

2026-2027

Student

Handbook



Empowering all students to be tomorrow's leaders.

SCHOOL BOARD

President	Mrs. Heather Frank
Vice President	Mrs. Shelly Gerber
Secretary	Mr. Jason Gerber
Member	Mrs. Jeremi Schortgen
Member	Mrs. Rhonda Isch
Member	Mr. Ben Liechty
Member	Mr. Doug Schultz
School Attorney	Mrs. Audra Snyder
Superintendent	Mr. Aaron McClure
Secretary to Superintendent	Mrs. Lilly Mitchel
Corporation Treasurer	Mrs. Dawn Cook
Director of Human Resources	Mrs. Arnita Heyerly

ADAMS CENTRAL MIDDLE/HIGH SCHOOL ADMINISTRATION

High School Principal	Mr. Mark Misch
Middle School Principal	Mr. Ben McIntosh
Assistant Principal	Mr. Graham McAllister
Director of Athletics	Mr. Jeff McCullough
MS Counselor	Mrs. Sarah Linthicum
HS Counselor	Mrs. Kara Klinker
HS Counselor	Mrs. Megan Workinger

SECRETARIAL STAFF

Secretary to Principals	Mrs. Cindy Jackson
	Mrs. Susie Tonner
Secretary to Guidance	Mrs. Shar Byerly
Secretary to Athletic Director	Mrs. Kandi Stutzman

TABLE OF CONTENTS

INTRODUCTION

Adams Central Middle/High School Mission Statement	4
Adams Central Middle/High School Behavior Expectations	4
Floor Plan	1
School Calendar	2
.....	
School Closings	6
School Song.....	4
Who to see for help	5

GENERAL INFORMATION

Adams Central Advertising and Solicitation Policy.....	6
AHERA Standard	6
Announcements	14
Book Rental	14
Convocations	14
Cyber-Bullying	8
Discrimination Policy	8
Emergency Preparedness Drill Instructions	14
Foreign Exchange Students	15
Lockers	15
Library Media Center	7
Lost and Found	17
Lunch Room Procedures	17
Moment of Silence	7
Pledge of Allegiance.....	7
Property Search	17
SAP	7
Sexual Harassment	8
Smoking/Vaping.....	14
Students Aides.....	8
Virtual Learning	6
Visitors	18

STUDENT SERVICES

Guidance.....	18
Health Services.....	19
Withdrawal from School	22

STUDENT BEHAVIORAL EXPECTATIONS / DISCIPLINE

Bus Rider Conduct Regulations	53
Cell Phone Content and Display	56
Closed Campus	56
Code of Student Conduct	38
Computer/Device Policy	57
Computer/Device Usage Guidelines	58
Crime Stoppers.....	60
Disciplinary Referral	23
Drug Testing Policy.....	63

Hall Passes.....	59
Internet and Violation Policy	58
Noncompliance of Required Consequences.....	22, 78
Personal Communication Devices (Cellphones, etc.).....	54
Referral to the Department of Children and Family Services	61
Restroom Usage	60
RISQ Program	24
Student Discipline Policy	22
Student Dress Code	58
School Safety.....	60
Substance Abuse Policy	62
Tardy to Class.....	60

ATTENDANCE POLICY

Absences and Extra-Curricular Participation	78
Attendance Appeals.....	80
Cutting Class	78
Excused Absences	72
Exempt Absences	71
Extended Illness	78
Full Day Absence	70
Leaving School Grounds w/o Permission	78
Make-up Work / Requesting Homework	77
One-Half Day Absence	70
Parental Responsibility.....	69
Period Absence.....	70
Pre-arranged Absences.....	79
Sign Out/Sign In Sheet.....	79
School Responsibility.....	69
Student Responsibility.....	69
Tardy to School	77
Truancy & Habitual Truancy	73
Tuition Transfer Students.....	79
Unexcused Absences.....	73
Verified Absences	70
Virtual Attendance	78

ACADEMICS

Academic Dishonesty/Plagiarism/Cheating Policy	84
Academic Letter	80
Credit Recovery.....	82
Field Trips	81
Finals Schedule.....	85
Grading Scale	82
Graduation Requirements.....	87
Homework Tips.....	85
Honor Roll.....	86
National Honor Society	89
Power School Parent Portal.....	80
Progress Reports.....	80
Promotion and Retention Policy Middle School.....	85

Schedule Changes.....	81
Testing and Screening Program	90
Weighted Grades/Advanced Placement/Dual Credit Courses	82
Valedictorian/Salutatorian Selection	89
Vocational Guidelines	90

STUDENT ACTIVITIES

Absences and Student Activities Participation.....	95
Additional Athletic Eligibility Rules.....	97
Admission to Individual Athletic Events	98
Appeals.....	95
Before and After School Activities	98
Cancellation of Activities.....	95
Eligibility.....	91
Insurance	98
Participating/Dropping/Quitting a Sport	98
Student Activities Code of Conduct.....	92
Student Activities Council.....	95
Student Athletics	96

[illegible]

2026-2027

ADAMS CENTRAL COMMUNITY SCHOOLS

NOTE: ILEARN learn checkpoints will take place throughout the year in place of NWEA. The traditional iLearn test will take place during late April and early May. If you would like more information on exact testing dates, please contact the MS/HS office.

August

- 4 Registration 2:00PM - 6:00PM
- 11 Waiver Day—Staff Only
No School
- 12 First Student Day

September

- 7 Labor Day—No School

October

- 13&15 P/T Conferences
- 19-23 Fall Break No School
- 27 Students return to school

November

- 12 Waiver Day—Staff Only
No School
- 25-27 Thanksgiving Vacation
No School
- 25 Possible Make-Up Day

December

- 18 End of 1st Semester
- 21 Christmas Break Begins
- 21-22 Possible Make-Up Days

January

- 4 Students return to school

February

- 15 Waiver Day—Staff Only
No School

March

- 1 Possible Make-Up Day
No School
- 19 Spring Break Begins
- 29 Students return to school

April

- 14 Waiver Day—Staff Only
No School

May

- 25 Student's Last Day/End of Semester

June

- 6 Graduation

WELCOME
To
ADAMS CENTRAL MIDDLE/HIGH SCHOOL

I am excited to welcome you to Adams Central Middle/High School! We will work hard this year to become the best version of ourselves and to make AC MS/HS the best place to be. I know that great things will happen as we all work together, treat each other with kindness, and do our very best. I look forward to a wonderful 2026-2027 school year with you!

