

administrator of the Dugger Union Community School Corporation

7356 E. CR 50 S

Dugger, Indiana 47848

(812) 648-7109

Reporting

Any school employee, who observes, overhears firsthand, or otherwise witnesses harassment, which may be unlawful or to whom such harassment is reported, shall take prompt and appropriate action to stop the harassment and attempt to prevent its recurrence.

In the event that the school employee is unable to personally take prompt and appropriate action, the employee shall report the incident or complaint to the building administrator.

If the complaint involves the school administrator, the report may be filed directly with the school board.

In each school building, the administrator is the person responsible for receiving, investigating, and attempting to resolve oral or written reports of sexual harassment, or harassment based on race, color, national origin or disability at the building level.

Nothing in this policy shall prevent a person from reporting harassment directly to the Dugger Union Community School Corporation Nondiscrimination Compliance Coordinator or the Administrator. The school corporation encourages the reporting party to complainant to use DUCSC Form to report cases of harassment, but oral reports to the administrator shall be considered complaints as well. If a written report is submitted to the administrator, a copy of the report needs to be forwarded promptly to the administrator of Dugger Union Community School Corporation or DUCSC Nondiscrimination Compliance Coordinator.

Investigation

Upon receipt of a report or complaint alleging sexual harassment, or harassment based upon race, religion, marital

status, national origin, sexual orientation, or disability, the DUCSC Nondiscrimination Compliance Coordinator or his/her designee shall undertake or authorize an investigation.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on the facts and surrounding circumstances.

Consequences

Any school employee or student that is found to have violated this policy may be subject to action including, but not limited to the following: warning, conferences, remedial training, education or counseling, suspension, exclusion, expulsion, transfer, termination, or discharge.

Grievance and Investigative Process Procedures

Level One

1. The person alleging a violation or the building administrator shall submit the complaint in writing on DUCSC Form the administrator of the Dugger Union Community School Corporation or the DUCSC Nondiscrimination Compliance Coordinator. The complaint shall stipulate the specific act or omission, the date of same, and parties involved.
2. The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven (7) school days of the receipt of the written complaint.
3. The compliance coordinator shall render a decision within fifteen (15) school days of the receipt of the written complaint. The decision shall be in writing to the complainant.
4. The complainant shall have seven (7) school days to react to the decisions before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits such a statement in writing to the compliance coordinator, level two procedures shall be enacted.

Level Two

1. The compliance coordinator shall submit the written disagreement statement and all related information to the Administrator within five (5) school days of receipt.
2. The Administrator shall review all materials and schedule a meeting within seven (7) school days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator, and the Administrator. Other witnesses may be called with mutual prior notice.
3. The administrator shall make a decision within seven (7) school days of the final meeting with the parties.

The administrator's decision shall be final and in writing to the complainant.

By mutual agreement, circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.

Retaliation

It is a separate and distinct violation of this policy for any member of the school community to retaliate against any person who reports alleged harassment or against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to such harassment. It is possible that an alleged harasser may be found to have violated this anti-retaliation provision even if the underlying complaint of harassment is not found to be a violation of this policy. Retaliation includes any form of intimidation, reprisal, or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for harassment.

In addition, a person who knowingly makes a false report may be subject to the same action that Dugger Union Community School Corporation may take against any other individual who violates this policy. The term "false report" refers only to those made in bad faith and does not include a complaint that could not be corroborated or which did not rise to the level of unlawful harassment.

Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse available to him/her under state or federal law.

Notice and Publication

This policy shall be distributed to students and staff at the beginning of each school year. This policy shall be posted conspicuously in a place that is accessible to students, faculty, administrators, and parents in each school building throughout the school corporation.

SUNGLASSES

No sunglasses are to be worn in the building. These must be removed upon entry. Absolutely no sunglasses can be worn during class. The only exception is participation of skit or play, spirit day, or prescribed by a certified physician.

STUDENT AFFECTION

Students are to refrain from engaging in unreasonable displays of romantic affection. Overt displays of affection will be considered as a discipline problem and parents may be notified. Students may not sit on each other

HATS AND CAPS

No hats, caps, or headwear shall be worn inside the building. Headwear is to be removed immediately upon entering the building. Exceptions would be on designated hat days, unless the hat causes an educational disruption.

ELECTRONIC DEVICES SUCH AS BUT NOT LIMITED TO: RADIOS, AUDIO-PLAYERS, IPODS, AND HEADSETS/EARBUDS

Radios, audio-players, iPods, headsets or other electronic devices brought to DUCS, by students, are to be kept in backpacks or lockers and not used during the regular school day. DUCS is not liable or responsible for the security of these personal items.

STUDENT DRESS

DUCS emphasizes that education is to help the individual develop his/her potential in an atmosphere of self-disciplined behavior. The careful regulation of student dress styles is the responsibility of the school. Student/staff health and safety, common decency, student schoolwork, and school and classroom order are all affected. This basic dress code does not infringe on students' rights of freedom of expression, but rather encourages students to "dress for success" and come to school properly prepared to participate in the educational process. The student dress code applies to all school functions where students are recognized or are a participant such as banquets, pep sessions, special programs (band, choir), and competitions (academic).

In keeping with the above philosophy, and in order to reduce misunderstanding, inappropriate school wear includes, but is not limited to the following:

- The maintenance of common decency and classroom order requires adequate coverage of the person. Any clothing that reveals undergarments or the lack of undergarments will be considered inappropriate. This includes sagging pants if underwear is visible. Garments such as short skirts and shorts, halter tops, those which reveal bare midriffs or backs, tube tops, see-through tops, tank tops, those which contain spaghetti straps, and garments with plunging or revealing necklines or with oversized arm holes are not allowed. Students will be subjected to the **three finger rule on the shoulder for shirts and the fingertip rule for length of shorts and skirts.**
- **No jeans or shorts may have holes, rips, and tears above the fingertips.**
- **No tight fitting clothes such as biker shorts, pants, spandex shorts, leggings, yoga pants, and mini-skirts unless worn under a dress or shirt that is at least fingertip length**
- **Students are not to wear pajama pants while at school.**
- **Muscle shirts and cut off t-shirts will not be permitted during school hours.**
- The maintenance of health and safety includes the wearing of shoes, sandals, or boots at all times during the school day unless told otherwise by school personnel. Cleanliness of person and apparel is required.
- Students will not be permitted to wear clothing that advertises or promotes the use of alcohol drugs, or

other substances that, if used by a minor, would be illegal. Additionally, clothing will not be permitted which advertises, promotes, or via innuendo or double meaning, suggests inappropriate ideas or behavior not conducive to a positive school climate or is disruptive to the educational function of the school.

- Attire that may cause property damage or personal injury is not to be worn, e.g. chains.
- All coats, jackets, and backpacks must be placed in lockers and remain there during the school day.
- The wearing of hats in the building during the school day will not be permitted, unless there is a designated hat day. Hats, bandanas, or similar head apparel are to be removed immediately upon entering the school building.
- Students MUST wear closed toe rubber soled sneakers or tennis shoes to physical education class and science lab.

The following discipline guidelines will be implemented for student violations of the dress code:

First Offense: The teacher will refer the student to the office for corrective measures. The office may have the student correct the dress code violation by putting on a T-shirt, reversing the T-shirt, changing pants or changing to appropriate clothing provided by the school.

Second Offense: The student will be referred to the office where assignment to detention or suspension may occur. The final determination regarding dress code issues/violations will be made and enforced by the administration.

SIGNS AND POSTERS

Signs and posters may not be displayed in the building or anywhere on school grounds without approval from the office. All approved signs and posters must be removed by the end of the day the announcement is valid. Do not paint or place decals or other foreign substances on the lockers. Do not use Scotch tape to secure signs and/or posters. A tack board will be provided above student lockers. All postings should be attached to this post board. Anything attached to a locker will be removed.

HABITUAL TRUANCY, EXPULSION, SUSPENSION, AND EXCLUSION FROM SCHOOL AS RELATED TO DRIVERS' LICENSE AND/OR PERMIT RESTRICTIONS

Pursuant to Public Law 121-1989, the Board of School Trustees of the Dugger Union Community Corporation adopts this policy regarding the restriction of driver's' licenses and permits.

Section I: Habitual Truancy

A. Indiana Code 20-9.1-3-17.2 provides that any person, while of the ages of thirteen and fourteen, who is determined to be an habitual truant as defined by school board policy, Dugger Union Community School Student cannot be issued an operator's license or learner's permit until the age of nineteen.

B. The term "habitual truant" is hereby defined as a student who willfully refuses to attend school in defiance of parental authority in any of the following circumstance: Absence for three unexcused days* in a semester or violation of attendance policy 5.0580

*Unexcused absences include....

- truancy which includes leaving school without permission
- working for hire
- suspension
- missing the bus or car trouble
- oversleeping
- driver's permits or licenses
- shopping, running errands, beauty or barber shop appointments
- forging signature on excuses

C. The procedures for enforcement of Section I, as applied to a student which is thirteen or fourteen years old, are as follow:

The administrator or his/her administrative designee shall:

- designate any student as a habitual truant if the student's attendance records indicate a violation of Section I-B.
 - give written notice by certified mail, return receipt requested, to the student and his/her parent or custodian of such designation and of the right to make a written request for a hearing to the Administrator of Schools with ten days of receipt of notice;
 - and notify the State Bureau of Motor Vehicles if,
 - the hearing examiner makes a determination of habitual truancy; or the parents/ custodians, choose not to request a hearing of the administrator's designation of habitual truancy.
- upon the timely request for a hearing, the administrator or his/her administrative designee shall appoint a hearing examiner, who may be any person on the administrative staff or an attorney, as long as such person has no involvement in the particular case.

The hearing examiner shall:

- give a minimum two days notice of the date, time, and place of the hearing.
- follow the provisions of Indiana Code 20-8.1-5-10 in conducting the hearing; and
- make the determination and give notice to the Administrator, administrator, student, and parent/guardian via written finding of fact and conclusions as to whether the student is an habitual truant under this policy. Such determination shall be final and shall be deemed to be the determination of this Board of Trustees.

D. For any student ages thirteen through seventeen who has been determined or designated an habitual truant under this policy, the following review procedures apply:

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

At least sixty school days must have elapsed in order to have a significant sampling upon which determination of improved attendance is based.

- The number of absences since the initial determination or designation and the reasons for each shall be reviewed. One absence based on truancy (willful and in defiance of parental authority) shall cause the administrator to recommend that the aforementioned prohibition shall continue.

- The administrator shall forward his/her recommendation to the Board of Trustees for its review and determination. If the prohibition against receipt of the license or permit is removed, the administrator shall

notify

the State Bureau of Motor Vehicles. The removal of the prohibition, however, shall not cause the number of truancy days to be erased for purpose of later determining that a student is a repeat habitual truant under this policy.

E. The only statutory lines which apply to these Section I procedures are those contained in Indiana Code 20-8.1-5-10 and 20-8.1-3-17.2.

