

FRONTIER JUNIOR/SENIOR HIGH SCHOOL

ONE FALCON DRIVE

CHALMERS, IN 47929

(219) 984-5437

FAX (219) 984-5360

<http://frontierschoolsin.org/>

MASCOT: Falcons

COLORS: Cardinal Red and Black

VISION STATEMENT

The vision of Frontier Jr./Sr. High School is to create an engaged, academically rigorous environment which encourages students to achieve their full potential through independent thought, innovation, and personal accountability.

FRONTIER SCHOOL CORPORATION ADMINISTRATION

SUPERINTENDENT DAN SIGHTING
PRINCIPAL..... JEFF HETTINGER
DEAN of STUDENTS & ATHLETIC DIRECTORTROY BURGESS
GUIDANCE KATHY BASSETT

WELCOME

Welcome to Frontier Junior-Senior High School. This handbook has been designed to acquaint students and parents with the rules and regulations that guide the operations of the Junior/Senior High School. As you become thoroughly acquainted with it, you will know what is expected of you as a student.

The policies contained within this handbook are those that the administration believes are reasonable and necessary to carry out the educational functions of Frontier Junior-Senior High School. As a member of the school, you are expected to follow the rules that are established for the welfare of the entire student body. In any society there are rules and policies that govern the conduct of its citizens; for this reason you are expected to conduct yourself properly.

All of us at Frontier Junior/Senior High School encourage you to do your best in the classroom and participate in as many activities as possible that will prepare you to live a better life. Your success in school, as in the adult world, is directly proportional to your efforts and may well determine your success and happiness in the future.

Take pride in your school. Pride in our student body and faculty are strong. As a school citizen, your actions should promote that pride. Pride is demonstrated through respect for self, others, and the facilities throughout the school day and all school activities.

Should you have any questions that are not answered by this handbook, please contact the office for assistance. Good luck and best wishes for the coming year.

Not everything regarding policies, situations and goals for students can be addressed in this handbook. Refer to the complete policy manual housed at the Administration Building or Principal's Office.

Special Note: COVID mitigation is ever changing to meet the requirements of the CDC and White County Health

Department. Mitigation efforts will be communicated at the start of the new school year and not within this handbook.

FRONTIER DAILY SCHEDULE

***SCHEDULE IS SUBJECT TO CHANGE**

Monday -	Periods 1-8
Tuesday -	Periods 1-8
Wednesday -	Periods 1, 3, 5, 7 (Activity Period)
Thursday -	Periods 2, 4, 6, 8 (Activity Period)
Friday -	Periods 1-8

Period 1 -	8:15 – 8:59		
Period 2 -	9:03 – 9:53		
Period 3 -	9:57 – 10:41		
<u>Junior High Lunch (A Lunch)</u>		<u>High School (B Lunch)</u>	<u>High School (C Lunch)</u>
Lunch -	10:45 – 11:15*	Period 4 -	10:45 – 11:29*
Period 4 -	11:19* – 12:03*	Lunch -	11:33* – 12:03*
Period 5 -	12:07* – 12:51	Period 5 -	12:07* – 1:51
			Period 4 -10:45 – 11:29*
			Period 5 -11:33* – 12:17*
			Lunch - 12:21* – 12:51
Period 6 -	12:55 – 1:39		
Period 7 -	1:43 – 2:27		

Wednesday	Thursday
Period 1 – 8:15-9:40 Activity – 9:44 – 10:13 <u>Junior High</u> Period 3 – 10:17-10:47 Lunch – 10:47-11:17 Period 3 – 11:17-12:17 <u>High School B</u> Period 3 – 10:17–11:17 B Lunch – 11:17-11:47 Period 3 – 11:47– 12:17 <u>High School C</u> Period 3 – 10:17-11:47 C Lunch – 11:47– 12:17	Period 2– 8:15-9:40 Activity – 9:44 – 10:13 <u>Junior High</u> Period 4 – 10:17-10:47 Lunch – 10:47-11:17 Period 4 – 11:17-12:17 <u>High School B</u> Period 4 – 10:17–11:17 B Lunch – 11:17-11:47 Period 4 – 11:47– 12:17 <u>High School C</u> Period 4 – 10:17-11:47 C Lunch – 11:47– 12:17

<p>Period 5 – 12:21- 1:46</p> <p>Period 7 – 1:50 – 3:15</p>	<p>Period 6 – 12:21- 1:46</p> <p>Period 8 – 1:50 – 3:15</p>
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SCHOOL RESOURCE OFFICER (SRO)

Frontier Schools employ a School Resource Officer. The role of the officer is to provide support to staff, families and students to ensure a safe educational environment. The SRO is not a disciplinarian, but can act as law enforcement if criminal activity is present.

PART I

GENERAL SCHOOL INFORMATION

ADMISSION TO THE CORPORATION

Students who qualify for admission to Frontier Schools shall be accepted when the following documents have been submitted:

- (a) a birth certificate or other appropriate documentary evidence
- (b) court orders or placement papers, if applicable
- (c) proof of residency consisting of a deed, building permit, rental agreement, tax statement, voter registration card.

If custody has been established by the courts, a copy of the court order must be submitted. If such verification is not received within thirty days (30 days) or the document appears to be inaccurate or suspicious, the principal shall notify the White county Sheriff's Office.

Students without appropriate records will be admitted under temporary enrollment for a period of fifteen (15) days, unless extended by the principal. Parents are to be informed at the time of admission.

The sending school shall be contacted within twenty-four (24) hours of the student's entry into school and requested to send all appropriate records. If the school indicates no record of the student's attendance, or the records are not received within fourteen (14) days of the date of request, or if the student does not present a certification of birth or other documentary evidence, the Guidance Director shall immediately notify the law enforcement agency where the student resided and the White County Sheriff's Office, that he/she may be a missing child.

IMMUNIZATION REQUIREMENTS

Each student should have the immunizations required by state law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal or Nurse may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State Law. Any questions about immunizations or waivers should be directed to the school nurse. Senior students must have up to date Immunizations in order to receive their transcript.

CHANGE OF RESIDENCE

All changes in residence and/or telephone numbers must be reported to the high school office. Students whose parents move outside of the corporation may continue attendance at no cost until the end of the semester. At the discretion of the Board of School Trustees such students may be permitted to finish the entire academic year provided that the student has been in good standing with the school and that tuition is based upon the previous year's per capita cost.

WITHDRAWAL FROM SCHOOL

Under Indiana Code 20-8.1-3-17 any student who is at least sixteen (16) years of age, but who is less than eighteen

(18) years of age, may withdraw from school prior to graduation after an exit interview that includes the student, the student's parent/guardian and the principal.

The procedure for withdrawing or transferring is as follows:

1. Meet with the director of guidance to discuss the situation and obtain a withdrawal form.
2. Have the forms signed by teachers after all books and materials have been returned and there are no outstanding fines.
3. For those participating in athletics, have the Athletic Director sign the form to indicate the return of equipment and future athletic status has been explained.
4. Get clearance from the library.
5. Have forms signed by office personnel after all fees have been paid.
6. SCHEDULE APPOINTMENT WITH THE PRINCIPAL FOR AN EXIT INTERVIEW (FOR WITHDRAWALS ONLY).

ASBESTOS SAFETY PROCEDURES

It is the responsibility of the Board of School Trustees to inform school patrons of the presence of asbestos in the schools and to update the AHERA management plans. It is mandated that the public be notified each year of the asbestos management plan and building conditions.

An accredited asbestos inspector, as part of the three re-inspection AHERA requirements, recently inspected all Frontier School Corporation buildings. All school buildings were found to be safe and in good management condition. An Asbestos Management Plan for each school is located in the principal's office and is available for inspection during regular office hours. The Management Plan for the corporation is located at the Administration Office, P.O. Box 809, Chalmers, Indiana and is also available for inspection.

Formal surveillance of the identified asbestos is conducted every six months to determine if any change in the condition of the material has taken place and if any repairs are needed.

All identified asbestos materials are in excellent shape and present no hazard to our students. The asbestos materials are mainly located in boiler rooms and on pipe insulation. Some vinyl floor coverings also contain a slight amount of asbestos. All asbestos materials are properly labeled and maintained. For further information about the federal asbestos rules in school buildings, please contact the Administration Office, P.O. Box 809, Chalmers, Indiana.

ACCIDENTS

Injuries that occur on school grounds or on school-sponsored activities that are away from the school must be reported to the school office immediately, no matter how small the injury. School insurance pays only after family or personal insurance has been exhausted.

It is very important that each student have on file a "Student Emergency Form". This information will assist school officials in determining the procedure to follow in case of injuries. In the event the Emergency Form is not on file, or the parents cannot be contacted, the officials will use their own judgment in the care of the student.

MEETINGS

Meeting requests by school clubs, organizations, athletics or outside groups must be approved by the Principal or designee. Approved meetings will be published on the school's Activity Calendar.

ATHLETICS

Rules, regulations and policies pertaining to athletics are addressed in the Athletic Handbook. However, a few items of importance should be noted. Participating in athletics at Frontier Jr-Sr High School is a privilege, not a right. A student must be successfully passing five classes to remain academically eligible and remain in good standing as per the Athletic Code. For all athletes, the Athletic Code is applicable 24/7 - 365 days of the year.

CIVIL RIGHTS--NONDISCRIMINATORY POLICY

Frontier School Corporation is committed to equal opportunity. Educational services, programs, instruction, and facilities will not be denied to anyone on the basis of age, race, color, sex, handicapping condition, or national origin,

including limited English proficiency. For further information, clarification, or the name of the Title IX/Sexual Harassment Compliance Office, please contact:

Frontier School Corporation

P.O. Box 809

126 E. Main Street

Chalmers, IN 47929

219-984-5009

Information concerning the Civil Rights Nondiscrimination Grievance Procedure for Indiana's Civil Rights Compliance Program may also be obtained from the building principal.

CLOSED CAMPUS AND VISITATION

No student in grades 7-12 will be allowed to leave the school grounds while school is in session. This means no student may leave at noon for lunch and then return to the school. Due to the liability that must be assumed, students, and other individuals who are not students at Frontier Junior-Senior High School may not visit. In extremely unusual circumstances this policy may be waived with the prior approval of the principal.

CLUBS AND ACTIVITIES

Clubs and activities are designed to enrich the school's curriculum. Each student will have an opportunity to join as many clubs and activities as he/she and his/her parents feel is logical for him/her. Club lists will be published after the first three weeks of school.

COMPUTER HARDWARE, SOFTWARE, AND INTERNET POLICIES

For the purpose of copyright, a computer program is defined in the law (U.S. Public Law 96-517(b)) as a set of statements or instructions to be used directly or indirectly in a computer in order to bring about a certain result. Duplicating copyrighted computer software is a federal offense. Criminal penalties make the violators subject to fines of up to \$10,000 and prison terms of up to five years.

The following provisions of the policy of the Frontier School Corporation apply to all school employees, all students, and any member of the community at large using said facilities, equipment, and software:

1. Everyone using corporation facilities and equipment is expected to adhere to the provisions of PL 96-517(b).
2. No one may use unauthorized copies of any software on computer equipment belonging to the school corporation.
3. No one may enter, use, alter, copy or tamper with computer files or software belonging to another person or the school without permission of the owner of the files and the teacher in charge or the appropriate school administrator.
4. Theft or willful/irresponsible damaging of any computer facilities, equipment or software belonging to the school corporation is not permitted.
5. No unauthorized person may use equipment, software, security passwords, or access codes belonging to the school to access or attempt to access data files, a network, or data systems, either local or in remote locations.
6. All students of the Frontier School Corporation are granted access to Internet resources unless the school principal is notified in writing by the student's parent/guardian. Students are expected to be responsible users of the Internet. Students are not permitted to access, upload, download, or otherwise distribute pornographic, obscene, or sexually explicit material, or obscene, abusive, harassing, or sexually explicit language.
7. Educational games under the supervision of staff are permitted.
8. Students may not bring computers or removable media into school for use on school computers without express permission of the computer coordinator.
9. Computer labs are not study hall areas. Students are not permitted in labs without a pass. Labs are to be used for school-related projects and/or assignments only.
10. All students will be provided storage space on Frontier School Corporation file servers.

11. The school servers are for storing school-related files only. Any other non-school related file will be deleted without warning.
12. All Student drives will be deleted two weeks after the end of the school year.
13. No food or drink allowed in the computer areas of labs and classrooms.
14. Students are not allowed to send network broadcast messages.
15. Students are not allowed to change any computer settings, including but not limited to, printer, settings, screen savers, backgrounds, etc.
16. Anyone witnessing the violation of any of the above provisions is expected to report the violation to the teacher in charge or to the appropriate administrator.

Penalties:

1. If a student intentionally violates any provision(s) of the school corporation policy, the student:
 - a. May face disciplinary actions including, but not limited to, detention, Friday night/extended school, or cancellation of the student's school account for up to thirty instructional days. Disciplinary actions will be imposed based on the severity of the violation.
 - b. May also be suspended from school for a period of time, at the direction of the appropriate administrator.
2. At the high school level, if a student intentionally violates any provision of this policy a second time during the school year, the student will be denied access to all corporation computer facilities for the remainder of the semester.
3. If an employee of the corporation or a member of the community at large intentionally violates any provision of the school corporation policy, that person will be denied access to all computer facilities, equipment and software belonging to the corporation for an appropriate period of time.