Mr. Mark Misch

Mr. Ben McIntosh

High School Principal

Middle School Principal

PARENTAL INVOLVEMENT

SECTION 9015

Recognizing and respecting the diversity of family structure, Adams Central Community Schools believe that all parents and families have an indispensable role in the education of their children. Adams Central knows that the most accurate predictor of student achievement in school is the extent to which parents and families create home environments that encourage learning, express high expectations for their children, and become involved in their children's education at school and in the community.

Adams Central believes that parents and families most effectively meet these responsibilities by providing helpful information and skills to empower them to work with their children and include all parents and families as partners and collaborators throughout the educational process.

Adams Central is committed to forging partnerships for the purpose of establishing good working relationships with parents and families to improve student outcomes, strengthen school learning environments, and promote positive community relations.

SCHOOL SONG

Fight on Central! Fight on Central! On to victory. Take the ball right down the field boys/girls, win for old A.C. Fight for honor, fame and glory. Show our colors true. Fight, fight on Central Jets, we're proud of you. Go! Go! Go Jets! Fight! Fight! Fight Jets! Go! Fight! Win you Jets!

ADAMS CENTRAL MIDDLE/HIGH SCHOOL MISSION STATEMENT

Mission: Empowering ALL students to be tomorrow's leaders.

Goal: To inspire and empower all students to become leaders through productive citizenship, collaborative communication, resilient problem solving, and engaged learning.

ADAMS CENTRAL MIDDLE/HIGH SCHOOL BEHAVIOR EXPECTATIONS

1. Productive- We employ a strong work ethic.
2. Self-Disciplined- We set goals and meet expectations.
3. Respectful- We act with integrity and kindness.
4. Safe- We keep our school clean and safe.

WHO TO SEE FOR HELP

To see about locker problems _____ Mrs. Cindy Jackson/Mrs. Susie Tonner

To obtain admission slips to class _____ Mrs. Cindy Jackson/Mrs. Susie Tonner

To prearrange for an absence _____ Mrs. Cindy Jackson/Mrs. Susie Tonner

To make schedule changes _____ Mrs. Sarah Linthicum/Mrs. Megan Workinger/
Mrs. Kara Klinker

To locate lost books and articles _____ Mrs. Cindy Jackson/Mrs. Susie Tonner

To get medical, dental or optical passes _____ Mrs. Cindy Jackson/Mrs. Susie Tonner

To learn more about careers _____ Mrs. Sarah Linthicum/Mrs. Megan Workinger/
Mrs. Kara Klinker

To set dates for school events _____ Mr. Mark Misch/Mr. Ben McIntosh

To obtain use of part of the building _____ Mrs. Kandi Stutzman

To get permission to hold social affairs _____ Mr. Mark Misch, Mr. Ben McIntosh

To check on athletic eligibility _____ Mr. Jeff McCullough

To obtain "Student Assistant Applications" _____ Mrs. Cindy Jackson/Mrs. Susie Tonner

To obtain help for academic, social, and personal problems _____ Mrs. Sarah Linthicum
Mrs. Megan Workinger
Mrs. Kara Klinker

To obtain information on achievement and ability tests _____ Mrs. Sarah Linthicum
Mrs. Megan Workinger
Mrs. Kara Klinker

To Obtain Lunch ID Codes _____ Cafeteria

EMERGENCY SCHOOL CLOSINGS AND DELAYS

Occasionally, it may be necessary to close school when emergency situations arise, such as extreme weather conditions. School closings and delays will be announced on radio stations WZBD, Decatur, WQHK, WMEE, WOWO, and WBCL, Fort Wayne and will also be recorded on the voice mail system at the school and on the School App.

VIRTUAL LEARNING

If school is canceled, we will follow the following procedure:

- In the event school is cancelled, Adams Central will utilize a combination of make-up days, asynchronous learning, and synchronous learning. This plan will be communicated with families early in the school year and available on the school website.
- If school is canceled and an asynchronous virtual learning day is implemented, work assigned by teachers shall be made available to students no later than 10 am. A due date of 2 days after the virtual learning day will be utilized. It is possible that due dates could be extended at the discretion of the instructor.
**Due date shall be posted within the classwork assigned for the virtual learning.
- If school is canceled and a synchronous virtual day is implemented, students will utilize Google Meet and sign into their first class by 11 am. Synchronous learning days will follow a modified 3-hour delay schedule.

GENERAL INFORMATION

ADAMS CENTRAL ADVERTISING AND SOLICITATION

1. All advertising, ticket sales, solicitations, and charity drives, which are not related to school groups, shall not be permitted within the school facility without permission being granted by the principal.
2. Promotion-money-raising activities originating in the schools must have approval from the principal before the activity is organized and scheduled. Door-to-door canvassing is to be kept at a minimum.

AHERA STANDARD

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

MOMENT OF SILENCE

In compliance with the Indiana Code, Adams Central Community Schools have established a daily observance of a “moment of silence” during which students may exercise their right either to engage in or to refrain from religious observation. While there will be no coercion from school staff for students to engage in or refrain from any religious observation during this time, school staff will assure that all students remain silent and make no distracting display that would interfere with, distract, or impede another student in the exercise of the student’s individual choice.

PLEDGE OF ALLEGIANCE

In compliance with Indiana Code, Adams Central Community Schools will provide a daily opportunity for students to recite voluntarily the Pledge of Allegiance under the supervision of school staff. While no student will be required to participate in this group activity, all students will be expected to refrain from any activity that would interfere with, distract, or impede other students who choose to participate in this group activity.