F. The Administrator shall see that a uniform summary information form is developed which indicates the dates of the administrator's designation of habitual truancy and of the hearing examiner's determination, if any;

- indicates the date and result of the review of the attendance record of a habitual truant by the administrator and

Board of Trustees; and

- is placed in and becomes a permanent part of the student's record file and which shall be included with

any

records sent to another school system in which the student enrolls.

G. If a student who has been designated and/or determined an habitual truant and remains ineligible to obtain a license/permit properly quits this school system or transfers to a public or non-public school, the administrator with authority to review such student's attendance record shall be deemed to lose such authority and to no longer be under any duty to conduct the review. Conversely, if such a student moves or transfers to this school system, the administrator shall conduct the appropriate review.

Section II. Expulsion, Suspension, and Exclusion

A. Issuance of License or Permit: Indiana Code 9-1-2-29g states: "An operator's license or learner's permit may not be issued to a person less than eighteen years of age who is under a second suspension from school for the school year under IC 20-8.1-5-4; an expulsion from school under IC 20-8.1-5-5; or an exclusion from school due to

misconduct under IC 20-9.1- 5-5(1).”

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

This Board of Trustees interprets IC 9-1-4-29g and 9-1-3-33.4a2 to mean that a student who receives such second suspension may not be issued a license/permit until the end of the semester in which the person returns to school. The administrator shall not sign any eligibility form designed to accompany an individual application for the issuance of a license/permit for any student who receives a second suspension until the end of the semester in which the person returns to school.

If the Bureau of Motor Vehicles, via a written communication to Indiana school corporations, indicates a different interpretation than expressed in the Section above, this school system will follow said Bureau’s interpretation.

B. Invalidation of License or Permit: Indiana Code 9-1-4-33.4a states: “If a person is less than eighteen years of age and is under suspension, expulsion, or exclusion as described in Section 29g of this chapter, the department shall, upon notification by the person’s administrator, invalidate the person’s license or permit until the earliest of the following events:

- the person becomes eighteen years of age
- the end of the semester in which the person has been reinstated in school the suspension, expulsion, or exclusion is reversed after the person has had a hearing under Indiana Code 20-8.1-5.”

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

the student receives a second suspension from school in any one year;

the student is expelled from school for any reason established by State Statute and/or this school or is excluded for grounds stated in Indiana Code 20-8.1-5-5(1).

Should any such second suspension, expulsion, or exclusion be reversed after the student has utilized the procedures under Indiana Code 20-8.1-5, the administrator shall notify the State Bureau of Motor Vehicles directly in writing.

Should the administrator have reason to believe that a seventeen year old student, or a sixteen year old student with the written consent of his/her parents/custodians, is quitting school in order to avoid a second suspension in a school year or an expulsion for misconduct, the administrator is given the discretion to consider such as an offer to quit, to reject the offer, to continue with the suspension, expulsion, or exclusion proceeding, and to notify the Bureau of Motor Vehicles of the outcome of such proceeding.

Any student whose license/permit has been invalidated by the State Bureau of Motor Vehicles may appeal pursuant to Indiana Code 9-2-1.

Section III. New Students

For purposes of this policy the administrator of a newly enrolled student shall oversee the development of procedures to obtain and review the attendance and discipline records from the student’s previous school/s, and shall treat such records as if the conduct of the student recorded thereon had occurred within this school system. Similarly, the administrator shall recognize a previous school’s designation or determination of truancy and habitual truancy, as well as any suspension, expulsion, or exclusion for misconduct.

Section IV. Non-public School Students

The administrator shall be deemed to have no authority or duty to sign an eligibility form to accompany the application for a license/permit of a person not enrolled in this public school system.

Section V. Administration Regulations

The administrator is authorized to oversee the development of administrative regulations and forms to implement this policy. To reduce the chance of forgery, the Administrator shall see that a special seal is developed to be embossed on each eligibility form signed by the administrator that is to accompany the application for license/permit.

SCHOOL JURISDICTION

The jurisdiction of the school with respect to rules of conduct shall apply...

- when on school grounds during and immediately before and immediately after school hours;
- when on school grounds at any other time;
- when the school is being used by any school group or specified organization;
- when off school grounds at a school activity, function, or event;
- on the way to and from school.
- when the conduct affects the educational environment.

Individuals will not be permitted to hand out flyers on school grounds and/or buses. All other advertisements must be approved by the administrator.

SECLUSION AND RESTRAINT PLAN

- I. USE OF RESTRAINT Every effort shall be made to avoid the need for the use of restraint of a student.
 - A. Physical restraint shall not be used except when used as a last resort and only when:
 1. the student's behavior poses imminent risk of injury to self or others; and,
 2. other less restrictive interventions are ineffective.
 - B. A student shall never be physically restrained by a school employee who has not received appropriate training by the school in the use of restraint procedures except in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff.
 - C. Physical restraint of a student may only be used for a short period of time and shall be discontinued as soon as the imminent risk of injury to self or others has dissipated, usually a matter of minutes.
 - D. While transporting a student on a moving vehicle, a bus harness or other safety equipment may be required and is permissible for safety purposes. The need and use of any bus harness or safety equipment used to restrain a student during transportation must be documented. Mechanical or chemical restraints are otherwise not authorized.
 - E. The use of any drug, medication, or other chemical to control behavior or restrict freedom of movement (except as authorized by a licensed physician or other qualified healthcare professional) is prohibited.
 - F. A School employee may never give a student any drug or medication that is not a standard treatment or dosage, or both, for the student's medical or psychiatric condition unless otherwise prescribed by a physician
 - G. Every instance in which restraint is used shall be carefully, continuously, and visually monitored to ensure the safety of the student, other students and school employees.
 - H. Immediately after the imminent risk of injury to self or others has dissipated, the student should no longer be physically restrained and a school employee, not involved with the restraint, shall examine the student to ascertain if any injury has been sustained during the restraint of the student.
- II. WHEN RESTRAINT PROCEDURES SHALL NOT BE EMPLOYED
 - A. Physical restraint shall not be used unless the student's behavior poses imminent risk of injury to self or others and other less restrictive interventions are ineffective.

- B. A verbal threat or verbally aggressive behavior does not itself indicate an imminent risk of injury, and shall not result in restraint.
- C. Unless a student's destruction or damage to property creates an imminent risk of injury to the student or others, the destruction or damage of property does not itself indicate an imminent risk of injury and shall not be the justification for restraint of a student.
- D. When known medical or physical condition of the student would make restraint dangerous for that student, physical restraint shall not be used.
- E. Restraint shall never be used as a punishment, or to force compliance with staff commands.

III. USE OF SECLUSION

- A. Every effort shall be made to avoid the need for the use of seclusion of a student.
- B. Seclusion shall not be used except when used as a last resort and only when:
 - 1. the student's behavior poses imminent risk of injury to self or others; and,
 - 2. other less restrictive interventions are ineffective.
- C. A student shall never be secluded by a school employee who has not received appropriate training by the school in the use of restraint procedures except in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible.
- D. Seclusion of a student may only be used for a short period of time and shall be discontinued as soon as the imminent risk of injury to self or others has dissipated, usually a matter of minutes.
- E. Every instance in which seclusion is used shall be carefully, continuously, and visually monitored to ensure the safety of the student, other students and school employees.
- F. Immediately after the imminent risk of injury to self or others has dissipated, the student should no longer be secluded and a school employee, not involved with the restraint, shall examine the student to ascertain if any injury has been sustained during the physical restraint of the student.
- G. Time out does not constitute seclusion.

IV. When Seclusion Procedures SHALL NOT BE USED

- A. Seclusion shall not be used unless the student's behavior poses imminent risk of injury to self or others and other less restrictive interventions are ineffective.
- B. A verbal threat or verbally aggressive behavior does not itself indicate an imminent risk of injury, and shall not result in seclusion of a student.
- C. Unless a student's destruction or damage to property creates an imminent risk of injury to the student or others, the destruction or damage of property does not itself indicate an imminent risk of injury and shall not be the justification for seclusion of a student.
- D. When known medical or physical condition of the student would make seclusion dangerous for that student, the student may not be secluded.
- E. Seclusion shall never be used as a punishment, or to force compliance with staff commands.
- F. Seclusion shall never be used unless a school employee can continuously monitor the student for visual or auditory signs of physiological distress and can communicate with the student.

V. TIME-OUT

- A. Time-out is a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted. Time-out shall be both developmentally and behaviorally appropriate and shall be short in duration.

VI. DEBRIEFING

- A.** As soon as practical and after every instance in which seclusion or restraint is used on a student, the school administrator or designee shall do the following:
 - 1.** meet with at least one school employee who participated in the implementation, monitoring, and supervision of the seclusion or restraint to discuss whether proper seclusion or restraint procedures were followed, including the use of proper procedures to prevent the need for restraint or seclusion;
 - 2.** direct a staff person, who was not part of the seclusion or restraint of the student, to debrief the incident with the student in a manner appropriate to the student's age and developmental ability and to discuss the behavior(s), if any, that precipitated the use of restraint or seclusion; and,
 - 3.** provide a copy of an incident report to the parent(s) or guardian(s) and offer the opportunity to request a meeting regarding the incident of restraint or seclusion.
- B.** When applicable, the procedures described in 511 IAC 7-44-5 should be followed.

VII. INCIDENT DOCUMENTATION AND REPORTING

- A.** Every instance in which seclusion or restraint is used on a student shall be documented in order to memorialize the events that led up to the use of either seclusion or restraint.
- B.** Documentation must be made on the form prescribed by the school and shall include the following:
 - 1.** The student's name;
 - 2.** The date and time of the incident;
 - 3.** The duration of any seclusion or restraint or the beginning and ending times of the restraint or seclusion, or both;
 - 4.** A description of any relevant events leading up to the incident;
 - 5.** A description of the incident or student behavior that resulted in implementation of seclusion or restraint including a description of the danger of injury which resulted in the seclusion or restraint;
 - 6.** A description of relevant interventions used immediately prior to the implementation of seclusion or restraint;
 - 7.** A summary of the student's behavior during seclusion or restraint, including a description of the restraint technique or techniques used and any other interaction between the student and staff;
 - 8.** A description of any injuries to students, staff, or others or property damage;
 - 9.** A list of school employees who participated in the implementation, monitoring and supervision of the seclusion or restraint; and,
 - 10.** If applicable, a statement that intervention used was consistent with the student's most current behavioral intervention plan or IEP.
- C.** The building administrator or designee shall attempt to verbally report every instance in which seclusion or restraint is used on a student to the student's parent or guardian no later than the end of the school day or as soon as practical.
- D.** The building administrator or designee shall also send written notification, as soon as practical, to the student's parent or guardian after every instance in which seclusion or restraint is used on a student.