Clarification of Provision

Use of internet services to communicate with others may be monitored by Frontier School Corporation and is a privilege that may be restricted or rescinded as a disciplinary measure at the direction of the appropriate administrator. Forums, Message Boards, and Blogs of an educational nature must be supervised and approved by staff for student use. Communication using the school network or internet access for non-educational uses must be supervised and approved by staff for student use if a situation occurs that requires such non-educational use.

FRONTIER SCHOOL CORPORATION EXTRA-CURRICULAR ACTIVITIES DRUG TESTING PROGRAM

THE MISSION OF THE FRONTIER SCHOOL CORPORATION

The mission of the Frontier School Corporation is to provide educational opportunities for all students and to help each realize his/her capacity as a thinking, caring, and productive community member in our democratic society. Emphasis is placed on one's intellectual development while recognizing the importance of total development. Each individual has inherent dignity and worth, and we strive to encourage and enhance each student's sense of freedom and feeling of responsibility. The educational program of our schools is designed to assist each individual to understand, accept, and develop his/her abilities and interests and relate them to realistic life goals in order to achieve mature self-direction in a rapidly changing world.

INTRODUCTION

The effective date of this program is August 1, 2000. This program does not affect the current policies, practices, or rights of the Frontier School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy.

REASONABLE CONCERN

Frontier School Corporation has a strong commitment to the health, safety, and welfare of its students. Our commitment to maintaining the extracurricular activities in the Frontier School Corporation as a safe and secure

environment requires a clear policy and supportive programs relating to detection, treatment and prevention of substance abuse by students involved in extracurricular activities.

PURPOSE

Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a health and drug free participation. No student shall be expelled or suspended from school as a result of any verified "positive" test conducted by his/her school under this program other than stated therein; however, students will be subject to the discipline code described in the school's athletic handbook.

SCOPE

Participation in extracurricular activities is a privilege. This policy applies to all Frontier School Corporation students in grades 7-12 who wish to participate in extracurricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not listed. It also includes any student who wishes to drive to school, from school, or during school.

Student Drivers

This includes students driving to, from, or during school. All student drivers are required to obtain a permit to park in the school parking lot. Driving and parking privileges can be removed if a student discipline issue is connected to driving to and from school.

LEGAL OBLIGATION

Indiana Code 20-8.1-7 sets forth health measures to be governed by school officials. Most specifically, IC 20-8.7-2 establishes the responsibility of the schools to assist children found to be ill or in need of treatment.

DRUG EDUCATION

The sponsor or coach of each extracurricular activity will require the attendance of all prospective participants at one or more drug education sessions. Each prospective participant shall receive a copy of this policy in the student handbook. An educational presentation will also be made to educate the students about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

CONSENT FORM

It is **MANDATORY** that each student who participates in extracurricular activities signs and returns the "consent form" prior to participation in any extracurricular activity. Failure to comply will result in non-participation.

Each extracurricular participant shall be provided with a "consent form" which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is agreeing to participate in the random drug-testing program at Frontier Junior-Senior High School. Students have to have the form signed and on file within the first month of entering school in order to participate in any extra-curricular activities or Prom.

TESTING PROCEDURES

1. The selection of participants to be tested will be done randomly by the testing agency. Numbers will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at anytime during the year. Each student will be assigned a number that will be placed in the drawing.
2. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
3. Upon being selected for a urinalysis test under this policy, either by random draw or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
4. All students will remain under supervision until they have produced an adequate urine specimen. The student will

be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told that he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.

5. All specimens registering below 90 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
6. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extracurricular activities" for the remainder of the school year. This will be reported to the parent.
7. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.
8. The specimens will then be transported to the testing laboratory, and each specimen will be tested for alcohol and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana).
9. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organization (JVAHO).

CHAIN OF CUSTODY

1. The certified laboratory will set up the collection site, conduct the collection, guarantee specimens, and supervise the chain of custody. To maintain anonymity, the student's number, not name, will be used.
2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker.
3. Before the student's urine is tested by the laboratory, students will agree to fill out, sign and date any form, which may be required by the testing laboratory. If a student chooses, he/she may notify the administration that he/she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab-testing specimen.
5. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.
6. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. After obtaining the specimen bottle from the laboratory supervisor, the student will enter the restroom and the door will be closed so that the student is by himself/herself when providing a urine specimen. The supervisor will wait outside the restroom. The commode will contain a blue dye so that the water cannot be used to dilute a sample. The faucets in the restroom will be shut off.
7. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/administrative designee.
8. In order to maintain confidentiality, the container, which contains the urine specimen to be tested, will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. The results sheet for the urinalysis will be mailed back to the principal/administrative designee.

TEST RESULTS

1. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.
2. The principal/administrative designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analysis). The principal/administrative

designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information, which will be considered in determining whether a "positive" test has been satisfactorily explained.

In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.

3. If the test is verified "positive", the principal/ administrative designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student will be notified as to discipline action to be taken. Before the student becomes eligible, a second drug test will be given. If a second "positive" test result is obtained from the "follow-up" test or any later test of that participant, the testing procedure and extracurricular/athletic code shall be followed. In addition, the Frontier School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make satisfactory explanation.
4. Information on a certified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested.
5. Drug testing result sheets will be returned to the principal/administrative designee. Names of students tested will not be kept in open files or in any computer. Results sheets will be locked and secured in a location that only the principal/administrative designee may access.

FINANCIAL RESPONSIBILITY

1. Under this policy, the Frontier School Corporation will pay for all initial random 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 and his/her parent/guardian.

CONFIDENTIALITY

Under this drug testing program, any staff, coach, or sponsor of the Frontier School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Frontier School Corporation commitment to confidentiality with regards to the program.

OTHER RULES

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

TESTING FLOWCHART

- Students are entered into data pool by assigned number.
- The testing agency selects student names randomly by utilizing assigned number.
- The testing agency will send numbers to Frontier Junior-Senior High School.
- The principal/administrative designee will escort the student to the testing site for specimen collection by the testing agency.
- The testing agency will follow the chain of command and test sample.
- A positive test screening will result in a second confirming test by the laboratory.

- All test results are reported to the principal/administrative designee.
- The principal/administrative designee will contact the parents if the test results are positive.
The principal/administrative designee will review the test results with the parents and consequences for a positive test result that is not explainable will be applied.

CONSEQUENCES OF A “POSITIVE” TEST RESULT

No student shall be disciplined as a result of any positive test conducted under this program other than stated herein. This does not, however, supersede any other school policies.

The refusal to cooperate in the collection of a urine specimen will be considered a “positive” test.

Any student who is a participant in a Frontier School Corporation extracurricular activity or drives a motor vehicle to school will be subject to the following consequences for each “positive” drug test that is not satisfactorily explained.

Athletes are also subjected to consequences in the athletic code found in the athletic handbook.

ALCOHOL &/or TOBACCO	1st	2nd	3rd
Driving	45 school days Suspension	1 calendar year suspension	remainder of school career suspension
Activities	45 school days Suspension	1 calendar year suspension	remainder of school career suspension
CONTROLLED SUBSTANCES			
Driving	90 school days Suspension	1 calendar year suspension	remainder of school career suspension
Activities	90 school days Suspension	1 calendar year suspension	remainder of school career suspension

APPEAL

A student may appeal the results of the drug test by seeking a second opinion-drug screening. In order for the second opinion drug screening to be valid, the test must occur within one week of the first results and must happen at an approved/certified lab. The student/parent is responsible for the cost of the second opinion-drug screening.

A student **may** reduce his/her first offense suspension by 50% by successfully completing a professional drug counseling program at the student's parent/guardian expense. The counseling program must be approved by the principal/administrative designee in advance and completion of the program must be documented to the principal/administrative designee before reinstatement may occur.

Practice during the suspension period will be up to the individual coach or sponsor involved.

All suspensions may carry over to the next school year.

FIELD TRIPS

Frontier Junior/Senior High School will schedule supervised field trips when opportunities are educational in nature and convenient in school planning. However, it must be understood that only students who have returned signed permission slips to the supervising teacher will be allowed to leave the building. Also, students are responsible for all work that is missed while they are away from the building. All work will be turned in no later than the next regular scheduled class meeting. Also, all quizzes, tests, and papers will be conducted or turned in the next regular scheduled class period following the absence. The supervising teacher and principal will make the determination for who is allowed to leave the building. This will be determined on regular attendance and any failing or near failing grades.

Students with academic and/or disciplinary problems may not be allowed on field trips. If misconduct occurs during a field trip, the student(s) forfeits all other field trip privileges for the school year.

HALL PASSES

All students will have a pass if they leave the classroom unaccompanied by a teacher. The pass will contain the student's name, teacher's name, date, destination, and time the student left the classroom/office. Students wishing to leave a class to work on other classroom material should obtain a pass from the teacher for whom they are working. Book bags are to be kept in the student's locker unless given special permission by the principal and/or classroom teacher. **Substitute teachers may not write passes for students unless it is an extreme emergency.**

HEALTH SERVICES

The nurse or trained office staff provides assistance whenever needed. Minor injuries or ailments may be cared for at school and general first aid will be administered. If any question concerning an illness or injury exists, parents will be contacted if at all possible. Please remember that the school nurse is not a physician and cannot diagnose children with illness.

In the event of illness outbreak, epidemic, or pandemic, Frontier Schools will be at liberty to change school health policies and procedures to align with executive orders guided by the CDC, Indiana Department of Health, White County Health Department, and Frontier Corporation nurse/administration.

Each school year, children are excluded from school for various medical reasons. This is done for the welfare of the child. According to the White County Health officer, teachers are required to exclude children from school who have any of the following conditions.

1. Elevated temperature of 100 degrees or higher, with or without other symptoms such as headache, sore throat, rash and other symptoms of communicable disease.
2. Any undiagnosed rash.
3. Any sore or inflamed throat.
4. Discharging from ears.
5. Other skin diseases.
6. Inflammatory eye conditions (pink eye)
7. Any undiagnosed cough (especially during epidemics of whooping cough and measles).
8. Nausea and vomiting.
9. Pediculosis and nits (lice).
10. Diarrhea

Students with fever of 100 degrees or higher must be fever free (without use of medication) for 24 hours before returning to school. Those with vomiting must not return to school until 24 hours from last vomiting episode. If a child has been started on an antibiotic for something which is contagious, (strep throat, pink eye, etc.) we like for 24 hours of antibiotics to be completed before the child returns to school. These are all efforts to keep disease from spreading. In certain circumstances, the parent will be required to obtain a physician's note, stating that the child is no longer contagious.

The nurse or trained office staff has the capability to excuse students medically if certain criteria are met. Therefore it is strongly suggested that students first visit the nurse before taking it upon themselves to call home or have a teacher call home.

SCHOOL MEDICATION POLICY

In order for the school to give medication to a student several guidelines must be followed.

Frontier School Corporation has a school medication consent form that must be completed by the parent or legal guardian. This form may be obtained from the front office, the Nurse's office, or online at

<http://frontierschoolsin.org/>

1. It may be found under the information tab. Medications will not be accepted without proper consent.
2. All medications brought to school must be in the original container from the pharmacy. The size of the bottle should be no larger than a 50 count pill bottle (approximately 2 ½ inches tall by 1 ½ inches wide). Medications should be brought to the nurse's office where they are stored in a locked drawer.
3. Prescription Medications may be administered to a student while in school under the following conditions:
 - a. Written permission of a parent or guardian authorizing the administration of the medication.
 - b. A physician's order, on file, that contains the student's name, medication, and instructions for administration while at school. The prescription label also serves as a doctor's order.
4. Over-the-counter medications may be given to a student while in school under the following conditions:
 - a. Written permission of a parent or legal guardian authorizing the administration of the medication. This would be achieved by the parent completing the school medication consent form. **(No handwritten notes from home)**
 - b. All medications must be brought to school in their original container. The size of the bottle should be no larger than a 50 count pill bottle (approximately 2 ½ inches tall by 1 ½ inches wide). The child's name should be on the medication. All medication should be brought to the nurse's office where they will be kept in a locked drawer.
 - c. Cough drops must be accompanied by a note from parent and is to be placed under teacher's supervision.
 - d. No aspirin will be administered at school because of its connection to Reyes Syndrome.
 - e. Sharing of medications with other students will **NOT** be tolerated. The only exception to this is siblings, in which case, each child must have their own consent form completed for the medication. Do **NOT** include multiple names on one consent form.

If the above guidelines for medication administration at school are not followed, the school may refuse to give the medication.

Please send to school only the medications that need to be given during the school day. If possible, try to give medications at home. If the doctor orders a medication to be given 3 times daily, in most cases, it can be given before school, after school and at bedtime. Medications ordered four times daily probably need to be given around the noon hour.

If antibiotics or other prescription medications need to be given at school, please have the pharmacist label an extra bottle to keep at school. Only the amount needed should be sent to school. This works better than having the child transport the medication to and from school each day.

Inhalers should come in their original boxes with the prescription label affixed. This provides the doctor's order and also provides easier identification and storage.

Medications that are possessed by a school for administration during school hours or at school functions for a student may be released to:

1. The student's parent
2. An individual who is:

- A. At least 18 years of age; and
 - B. Designated in writing by the student's parent to receive the medication
3. The school corporation may send home medication with a student if the student's parent provides written permission for the student to receive the medication. (This is the 2nd signature on the Medication Request Form.)

Any student with a chronic disease or medical condition (such as asthma) may self-administer the medication at school if the school receives, in writing, two statements-one from the parent and one from the doctor.