SAP

During 4th period, students will have the time frame of 40 minutes as “Student Academic Period” (or SAP). This time is a academic period for grades 7-12. This time is to be spent either completing homework or reading. To make this time as productive as possible, students are allowed to get passes from teachers that they need assistance from before SAP. This time may also be used by students to go to the library to select reading material, per teacher discretion.

SAP RULES

The following principles will govern SAP activities:

1. Students are required to seek the teacher’s permission to talk to or work together with someone else.
2. If you have a pass to work in another teacher's class, you must show the pass to the SAP teacher at the beginning of the period.
3. Bring all your work materials with you when you arrive.
4. iPads are not to be used without teacher permission and should only be for school work.

Library Media Center

- The library media center is open from 7:30 – 3:30 daily.
- The collection and online tools can be accessed through the school website at www.accs.k12.in.us.
- Students coming to the library should check in at the circulation desk.
- In order to maintain a productive environment, students should be respectful of others.

Borrowing Materials

- Students can access our entire collection. However, 6th, 7th and 8th grade students need permission to check out materials from our YA (young adult) collection due to mature themes.
- The circulation period for library materials is three (3) weeks.
- Students with no overdue materials or materials that are less than 2 weeks overdue are considered in good standing and may check out up to four (4) items.
- Students will be notified of overdue materials through their AC Jettech email account.
- Students with materials overdue more than 30 school days will have a bill mailed home on the first Thursday of the month.
- Fees will be assessed for damaged/lost materials.

STUDENT AIDE GUIDELINES

Students in grades 10-12 have the opportunity to serve as student aides in place of a study hall. These students will assist teachers or office staff with numerous routine tasks.

Guidelines are as follows:

1. Staff members request student aides through the Guidance Office.
2. The student must maintain passing grades in all subjects, (grades will be monitored at 9 weeks and mid-term), 95% attendance rate, acceptable school behavior and satisfactory student aide performance.
3. The student must report to and stay in assigned area on time or with pass.
4. Students not maintaining the above guidelines will be reassigned to study hall.

DISCRIMINATION POLICY

The Adams Central Community Schools will not discriminate against any employee or student because of race, color, ethnic background, religion, sex, national origin, age, and/or handicap. Questions regarding this statement should be directed to Mr. Aaron McClure, 222 W. Washington Street, Monroe IN 46772, (260) 692-6193.

SEXUAL HARASSMENT

Adams Central Community Schools has adopted a policy to maintain a learning environment that is free from any type of harassment by students or school employees. Some examples of harassment would include but not be limited to verbal harassment or abuse, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, and pressure for sexual activity. Any student who has been a victim of such harassment should report the problem to a school authority immediately. The policy also speaks to discipline, which could result from false charges being made. The complete sexual harassment policy is available in the Middle/High school office.

BULLYING/CYBER-BULLYING

The school board of Adams Central Community Schools prohibits acts of bullying of a student. The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other

disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

I. Definition of Bullying

- a. As defined by the school corporation, bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.
- b. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - i. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - ii. Has a substantially detrimental effect on the targeted student's physical or mental health;
 - iii. Has the effect of substantially interfering with the targeted student's academic performance; or
 - iv. 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.

II. Policy Provisions

1. The school corporation shall adopt discipline rules in compliance with IC 20-33-8-13.5 that prohibit bullying and include provisions concerning education, parental involvement and intervention. These discipline rules shall apply regardless of the location in which the bullying occurred when the bully and the targeted student are students at a school within the school corporation, or disciplinary action is reasonably necessary to avoid substantial interferences with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. This includes bullying through the use of data or computer software that is accessed through a computer, computer system, computer network, or cellular communication device.
2. The principal at each school within the school corporation shall implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of bullying, consistent with the code of student conduct, as well as the consequences and remedial responses for staff

members who commit one or more acts of bullying. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.

3. The principal at each school within the school corporation shall be responsible for receiving all complaints alleging violations of this policy.
4. Students, parents and visitors of a school within the school corporation are encouraged to submit a written report of alleged violations of this policy to the principal (or principal's designee) on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. Such a report may be made anonymously. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.
5. Any corporation and school employee, volunteer or contracted service provider who receives a report of harassment, intimidation, or bullying from a student, parent, visitor or colleague, and fails to initiate or conduct an investigation, or who witnesses or observes a bullying incident and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.
6. The principal or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. The investigation shall be initiated by the principal or the principal's designee within two school days of the report of the incident. The principal may appoint additional personnel to assist in the investigation. The investigation shall be completed as soon as reasonably possible given the circumstances of the situation. Generally, this will be within five school days from the date of the report of the alleged incident of harassment, intimidation, or bullying.
7. When a situation is investigated and is determined to be a violation of the bullying policy, the principal shall provide the parents of the students who are parties to the investigation with information about the investigation in an expedited manner, in accordance with Federal and State law and regulation.
8. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying and enhance school climate, enlist parent corporation and involvement or take other appropriate action). Intervention and support implemented by the principal or his/her designee should include follow up services to both the targeted student and the bully.

9. The principal of each school within the school corporation is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The principal is expected to respond with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013.
10. Each school within the school corporation shall disseminate the anti-bullying policy and bullying prevention instruction to all students in grades 1-12 within the school no later than October 15th of each school year.

Adopted	11/10/2009
Revised	06/06/2020

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION (Board Policy 2416)

The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the School Corporation's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parent, to submit to or participate in any personal analysis, evaluation, or survey that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning:

- A. political affiliations;
- B. religious beliefs or practices;
- C. mental or psychological conditions that may embarrass the student or the student's family;
- D. sexual behavior or attitudes;
- E. illegal, anti-social, self-incriminating, or demeaning behavior;
- F. critical appraisals of other individuals with whom the student has a close family relationship;
- G. legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician; or
- H. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).