VIII. TRAINING

- A.** Dugger Union Community Schools will provide all school employees with training on:
 - 1.** Appropriate use of effective alternatives to physical seclusion and restraint,
 - 2.** Conflict de-escalation procedures,
 - 3.** Positive supports and behavioral interventions techniques,

4. The dangers of seclusion and restraint,
 5. Procedures for contacting fully trained and certified staff when behavioral crises occur,
 6. The safe use of seclusion and restraint,
 7. Steps to avoid the use of seclusion or restraint,
 8. Debriefing practices and procedures. In addition, school employees must be trained.
- B.** This training will be recurrent and will be provided to new school employees.
- C.** A core group of appropriate personnel will be trained in each building in crisis intervention techniques, which will include the use of seclusion and restraint procedures. Any member of the core group, trained in crisis intervention techniques, including the safe use of seclusion or restraint procedures, may provide training to other school employees under this plan.
- D.** Recurrent training will be provided to school employees on a regular basis at least annually.

IX. APPENDIX & DEFINITIONS

Behavioral intervention plan: A plan that is agreed upon by the case conference committee (as defined in IC 20-35-7-2) and incorporated into a student's IEP (as defined in IC 20-18-2-9) and that describes the following:

- 1) The pattern of behavior that impedes the student's learning or the learning of others.
- 2) The purpose or function of the behavior as identified in a functional behavioral assessment.
- 3) The positive interventions and supports, and other strategies, to:
 - a) address the behavior; and
 - b) maximize consistency of implementation across people and settings in which the student is involved.
- 4) If applicable, the skills that will be taught and monitored in an effort to change a specific pattern of behavior of the student.

The behavioral intervention plan seeks to maximize consistency of implementation across people and settings in which the student is involved

Chemical Restraint: The administration of a drug or medication to manage a student's behavior or restrict a student's freedom of movement that is not a standard treatment and dosage for the student's medical or psychiatric condition.

De-escalation: Causing a situation to become more controlled, calm and less dangerous, thus lessening the risk for injury to someone.

School Employee: Any paid school staff, volunteer, contract employee, consultant or any other agent of the school or corporation.

Functional Behavioral Assessment: Has the same meaning set forth in 511 IAC 7-32-41.

Imminent: Likely to happen right away; within a matter of minutes.

Mechanical restraint: The use of a mechanical device, a material or equipment that is attached or adjacent to a student's body that the student cannot remove and that restricts the freedom of movement of all or part of the student's body or restricts normal access to the student's body.

The term does not include a mechanical device, a material or any equipment that is used as authorized by a licensed physician or other qualified healthcare professional. The term also does not include a bus harness or other safety equipment that is used to restrain a student during transport when the harness or safety equipment is necessary for safety purposes.

Physical Restraint: Physical contact between a school employee and a student in which the student unwillingly participates and that involves the use of a manual hold to restrict freedom of movement of all or part of a student's

body or to restrict normal access to the student's body. The term does not include (1) briefly holding a student without undue force in order to calm or comfort the student, or to prevent unsafe behavior, such as running into traffic or engaging in a physical altercation, (2) physical escort, or (3) physical contact intended to gently assist or prompt a student in performing a task or to guide or assist a student from one area to another. The term does not include the use of a bus harness or other safety equipment that is used to restrain a student during transport when the harness or safety equipment is necessary for safety purposes.

Positive Behavior Intervention and Support: A systematic approach that uses evidence based practices and data driven decision making to improve school climate and culture, and includes a range of systematic and individualized strategies to reinforce desired behavior and diminish 14 reoccurrence of problem behavior to achieve improved academic and social outcomes and increase learning for all students

Prevention and Conflict De-escalation Training: Training which is provided broadly to school staff on how to prevent, defuse and de-escalate potential behavioral crisis situations without physical contact between a school employee and a student.

Seclusion: The confinement of a student alone in a room or area from which the student physically is prevented from leaving. The term does not include a supervised time-out or scheduled break during which an adult is continuously present in the room with the student.

Time out: A behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted.

Parent or guardian: The student's parent, legal guardian, surrogate parent or student over the age of 18.

Volunteer: A person who is eighteen (18) years of age or older, has regular and direct contact with students, and donates time, energy, or talent to various phases of school programs under the direction and permission of school district personnel for which the person does not receive monetary compensation.

IX. Time out procedures

A. Level I.

- a. Planned Ignoring: Ignore the student as long as possible if he or she is out of place or seat, noncompliant but not otherwise disruptive.
- b. Be (or have aide/ associate) available to counsel, provide one-to-one tutoring, or negotiate if the student is involved in a dispute.
- c. Modify/change student's assignment to get him or her reinvolved with learning. Select a task that will provide immediate success.
- d. Separate student from others (i.e. creative seat assignment).
- e. Send student out of room - on an errand, for a walk, to "cool off."
- f. Offer a "time-in" situation with a support person outside the classroom.
- g. Quietly praise other students for ignoring inappropriate student behavior.
- h. When possible, talk to disruptive student out of classroom away from other students so that he or she can save face.

B. Level II. Level II time out is more restrictive than the first-level interventions. It is the exclusion of a child from positive reinforcement activities of the classroom without removing him or her from the room.

- a. Move student to different part of the classroom (i.e. closer to teacher, further away from audience)
- b. Avoid lengthy explanations to student. Simply say: "Because you _____, you go to time out for _____ minutes." Avoid other interaction.
- c. Allow student to take their own time-out.
- d. Keep time-out period brief. (Time out periods longer than 15 minutes rarely serve their intended purpose-temporary withholding of positive reinforcement. For time out periods longer

than 30 minutes, a supervisory staff person shall be consulted about the appropriateness of continuing the time out procedure.) In-school suspension or other out of class but in school interventions shall be considered.

- e. The student shall be supervised at all times during the time-out period.
- f. The student shall still be able to access any lesson or instruction being offered to other students in the student's classroom.

STUDENT BEHAVIOR/BULLYING

Dugger Union Community School Corporation Anti-Bullying Policy

The following policy has been established by the school board of Dugger Union Community School Corporation regarding anti-bullying.

- I. **Policy Statement:** The school board of Dugger Union Community School Corporation prohibits acts of bullying of a student. The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

II. Definitions

A. Bullying

- 1. As defined by the school corporation, bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.
- 2. As defined by IC 20-33-8-2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - a) Places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - b) Has a substantially detrimental effect on the targeted student's physical or mental health;
 - c) Has the effect of substantially interfering with the targeted student's academic performance; or
 - d) Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
- 3. This term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
 - a) Participating in a religious event.
 - b) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
 - c) Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.

- d) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation education, training, or other care under the supervision of one or more adults.
- e) Participating in an activity undertaken at the prior written direction of the student's parent. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

B. Cyberbullying (IC 20-19-3-11.5)

- 1. Bullying that occurs through the use of data or computer software that is access through a:
 - a) computer;
 - b) computer system;
 - c) computer network; or
 - d) cellular telephone or other wireless or cellular communication device.

III. Policy Provisions

- A. The school corporation shall adopt discipline rules in compliance with IC 20-33-8-13.5 that prohibit bullying and include provisions concerning education, parental involvement and intervention. These discipline rules shall apply regardless of the location in which the bullying occurred when the bully and the targeted student are students at a school within the school corporation, or disciplinary action is reasonably necessary to avoid substantial interferences with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
- B. The administrator at each school within the school corporation shall implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of bullying, consistent with the code of student conduct, as well as the consequences and remedial responses for staff members who commit one or more acts of bullying. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.
- C. The administrator at each school within the school corporation shall be responsible for designating a member of his/her staff to receive all complaints alleging violations of this policy.
- D. All corporation and school employees, volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this policy to the administrator or the administrator's designee on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. A written report of the incident shall also be submitted to the school administrator or administrator's designee within one (1) school day of submitting the verbal report.
- E. Students, parents and visitors of a school within the school corporation are encouraged to submit a written report of alleged violations of this policy to the administrator (or administrator's designee) on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. Such a report may be made anonymously. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.
- F. Any corporation and school employee, volunteer or contracted service provider who promptly reports an incident of harassment, intimidation or bullying, and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.
- G. The administrator or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. The investigation shall be initiated by the administrator or the administrator's designee within one school day of the report of the incident. The administrator may appoint additional personnel to assist the in the investigation. The investigation shall be completed and the written findings submitted to the administrator as soon as possible, but not later than five school days from the date of the report of the alleged incident of harassment, intimidation, or bullying. The administrator or his/her designee shall report data regarding the number and type of incidents of bullying to the board of education on an annual basis during regularly scheduled board meetings.

- H. Each school within the school corporation shall record the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying and electronic or written communication bullying. The school shall report this information to the school board and the Indiana Department of Education. Information shall be submitted to the Indiana Department of Education by July 1 of each year.
- I. The administrator shall provide the parents of the students who are parties to the investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of bullying, and whether consequences were imposed or services provided to address the bullying incident if the evidence of bullying was substantiated. This information is to be provided in an expedited manner.
- J. Any corporation and school employee, volunteer or contracted service provider who receives a report of harassment, intimidation, or bullying from a student, parent, visitor or colleague, and fails to initiate or conduct an investigation, or who witnesses or observes a bullying incident and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.
- K. The administrator of the school corporation is authorized to define the range of ways in which school staff and the administrator or the administrator's designee shall respond once an incident of bullying is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from positive behavioral interventions up to and including suspension or expulsion.
- L. The administrator shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the administrator shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying and enhance school climate, enlist parent corporation and involvement or take other appropriate action). Intervention and support implemented by the administrator or his/her designee should include follow up services to both the targeted student and the bully. The administrator shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.
- M. The administrator of each school within the school corporation is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The administrator is expected to respond with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013 for:
 - 1. Students – Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion.
 - 2. School Employees – Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with corporation policies, procedures and agreements.
 - 3. Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.
- N. The administrator of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The administrator shall post a link to the policy that is prominently displayed on the home page of the school corporation's website. The administrator shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

- O. Each school within the school corporation shall disseminate the anti-bullying policy and bullying prevention instruction to all students in grades 1-12 within the school no later than October 15th of each school year. It is expected that anti-bullying information will be part of a more comprehensive bully prevention effort communicated to the students throughout the school year, and that the age appropriate, research based instruction for all students in grades 1-12 be delivered by a school safety specialist, school counselor or other person with training and expertise in the area of bullying prevention and intervention.
- P. Each school within the school corporation shall provide annual training on this policy and bullying prevention and intervention instruction to corporation and school employees, volunteers and contracted service providers who have direct and ongoing contact with students.
- Q. The school board of the school corporation understands that the characteristics and resultant needs of each school within the corporation will continue to evolve, and that the existing base of knowledge regarding bullying prevention and intervention will continue to grow. Research on bullying prevention practices will continue to emerge, and the date on the nature of bullying behaviors will continuously change. It is essential that school corporation administrators and school officials regularly review available bullying prevention and intervention data. Additionally, school administrators are expected to collect and analyze in-house data regarding bullying incident investigations, incident frequency and the effects of the corporation's efforts to address bullying behaviors. Through data-driven practice, administrators will be best qualified to determine the need for changes to policies and procedures and to institute improvements to prevention and intervention programs and approaches.

