2026-2027

HIGHLAND HIGH SCHOOL
Student and Parent Handbook

Expectations: Academics, Attendance,
General Procedures and Behavior

Highland High School Office Contacts

Main Office Staff-(219) 922-5610
Principal: Travis Anderson travisanderson@highland.k12.in.us
Principal's Secretary: Raquel DeJesus rdejesus@highland.k12.in.us
Assistant Principal (Grades 9 and 11): Andrew Locke alocke@highland.k12.in.us
Assistant Principal (Grades 10 and 12): Cristina Campos ccampos@highland.k12.in.us
Assistant Principal's secretary: Elaina Henry ehenry@highland.k12.in.us
Attendance Secretary: Jennifer Cooper jcooper@highland.k12.in.us
Bookkeeper: Jessica Dec jdec@highland.k12.in.us

Guidance Staff: (219) 922-5613
Registrar: Lauren Bastaic lbastaic@highland.k12.in.us
Guidance Counselor (A-GOM)-Amy Vezmar avezmar@highland.k12.in.us
Guidance Counselor (GON-O)-Jason Quigg jquigg@highland.k12.in.us
Guidance Counselor (P-Z)-Amy Vezmar avezmar@highland.k12.in.us

Health Services Office: (219) 922-5610 (ext 1021)
School Nurse: Andrea Warner, RN awarner@highland.k12.in.us

Athletic and SRO Office: (219) 922-5611
Secretary: Jamie Houchin jhouchin@highland.k12.in.us
Athletic Director: Ryan Harrington rharrington@highland.k12.in.us
SRO: Corporal Rick Hoffman rhoffman@highland.k12.in.us

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GENERAL INFORMATION

Academic Progress

Student-related initiatives will be based on academic progress. Parking passes are an example of academic progress.

Advertising

Students, staff members, and school facilities may not be used for advertising or promoting the interests of any non-school organization without the permission of the principal. The school shall not participate in any fundraising event or campaign for any purpose without the approval of the superintendent. Teachers and sponsors may not permit any such campaigns or events within their classrooms or student organizations. Contests and activities sponsored by outside agencies which involve awards or prizes to students are not permitted without the approval of the superintendent. Such activities must have educational value for the participants in order to be approved.

Advisory/Academic Assistance Period

All students will be enrolled in an Advisory/Academic Assistance period. For all students in grades 9-11, the first 40 minutes of their advisory period will be spent completing SAT preparation. The PSAT is given to all students in grades 9-11 and the SAT is given to all students during their Junior year. Utilizing SAT preparation during Advisory will help students be successful on these tests. A high SAT score will provide additional opportunities for students to be successful after they graduate. Failure to progress in assigned SAT preparation may result in disciplinary action.

Area Career Center

All Highland High School Student Handbook rules apply in route to and from the Area Career Center, on the bus, and while in attendance. Highland High School will follow student discipline as requested by the Area Career Center for violation of Area Career

Center rules. Transportation will be provided to and from the Area Career Center by Highland High school buses, however, students may choose to drive to and from the Area Career Center, with parent/guardian permission. Students who abuse their driving

privileges are subject to disciplinary action including conference to a recommendation for expulsion. Examples of abusing driving privileges include, but are not limited to: arriving late to the ACC, arriving late to HHS, making stops between the ACC and HHS, etc. Students who will be driving to and from the ACC must obtain a parking permit from HHS.

Attendance Policies and Procedures

Attendance Philosophy

Regular attendance and promptness are essential to good performance in school. Absence from school is often the greatest single cause of poor performance and achievement. Since the learning process is a progressive activity, each day's lesson is built upon those class activities that took place on previous days. Whenever a class is missed, for whatever reasons, that experience can never be completely made-up. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight gained during class discussion or the loss of competency acquired through explanation or supervised drill. Since responsibility is a learned behavior and regular school attendance patterns encourage the development of responsible patterns of behavior, each student attending Highland High School is expected to make every effort possible to be in school every day. The Highland High School Attendance Policy is developed with the idea that if a student is not present in school, he/she is not learning. Highland High School attendance regulations are expressed to encourage attendance and to encourage an "on the job" attitude for students to follow and to maintain throughout life. **Students are reminded that they are not to leave campus once they have arrived at school without obtaining a pass through the attendance office.**

Highland High School understands, however, that sometimes it becomes necessary for a student to be absent. Therefore, the next few pages have been devoted to providing the student and parent with guidelines as to our attendance procedures and policies.

Indiana Code requires the governing body of each school corporation to have a policy outlining the conditions for excused and unexcused absences. The policy must include the grounds for excused absences required by Sections 15 through 17.5 of this chapter or another law. Any absences that results in a student not attending at least 180 days in a school year must be in accordance with the governing body’s policy to qualify as an excused absence.

Indiana Code defines habitual truancy to include students absent from school for 10 or more days within a school year without being excused for being absent under a parental request file with the school. **IDOE defines chronic absenteeism as students being absent from school for 10 percent or more of a school year for any reason (excused or unexcused). Students who qualify for this designation may be referred to DCS and/or the Lake County Prosecutors office.**

Being considered chronically absent may result in the loss of eligibility for extracurricular activities including but not limited to dances, games, etc. (including Prom).

Absence Classification

When students are absent at any point during the school day, whether they arrive late, leave early, or are absent from school the entire day, the student MUST return to school with a written note from a parent or physician within two school days following the absence in order for the absence to be excused. It is the student's responsibility to ensure these written excuses are handed into the attendance office on time. Absences from school are classified as excused, unexcused, exempt or truant. Students are only allowed to be absent from school **9 times per semeste**r (~ 10%) unless the absence is documented by a physician, or other such written excuse. Hardship cases will be considered for exception by an administrator on an individual basis. The following is an explanation:

Unexcused Absences: Countable Absences towards the 10% AND countable to Habitual Truancy designation (see above - at 10 Days)

The following are examples of COUNTABLE absences that are UNEXCUSED and COUNT toward a student's **nine**-day limit per semester. Students are not allowed to make up work missed on these days.

1. Truancy.

Excused Absences: Countable Absences towards the 10%

The following are examples of COUNTABLE absences that are EXCUSED and COUNT toward the student's **nine**-day limit per semester. Students are allowed to make up all work missed on these days.

1. Personal illness not verified by a physician's statement.

2. Prearranged absences.

3. Personal illness verified by a physician's statement that the student is not to attend school.
4. A death in the immediate family (parent, sibling, grandparent).
5. Court appointment (other than traffic violations)
6. In-School/Out of School Suspension
7. Driver's license examination.
8. College visits. These visits must be verified by the college, in writing and signed.
    i. Limit one (1) during junior year (juniors must have 25 credits); two (2) during senior year (seniors must have 32 credits), and other circumstances as approved by the administration. **College visits are not accepted on the Monday after Prom.**
9. Doctor and orthodontic/dental appointments.
10. Military examinations (arrangements must be made in advance and must be verified.)
11. Religious holidays
    i. The School Town of Highland is aware that during the school year, religious holidays may fall on school days. The School Town of Highland wishes to work with our students and their families in accordance with applicable law to allow students to participate in observance of these holidays. It is therefore the position of the School Town of Highland to permit students an excused absence for observance of a religious holiday.
    ii. In order for an absence to be considered excused, parents or guardians must provide the student's school with a written excuse explaining that the absence is due to the observance of a religious holiday. The absence may be excused only if it is taken on the actual date of the holiday in question. Students are responsible to make-up all work missed as a result of an excused absence.
12. Other circumstances as approved by the administration.

Exception (Exempt) - Not Countable Absence, counted as present

The following are examples of absences that a student is excused from school, are not to be recorded as absent, and will not be penalized in any way by the school:

1. Serving as a page or honoree in the Indiana General Assembly.
2. Participating in an election. (must submit required form in advance)
3. Testifying in court under subpoena.
4. Serving with the National Guard for no more than ten days.

5 Serving with the civil air patrol for no more than five days.

Attendance Notification

It is the responsibility of all parents/guardians to see that their Highland High School student attends school every day that he/she is physically able to do so. **Students who have more than nine (9) countable absences per semester or exceed 10% absence rate at any time, may be considered habitually absent and lose social privileges (i.e. if a student is absent 4 days out of 30 school days, they have exceeded 10% and are considered habitually absent, but after 40 school days and no further absences then the label and consequences will drop off).** If a student continues to accumulate countable absences from class periods beyond the **9-day** limit, the student may be expelled. If a student is removed from more than one class period for absences for the **9-day** limit, the student may be expelled for non-attendance.

Absence Procedure

Parents or guardians must call the Attendance Office (922-5612) or email (jcooper@highland.k12.in.us) the attendance secretary if a student is going to be absent or tardy. If unable to do so, parents or guardians must notify the Attendance Office via call or email within 48 hours of an absence before it is considered unexcused. **The note or email must contain the student's name, date of absences and reason for absence.** If bringing a note, students should report to the Attendance Office prior to 7:25 a.m. on the day they return to school so that they will not be late to their period class. If the parent verifies on the student's first day of absence that the student will be gone for an extended time, in the hospital, long illness, etc., then the parent does not need to contact the main office each day of the prolonged absence. The purpose of the phone call or email is to notify the school authorities that the parent is aware of the student's absence from school. Secretaries answering the phones will ask the reason for the student's absence. If there are unusual circumstances for a student's absence, parents should ask to speak with an administrator.

If the absence was due to an illness and a physician was visited, a medical excuse must be presented to the Attendance Office upon return to school verifying the date(s) the student was too ill to attend. If the student forgets the doctor’s note, an additional day will be given. The doctor’s note must be presented within two school days following the absence to be accepted as a medical excuse. If a Physician's note is not turned in within two school days of a student’s absence, the absence is unexcused. Physician's notes that have been altered **IN ANY MANNER** will not be accepted and the student will be

subject to disciplinary action.

Routine medical and dental appointments are excused absences. A student who has an appointment should bring a note from a parent verifying the appointment and the time the student is to leave school. The student will be given a "Passport" which allows him or her to leave class at the designated time. The student must then report to the Attendance Office and sign out. Upon return, the student must sign back in. A note from the physician's or dentist's office verifying the time to be excused must be presented to the Attendance Office. Only the time the student was at the appointment and appropriate travel time will be excused.

Procedure for Signing In – Signing Out

Students arriving to class after 7:35 a.m. must report directly to the Attendance Office and sign in. Those arriving after 7:35 a.m. must provide a note from the parent explaining the reason for being late or will be considered truant. Once a student arrives at school, he/she is expected to stay in the building until school is dismissed. If a student needs to leave the building for any reason (except vocational class), he/she must sign out through the attendance office. The student must show the attendance office personnel a note, signed by a parent, explaining the reason for the student leaving the building.

This procedure is necessary because it is the school's responsibility to know where a student is during the school day.

A student must be in attendance at least the last two full periods (4 periods on the 7 period day) in order to attend or participate in any extracurricular activities that day. unless pre-arranged with school officials.

Make-up Work

When a student is absent, regular or pre-arranged, it is his or her responsibility to contact the teacher(s) to obtain make-up work. Teachers will use discretion in setting deadlines for make-up work. Such deadlines should be mutually established by teacher(s) and students. Students who are returning from a prearranged absence are expected to present all make-up work and take tests or quizzes the day that they return to school.

Students are encouraged to turn in make-up work on a daily basis and not as a complete

package at the end of the make-up period. All make-up work must be completed to the satisfaction of the teacher. In addition, homework, tests, quizzes or other projects that were scheduled for the first day of a student's absence are expected to be completed the day a student returns.

Students are not given credit for make-up work when the absence is unexcused (countable), but they are encouraged to complete it on their own to benefit from the educational value it provides.

Perfect Attendance

Perfect attendance awards will be given to those students who have not been absent from school, for any period of time, other than serving as a page in the State Legislature, working at the polls, or successfully completing a driver's license examination. School-sponsored field trips are not considered as being absent from school.

Student Withdrawal and Transfer

Students who wish to withdraw from school or transfer to another school must notify the Guidance Office. A withdrawal form must be completed and signed by each teacher before the withdrawal can be processed. No records can be forwarded unless this form is filled out completely and accurately, along with a signed statement from the parent or guardian of students under the age of 18. All students withdrawing from Highland High School are required to attend an exit interview with the building principal prior to the completion of the withdrawal process. The determination of the reason for withdrawal will be made during the exit interview.

Homebound Instruction

Students and parents are reminded that Highland High School stresses the need for students to be in the school environment, especially lab-oriented classes, as much as possible. However, if students develop a physical or emotional illness that has been verified in writing by a physician and that will extend four (4) weeks or longer, a request for homebound instruction may be made. Because students are not attending regular classes during homebound instruction, it is suggested that this option be considered only after all other alternatives have been exhausted. The process for requesting Homebound Instruction is as follows:

1. Parents should make a written request for homebound instruction from the

principal who will consult with the parent regarding this process.

2. The principal will notify the Assistant Superintendent (Student Services) that a student is in need of Homebound Instruction.
3. Parents will pick up the Homebound Request paperwork from the Highland High School Main Office.
4. The principal, after receiving the completed paperwork, will recommend the best Homebound alternative(s) to meet the student's needs, which may include homebound tutoring, individualized communication, and/or independent homework assignments.

Prolonged Medical Condition

Any student who is experiencing a "prolonged medical condition," an illness which results in missing a considerable number of school days, will be required to provide a signed physician's statement explaining the "prolonged medical condition." This physician's statement must be presented to the Attendance Office at the beginning of each semester. This signed statement will allow the student to miss ten (10) days without continually visiting the doctor for separate signed physician's notes.

Planned Family Absence

A parent who wishes to have his/her child absent from school for family vacations or college visitations must ensure the guidelines listed below are satisfied:

1. The parent must arrange with the Attendance Office in advance and the proper form must be filled out.
2. After arrangements are made with the Attendance Office, the student should speak to each teacher sometime before the absence, explaining the reason and arranging for makeup work.
3. The student will be expected to return to school as nearly current with class work as possible.
4. A schedule for additional work or tests missed should be developed with each teacher immediately upon return.
5. College visitations must be verified, in writing, by the college office of admissions.

Absence from Study Hall

Study halls are provided as a means by which students can utilize school time to complete work, receive tutoring, do research, receive counseling, or complete makeup

work. Hence, truancies and absences from study halls will not be tolerated and appropriate penalties will be imposed by the administration.

Bell Schedule – Monday through Friday

Block Day Schedule:

The regular school day is from 7:30 a.m. to 2:40 p.m. A bell to announce the beginning of school will ring at 7:20 a.m. Students follow a block schedule, which is divided into Gold and Blue days. The daily bell schedule is as follows:

Gold	Blue
Period 1	Period 2
Period 3	Period 4 (Advisory)
Period 5	Period 6
Period 7	Period 8

Period	Class Time	
Period 1/2	7:30 a.m.-9:05 a.m.	
Period 3/4	9:11 a.m.-10:46 a.m.	
Period 5/6	10:52 a.m.-12:59p.m.	
Period 5A/6A	11:24 a.m.-12:59 p.m.	(Lunch 10:52 a.m. - 11:22
a.m.) Period 5B/6B	10:52 a.m.-11:24 a.m.	(Lunch 11:24 a.m.-11:54 p.m.)
	11:56 a.m.-12:59 p.m.	
Period 5C/6C	10:52 a.m. -11:56 a.m.	(Lunch 11:56 a.m.-12:26
	p.m.) 12:28 p.m.- 12:59 p.m.	
Period 5D/6D	10:52 a.m.-12:28 p.m.	(Lunch 12:28 p.m. - 12:59 p.m.)
Period 7/8	1:05 p.m.-2:40 p.m.	