The written consent form for a personal analysis, an evaluation, or a survey described above shall accurately reflect the contents and nature of the personal analysis, evaluation, or survey. The Board directs the Superintendent to develop a procedure for the distribution of the written consent form.

Additionally, no student shall be required, without prior written consent of the student, if an adult or emancipated minor, or the student's parent if an unemancipated minor, to submit to or participate in any personal analysis, evaluation, or survey administered by a third party vendor that reveals, identifies, collects, maintains, or attempts to affect a student's attitudes, habits, traits, opinions, beliefs, or feelings. A request for written consent shall include an explanation of the reasons for a personal analysis, evaluation, or survey administered by a third-party vendor. The Corporation or school shall post a copy of a personal analysis, evaluation, or survey administered by a third-party vendor on the Corporation or school website.

If the Corporation or a school uses a third party vendor in providing a personal analysis, evaluation, or survey that reveals, identifies, collects, maintains, or attempts to affect a student's attitudes, habits, traits, opinions, beliefs, or feelings, the third party vendor and the Corporation or school shall not record, collect, or maintain the responses to or results of the analysis, evaluation, or survey in a manner that would identify the responses or results of an individual student.

The parent of a student or the student, if the student is an adult or an emancipated minor, has the right to inspect instructional materials used in connection with and all materials related to personal analyses, evaluations, or surveys. The Superintendent shall establish procedures for a student's parent or the student, if the student is an adult or an emancipated minor, to inspect instructional materials used in connection with and all materials related to personal analyses, evaluations, or surveys.

The term **instructional materials** means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term includes teachers' manuals, curricular materials, films or other video materials, tapes, and other materials used in instruction. The term does not include academic tests or assessments.

The Board shall notify parents and students of the above rights.

A parent of the student or the student, if the student is an adult or an emancipated minor, may submit a complaint for a violation of policies and procedures related to personal analyses, evaluations, or surveys under the grievance procedures described in Policy 5710 - Student Complaints and Policy 9130 - Public Complaints and Concerns.

If the Corporation contracts with a third-party vendor to provide a personal analysis, survey, or evaluation described above, the contract shall include a provision stating that if the third-party vendor does not comply with the requirements in I.C. 20-26-21, the third-party vendor has committed a breach of contract.

See also Policy 2221 - Mandatory Curriculum.

The Board prohibits the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice to parents of students enrolled in the Corporation of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the Corporation, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above is scheduled or expected to be scheduled.

Parental Notification Regarding Identification

The Corporation shall, in compliance with I.C. 20-33-7.5, notify at least one (1) parent, if the student is an unemancipated minor, of a request made by the student to change the student's name or the pronoun, title, or word used to identify the student. This notification shall be made within five (5) business days after a school receives the request from the student.

This notification provision may not be construed to require a school psychologist, a school nurse, a school social worker, or a school counselor to violate a Federal law or regulation.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives or a person who is legally responsible for the welfare of the child).

ANNOUNCEMENTS

Announcements are posted on the school website. These announcements give information on meetings, athletic events, and special activities for the day. It is important to check these announcements daily.

SMOKING/VAPING

Adams Central has a no-smoking/vaping policy on school grounds at school during the school day or at school functions.

BOOK RENTAL

For the school year 2026-2027, the State of Indiana will be paying book fees for students. Each student is responsible for the books distributed to him/her. Books that are lost or badly damaged must be paid for at the replacement cost. Books must not be marked or defaced in any way and must be kept clean. Textbooks are kept in usable condition for class use for at least six years.

If books are lost, misplaced, or stolen, at any time during the six-year adoption cycle, students will be charged full replacement cost of the textbook or workbook.

A fee for consumables and supplies will be approved by the school board and communicated with families.

CONVOCATIONS

During the school year, there may be an occasional scheduled convocation. These programs are designed to be educational as well as entertaining. Regardless of the type of program, courtesy demands that the audience (students, and teachers) show appreciation and respect to the performers. Grade levels will be assigned a seating area and will be dismissed by sections.

EMERGENCY PREPAREDNESS DRILLS INSTRUCTIONS

1. Teachers will instruct each class regarding proper exit procedures.
2. At least one fire drill per month and two emergency preparedness drills per semester will be scheduled.
3. The teacher should be the last to leave the area. Teachers should be sure to take their grade books or class attendance lists with them when leaving the classroom. In the event of fire, teachers must leave the building whether they have a class or not. In the event of a tornado warning, go quickly to your assigned shelter area if there is time. If not, curl up on the floor and protect yourself by lying face down, knees up under you and cover the back of your head with your hands.
4. Every emergency preparedness alert should be treated as though an actual emergency situation existed. Students should get to a place of safety quickly, but there should be no running!

FOREIGN EXCHANGE

Adams Central High School welcomes foreign exchanges students as members of our school community. A foreign exchange student will generally be enrolled as an underclassman (Freshman, Sophomore, or Junior), unless age or other academic factors dictate a different classification. Only credits and grades in courses from schools in the United States will be considered in calculating a grade point average. A foreign exchange student enrolled as a senior will be issued a Certificate of Achievement (not a regular Adams Central High School Diploma) for the time spent as a student at Adams Central High School. A foreign exchange student's class rank will be "honorary."

LOCKERS

In the Middle/High school, you will have a locker for your books, personal items, and other equipment. It is your responsibility to keep your locker in order. The principal or his/her designee will make periodic checks to see that lockers are being kept clean and in good order.

Lockers will be checked periodically to encourage neatness and organization. Students may decorate the inside of the locker with appropriate pictures and other materials. They may only be decorated with magnets, or items attached to magnets. Any student whose locker has damage from adhesives or permanent marker will be assessed a locker damage fee.

All students will be assigned a locker with a combination lock. Students are expected to use the lock at all times. Students will be assessed a \$10 repair fee for the intentional removal, jamming, or damage to their combination lock.