1. The parent must send written permission for the child to carry the medication and self-administer.
2. A physician must state in writing the following:
 - A. The student has an acute disease or medical condition to which the physician has prescribed medication.
 - B. The student has been instructed in how to self-administer the medication; and
 - C. The nature of the disease or medical condition requires emergency administration of the medication.

The physician determines what is acute and chronic, not the school. The authorization must be filed annually.

HEAD LICE

Head lice are wingless, grayish insects approximately 1/8 inch in length and are exclusively parasites of humans. They lay tiny eggs which are glued to the hair shaft. The eggs hatch in about a week and in another week a fertilized female will lay approximately forty (40) eggs before she dies in about 20-30 days. Head lice are completely dependent on human blood which they suck from bite wounds in the scalp. The bites produce intense itching.

Lice and Nits (eggs) are most commonly found above and behind the ears and along the back of the head and neck, but nits are found throughout the hair. Nits tightly adhere themselves to the hair shaft and are difficult to remove. A fine tooth comb may help remove the nits, but usually nits need to be pulled or clipped from the hair. Nits have somewhat the appearance of dandruff, but dandruff will easily fall off or move when the hair is flicked. NITS DO NOT!

Head lice problems arise among school age children due to close contact with each other. According to White County Health Department Policy, **once lice or nits have been detected, a student may not remain at school.** The parent will be notified to take the child home. We provide the parent with written instructions to assist with proper treatment. Before returning to school, the child must be deemed clear of all nits by the school nurse or White County Health Department.

General plan of action is as follows: Routine head checks will occur each semester or as deemed necessary by the school nurse.

1. When a student has been identified with head lice, a parent/guardian must be present to sign their student out from school so the school nurse or trained staff can educate. Siblings, or other children who live in the same household will also be checked.
2. If a student is identified with head lice while off of school premises, a physician, health department or school nurse must verify the head lice, for the student to be excluded with medical excuse.

3. Treatment must be started the same day per parent/guardian. All nits must be removed per parent/guardian by hand or with lice comb.
4. A head check must be performed that next morning by the school nurse or health department. Parent or guardian must attend these checks to know where to focus attention. If the student remains with active, live bugs, a physician must be consulted for prescription treatment that same day.
5. If nits remain, the student will continue to be excluded until nits are gone. It is the parent/guardian responsibility to remove them.
6. Mandatory rechecks will occur each morning by the school nurse or White County Health Nurse until lice/nits are gone.
7. Any days that a student does not show up for recheck will be unexcused absences.
8. By day 5 of this process, if there is a lack of improvement, or if any deviation from this policy is noted, administration will have grounds to involve the White County Health Department or Family Services for further assistance.

Procedures to See The Nurse Or Receive Medicine

If a student feels sick during the school day, he/she should get a pass from the teacher and go to the nurse's office. A student may not remain in the nurse's office for more than one half of the class period. If a student is too ill to return to class and needs to go home, the nurse or other office personnel will contact a parent/guardian. Medical excuse for going home early can only be provided by the school nurse, administrator, or trained office staff. This means that all students wishing to call a parent or go home due to feeling ill must be evaluated by the school nurse and/or trained office staff before a call is made. Per school policy, there are specific criteria for a medical excused absence/dismissal, so not all students may qualify. Students who bypass the office to phone or text parents to pick them up, will not be excused medically unless they present a signed physicians note excusing the absence (per school policy). Please contact the school nurse if you have any questions or concerns.

LIBRARY

The library, or Instructional Media Center (IMC), provides books, allows computer access to the Web, and other reference materials to enrich the students' total school experience in connection with studies and recreational interests.

Lost or irreparably damaged books are assessed at current replacement cost and are the responsibility of the student.

Students are encouraged to use the library; however an atmosphere conducive to study must be maintained.

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

LOCKER POLICY

Students have been provided a locker of ample size for books and clothing. Students should memorize their locker combination and tell it to no one else. **Lockers should be kept locked at all times** and be kept clean and neat.

Locks are available and should be used for Physical Education. Students have a responsibility to secure their belongings. Periodically, lockers will be inspected. Lockers that are found unlocked or in poor condition will be reported to the guidance office. Students who have any trouble with lockers should contact the custodians or the guidance department.

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, large sums of cash, and the like, are tempting targets for theft and extortion. The school cannot be

responsible for their safekeeping and will not be liable for the loss of or damage to personal valuables.

Following is an excerpt of the Frontier School Corporation's policy as it relates to locker use and inspection. All lockers made available for student use on the school premises, including lockers located in the hallways, physical education locker room, athletic dressing rooms, technology classrooms, agricultural education classrooms, and art classroom, are the property of the school corporation.

The student's use of the locker does not diminish the school corporation 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.

Locker Rules and Regulations – In order to implement the School corporation policy concerning student lockers, the school board adopts the following rules and regulations:

1. **LOCKS**—The school corporation will retain access to the student lockers by keeping a master list of combinations. Students may not use their own locks to prevent access to lockers by school officials, and any unauthorized locks may be removed without notice and destroyed.
2. **USES OF LOCKERS**—Lockers are to be used to store school supplies and personal items necessary for use at school.
3. **AUTHORITY TO INSPECT**—The school corporation retains the right to ensure they are being maintained in accordance with the conditions of Rule No. 2. The principal (or a member of the administrative staff designated in writing herein after referred to as "designee" by the principal) shall conduct all inspections of lockers.
4. **INSPECTION OF INDIVIDUAL STUDENT LOCKERS**
 - a. The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains contraband.
 - b. Before a particular student's locker is inspected, the student, if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduction of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises.
5. **INSPECTION OF ALL LOCKERS**
 - a. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or administrative assistant reasonably believe that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to an person, (3) damage to personal or school property, or (4) a violation of state law or school rules.
 - b. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
6. **INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS**—The principal, superintendent, or administrative assistant may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
 - a. To identify substances which may be found in the lockers; or
 - b. To protect the health and safety of persons or property, such as to aid in the location and disarming of bombs which may be located in the lockers.
 - c. Periodic searches of lockers and other school facilities will be conducted using trained canines and law enforcement officers.

LOST AND FOUND

Lost and found articles are to be turned in to the office. Lost articles, which are not claimed within a reasonable length of time, will be donated to Goodwill Industries.

MOTOR VEHICLE REGULATIONS

Driving to school and parking at Frontier Jr./Sr. High School is a privilege granted by the school corporation, it is not an inalienable right. Specific driving behavior and responsibilities are expected as outlined below:

- a. The student is expected to have an Indiana operator's license if he drives a motor vehicle to school.
- b. Students will have 30 days at the beginning of each semester to purchase a parking tag. If the student fails to purchase a parking tag, the student will receive a 5 day written notice. If the student does not get a parking tag within the listed five days, they will have their driving privileges suspended for the semester.
- c. The vehicle must be registered in the high school office and a parking permit **MUST** be properly displayed on the rear view mirror. If the vehicle is not registered and a parking permit is not visible, a warning will be given the first time. The second time will result in disciplinary action and suspension of driving privileges. No "trading" of parking permits is allowed. If this occurs, the student's driving privilege will be suspended for at least nine weeks.
- d. Students are to park motor vehicles in the west parking lot by the main entrance. Upon entering the student grounds, a student driver shall park in the designated area. Once parked, the vehicles are not to be driven until afternoon dismissal unless special arrangements have been made with the principal for an emergency or special situation.
- e. Once students enter the parking lot, the car is to be parked. Students are not allowed to drive in and out of the lot and/or circle the school continuously. Students are to park in approved areas for students, not in fire lanes, the teachers parking area, or visitors parking area. This includes any school activity.
- f. Once the car is parked, the students are to proceed immediately into the building.
- g. Speeding, peeling out, or careless driving on the streets bordering the school or in the parking lot will not be tolerated.
- h. Student drivers are always to yield the right of way to the buses.
- i. Students are not to enter or leave the parking lots smoking. Smoking will not be permitted on any school grounds.
- j. As drivers, you are responsible for all passengers' behavior.
- k. Student's cars may be searched if suspected of harboring illegal contraband, weapons, or other illicit materials.

Keep in mind that driving to school is a **PRIVILEGE**. Any student who does not follow proper safety and driving attitudes or violates the above rules pertaining to registration and parking will jeopardize his/her privilege to drive to school, as well as having the police called and/or having the vehicle removed from school grounds.

POSTERS

All posters and announcements to be displayed anywhere in the school building must be approved by the principal or the administrative assistant.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 serves students, parents, employees, applicants for employment and programs within the Frontier School Corporation. Frontier School Corporation assures students, parents, applicants for employment, and employees that it will not discriminate against any individual.

Section 504 compliance coordinators:

Frontier School Corporation
P.O. Box 809
126 E. Main Street
Chalmers, IN 47929

Special Education Cooperative:
Cooperative School Services
116 N. Van Rensselaer Street, Suite 9
Rensselaer, IN 47978

FRONTIER SCHOOL CORPORATION SECLUSION AND RESTRAINT PLAN

As part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint or seclusion, the parents or guardians will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and/or seclusion.

The Seclusion and Restraint Plan is available online at: <http://frontierschoolsin.org/>

SCHOOL DANCES

The dances are provided for student entertainment.

1. Only Frontier students and their guests may attend the dances. The student who brings an out-of-school guest is responsible for the conduct of that guest and must register the guest in the main office. No persons who are currently enrolled in a middle school may attend high school dances. No high school students may attend a junior high dance.
2. Guests must be under the age of 21. Administrative approval for students over 21 may be given under certain circumstances for the prom.
3. Students are expected to arrive at the dance no later than 30 minutes after the dance starts unless prior arrangements have been made and approved by the administration.
4. Students attending dances are not permitted to leave and re-enter. (Not even if they re-pay the admission price.)
5. Dance sponsors and chaperones are ultimately responsible for maintaining discipline at the dance. If, in the opinion of the sponsor/chaperone, a student's/guest's behavior does not meet school standards, the student/guest will be asked to leave the dance or will be denied entrance to the dance. Any such situation will be reported to the administration and possibly to the legal authorities.
6. As with all school supported functions, students who violate rules regarding smoking, tobacco, alcohol, and drug use will be subject to school rules regarding these violations. Students violating such rules will be denied entrance to the dance and will be turned over to the legal authorities.
7. All appropriate school policies and regulations will be enforced. In addition to possible school suspension, violators of such policies are subject to the loss of privileges regarding participation and/or attendance in any or all extra-curricular activities for a length of time as determined by the school administration.
8. School officials will handle violations of public laws in cooperation with the appropriate law officials. Parents will be notified immediately if it is deemed necessary by these officials.

Juniors wishing to attend the prom must meet the following requirements:

- (a) Must meet the fundraising sales requirement or pay the fundraiser buyout in March
 - (b) Must participate in the Apple Popcorn Festival Fish Fry by working a 2 hour shift, pre-selling tickets, and/or donating baked goods.
 - (c) Class dues requirement: Must have paid class dues for all years enrolled at Frontier Jr./Sr. High School: 7th = \$5, 8th = \$5, 9th = \$5, 10th = \$10, 11th = \$15.
 - (e) Purchase prom ticket
9. Students serving athletic suspensions are required to receive administration approval to attend extra-curricular activities (dances, clubs, etc.).

All requirements must be met in order for any junior to attend prom (this includes any junior whose date happens to be a senior or another junior.)

SCHOOL LUNCH PROGRAM

Lunches will be served in the school cafeteria each full day that school is in session. Price for students and adults will be determined at the beginning of each academic school year. Price information for each academic year will be included in the back to school newsletter sent out in late July or early August. Applications for free and reduced lunches may be obtained in the office. Students and staff will be issued a lunch number that they must have to go through the lunch line and receive service.

Cafeteria/Lunchroom guidelines:

1. Lunch money (cash or check) must be given to the cashier **BEFORE** school starts. **No cash/check will be accepted during the lunch period.** Money can be put in the secure cafeteria mailbox at any time, but the funds may not be credited to the student's account until the following day. Cash **MUST** be put in an envelope with the student's name clearly written on it. Checks must have the student's name clearly written in the memo line. Checks may also be put in an envelope with the student's name on the outside before being placed in the mailbox.
2. All students must have money in their accounts to purchase lunch or other food items. No cash/change will be returned at the "point of services" in the lunch line. You may **NOT** charge Ala Carte items or take your account into the negative purchasing them. Ala carte items are any items that are not a full meal or salad. (example: chips, bottled water and other drinks, ice cream, second servings of entrees, etc.)
3. All students are required to use their lunch number to purchase lunch or other food items. This number is not to be shared with others. Students are responsible for knowing their lunch account balance. Lunch account balances may be checked for free on EZSchool Pay.
4. Students on free and reduced lunch **may not** buy lunch for other students. Free and Reduced students **must have** money in their account to purchase Ala carte items.
5. Students are not to cut in line. There will be no moving up in the lunch line. Students **MUST REMAIN** at the register until their transaction is completed.
6. Students are to leave their area clean. If students leave their area messy, they will remain to clean the lunch tables.
7. Students are to place all trash, silverware, and lunch trays/plates in the appropriate containers.
8. **Throwing food is a suspendable offense!**

The school will stop taking checks towards end of year. This is to avoid receiving NSF checks at the end of the year. In the month of May, Seniors are discouraged from depositing large amounts of money to avoid having a large balance at the end of the school year. If they have younger siblings, that money can be transferred to that student. Any money left in accounts at the end of the year will remain for next year. Parents of students who withdraw may request a refund.