Some students will eat during lunch period "A", then attend class. Others will attend class, then eat during "D" lunch. Those assigned to "B" or “C” lunch will have a split class. Students will be informed which lunch period they have on the first day of school. If it becomes necessary to change a lunch assignment, students will be notified by their 5th or 6th period teacher.

Students may enter the building after 7:00 a.m. and are restricted to the commons and/or the cafeteria. Students should leave the building immediately at the end of the school day unless they are involved in after-school activities.

Book Rent/Fees

If a student/family has fees assessed through damages, lost, or previous book rental fees, they may either pay in person or a parent may set up a payment plan in RDS.

Students are responsible for all books, materials, supplies, and equipment assigned to them or provided for their use. Abuse or loss of such items will result in payment for the lost or damaged items and possible disciplinary action.

Any student using a school-owned instrument (Band or Orchestra) is responsible for all repairs or replacement for damages. All instruments must be returned at the end of each school year.

In addition to book rental fees, Hammond Career students are also responsible for any financial obligations at the Hammond Career Center.

Cameras

Security cameras are utilized throughout the building and parking lot. The cameras are a tool to prevent and detect violations of the code of conduct. However, security cameras are mechanical pieces of equipment that occasionally malfunction and are limited by the line of sight and location in which they are mounted. As a result, not all areas of the building are covered at all times. Also, the cameras are not monitored at all times. If a student observes an infraction, they are asked to report their observation to the office immediately.

Change of Address

In order to assure that proper enrollment procedures are followed, and in order for the school to communicate effectively with parents, especially if an emergency should arise, it is important that the address and telephone number of each student be current. Therefore, corrections to students' records, including name, address, and telephone number, should be reported to the Guidance Office as soon as possible.

Clubs and Organizations

All clubs will have membership open to all students who have an interest in the function of the club. Club meetings will be held approximately once each month. A club meeting schedule will be distributed by sponsors and posted in classrooms. Every activity or meeting must be under the direction of a staff member. No student shall be in the building without sponsor supervision.

Clubs will be organized for the primary purpose of providing services to others. Students who have an interest in organizing a club must secure faculty sponsorship and administrative approval. Outside visitors are not permitted to attend club meetings unless special arrangements have been made through the sponsor and the principal.

A club may be the out-growth of a curricular class now offered in the school. Clubs, however, shall not duplicate the offering of the parent class. Under no circumstances shall a club be formed to perpetuate the special interests of any individual or small group of students. Students may not form any type of secret club, society, fraternity or sorority under the auspices of Highland High School. All induction ceremonies must be approved by the principal, and absolutely no form of hazing will be condoned.

Daily Announcements

It is the responsibility of each student to know the contents of the announcements each day. ~~Daily~~ announcements will be shown during the Advisory Period, posted on Highland High School's web page, ~~X page~~, Facebook page, and Google Classrooms, and copies will be e-mailed to all teachers prior to the announcements. In addition to the Advisory Announcements, some announcements are read on the public address system during the course of the day.

Dances

Clubs and groups sponsor dances throughout the year to provide students an opportunity to interact with new people and to have fun with their friends in a supervised social setting. Admission will be closed 30 minutes following the scheduled starting time. Students attending school-sponsored dances must show their I.D. cards at the door and remove outer garments and place them in the designated coat-check area. Students are not to leave the dance. If a student leaves during a dance, he or she will not be allowed to return. All participants are to leave the premises immediately following the dance.

Unless otherwise stated, Highland High school dances are limited strictly to its own students. For those dances where students may bring a guest (i.e., Homecoming, Turnabout, Prom), Date Request Forms must be completed and turned in to the Principal's Office by the specified dates which are announced well in advance of the dance. Students are responsible for the behavior of their guests.

The sponsoring organization for each dance makes arrangements for the music, theme, refreshments, admission fee, police security and other particulars subject to administrative approval. It is also the sponsoring organization's responsibility to provide sufficient faculty and parent chaperones and to clean-up immediately after the dance. All chaperones will have complete authority during dances.

Dances are considered an extension of the regular school day. Students must be in attendance at school for a half school day the date of or the day before a dance. Therefore, all rules and regulations of Highland High School concerning student behavior apply at dances as well. Violation of these rules will not be tolerated. Absolutely no alcohol, vapes, tobacco or drugs will be permitted. Students in possession or under the influence of any of the above will be disciplined according to the Student Code of Conduct.

During the school year, students who receive more than one suspension can lose their parking privileges and will not be eligible to attend after school events: i.e., Prom, Turnabout, Banquets, Homecoming. This language does not include Graduation or extracurricular activities.

If you receive two or more suspensions before the homecoming dance or Turnabout dance, you are unable to attend the homecoming dance or Turnabout dance. If you have one suspension first semester and one suspension second semester, you will not be able to attend Prom. If you have two suspensions in the second semester, you will be unable to attend Prom. If you have two suspensions first semester and one suspension second semester, you will be unable to attend Prom.

If you receive two or more suspensions during the school year you will not be able to attend any school sponsored dances.

Also see the habitually absent/truant section of attendance earlier in this document for attendance requirements to be allowed to participate in extracurricular activities.

Directory Information

The School Town of Highland School Corporation designates the following items as 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 previous school attended, photograph and videotape not used in a disciplinary matter, student work display at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary by 3rd Tuesday of the current school year.

E-Learning Days

e-Learning days allow the School Town of Highland the opportunity to limit makeup days in the future due to inclement weather and it also expands opportunities for schools to conduct professional development for their staff without disrupting the educational process. On these days students will be required to complete academic coursework in the classes they are enrolled in at Highland High School.

e-Learning days will be classified as either asynchronous (student self-paced) or synchronous (teacher-directed instruction). During asynchronous learning, students are required to complete and submit their coursework by the end of each e-Learning day. During synchronous learning, students must be logged into a Google Meet during their designated class period and be actively engaged in the lesson in order for the student to be considered present. Attendance rules are applicable and will be enforced during asynchronous learning.

Parents or guardians must notify school administration when a student experiences internet connectivity issues during an e-Learning day. If school administration determines that internet connectivity issues existed and prevented students from completing their e-Learning assignments, students will be granted an extension to complete and turn in any assigned work.

Emergency School Closing

Highland High School families/staff will be notified of school closing for weather related emergencies using our parent notification system, **Thrillshare**. The system allows us to make calls to all homes within minutes of a school closing decision being made. You may also check the School Town of Highland website, http://www.highland.k12.in.us/; listen to WJOB radio AM1230 or connect to http://www.emergencyclosings.com/ and follow the online instructions.

Please avoid calling the high school so that the telephone lines can remain available for possible emergency use.

Financial Transactions

The school treasurer keeps accurate records of all school transactions. A financial report of all extra-curricular accounts is issued at the end of each month. All clubs and organizations must deposit all funds with the school treasurer.

To make a purchase from an organizational account, a student must first obtain permission for the purchase, obtain a receipt or an invoice, and present the receipt or invoice to the sponsor. The sponsor must then complete a Payment Authorization voucher form, attach the receipt or invoice, and present it to the school treasurer for payment.

Food and Beverages

The consumption of food is restricted to the cafeteria or lunch areas which may include the LGI for certain lunch periods. Beverages may be consumed in the hallways but must be disposed of properly in a waste container. Food and beverages may be consumed in the classroom with the approval and supervision of the classroom teacher. No outside food or beverages may be delivered during the school day per food guidelines, please see the food services website for more information.

Fund-Raising

All fund-raising activities must be approved by the administration. Students may not solicit the community on a door-to-door basis for the purpose of raising funds unless permission is granted by the superintendent. Students who accept items for sale for the purpose of earning revenue for a school organization are responsible for returning the items or their monetary value.

Hall Passes

Any student found without an authorized hall pass, in a location other than that specified on the pass, or off the most direct route to their destination, will be returned to the appropriate classroom or escorted to the office for disciplinary action.

Library

The library is open from 7:25 a.m. to 2:50 p.m. All students are encouraged to use the library and its facilities as much as possible. The library is a place to do reference work, school assignments requiring library materials, and recreational reading. To make profitable use of the library, there must be a quiet atmosphere. Library personnel are at your service and wish to help you in any way they can. No materials are to be taken from the library without being checked out. Students must present their high school I.D. card in order to check out library materials, and they are responsible for all materials checked out in their name. Lost or late materials will be subject to a fine. Students who do not promptly return materials and/or are slow in the payment of fines may have their library borrowing privileges temporarily suspended.

Lockers

Each student may be assigned a hall locker, free of charge, for the purpose of storing personal electronic devices, books, school supplies, coats, hats, and other necessary

items. Jackets, coats, sunglasses

and headwear are to be locked in lockers and not to be worn in the building at any time. Students are to use the lockers assigned to them and are not to share with another student. Students are expected to keep their lockers clean, neatly arranged, locked, **and free from any adhesive material such as tape, stickers, decals, etc**. School-issued locks are the only lock that can be used on the lockers. Students are not to leave valuables in their lockers at any time. The school cannot accept responsibility for any lost or stolen articles. Damaging or defacing a locker is a violation of the Student Code of Conduct. If a student has a damaged or broken locker, he or she should report it to the Principal's Office as soon as possible. A $9.00 fee will be required in order to replace lost or damaged pad-locks. **THE ADMINISTRATION HAS THE LEGAL RIGHT TO INSPECT LOCKERS, WITHOUT NOTIFICATION, WHENEVER IT IS**

DEEMED NECESSARY due to reasonable suspicion. Replacement locks must be purchased from the office for a designated fee.

Lunch Policy

The high school has a comprehensive food service program. The school lunch program in the cafeteria serves complete lunches as well as a-la-carte selections. **The USDA waivers that allowed for free meals during the pandemic have expired and students will again be charged for meals. The cost for a complete breakfast for a paid student is $1.50. Students who qualify for reduced/free benefits may eat breakfast at no cost. The cost for a complete lunch for a paid student is $2.25 and $0.40 for a reduced price student. Ala carte items are sold at an extra cost to students.** Adult meals will be completely ala carte style and will be charged according to what is selected. Milk purchased separately costs fifty cents. Students and adults are also permitted to bring their lunch from home and to purchase beverages and incidental items.

When going to lunch, students are expected to walk in a safe manner and not crowd in line. Students must remain in the cafeteria for the entire lunch period unless given permission to leave by a cafeteria supervisor. Student behavior in the cafeteria should be based on courtesy and cleanliness. **Any student who participates in a food fight will be suspended from school**. All students eating at school are expected to properly dispose of their refuse in the receptacles provided. Recycling containers are available for aluminum can disposal. Students are to remain in the cafeteria or student commons during their entire lunch period. **Ordering or having food delivered from an outside vendor or by a parent from an outside vendor is not allowed.**

The School Town of Highland participates in the federally funded National School Lunch

Program which provides free and/or reduced-price school meals to eligible high school students. Application forms, including federal income guidelines, may be obtained in the Principal's Office or in the Food Service Office. Applications may also be completed online by visiting the Food Service page of the School Town of Highland website. Acceptance in this program may also alter the cost of book rental. Further information may be obtained from the school treasurer regarding textbook assistance and book rental fees

Meal Charge Procedures and Unpaid Meal Charges

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. The School Town of Highland will adhere to the following meal charge procedure.

Payments to lunch accounts may be made in several ways. Households can prepay on student accounts online by using the Mealtime website at www.mealtime.com. Parents can set up an account that allows them to make credit card/debit card payments, set up low balance alerts, auto replenish functions, and even view what their child purchases. There is a minimal service fee to use the online payment feature. Households are also advised to send payments with their child to turn into the school's food service department. We encourage parents and guardians to remit payments by check or money order to ensure monies are placed on lunch accounts.

STOH Board Policy 8500 states that The Board recognizes that circumstances may result in a student's need to charge lunch or breakfast on occasion and shall permit such charges. The Superintendent shall develop procedures regarding meal charges, which shall be implemented by the Director of Food Services. This procedure will provide direction so that students attending Corporation schools who do not have funds in their account or on-hand to cover the cost of their meal at the time of service are treated consistently, parents of students who charge meals are notified when a student charges a meal, and efforts are made to collect the charges made by students so that the unpaid charges are not classified as "bad debt" at the end of the school year.

In order to properly administer the National School Lunch Program, please refer to the following:

Significant negative lunch account balances shall not be permitted.

If a student has a negative lunch account balance, s/he shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to his/her negative lunch account balance.

Furthermore, if a student has a negative lunch account balance, the student shall not be permitted to charge any à la carte food or beverage items.

Any significant negative lunch account balance should be pursued for collection before it is determined to be uncollectible pursuant to Policy 6151. Uncollectable debt may be first offset by funds acquired by inactive accounts. If there is insufficient funds from monies left from inactive accounts, then the district's General Fund will offset the debt.

Staff members may not charge meals.

If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.

The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.

If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

At the elementary level an automated call system will notify parents weekly when balances reflect a negative balance in the student's lunch/meal account. At a minimum, these calls are sent 3 days a week, generally on Monday, Wednesday and Friday. The food service manager will also send home letters each week to parents of students who carry negative balances. While we do our best to alert parents that money is needed, it remains the parent/guardian's responsibility to check on balances and ensure that their child has money on their meal accounts.

Once a child reaches middle school and high school, they are reminded at the cashier's station that money is needed. Additionally, attempts are made to contact households once

the student has charged a meal. Students at the secondary levels are relied upon to relay account balance statuses to their respective parents and guardians. We do understand that there are extenuating circumstances that delay prompt payment from time to time. Parents are strongly encouraged to call the food service office or their student's kitchen manager to discuss how to handle that day's meal service.

All accounts must be settled at the end of the school year and no later than June 30th of the year. Letters will be sent home approximately 20 days before the last day of school to students who have any negative balances either with students or via email. Negative balances of more than $50.00 not paid in full ten days prior to the beginning of the new school year will force the Corporation to take action to collect unpaid funds up to and including the use of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.

Students who graduate or withdraw from the corporation and have funds left in their lunch/meal food service account can fill out a request for refund form found on the school nutrition website. They can also elect to have the leftover monies transferred to siblings or donated to another student.

A lunch account becomes inactive after a student withdraws from the school district. An inactive lunch account that has a positive balance of $10.00 or less may be receipted back into the school lunch fund where the School Lunch Program funds are maintained. An inactive lunch account that has a nominal negative account balance of $10.00 or less may be offset against the positive balances in the Fund; provided, however, that if the parent requests and can document entitlement to the positive balance in the account, the parent is entitled to a refund of that amount.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's

TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. *mail:*
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. *fax:*
   (833) 256-1665 or (202) 690-7442; or
3. *email:*
   program.intake@usda.gov

   This institution is an equal opportunity provider.

National Honor Society

National Honor Society – Character, Scholarship, Leadership, Service

- GPA 3.5 or higher
- Exemplary character (no referrals, cheating, disruptive behavior, or drug testing violations, etc.)
- Community service (three examples of verifiable high school service, i.e. sport or academic team, church, scouts, nursing home, Humane Society, etc. (non-paid help)(requested information by deadline)
- Membership determined by decision of faculty advisory committee
- Yearly membership eligibility – maintenance of GPA and minimum yearly service requirements.

Non-Custodial Parents

A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, progress reports, student records and disciplinary actions. Such parents will also be allowed to participate in conferences, classroom visitations, Open House and all other school activities.

The non-custodial parent may not visit with his or her youngster during the school day nor may the student be released to the non-custodial parent unless written permission has been given by the custodial parent.

A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, or the school visitation of, the non-custodial parent.

NOTICE TO PARENTS

Academics

The main purpose of schools is academic achievement. The scholastic needs of students cannot be met unless schools have a strong curriculum. For students to be successful, daily attendance, timeliness to class, bringing of proper materials to class and adequate preparation are critical to the educational process. For the school to be successful in maintaining a quality curriculum, student and parent input is important. Any parent or student with concerns or suggestions regarding any aspect of the academic programs of Highland High School is encouraged to contact the principal.