IV. Investigation and Reporting of Bullying Incidents

- A. P.L. 285-2013 includes a number of statutory requirements pertaining to the reporting of bullying incidents by school employees and the subsequent investigation of the incidents by school officials. See below for the section of P.L. 285-2013 outlining these requirements. It is recommended that schools give careful consideration to the flow of information within their building that begins with the initial observation and reporting of a bullying incident by an employee, student, or parent or a report of bullying communicated through the state mandated anonymous reporting protocols required of each school corporation. Timetables that are well articulated should be established and communicated to all staff. These timetables should hold staff accountable for reporting each bullying incident in a manner that allows for an expedited investigation of the incident by school administrators. P.L. 285-2013 mandates that each school corporation policy contain disciplinary provisions for any employee who fails to report an incident within the established timetable.
- B. Once a reported incident has been investigated and determined to be a bullying incident, schools are required through components of P.L. 285-2013 to report the incident to the parents of both the targeted student and the bully in an expedited manner. Current research underscores the importance of this expedited reporting, especially to the parents of the targeted students. Through communication with parents of the targeted student, school can expand the network of support for the student and help avoid any instances of suicide ideation, suicide attempts or other forms of self harm that sometimes can be a factor in the aftermath of a student being bullied.
- C. Protocols established for the reporting and investigation of bullying incidents should include upward communication and reporting of incidents to the school corporation Administrator. This will allow corporations to monitor the frequency of incidents within their schools and continually reevaluate the effectiveness of the established reporting and investigation protocols. When the nature of a bullying incident is determined to qualify as an illegal act, the incident should be reported to the appropriate local law enforcement agency.
- D. Please note that P.L. 285-2013 requires school corporations to report the frequency of bullying incidents under the four established categories of (1) Verbal Bullying, (2) Physical Bullying, (3) Social/Relational Bullying and (4) Electronic or Written Communication Bullying to the Indiana Department of Education. For additional information, please refer to the [State Reporting Guidelines](#) page of this website.

The outline below is a sample reporting protocol with established timetables.

HEA1423

SECTION 6. IC 20-33-8-13.5, AS AMENDED BY P.L.180-2011, SECTION 2, IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2013]: Sec. 13.5.

(a) Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must:

- (1) prohibit bullying; and**
- (2) include:**
 - (A) provisions concerning education, parental involvement, reporting, investigation, and intervention;**
 - (B) a detailed procedure for the expedited investigation of incidents of bullying that includes:**
 - (i) appropriate responses to bullying behaviors, wherever the behaviors occur;**
 - (ii) provisions for anonymous and personal reporting of bullying to a teacher or other school staff;**
 - (iii) timetables for reporting of bullying incidents to the parents of both the targeted student and the bully, in an expedited manner;**
 - (iv) timetables for reporting of bullying incidents to school counselors, school administrators, the superintendent, or law enforcement, if it is determined that reporting the bullying incident to law enforcement is necessary;**
 - (v) discipline provisions for teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident; and**
 - (vi) discipline provisions for false reporting of bullying; and**
 - (C) a detailed procedure outlining the use of follow-up services that includes:**
 - (i) support services for the victim; and**
 - (ii) bullying education for the bully.**

Protocol and Timetable for the Reporting and Investigation of Alleged Bullying Incidents

- 1. Employees are required to make a report (verbally or by completed report form) within the same day that they have observed or become aware of an alleged incident of bullying. If the incident was verbally reported, the verbal report should be followed up with a completed bullying incident report form, completed by the same employee within one school day.**
- 2. Once a referral has been received from an employee or through anonymous reporting protocols, the administrator (or designee) will initiate an investigation of the alleged bullying incident within one school day from when the initial written report was first received.**
- 3. Once the incident is determined to be a bullying incident and investigation is completed, appropriate disciplinary response and follow up services for both the targeted student and the bully are determined. The nature of the incident, disciplinary response and proposed follow up services are to be communicated to the parent/guardian of targeted student(s) and perpetrator(s) as allowed by law, no later than two school days from the initiation of the investigation.**
- 4. Law enforcement will be contacted if the nature of the bullying incident rises to the level of a criminal offense.**
- 5. The investigating staff member will complete the necessary bully incident report form and maintain a record of the incident for mandated state reporting.**
- 6. The reporting staff member should be notified of the results of the investigation once it is closed.**
- 7. The administrator will receive periodic reports from each school of all bullying incidents reported by type, location, and consequence on a monthly basis.**
- 8. The School Board will receive reports of bullying incidents on a quarterly basis.**
- 9. Extreme incidents of bullying should be reported to administrator immediately.**

Anonymous Reporting

GAMBLING

Any form of gambling is not permitted on school premises or at school events. The penalty is one Lunch Detention or recommendation for expulsion depending on the severity of the offense. Also, playing cards is prohibited during school time.

CAMERAS

DUCS is equipped with many security cameras both inside and outside of the school. Dugger Union Community Schools cannot guarantee every camera is operating efficiently at all times.

TRADING CARDS AND TOYS

Trading cards and toys are not permitted on Dugger Union Community School Corporation Property. Exceptions are when staff develops a special classroom project.

PROFANITY

The use of profanity, cursing, or vulgarity is never permitted by a student at DUCS at any time.

VANDALISM

Vandalism, theft, or destructive misuse of school property, equipment or personal property of others is prohibited. This rule protects not only DUCS and its students, but also, all other schools and students with whom we compete. Any person caught vandalizing school property will be held accountable under the school's discipline guidelines.

FIGHTING/PROVOCATION

In instances of fighting or provoking violence in school or whenever the school has jurisdiction, all combatants shall be dealt with equally. Penalties for fighting or provoking violence shall be at the discretion of DUCS staff.

First offense: five (5) day out-of-school suspension for students who provoke violence or who have been fighting.
The student must bring a parent to school before being allowed back in school. The parent or guardian will be required to meet with the administrator for a conference at that time. Law enforcement will be contacted.

Second offense: ten (10) day out-of-school suspension with recommendation for expulsion and law enforcement will be contacted.

CLASSROOM RULES

The administration at DUCS supports the teacher's classroom rules.

PLAYGROUND RULES

All children will play outdoors unless they have a doctor's excuse or a daily excuse signed by the parent. Students are not allowed to leave the school grounds unless given permission by the supervising teacher. The following are not permitted: baseballs, dodgeball games, tackle football games, headsets, piggy back riding, rock throwing, radios, roller skates/blades, snowballs, skateboards softballs, electronic devices, trading cards, wooden or metal bats, or anything else that may cause harm or danger to self and/or others. All playground equipment is to be used in the proper manner. Students should wear proper clothing suitable for the day's temperature. Our playground equipment is surrounded by wood chip mulch and students need to wear proper shoes to protect their feet while playing on our playground/s.

Recess is a privilege at Dugger Union Community Schools.

Students need to be responsible for positive behavior and complete their academic work to have recess.

EXPULSION

An expulsion is a denial of the right of a student to take part in any school function for a period greater than ten consecutive school days. All opportunity to earn grades or credit ends when a student is expelled.

If, in the administrator's opinion, the alleged infraction warrants a longer period of removal from school, the

administrator shall refer the case to the Administrator for consideration for expulsion. The Administrator shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

Notice of Expulsion Meeting

The student and/or parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the Administrator, will issue a written decision following the expulsion meeting.

Appeal of an Expulsion

Upon receipt of a written appeal, the Board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The Board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary. The student or his/her parents may appeal the Board's decision to the appropriate court.

Extension of an Expulsion

An expulsion during the second semester of the school year may extend to summer school and/or the first semester of the next school year. An expulsion that takes effect more than three (3) weeks before the beginning of the second semester, or that will remain in effect into the first semester of the next school year, shall be reviewed by the Administrator to determine if there has been newly discovered evidence or a change in the student's circumstances since the expulsion meeting. If so, the Administrator may recommend to the administrator that the student be readmitted for the second semester or at the beginning of the new school year.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, the School will follow specific procedures. When a student is being considered for a suspension/expulsion, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified by direct contact, by phone, or in writing of the reason for and the length of the suspension.

OUT OF SCHOOL SUSPENSION

The school administrator 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 in accordance with IC 20-33-8-7 "any disciplinary action that does not constitute an expulsion...whereby a student is separated from school attendance for a period of not more than ten (10) days." A student serving an out-of-school suspension will not be allowed to participate in any extra-curricular activities, attend school functions, or be on school property until they return to school. Students in grades K-6 will be permitted to make up missed work for 50% or half of the credit. Students in grades 7-12 will be recommended for the Sullivan County RISE program, a structured out-of-school suspension alternative. Students in grades 7-12 attending the RISE program will be permitted to make up missed work for 100% or full credit. Students in grades 7-12 opting not to attend the RISE program will not be permitted to make up missed work. **It is the responsibility of the student to request homework assignments.**

IN-SCHOOL STUDY ASSIGNMENTS

A student receiving an "in-school study assignment" will have make-up privileges. If a student completes his/her in-school study by the close of the regular school day that it is assigned, they may participate in extracurricular activities that evening. Students are required to bring their own books, pencils, paper, planner and other needed materials. All work will be turned in at the end of the day. Students will be awake and alert, and working on school related materials at all times. Students must turn cellular devices into the main office at the beginning of the school day. Students may pick it at end of the school day.

AFTER-SCHOOL DETENTION

A student receiving an after-school detention will be required to stay after-school until 4:00pm. During detention time, the student will be required to do homework or enrichment activities. Parents or guardians will need to pick

their child up, in the office, at 4:00pm on the day of their detention. Students must turn cellular devices into the after-school detention supervisor at the beginning of the detention. Students may pick it at end of the academic detention.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school authorities.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and or turned over to the police. The school reserves the right not to return items which have been confiscated.

USE OF DOGS

The Board authorizes the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property. The dog may be allowed to examine school property such as lockers and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion to any information resulting from the dog's examination.

PLAGIARISM/CHEATING

Plagiarism is defined as:

- using information or a work (purchased or free) off the internet and passing it off as your own
- using a paper turned in by another student for a similar assignment
- copying another student's work or copying off a student during a test
- cutting and pasting passages or portions of papers from those off the internet without citation
- copying a passage verbatim without using quotation marks around it, even if it has a citation after it
- changing just a few words in a passage (instead of truly paraphrasing the passage) without putting quotation marks around it, even if it has a citation after it
- using a direct passage with quotation marks but without citation
- no citation information after a passage or on the Works Cited page
- not using citation
- using (from a source) facts, statistics, graphs, drawings, photographs, illustrations or any piece of information that are not common knowledge without proper citation
- using on-line translations with foreign languages

First offense will be a "0" zero on the assignment or test, the infraction will be documented and the parent will be notified by the teacher.