All things need to be inside lockers. Nothing on the top is allowed. If you have items that are too large for your locker, you can keep them in the MS/HS office.

No opened food or drinks are to be in lockers or the hallways, except for packed lunches. Food and drinks are allowed in the commons area before and after school only.

Care and Use

All lockers made available for student use on the school premises are the property of the school and are provided as a convenience to the student for storage of books, supplies, jackets, etc. Only articles needed for use at school should be kept in the locker. Treat lockers with care by keeping them clean, orderly, and free from trash, stickers, markings, food, etc. If the locker is not working properly, contact a custodian or the office. Regulations for Use and Inspection of Lockers Include the following:

1. Lockers shall not be used to store contraband, which includes items that cause or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which are forbidden, by state law or the school.

2. Lockers are under the jurisdiction of school authorities. The school reserves the right to search a student's locker if there are reasonable grounds for believing that something contrary to school rules or law, or significantly detrimental to the school will be found in the locker. Where practical, the student will be contacted and be given the opportunity to be present during the inspection, unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on the school premises. This student will be notified of such inspection as soon as practicable thereafter.
3. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if an administrator reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (a) interference with school purposes or and education function, (b) a physical injury or illness to any person, (c) damage to personal or school property, or (d) a violation of state law or school rules.

Examples of circumstances justifying a general inspection of a number of lockers: (a) School receives a bomb threat; (b) Evidence of student drug or alcohol use creates a reasonable belief of a high level of student use; and (c) At the end of the grading period, and before and during the school holidays to check for missing library books, lab chemicals, or school equipment. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present at this type of inspection.

4. The principal or superintendent may request assistance of law enforcement officials in locker inspection if such assistance is required to (a) identify substances which may be found in lockers, or (b) protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs, etc.
5. Locker Maintenance. Nothing in these regulations shall affect custodians or other staff members who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time in accordance with a posted general housekeeping schedule, (b) the locker of a student no longer enrolled in the school, or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.
6. Dressing Room Lockers. Lockers in the dressing rooms are to be used in accordance with the physical education and athletic department's directions. Money or valuables should not be left in unlocked lockers. Each student will be provided a locker with a combination lock.
7. Theft from Lockers. It is the students' responsibility to keep their lockers(s) locked. Adams Central staff will make every effort to recover stolen items from properly locked lockers. However, we cannot take responsibility for items stolen from lockers left unlocked.

PROPERTY SEARCH

The Adams Central School Corporation reserves the right to have a school official search an individual student's personal property, including the student's locker, book bag, purse, car, etc. at any time within a school zone (i.e. on school property, on a school bus, at a school function, etc.) provided the school official has reasonable suspicion for believing that the student's personal property may contain an item or items that are 1) contrary to the law, 2) contrary to school rules/policy, or 3) detrimental to the school corporation.

LOST AND FOUND

Lost and found items may be turn into the MS/HS office. If you have lost or misplaced something, you may want to check with the MS/HS secretary.

LUNCH ROOM PROCEDURES

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Lunches are not to be delivered from outside sources. Opened food and drinks are not to be taken out of the cafeteria.

The lunchroom management and fellow students will appreciate cooperation in:

1. Depositing all lunch litter in wastebaskets.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor in a clean condition for others.
4. Be respectful of people and property in the lunch room.

All students are to eat all food and drink items they bring as "sack" lunches in the cafeteria.

Breakfast

Breakfast is served in the cafeteria 30 minutes before school starts and ends 5 minutes before the start of school. The cost of breakfast is \$.30 if the student receives reduced lunches, or free if the student receives free lunches. If you are a paid student, the cost is \$1.60

Lunch prices this year are as follows:

[Gr. 1-5 \$2.35] [Gr. 6-12 \$2.50] [Adults \$3.75]

Meal Time Lunch Option

Students have the option of depositing money in their school cafeteria account and accessing this account daily in the cafeteria line for regular meal and/or ala cart purchases. Deposits can be made to this account at any time using cafeteria deposit envelopes and placing in the Meal Time deposit box in the Middle/High School Office. **A minimum deposit of \$10.00 is required.** Parents with more than one child at Adams Central may deposit one amount to be divided between their children. All of the students' names and ID numbers must be written on the envelope as well as the

designated amount to go into each students' account. It is recommended to use personal checks payable to Adams Central Schools, for your records. Students may still utilize cash in the cafeteria if so desired.

VISITORS

Adams Central has a "No Visitor" policy applying to guests other than parents and those who have legitimate business with the school. Parents are always welcome and encouraged to visit the school. When parents desire to meet individually with teachers or the principal, they should call in advance to schedule time with that person. All visitors should follow these guidelines:

1. All visitors are requested to enter the north entrance (N5) and register in the HS/MS office and receive a visitor's pass.
2. Former A.C. students and seven-semester graduates wishing to visit former teachers must call in advance to arrange visits.
3. Visitors are not allowed to visit with students in the hallways in between classes or during lunch.
4. Seven-semester graduates **must follow the school dress code** when visiting the building.
5. Any exception to the above guidelines must be approved by a school administrator.

SUBSTITUTE TEACHER

A substitute teacher is an important visitor who has a job to do. You, the student, can help by giving this teacher your complete cooperation. **Remember: A substitute teacher has the same authority as a regular teacher.**

STUDENT SERVICES

GUIDANCE DEPARTMENT

The main objective of the guidance department is to help prepare students to become responsible and productive citizens.

The guidance counselor is here to help students understand themselves, their problems, and their goals. The counselor's job is to acquaint students with their abilities, interests, and achievements, and to use this information to plan more intelligently for the future.

Conversations and discussions in the guidance office are held in strict confidence. Consequently, students are urged to see the guidance counselor whenever there are concerns which need to be discussed with someone.

HEALTH SERVICES

General Health Guidelines: To better ensure the continued health of all students at Adams Central, the following guidelines are for your convenience. If your student presents any of the following, he/she should not attend school.