Discipline

The fundamental purpose of Highland High School is to provide educational opportunities for all students. Discipline is one of the most important lessons taught in education because it underlies the whole educational structure. Although discipline is not part of the formal curriculum, it is essential to the educational process through its development of self-control, character, orderliness and efficiency. A cooperative team effort between the home and school is needed to maintain a positive learning environment. Discipline is the key to good student conduct and to the proper consideration of other people.

Students who violate school rules or jeopardize the educational atmosphere will be disciplined. In addition, according to Indiana Code, students under the age of 18 who have received at least a second suspension, or who have been expelled from school, or who withdraw in order to avoid those types of punishment, may be referred to the Bureau of Motor Vehicles for denial or invalidation of a learner's permit and/or driver's license. **Students' disciplinary files will be maintained throughout their career at Highland High School; however, the discipline file DOES NOT become part of their permanent record except in the case of a student who has been expelled**.

All disciplinary actions, excepting those specifically stated as semester basis (i.e., tardies, attendance) accumulate over the entire school year.

The principal's discipline decision is final. Other than disciplinary action involving a recommendation for expulsion, the decision of the building principal is final. There is no appeal process.

Discipline Jurisdiction

All administrators, teachers, secretaries, custodians, cafeteria workers, bus drivers and other staff members at Highland High School have the authority and the responsibility to enforce the policies of the school. Refusal on the part of students to respect this authority both during the school day and/or at any school-related activity shall be considered as insubordinate conduct and dealt with accordingly.**Parental Jurisdiction**
A student who is 18 years old is not, merely by virtue of age, free from parent/guardian control or responsibility. As an example, parental contact is required in matters regarding attendance problems.

Parental Rights and Responsibilities
The parent or guardian of a student enrolled at Highland High School shall be entitled to inspect any instructional materials which will be used in connection with a survey, a personal analysis, or an evaluation which is not a direct part of the academic instruction. Instructional materials include but are not limited to teachers, manuals, student texts, films, video materials, computer programs, or tapes. **Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints.**

A student who is 18 years old is not, merely by virtue of age, free from parent/guardian control and is still the responsibility of the parent. For example, parental contact is required in matters regarding tardiness, attendance and discipline problems.

Highland High School DOES NOT sanction a senior ditch day. Students who participate in such an event will be counted truant and the absence will be unexcused. Parents and students are asked to cooperate in this matter. Parents should give thoughtful consideration about allowing their adolescent to attend any function identified as a senior banquet.

Posters

All posters, flyers and notices placed in the school must have administrative approval. Such items should be placed on either bulletin boards or the walls in the student commons or cafeteria **ONLY**, are not to be placed on glass, and are to be removed the day following their obsolescence. A maximum of ten (10) identical items may be posted, and **ONLY** masking tape may be used to secure items. Posters placed without prior approval will be removed. Notices promoting private profit-making organizations are prohibited.

Publications

Highland High School student publications include the *Shield* yearbook. All publications cover events related to the school and community. Policy concerning the coverage and the printing of all material is determined by the Editorial Board with direction from the publications advisor and principal.

Soliciting/Sales

Any sale of items at school, fundraisers or otherwise, must be approved by the administration. HHS fundraisers are approved through the request process initiated by club/sport sponsors. Any other items/food sold by students is prohibited. Students who sell any unauthorized items of any kind including food will be subject to disciplinary action from a conference to a recommendation for expulsion.

Safety and Health

One of the most important responsibilities of a school organization is to provide a safe and healthy environment for all students and staff members. The primary purpose of the

health and safety program at Highland High School is to promote and protect the welfare of its students and staff members.

Accident Reports

Any student who has an accident in school must report it to his or her teacher if the accident occurs in the classroom. If an accident occurs at any other time of the school day, it should be reported to the Nurse's Office. A report will be taken and first aid will be administered.

Asbestos

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the School Town of Highland is available for review and copying by students, staff and guardians during normal business hours.

Bomb Threats

School personnel work closely with the police department utilizing established procedures to ensure the safety and well being of students and staff.

Building Access

Students who arrive to school late must check in at Door B. Students are not allowed to prop open doors, open exterior doors for guests, visitors or other students during the school day. Students who violate these policies will be subject to disciplinary action from a conference to a recommendation for expulsion.

Earthquake Instructions

Students should become familiar with the emergency plans for the rooms that they use. The safe areas in each room are under sturdy tables, desks, or against inside walls. The unsafe areas in rooms are mirrors, hanging objects, and tall, unsecured furniture. If indoors, stay in the room, get under a desk or table or stand in a corner. If outdoors, get into an open area away from trees, buildings, walls and power lines. No alarm will sound; instructions will be given over the P.A.

Fire Alarms and Extinguishers

If a student witnesses a fire in the building, he or she should pull the nearest fire alarm immediately and report it to the nearest staff member. Pulling a fire alarm,

however, should be done only when a legitimate need arises. A very serious violation of both school policy and state law occurs when false fire alarms are pulled. The same also holds true when fire extinguishers are misused or abused.

Fire Drills

Fire drills are signaled by one long blast from the fire horn. All students and staff members must leave the building immediately and completely clear the walks leading from the building. Students shall be directed by their teacher to the appropriate exit. All doors and windows should be closed. When evacuating, students should walk rapidly in a calm, quiet and orderly manner. **IF STUDENTS REACH A BLOCKED EXIT, THEY SHOULD REVERSE DIRECTION AND RAISE THEIR HANDS ABOVE THEIR HEADS TO WARN OTHERS TO USE ANOTHER EXIT**. Teachers are to remain with their class and take roll immediately upon evacuation. Any missing students should be reported to a public safety official or building administrator. The all-clear-for-safe-return signal will be one continuous ring from the bell or a P.A. announcement. It is the responsibility of each student to cooperate fully whenever a fire alarm sounds. Failure to exit the building in a prompt, safe and prescribed manner may result in disciplinary action.

Food Delivery

Food companies will not be allowed to deliver to Highland High School during school hours. All food delivery companies including UBEREats, Grubhub, DoorDash, etc will be turned away. Students who order food with a delivery service or company will be subject to disciplinary action from a conference to a recommendation for expulsion.

Illness/Injury

If a student becomes ill or injured and it is not an emergency situation, they need to report to their classroom teacher first for a pass to the Nurse's Office. STUDENTS ARE NOT TO USE CELL PHONES TO CALL OR TEXT PARENTS (use of cell phones will result in a detention). The nurse will make the necessary contacts if a student needs to leave because of injury or illness. Students determined to be too ill to return to class will be sent home only after the nurse contacts a parent, guardian or other responsible adult on the emergency contact form. If emergency care is necessary, 911 will be called and a

parent/guardian will be contracted to determine appropriate action. Students will not be able to leave school without parental permission; otherwise all classes missed will result in unexcused absences.

A Concussion fact sheet can be found on Family ID as well as a Concussion Acknowledgement and Signature Form for Parents and Student Athletes when you register for a sport.

When a child is ill or shows signs of illness, such as a fever (temperature 100 degrees or higher), a rash or vomiting, the child must be kept home until symptoms disappear and temperature has been normal for at least 24 hours or a full school day. Children returning to school and not meeting these requirements will be sent home. If a child sent home due to illness returns to school the next day, no note is needed unless specified by the nurse or administration. Some illnesses require a doctor's note to return.

A statement from a doctor may be required after an absence due to a contagious disease, surgery, hospitalization, or an absence of 5 or more consecutive days.

All exemptions from participation in physical activities will require a statement from the doctor. A parent note will only excuse a student from participation in Physical Education classes for 1 class session.

If a child becomes ill at school, the parents need to pick up the child or have the child picked up in a timely manner—no longer than one (1) hour. High school students are able to drive or walk home with parent/guardian permission.

<u>Immunization Requirements</u>
Grades 6 through 12:

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose
- 4 doses of any combination of IPV or OPV by age 4-6, or 3 doses of all OPV or all IPV are acceptable if the third dose was administered on or after the 4th birthday.

- 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age).
- 2 doses of measles (rubeola) vaccine on or after the first birthday.
- 2 doses of mumps vaccine on or after the first birthday.
- 1 dose of rubella (German measles) vaccine on or after the first birthday.
- 2 doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval *or* written history of disease. Parental history of chickenpox disease is acceptable as proof of immunity. A signed written statement from the child's primary care provider indicating month and year of disease is sufficient.
- 1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age.
- 1 dose of meningococcal conjugate vaccine (MCV4).
- A booster dose of the meningococcal conjugate vaccine (MCV4) is needed for all 12th graders unless the 1st dose of MCV4 was given ON OR AFTER their 16th birthday.

The above are required by the Indiana State Department of Health for the school year. Students are required to have immunizations turned in within 20 days of their start date, otherwise they will be excluded from school until all required documentation of immunizations are turned in.

Your child may obtain the required immunizations for FREE from 9:00 a.m. to 3:00 p.m. Monday through Thursday (except Holidays) at:
Lake County Health Department
2900 West 93rd Street
Crown Point, IN
(219) 755-3658

No appointments are necessary, but you must bring your child's previous immunization records.

<u>Medication</u>
By law, school personnel cannot dispense any drugs, including aspirin, other non-prescription drugs, and herbal supplements without written permission from a parent or guardian. If a prescription drug or herbal supplement needs to be

taken, a doctor's written prescription, or the prescription bottle itself with a parental

note, must be presented. In all instances, medication, whether prescription, non-prescription, or herbal supplements, must be furnished by the individual needing the medication. Students are not allowed to have any type of drug or medication, whether prescription or non-prescription, in their lockers or on their person. When medications are necessary, they must be kept with the school nurse. Any exceptions must be approved on an individual basis by the nurse and administration.

Pesticide Policy

The School Town of Highland is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children. The School Town of Highland will:

1. Inform annually, parents and staff members, of the pesticide policy at the time of student registration (beginning of the school year or semester) as provided in the student and staff handbooks.
2. The Director of Special Services will be the contact person for information regarding pest control and pesticides.
3. Each building principal will establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice. The list will also be sent to the Director of Special Services.
4. The Director of Special Services will provide notice of planned pesticide applications to the building principals who will in turn notify parents and employees who have requested advanced notice.
5. The Director of Special Services will maintain a written record for 90 days of any pesticide applications.

The School Town of Highland will provide notice at least two (school) days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied, and the telephone number to contact the school for more

information.

In case of emergency pesticide applications because of immediate threat to the public health, the School Town of Highland shall give written notice as soon as possible.

Restrooms

Restroom use may be modified and/or restricted when improperly used by students for activities not designed for that area. **Restroom stalls are specifically designed for one person occupancy use, any more than one person found in a stall may be subject to suspension or expulsion.** Stalls are intended by design to be a place for privacy to perform bodily functions exclusively. Inappropriate use of the area will be subject to disciplinary action.

Safe Schools Alert

Highland High School is now using SafeSchools Alert, an anonymous tip reporting system that allows students, staff, and parents to submit safety concerns to our administration. Tips on bullying, harassment, drugs, vandalism, or other safety issues can be submitted in five different ways:

1. App: Search for "SafeSchools Alert" in the App Store to download for free
2. Phone: 1-855-4 ALERT1, ext. 1834
3. Text: Text #1834 + your tip to ALERT1 or 253781
4. Email: 1834@alert1.us
5. Web: http://1834.alert1.us

*Students who intentionally make false reports will be subject to disciplinary action from a conference to a recommendation for expulsion.

Tornado Drills

Students should become familiar with the tornado emergency plans for the rooms which they will use. When the tornado alert sounds, which is an intermittent beep over the intercom system, all windows and classroom doors should be opened. Students should walk to their assigned areas, kneel facing inner walls, and cover their heads with their arms or textbook. Students should stay away from entrances and interior doors. If an alert is sounded when students are loading

buses, they should return to the building and seek shelter.

Sportsmanship

At Highland High School, we are members of the NCC Conference and as such, we have as a goal to promote and recognize good citizenship, responsible behavior, and mutual respect for all participants and fans.

The objectives of the conference are:

1. To promote and facilitate interscholastic activities among member schools.
2. To promote sportsmanship among the members.

The Northwest Crossroads Conference and each member school shall make significant efforts to teach and promote good sportsmanship.

Aspects of good character that need to be taught, reinforced, recognized, and supported are:

1. Respect: Treat the game itself, the officials, and the participants with respect. Do not engage in 'trash talking', taunting, profanity, or unseemly celebrations. A simple, yet sincere, handshake after a game, win or lose, is a symbol of respect.
2. Behavior: Always play fair, stay within the rules as established. Be positive with comments to the media. Use positive comments to motivate, and avoid negative comments about your opponents. Fans should constantly be advised and encouraged to cheer for their team and not against their opponents. Coaches and players are the role models for their school and community; they are the pillars of good sportsmanship.
3. Citizenship: Care about the participants and their personal welfare. The well being of the athletes through the channels of educational goals and structure should always be placed ahead of desire and pressure to win. Codes of conduct will be established and monitored for coaches, athletes, and spectators.

We encourage students of Highland High School to attend athletic contests and support their teams. Good sportsmanship by our fans is expected.

Students who do not promote or exhibit good sportsmanship may be removed from the

athletic contest and prohibited from future attendance at athletic events. This may also be subject to school disciplinary measures.

Student Activities

All students are strongly encouraged to actively participate in school activities. Such participation enables students to develop leadership qualities, make friends, learn new leisure time activities, pursue special interests or simply have fun.

Students should have parental permission to participate in a school activity. In the case of interscholastic athletics, physical examinations and medical insurance waivers are also required. All participating students in all school-sponsored activities must be transported to and from the activity in the transportation provided by the school. Students are not allowed to transport themselves to any school-related activity in which they participate.

Student Identification Cards

Student identification pictures will be taken for all students at the time of registration. **It is required that students carry their I.D. cards during the school day and must show it when requested by staff.** Student IDs may be required to gain admittance to school functions such as dances. The card also serves as a Highland High School library card and is necessary to check out books and materials, as well as identification access to Internet use. I.D. pictures will also be taken during the first week of each semester and at other appropriate times during the school year. Students should listen carefully to the daily announcements for information regarding I.D. pictures. It is the responsibility of the student to appear at the proper time to get a replacement I.D. picture at a cost of $5.00.

Student Services (Guidance Department)

College Applications and Transcripts

Students requesting official transcripts should use the link to parchment e-transcript on the guidance department web page. College or university applications are usually available at the end of August. It is wise to apply for admission during the first semester of the student's senior year. All college and scholarship applications have deadline dates. It is important to note whether the application must be received by the due date, or only postmarked by that date. Directions on the application are usually specific; read them carefully and follow them completely.

ALL APPLICATIONS THAT NEED A RECOMMENDATION OR A TRANSCRIPT MUST BE SUBMITTED TO THE GUIDANCE OFFICE NO LATER THAN ONE (1) WEEK PRIOR TO THE DEADLINE MAILING DATE TO BETTER ENSURE THAT IT WILL BE SENT ON TIME.

Guidance and Counseling

The purpose of the Guidance Department is to assist students in making decisions and assuming responsibility. The guidance counselors provide students with opportunities to discuss personal, occupational, social or educational concerns. Some of the duties of the guidance counselors include:

1. Administering and interpreting interest, achievement and ability tests;
2. Providing information to students concerning post-secondary educational opportunities and assistance with applications;
3. Providing information and assistance to students concerning career plans;
4. Helping students develop four-year plans of study which will prepare them for entry-level careers or higher educational opportunities;
5. Referring the services of outside agencies equipped to handle a student's specific needs; and,
6. Counseling students who develop difficulties in the areas of personal, social or educational needs.

Counselor assignments are listed on student schedules as well as on the personnel page of this handbook.