Second offense will be an "F" for the grading period, the infraction will be documented in the student's permanent file and the parent will be notified by the teacher.

Third offense will result in "F" for the semester, the infraction will be documented in the student's permanent file and the parent will be notified by the teacher.

ACADEMICS –Section IV

CREDITS FOR GRADE CLASSIFICATION

Sophomore: 11 credits

Junior: 23 credits

Senior: 34 credits

COUNSELING/GUIDANCE PROGRAM

The focus of the DUCS Guidance Department is to work with all students in a positive and proactive way, offering services in three areas of student development: personal/social counseling, educational planning and career development. Counselors are assigned by class and follow their classes for all four years. You may make an appointment to see your counselor by filling out a request form and submitting it to the guidance secretary.

College/Career Planning Students are informed encouraged and supported in exploring and choosing among career, college and employment possibilities. Each student creates a 4-year plan with his/her counselor on Harmony and completes a career interest inventory. Students and parents are provided with information about college visits, financial aid and scholarships through Harmony, emails and web messages.

College Days Juniors are allowed one (1) college day per year. Seniors are allowed two (2) college days per year. Any additional days must be approved by the administrator. Students should notify the DUCS Guidance Department at least one (1) week prior to the scheduled college visit. Students must notify teachers ahead of time that he/she will be missing class. Students are required to make up any missed assignments. A form from the college visited must be signed by a college official and returned to the DUCS Guidance Office in order for the absence to be excused as an activity. Students are responsible for their own transportation. No college visits are allowed after the month of April.

Planning for the Future

Certain courses are required for entrance to post-secondary programs. Various guidance resources, computer programs, and the catalogues of post-secondary institutions will provide you with this information. Your counselor will help you.

If you have any questions or problems, seek advice. Counselors, teachers, administrators, and your parents are here to assist you in making educated decisions. It is never too early to plan for the future. Get some experience in the area in which you are interested. Talk to your teachers, counselors, and others about assisting you in contacting people who are currently involved in the area of your interest.

Investigate the schools which offer training in the field of your choice. Talk to people who have attended these institutions if possible. Find out the cost and what scholarships the school you selected could offer to you. Learn about the projected demands for the field of employment you select.

College Admissions

Colleges and Universities are primarily interested in the following three admission factors: 1. SAT and/or ACT scores, 2. Class rank, 3. Grade Point Average. The exact requirements for admission to the institution of your choice will be found on the school's website. College profiles are also provided on collegeboard.com.

In order to prepare for your senior year and entrance to post-secondary education, you should, during your sophomore year, take the combined PSAT/NMST (Preliminary Scholastic Aptitude Test and National Merit Qualifying Test) in the fall. The PSAT is not required for admission to college, but it is practice for later SAT testing. It is also used to determine eligibility for some independent scholarships. A student may take the PSAT more than once. Repeating the PSAT often improves test performance. The State of Indiana typically pays for sophomores to take the PSAT.

Taking either the SAT or the ACT is required for admission to most colleges. It is recommended that juniors take the SAT or ACT during their spring semester. Students may register for these exams online at collegeboard.com for the SAT and ACT.org for the ACT. Many students take these exams twice, once as a junior and again as a senior. If you are unable to take the SAT or ACT in the spring of your junior year, these may be taken in the fall of your

senior year if you take it in September or October. However, taking the SAT or ACT in the fall of your senior year will be too late to qualify for many local and state scholarships.

Paying for College Each year DUCS counselors host a January Financial Aid Night in the cafeteria. Parents and students should consider the combination of savings, scholarships, loans, and part-time student jobs when planning the financing of higher education. Each of these methods of paying for college are discussed at the Financial Aid meeting.

You must complete a FAFSA by March 10 of your senior year. Application for financial aid is difficult prior to January 1 of your senior year due to the need for tax information; however, being prepared by knowing what to do is a great advantage. This information is released to the schools of your choice. In late April to early May, you will receive your financial aid award letter stating your estimated family contribution. This will establish your financial circumstances and what you and your family can spend for your freshman year in college. Based on this information, the college of your choice will help put together a financial aid package including Federal, State, and university funds. FAFSA Scholarships are based on financial need, provided the student meets scholastic requirements. The FAFSA is available online at: www.fafsa.ed.gov.

Scholarships The Guidance Department receives information regarding many scholarships. Students should get references, transcripts, and other materials in order long before the deadline. As you accumulate certificates, notifications of honors, and press clippings, organize a book or file in order to have easy access when you need them. Find out and observe all deadlines.

CHANGING A CLASS SCHEDULE/REPEATING A COURSE

A student's class schedule will not be changed except for the following reasons:

- the class(es) are required or recommended for admission to a post-secondary institution of the student's choice.
- registration for a school-approved work program.
- teacher recommendation and/or approval.

The guidance department also reserves the right to refuse class change requests due to maximum enrollment in a class.

Repeating a Course for Improved Grade

A student may petition, through his/her counselor, the opportunity to repeat any course in which the student has earned a semester grade of "C-" or less. Only the highest term grade will be included in the GPA calculation. All other term grades in that course will be prefixed with an "R" on the transcript to indicate that they were formerly used for both GPA and credit count but are no longer included in either.

DUCS COURSE DROP/ADD POLICY

Adding a Class

Students will have (6) six school days at the beginning of each semester to request schedule changes. No credit will be received for any class added to a student's schedule after (6) six days of a semester is completed.

Withdrawal from a Class

A student will be allowed to withdraw from a class if such withdrawal does not place the student in jeopardy of not receiving sufficient and/or required credit for graduation. Parent/guardian approval in writing must be presented to the guidance department before a class will be dropped.

If the course is dropped after the 6th day of the semester and before the end of the fifth week of the semester, the student will receive a "W" designating withdrawal. If the class is dropped after fifth week, the student will receive a "WF" designating withdrawal failing.

The amount of book rental and lab fee refunded will depend upon the amount of time enrolled in the class. If a student withdraws after five weeks of the semester, there will be no refund made. Students are permitted at any time to withdraw from advanced English or Algebra to enter a standard English or Algebra course. Academic Honor Diploma students withdrawing from Algebra II A are advised that this course is a

required prerequisite for the Precalculus / Trigonometry course required for the Academic Honors Diploma.

- Administration may waive any portion of the Drop/Add policy due to special circumstances.
- Algebra I is an exception to the above policy.

PROCEDURES for DETERMINING GRADE POINT AVERAGE (GPA)/CLASS RANK

Students granted credit for course work in a non-accredited high school shall have no established grade point average (GPA) or class rank until they have completed two (2) semesters in the Board's schools.

Inclusion of the student in graduation honors such as Valedictorian or Salutatorian shall occur if the student has been enrolled for three (3) consecutive FULL semesters prior to the last semester of their Senior year.

WITHDRAWAL FROM SCHOOL

There are a number of reasons why a student may find it necessary to withdraw from school. All administrators and guidance personnel will be most willing to listen and assist the student toward the best solution possible. Students dropping a course on or before the 6th day of the semester will be permitted to add another class.

No grades will be given or record transferred until the withdrawing student has met all outstanding obligations with the school. Refunds for withdrawals will not be processed until all textbooks have been returned.

MONITORING STUDENT PROGRESS

Monitoring student progress is essential to measure the individual learning process and to judge the student's mastery of skills and materials. The results are used to measure the extent to which the school is accomplishing its goals and objectives and to adjust those goals and strategies for continuing development.

Harmony: Monitoring student progress is essential to measure the individual learning process and to judge the student's mastery of skills and materials. Harmony is an on-line student management system. Parents/students receive a username/password at the beginning of the year. While DUCS counselors support academic achievement; it is ultimately the responsibility of the students/parents to monitor student academic progress. DUCS students/parents may access student schedules, homework, grades, discipline, attendance, Internet usage and lunch records through Harmony. Parents must have an e-mail address on file in order to receive their student's password/username at the beginning of the year.

GRADE REPORTING

"A, B, C, and D" represent passing grade. The grade of "F" indicates failure. Marks given on grade cards represent that performance level in academic achievement. Report cards are issued on the close of each nine-week grading period and convey important information to the parent/guardian and student concerning individual progress. Parents/guardians should insist on students bringing report cards home for inspection. If there is an academic or behavior issue the teacher will notify the parents through a phone call or a note.

If a student is doing failing work midway through a nine-week grading period, he/she will be given a deficiency report and parents/guardians will be emailed by the teacher. Teachers may choose to call the parent or guardian and discuss the student's progress.

Students who have not completed work during a grading period may be given the grade of Incomplete ("I"). If the

incomplete work is not completed and the grade changed within one week after the distribution of the cards, the grade automatically becomes an “F.” The student bears the responsibility of arranging for the completion of the work.

Teachers will use Harmony to post student’s grades and class information on a regular basis.

Students who receive an F for the two nine week grading periods will not be able to pass the semester and take that portion of the class over again.

TRANSCRIPTS

Students needing high school transcripts should request these through Parchment. Parchment is a paperless Secure Transcript service. Counselors will assist seniors in registering with Parchment during the first two weeks of their senior year. Transcripts may be requested through www.Parchment.com at any time. This online ordering and delivery service for official transcripts is free to Indiana schools. All public colleges and numerous private colleges are registered for this service.

ACADEMIC HONOR ROLL

The academic honor roll is divided into three categories--highest distinction, distinction, and honor roll. To earn highest distinction, a student must receive a GPA of 3.75 or higher. To earn distinction, a student must receive a GPA of 3.50 or higher. To earn honor roll a student must receive a GPA of 3.00 or higher. Academic honor roll is computed for each grading period and for each semester.

ACADEMIC HONOR LETTER

In order to receive an Academic Honor Letter, the student must have an average of 3.5 for one complete school year. He/she must be enrolled in five full credit subjects each semester to qualify. An “Honor ‘S’”, chevron, and certificate are awarded the first year a student qualifies. A certificate and chevron are awarded thereafter for each year a student qualifies.

AUDITING OF COURSES

No course credit is given when auditing a course. Students will be allowed to audit a course only in the following situations:

1. A student enrolls at the beginning of the term for the purpose of review of a course previously taken for credit.
2. A student enrolls at the beginning of the term in order to fulfill a recommendation made by his/her post-secondary institution of choice.
3. Maximum class size will be taken into consideration in allowing a student to audit a course.

Note: All requests for auditing will be referred to the guidance department and administration for approval based upon the above considerations.

Graduation Requirements

DUCS students must meet the following requirements in order to be issued a diploma:

- Complete State of Indiana and Dugger Union Community Schools graduation requirements.
- Pass the End of Course Assessments (ECAs) in English 10 and Algebra 1.