Students with health issues that may impact breakfast/lunch or the breakfast/lunch menu, must communicate needs with the school nurse for proper accommodations to be implemented. Examples of these may include tube feedings, Type 1 diabetes, choking concerns, food pacing issues, etc.

If a student has a milk intolerance or any other food allergy, it is very important to notify the school nurse. Students with severe allergy requiring the emergency administration of epinephrine, must contact the school nurse. Per new state law, an order from a physician must be on file if the student requires ANY food substitutes including milk, nuts, etc. Frontier Junior/Senior High School is NOT a nut-free campus, however we implement safeguards and education to reduce exposures for all students with food allergies.

SNACKS AND SOFT DRINKS

Smart Snacks In Schools will be the only snack choice for staff and students. Federal government policies require schools to serve healthy snacks only. Fundraisers that include food and beverages **sold during the school day** will

have to meet *Smart Snack* guidelines.

Students may bring clear bottles containing only pure water without additives to drink throughout the school day. Any outside food or beverage may be confiscated. This privilege will be revoked if rules are not followed. Students will receive a warning for first offense and subsequent offenses will result in detentions and/or suspensions.

SENIOR PICTURES FOR YEARBOOK

Interstate Photography has been selected as the official photographer for the Frontier High School senior pictures. Because a yearbook must have consistency in color reproduction, head size, background, and pose, only Prestige Portraits pictures will be included in the senior section of the yearbook. However, seniors are under no obligation to purchase pictures from Prestige. If the senior chooses, that senior may purchase senior pictures elsewhere, but the yearbook picture must be taken by Interstate Photography. Pictures will be scheduled in the fall of senior year so that the senior picture will be included in the Talon. The proofs will be sent to the home of the senior so that the senior can select their yearbook picture. Gentlemen are requested to wear a dress shirt and tie or sweater for the picture. No t-shirts should be worn. Ladies are to wear a nice top or blouse in a solid color. No spaghetti straps or off the shoulder tops should be worn.

SPECIAL STATUS STUDENTS

If students are married, divorced, pregnant, or re-enter school after age eighteen, they are considered a student with special status. This simply means that the student needs to report their situation to the guidance office so the school officials are aware and can be of assistance to them. As long as the following criteria are met, they may continue their education in regular fashion:

1. Special status students must secure the appropriate forms to be re-admitted. Such forms are in the guidance office.
2. Special status students shall follow the program of classes prepared by their counselor.
3. Special status students shall enjoy the same privileges and assume the same responsibilities as other students, in so far as daily class work and attendance are concerned.
4. Special status students shall agree to submit, at their own expense, to a physical examination by a licensed physician, if requested to do so by school officials.
5. If, in the opinion of the school officials and after considerable discussion between the student, their physician, their guidance counselor, and the principal, it is determined that their special status is interfering with their education and/or the education of other students, they will be asked to withdraw from school.
6. It is especially important that, should a student become pregnant, they report this to their guidance counselor. We are concerned for the student's health as well as their baby's health. Students will be asked to provide an affidavit that indicates that the school will not be held responsible in the case of an accident. The school will also require that the student provide them with a statement (every 30 days) from their physician that says school will not impair their health.
7. Special status students will be issued a regular diploma upon graduation and will be permitted to take part in graduation exercises, if so desired.
8. Each request will be considered on an individual basis.

STUDENT INSURANCE

Student insurance may be available on an optional basis to all students. Information concerning this insurance will be distributed at the beginning of the school year. We strongly recommend that students be covered by some type of insurance since the school does not assume medical liability for student injuries.

STUDENT SOLICITATION

Students will not sell or attempt to sell at school any items that have not been authorized for sale by the principal.

TELEPHONES

The telephones in the offices are to be used for *school* business. Students will not be called to the telephone except

in cases of emergency. However, the call will be taken and the student will be given the message.

TEXTBOOKS

All textbooks are rented to the students for their use during the school year. Workbooks and other supplies are paid for by the student. Lost books and damaged books will result in a fine to the student. As stated, the books are rented, and it is the student's responsibility to keep them in good condition.

TRANSPORTATION AND GENERAL BUS RULES

In areas where school bus transportation is furnished, parents and students are reminded that it is a **privilege** and not a right. All students riding buses to and from school and to school sponsored activities are expected to obey the driver or chaperone in charge. It is the responsibility of each rider to be ready to board the bus at the designated time and place.

Consequences for inappropriate bus conduct include:

1st offense - written warning

2nd offense - driver reports to administrator, who may remove student from bus for 1 day

3rd offense - administrator may remove student from bus for 3 to 5 days

4th offense - riding privilege may be revoked for semester or year. **Note: If offense imposes danger or threat, student may be removed from bus upon first offense.**

Bus Conduct Rules:

1. Follow school rules
2. Sit in the driver assigned seat or area
3. Be courteous, no profane language, yelling or screaming.
4. Do not eat or drink on the bus.
5. Keep the bus clean.
6. Obey the driver at all times.
7. No tampering with any part of the bus (emergency exit, seats, etc.)
8. Keep head, hands, and feet inside the bus.
9. Wait until the bus comes to a complete stop before entering or exiting the bus. If crossing the road, wait until the driver instructs you to do so.
10. Do not throw anything from the windows.
11. Be silent when approaching a railroad crossing.
12. Students suspended from one bus are suspended from all buses.

EMERGENCY PROCEDURES

EMERGENCY CLOSING OF SCHOOL

When school must be closed because of bad weather or other emergencies, announcements will be made on local radio and TV stations.

WORK PERMIT POLICY

Work permits are issued in the high school guidance office. The office is open Monday through Friday of each week from 7:30 a.m. until 3:30 p.m. on normal school days. All students must have a job before a work permit is issued.

The first step in securing a work permit is to get an "Intention to Employ" form to be filled out by the prospective employer. These forms are available from the office or your employer. The "Intention to Employ" form is taken to the employer who fills it out by listing the student's name, address, and kind of work that he/she will be doing. The name of the business, address, and signature of the employer are also written on the form. The student and one of his/her parents must also sign the form.

The second step in securing a work permit is that the student brings the completed "Intention to Employ" form and a copy of their birth certificate back to the office. The birth certificate must be seen and recorded by the person issuing the work permit.

PART II

GUIDANCE DEPARTMENT AND ACADEMIC INFORMATION

STUDENT SERVICES

Students are free to confer with a counselor anytime outside of their regularly scheduled classes. If a student does not have a free period, he/she should make arrangements with a counselor for a conference before or after school. Classroom teachers may give permission for a student to see a counselor if necessary and convenient during class time.

Listed below are several reasons for conferring with your counselor:

1. Career Planning—what high school courses do I need for college? Where should I attend? What should I study? What trade or technical schools are worthy of my consideration? What type of work or trade am I best suited for? Where are trade or technical schools located?
2. College and vocational school application—when do I apply? Must I wait until my senior year? What about financial aid? How do I get a state scholarship?
3. Interpretation of test results—how do I compare with other students in my age group within the state, or throughout the nation in certain interests, abilities and achievement? Your test results enable the counselor to help you select courses of study, colleges, and occupations suitable to your interests and ability level.
4. School learning difficulty—why am I having difficulty in certain subjects? How can I overcome it?
5. Registration—what courses should I take next year? Will the courses I select prepare me for my goals?
6. Other—students may wish to confer with their counselor about matters of a personal nature. They should feel free to do so. All counseling is treated as confidential.

FRONTIER HIGH SCHOOL CLASS/GRADUATION REQUIREMENTS

Frontier Jr. Sr. High School offers its students the following types of diplomas: Academic Honors, Technical Honors, Core 40, and General. The information pertaining to these diplomas can be found in the course description handbook. A copy of this handbook can be obtained from the guidance department. In general, each student at Frontier will be required to obtain 40 credits for graduation. The following is an example of the credits each student should obtain during each year of high school. It should be noted that the following is just an example and an individual student's requirements will vary depending on the type of diploma he or she is pursuing.



*Effective beginning with
the Class of 2016.*

Course and Credit Requirements	
English/ Language Arts	8 credits
	2 credits: English 9
	2 credits: English 10
	2 credits: English 11
	2 credits: English 12
Mathematics	6 credits (in grades 9-12)

	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II All students in the Class of 2016 and beyond are required to take a Math –OR– Quantitative Reasoning *(QR) course each year in high school. <i>QR course does not count as a math credit.</i>
Science	6 credits 2 credits: Biology I 2 credits: Biology II, Chemistry I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History and Civilization or Geography and History of the World
Directed Electives	6 credits World Languages (Some colleges require 2 years.) Fine Arts Career/Technical Education
Physical Education	2 credits
Health and Wellness	1 credit or 3 specific FACS Courses
Electives	5 or more credits (College and Career Pathway Recommended)**
40 Total Credits Required	

CORE40 with ACADEMIC HONORS

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

- Complete all requirements for Core 40
- Earn 2 additional credits in a Math or QR course in addition to the 6 required Math credits.
- Earn 6-8 Core 40 World Language credits (Three years of one language or two years each of two languages).
- Earn 2 Core 40 Fine Arts credits (Art, Band or Chorus).
- Earn semester grades of "C" or above in all courses that will count toward the diploma with
- Have a grade point average of a "B" or better.
- Complete one of the following:
 - Two AP courses (4 credits) and corresponding AP exams
 - Dual high school/college courses from an accredited postsecondary institution, resulting in 6 transferable college credits
 - Combination of one AP course (2 credits) and corresponding AP exam **and** dual high school/college credit course(s) resulting in 3 transferable college credits
 - Score 1750 or higher combined SAT critical reading + math + writing and no less than 530 on each section, or score a 26 or higher composite ACT Plus Writing

CORE40 with TECHNICAL HONORS

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

- Complete all requirements for Core 40
- Earn 2 additional credits in a Math or QR course in addition to the 6 required Math credits.
- Earn semester grades of "C" or above in courses that will count toward the diploma
- Have a grade point average of a "B" or better.
- Earn 6 credits in a College & Career Pathway and one of the following:
 1. Pathway designated industry-based certification or credential, or

2. Pathway dual credits from the lists of priority courses resulting in 6 transferable college credits.
- Complete any one of the following:
 - A. Any one of the options (A-D) of the Core 40 with Academic Honors diploma (see above)
 - B. Earn the following minimum scores on WorkKeys: Reading for Info: 6; Math: 6; Locating Info: 5
 - C. Earn the following minimum scores on Accuplacer: Writing 80, Reading 90, Math 75.

** All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career exploration and preparation opportunities.

E-COURSE: CREDIT RECOVERY OR ENRICHMENT COURSES

1. All requests for high school credit must be approved by the principal and certified by the guidance counselor.
2. A student may take credit recovery due to a failure in a core course or as an enrichment class.
3. A student must have received a D+ or lower to re-take a core course for a designated diploma.
4. A student may take a correspondence course to replace a required or elective course necessary for graduation if he/she would be unable to take the required or elective course due to scheduling conflicts.
5. Frontier uses E-Course as the primary credit recovery program however other avenues may be approved by administration.
6. An E-Course grade will replace a grade if taken at a core level. Taking a class at the perspective level will result in the averaging of the two grades.

SUMMER SCHOOL

1. A student may take any required course through summer school provided the student has received a D+ or lower in that class at Frontier.
2. A student may take a summer school class to replace a required or elective course necessary for graduation if he/she would be unable to take the required or elective course due to scheduling conflicts.

RETAKES

1. A student may retake a class at Frontier provided the student has received a D+ or lower in the class.
2. In the event a student retakes a class at Frontier, only the highest grade will appear on the student's official transcript, and only that grade will be used in the calculation of the student's GPA.

CLASS SCHEDULE CHANGES

Scheduled classes may be changed one week after the previous school year and two weeks before the upcoming school year. During these weeks, students should call the school (219-984-5437) for an appointment with the counselor.

The guidance counselor is available to make limited class and schedule changes. If a student has a genuine need to change their schedule, they may do so. However, schedules will not be changed simply for convenience sake. A student may withdraw from a class without grade penalty within the first five days of each semester. Withdrawal from class after that date will result in the student receiving a withdraw/fail (WF) for the class. Students who are receiving special education or 504 services will not fall into this category. Their classroom assignments and changes will be determined through the student's case conference.

Schedule changes must have the approval of parent(s), counselor, teacher(s), and principal and/or assistant principal prior to final decision.

TESTS

Scholastic Aptitude Test (SAT)—This test is available for juniors and seniors each year. All major colleges in Indiana use these test results as one basis for the awarding of financial aid. The student may apply to the college of his/her choice for financial aid after taking this test. In some cases, this financial aid may be transferred to another college if the student should change his/her mind about the institution in which he/she chooses to enroll. This test is required by all Indiana colleges and universities in order to be enrolled. It is also a required test for students applying for scholarships awarded by the Indiana State Scholarship Commission. Students who are interested in applying for a state scholarship should consider taking this test in the spring of their junior year.

Preliminary Scholastic Aptitude Test (PSAT)—This test is offered to sophomores each year and the results are an indication of the student's ability to do college work. The PSAT is a short version of the SAT. It is given each October and is administered at Frontier. There is a fee charged for the test. The National Merit Scholarships will be awarded from the results of the PSAT. Any junior interested in attending college should consider taking this test.

American College Test (ACT)—This test is required for admittance by some colleges outside of Indiana. Many Indiana colleges now accept this test in place of the SAT. The college you plan to attend will confirm which test is needed for entrance. The ACT also provides financial aid.