When a student wishes an appointment with his or her counselor, that student needs to sign his or her counselor's request form in the Guidance Office. The student will be contacted at their earliest convenience.

A list of available scholarships is posted on the Highland High School Website. Each issue contains information concerning scholarships, opportunities for higher education, various contests, a calendar of guidance events, and other pertinent and timely information concerning guidance and counseling services.

Registrar

The registrar maintains the permanent records of students and is located in the Guidance Office. Office hours are from 7:00 a.m. through 3:30 p.m. Transcripts necessary for college applications and employment purposes are processed by the registrar.

Work Permits

Effective Thursday, July 1, 2021, schools will no longer issue work permits for minor employees (under age 18). Instead, employers who employ five or more minor employees will now be responsible for tracking and reporting minor-employee information via the state's Youth Employment System (YES). This change in Indiana law will help make tracking and reporting youth-employment information more efficient and streamlined. The new requirement will not impact the state's work-hour requirement for minors, and all employers must still comply with the Teen Work Hour and Prohibited and Hazardous Occupation restrictions for minors.

Student Submission To Surveys, Personal Analysis, Or Evaluations

No student shall be required, without prior written consent of the student's parent or guardian, as a part of any school program or curriculum which receives funds from the United States Department of Education, to submit to a survey, a personal analysis, or an evaluation which reveals information concerning:

1. political affiliations or beliefs of the student or student's parents;
2. mental or psychological problems of the student or student's family;
3. sexual behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations or beliefs of the student or the student's parent; or
8. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).

Telephones

Students are not to be excused from class to use the telephone. Students may use office phones for school business and emergencies only. In the case of an extreme emergency, parents should speak with a principal about having a message delivered to a student.

Valuables

Students should not bring large sums of money, expensive jewelry or other valuable items to school. Personal possessions should not be left unattended. Lost or stolen items should be reported to the Principal's Office as soon as possible. Students are responsible for locking and keeping the confidentiality of their locker combination. **The school will not be responsible for any lost or stolen items**. It is suggested the graphing calculators and other valuable personal equipment brought to school should be permanently and clearly marked with the student's name.

Visitors

All visitors to Highland High School must report to the Principal's Office, sign in, and receive a Visitor's Pass. **THE VISITOR'S PASS MUST BE WORN IN A VISIBLE MANNER AT ALL TIMES**. No visitors are allowed during lunch periods. Students are not allowed to bring guests to school.

ACADEMICS

ASSIGNMENT RECOVERY

Students who are failing a course and miss an assignment in that course during weeks 4 through 9 of each quarter will be required to attend an Assignment Recovery session during the following week. Assignment recovery sessions will take place from 3 to 4 Monday, Tuesday, Thursday and Friday. Each session will have a teacher present to help students complete their assignments. Failure to attend an Assignment Recovery Session will result in progressive disciplinary action.

AP Tests

In order to receive "AP" designation and quality points on their official high school transcript, Highland High School students enrolled in Advanced Placement (AP) courses must take the Advanced Placement (AP) examination for each AP course in which they are enrolled.

Advanced Placement (AP) courses may also be offered as a concurrent enrollment (formerly referred to as dual credit) course with a college or university that maintains a

current school board approved articulation agreement with Highland High School. Students must meet entrance requirements and pay university or college fees to receive the concurrent credit. Students' transcripts will reflect credit for the college course completed, provided that the student meets all of the requirements for the granting of college credit that are set forth in the articulation agreement between the college or university and the School Town of Highland. Students enrolled in cross-listed AP/concurrent enrollment courses must take the AP examination for the course.

Students who do not meet this requirement will receive credit on their transcript for a Core 40 course and no quality points.

Students who are enrolled in Advanced Placement courses must pay for each AP examination per course taken. The exceptions to this rule are AP courses that are subsidized annually by the State of Indiana. AP examination fees are payable to Highland High School by September 15. Payment should be made at the high school Guidance Office.

Students who meet the federal eligibility requirements for free and reduced lunch are exempt from paying examination fees. If a student is not enrolled in an AP course, but wishes to take the AP examination in that subject, he may do so with administrative approval, at his own expense.
Advanced Placement study materials are available online via Inspire (http://inspire.in.gov), Indiana's Virtual Library. The Testing & Education Reference Center (TERC) provides access to online practice tests, online books, resources, articles, and related links.

Parents and students who have further questions regarding Advance Placement testing may contact The College Board national office at 212-713-8000. Contact may also be made with The College Board Midwestern Regional Office, located at 1560 Sherman Avenue, Suite 1001, Evanston, Illinois 60201-4805. The phone number is 847-866-1700. Website: http://www.collegeboard.com

Assignment Recovery

Students who are failing a course and miss an assignment in that course during weeks 4 through 9 of each quarter will be required to attend an Assignment Recovery session during the following week. Assignment recovery sessions will take place from 2:50 to 3:50 Monday, Tuesday, Thursday and Friday. Each session will have a teacher present to help students complete their assignments. Failure to attend an Assignment Recovery Session will result in progressive disciplinary action.

Class Withdrawals

Students are not permitted to drop a class and pick up another class after the first day of each semester. Administration approval is required to drop any class after the first day of

school. If a student drops a class after the first day of a semester, it will result in a “WF” which is an “F” grade that automatically appears on the student’s transcript and affects the student’s grade point average. This will only be done if the student does not have a Study Hall or student aide period. Students must be assigned six class periods per day. The only exception to this policy will be the necessity to drop a class for valid medical reasons or to transfer to Pathfinder Academy per administrative approval.

Course Selection

Beginning with the second semester, the guidance counselors begin to meet with each grade level to discuss academic program. Also in January, the counselors will meet with students to assist them in choosing their following year's classes. The scheduling process extends into March until all students have selected classes.

The entire Master Schedule of Highland High School is developed each year based upon student course selections. Teacher assignments and numbers of class sections are determined by student request for courses. Therefore, it is extremely important that all students make course selections very carefully.

A Student Request Verification Sheet will be sent home before the end of the year. Parents should check this sheet very carefully and report errors or request changes to the Guidance Office as soon as possible. All changes need to be made prior to the first day of school.

Correspondence Courses

For information concerning enrollment in a correspondence or night course, a student should consult his or her guidance counselor. Any student is eligible to take correspondence courses to supplement or enrich their academic experience. A maximum of eight (8) external credits (correspondence, night classes, etc.) with approval from the principal, may apply toward a Highland High School diploma. Courses taken at the American Correspondence School, Indiana University Continuing Study, BYU Correspondence School and Indiana Online Academy will be accepted for credit. Students wishing to take a course from another institution must seek the approval of the administration. Students are responsible for payment and completion of the course and must provide proof of completion to the Registrar. Seniors must have verification of completion of a correspondence course no later than April 1 of the student's senior year. Seniors completing a night course must have verification and completion no later than two (2) weeks prior to commencement. Grades earned in these courses are included when computing G.P.A. and class rank.

Course Load

Students are required to select a minimum of six (6) classes of coursework each semester. Those students selecting study hall, including first and seventh periods, are advised that all rules and policies governing attendance and behavior in classes are in full effect in

study halls as well. All freshmen are required to take one (1) study hall each semester.

Students cannot be enrolled in fewer than six (6) credited courses without administrative approval. Students falling below this level may be subject to being dropped from enrollment at Highland High School, and/or being ineligible to participate in athletics or co-curricular programs.

Dual Credit Enrollment - Concurrent Enrollment (updated as of July 2025)

Highland High School offers several courses which receive both high school and college credits and are taught by Highland High School faculty. These credits are offered by Purdue NorthWest and Ivy Tech. Students must apply to the university, be admitted and pay the tuition if applicable. For the 2024-25 school year, the courses offered are the following:

Highland High School Concurrent Credit List

College or University	Course Number	# Credits	HHS Class Title
ENGLISH			
Indiana University	ENGL 111	3	Adv Eng CC
Indiana University	ENGL 206	3	Adv Eng CC
MATH			
Purdue NW	STATS 301	3	AP Statistics
SOCIAL STUDIES			
Ivy Tech	POLS 101	3	Government
FOREIGN LANGUAGE			
Ivy Tech	GER 201	4	German III
Ivy Tech	GER 202	4	German III
Ivy Tech	GER 201	3	German IV
Ivy Tech	GER 202	3	German IV
BUSINESS			

Ivy Tech	BUSN 105	3	Business Mgmt

TECHNOLOGY			
Ivy Tech	DESN 102	3	Intro to Eng/Design
Ivy Tech	DESN 113	3	Intro Eng/Design
Ivy Tech	DESN 104	3	Principles of Eng
Ivy Tech	DESN 105	3	Civil Eng/Arch
Ivy Tech	DESN 195	3	Comp Int Manuf

Dual Credit Enrollment – Rule 10

High school juniors and seniors may enroll in classes at post secondary institutions on either a full-time or a part-time basis in an attempt to receive both high school and college credits. Colleges and trade schools that grant a degree qualify, and they may establish their own admission policies. The principal must approve all courses for which dual credit is sought. Students interested in obtaining dual credit should contact a post secondary academic advisor and his or her high school counselor. Counselors can provide further information.

Highland High School has established the following guidelines for dual credit enrollment:

1. Students are encouraged to enroll in late afternoon, evening, or weekend classes.
2. Students must be enrolled in a minimum of five (5) classes each semester. This may be a combination of high school and college classes.
3. High school classes should be attended first during the school day since multiple trips between the high school and the college are discouraged.
4. Students and parents must sign a "Hold Harmless Agreement" which indicates that they are aware that failure in the college class and the subsequent loss of credit may result in a postponement of high school graduation.
5. Students who are not successful in a college class may not be able to transfer back into a class at the high school except at the beginning of a semester.
6. Beginning with the Class of 2012**,** grades received in a college class will count toward a student's high school grade point average.
7. All costs at the college level, including tuition, textbooks, and transportation, are the responsibility of the parents and not Highland High School.

8. Students must follow all guidelines of Highland High School, the participating

college, and Indiana Code

GENERAL DIPLOMA GRADUATION REQUIREMENTS for Class of 2029 and beyond

The new diploma structure includes a base (minimum requirements) for every student, plus the opportunity to earn readiness seals aligned with their unique path. Students are encouraged to seize this flexibility by personalizing their high school experience. The new seals, highlighted after this description, provide additional intentionality to maximize readiness. Students who do not earn a seal must still complete components 2 and 3 (Boxes 2 and 3) of Graduation Pathways.

	New Indiana Diploma
English	8 Credits: ● 2 Credits: English 9 ● 1 Credit: Communications-focused course ● 5 additional English credits
Math	7 Credits: ● 2 Credits: Algebra I ● 1 Credit: Personal Finance ● 4 additional math credits
Science, Technology, and Engineering	7 Credits: ● 2 Credits: Biology I ● 1 Credit: Computer Science ● 2 additional science credits ● 2 STEM-focused credits
Social Studies	5 Credits: ● 2 credits: U.S. History ● 1 credit: U.S. Government ● 2 credits: World Perspectives (flexible options, including advanced world language or world-focused social studies courses)
PE/Health	2 Credits: ● 1 credit: Physical Education ● 1 credit: Health & Wellness

Personalized Electives	12 Credits: ● Students are *encouraged to utilize the new readiness seals* to align these personalized electives with their unique goals. Personalized electives can include a variety of courses, such as CTE, Performing or Fine Arts, and World Languages.
College & Careers	1 Credit: ● Preparing for College and Careers
Total	42 Credits

Readiness Seals:
Although seals are optional, students are encouraged to utilize the blueprints below to focus their flexible credits into a connected pathway that aligns with their future goals. Students may earn one or multiple seals. Graduation Pathways requirements will be satisfied through completion of any seal.

HONORS SEAL	Enrollment:
	• Complete at least 4 World Language and 6 Social Studies credits
	• Complete at least 8 Math credits
	  ○ Algebra I plus Geometry, Algebra II, and Pre-Calculus, or any advanced math credits aligned to their course of study
	• Complete at least 6 Science Credits
	  ○ Biology I plus Chemistry and Physics, or any advanced lab science credits aligned to their course of study
	• Earn a C or higher in all courses and earn a cumulative B average
	• Complete one of the following:
	  ○ Earn 4 credits in AP, IB, or Cambridge courses and take corresponding exams
	  ○ Earn 6 college credits
	  ○ Score a 1250 on the SAT or a 26 on the ACT
	  ○ Earn two of the following:
	  ■ At least 3 college credits
	  ■ 2 credits in AP courses and take corresponding exams
	  ■ 2 credits in IB courses and take corresponding exams
	  ■ 2 credits in Cambridge courses and take corresponding exams
		Employment:
		• Complete one of the following:
		  ○ A market-driven credential of value* aligned to a specific occupation
		  ○ 3 courses in a Career and Technology Education (CTE) pathway
		  ○ An approved career preparation experience aligned to Indiana's CSA program, or
		  ○ An approved, locally created pathway
		• Complete 150 hours of work-based learning (may include multiple experiences that are paid, unpaid, onsite, or simulated)
		• Demonstrate skill development in Communication, Collaboration, and Work Ethic
		• Meet attendance goal
			Enlistment and Service:
			• Complete one of the following:
			  ○ Introduction to Public Service course or approved locally-created equivalent
			  ■ Emphasis on developing an awareness of the physical standards and character required for service
			  ○ One year of JROTC in high school
			• Achieve a score of 31 on the ASVAB and complete one of the following:
			  ○ All three components of the Career Exploration Program
			  ○ A career exploration tool approved by IDOE
			• Meet attendance goal
			• Demonstrate skill development in Communication, Collaboration, and Work Ethic
			  ○ Externally verified through a mentorship experience with current military personnel, veterans, or other public safety professionals

HONORS PLUS SEAL	Earn the Honors Enrollment Seal, **plus**:
	• Earn a credential of value* that may include, for example:
	  ○ Associate Degree;
	  ○ Technical Certificate;
	  ○ Indiana College Core;
	  ○ AP Scholar with Distinction;
	  ○ Cambridge AICE Diploma; or
	  ○ IB Diploma
	• Complete at least 75 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
	• Demonstrate skill development in the following areas: Communication, Collaboration, and Work Ethic
		Earn the Honors Employment Seal, **plus**:
		• Earn a market-driven credential of value* that may include, for example:
		  ○ Associate degree;
		  ○ Technical Certificate;
		  ○ Indiana College Core; or
		  ○ Advanced industry certificate
		• Complete additional work-based learning (total of 650 hours in one or more experiences) that may include, for example:
		  ○ Pre-Apprenticeship
		  ○ Modern Youth Apprenticeship
		• Demonstrate skill development in Communication, Collaboration, Work Ethic, and any additional skills determined locally
			Earn the Honors Enlistment Seal, **plus**:
			• Complete one of the following:
			  ○ Achieve a score of 50 or higher on the ASVAB
			  ○ Enrollment in ROTC at the collegiate level
			  ○ Acceptance to a service academy
			• Demonstrate excellence in leadership through one of the following:
			  ○ Completion of at least 100 hours of public service
			  ○ Holding a leadership role in a co/extracurricular activity;
			  ○ Completion of two seasons of a team-based physical sport or activity

*Note: the credential of value levels are currently being determined by business and industry.

GENERAL DIPLOMA GRADUATION REQUIREMENTS for Classes of 2026, 2027, and 2028*

Students MUST complete the Core 40 diploma for graduation unless a formal opt-out process is followed. *Highland High School graduation requirements exceed Core 40 requirements.