DIPLOMA TYPES:

Core 40, Core 40 with Academic Honors, Core 40 with Technical Honors NEW ***Beginning with the class of 2016 students on the Core 40 diploma track are required to take a math class or quantitative reasoning course during each year of high school and the requirements for AH and TH diploma’s have changed for the class of 2016.** If a student takes Algebra I during middle school, he/she will still be required to take a math or quantitative reasoning course each year while in high school. A listing of quantitative reasoning courses is available in the DUCS Guidance Office.

All students must complete a math or physics course in their junior and senior year

For the Core 40 with Academic Honors diploma, students must:

Complete all requirements for Core 40.

Earn 2 additional Core 40 math credits

Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).

Earn 2 Core 40 fine arts credits.

Earn a grade of a “C-” or better in courses that will count toward the diploma.

Have a grade point average of a “B” or better.

Complete one of the following:

Complete AP courses (4 credits) and corresponding AP exams

Earn a combined score of 1750 or higher on all three sections of the SAT and a minimum of 530 on each.

Score a 26 or higher composite on the ACT and complete the writing section.

Complete dual high school/college credit courses from an accredited postsecondary institution (6 transferable college credits)

Complete a combination of an AP course (2 credits and corresponding exam) or dual high school/college credit course(s) from an accredited postsecondary institution (3 transferable college credits)

For the Core 40 with Technical Honors diploma, students must:

Complete all requirements for Core 40. Complete a career-technical program (8 or more related credits)

Earn a grade of “C-” or better in courses that will count toward the diploma.

Have a grade point average of a “B” or better.

Recommended: Earn 2 additional credits in mathematics and 4-8 credits in World Languages for four year college admission.

Complete two of the following, one must be A or B:

Score at or above the following levels on WorkKeys: Reading for Information - Level 6; Applied Mathematics

-Level 6; Locating Information -Level 5 ! Complete dual high school/college credit courses in a technical area (6 college cr.) Complete a Professional Career Internship course (2 credits)

END OF COURSE ASSESSMENTS

If a student passes the End of Course Assessment but fails the class, he/she will receive a letter grade of a D- in the course.

Algebra I and English 10

Beginning with the graduating Class of 2012, all students must pass the Algebra I and English 10 End of Course Assessments (ECAs). Students must pass these two exams in order to meet the graduation requirement in the State of Indiana or students must qualify for a waiver. Students take these exams for the first time at the conclusion of the course. The Algebra I and English 10 exams will be administered to students currently enrolled in Algebra I and English 10 in May of each year. It is critical that students and parents understand the importance of these exams and that students should work hard to prepare throughout the entire year. It is our goal that all students pass on their first attempt. However, if a student does not pass on the first attempt, further remediation and re-testing will be available two times each year.

Biology I

All students enrolled in Biology I are required to take the ECA; however, students do not have to pass this ECA in order to graduate. The waiver process for those not passing the ECAs is as follows:

- Take the ECA in each subject area in which the student did not achieve a passing score at least one time every school year after the school year in which the student first takes the ECA.
- Complete remediation opportunities provided by the student’s school.
- Maintain a school attendance rate of at least 95 percent with excused absences not counted against the student’s attendance.
- Obtain a written recommendation from a teacher of the student in each subject area in which the student has not achieved a passing score. The recommendation must be concurred with by the administrator of the student’s school, and be supported by documentation that the student has attained Grade 9 proficiency in

the subject area based upon tests other than the ECA or based upon classroom work.
-Complete all components of the Core Courses within the curriculum with a grade of “C” or higher in all required and directed elective courses.

REQUIREMENTS FOR EARLY GRADUATION

In order to be considered for early graduation, the student must meet all the following criteria:

- The student must complete 7 semesters of attendance.
- The student must complete all state and local testing requirements for graduation including meeting the graduation Pathways requirement.
- The student must complete and submit a written application signed by the student and his/her parent or guardian.
- The student and parent/guardian must complete a conference with the school administration.

*Final approval shall be determined by the high school administrator. An appeal procedure will be provided for the student and parent or guardian to appeal the administrator’s decision to the Administrator and Board of Trustees.

GRADUATION EXERCISES

All seniors meeting graduation requirement are required to attend commencement practice and commencement exercises. The administrator must clear any exceptions. Graduation will be conducted in a manner suitable to the event. Any student failing to follow the guidelines set forth by the administrator and class sponsor will be removed from the practice and/or exercises. A student who has not met his/her financial obligations to the school prior to graduation will not be allowed to participate. Students within two credits of meeting the graduation requirements will be allowed to participate with the permission of the administrator; however, only those students who have fully completed the state and local requirements will receive a diploma and graduate status.

SENIOR HONOR BANQUET

As a part of the senior graduation activities, an honor banquet will be sponsored for the purpose of recognizing the outstanding achievements of the members of the senior class. Departmental honors and scholarships are announced at this time. Honor banquet is held in mid-May.

GRADUATION HONORS

Valedictorian, salutatorian, and the top ten percent are determined by the grade point average (GPA) at the completion of the eighth semester. The grade point average is determined by dividing the accumulated points by the accumulated credits attempted. All of the students in the class are ranked from the highest GPA to the lowest.

Commencement

- A. All students must have met all requirements for graduation before they may participate in graduation exercises. The administrator must approve exceptions to this rule.
- B. Any student, without a valid reason, who misses graduation practice will not be allowed to participate in the graduation ceremony.
- C. The valedictorian and salutatorian will be determined by the highest grade point average receiving an academic honors diploma at the end of eight semesters. The student must be enrolled for three (3) full, consecutive semesters prior to the second semester of the senior year. (Student must be enrolled day one of their junior year.)
- D. The policy set forth by the Board of School Trustees for the Dugger Union Community School Corporation requires that all students who participate in a graduation ceremony must wear the cap and gown prescribed by the student’s school and ordered through the school’s vendor. Graduating seniors will also be expected to follow additional dress code guidelines as set forth by the individual schools.

E. There will be no decorating of caps and/or gowns.

F. Any students who cause a disruption or behaves in an unacceptable manner during commencement will not receive their diploma.

G. All speeches given by students during commencement must be approved by DUCS administration one week prior to commencement ceremonies. All speakers will practice their speeches prior to commencement.

DUCS GRADING SCALE

A = 100 to 93	C = 76 to 73
A-= 92 to 90	C-= 72 to 70
B+= 89 to 87	D+= 69 to 67
B = 86 to 83	D = 66 to 63
B-= 82 to 80	D-= 62 to 60
C+= 79 to 77	F = 59 below

The grade point average is calculated using a four point scale with all courses weighted equally. Pluses and minuses are used in calculating the grade point average. All courses count toward the grade point average. No courses may be taken pass/fail. The grade point average is calculated by dividing points accumulated by total credits completed. Class rank is based on the grade point average. The four point scale is as follows:

G.P.A.	RANGE	G.P.A.	RANGE
A.....4.00	3.83-4.00	C.....2.00	1.83-2.16
A-...3.66	3.50-3.83	C-...1.66	1.50-1.83
B+...3.33	3.16-3.49	D+...1.33	1.16-1.49
B.....3.00	2.83-3.16	D.....1.00	0.83-1.16
B-...2.66	2.50-2.83	D-...0.66	0.50-0.83
C+...2.33	2.16-2.49	F.....0.00	0.00-0.49

Final semester grades will be based on a “4, 4, 2” calculation; (the final exam will count 20% of the final grade). Note: Any student that fails a course for both grading periods will automatically fail the semester. A student must pass 2 of the 3 semester grades in order to gain credit for the semester. Any student who fails a 9-week grading period must take and pass the final exam to receive credit.

P.E. CREDIT WAIVER INSTRUCTIONS ATHLETICS / ACTIVITIES PARTICIPATION (PHYSICAL EDUCATION WAIVER)

–The Indiana Department of Education and Dugger Union Community School allows for students who participate in school sponsored athletics/activities to gain course credit in order to fulfill the state’s physical education requirement. Any student who completes a high school sport season in good standing (signed off by varsity coach upon completion of season) will receive a semester of credit for physical education. Student will need to complete two sports seasons by the end of their sophomore year in order to meet the PE requirement, or they will be scheduled for freshman PE their junior year. (This can be in two different sports even during the same year.) Cheerleading counts as a sport and one must cheer both football and basketball season to receive the credits. Students will get the participation waiver form from the guidance office. Students must complete two sports by the end of their sophomore year or they will be scheduled for PE 1 and 2 their junior year.

Students:

- Fill out the application form with name, grade, and circled sport(s).
- Parent and student print names and sign the application.
- After above information is complete, give form to the Guidance Dept.

- At the end of each season the Athletic Director will give the forms to coaches to complete.
- In order to receive an A all four areas must be checked and initialed by the coach/instructor.
- Three areas initialed will result in the letter grade of a B.
- Two areas initialed will result in the letter grade of a C.
- If less than two areas are initialed, no grade or credit will be issued for this waiver request.
- If your letter grade for this waiver is less than an A, you will be notified by the counselor and will be given the option of not using the waiver for this activity.

Coaches/Instructors:

- Please check the application for accurate information of student name, circled activity, and grade level.
- Four categories are provided for you to initial and you must initial all four in order for the student to receive an A.
- Three categories initialed will result in the letter grade of a B.
- Two categories initialed will result in the letter grade of a C.
- Less than two initialed categories will result in no credit or grade for this activity.
- Once you have completed the application please return it to the Athletic Director.
- Please do not give the completed application to the student; you must bring it to the Athletic Director.

Academic and Effort Awards

- I. An Honor Roll for middle school students consists of a: HIGHEST DISTINCTION where a student is required to have a minimum Grade Point Average (GPA) of 3.50. Honor Roll is 3.0 and above.
- II. Report cards are issued in grades K-8 at the end of each nine-week grading period.

Teachers will use “Harmony” to post student’s grades and class information on a regular basis.

FINAL EXAM EXEMPTION POLICY

Any student who has three (3) or fewer absences (Excused or Unexcused), during a semester, and is passing every class may opt out of two (2) of their final exams during that semester. Additionally, five unexcused tardies will count as one absence, as well as, each day of In-School Suspension, Out-of-Suspension, or any days at the RISE Program will also count as an absence for final exam exemption eligibility.

STUDENT PLACEMENT

Student placement rests on the decision of DUCS teachers and administrator. DUCS will not take parent requests as to student placement in a particular teacher’s classroom. However, teachers and the administrator reserve the right to place a student in another class setting which benefits that child or the other children of the grade level during the school year. A retention rubric may be utilized in grades K-6 to help determine whether a student has achieved the necessary academic and social growth to be promoted to the next grade level.

IREAD-3

In accordance to Indiana Public Law 109: Starting the 2011-2012 school year, Indiana students in grade three will have to pass the IREAD-3 test in order to be promoted to the fourth grade. A student may be exempt if the student has an Individualized Education Plan and it is determined by the case conference committee that the student does not need to be retained or the student has already been retained twice prior to their entrance into the third grade.