COLLEGE CAREER READINESS ASSESSMENT (ISTEP +)

All students are required to take the ISTEP+ grade 10 assessment and must successfully pass this assessment in order to graduate from high school. Those failing to successfully pass the ISTEP + will have multiple times to take and pass the test. Testing will take place during the fall and spring and those students who do not pass these tests will have remediation provided to them by Frontier Jr. Sr. High School. Please do not schedule anything that will take your student out of school during the testing window. All exam dates are established by the Department of Education and cannot be changed.

STUDENT FEES

1. Frontier School Corporation charges specific fees for classes and activities. Such fees or charges are determined by the cost of materials, freight/handling fees, and add on fees for loss or damage to school property. The school and staff do not make profit. Students using school property and equipment can be charged for excessive wear and abuse of the property and equipment. The charge will be used to pay for the damage, not to make a profit. If fees are not paid, it will be sent to collections and extra fees may be charged. Books and Chromebooks are rented under the following conditions
 - i.) The books and Chromebooks must be returned at the end of the semester or year in good condition with allowances being made for wear caused by careful use.
 - ii.) The renter will pay for the book and Chromebook if it is lost or damaged.
 - iii.) Marking, tearing, or defacing may be considered a cause for replacement.
2. Consumable Fees - These fees are charged for anticipated expenditures for educational materials and supplies used within classes that are not covered by the book rental fee.
3. Activity Fee—a fee is charged each student each year to cover the membership fee for the Division of Student Activities and the cost of the Scribbler.

STUDENT EVALUATION: GRADING

The grading scale for all classes at Frontier Junior-Senior High School is:

A	93 - 100
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	00 – 59

Semester Grading Policy

	H.S.	J.H.
<i>1st Nine weeks -</i>	40%	45%
<i>2nd Nine weeks -</i>	40%	45%
<i>Final Exam -</i>	20%	10%

Nine Weeks Grades – Nine weeks tests or other culminating assessments are optional. If given, the nine weeks assessment is part of the total nine weeks grade. Nine weeks grades for Jr. high represents 45% of their grade while nine weeks grades for high school represents 40% of their grade.

Final Exams – Final exams will be given at the end of each semester in grades 9-12, and will count for 20% of a student's overall grade. Final exams will be given at the end of each semester in grades 7-8, and will count for 10% of a student's overall grade. Final exams are to be comprehensive and assess standard mastery. Final exams can take a variety of forms – traditional tests, projects, presentations, etc. End of Course Assessments made available by the state can be used as a final exam.

In addition the nine weeks grade will reflect daily work, tests, skills, and participation throughout the nine weeks.

- A list of weighted classes are available upon request through the Guidance Department.

A comparison of regular class grades versus weighted class grades:

Frontier High School will operate on a 4.00 point scale with the exception of weighted classes using the following form:

Regular Classes		Weighted Classes	
A	4.00	A	5.00
A-	3.67	A-	4.67
B+	3.33	B+	4.33
B	3.00	B	4.00
B-	2.67	B-	3.67
C+	2.33	C+	2.33
C	2.00	C	2.00
C-	1.67	C-	1.67
D+	1.33	D+	1.33
D	1.00	D	1.00
D-	.67	D-	.67
F	0	F	0

LATE WORK/INCOMPLETES

It is the responsibility of each student to make up missing work.

Junior High: Late homework = automatically 50% off. Projects are 25% off if late (in 1st 24 hours). After 24 hours, project is 50% off.

High School: Students can turn in late work for up to 50% credit of the assignment.

All grades must be finalized no later than two weeks following the end of a grading period.

FRONTIER SUCCESS STUDY SESSIONS

- 1) Study sessions are voluntary.
 - 2) All missing work is a zero unless made up during a study session.
 - 3) Missing work completed during a study session will be given 75% credit.
 - 4) **With teacher's permission**, students would also have the option of using study sessions to redo work.
 - 5) The staff member on duty signs off on the work to signify it was worked on and/or completed during a study session.
 - 6) Students will attend the entire study session. They cannot leave early or arrive late.
- The office will check grades on Monday and inform parents and students to come to study sessions to redo or to make up missing work.

EXEMPTIONS:

Dual credit classes, AP classes, large projects, in-class work

MID-GRADING PERIOD REPORTS

Students will receive mid-term grades at the midpoint of each nine-weeks. The guidance counselor will make every attempt to meet with those students who have multiple failures. Parents will be notified of any failures.

GRADE CARD REPORTING

Grades are recorded and given at the end of each nine weeks. The grade cards will be sent home five school days after the end of the grading period.

VALEDICTORIAN/SALUTATORIAN STATUS

Determination of the valedictorian and salutarian will be based on the school scoring system for all high school credited classes. The student with the highest GPA will be the class valedictorian. The student ranking second in his/her class will be the class salutarian. To be considered for valedictorian or salutarian, a student must have attended Frontier Jr./Sr. High School for their entire senior year and a total of six of their eight high school semesters. To be eligible for Valedictorian or Salutarian a student must attain an Academic Honors or Technical Honors Diploma and successfully complete a minimum of nine credit hours of dual credit courses. In the event a student's GPA is 4.0 or higher, the top two will be awarded Valedictorian status and the third student will be salutarian.

PLAGIARISM

Plagiarism, as defined by the Random House Dictionary is "to steal (the language, ideas, or thoughts) from another representing them as one's own original work". Intentional or not, when a student fails to acknowledge the source of words and ideas that are not their own, the result is plagiarism, that is, theft. Plagiarism is not tolerated.

There are several kinds of plagiarism:

1. Copying word for word or incompletely paraphrasing a phrase, sentence, group of phrases, group of sentences, or whole paragraphs from another source without crediting that source.
2. Giving a speech or submitting a paper, poster, project, or any other assignment that has been written completely or partially by someone else.
3. Cutting and pasting material found on the internet or in other electronic databases (email, texts, or any social media) into one's own paper, speech, poster, project, or other assignment without crediting the source.
4. Downloading entire texts and presenting them as one's own work.
5. Presenting ideas from another source as one's own original thoughts. These can be ideas taken from textual sources or from speeches, lectures, television programs, or other forms of oral language.
6. Improperly citing sources (e.g., making up citations) as to the source of the information presented.

A student who is unsure of how to cite (credit) the source of material they have copied has the responsibility to check with a teacher and/or consult Writer's Inc. or the MLA Handbook. Plagiarism is a theft.

Discipline Policy:

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Opportunity to redo assignment for full credit.	Zero on assignment; parent contacted	Zero on assignment; parent contacted; ISS	"F" for the course; loss of credit; parent contacted

CHEATING

Reproducing (copying or sharing) another person's assignment or test is considered cheating. It is also considered cheating if you allow another student to copy your work. All cheating will result in a zero for the work and parents will be notified. Repeat offenses will result in disciplinary actions.

1 st Offense	2 nd Offense	3 rd Offense
Zero on assignment; lunch detention; parent contacted	Zero on assignment; OSS; parent contacted	"F" for the course; loss of credit; parent contacted

RETENTION POLICY

Retention of junior high students at Frontier Jr./Sr. High School will be justified whenever a student's achievement does not meet the College and Career Readiness Standards and the school's curriculum. Factors that will be considered in the decision to retain will include:

- Whether the student has completed the course requirements at the presently assigned grade;
- Whether, in the opinion of the staff, the student has achieved the instructional objectives set for the present grade;
- Whether the student has demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- Whether the student has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Other factors which will be included in the retention decision will be ISTEP+ scores, attendance, and Grade Point Average. Per the approved policy of the Board of School Trustees, the final responsibility for determining the retention of each student rests with the building principal. A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's IEP.

TRANSFER STUDENTS

All grades for students who transfer to Frontier Jr./Sr. High School will appear on the student's official transcripts and will be used to calculate his/her GPA.

STUDENT DIRECTORY INFORMATION

Frontier School Corporation designates the following items as Student Directory Information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent and previous school attendance, photographs and videotapes not used in a disciplinary manner, student work displayed at the discretion of the teacher with no grades displayed. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary within two (2) weeks of the student's enrollment.

The school corporation is, however, required by law to give recruiting representatives of the U.S. Armed Services and the Indiana Air, Army National Guard, and the service academies of the armed forces of the United States access to the high school campus and student directory information. If a student does not want the directory information shared

with military recruiting representatives, the student, parent, guardian/custodian must submit a signed, written request to Frontier Junior-Senior High School at the end of the student's sophomore year. This is a one-time opt-out opportunity. If the student later changes his/her mind, a revocation may be made.

HOMEWORK POLICY

- Students are responsible for obtaining **all homework assigned during their absence**. Students must also check with their teachers concerning the dates homework is to be completed after returning to school following an illness or other excused absences. If the student talks to the teacher and the classroom teacher does not specify when makeup work is due when a student is absent, the general rule of thumb for **excused** and **exempt** absences will be a student whom missed 1 day will have 1 day to make up the work for full credit, if the student missed 2 days, he or she will have 2 days to make up the work for full credit, if the students missed 3 days, he or she will have 3 days to make up the work for full credit, etc. However, it is the **student's responsibility** to make sure he or she obtains missed assignment from the classroom teacher. If the absence is classified as **unexcused**, students have the opportunity to turn in work for 50% credit; If a student is absent and excused during a test review, then they do not have to make up the test until they have the benefit of the test review.

Homework Requests - If a student will be gone from school for more than two days, he/she may request his/her assignments through the classroom teachers' emails or by contacting the front office. Assignments may then be picked up in the front office at the end of the school day.

PART III

ABSENCE PROCEDURES/ATTENDANCE

ATTENDANCE PHILOSOPHY

Each student is expected to be in school every day. School attendance and punctuality are vital and desirable traits that have significant ramifications on education and future employment of our students. Frontier Junior/Senior High School is concerned for two reasons. First, it is difficult for students to learn if they are not in class. The learning and teaching processes are the building blocks for success. Secondly, educational research indicates that achievement is directly related to attendance. Classroom participation and class activities cannot be replaced by individual study. Frontier Junior/Senior High School is also concerned with developing a high standard of work ethic, which will be a significant factor when working with future employers. Dependability and punctuality are qualities that all employers look for in retaining and promoting future employees. These are habits that Frontier Junior/Senior High School wants to develop in our students that can contribute to future success in their chosen careers.

INDIANA CODES RELATED TO ATTENDANCE

Compulsory Attendance – Duty of Parents

It is unlawful for a parent to fail, neglect, or refuse to send his/her child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public school. (I.C. 20-8.1-3-34)

Certificate of Child's Incapacity

Whenever a student, for medical reasons, misses any one class more than four (4) times during any semester the school can request the parent/guardian to provide the school with a Certificate of Incapacity (I.C. 20-8.1-3-20). A licensed physician must complete the certificate. Forms will be provided by the school and must be returned before the student is admitted back to the school.

Penalties – Violating Attendance Laws

Any person knowingly violating this chapter commits a Class B misdemeanor, which is punishable by imprisonment up

to 180 days and/or a fine up to \$1,000 (I.C. 20-8.1-3-32)

ATTENDANCE POLICY

The State of Indiana has a mandatory attendance policy for students enrolled in school. The Frontier School Corporation needs to set guidelines and policies so that satisfactory attendance can be obtained. Therefore, the following attendance policy will be enforced in our school.

An absence is when a student is not present in class. Attendance is taken each period of the day. All non-exempt absences count towards the six (6) total allowable days or periods. When a high school student reaches his or her fifth (5th) day, he or she will be placed on an attendance contract stating that student will not be allowed to miss more than 6 days. If a high school student reaches his or her seventh (7th) non-exempt absence in any class, he or she will be removed from class, will receive no credit for that class, and will be placed in an alternative setting. Should a student be removed from three (3) classes for violating the attendance policy, he/she will be recommended for expulsion.

Junior high students who exceed the maximum number of non-exempt absences will be referred to the White County Probation office. Junior High student who surpass the maximum number of non-exempt absences will also be placed in Friday Night School, detention, and/or after school study tables. A junior high student who exceeds the maximum number of non-exempt absences in 3 or more classes will be recommended for retention or expulsion.

Upon reaching six non-exempt absences in class, the student will be placed on probationary credit status with the possibility of regaining the right to earn full credit for a class.

To regain full credit, the student and parent must meet with the principal and school attendance committee. At the meeting the committee may grant more days if needed. The committee will put in writing if more days will be granted to the student or if it recommends loss of credit and/or expulsion.

ATTENDANCE LETTERS

On the third (3rd) day of non-exempt absences the parents will be notified by letter and on the fifth (5th) day of non-exempt absences the parents will be notified. The student and the parent/guardian will be notified immediately if the attendance policy is close to or has been violated. If the student reaches day five for a particular semester, his or her parent will receive and be asked to return an attendance contract stating that the student in question will be withdrawn from class, suspended, and/or expelled on day seven (7) unless a doctor's note is presented to the attendance officer **THREE** (3) days upon the student's return to school. Valid medical excuses must list the start and end time of the appointment. Frontier School Corporation reserves the right to deny medical excuses.

Period Attendance

A student will be counted present for a class if he or she is physically in the classroom for any length of time. However, if a student enters or leaves a classroom, he or she is responsible to turn in any assignments as if he or she had been in the classroom for the entire class period.