- Temperature is 100 degrees Fahrenheit or over.
- If you question if the student has pink eye, impetigo or ring worm (bacterial or fungus infections) please take the student to the doctor for diagnosis and treatment.
- If the student has diarrhea or vomiting.
- Extreme coughing that is not managed by medication.
- Head lice.

Student Pregnancy:

For the safety of the student's health, all pregnancies need to be reported to the school nurse. The health information will be maintained confidential and shared only with the faculty involved with the student's academic progress. The information will help the faculty to better address any potential emergency and/or health care needs.

Illness at school: If the student becomes ill or gets hurt during the school day, the student should see the school nurse.

- Middle/High and high school students need a written pass from their teacher, unless it is an emergency, to go to the nurse's clinic.
- If the nurse decides that the student should go home, she will contact a parent or another responsible adult on the contact list.
- The parent/guardian is responsible for picking up the ill/injured student.
- The student must sign out at the Middle/High/high school office if being sent home by the school nurse.
- Please pick up the student at the north door labeled N5.

Return to school:

- The student needs to be fever free, without use of medication for fever, for 24 hours.
- Students absent from school due to pink eye, impetigo or ringworm need to contact the school nurse regarding treatment & return date.
- No vomiting for 12 hours prior to returning to school.

Immunizations: All students must have a current immunization record on file meeting the Indiana health regulations and standards. These records will be kept in the nurse's office secured.

- **Immunization Requirements for all 6th grade students:** All students in grade 6 are required by Indiana law to be vaccinated with a Tdap booster, Meningococcal, 2 Hepatitis A, and a total of 2 Varicella (chickenpox) in addition to childhood vaccinations. If the student has already had the chickenpox, the varicella shot is not needed but a written documentation is required stating the year the student had the chickenpox.

Immunization Requirements for 2026-2027 School year:

5- DTap (Diphtheria, Tetanus & Pertussis)

1 Tdap (Tetanus & Pertussis)

4-polio

2-MMR (measles, Mumps & Rubella)

3- Hepatitis B

2- Hepatitis A

1- MCV4

2-MCV4 for 12th graders (total of 2 MCV4)

1 Men B recommended for 12th graders

These vaccinations need to be completed and a copy turned into the nurse clinic by the 1st day of school or the student may be **excluded** from school. If you have any questions please contact the office.

- **Exemption:** If a student has a medical or religious exemption for vaccinations a new exemption form needs to be signed and filed every year with the school nurse.
- **Meningitis:** An Indiana law requires each year that parents/guardians be informed “about meningococcal disease and its vaccine” (IC20-30-5-18).

Meningococcal disease is a dangerous disease that can attack children and youth. You may hear it referred to as meningitis. This is an infection of the fluid of a person’s spinal cord that surrounds the brain. It is caused by either a virus or bacteria. The disease can progress rapidly and within hours of the first symptoms, may result in permanent disability or death.

Symptoms of meningococcal disease often resemble the flu and can include fever, headache, nausea and a stiff neck. This makes diagnosing difficult. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11-12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman.

Medications: Adams Central Community Schools do not furnish over-the-counter medications to students. The following criteria must be met in order to receive medication during school hours.

Over-the-counter medication: (Tylenol, Motrin, Tums, Midol, Cold medication, etc.)

- Medications may be brought in from home and stored in the nurse’s clinic with proper written consent from the parent/guardian.
- Medication must be in the original container and kept in the nurse’s clinic, not in the student’s locker.

- If the amount of medication that should be given exceeds the recommended dosage, a doctor's note must be provided.

Herbal-Vitamin-Dietary Supplements: Will be treated like prescription medication. These supplements may be harmful if consumed incorrectly.

- The school nurse will only administer these medications with written consent by the parent/guardian and a signature with parameters from the student's attending physician.

Emergency Medications:

- Epi-pens, inhalers, diabetes supplies, etc. will be kept in the nurse's clinic.
- If the student is required to keep medication with him/her at all times for self-administration, a form for self-administration needs to be signed by the parent/guardian and physician.

Prescription Medications: Prescription medications that need to be taken during the school day must be kept in the nurse's clinic.

- The medication must be in the original pharmacy container with the student's name, doctor's name, medication name and dosage directions.
- A written consent must be signed by the parent/guardian to administer the prescription during school hours.
- If the student is being treated with a controlled substance medication, the parent/guardian is responsible for bringing in the medication. These medications are NOT to be sent to school with the child.

Sending Medications Home: No medications will be stored in the nurse's clinic over summer vacation. All medication that is not picked up by the last student day of school, will be destroyed.

- Over the counter medications may be sent home with high school students with the written permission from their parent/guardian.
- No controlled medication (narcotics, Ritalin, Focalin, etc.) may be sent home with a student. The parent/guardian needs to pick these medications up themselves. If there is a question, please contact the school nurse.

Head Lice: If your child is found to have head lice during the school day the policy for ACCS is:

- The child's parent/guardian is notified to pick up the student or give permission to drive home, if applicable.
- Written information can be sent home with the student regarding how to treat for head lice on the student and in the home.
- Upon request, friends of the student may be checked for head lice by the school nurse.

- Infected students should be treated at home, using a lice shampoo according to the package instructions or as ordered by the physician.
- The parent/guardian must accompany the student to school the next school day. The parent/guardian must stay at school until the child is re-checked by the school nurse and has found him/her to be free of live lice.
- The student will not be allowed to stay in school if any live lice are found on the student's head.

WITHDRAWAL FROM SCHOOL

Any student planning to withdraw from Adams Central Middle/High School for any reason (transfer, illness, injury, marriage, or simply "quitting") should comply with the following procedures:

1. Prior to the last day of attendance, the student should report to the guidance office and complete the necessary withdrawal form.
2. On the last day of attendance this withdrawal form should be presented to each teacher, the librarian, and the Tech department for his/her signature indicating that the student has returned all rented books, library books, school issued device, and other materials and equipment.
3. Return the form to the guidance office properly signed and completed. Failure to comply with this procedure will generally reduce or eliminate any book rental or fee refunds.
4. Transcripts will not be forwarded to another institution until all obligations, financial or otherwise, have been satisfied.