AFTER-SCHOOL TUTORING

Teachers are required to be in the building every day until 4:00 pm. Any student who is in need of academic assistance or credit recovery can make arrangement with their teacher/s to stay after school for academic assistance or credit recovery. Parents/guardians may also make arrangements with their child’s teacher/s for academic assistance or credit recovery. We ask that you do so 24 hours in advance. This is not set up to provide after school day care for your children and we ask that everyone respect what DUCS is trying to accomplish. Using tutoring as such could possibly hinder the academic growth of other students who need tutored. DUCS asks that parents work with teachers to arrange tutoring for our students.

SPECIAL EDUCATION

At DUCS, we have teachers of record who are licensed from preschool through twelfth grade. Ms. Glazier and Mrs. Price are mild interventionist and can assist students who are labeled with emotional disabilities, specific learning disabilities, other health impairments, etc. They are not licensed as a psychometrist or a speech/language pathologist. Nor are they licensed in occupational therapy or hearing. If a student comes in with a disability, the school's case conference committee will meet within ten days of the students arrival to DUCS with the parents of the student/s. During the initial case conference, the DUCS case conference committee will determine if the school has the resources to properly accommodate the needs of the student with the Individualized Education Plan. The DUCS case conference committee will structure the students day to ensure that the student receives the appropriate accommodations, based upon their IEP, during their school day.

If a student requires speech/language testing or services based on an IEP,, a licensed Speech/Language Pathologist from will act as the Teacher of Record for that student, provide the appropriate testing services and accommodations for the student during their school day. will also monitor and test students who are recommended for speech/language services.

If a student requires occupational, visual and/or auditory services, is a member of the Greene/Sullivan Special Education Cooperative and has spoken to the director about helping to provide resources to us for students with these needs as well as guiding us to local entities that provide resources and testing services for students with occupational, visual, and/or auditory needs.

We have also signed a contract and worked out a plan with an independent and licensed psychometrist, Ginny Phegley, to help us identify students who may need tested for an IEP and also perform the testing for DUCS students who are recommended for testing.

DUCS special education teachers will act as the teacher of record for our students that they are qualified to work with. They also may act as the teachers of service for students with occupational/auditory/ visual needs. DUCS has contracted as the teacher of record for our Speech/Language students. We have also signed a contract and worked out a plan with an independent and licensed psychometrist, Ginny Phegley, to help us identify students who may need tested for an IEP and also perform the testing for DUCS students who are recommended for testing.

Mrs. Stephanie Kinnett will oversee the special education, RTI, and 504 processes, policies, and procedures that take place at DUCS. He will be a permanent member of the DUCS case conference committee during his tenure at DUCS. He will ensure that Article 7 is being followed at DUCS. Mrs. Kinnett has also asked Mrs. Ginny Phegley to act as an advisor when it comes to questions in regards to Article 7.

Once a student has been identified, the teacher of record and Mrs. Kinnett will meet with all stakeholders involved with the student, at the school, and formulate and document the educational and/or behavioral and/or action plan for the student named in every IEP. The teacher of record will be identified as well as the teacher/s of service plus the appropriate accommodations and services provided to the student named in the IEP. Proper documentation will be kept in regards to the services and/or accommodations provided for the student named in the IEP.

DUCS will utilize the Indiana IEP process located on the IDOE Learning Connection.

Once the school is notified that a child is moving into the school with an IEP, the DUCS case conference committee will meet within ten days of the student's enrollment date in accordance to Indiana's Article 7.

Students with an IEP or 504 that need extended test times, small group or individual testing scenarios, tests read aloud, or students allowed to read their tests out loud will receive special testing accommodations with appropriate licensed faculty members. DUCS recognizes that only staff members that hold a valid Indiana Teaching License can proctor school wide assessments.

If a student requires speech/language testing or services based on an IEP,, a licensed Speech/Language Pathologist from will act as the Teacher of Record for that student, provide the appropriate services and accommodations for the student during their school day. will also monitor and test students who are recommended for speech/language services.

If a student requires occupational, visual and/or auditory services, is a member of the and has spoken to the director about helping to provide resources to us for students with these needs as well as guiding us to local entities that provide resources for students with occupational, visual, and/or auditory needs.

We have also signed a contract and worked out a plan with an independent and licensed psychometrist, Ginny Phegley, to help us identify students who may need tested for an IEP and also perform the testing for DUCS students who are recommended for testing.

The DUCS teacher of record and Mrs. Kinnett will meet weekly to ensure that all data for students with IEP's, 504's, and RTI's is being properly collected and analyzed. The data will then be stored electronically on a shared Google Folder accessible to school personnel that will need the information and data to better accommodate their students.

DUCS will adhere to every IEP, RTI, and 504 plan of our students.

Special Education Request Procedures:

If a parent would like to request that their child be tested for special education, they must contact Mrs. Kinnett and set up a meeting to discuss the child and the procedures. The parent/guardian should make a written request, during the meeting, for their child to be tested for special education.

ATHLETICS/EXTRA CURRICULAR ACTIVITIES – Section V

ATHLETIC POLICIES

DUCS has athletic guidelines that will be given to each athlete who goes out for any athletic squad. Each coach may make additional policies that pertain to each sport or season.

The following policies will be in place for all DUCSC athletes:

- Athletes, cheerleaders, and dancers are expected to have a physical on file at DUCS before being allowed to participate in extracurricular athletic activities.
- Athletes, cheerleaders, and dancers must display sportsmanship at all athletic events.
- Athletes, cheerleaders, and dancers will be required to follow the disciplinary code of conduct for students found elsewhere in this handbook.
- If a student has an F on their report card, the student will be ineligible for games until midterm (4.5 weeks) grades are posted. Only if the student has no F's will he/she be allowed to participate in games.
- To participate in games and contests, students must attend practices unless the coach or sponsor excuses the student from practice or the student is not in school on the day of practice due to an excused absence.
- If school is cancelled for a day or at the end of the day due to inclement weather, practices and games will also be cancelled.
- Athletes are required to ride the athletic bus to and from athletic events unless the parent provides the coach or sponsor with a written signed statement that the parent will be taking the student to and/or from the athletic event.
- Only athletes or participants and their coaches or sponsors are allowed to ride the athletic bus. Other students, fans, and parents will not be allowed to ride the bus because of liability problems.
- The athlete is responsible for washing and keeping his/her uniform neat and clean. Uniforms should be washed according to the directions on the tag.
- No food or drinks are allowed on the athletic bus.
- Athletes are expected to follow bus rules that are posted on each bus.
- Only players dressed in uniforms will be allowed on the floor to shoot or participate.
- An athlete who gets an after-school detention, in-school detention, or out-of-school suspension, during school hours, may also lose their right to participate in athletic events at the discretion of DUCS administration and the coach and/or sponsor.

SPORTSMANSHIP EXPECTATIONS

In keeping with Board policy, the following behaviors are expected of each group as that group fulfills its role in providing for an athletic program that is based on exemplary sportsmanship.

SCHOOL ADMINISTRATORS are expected to:

- A. Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, the league/conference, and the High School Athletic Association. This program should stress that disrespectful behavior, especially taunting, trash talking, and intimidation, will not be tolerated.
- B. Provide appropriate supervisory personnel for each interscholastic event.
- C. Support participants, coaches, and fans who teach and display good sportsmanship.
- D. Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches, and fans.
- E. Attend events whenever possible and function as a model of good sportsmanship. This includes communicating with spectators **during an event** what is acceptable and unacceptable behavior.

EACH COACH is expected to:

- A. Exemplify the highest moral character, behavior, and leadership, adhering to strong ethical and integrity standards. Practicing good citizenship is practicing good sportsmanship!
- B. Respect the integrity and personality of the individual athlete.
- C. Abide by and teach the rules of the game in letter and in spirit.
- D. Describe and define respectful and disrespectful behavior. Stress that disrespectful behavior, especially taunting, trash talking, and intimidation, will not be tolerated.
- E. Set a good example for players and spectators to follow.
- F. Refrain from arguments in front of players and spectators.

- G. Not use gestures which indicate an official or opposing coach does not know what s/he is doing or talking about.
- H. Not throw objects in disgust.
- I. Shake hands with the officials and the opposing coaches before and after the contest in full view of the public and demand the same of his/her players.
- J. Respect the integrity and judgment of game officials.
The officials are doing their best to help promote athletics and the student athlete. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of all people at the event.
- K. Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media.
- L. Confine his/her remarks to game statistics and to the performance of his/her team.
- N. Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.
- O. Be no party to the use of profanity or obscene language, or improper actions.

EACH STUDENT-ATHLETE is expected to:

- A. Accept and understand the seriousness of his/her responsibility, and the privilege of representing the school, District, and community.
- B. Live up to the standards of sportsmanship established by the school administration and the coaching staff.
- C. Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students, and elementary students. This will assist the student and others to achieve a better understanding and appreciation of the game.
- D. Treat opponents the way the student would like to be treated, as a guest or friend. Who better than the participating athlete can understand all the hard work and team effort that is required of the sport?
- E. Refrain from taunting, trash talking, and making any kind of derogatory remarks to opponents during the game, especially comments of ethnic, racial, or sexual nature.
- F. Refrain from intimidating behavior.
- G. Wish opponents good luck before the game and congratulate them in a sincere manner following either victory or defeat.
- H. Respect the integrity and judgment of game officials. The officials are doing their best to help promote athletes and the sport. Treating them with respect, even if the athlete disagrees with their judgment, will only make a positive impression of the athlete and the team in the eyes of the officials and all the people at the event.
- I. Win with humility; lose with grace. Do both with dignity. Avoid excessive celebrating after a play or end of a game.

EACH CHEERLEADER/DANCER is expected to:

- A. Understand the seriousness and responsibility of his/her role, and the privilege of representing the school, District, and community. Will also wear appropriate clothing before, during, and after each event.
- B. Treat opposing cheerleaders the way the student would like to be treated, as a guest or friend.
Who better than the cheerleader can understand all the training and team effort that goes into a cheerleading squad?
- C. Wish opposing cheerleaders good luck before the game and congratulate them in a sincere manner following either victory or defeat.
- D. Establish standards of desirable behavior for the squad and attempt in a cheerful manner to transfer that to the school's spectators.
- E. Select positive cheers which praise the school's team without antagonizing the opponents.
- F. Encourage a positive crowd alternative when booing or an inappropriate chant begins by starting a popular cheer.

- G. Use discretion in selecting the times to cheer. Give the opposing school the same amount of time the school's squad would want in performing cheers, and treat opposing players like the school's team is treated.
- H. Give encouragement to injured players and recognition to outstanding performances for both teams.
- I. Respect the integrity and judgment of game officials. Treating them with respect, even if the cheerleader disagrees with their judgment, will only make a positive impression of the team, the squad, and community in the eyes of the officials and all at the event. Treating them with respect, even if the cheerleader disagrees with their judgment, will only make a positive impression of the team, the squad, and community in the eyes of the officials and all at the event.