EXEMPT ABSENCES

These are absences that **do not** count against the student's 6-day total:

1. Participating on school sponsored field trips; **Students attending a school approved field trip are responsible for obtaining their homework, assignments, or test information ahead of time and will turn in their work or complete the test on the original due date - unless an extension is granted by the teacher.**
2. Serving as a page in the state legislature; **proof of participation must be provided to the office within 3 days of the event.**
3. Funerals for the immediate family (parents, brothers, sisters, aunts, uncles, cousins, grandparents). **Documentation must be provided to the attendance secretary upon return to school. 5 days maximum will be exempt** for immediate family members.
4. Personal illness requiring a doctor's care; **a statement from the doctor is required within 3 days upon return to school indicating the date(s) and time(s) to be exempted. The school nurse or trained office staff may medically excuse students if certain criteria is met.**

5. Medical or dental appointments; **a statement from the doctor is required within 3 days upon return to the school indicating the date(s) and time(s) to be exempted.** Valid medical excuses must list the start and end time of the appointment. Frontier School Corporation reserves the right to deny medical excuses.
6. Court and legal appointments; **a statement from the court, attorney, or probation officer is required upon the return to school**
7. Election worker; **a statement from the political supervisor is required upon the return to school**
8. Religious holidays and activities
9. A quarantine
10. College days--documentation is required (**3 days total may be used: one in the junior year and 2 in the senior year**). The College Day Form (located in the office) must be approved by the Guidance Department **ONE WEEK** before the date of visit. College days may not be taken during the last 3 weeks of the semester. Student must be eligible for admission to the college. Documentation from the college day must be returned to the office within **THREE** days of visit.
11. Serving active duty for the Indiana National Guard for not more than ten (10) days in a school year pursuant to orders. Students must present order to active duty prior to the absence and must show order of release from active duty upon return to school.
12. An excused waiver may be provided by the principal to any case not specifically covered in the above statements.
13. Participation at the Indiana State Fair; **proof of participation must be provided to the office within 3 days of the event.**
14. Non-school related trips, with administrative approval, may be coded exempt if the student has maintained a 3.25 GPA and has no severe disciplinary log entries. **Proof of participation must be provided to the office within 3 days of the event.**

EXCUSED NON-EXEMPT

These absences **do** count against the 6-day total.

1. Personal illness not requiring a doctor's care.
2. Appointments at the Bureau of Motor Vehicles for driving tests.
3. Appointments for senior pictures (should be scheduled during the summer or weekends).

UNEXCUSED ABSENCES

These absences **do** count against the 6-day total.

1. Unexcused absence – a student whose parent fails to notify the school within 24 hours will be considered unexcused.
2. Truancy- student is absent from school without permission from their parent or school personnel.

DISTANCE LEARNING ATTENDANCE

1. On Distance Learning days students are required to participate in instruction.
2. Students who are unable to participate in instruction because of illness, doctor's appointment or technology issues are required to have a parent or guardian call the school to list the absence as excused, and allow the student to make up the work.
3. Students that do not participate in Distance Learning instruction, and do not have a parent excuse will be marked as unexcused for that class.
4. Students must take attendance each Distance Learning Day via Google Classroom.

LOSS OF CREDIT

Being present at school is important to the academic success of the student. A minimum number of attendance days

are required to receive credit for a course. Loss of credit will occur after the 7th or more excused/unexcused absences are accumulated per period. One buy-back attendance day is offered per semester. Loss of credit can also occur if a student earns a failing grade.

ATTENDANCE PROCEDURES

1. Parents should call Frontier Junior/Senior High School at 219-984-5437 before 8:30 a.m. to report their child's absence. **You may leave a voice mail message by calling the school and using extension 1222.** Messages can be left at any time during the day or night, and the attendance secretary will receive the message. Homework requests must be made by 8:30 a.m. Assignments may be picked up after 3:00 p.m. on the day of the request.
2. If a parent has not called in a student absence, a note from the parent must accompany the student the day they return to school. If a note or phone call is not received, the absence becomes an unexcused absence.
3. **Documentation from doctors, court appointments, and colleges must be returned to the school office within 3 school days to have an EXEMPT excuse.**

PRE-ARRANGED ABSENCES

A student should pre-arrange an absence when the absence is related to an educational experience. The parent and student must assume the responsibility for work missed. In accepting this responsibility the student must:

1. Pick up a Pre-Arranged Absence form from the office before the proposed absence and have the parents complete the "Parents Section" of the form.
2. Prearranged absences must be made no less than 48 hours prior to the absence.
3. Return the completed form to the office for approval.
4. The administration may deny a student's prearranged absence if a student's attendance is poor and/or is struggling academically. Parents should seriously consider their son/daughter missing school if they have poor attendance or grades.

WHEN LEAVING OR RETURNING TO SCHOOL

1. Upon arriving at school in the morning, inform the office of your time and reason for leaving so that your name can be placed on the daily attendance sheet and a pass can be written for the teacher to dismiss you from class at the appropriate time. A note or phone call from the parent/guardian is necessary for a student to leave.
2. At the time of leaving, come to the office and sign out.
3. If you are leaving for a medical/dental appointment, the student will bring a note back from the doctor's office verifying your reason for missing school. Unless stated otherwise, you will only be excused for the appointment and not all day.
4. Upon returning to school during the school day, the students must sign-in at the office and list the time. The school staff will provide an admit slip to your class.

Proper documentation from the parent/guardian for the reason of the absence should be presented within three days of absence. The office staff will determine whether the absence is excused or unexcused, exempt or non-exempt, as determined by the attendance policy. Attendance policy violations are subject to review by school officials.

TARDINESS

The only late arrivals that will not be counted as tardy are late bus arrivals. All students who arrive after 8:15a.m will be given a tardy slip before reporting to class. A record of the tardy dates will be kept by the student's first period classroom teacher and submitted to the office. Other than 1st hour, all tardy students will report directly to class where the teacher will report them tardy and record their time. Students will sign a *Tardy Log* confirming their tardy. **Each** tardy from **every** period will be reported throughout the day and accumulate until the start of each semester.

OUT OF AREA - If students are found in an unauthorized area without permission; such as leaving a classroom, the building, and/or leaving school grounds during school hours without permission; discipline procedures will be followed.

Truancy – is a student absent from school without any advance knowledge and permission from his/her parent(s), guardian(s), or a school official for any part of the school day is considered truant. Any student that misses a majority of a class period without permission are also considered truant. Any student who is truant from school 3 times in a semester will be considered a habitual truant. Any student who is truant will be reported to the White County Probation Office.

After a student has been truant from school and/or missed/skipped an individual class for the third time in an academic school year, he or she will face expulsion. Final determination for expulsion will be determined by the principal or his or her designee. If expulsion is not given the student will be given additional days of OSS.

PART IV

TECHNOLOGY

CHROMEBOOKS

Frontier School Corporation has sole possession of all school computing devices. The devices are loaned to the students for educational purposes only for the academic school year. Frontier School Corporation administrative staff and faculty retain the right to collect and/or inspect computer devices at any time.

Use of the computer devices may be revoked or restricted due to inappropriate use, poor grades, attendance issues or behavior.

Procedures for reporting damage:

1. The initial point of contact is the librarian. (take your damaged Chromebook to the librarian)
2. A “loaner” device will be assigned until the original device is resolved.
3. The Technology Director will evaluate and assess damages and assign a repair cost.
4. If the student is responsible for the repair, and if the student didn’t purchase a service plan, then the student will have a reasonable amount of time to pay for the repair. If payment isn’t made, then the student will lose Chromebook privileges.
5. If the student is not responsible for the repair costs, then the original Chromebook will be returned upon being fixed.
6. Students are responsible for repair & replacement cost if the damage to the Chromebook is determined to be purposeful.
7. Purposeful damage is destruction of school property and the student is subject to school discipline including detention/suspension/expulsion.
8. If the Chromebook damage is purposeful, or is habitual, then the student can lose their Chromebook for a period of time as determined by the administration. If a student loses their Chromebook then they will be given alternate “paper/pencil” accommodations.
9. Accidental damage, or a defective device is warranted up to the total cost of the Chromebook. All repair costs over and above the original cost of the Chromebook will be assessed to the student.

DISTANCE LEARNING

The school board will consider using Distance Learning Days for missed school days and on future scheduled make up days. The superintendent has the authority to determine if snow days will be make-up days or Distance Learning Days. Students will have access to their assignments via Google Classroom and/or direct electronic communication from teachers. Distance Learning is a continuation of normal classroom instruction and students will be required to show participation on the day.

If the weather event provides enough notice, students that do not have electronic access at home will be issued Distance Learning lessons and resources to complete on those days. Completion of Distance Learning instruction is to be completed on the called Distance Learning Day. Students who are identified as having internet/Wi-Fi problems

will have two school days to complete the instruction. While participating in Distance Learning instruction is required on that day, specific homework assignments are due at the discretion of the teacher. Teachers are guided, to the extent possible, to continue what they would have done if school was in session. Consideration will be given to students that need additional time due to unforeseen circumstances.

Students and parents can access technology help by emailing our technology director. Students and parents will be able to contact a teacher for instructional help by emailing their teacher during office hours.

CYBER-BULLYING

Facebook, Instagram, Snap Chat, Cyber-texting, and other forms of electronic harassment brought to school grounds is classified as cyber-bullying. Each incident will be investigated by school administration and parent will be contacted. Each case will be handled on an individual basis based on the seriousness of the offense. Students will be held responsible and liable for any inappropriate content sent from their cell phone or from any account where the student's name is listed as the account owner - the school will assume the content was sent by the owner of the account or cell phone unless the student can prove beyond a reasonable doubt that their account has been hacked. Detentions, Night School, In-School Suspension, Out of school Suspension, and/or Expulsion could result from the offense. A Police Report may also be filed.

PART V DISCIPLINE POLICY AND PROCEDURES

MISCONDUCT

The Board of School Trustees of the Frontier School Corporation has declared as school board policy that certain misconduct will be grounds for disciplinary action, which may range from detention to expulsion. Discipline infractions will accumulate throughout the entire school year. **The interpretation of the rules and the disciplinary action that may follow are decisions that ultimately lie in the discretion of the school administration.** Policies and procedures of the Indiana State Legislature will be adhered to by Frontier High School. These written policies and procedures are available for review at the high school office.

STUDENT CONDUCT

The conduct of students both in school and out of school is to be that which typifies a mature, responsible young adult. Proper respect is to be shown towards teachers and other school employees at all times. The student-teacher relationship does not end with the school day. The respect shown between a student and teacher should continue in the community after school hours. The efforts of both teachers and students will be greatly enhanced if the respect shown each is mutual. Students should fully understand that **any school personnel** have the authority to correct misconduct at any time. Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-8.1-5.1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY – TEACHER:** A junior high or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one school day.
2. **SUSPENSION FROM SCHOOL – PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the Grounds for Suspension and Expulsion in this policy.

4. **EXCLUSION FROM GRADUATION:** If a senior student is suspended from school at the end of the school year and misses graduation practice, he or she will not be able to participate in graduation walk through ceremonies. The suspended student will be able to pick up his or her diploma after the school determines the student has fulfilled all graduation requirements. This rule also applies to any senior who misses graduation practice. The building principal or his designee will make the final call on allowing non-suspended students to participate in graduation ceremonies if graduation practice is missed.

Frontier Jr-Sr High School

Discipline Guidelines for Office Referrals

Discipline is an administrative decision.

Each situation is unique and may require an alternative consequence.

If a student exhibits habitual disciplinary behavior, further action will be taken by administration.

Examples of Disciplinary Behavior

TARDIES	FAILURE TO COMPLY
INAPPROPRIATE BEHAVIOR	DISRESPECT
VULGAR LANGUAGE	CELL PHONES
COMPUTER USE	BULLYING
DRESS CODE	HORSEPLAY
FIGHTING	PLAGARISIM
THEFT	INAPPROPRIATE DISPLAYS OF AFFECTION
WEAPON	TOBACCO/ALCOHOL POSSESSION
DRUG POSSESSION	DRUG/ALCOHOL USE
DRUG/ALCOHOL SALES	TOBACCO/ALCOHOL USE
ASSAULT/BATTERY	ARSON

Examples of Consequences for Disciplinary Behaviors

LUNCH DETENTION	AFTER SCHOOL DETENTION
ISS	OSS
EXPULSION	LAW ENFORCEMENT CONTACTED

GROUND'S FOR SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed below apply when a student is:

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

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Preventing of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any other person to conduct or participate in an education function.
2. Causing or attempting to cause damage to school property, stealing, attempting to steal or in possession of stolen school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife, lighter, firearm, dangerous device or something that appears to be a dangerous device. "Dangerous device" includes fireworks, a handgun, rifle, stun gun, knife, mace, pepper gas, and all other weapons and personal protection devices capable of causing injury or discomfort to a person.
7. Knowingly possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.

Exception to rule 7: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

- That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 - The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - The student has been instructed in how to self-administer the prescribed medication.
 - The student is authorized to possess and self-administer the prescribed medication.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
 9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
 10. Engaging in any activity forbidden by the law of Indiana that constitutes an interference with school purposes or educational function.