Course and Credit Requirements	
English/ Language Arts	**8 credits**
	Including a balance of literature, composition and speech.
Mathematics	**6 credits (in grades 9-12)**
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II *Or complete Integrated Math I, II, and III for 6 credits.*

All students must complete Box 1, Box 2 and Box 3 requirements in order to graduate. CORE 40 DIPLOMA GRADUATION REQUIREMENTS (Box 1)

	Students must take a math or quantitative reasoning course each year in high school.
Science	**6 credits**
	2 credits: Biology I 2 credits: Chemistry I or Physics 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/Civilization or Geography/History of the World
Directed Electives	**5 credits**
	World Languages Fine Arts Career and Technical Education
Physical Education	**2 credits**
Health and Wellness	**1 credit**
Electives*	**8 credits** (College and Career Pathway courses recommended) ***One credit must be: Personal Financial Responsibility**
42 Total Credits Required	

Schools may have additional local graduation requirements that apply to all students

* Specifies the number of electives required by the state. High school schedules provide time for many
more electives during the high school years. All students are strongly encouraged to complete a Career Academic Sequence (selecting electives in a deliberate manner) to take full advantage of career exploration and preparation opportunities.

with Academic Honors *(minimum 47 credits)*

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

- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" aka "3.0" or better.
- Complete <u>one</u> of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams.
  - B. Earn 6 verifiable transcripted college credits in dual credit courses from priority course list.
  - C. Earn both of the following:
    1. A minimum of 3 verifiable transcripted college credits from the priority course list.
    2. 2 credits in AP courses and corresponding AP exams.
  - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each.
  - E. Earn an ACT composite score of 26 or higher and complete written section.

with Technical Honors *(minimum 47 credits)*

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

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved 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 transcripted college credits..
- Earn a grade of "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" aka "3.0" or better.
- Complete <u>one</u> of the following:
  - A. Any one of the options (A – E) of the Core 40 with Academic Honors

B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.

C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.

D. Earn the following minimum score(s) on Compass: Algebra 66, Writing 70, Reading 80.

Information Guide:

1.In order to participate in the graduation ceremony, a student must have earned all the requirements for graduation.

2. It is the responsibility of each student to periodically check with his or her counselor regarding the satisfactory completion of all graduation requirements.

3. Transfer students must meet the graduation requirements of their class. Each transfer student is evaluated individually and exceptions may be granted by the principal. Transfer credits will be accepted only from schools accredited by their respective State Departments of Education.

4. Students should use the Highland High School Course Selection Guide when planning a course of study. This publication is available online on the guidance page of the Highland High School website.

5. Students who wish to participate in intercollegiate athletics and/or receive an athletic scholarship at an N.C.A.A. Division I or Division II school should inform their counselor so that appropriate four-year plans may be developed.

6. A maximum of eight (8) external credits (Plato courses, correspondence, night classes, etc.), with approval from the principal, may apply toward a Highland High School diploma.

7. Students seeking to graduate in less than 8 semesters must: (1) receive written approval of the principal one calendar year prior and complete all diploma requirements. Students must have completed Box 2 & 3 requirements at time of application.

A Graduation Qualifying Exam will be required to be taken by all students enrolled in Core 40 courses as scheduled by the Indiana Department of Education.

Grading, Credits, and Course Options

Grade Reporting

The school year is divided into two (2) semesters, each having two (2) nine-week marking periods. Only the grades received at the end of each semester are

considered as final grades and become part of a student's permanent record. Permanent records include grades, attendance, and standardized test scores for all eight (8) semesters of high school enrollment.

Grading System

Nine-week grades are reported using percentages. The following chart shows the range of grades for each nine-week marking period:

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

Every grading period, all teachers will assign an effort and conduct grade to all students. Effort and conduct grades appear on the report card for every class including Study Halls using the following scale: 1: very good, 2: satisfactory, 3: needs improvement, and 4: unacceptable.

NOTE: P/F (Pass/Fail) grades are given only for aides, Service Learning, Peer Tutor, and ESL tutoring.

Quality Points

Only courses that are designated as Advanced Placement or earn concurrent credit will earn an additional quality point in computing GPA. Those courses include but are not limited to:

AP Calculus AB AP
Physics 2 AP Calculus BC
PLTW IED
AP Statistics PLTW
POE
AP Composition PLTW
CEA
AP Literature PLTW DE
AP Biology
PLTW CIM
AP
Chemistry
Business
Manageme
nt AP
Physics 1
Adv Speech
College Credit AP
European History
Career Center Courses

(dual credit) AP US
History
AP Government
AP
MacroEco
nomics
AP Studio
Art

Rule 10 Courses

Semester Grades

Semester grades will be calculated as follows: 40/40/20. Each nine-week grade is worth 40% of the final average and the final exam is worth 20% of the final average. Credit Recovery is to recover or earn a credit after previously failing, not to improve a final grade.

The numerical semester grade is converted into a letter grade and recorded on the student's permanent record.

ALL FINAL EXAMS MUST BE COMPLETED TO PASS THE SEMESTER. ANY STUDENT WHO IS ABSENT DURING FINAL EXAMS MUST PRESENT A DOCTOR'S VERIFICATION IN ORDER TO MAKE-UP THE MISSED EXAM(S).

An "I" grade may be given for a nine-week grade if a student has not completed sufficient work and the instructor determines that more than ten (10) days are required to complete the necessary work. However, an "I" grade **MUST** be converted to the grade earned by the completion of the succeeding marking period. If the work is not satisfactorily completed, the "I" grade becomes the grade earned including the zeros for work not completed. Exceptions to this policy may be granted by the principal.

Any student may elect to retake any course. However, priority will be given to students who earn a "D" or "F" when space in the course is an issue. Students retaking courses who have earned an "F" will have priority over students who earned a "D". Both grades will remain on the transcript; however the grade earned during the most recent attempt will be used to compute the student's GPA. Course retakes may not be taken out of sequence unless approved by the department chair and principal.

Senior Exam Period Exemption Guidelines

Seniors have the opportunity to earn exemption from final exam periods during the second semester of their senior year. The reasons for this policy and the criteria for exemption are shown below.

Reasons for Policy:

1. To encourage good attendance for Seniors.
2. To promote continued good scholarship for Seniors.
3. To promote a positive attitude among the Seniors.

Criteria for Exemption:

At least 8 points are required to be exempted from an exam period. Points are accumulated as follows:

SECOND SEMESTER 9-WEEK GRADES	POINTS
A, A (A=4 points)	4 + 4 = 8
A, B or B, A (B=3 points)	4 + 3 = 7
B, B	3 + 3 = 6

NOTE: A student must have a minimum of B, B to be eligible; a C, D or an F for a nine-week grade automatically makes a senior ineligible. Honor points will not count toward nine week grade averages; it is the actual letter grades that will determine eligibility.

0 absences 2nd semester = 1 point

0 absences for entire school year = 2 points

1st semester attendance only earns exemption points after perfect attendance 2nd semester.

Any senior **TRUANT** during the senior year is ineligible.

Any senior **SUSPENDED** during the senior year is ineligible.

The Attendance Officer/Assistant Principals will make the final decisions on whether absences are truancies.

Missing any period of the day, counts as a day's absence. This guideline is ONLY for senior exam period exemptions. Attendance Office records are the official records. Field Trips are not considered absences.

College days, doctor appointments, dentist appointments, illness, etc., all count as absences from school and count against exemption points.

All attendance points must be earned while a student at HHS. Attendance records from other schools will not be counted.

Students' eligibility is determined as of the 2nd Monday in May.

Students' second nine-weeks grade could change between May 14 and the end of the school year. If this occurs, you would receive the average of the two grades. For example, if you were at two B's and you went to a B and a C, the average could end up being a C.

If a student is in a semester course, they must have perfect attendance in the second semester, which will only earn one point. Therefore, B, B is not an option.

Exams are to be taken that occur before the designated final exam period for a course during the week of May 20 through May 22. If a student becomes eligible to be exempt from the final exam period, their final exam will be determined by the average of the parts of the exam that have been taken. The student may opt to take the remaining portion(s) of the exam to raise their grade. A student may opt to take the exam to raise their grade at any time. If they opt to take the final exam, that grade will count towards their average grade of that course.

THERE ARE NO EXEMPTIONS FROM EXAMS FIRST SEMESTER. FRESHMEN, SOPHOMORES, and JUNIORS ARE NOT EXEMPT FROM EXAMS.

Homework

Homework assignments are given to students to assist them in understanding class content and to practice relevant skills. When a teacher gives a homework assignment, he/she has the following expectations:

1. The assignment will be completed as directed and determined by the classroom teacher;
2. The assignment will be turned in on time (correct due date and time); and,
3. The assignment will be legible and understandable. All work will be shown and complete sentences will be used. If handwritten, the homework will be neat.

Late homework assignments, which may or may not be accepted, will be handled at the discretion of the classroom teacher. Each classroom teacher will explain their policy regarding homework to their students through their classroom management plans. Homework shall not be used as a punishment for student behavior.

Honor Roll

The Honor Roll recognizes academic achievement and is published each marking period. Students must have the following grades in order to qualify for the Honor Roll:

"A" Honor Roll - No grade lower than 90% in any class during a nine-week marking period.
"B" Honor Roll - No grade lower than 80% in any class during a nine-week marking period.

Honors Curriculum

The Honors Curriculum is intended for the high ability student or the exceptionally capable student in a particular academic discipline. Enrollment in the Honors Curriculum classes is based on eligibility guidelines and/or teacher recommendations. Waivers for enrollment in the honors classes are available in the guidance office for special cases. The Honors Curriculum at Highland High School presently consists of the following courses:

Honors Geometry Honors
Algebra II Honors
Pre-Calculus
AP Calculus (AB and BC) AP
Biology
AP Chemistry AP
Physics Honors
English 9
Honors English 10
AP English Language and Composition
AP English Literature and Composition
AP European History AP U.S. History
AP Art History
AP Studio Art AP Government AP Statistics
AP Microeconomics AP Macroeconomics AP Music Theory

In addition to the regular curriculum, Honors courses and some AP courses have required summer readings.

Study Hall

The purpose of study hall is to provide an environment that promotes the learning process. Students scheduled in study hall are expected to use the time for academic purposes. All rules and policies regarding electronics, attendance and behavior apply to study hall.

Study Tables

Students who are deficient in credits and not on track to graduate with their cohort may be assigned to Study Tables. Study tables take place in the LGI during all lunches. Instead of going to the cafeteria, students who have been assigned study tables will report to the LGI. Students will be allowed to eat their lunch in the LGI while on study tables. While in the LGI, students will be expected to also work on their credit recovery courses for the full 30 minutes of lunch. For students who receive school lunch, meals will be provided for them.

Summer School

A list of summer school offerings will be made available to students in the spring. The

State Department of Education limits the number of credits obtainable in summer school to two (2). No credit is awarded for summer band. Summer school registration will be conducted in the Guidance Office in the spring during regular school hours.

Code of Conduct

All rules set forth in this handbook are in effect during in person and online (at home) learning.

The rules set forth in this handbook are in effect for all students at school and summer school. Also, these rules are applicable while traveling to and from school, as well as a school activity, function, or event.

Academic Dishonesty

Cheating is defined as seeking to obtain, or aiding another to obtain, credit or improved scores through the use of any unauthorized or deceptive means. Unauthorized and deceptive means of any kind with respect to examinations/assessments, course assignments, alteration of records, illegal possession of examinations (electronic or hard copy), and/or unauthorized use of and /or access to web-based resources shall be considered cheating. It is the responsibility of each student not only to abstain from cheating but to avoid the appearance of cheating and to guard against making it possible for others to cheat. The student should also maintain respect for honesty in the performance of assigned tasks in and out of the classroom and comply with all teacher specified guidelines for academic integrity. Plagiarizing (i.e. submission of term paper, reports, etc. that are not original works by the student) is a form of academic dishonesty and subject to disciplinary action.
Academic dishonesty will be dealt with at two different disciplinary levels and is based on the severity of the act.

Students who violate the academic dishonesty policy at Level One will have their parents contacted by their teacher. The teacher may allow the student to complete a replacement assignment/assessment for up to 50% credit; students may also be subject to other disciplinary consequences to address the behavior. A Level Two offense will result in loss of credit for the assignment/assessment. Should a second offense occur, it may also result in a failure for the grading period, removal from the course, and/or other disciplinary action.

Acts of Disruption

Disruptive behavior includes any action that disrupts or interferes with educational activities or the school environment or has the potential for such disruption. Such disruption will not be tolerated and may result in disciplinary action from conference to a recommendation for expulsion.

Alcohol Use/Possession

The use, consumption, possession, or selling of non-alcoholic beer or alcoholic beverages of any kind is prohibited. Using, consuming, possessing, transmitting, or being under the influence of any alcoholic beverage by any student while on school property or at any function connected with Highland High School will result in suspension and or recommendation for expulsion, and notification of law enforcement. Distributing any of the items listed above will result in expulsion for a minimum of one calendar year and notification of law enforcement. Any student who arranges to sell or buy alcohol at school (even though the actual transaction occurs off school grounds) will be subject to suspension and a recommendation for expulsion.

Arson

Any participation in the crime of willfully setting fire to the building or other property will result in a recommendation for expulsion.

Bullying

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- Places the targeted student in reasonable fear of harm to his/her person or property;
- Has a substantially detrimental effect on the targeted student's physical or mental health;
- Has the effect of substantially interfering with the targeted student's academic performance; or
- Has the effect of substantially interfering with the targeted student's ability to

participate in or benefit from the services, activities, and privileges provided by the school.

This rule applies regardless of the physical location of the bullying behavior when both the student committing bullying and the targeted student attend a school within the school corporation.

Any student or parent who has knowledge of bullying or any student who feels he/she has been bullied should immediately report the conduct to school personnel. This report may be made anonymously through a form on the district's website.

School personnel will investigate all reports of bullying. The school will communicate to all parties involved, as needed and/or required by district policy.

School personnel will provide information and/or follow-up services to support the targeted student(s) and to educate the student engaging in bullying behavior. If the bullying behavior is a violation of law, it will be reported to law enforcement.

Intentional false reporting of bullying will result in appropriate disciplinary action.

Violation of this rule prohibiting bullying will result in an appropriate disciplinary action including a conference to a recommendation for expulsion.

Bus Incident

The School Town provides bus transportation for students in designated bus zones. Parents are encouraged to take advantage of the free school bus transportation. Bus drivers have supervision and authority over passengers and deserve the same respect as teachers and other school employees. Students are expected to show courtesy to the bus driver and to other students and to behave in a manner which promotes safety. All school rules apply to students from the time students leave their homes in the morning, until they return into their homes after school. Misconduct on a bus, or at a bus stop, may result in the loss of bus riding privileges and other disciplinary action including a conference to a recommendation for expulsion. While riding on a school bus, students must adhere to the following rules:

1. Take a seat immediately and remain seated until instructed by the driver to leave the bus.

2. Keep doors and windows closed unless given permission.
3. Keep head, arms and hands inside the bus at all times.
4. Do not litter the bus.
5. Do not do damage to the school bus.
6. Cooperate with the bus driver.
7. No eating or drinking on the school bus.
8. Bus drivers or school personnel may restrict the use of or confiscate any personal or school issued electronic device.
9. While on the bus, students are prohibited from using personal or school issued electronic devices to capture or record sounds or images (pictures,videos).

Cafeteria Misconduct

All students are responsible for their environment in the cafeteria and must adhere to the following rules:

1. Food and non-food items on their table or on the floor surrounding their table must be cleaned up prior to leaving.
2. Ordering or having food delivered from an outside vendor or by a parent from an outside vendor is not allowed.
3. Cutting in line is not allowed.
4. Students are to sit and leave quietly in a polite manner.

Students not following rules in the cafeteria will be subject to disciplinary action from a conference to a recommendation for expulsion.

Digital Citizenship/Misuse of Technology

Details on acceptable use and digital citizenship expectations can be found on the "Connected Classroom" link on the Highland High School Website or the School Town of Highland District website and in the appendix at the end of this document. Disciplinary consequences for improper use of technology can range from conference to recommendation for expulsion.