STUDENT BEHAVIORAL EXPECTATIONS / DISCIPLINE

NONCOMPLIANCE OF REQUIRED CONSEQUENCES

If students/parents do not comply with stated required supports that are written in the handbook, then the next level of support will be implemented until the situation is resolved. For example, if a student does not attend the required After School Detention, Friday School will be assigned. If the student does not attend the required Friday School, RISQ will be assigned.

STUDENT DISCIPLINE POLICY

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-1-34, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. LUNCH DETENTION

When in the professional judgment of a teacher, the situation becomes a problem; the teacher may assign the Middle/High School student to lunch detention. Each occurrence or write-up will be for 1 day. Students who fail to report for an assigned lunch detention will be given an additional day for each day missed.

Accumulation of excessive lunch detentions will result in additional consequences.

2. DISCIPLINARY REFERRAL

If a student continues to be a disruptive force in the school building and the teacher has taken disciplinary action before, that student will be given a disciplinary referral. The principal will discuss the disruptive behavior with the student and inform his/her parents of the occurring problem. Disciplinary action from the disciplinary referral may result in a reprimand, detention, suspension or expulsion. A student may be sent to the office with a disciplinary referral for their first offense if that behavior warrants.

3. AFTER SCHOOL DETENTION

Students may be assigned after school detention by the school office or any member of the faculty and is used for those students with undesirable patterns of attendance, tardiness or other disciplinary problems. On the day of detention students should report with sufficient materials and books to study throughout their detention. Detentions not served will result in a more severe consequence.

4. FRIDAY SCHOOL

Students may be assigned Friday School by the school office or any member of the faculty and is used for those students with undesirable patterns of attendance, tardiness, or other disciplinary problems. Friday School will be on Fridays from 3PM - 5PM. Students should report to Friday School with sufficient materials and books to study throughout their Friday School.

5. IN-SCHOOL SUSPENSION

ISS is assigned to students by the principal or assistant principal for certain infractions according to the discipline policy and at other times according to his/her discretion. Students will work on pertinent schoolwork for the entire suspension period, while remaining seated and quiet. Failing to cooperate during ISS will result in out-of-school suspension for a period of time equal to the remaining time assigned to ISS.

Students are not allowed to attend or participate in any extracurricular events on the day of an ISS (IC 20-33-8-14; as hereinafter amended).

6. OUT-OF-SCHOOL SUSPENSION

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten school days. Depending on the circumstances resulting in the suspension, one of two scenarios will occur: The parents become responsible for the students who have out-of-school suspension.

Students are still responsible for completed assignments and other learning objectives from the dates served in OSS.

A student serving OSS is not allowed to participate in any extracurricular events on the day of an OSS.

The student may be referred to the RISQ program and subject to the rules and expectations of that program. More details on the RISQ program can be found below.

7. RISQ PROGRAM

(Reduce Misbehavior, Improve Attitude, Teach Skills, Creating Quality Students)

Ensuring that children attend school, remain safe, and receive a sound education has become a challenging task for parents, schools and society in general. Historically students who are disruptive or behave inappropriately are suspended from school and placed under parental supervision for the duration of their out-of-school suspension. The student often repeats the behavior while falling further behind educationally.

The R.I.S.Q. Program is a Court Administered Alternative to Out-Of-School Suspension, which provides community-based efforts designed to deal with these types of students in our schools. The program is composed of supervised educational activities, behavior modification and skill building activities and community service work. The number of days spent in this program is typically three (3) but up to ten (10) days can be assigned.

The first half of each day will be spent in a supervised educational component. The student will have the opportunity to complete school assignments for full credit, which will be obtained from the school. The second half of each day will be a combination of time split between completing supervised community service work project and engaging in intervention and prevention programs with material designed to evoke discussion about the choices and consequences of specific inappropriate behavior.

The goal of this program is to teach the students the importance of continuing their education and show them the benefits of leading a productive life and to reduce the number of students being suspended and reduce the truancy rate.

A student serving RISQ is not allowed to participate in any extracurricular during the dates the student is serving RISQ.

8. EXPULSION

In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

Indiana Code 20-33-8-14. Grounds for suspension or expulsion.

A. The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

1. Student misconduct.
2. Substantial disobedience.

B. The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

1. On school grounds immediately before or during school hours, or immediately after school hours, or 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.

Indiana Code 20-33-8-15. Engaging in unlawful activity off school grounds.

In addition to the grounds specified in section 8 of this chapter, 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.

Indiana Code 20-33-8-16. Weapons expulsion.

- A. As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.
- B. As used in this section, "deadly weapon" has the meaning set forth in IC 35-31.5-2-86. The term does not include a firearm.
- C. As used in this section, "destructive device" has the meaning set forth in I.C.35-47.5-2-4
- D. Notwithstanding section 20 of this chapter, a student who is:

1. Identified as bringing a firearm to school or on school property; or
 2. In possession of a firearm on school property;
must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
- E. The superintendent may, on a case-by-case basis, modify the period of expulsion under subsection (c) for a student who is expelled under this section.
- F. Notwithstanding section 20 of this chapter, a student who is:
1. Identified as bringing a deadly weapon to school or on school property; or
 2. In possession of a deadly weapon on school property;
may be expelled for a period of not more than one (1) calendar year.
- G. A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.
- H. A student with disabilities (as defined in IC 20-35-1-8) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

Suspension Procedures

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

1. A meeting with the student 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. The notification will include the dates of the suspension, description of the student's misconduct, and the action taken by the principal. All suspensions will be logged in PowerSchool.

Expulsion Procedures

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. Legal counsel
 - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student (or designee) will 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 parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of notice of the action taken. The student's or parent's appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: 20 U.S.C. 8001, 8002 I.C. 20-33-8-19 et seq.