11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
- a. Engaging in sexual behavior on school property;
 - b. Disobedience of administrative authority;
 - c. Willful absence or tardiness of students;
 - d. Knowingly possessing, using, providing or transmitting to another person or be under the influence of any substance which is, looks like, or was represented to be a tobacco product, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, stimulant, depressant, or intoxicant of any kind;
 - e. Possessing, using, transmitting, or being under the influence of caffeine-based substances, CBD oil, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without prescription.
 - f. Possessing or providing to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of (1) alcohol; (2) marijuana; (3) stimulants; (4) intoxicants; (5) narcotics; (6) depressants; (7) hallucinogens; on school premises at any time or at any school sponsored activity at any location including the school bus. Examples of things, which are not to be possessed or provided to another person, are: pipes, rolling paper, clips, or any other paraphernalia.
 - g. Harassing, threatening or intimidating another person. "Harassing" is behavior directed toward another person without a legitimate purpose after that person has clearly stated or shown that the behavior is unwelcome. "Threat" means an expression by words or actions, or intent to; unlawfully injure the person threatened or another person or damage property.
 - h. Engage in sexual harassment of another person, which includes sexually related verbal statements, gestures or physical contact.
 - i. Engage in speech or conduct that is dangerous to the student, other students, or school personnel. Indecent, vulgar, and profane speech will not be tolerated. Speech, clothing, jewelry, hairstyle, etc that is inconsistent with the educational mission of the school district or results in the disruption of an educational function falls within this category.
 - j. Lying under oath – particularly during a due process hearing.
 - k. Possessing and/or igniting explosives or incendiaries of any type on school premises or in an area where school sponsored activities are being held.
 - l. Committing an act of defiance, either in language or action, against an instructional assistant, staff, teacher, or administrator. This includes refusing or failing to follow a directive from a school employee. An example of this would be the failure to respond truthfully and completely to school personnel when questioned about a school related matter.
 - m. Forging, falsifying, altering, or illegally possessing school forms or using forged notes or excuses.
 - n. Tampering with fire equipment or emergency alarm systems.
 - o. Failure to identify oneself to any school employee.
 - p. Misconduct in class, library, assembly, halls, office, or grounds.
 - q. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
 - r. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
 - s. Using profane or obscene language or materials.
 - t. Public displays of affection - Students should not under any circumstances while on school grounds, anywhere in the building, or at a school function, show affection to one another that creates a scene and draws undue attention to themselves. The administration and faculty believes this creates a poor image of our student body and that school is not the place to engage in any affectionate gestures other than holding hands. Students who

persist in this conduct will be called to the office, counseled, and parents called. Subsequent behavior of this nature could result in suspension with parents returning with their children to discuss this matter.

- u. Reporting of a False Fire Alarm - Any student who intentionally files a false fire report, and/ or pulls a school fire alarm will be disciplined. Consequences are a 10-day OSS with recommendation for expulsion.
- v. Reporting a False 911 - Any student who intentionally dials a false 911 report will be disciplined. Consequences are:

First offense – 3-day OSS. The police will be notified and a police report will be filed.

Second offense – 10-day OSS with a recommendation for expulsion.

- 12. Smoking – Frontier School Corporation has adopted a policy for a smoke-free/tobacco-free environment. The use and/or possession of any tobacco product (JUULs, cigarettes, cigars, chewing tobacco, electronic cigarette, generally known as an “e-cigarette”, hookah pipe, any item that looks like or is represented to be an electronic cigarette, and snuff) on school property, at school sponsored events, or within 1,000 feet of school property will not be allowed.

Indiana Code on tobacco laws that apply to high school and middle school age students:

- 1. A person less than 18 years old commits a Class C Infraction if they purchase, accept or possess tobacco. Law Enforcement may be contacted and the student may be issued a citation. The fine is up to \$500.
- 2. Selling or distributing tobacco to a person less than 18 years old is a Class C Infraction. The person who sells or distributes the tobacco can be fined up to \$500.

Anyone violating these laws, either for usage or possession will be reported to the White County Prosecuting Attorney and White County Probation Department. Note: Control of a lighted cigarette shall be considered smoking. Students shall not have in their possession any tobacco product. This includes on the person, in student lockers, or book bags.

13. Possession of a Firearm

- a. No student shall possess, handle or transmit any firearm or a destructive device on school property.
- b. A destructive device is:
 - An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - a combination of parts designed or intended for use in the conversion of a device into destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
- c. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive

- or other propellant, and which has any barrel with a bore of more than one-half inch diameter.
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. According to Section 921, the following devices are not considered to be a firearm:
 - an antique firearm
 - a rifle, which the owner intends to use solely for sporting, recreational, or cultural purposes
 - any device, which is neither designed nor redesigned for use as a weapon
 - any device, although originally designed for use as a weapon, which is redesigned for use as a signaling pyrotechnic, line throwing, safety, or similar device
 - Class C common fireworks
- d. The penalty for possession of a firearm or a destructive device: Ten (10) days suspension and expulsion from school for one calendar year. The superintendent may reduce the length of the calendar year. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
- e. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

HAZING

Hazing occurs when an act is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with any school group, club, athletic team, grade level, activity, or organization. Hazing includes, but is not limited to:

- a. Any activity involving an unreasonable risk of physical harm, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and participation in physically dangerous activities.
- b. Any activity involving the consumption of alcohol, drugs, tobacco products, or any other food, liquid, or other substance that subjects the student to unreasonable risk of physical harm.
- c. Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature.
- d. Any activity that subjects a student to an extreme and unreasonable level of embarrassment, shame, or humiliation or which creates a hostile, abusive, and intimidating environment for the student.
- e. Any activity involving any violation of federal, state, or local law or any violation of school district policies and regulations.

SUSPENSION FROM EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

Participation in extracurricular and co-curricular activities is a privilege and not a right. As representatives of their school, students participating in such activities are expected to meet high standards of behavior.

The Board believes that the safety and welfare of other students may be adversely affected when students who are involved in school activities commit major infractions or repeated minor infractions at school or during school activities, and/or are involved in drug use or other criminal conduct in any location.

Co-curricular students who are suspended as a result of this policy will have the co-curricular course grade affected only if the reason for the suspension was related to course work or course expectations. Students who miss a co-curricular activity because of the suspension may ask to do or be required to do alternative assignments or special projects to make up the missed activity. Students serving athletic suspensions are required to receive administration approval to attend extra-curricular activities (dances, clubs, etc.).

At the beginning of the semester, teachers of co-curricular courses will identify for students how participation in the co-curricular activity impacts the course grade. If no event is scheduled during the period of the suspension, the student will be withheld from the next scheduled event.

I. Activity Suspension as a Result of a School Suspension

A student will be immediately suspended from all extracurricular and co-curricular activities when he/she receives a suspension (not including an in-school detention) from school for any reason.

Discipline for Violation of this Policy:

1. The activity suspension is automatic, is for the duration of the school suspension, and runs concurrent with the school suspension.
2. This type of activity suspension cannot be appealed.

II. Activity Suspension for Repeated Minor Infractions or a Major Infraction During an Activity

A student may be suspended from an extracurricular or co-curricular activity when he/she commits a third minor infraction, or a major infraction, while engaged in an extracurricular or co-curricular activity on any school premises or at any school sponsored activity, regardless of location. The coach or advisor may recommend an activity suspension to the Principal or designee.

Discipline for Violation of this Policy

1. The student may be given an activity suspension for a period of time up to, and including the remainder of the season or duration of the activity in that scholastic year, for that activity only.

III. Activity Suspension for Drug Use or Other Criminal Conduct, in Any Location, During the Scholastic Year

A student may be suspended from extracurricular and co-curricular activities when it reasonably appears to the principal or designee that he/she has been involved with drug use or other criminal conduct in any location, either on or off campus, during the scholastic year.

Discipline for Violation of this Policy:

1. Students may be barred from any form of extracurricular or co-curricular activity for a period of time up to and including the remainder of their attendance in the District.
2. All students will be reported to the Superintendent or designee and, if applicable, to the appropriate law enforcement agency.
3. The parent/guardian may request an appeal as outlined in the "Appeal Process",

IV. Infractions Which Occur on Out-of School Trips

During an out-of-school trip, if the authorized person in charge of the activity determines that a student should be sent home early because of criminal conduct, drug use or a major infraction, the Superintendent's designee will notify the parent/guardian, and ask him/her to take charge of the return of the student. The parent/guardian will assume any expenses incurred for the return of the student.

V. Informal Hearing

The following applies except for activity suspensions which are the result of a school suspension as noted in Section I. The principal or designee shall grant the student an informal hearing on the reasons for the activity suspension and the opportunity to challenge those reasons prior to giving an activity suspension to a student, unless an emergency activity suspension is necessary. If an emergency activity suspension is necessary, an informal hearing will be held as soon as possible after the emergency ceases to exist. Whenever possible the principal or designee shall involve a parent or guardian.

VI. Appeal Process

The Superintendent or designee shall maintain an appeal process for activity suspensions. The Board requires the appeal process to include the following:

1. The appeal process may be used by a student and his/her parent/guardian only in those instances where an activity suspension exceeds nine (9) calendar days.
2. The decision of an appeal panel is final. The decision cannot be appealed to the Superintendent or Board of Trustees.
3. A student is not allowed to participate during the appeal process.

BULLYING

Bullying is defined as the ***intentional, repeated hurtful acts, words or other behavior***, such as name-calling, taunting, disrespecting, intimidating, and/or shunning by one or more persons against another person or group. Bullying implies that there exist imbalances on real or perceived power between bully and victim. Frontier Junior-Senior High School will not allow bullying behavior. All reported instances of bullying will be investigated and appropriate procedures taken. Appropriate procedures include any actions up to school discipline, juvenile justice intervention, and any other measure applicable to the situation. Hard evidence (copies) needs to be presented to administration for all cyber bullying incidents.

CELLULAR PHONES/ECD'S

In order to avoid disruption of the educational environment, protect students' right to privacy, and prevent academic cheating, student possession of cellular telephones, including camera phones, or electronic devices that transmit and record data are prohibited in the academic classroom, PE and athletic locker rooms, and restrooms. Cell phones, headphones, and electronic transmitting devices are to be **out of sight and off during each class period**. **Students may use their cell phones during lunch and passing periods. These privileges will be revoked if inappropriate use occurs.**

The only exception of this is when a teacher gives permission for a cell phone or ECD to be *used in the classroom environment*. Laptop computers and electronic devices intended and actually used for instructional purposes will be permitted, as approved by the building principal.

Students may not use cellular phones or electronic devices that transmit and record data on school property or at a school-sponsored activity to gain access and/or view Internet websites that are otherwise blocked to students at school. Also, during academic school activities, when directed by an administrator, teacher, coach or sponsor, cellular telephones shall be turned off (not just placed into vibrate or silent mode) and stored out of sight.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or electronic device. **If the cellular telephone or electronic device is confiscated, it will be returned to the student at the end of the academic day if the student picks it up in the front office. It is the student's responsibility to pick up the cell phone in the office if it is confiscated.** The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography, sexting, etc).

The student who possesses a cellular telephone or electronic device is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or electronic devices brought onto its property.

*Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use **school** phones to contact parents/guardians during the school day in an emergency.*

ELECTRONIC BULLYING

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. Students will be held responsible and liable for any inappropriate content sent from their cell phone or from any account where the student's name is listed as the account owner - the school will assume the content was sent by the owner of the account or cell phone unless the student can prove beyond a reasonable doubt that their account has been hacked.

Definition of "in possession" for purpose of these rules – Students are "in possession" of an item for purpose of these rules when the item is on their person, in their immediate possession such as in a pocket, purse, or backpack and the item is turned on.

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

Non-Data Transmitting Electronic Devices

IPODS, MP3 players, IPADS, etc are permitted on school grounds. However, students must follow individual administrator, teacher, coach, or sponsor instructions on whether these devices are allowed in school related activity. Frontier School Corporation will not be responsible for any lost or stolen items that are brought to school.

AT NO TIME MAY A STUDENT USE A CELL PHONE OR ECD TO RECORD ANYTHING AT SCHOOL WITHOUT THE DIRECT PERMISSION OF THE CLASSROOM TEACHER AND OR ADMINISTRATION. IF A STUDENT IS FOUND IN VIOLATION OF THIS ACTIVITY, HE OR SHE MAY FACE SUSPENSION AND/OR EXPULSION.

THREAT POLICY

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

DRESS POLICY

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hair style) that disrupts the educational process or presents a safety risk will not be permitted. We ask for the support of our parents/guardians in ensuring that students come to school properly groomed and dressed that does not create a health or safety hazard, is not distracting or demeaning to the student(s), and is modest.

Clothing, jewelry, or accessories advertising/containing references to drugs, tobacco, weapons, alcohol, inflammatory message/symbol, or suggestive pictures are not to be worn while attending school or school sponsored events. Hats and hoods are not to be worn inside the building unless if there is a specific event. Students may not bring book bags or cinch sacks into the classroom/lunchroom. These items must be kept in their locker.

The principal and principal designee has the final authority to determine if a student's apparel conforms to the dress policy.

DRESS POLICY VIOLATIONS

Any Frontier Junior Senior High School staff member who feels a student is in violation of the dress policy should send the student in question to the main office. If in the opinion of the principal or the assistant principal, a student's dress/attire or personal appearance detracts from, disrupts, or interferes with school purposes or an educational function, the student will be either:

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Warning	Change Clothes	60 min Detention	ISS

SUSPENSION PROCEDURES

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

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
 - a: a written or oral statement of the charges;
 - b: if the student denies the charges, a summary of the evidence against the student will be presented; and
 - c: the student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments

of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

Other disciplinary remedies may also be followed by the superintendent, principal, any administrative personnel or any teacher of the school corporation, who are hereby authorized to take any action in connection with student behavior, in addition to actions otherwise provided for, which are reasonably desirable or necessary to help any student to further school purposes, or to prevent an interference therewith, such action including such matters as counseling with a student or group of students, conferences with a parent or group of parents, assigning students additional work, rearranging class schedules, requiring a student to remain in school after regular school hours to do additional school work or for counseling or restriction of extracurricular activity.