MEMBERS OF OTHER STUDENT GROUPS (PEP CLUB, BAND) are expected to:

- A. Establish themselves as leaders in conduct before, during, and after contests and events. Always provide positive support for the school's team, rather than intimidating or ridiculing the other team.
- B. Assist cheerleaders with yells, chants, etc., and be a working part of pep assemblies, with preparation, organization, and involvement.
- C. Treat opposing players, coaches, spectators, and support groups with respect and enthusiasm.
- D. Refrain from taunting or making any kind of derogatory remarks to opponents during the game, especially comments of ethnic, racial, or sexual nature.
- E. Conduct themselves in an exemplary manner, remembering they represent the school both home and away.
- F. Respect the integrity and judgment of game officials. Treating them with respect, even if disagreeing with their judgment, will only make a positive impression of the group, the team, and community in the eyes of all people at the event.
- G. Be exemplary role models by positively supporting teams in every manner possible, including content of cheers and signs.

EACH SPECTATOR is expected to:

- A. Remember that s/he is at a contest to support and yell for the team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
- B. Remember that school athletics are learning experiences for students and that mistakes are sometimes made. Praise student athletes in their attempt to improve themselves as students, as athletes, and as people as you would praise a student working in the classroom.
- C. Remember that a ticket to a school athletic event is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
- D. Learn the rules of the game, so that s/he may understand and appreciate why certain situations take place.
- E. Show respect for the opposing players, coaches, spectators, and support groups. Treat them as one would treat a guest in his/her own home.
- F. Refrain from taunting or making any kind of derogatory remarks to the opponents during the game, especially comments of ethnic, racial, or sexual nature.
- G. Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
- H. Recognize and show appreciation for an outstanding play by either team.
- I. Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games, and afterwards on or near the site of the event (i.e. tailgating).
- J. Use only those cheers that support and uplift the teams involved.
- K. Recognize and compliment the efforts of school and league administrators in emphasizing the benefits of educational athletics and the role of good sportsmanship to that end.
- L. Be a positive behavior role model through his/her own actions and by censuring those close by whose behavior is unbecoming.

Any form of unacceptable behavior by any student is subject to discipline which may include removal

from the event, suspension of participation in all athletic events for a season or school year, suspension from school, and/or referral to the local authorities.

Any form of unacceptable behavior by any student is subject to discipline which may include removal from the event, suspension of participation in all athletic events for a season or school year, suspension from school, and/or referral to the police. Unacceptable behavior by non-student spectators may result in removal from the event, denial of admission to school athletic events for a season or school year, or referral to local authorities.

COACHES RESPONSIBILITY TO REPORT AND/OR ADDRESS INJURIES

It is the responsibility of every DUCS coach to report an injury that occurs to any player during practice or game. It is also the responsibility of every DUCS coach to address the injuries as soon as he/she becomes aware of the injury.

JUVENILE OR CRIMINAL OFFENSE

Upon presentation of reasonable evidence that a student athlete has acted in a manner that would constitute a crime if committed by an adult or that could result in a criminal charge, whether or not formally made by the office of the prosecuting attorney, he/she shall be suspended by the coach until the extent of the penalty shall be determined by the administrator, athletic director/s and coaching staff.

SUPERVISION OF EXTRA-CURRICULAR ACTIVITIES

No students are to be given permission to remain in the building or on the school grounds unless they are with a group that is under the direct supervision of a member of the faculty or administration. If an adult supervisor from outside the school corporation is in charge, it must be cleared with the building administrator.

ACADEMICS

Student athletes should manage their time in such a way as not to have to miss practices, competitions, or school in order to participate in athletics and achieve successfully in academics. If this cannot be done, students should NOT be involved in athletics. Academics must always be a higher priority than athletics. If a student has an F on their previous report card/progress report, the student will be ineligible for games until midterm (4.5 weeks) grades are posted. Only if the student has no F's will he/she be allowed to participate in games.

AMATEURISM

Students shall not play under assumed names; accept remuneration directly or indirectly for athletic participation; or participate in athletic activities, tryouts, auditions, practices, and games held or sponsored by professional athletic organizations, clubs or their representatives.

ATTENDANCE

Student athletes are expected to be in attendance at school on time the day following any and all evening activities. Failure to do so may result in suspension for next contest.

Students must be in attendance at school **AT LEAST HALF OF THE DAY** to be eligible for extracurricular activities that day/night. Exceptions would be approved pre-arranged absences, school-related functions, medical appointments verified by a doctor's note, a note from a parent explaining any family emergency, or a note from another meeting involving a professional. **Students that are too ill to attend school are too ill to participate in practice or games.**

CHEERLEADERS/DANCE

All requirements for participation which apply to other athletes apply equally to cheerleaders/dance.

CODE OF CONDUCT VIOLATIONS

A student who is a member of a DUCS and/or Dugger athletic team in any capacity (athlete, cheerleader, student manager) must be willing to assume the responsibilities that go along with being a member of a team and wearing school colors. The student body, the community and others often judge our school by our student athletes' conduct and attitude on and off the field, in season and out of season. Student athletes and athletic support personnel are role models and therefore, are expected to be positive examples in school citizenship, scholastic effort, leadership, and in personal appearance.

Each coach may establish additional rules not covered by this handbook. These rules will be in writing so that there will be no misunderstanding on the part of the participants or their parents.

Vandalism and Stealing Penalty

A student athlete shall not vandalize property at school or at other schools or have in their possession any stolen item from any source, including uniforms or equipment from DUCS or other schools. Violation of this offense is an indefinite suspension until restitution is made. Once restitution has been made the following penalties apply. First offense is suspension for 50% of season. Second offense is a one calendar year exclusion from athletics. Third offense is career exclusion from athletics.

Felony Conviction Penalty

A minor convicted of an act that would be a felony if committed by an adult will face the following consequences in addition to any sentence that is prescribed by the courts. First offense is a one calendar year exclusion from athletics. Second offense is career exclusion from athletics.

Misdemeanor Conviction Penalty

A minor convicted of an act that would be a misdemeanor if committed by an adult will face the following consequences in addition to any sentence that is prescribed by the courts. First offense is a one calendar year exclusion from athletics. Second offense is career exclusion from athletics.

EQUIPMENT ISSUE AND RETURN

DUCS endeavors to provide each team member with the best and safest equipment available. All equipment and uniforms issued to an athlete are expected to be returned in the same condition as when issued (excepting normal wear and tear) or the athlete is expected to compensate the athletic department for the lost or damaged equipment. **Failure to return equipment/uniform or pay the replacement cost will prevent the athlete from participating in any activities involving another sport until the obligation is taken care of.**

GROOMING AND APPEARANCE

DUCS athletes act as representatives of the school and community and therefore are required to exhibit a well-groomed and appropriate appearance. The administrator, Athletic Director, and Coaches will determine Athletic Department guidelines as needed concerning the appropriateness of styles within the context of safety and accepted social norms.

HAZING

Hazing is any form of physical, verbal, or emotional mistreatment, abuse or harassment of a student athlete in connection with participation on an interscholastic athletic team. Hazing activities of any type are inconsistent with the goals of DUCS and are prohibited at all times, on or off school grounds and whether occurring during, prior to or after the season or school day. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if the student athlete willingly participates. DUCS prohibits any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student-athlete for the purpose of initiation.

If a student-athlete believes that they have been subject to hazing, the student-athlete must promptly report this incident to a coach, counselor or administrator. This information must immediately be brought to the attention of the administration. Consequences for hazing activities may include but are not limited to: team suspension or removal, school suspension or expulsion, legal prosecution.

PRACTICES: REGULAR, VACATIONS AND SCHOOL CLOSINGS

All team members are expected to attend all practices. Practice schedules during school vacations are set by the coach.

SUNDAY ACTIVITIES

The Corporation respects the time families need to have together on which school activities do not interfere or infringe. Therefore, it is the policy of the Corporation that Sunday's are days of no school-sponsored or directed activities.

CONVOCATIONS

Programs planned for convocations are for the education and enjoyment of the students. Students should give respectful attention to all programs at Dugger Union Community School. All visitors and performing groups should be shown courtesy and hospitality. Proper student behavior reflects favorably on the student body and the community as a whole. Should a choice be offered concerning attendance of a particular convocation, those students choosing to not attend will be dismissed to a supervised study area. Any teacher or administrator has the right to remove any student from the convocation program, if the student is not behaving appropriately. This rule also pertains to pep sessions.

DANCES

Dances are held occasionally after Friday night (home) athletic events. All dances are over at 11:30 p.m. No one will be admitted after 11:00 p.m. Only DUCS students may attend. A high school student from another school will be allowed to attend the dance only if he or she has a date with a DUCS student and has completed the dance request form. Students must remain in the dance and will not be permitted to leave and return. Once a student leaves the dance he/she will not be allowed back in that night. Anyone discovered fighting, smoking, using or under the influence of alcohol or drugs of any kind will be subject to disciplinary action by school officials and arrest. School organizations wishing to arrange and/or sponsor post-game dances or other dances during the year are required to make arrangements through the office of the administrator. Such arrangements must be completed two weeks prior to the selected date. Dugger Union Community Schools officially sponsors 3 dances during the school year.

ACADEMIC TEAMS – EXTRA-CURRICULAR

DUCS participates in various academic competitions. Academic team competition is available to any and all students who wish to pursue the challenge expected of them. Academic competitions include Academic Super Bowl, Science Olympiad, Spell Bowl, Knowledge Master, Quiz Bowl, and the Chemistry Olympiad. In order to receive an Academic Team letter, the student must compete in an academic contest. A lamp of learning pin and certificate will be awarded for the first year of competition. A certificate and pin will be awarded for each year of participation thereafter. Those students who do not compete in competition with another school will receive a participation award.

HOMECOMING ACTIVITIES

Homecoming is held twice during the school year--once during the football season and once during the basketball season. All DUCS alumni are invited to attend. Various activities are associated with each homecoming activity.

PROM

The prom is scheduled for the Spring. The junior and senior classes sponsor it. The prom is open to all juniors and seniors and their dates. Guests attending from another school must be registered with the assistant administrator in advance of the prom, filled out a dance request form, and are subject to all rules and regulations governing Dugger Union Community Schools students. All students attending the prom must be under the age of 21 as of the date of the prom. Traditional formal dress is required (boys-suit/tux, girls-dress).

SCHEDULING OF EXTRA-CURRICULAR EVENTS

All school-related events are to be cleared before being placed upon the school calendar. It is imperative that ample time be given for approval so that all procedures may be followed. Once posted, the activity becomes official school business. Any activity that requires transportation must be properly supervised. Adult drivers or Corporation vehicles must be used. The official school calendar is kept by the administrator's secretary.

SUPERVISION OF EXTRA-CURRICULAR ACTIVITIES

No students are to be given permission to remain in the building or on the school grounds unless they are with a group that is under the direct supervision of a member of the faculty or administration. If an adult supervisor from outside the school corporation is in charge, he/she must have a limited criminal history on file in the Central Office.