Display of Affection

Overt displays of affection are not appropriate school behavior in the building, on school grounds, or at any school-related activity and will not be condoned. Any display of affection beyond holding hands is considered inappropriate. Intense romantic gestures, such as kissing or any other physical display of affection, are unacceptable and may result in disciplinary action from a conference to a recommendation for expulsion. Engaging in

sexual behavior on school property or at any function related to Highland High School may result in suspension and/or a recommendation for expulsion.

Disrespect

Behaving in a disrespectful manner towards staff, an adult in authority, or peers is inappropriate and is subject to disciplinary action from a conference to a recommendation for expulsion. “Disrespect” is defined as acting in a manner deemed to be inappropriate, impolite, discourteous, uncivil, rude, or using demeaning or derogatory language or gestures.

Disruptive and Dangerous Items

Students are not to bring any items to school that may cause a disturbance to the learning environment or create a safety hazard to themselves or others. Therefore, water guns, water balloons, laser pointers, smoke bombs, stink bombs, skateboards, hoverboards, roller blades, fireworks, air horns, or similar disruptive items are not to be used either inside or outside the building. Students are not to have pillows or blankets at any time during the school day. At no time and under no circumstances are students to have weapons or any dangerous instruments in their possession, in their lockers, cars, or on school property. Confiscated items may not be returned to their owner. Appropriate disciplinary action will follow including a conference to a recommendation for expulsion.

Dress Code

We ask for the support of our parents in ensuring that students come to school properly groomed and dressed. Proper attire is defined as clothing that is clean, does not create a health or safety hazard and is not distracting or demeaning to other students.

General Guidelines

- Any clothing, shoes or accessories that may pose a health/safety risk or is a disruption to the educational environment is not allowed.
- Clothing that is excessively ripped, tattered or has holes revealing undergarments or private areas is not allowed.
- Clothing that is sheer/see-through or stretches to reveal skin between mid-thigh and armpits is not allowed.
- Clothing containing references to gangs, drugs, alcohol, tobacco, sex (including brands such as Playboy, Hustler, etc.), adult oriented businesses, violence, profanities, or religious/racial slurs is not allowed.

- Cannot reveal undergarments

Headwear

- Hats with brims on them, hoods, are not allowed. Durags and bandanas are allowed.
- Sunglasses are not allowed. Exceptions are allowed for medical and religious reasons.

Footwear

- Not allowed: heelies, bedroom slippers or any other shoes without a hard bottom. *Some classes may have specific footwear requirements for safety.*

Any form of clothing which is considered contrary to good hygiene, safety requirements or is disruptive to the education process will not be permitted. The school administration reserves the right to approve or disapprove any items not addressed in the dress code policy.

PROCEDURE FOR NON-COMPLIANCE

Students in violation of the Dress Code are to be sent to the office with a written teacher referral and considered tardy for that period. The teacher is to mark the violation on the dress code form. The violation steps are year long. Parents will be notified for each violation.

1. First Violation **and each time after**
   Teacher or administrator fills out a dress code violation referral, and inappropriate clothing must be changed. If necessary, a t-shirt and/or sweatpants will be provided. Up to one three hour detention will be assigned.
2. Second Violation
   Assigned up to two three-hour detentions for Tuesday/Thursday class
3. Third Violation
   Assigned up to one day Out-of-School Suspension
4. Fourth Violation
   Assigned up to three days Out-of-School Suspension
5. Fifth Violation
   Assigned up to five days Out-of-School Suspension
6. Sixth Violation
   Assigned up to ten days Out-of-School Suspension and recommended for

expulsion.

At certain school events, alternative guidelines may be enforced, i.e., Prom, Turnabout, Homecoming, Graduation, etc. The appropriate guidelines for each event will be provided to students and parents in advance, in order to afford ample opportunities for compliance.

Drug Sale or Delivery

Any student who arranges to sell or buy drugs at school (illegal drugs, look-alike drugs, prescription, non-prescription drugs or substances, marijuana, narcotics, controlled substances, any capsule or pill, inhalant, or intoxicant of any kind, as well as drug apparatus or paraphernalia) will result in expulsion for a minimum of one two-semester calendar year and notification of law enforcement. This will be the result even if the actual transaction occurs off school grounds.

Drug Use/Possession

The use, consumption, possession, or selling of illegal drugs, look-alike drugs, prescription, non-prescription drugs or substances, marijuana, narcotics, controlled substances, any capsule or pill, inhalant, or intoxicant of any kind, as well as drug apparatus or paraphernalia is prohibited. Using, consuming, possessing, transmitting, or being under the influence of any of the items listed above by any student while on school property or at any function connected with Highland High School may result in a recommendation for expulsion or a probationary agreement, and notification of law enforcement. Selling any of the items listed above will result in expulsion for a minimum of one two-semester calendar year and notification of law enforcement.

Electronic Devices (Personal and School Issued)

Indiana Senate Enrolled Act 78 (Public Law 107) is a "bell-to-bell" cellphone ban for K-12 schools. This ban includes all personal communication devices, including (but not limited to) cell phones, smartwatches/smartglasses, tablets, earbuds/headphones (unless used for instruction), gaming devices, and any other personal electronic devices not explicitly identified, but that provide a distraction from learning for the student or those around them. Before attending their first class of the day, each student will need to turn their personal communication devices off and store them in their assigned locker. No student is allowed to use an electronic device, including a cell phone, in an academic setting without the explicit

approval of the teacher, in the instance to manage healthcare (i.e. diabetic monitoring of sugar levels), an emergency, or having permission through a 504 or IEP. Consequences for improper or untimely use will range from conference to recommendation for expulsion.

The purpose of this policy is to minimize distractions, maintain academic integrity, and create a focused, respectful learning environment at Highland High School.

At Highland High School, students are **prohibited from using cell phones or personal electronic devices** during instructional time, unless they receive **explicit permission from a teacher or staff member** for educational purposes.

Any and all electronic devices including but not limited to cell phones, smart phones, iPads, tablets, laptops, watches, glasses or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a violation be suspected. These personal electronic devices (PED's) may not be used in the classroom without teacher permission.

Except as authorized by a teacher, school administrator, or IEP team, students are prohibited from using PED's during the school day, including while on or off campus at school events, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person. Using a PED to capture, record and/or transmit audio and/or pictures or video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PED to violate the privacy rights of another person may have their PED confiscated and be directed to delete the audio and/or picture or video. If the violation involves a potentially illegal activity the PED may be turned over to law enforcement. PEDs are limited to using the guest WIFI only and are not to be permitted access to the STOH network. Students who connect PEDs to the STOH network are subject to disciplinary action.

Cyber-bullying is "the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others" or "when the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person." Cyber-bullying, like other types of bullying or harassment, will not be tolerated. Students found cyber-bullying

other students during the school day will be in violation of the electronic device policy and will face additional discipline, including possible expulsion. Students who see other students being bullied are required to report it to their teachers or an administrator immediately. Students are prohibited from, knowingly or willfully, falsely accusing one another of bullying. Such action may result in suspension or expulsion. Student victims of cyberbullying are encouraged to save all electronic communication from the cyber-bully to be presented as evidence of their harassment to the school administration.

Highland High School is not responsible for any PED items that are lost, damaged or stolen even when confiscated. By bringing these devices onto school grounds, students give the school administration consent to access voicemails, text messages, call logs, picture galleries, hard drives, memory cards, emails, etc., to determine ownership (if lost), OR when there is reasonable suspicion they contain evidence of a school rule or law violation.

Sending, receiving, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other PED, will result in suspension and possible expulsion.

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

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or Child Protective Services whenever there is reason to believe that any person/student is involved with " child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under Indiana Code for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes "Sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under Indiana Code for any person/student to *possess* a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by Indiana Code to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child

intended to arouse or satisfy the sexual desires of the child or other person.

- The Indiana Sex Offender Registration Statute at Indiana Code and the Sex Offender Registry Offense Statute, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at Indiana Code to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

If a student is convicted of child exploitation or adjudicated as a juvenile delinquent, state statute requires the student to register as a sex offender pursuant to Indiana Code

School Issued Devices

Students at HHS are issued a personal iPad for their educational use. Students are responsible for bringing their school-issued iPad ***fully charged*** and ready for use. In the event that they forget or misplace their iPad, they may use a "loaner" iPad. If their iPad is lost, it is the student's responsibility to immediately report the lost or stolen device to the technology department. The student/parent/family are responsible for any costs incurred from a damaged or stolen device beyond the insurance coverage that the school has and maintains.

When students use a loaner device, they may do so for two times without consequence per semester. On the third and subsequent occasions, students will be assigned an after school Tuesday/Thursday detention and parents are notified to help the student prioritize bringing a fully changed device to school each day.

Extortion/Intimidation

A person commits intimidation who communicates a threat to another person, with the following intent:

1. That the other person engage in conduct against the other person's will; or
2. That the other person be placed in fear of retaliation for a prior lawful act; or
3. Of causing a dwelling, a building, or another structure; or a vehicle to be evacuated.

If a student is guilty of the following it will result in disciplinary action from a conference

to a recommendation for expulsion.

False Alarms (911 Calls or False Reporting or Informing)
Misuse of fire alarms or non-emergency calls to 911 are punishable and will result in a recommendation for expulsion. Law enforcement will be notified.

False statements, false complaints or the submission of false information during a Title IX grievance process, or administrative/educational investigation are considered sanctionable offenses and also may result in disciplinary consequences.

Fighting – Physical or Verbal
A student who takes any physical action toward another individual is considered a participant in a fight. This includes inciting, pushing, shoving, horseplay, purposefully slamming or running into other individuals. **Any student who participates in a physical altercation is subject to suspension and/or recommendation to expulsion**. Any student(s) who physically participates in an existing fight will be subject to suspension and a possible recommendation for expulsion. A student who physically assaults another individual while engaged in educational or school-sponsored activities connected with the School Town of Highland is subject to disciplinary action, and notification of law enforcement. **Physically assaulting or verbally threatening a staff member will result in suspension to a recommendation for expulsion, and request for prosecution by law enforcement.**

Forgery and/or Illegal Possession of Official School Documents or Doctor's Note –
Possession or forgery of official documents such as Final Exams, teacher textbooks, teacher grade books, student reports, Off Campus Permits, Office Request passes, Student passes, etc. Forgery includes, but is not limited to: falsifying signatures and impersonation of phone calls of parents, staff members, physicians, or other persons. Consequences may range from conference to a recommendation for expulsion.

Gambling
Any form of gambling or the possession of playing cards is prohibited. A student guilty of gambling will be subject to disciplinary action from a conference to a recommendation for expulsion.

Gang, Cult and Occult Activity

The presence of gangs, cults, and occults can cause a substantial disruption of the learning process and acceptable school activities. Therefore, the administration will attempt to prohibit this activity by restricting the following actions:

No student on or about school property or at any school activity shall:

1. Wear, possess, use, carry, distribute, display or sell any clothing, jewelry, or other such items identified and associated with gang, cult, and occult membership or affiliation.
2. Use hand signals, graffiti, artwork, schoolwork, gestures or other written communications showing membership or affiliation in a gang, cult or occult.
3. Use any speech or commit any act in promoting of gang, cult, or occult interests or activities including, but not limited to:
    a. soliciting others for membership in any gang, cult, or occult
    b. threatening or intimidating others
    c. inciting others to commit physical violence
    d. claiming gang affiliation

If a student is guilty of promoting or possessing gang related activity this will result in disciplinary action from a conference to a recommendation for expulsion.

Indecent Exposure

The exposure of body portions that are defined in the Indiana Code is inappropriate. If a student is guilty of Indecent Exposure this will result in disciplinary action from suspension to a recommendation for expulsion.

Insubordination

Students are to follow all instructions and directions, written and verbal, given to them by teachers, administrators, and non-certified staff members (bus drivers, secretaries, custodians, cafeteria personnel, etc.). Refusal to follow the instructions or directions of any staff member constitutes insubordination. Examples of insubordination include: refusing to do their assigned coursework, refusing to identify oneself, giving a false name, refusing to report to the office, etc.

Repeated violation of any rule constitutes insubordination. Consequences of insubordination may result in disciplinary action ranging from conference to a recommendation for expulsion. In the event that a student does not agree with

instructions or directions given by a staff member, the student will carry out the instructions or directions to the best of his/her ability and request a review of the actions

at a later time.

Intimidation

A person who communicates a threat to another person, with the intent:

A. That the other person engage in conduct against the other person's will:
B. That the other person be placed in fear of retaliation for a prior lawful act; or
C. Of causing
    a. A dwelling, a building, or another structure; or
    b. A vehicle to be evacuated, commits intimidation, a Class A misdemeanor.

However, the offense is a Class D felony if:

A. The threat is to commit a forcible felony;
B. The person to whom the threat is communicated is:
    a. a law enforcement officer;
    b. a judge or bailiff of any court;
    c. a witness (or the spouse or child of a witness) in any pending criminal proceeding against the person making the threat; or
    d. an employee of a school corporation.
C. The person has a prior unrelated conviction for an offense under this section concerning the same victim; or
D. The threat is communicated using property including electronic equipment or systems, of a school corporation or other governmental entity; and the offense is a Class C felony if, while committing it, the person draws or uses a deadly weapon.

"Threat" means an expression, by words, or actions, of an intention to:

1. Unlawfully injure the person threatened or another person, or damage property;
2. Unlawfully subject a person to physical confinement or restraint;
3. Commit a crime;
4. Unlawfully withhold official action or cause such withholding;
5. Unlawfully withhold testimony or information with respect to another person's legal claim or defense, except for a reasonable claim for witness fees or expenses;
6. Expose the person threatened to hatred, contempt, disgrace, or ridicule;
7. Falsely harm the credit or business reputation of the person threatened; or

8. Cause the evacuation of a dwelling, a building, another structure, or a vehicle. A student that is guilty of intimidation will be subject to disciplinary action from a

conference to a recommendation for expulsion.

Lewd, Indecent, or Offensive Behavior

Any behavior offensive to common propriety or decency, including, but not limited to, "mooning," indecent exposure, offensive touching, possession, distribution or display of obscene or "hate" material or similar behavior will result in a conference to recommendation for expulsion.

Loitering/Unauthorized Area

Being out of the classroom during class time is something which is to be avoided. While out of the classroom with a pass, a student should be conducting only the business which he or she was given permission to accomplish. If a student is not in their assigned area they will be considered loitering or in an authorized area and subject to disciplinary action including conference to a recommendation for expulsion. In addition, students who leave campus after they have arrived at school in the morning, or at other times, and congregate off school grounds (i.e., footbridge, apartment buildings, etc.) will be considered loitering or being in unauthorized area.

Students who are found in an unauthorized area of the school will face disciplinary action. Unauthorized areas include all areas of the school campus that are unsupervised including hallways during lunch and parking lots, entering the lunch room when it is not designated time for lunch, being in a restroom stall with another student or students and other spaces that students have not been given permission to be at. Students are to be where they are assigned or given permission to go at all times for safety and accountability purposes.

Students may enter the building at 7:00 a.m., but must remain in the Student Common Area or Cafeteria until 7:20 a.m. unless they are under the supervision of a teacher, club sponsor or coach. Students should exit the building by 3:00 p.m.. Students may be in the building after that time if under supervision of a teacher, club sponsor, coach, or serving a detention. Students must be out of the building 10 minutes after such activities are concluded. Students loitering in the building after these times are subject to disciplinary action.

Look-Alike Drugs

A person who knowingly or intentionally manufactures, finances the manufacture of,

advertises, distributes, or possesses with intent to manufacture, finance the manufacture of, advertise, or distribute
a substance - look-alike drug. Discipline will be 10 days OSS to recommendation for expulsion.