USE OF FORCE AND PHYSICAL RESTRAINT

It is a goal of Frontier Junior-Senior High School to create an orderly, safe environment conducive to learning. The effort to maintain this environment is an expectation of all staff members. There are times when it becomes necessary for staff to use reasonable force or restraint to protect a student from himself, protect others from harm or prevent an interference with a school purpose. Reasonable force is defined as direct contact by a staff member in a calm manner showing no anger or insolence. Reasonable restraint is defined as immobilization of the individual's opportunity for movement by staff member(s) through direct contact.

Any person employed by Frontier may within the scope of their employment, including involvement in extra-curricular activities, use and apply such amount of force as is reasonable and necessary to accomplish the following purposes:

1. To restrain a student from an act of wrong doing;
2. To quell a disturbance threatening physical injury to self or others;
3. To obtain possession of weapons or other dangerous objects which are within the control of a pupil;
4. For protection of self, others, or property;
5. For removing a student from a classroom or an area deemed inappropriate;
6. For escorting a disruptive pupil who refuses to go voluntarily, or;
7. For other circumstances that may be appropriate for maintaining a safe and orderly school environment.

BREATHALYZER TEST

In its efforts to maintain a drug- and alcohol-free environment, Frontier Jr./Sr. High School may conduct Breathalyzer tests at school or any school-related function if it is suspected that students are under the influence of alcohol. The school may, at times, test every student coming into a school event for the presence of alcohol. A positive test will result in law enforcement being contacted, and a field test done to confirm the presence of alcohol. The disciplinary guidelines for being under the influence of alcohol, as outlined above, will be followed once a positive test is confirmed. Athletes who test positive will also face suspension from participating in athletic contests as described in the Athletic Discipline Code. Failure to comply with the testing procedure will be considered a positive test and appropriate disciplinary measures will be taken.

DETENTION

The principal or his designee may assign detention to a student. Detention meets from 3:15-4:15 p.m. on Tuesdays and Thursday. Detentions must be assigned on days subsequent to the incident. If it is impossible for a student to attend an assigned detention, his/her parents or guardian must contact the principal to make other arrangements. Failure to attend assigned detention will result in more severe discipline.

FRIDAY NIGHT SCHOOL

Friday Night School occurs on designated Friday evenings every month from 3:15pm-6:15pm. Students who commit any school disciplinary infraction can be assigned to one or more Friday Night Schools. TRANSPORTATION FOLLOWING FRIDAY NIGHT SCHOOL IS THE RESPONSIBILITY OF THE STUDENT. Friday Night School will be held in classrooms or study hall room. Students will be expected to obtain all assignments they need to complete from each of their teachers. Failure to attend Friday Night School will result in disciplinary action.

ALTERNATIVE CLASSROOM SETTING –SINGLE CLASS PERIOD (ACS)

When a student is placed in a one (1) period class suspension they will be removed from the class they are scheduled for and placed in the Alternative Classroom setting room. The student will be counted as excused from class and will have the opportunity to complete classroom work and receive any credit for the work due that day.

IN SCHOOL SUSPENSION – FULL DAY (ISS)

A student placed in a full day “In School Suspension (ISS)” must spend the entire school day in the ISS room. The ISS supervisor will arrange to pick up work for the students placed in ISS at the beginning of the school day. It will be the responsibility of the student to complete classroom work and turn it in to the ISS supervisor. Students will be allowed to receive credit when placed in ISS, however, if students fail to turn in work to the ISS supervisor, they will receive an “F” for those assignments. The ISS supervisor will turn in all student work to the respective classroom teacher at the end of the school day. Only the principal or his designee may assign a student to “In School Suspension.”

GUIDELINES FOR IN SCHOOL SUSPENSION (ISS)

1. Students tardy to the ISS room will be assigned an additional day.
2. Students who sleep or fail to comply with any instructions given by the ISS supervisor will be given additional time in ISS or possible Out Of School Suspension (OSS).
3. No one may leave the room at any time except during the morning and afternoon restroom breaks and to purchase lunch.
4. Talking or otherwise communicating with other students is NOT permitted.
5. No CELL Phones or Chromebooks used during ISS.

ALTERNATIVE SCHOOL SUSPENSION (AS)

Alternative to suspension is an alternative to out of school suspension. The students and their parent(s) either report to the White County Court to meet with a probation department official and then to the White County Suspension Program or the student and parent(s) may be referred directly to the White County Suspension Program. **Students are to do assigned school work and will receive partial credit.** Students who are 18 years old may not participate in this program.

OUT-OF-SCHOOL SUSPENSION (OSS)

This suspension is done only in the case of a severe violation of the rules or continued disruptions to the educational process. **A student suspended out-of-school may receive credit based on teacher discretion.**

PARENT VISITATION

In some cases having the parent attend school with his/her son/daughter may be appropriate and may be used in lieu of suspension. Parent will report to the office before school begins to receive a visitor's pass. The parent will then follow their child's schedule for the full day.

STUDENT DRIVER'S LICENSES

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

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

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

1. That the exit interview will include a hearing to determine if the reason for the student's withdrawal is financial hardship.
2. If the principal determines that the reason for the student's withdrawal is not financial hardship;
 - a. The student and the student's parents or guardian will receive a copy of the determination.

- b. The student's name will be submitted to the bureau for the bureau's use in denying or invalidating a driver's license or learner's permit under this section.

If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:

1. The person becomes eighteen (18) years of age.
2. One hundred twenty (120) days after the person is suspended, or the end of the semester during which the person returns to school, whichever is longer.
3. The suspension, expulsion, or exclusion is reversed after the person has had a hearing.
 - a. The bureau shall promptly mail a notice to the person's last known address that states that the person's driving privileges will be invalidated for a specific period commencing five (5) days after the date of the notice.

That the person has the right to appeal the invalidation of a license or permit if an aggrieved person believes that:

1. The information provided was technically incorrect; or
2. The bureau committed a technical or procedural error, the aggrieved person may appeal the invalidation of a license.

If a person satisfies the conditions for reinstatement of a license under this section, the person may submit to the bureau the necessary information certifying that at least one (1) of the events described in subsection (a) have occurred.

- (a) Upon certifying the information received under subsection (b), the bureau shall revalidate the person's license or permit.
- (b) A person may not operate a motor vehicle in violation of this section.
- (c) A person whose license or permit is invalidated under this section may apply for a restricted driving permit.
- (d) The bureau shall revalidate the license or permit of a person whose license or permit was invalidated under this section that does the following:
 - (1) Establishes to the satisfaction of the principal of the school where the action occurred that caused the invalidation of the person's license or permit that the person has:
 - (a) Enrolled in a full-time or part-time program of education; and
 - (b) Participated for thirty (30) or more days in the program of education.
 - (2) Submits to the bureau a form developed by the bureau that contains:
 - (a) The verified signature of the principal or the president of the governing body of the school described on subdivision (1); and
 - (b) Notification to the bureau that the person has complied with subdivision (1). A person may appeal the decision of a principal under subdivision (1) to the governing body of the school corporation where the principal's school is located.

SUSPENSION OF DRIVING PRIVILEGES

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

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

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

1. That the exit interview will include a hearing to determine if the reason for the student's withdrawal is financial hardship.

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

If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:

1. The person becomes eighteen (18) years of age.
2. One hundred twenty (120) days after the person is suspended, or the end of the semester during which the person returns to school, whichever is longer.
3. The suspension, expulsion, or exclusion is reversed after the person has had a hearing.
 - a. The bureau shall promptly mail a notice to the person's last known address that states that the person's driving privileges will be invalidated for a specific period commencing five (5) days after the date of the notice.

That the person has the right to appeal the invalidation of a license or permit if an aggrieved person believes that:

1. The information provided was technically incorrect; or
2. The bureau committed a technical or procedural error; the aggrieved person may appeal the invalidation of a license.

If a person satisfies the conditions for reinstatement of a license under this section, the person may submit to the bureau the necessary information certifying that at least one (1) of the events described in subsection (a) have occurred.

- (a) Upon certifying the information received under subsection (b), the bureau shall revalidate the person's license or permit.
- (b) A person may not operate a motor vehicle in violation of this section.
- (c) A person whose license or permit is invalidated under this section may apply for a restricted driving permit.
- (d) The bureau shall revalidate the license or permit of a person whose license or permit was invalidated under this section that does the following:
 - (1) Establishes to the satisfaction of the principal of the school where the action occurred that caused the invalidation of the person's license or permit that the person has:
 - (a) Enrolled in a full-time or part-time program of education; and
 - (b) Participated for thirty (30) or more days in the program of education.
 - (2) Submits to the bureau a form developed by the bureau that contains:
 - (a) The verified signature of the principal or the president of the governing body of the school described on subdivision (1); and
 - (b) **Notification to the bureau that the person has complied with subdivision (1). A person may appeal the decision of a principal under subdivision (1) to the governing body of the school corporation where the school is located.**

PARENT PARTICIPATION

A parent (including a guardian and custodian) of a student at the discretion of and upon proper notice by a school official shall be required to participate in any disciplinary action involving the student's behavior, which is authorized under the Student Due Process Code IC 20-8.1-5, as well as the student discipline handbook of this school corporation.

Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising after-school home study time, reviewing homework, and assuring regular school attendance and attendance after school if necessary. When a school official deems it necessary to require parent participation to resolve behavioral problems of a student, the parent shall be notified in one of the following ways: (1) Telephone contact by a school official at least five (5) days in advance of the meeting, conference, or hearing, followed by a letter of confirmation by regular or certified mail; or

(2) Personal delivery of written notice of the required attendance at the meeting, conference, or hearing by a school official at least three (3) days beforehand.

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

Upon receipt of proper notice, any parent, guardian, or custodian, who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare and the child may be considered to be a "child in need of services" in accordance with IC 31-6-4-3(a) (7).

1. Student Conduct in General

At Frontier Junior/Senior High School, disciplinary authority has been assigned to all staff members so that individual rights can be respected and responsibilities met. All students will be expected to do the following.

- A. Be in their classroom and quiet when the bell rings
- B. Be in class with a textbook and other necessary material
- C. Do not disturb others by talking or other disruptive behavior or misbehavior
- D. Remain in their seats during class until dismissed by the teacher
- E. Conduct themselves in a responsible manner
- F. No skateboards, roller blades, razor scooters, heelies, or roller skates are allowed on school property. They may not be used as a method of transportation to or from school under any circumstances. Students who violate this policy will have their equipment confiscated and returned directly to parents. This includes evenings, weekends, and summer vacation.
- G. Junior high students should remain in the junior high hallway upon arrival to school. Those students who have business in the office should report directly there and then return to the junior high hallway. Senior high students should not be in the junior high hallway without prior approval. Contact between junior and senior high students during passing periods, activity period, and lunch is not allowed. Failure to abide by these regulations will be handled as failure to comply.
- H. Students are not allowed in the staff workroom.
- I. Snacks and drinks will not be allowed in classrooms including Activity Period and hallways during school hours.

Each individual staff person should handle the above unless the problem continues after efforts to correct it have been made.

POLICY ON SEXUAL HARASSMENT

I. THE POLICY

- A. It is the policy of the Frontier School Corporation to maintain a learning and working environment that is free from sexual harassment.
- B. It shall be a violation of this policy for any employee of the Frontier School Corporation to harass another employee or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section II. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

II. DEFINITIONS OF HARASSMENT

A. Types of Sexual Harassment

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other

inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
4. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher, which results favorably for that particular employee or student;
5. Such conduct is engaged in by volunteers and/or non-employees over whom the school corporation has some degree of control of their behavior while on school property.

B. Unwelcome Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome.
3. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

C. Examples of Sexual Harassment

Sexual harassment, as set forth in Section II-A, may include, but is not limited to, the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

D. Specific Prohibitions

1. Administrators and Supervisors

- (a) It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
- (b) Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary actions, as described below.

2. Non-administrative and Non-supervisory Employees

- (a) It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to disciplinary actions as described below.

III. COMPLAINT PROCEDURES

- A. Any person who alleges sexual harassment by any employee or student in the school corporation may use the

complaint procedure explained below in Section III. C. or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

- B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

C. Reporting Sexual Harassment

All reports of sexual harassment shall be handled in the following manner:

- (a) Reports must be in writing on forms supplied by the Corporation (if verbal complaint is made, the school official should file a written report);
- (b) Reports must name the person(s) charged with sexual harassment and state the facts;
- (c) Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent, or his/her designee, of all filed reports;
- (d) The building principal who receives a report shall thoroughly investigate the alleged sexual harassment;
- (e) The report and the results of the investigation will be presented to the superintendent, and then to the Board of School Trustees in executive session by the superintendent; and
- (f) The Board of School Trustees will take whatever action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

Alternates:

- (e) The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the Board of School Trustees of any action s/he deems appropriate.
- (f) The Board of Trustees may consider the report and the superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

IV. SANCTIONS FOR MISCONDUCT

- A. A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.
- B. A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

V. FALSE REPORTING

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

VI. NOTIFICATION OF THIS POLICY

Notice of the policy will be circulated to all schools and departments of the Frontier School Corporation and incorporated in each employee and student handbook.

INDEX (ALPHABETICAL ORDER)