Missed Lunchroom, 1-hour, 2-hour, or 3-hour Detention

After being assigned a one or two-hour detention and a student does not appear or is removed for being disruptive, a three-hour detention is given. If a student does the same for a three-hour detention, the student is given one day of In-School-Suspension and the detention is reassigned.

Misuse of Equipment

A student misusing school equipment will be subject to disciplinary action from a conference to a recommendation for expulsion and possibly be responsible for restitution.

Obscenity

Profanity and/or obscene language or gestures by any student will not be tolerated and will result in a minimum consequence of a detention.

Obscenity vs. Teacher

Profanity or obscenities of any kind directed at a staff member will result in a minimum of suspension and possible expulsion.

Parking Violation

Driving to school is a privilege. The administration does not endorse students driving to school. The decision to do so is between the student and his or her parents. **Students who drive to school must park in the designated student parking lots and are prohibited from parking off school grounds.** All student drivers must have a valid license on file in the office, along with current registration and proof of automobile insurance. In addition, they must obtain a parking permit in the Principals' Office at a cost of $5.00 per year. Parking permits are to be used only by the student to whom it was

issued and are not transferable. Because of limited parking space, students classified as juniors and seniors will be given priority. Students will be able to place their name and ID number on a list in the main High School office for future selection should additional parking spaces become available.

Students who obtain a parking pass will be given a tag, which must be hung from the rearview mirror of their car at all times. All students will park in “C” lot and are not assigned a specific parking spot. They may park in any spot in “C” lot that has yellow lines. The exception to this will be students attending the Area Career Center, who will be assigned to specific parking spots near the High School main entrance.

ALL STUDENTS DRIVING TO SCHOOL MUST PARK IN THEIR ASSIGNED PARKING LOT. Once a vehicle is parked, it may not leave the school grounds without the permission from a principal, or through the Attendance Office, during the school day. **ALL OTHER PARKING LOTS ARE RESERVED FOR STAFF MEMBERS ONLY**.

Students are expected to drive safely and at low speeds not to exceed ten (10) miles per hour. The person to whom a vehicle is registered is responsible for the vehicle at all times, regardless of who is driving it. The school is not responsible for theft, vandalism or accidents. Students are not permitted to sit in vehicles or be in the parking lot during the school day unless a principal has granted permission. Violations of parking regulations may result in loss of driving privilege, issuance of a City Traffic Code citation, towing of the vehicle at the owner's expense and/or school disciplinary action including conference to a recommendation for expulsion.

Participation in a Food Fight

No throwing of food or food-related items will be tolerated, whether thrown inside or outside the cafeteria. Disciplinary action will be a suspension to a recommendation for expulsion.

Sexual Harassment

Physical/verbal/sexual/written and/or any similar harassment of other students and/or staff members and/or anyone else is not permitted as well as threat and intimidation in any form of another student and/or staff member and/or anyone for any reason. Examples include, but are not limited to: threatening to harm a staff member, student or

other person, coercing a staff member, student or other person, threatening notes, comments, innuendoes, or rumors, bullying and hazing. Examples of sexual harassment may include but is not limited to the following: verbal harassment or abuse, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, pressure for sexual activity, suggesting or demanding sexual involvement accompanied by implied or explicit threats. A student guilty of any of the following will be subject to disciplinary action including conference to a recommendation for expulsion.

Tardies – Same Class per Semester

Excessive tardiness is a serious matter. The school accepts the responsibility of helping develop good character habits in its students. Chronic tardiness is a detriment to the establishment of such habits and, therefore, cannot be condoned. It is the expectation of the school that students be in their classrooms with their books, etc., when the bell rings. If students do not have their materials and need to go to their locker, it will be considered a tardy.

Classroom Tardy Procedure

All tardies to classes during the day will be handled in the manner described below. A tardy is defined as a student not being in his/her classroom when the bell begins to ring. If a student is tardy, teachers MUST follow the procedures outlined below:

1st tardy – The teacher will warn the student that subsequent tardies will result in a detention.

2nd tardy - The teacher will again warn the student that subsequent tardies will result in a detention.

3rd tardy - Parent Phone call warning of subsequent tardies resulting in a detention.

4th tardy - Referral to faculty advisor, who will assign a 1-hour Tuesday/ Thursday detention.

5th tardy - Referral to faculty advisor, who will assign a 2-hour Tuesday/ Thursday detention.

6th tardy - Referral to faculty advisor, who will assign a 3-hour Tuesday/ Thursday detention.

7th tardy – Referral to Administrator, who will assign one day of OSS.

8th tardy + – Referral to Administrator who will continue with progressive discipline..

All tardy referrals will be made to the appropriate faculty advisor who will then forward the referral to the appropriate administrator.

If a student is five (5) or more minutes late to class, the tardy will be considered an unexcused absence and the student may be considered truant. The teacher should document the unexcused absence and submit the discipline referral to the attendance office. The above tardy policy runs through the end of each semester. **The tardy policy will start over at the beginning of each semester.**

School Tardy Procedure

All tardies to school during the day will be handled in the manner described below. A tardy to school is defined as arriving after the 5 minute mark from the start of the school day and before the ½ day mark or leaving early from school but not exceeding ½ day absent. Excused absence reasons do not count against this policy (i.e. doctor's appointments, etc.) as long as those requirements are satisfied (dr. note brought in appropriate time frame, etc.).

1st School Tardy - Students are given a warning and parents are notified.
2nd School Tardy - Students are given another warning and parents are notified.
3rd School Tardy - Referral to faculty advisor, who will assign a 1-hour Tuesday/ Thursday detention and parent notification.

4th School Tardy - Referral to faculty advisor, who will assign a 2-hour Tuesday/ Thursday detention and parent notification. Parking privileges may be revoked.

5th School Tardy - Referral to faculty advisor, who will assign a 3-hour Tuesday/ Thursday detention and parent meeting. Parking privileges may be revoked.

6th + School Tardy - Referral to faculty advisor, who will have a 2nd parent meeting, behavior plan and parking privileges may be revoked.

Theft

Theft or attempted theft of school property or of possessions of another individual will result in suspension and possible expulsion, and restitution for losses. In addition, the student may face prosecution by law enforcement. All thefts should be reported to the Main Office as soon as possible.

Tobacco

Any use or possession of tobacco in any form, including e-cigarettes, e-cigarette liquid, or smoking paraphernalia of any kind is prohibited at all times, at all school functions, and in all areas of the school property. Any use or possession of tobacco in any form that violates the above is punishable by suspension and/or recommendation for expulsion.

Truancy and Excessively Tardy

A student who leaves the school building without prior permission from the administration, who remains in the school building but misses class time without permission, or who refuses to attend school in defiance of parental/guardian authority will be considered truant. A student who reports to class **more than five (5) minutes late will be marked unexcused and will be considered excessively tardy or truant rather than tardy**. A student who is excessively tardy or truant will face disciplinary action. **Disciplinary action for truancy does not reset at semester.**

1st Truancy/Excessive Tardy – Parents notified and up to one 3-hour Tuesday/Thursday/Saturday detention will be assigned.

2nd Truancy/Excessive Tardy – Up to one day in-school suspension will be assigned

3rd Truancy/Excessive Tardy – Up to one day Out-of-School Suspension will be assigned.

4th Truancy/Excessive Tardy – Up to three days Out-of-School Suspension will be assigned

5th Truancy/Excessive Tardy – Up to five Days Out-of-School Suspension will be assigned

6th Truancy/Excessive Tardy - Up to recommend expulsion

Unlawful Activity

A student may be suspended or recommended for expulsion 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 including an unlawful activity during evenings, weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

A student guilty of unlawful activity will be subject to disciplinary action from a conference to recommendation for expulsion.

Vandalism

Damaging the property of the School Town of Highland, the property of students or staff members, or the property of visitors to our school will not be tolerated. In addition, stealing or damaging property at any location that a Highland student is attending that is part of a school sponsored function will not be tolerated and will be subject to Highland disciplinary consequences and restitution. Disciplinary action will range from a suspension to a recommendation for expulsion.

Weapons – Possession

No student may knowingly possess, handle or transmit any object which can reasonably be considered a weapon including, but without limitation, a knife or a firearm, airsoft gun, BB gun, paintball gun, either fake or real, or other such devices on school premises or at school related functions without first having secured prior written approval from the

building principal. Approval of the building principal is not required for items used in the normal scope of the employee's work.

Violation of this rule banning the possession of weapons or destructive devices on school premises shall constitute grounds for suspension and/or expulsion. Violators of this policy shall also be subject to arrest and prosecution.

1. The Superintendent shall notify the appropriate law enforcement agency when a student is expelled under this rule.
2. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

The following devices are considered to be a firearm under this rule:

A. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
B. The frame or receiver of any weapon described above.
C. Any firearm muffler or firearm silencer.
D. 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.
E. 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 in diameter.
F. 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.
G. An antique firearm.
H. A rifle or a shotgun that the owner intends to use solely for sporting, recreation, or cultural purposes.

For purposes of this rule, a destructive device is:

A. An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
B. A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
C. A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that, although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

3. Expulsion for possession of a deadly weapon
4. Possessing a Deadly Weapon
    A. No student shall possess, handle or transmit any deadly weapon on school property.
    B. The following devices are considered to be deadly weapons
        a. A weapon, taser or electronic stun weapon, equipment, mace, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
        b. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

<u>12 –Day Habitual Offender</u>

Expulsion is disciplinary action whereby a student is suspended from school attendance for longer than ten (10) days. **It will be recommended that a student be expelled from a class or classes when he or she has been assigned any combination of 12 three-hour Tuesday/Thursday detentions, In-School Suspension days, or Out-of-School Suspension days during the course of a semester.**

10-<u>Day OSS Rule</u>

Out-of-School Suspensions totaling more than ten (10) days in one school year will result in a request for expulsion for repeated violation of school rules and

regulations for the remainder of the school year.

Reluctant Learners

Students who have been expelled, have previously withdrawn from school, or who are not showing progress toward graduation may be placed on a performance contract following a parent conference. Additionally, students who fail to follow classroom rules may also be placed on a discipline contract. Failure to abide by the terms of the contract may result in an expulsion.

Search and Seizure

Students have the right to be safe and secure and to pursue their education in a safe and disciplined environment. School authorities may seize any contraband, substance, or article that is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school – sponsored function.

1. Authority to Conduct a Search – The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law. The administration reserves the right to rely on anonymous tips that are given on a good faith basis to conduct school searches. Refusal to cooperate with a reasonable request for such administrative inspection may result in disciplinary action.

2. Locker/Storage Area Inspections – All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.
3. Personal Searches – A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items. Metal detectors will be used as part of all searches conducted by school personnel. The following is a list of guidelines that school personnel will use to conduct student searches:

- The metal detectors will be used by law enforcement officers, school resource officers and school personnel that are trained to use the metal detectors.

- The person conducting the search will follow the procedures set out by the school corporation and cannot search a student outside of the stated procedures.

- The search of a student will be conducted by a trained person of the same gender as the student being searched.

- The student will be asked to remove all metal objects from his/her pockets and clothing before the metal detector search is conducted. These objects along with the student's belongings should be set aside and scanned separately by the person conducting the metal detector scan.

- While a search is conducted, if a student refuses to permit a metal detector check, it will be considered insubordination. Such a refusal will be considered grounds for disciplinary action from a conference to a recommendation for expulsion. A refusal will also be considered as reasonable suspicion by school officials of a weapons violation and will result in an investigation by law enforcement officials.

- If the metal detector indicates a metal object is present, the person conducting the search will ask the student to remove the object. A refusal to do so will be considered insubordination and grounds for disciplinary action including suspension and/or expulsion. A refusal will also be considered as reasonable suspicion by school officials of a weapon's violation and will result in an investigation by law enforcement officials.

4. Motor Vehicle Searches – Motor vehicles which are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reasonable suspicion that the vehicle contains illegal, unauthorized or contraband items.

Civil Rights Non Discrimination – Grievance Procedure

A. **LEVEL ONE**

1. All complaints must be in writing to the immediate supervisor or principal.
2. The complaint shall stipulate the act or omission, the date of same, and the parties involved.
3. The supervisor or principal shall initiate investigation of the circumstances of the complaint within six (6) calendar days of the receipt of the written complaint.
4. The supervisor or principal shall render a decision within fourteen (14) calendar days of the receipt of the written complaint.
5. The complainant shall have six (6) calendar days to react to the decision before it becomes final.
6. If the complainant disagrees with the decision of the supervisor or principal and submits in writing to the supervisor or principal, a Level Two procedure shall be enacted.

B. LEVEL TWO

1. The supervisor or principal shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.
2. The superintendent or designee shall review all materials and schedule a meeting within six (6) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the supervisor or principal, and the superintendent or designee. Other witnesses may be called with mutual prior notice of three (3) calendar days.
3. The superintendent shall make a decision within six (6) calendar days of the final meeting of parties. This decision shall be final.

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

If the alleged violation, interpretation, or application is of a corporate nature, such as a written rule,
regulation, or policy, Level Two is initiated immediately.

NOTICE OF NONDISCRIMINATION – SECTION 504 POLICY

The School Town of Highland does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Claims of sexual harassment

are governed by Board Policy 5517.

Claims shall be made in writing to the next higher supervisor or administrator. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Assistant Superintendent, Academics & Student Services
9145 Kennedy Avenue
Highland, IN 46322
(219) 924-7400

For further information on notice of nondiscrimination, see list of OCR enforcement offices for the address and phone number of the office that serves your area, or call (800) 421-3481.

DISCIPLINE POLICIES AND PROCEDURES

Lunchroom Detentions

Lunchroom detentions will occur in the attached room to the Cafeteria during the student's lunch period.

Detention

Detention is supervised study time, which meets on assigned school days from 2:45-5:45 p.m. and this study time is intended to provide an alternative to suspension from school, a deterrent to unacceptable student behavior, and another option in the progressive discipline process. Rules and procedures will be given to the students at the beginning of their assigned detention by the detention supervisor.

Detentions may only be rescheduled to the next detention day once by a parent's phone call or email to the office by 1:00 p.m. of the day of the detention.

In-School Suspension

A student may be suspended in-school for a period of two days. During ISS, the student will be supervised by school personnel. If a student is uncooperative during ISS, he/she will be placed immediately into OSS status.

Out-of-School Suspension

Out-of-School Suspension will be assigned by a principal for major infractions of school policy. In appropriate cases, students will be suspended immediately for up to ten (10) days with a parent conference required prior to returning, or where the continued presence of a student on campus would be a threat to the safety and well being of others or to the educational atmosphere. The days missed **WILL NOT** be counted toward the student's **absence limit**. Students will have one additional day upon their return to complete their classwork. All misconduct resulting in the recommendation for expulsion will be an Out-of-School Suspension. **Out-of-School Suspensions totaling more than ten (10) days in one school year will result in a request for expulsion for repeated violation of school rules and regulations.**

Suspension

A principal may suspend a student for a period of no more than ten (10) days. The suspension may deny a student the right to attend school or to take part in any school activity until midnight of the last day of suspension. A student may be suspended on the following grounds:

1. Conduct constituting grounds for expulsion.
2. Other violations of rules or standards of behavior the School Board approves or receives.
3. **During the school year, students who receive more than one suspension may lose their parking privileges, and their ability to attend after school events: i.e., Prom, Turnabout, Banquets, and Homecoming. This language does not include Graduation or extracurricular activities.**
4. If you receive two or more suspensions before the homecoming dance or Turnabout dance, you are unable to attend the homecoming dance or Turnabout dance. If you have one suspension first semester and one suspension second semester, you will not be able to attend Prom. If you have two suspensions in the second semester, you will be unable to attend Prom. If you have two suspensions first semester and one suspension second semester, you will be unable to attend Prom.
5. If you receive two or more suspensions during the school year you will not be able to attend any school sponsored dances.

Such suspensions shall be made only after a principal has made an investigation and has

determined that such suspension is necessary to help any student, to further school purposes, or to prevent an interference with an educational function.

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 or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the date(s) of the suspension, describe the student's misconduct, and the action taken by the principal.

No suspension may be issued without affording the student an opportunity for an informal hearing. At the informal hearing the student is entitled to:

a. A written or oral statement of the charges against them.
b. If they deny the charge, a summary of the evidence against them.
c. An opportunity to explain their conduct.

Notice and the informal hearing shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such a situation, the notice and the informal hearing shall follow as reasonably as possible after the suspension. Within 24 hours following such a suspension, or such additional time as is reasonably necessary, a principal shall send a written statement to the student's parent describing the misconduct or rule violation and the reasons for the action taken. The principal shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school.

Students will be responsible for completing their coursework while they are suspended

from school. At the time a student is being suspended from school they will be given

information on how to go about completing their assignments when they are absent.

Expulsion

Expulsion is disciplinary action whereby a student is suspended from school attendance for longer than ten (10) days. **It will be recommended that a student be expelled from a class or classes when he or she has been assigned any combination of 12 three-hour Tuesday/Thursday/Saturday detentions, In-School Suspension days, or Out-of-School Suspension days during the course of a semester.** Students may also be expelled from school for the following violations of the Student Code of Conduct: possession/use of alcoholic beverages, drug use/possession, drug sale and/or delivery, possession/use of weapons, and false alarms, as well as violations listed in Indiana Code: Student Due Process. **Expulsion means loss of credit if a student is failing a course at the time of expulsion, a grade of "WF" is recorded on the transcript. If a student is passing a course at the time of expulsion, the student, a "W" is recorded on the transcript.** In accordance with the due process procedures outlined 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, listed under the Grounds for Suspension and Expulsion in this policy. When a principal recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

Expulsion Procedures

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 during the current school year and was not involved in the events giving rise to the expulsion.

2. An expulsion may not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parents to request or 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 contain the procedure for requesting an expulsion 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.

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 parents.

6. Students expelled from Highland High School for violating the use/possession of alcohol and/or drug use/possession policies will also be afforded the opportunity to continue school under a waiver of due process probationary agreement for a first time offense after completing an out of school suspension in addition to any other condition deemed necessary by the administration including but not limited to:

    a. The student will immediately enroll, attend, and complete a substance abuse rehabilitation program. Proof of enrollment in the program must be provided to the High School Principal.
    b. The cost associated with the substance abuse rehabilitation program will be the responsibility of the student and/or parent.
    c. The substance abuse rehabilitation program must receive approval by the Highland High School Principal prior to the student's return to school.
    d. The student will not violate any rule or policy which leads to suspension, expulsion, or removal from school.

7. Students expelled from Highland High School for violating terms of the Highland High School handbook, which result in a recommendation for expulsion, may be afforded the opportunity to continue school under a waiver of due process probationary agreement for a first time offense after completing an out of school suspension in addition to any other condition deemed necessary by the administration including but not limited to:

a. The student will immediately enroll, attend, and complete a rehabilitation program that addresses the behavior that led to the recommendation for expulsion. Proof of enrollment in the program must be provided to the High School Principal.
b. The cost associated with the rehabilitation program will be the responsibility of the student and/or parent.
c. The rehabilitation program must receive approval by the Highland High School Principal prior to the student's return to school.
d. The student will not violate any rule or policy which leads to suspension, expulsion, or removal from school.

INDIANA CODE

Student Due Process

Grounds for Expulsion or Suspension.

(A). The grounds for expulsion or suspension are student misconduct or substantial disobedience and apply when a student is:

(1). 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;

(2). Off school grounds at a school activity, function, or event; or

(3). Traveling to or from school or a school activity, function or event.

(4). When a group of two or more students cause or attempt to cause physical injury to another student, these students will be recommended for expulsion.

(5) A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if

a. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or

b. the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

(B). In addition, students will be recommended for expulsion under the following provisions of Indiana Law:

(1). Possession of a firearm.

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

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

- 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 in 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.

c. The penalty for possession of a firearm will be ten (10) days suspension and expulsion from school for one (1) calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

(2). Possessing a deadly weapon.

a. No student shall possess, handle or transmit any deadly weapon on

school grounds.

b. The following devices are considered to be deadly weapons

- A weapon, taser or electronic stun weapon, equipment, mace, chemical substance, or other material that, in the manner it is used, or could ordinarily be used, is readily capable of causing serious bodily injury.
- An animal readily capable of causing serious bodily injury and used in the commission, or attempted commission, of a crime.

c. The penalty for possession of a deadly weapon will be ten (10) days suspension from school and expulsion from school for a period of not more than one (1) calendar year.

d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

(3). Legal Settlement.

A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

Disciplinary Guidelines

Students that have been deemed a habitual truant or has been suspended (2nd time), expelled, or has withdrawn from school may be reported to the Bureau of Motor Vehicles to have driving privileges invalidated pursuant to ~~IC 9-24-2-4.~~ The chart below provides guidelines for disciplinary actions that may be taken.

The spreadsheet is a guide and does not prevent school administrators from escalating consequences at any time.

Highland High School believes in the concept of progressive discipline. Students who violate the same handbook policy more than once may face additional discipline for each infraction.

The following include examples of student misconduct or substantial disobedience, but are not limited to:

Infraction	Level One	Level Two	Level Three
1. Academic Dishonesty	Grade of zero (0) on assignment. Conference to recommendation for expulsion.	Grade of zero (0) on assignment. Conference to recommendation for expulsion. Possible removal from class/loss of credit.	
2. Act of Disruption	Conference to recommendation for expulsion.		
3. Alcohol Use/ Possession/ Distribution	Suspension to recommendation for expulsion	10 Days OSS Pending Expulsion	
4. Arson	10 Days OSS Pending Expulsion and every time thereafter		
5. Bullying	Conference to recommendation for expulsion		
6. Bus Incident	Conference to recommendation for expulsion Removed from Bus and every time thereafter		
7. Cafeteria Misconduct	Conference to recommendation for expulsion		
8. Misuse of Technology	Conference/restricted use/detention	Conference to Suspension	Suspension to recommendation for expulsion/notification of law enforcement

9. Display of Affection	Conference to recommendation for		

Infraction	Level One	Level Two	Level Three
	expulsion expulsion		
10. Disrespect	Conference to recommendation for expulsion		
11. Disruptive & Dangerous Items	Conference to recommendation for expulsion		
12. Dress Code	3-hour Detention to recommendation for expulsion		
13. Drug Sale or Delivery	10 Days OSS Pending Expulsion/notification of law enforcement	Recommendation for expulsion every time	
14. Drug Use/ Possession **Possession of Marijuana** **Possession of paraphernalia**	Recommendation for expulsion/Probationary Agreement/notification of law enforcement/Suspension	10 Days OSS Pending Expulsion and every time thereafter	
15. Electronic Device	1 hour detention	3 hour detention	In-school suspension
16. Extortion/ Intimidation	Conference to recommendation for expulsion		

17. False Alarms (False Reporting or Informing) (fire/911)	10 Days OSS Pending Expulsion and every time thereafter		
18. Fighting –	Suspension to	Recommendation for	

Infraction	Level One	Level Two	Level Three
Physical or Verbal	recommendation for expulsion	expulsion	
19. Forgery	Conference to recommendation for expulsion applicable for every case		
20. Gambling	Conference to recommendation for expulsion applicable for every incident		
21. Gang, Cult and Occult Activity	Conference to recommendation for expulsion		
22. Indecent Exposure	Suspension to recommendation for expulsion applicable for every incident		
23. Insubordination	Conference to recommendation for expulsion		
24. Intimidation	Conference to recommendation for expulsion		

25. Lewd, Indecent, Offensive Behavior	Conference to recommendation for expulsion		
26. Loitering	Conference to recommendation for expulsion		
27. Look-Alike Drugs	10 Days OSS to recommendation for expulsion		

Infraction	Level One	Level Two	Level Three
28. Missed Lunchroom Detention	3-hour Detention		
29. Missed 1-hour Detention	3 hour Detention		
30. Missed 2-hour Detention	3 hour Detention		
31. Missed 3-hour Detention	1 Day OSS and **reschedule original 3-hour detention**	3 Days OSS and **reschedule original 3-hour detention**	OSS to expulsion and **reschedule original 3-hour detention**
32. Missed Teacher Detention	1 hour to 3 hour detention		
33. Misuse of Equipment	Conference to recommendation for expulsion applicable for every incident and possible restitution		

34. Obscenity	Detention to recommendation for expulsion		
35. Obscenity vs. Teacher	Suspension to recommendation for expulsion		
36. Parking Violation	Conference to recommendation for expulsion		
37. Participation in a Food Fight	Suspension	10 Days OSS Pending Expulsion	

Infraction	Level One	Level Two	Level Three
38. Sexual Harassment	Conference to recommendation for expulsion applicable for every incident		
39. Tardies - Same Class Per Semester	Warning to recommendation for expulsion		
40. Theft	Return item/Restitution Suspension to recommendation for expulsion/Notification of law enforcement		
41. Tobacco Use/ Possession/Paraphernalia (includes e-cigarettes)	Three Days OSS with completing tobacco education course.	Five Days OSS	Recommendation for expulsion

42. Truancy	Detention to recommendation for expulsion		
43. Unlawful Activity	Conference to recommendation for expulsion/Notification of law enforcement		
44. Vandalism	Suspension to recommendation for expulsion/restitution	10 Days OSS Pending Expulsion and every incident thereafter and Restitution	
45. Weapons – Possession	Must be expelled for one calendar year/notification of law enforcement		

Infraction	Level One	Level Two	Level Three
46. 12-Day Habitual Offender	One semester Expulsion		
47. 10-Day OSS Rule	Expulsion to the end of the school year		

Trojan Athletic Code

Participation in the Highland Senior High School Athletic Program is a privilege for which student athletes must be willing to accept certain responsibilities. Only when student athletes are prepared to direct their time and effort toward a rigid program of training and self-discipline may optimum performance be achieved. To promote an environment most conducive to effective athletic performance, the following rules of conduct have been established. These rules are in effect for 365 days, and apply to the conduct of all student athletes presently participating in the athletic program, as well as those students who desire to join the program.
The athletic director, with consultation with the principal, will have the

responsibility to administer the Trojan Athletic Code.

I. Eligibility: A student is ineligible to participate in athletic competition if he or she is not currently enrolled in five (5) full-credit classes or did not pass classes totaling five (5) credits during the previous nine (9) week marking period. Semester grades take precedence over nine (9) week grades.

II. A student athlete MAY NOT:
   A. Use or possess tobacco in any form (cigarettes, cigars, chewing tobacco, snuff, e-cigs, vapes, Juul).
   B. Consume or possess alcoholic beverages.
   C. Engage in activities that tend to bring dishonor to the school or the community.
   D. Use or possession of controlled substances, paraphernalia or substances made to look like controlled substances.
   E. Be convicted of a felonious criminal offense.

*"In Season" is the period measured from the first IHSAA practice date through our last contest for that sport and level of involvement.

**The "contest season" is defined for purposes of this Code as the period from the first regularly scheduled contest through the postseason. All penalties will be rounded up to the next game.

III. Violations of the Trojan Athletic Code will result in the imposition of penalties as follows:

A. Violation of I. A. (Tobacco)

1. **First offense** -The student athlete will be suspended from athletic participation for 25% of the contest season or the remainder of the season, if less than 1/2 of the contest season remains and be required to take a school sponsored education class before returning to competition
2. **Second offense** - The student athlete will be suspended from athletic competition for 365 days from the date of the offense, however can return to competition at 180 days with a completion certificate from an outside certified education program (min 5 hours) and administrative approval.
3. **Third offense**- The student athlete will be excluded from athletic participation for the remainder of his/her high school experience.

B. Violation of I. B. (Alcohol)

1. **First offense** - The student athlete will be suspended from athletic participation for 25% of the contest season or the remainder of the season, if less than 1/2 of the contest season remains and be required to take a safe school alcohol education class before returning to competition.
2. **Second offense** - The student athlete will be suspended from athletic competition for 365 days from the date of the offense, however can return to competition at 180 days with a completion certificate from an outside certified alcohol education program (min 5 hours) and administrative approval.
3. **Third offense** -The student athlete will be excluded from athletic participation for the remainder of his/her high school experience.

C. Violation of I.C.(Dishonor; Engaging in Act of Vandalism, theft, destructive misuse of property or any activity that constitutes misconduct or substantial disobedience)

1. **First offense** - student athletes will be suspended from athletic participation. The length of the suspension will be no less than 10% of the contest season up to the remainder of the season, depending on the seriousness of the violation. If the suspension cannot be completed, the suspension will continue into the next season until completed.
2. **Second offense** - the student athlete will be suspended from athletic participation for 365 days from the date of the offense.
3. **Third offense** - the student athlete will be excluded from athletic participation for the remainder of his/her high school experience.

D. Violations of I. D. and I. E. (Possession of Drugs, Use of Drugs, Sale of Drugs or Felonious Crime)

1. **First offense -** The student athlete will be suspended from athletic participation for 25% of the contest season or the remainder of the season, if less than 1/2 of the contest season remains and be required to take a school sponsored education course before returning to competition. The student will be tested again with a 2 month time frame.
2. **Second offense** - The student athlete will be suspended from athletic competition for 365 days from the date of the offense, however can return to competition at 180 days with a completion certificate from an outside certified education program (min 5 hours) and administrative approval. (Parents Expense)
3. **Third offense** - The student athlete will be excluded from athletic participation for the remainder of his/her high school experience.

III. Special Consideration: For an honest admission of guilt in the absence of irrefutable evidence, the penalty will be reduced by one-half for the first offense. The one-half reduction may occur only once during the student athlete's high school career.

IV. Attendance at Social Gatherings Where Alcohol, Tobacco, or Drugs are Present. Student athletes who attend social gatherings where alcohol, tobacco, or drugs are being used may subject themselves to the same or similar penalties as those students engaged in the conduct prohibited by this Code. The administration will conduct a hearing to determine what penalties, if any, will be imposed upon a student athlete present at such a gathering.

V. Violations Cumulative. Violations are cumulative during the students 4 years of eligibility. Violations occurring in different categories will be considered cumulative and may result in the most stringent suspension of the category of the most recent violation.

VI. Practice During a Suspension. When an athlete has the opportunity of gaining eligibility later in the season, the student athlete is allowed to practice.

VII. NFHS Classes. Along with any of the aforementioned offenses, the athlete may also be required to complete a free online class (1-2 hours in length)pertaining to the infraction of the rule. Prior to the athlete returning to practice, a certificate of completion will have to be on file in the athletic office. These classes can be found the National Federation of High School Sports website at NFHSlearn.com

VIII. Athletic Award. An athlete must end the season in good standing to receive an award and be invited to the Athletic Banquet. If a student violates the Trojan Code after the season has been completed, but before the banquet, the student will receive an athletic award, however, will not be able to attend the Athletic Banquet.

IX. The Appeal Process. A student athlete may make a written request for a hearing to the athletic director within five (5) days of notice of the suspension from athletic participation for violation of this Code. The hearing will take place within five (5) school days of the written request for a hearing before a three member Appeal Board composed of an administrator (other than high school), a teacher and a coach. The suspension will remain in effect pending the hearing. The Appeal Board will have the power to uphold, deny or lessen the suspension of the student athlete. The Appeal Board's decision will be made within one school day of the hearing.

X. Effective Term. This athletic code is effective twenty-four (24) hours a day for 365 days. With the exception of violations of I. A., violations of the Trojan Code are cumulative from season to season and year to year throughout the

student athlete's high school experience.