USE OF SECLUSION AND RESTRAINT WITH STUDENTS

It is the policy of the Board that all students are to be treated with dignity and respect and to be free from abuse. The Board supports the promotion and training of appropriate student behavior as part of the Corporation's curriculum. It is the policy of the Board to use prevention, positive behavior intervention and support, and conflict de-escalation to eliminate or minimize the need for the use of seclusion or restraint with students. This policy applies to all students, regardless of the existence of a disability.

General Guidelines

Any behavioral interventions must be consistent with a student's right to be treated with dignity and respect and to be free from abuse.

Any behavioral intervention used must be consistent with the student's most current individualized education program (IEP) and with the student's behavior intervention plan (BIP), if applicable.

Every effort must be made to eliminate or minimize the need for the use of seclusion or restraint with a student, including the use of prevention, positive behavior intervention and support, and conflict de-escalation prior to the use of seclusion or restraint, except in the case of an emergency, as defined below.

Seclusion and restraint are to be used only: 1) as a last resort safety procedure employed after another, less restrictive procedure has been implemented without success; and 2) when there is an imminent risk of injury to the student, other students, school employees, or visitors to the school.

Seclusion and restraint may be used only for a short period of time or until the imminent risk of injury has passed. Any instance of seclusion or restraint must be documented as indicated below.

A student's parent must be notified as soon as possible when an incident involving the student that includes the use of seclusion or restraint occurs, and a copy of an incident report must be sent to the student's parent, as indicated below.

Regular training of appropriate school employees/staff members on the proper use of effective alternatives to seclusion and physical restraint and the safe use of seclusion and physical restraint in situations involving imminent danger or serious harm to the student, school employees or others is required, as indicated below.

Seclusion and restraint must not be used as a means of punishment or discipline, coercion or retaliation, or as a matter of convenience.

Seclusion and restraint must never be used in a manner that restricts a child's breathing.

The student must be monitored by a staff member at all times during the use of seclusion or restraint to ensure the appropriateness of its use and the safety of the student or others.

Use of Seclusion

The use of seclusion with a student shall not be permitted except when the conditions described in this policy exist. The use of seclusion with a student with a disability also is subject to any conditions in the student's IEP and any BIP established for the student in addition to the conditions established in this policy.

- A. Seclusion may be used only when a student is displaying behavior that presents an imminent risk of injury to the student or others.
- B. Seclusion may be used only as a last resort safety procedure after a less restrictive procedure has been implemented without success.
- C. Seclusion may be used only as long as necessary and must be discontinued when the student is no longer an imminent threat to others.
- D. Seclusion may be employed only by staff members who have received specific Corporation-approved crisis intervention training in the use of seclusion procedures.
- E. Seclusion may be used only when the student can be transported safely to the seclusion environment by trained staff members using appropriate techniques based on crisis intervention training.
- F. All seclusion environments must:
 - 1. be of reasonable size to accommodate the student and at least one (1) adult;
 - 2. be of reasonable size to permit students to lie or sit down;
 - 3. have adequate ventilation, including heat and air conditioning as appropriate;
 - 4. have adequate lighting;

5. be free of any potential or predictable safety hazards such as electrical outlets, equipment, and breakable glass;
 6. permit direct continuous visual and auditory monitoring of the student;
 7. permit automatic release of any locking device if fire or other emergency in the school exists;
 8. if locked, be released automatically after five (5) minutes or with any building-wide alarm, such as a fire, tornado or code red alarm;
 9. meet current fire and safety codes.
- G. Seclusion may not be used when the student's known medical or physical condition would make the use of seclusion dangerous for that student.
- H. Seclusion must not be used unless a staff member can continuously monitor the student for visual or auditory signs of physiological distress and can communicate with the student.
- I. During the seclusion, students must be permitted to use the restroom upon request and be escorted to and from the restroom.
- J. During the seclusion, students must be provided water on request.
- K. Seclusion must never be used as a means of punishment or to force compliance with staff commands.
- L. Time-out procedures that do not constitute seclusion, as defined above, are permitted in school. A time-out must be both developmentally and behaviorally appropriate and must be short in duration.

Use of Restraints

The use of restraint with a student shall not be permitted except when the conditions described in this policy exist. The use of restraint with a student with a disability also is subject to any conditions in the student's IEP and any BIP established for the student in addition to the conditions established in this policy.

- A. Restraint may be used only when a student is displaying behavior that presents an imminent risk of injury to the student or others.
- B. Restraint may be used only as a last resort safety procedure after a less restrictive procedure has been implemented without success.
- C. Restraint may be employed only by staff members who have received crisis intervention training by the school in the use of restraint procedures with the following exception: other school personnel may employ restraint procedures in an emergency, as defined below, when fully trained school personnel are not immediately available. Untrained staff must request assistance from trained staff as soon as possible.
- D. Restraint may last only as long as is necessary for the student to regain behavioral stability and the risk of injury has ended, usually a matter of minutes.
- E. The degree of restriction employed must be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student.
- F. Mechanical restraints and chemical restraints are not authorized in school.
- G. Prone (face down on a horizontal surface) physical restraints are not authorized and must be avoided.
- H. Restraint must never be used in a manner that restricts a child's breathing.
- I. Every instance in which restraint is used must be carefully, continuously and visually monitored to ensure the appropriateness of its use and safety of the student, other students, teachers, and other personnel.
- J. A verbal threat or verbally aggressive behavior does not itself constitute an imminent risk of injury and does not warrant the use of restraint.
- K. Destruction of or damage to property does not constitute an imminent risk of injury warranting the use of restraint unless in the course of such behavior a risk of injury to the student or others is created.

- L. Restraint may not be used when the student's known medical or physical condition would make the use of restraint dangerous for that student.
- M. Restraint must never be used as a means of punishment or to force compliance with staff commands.

Documentation and Recording Requirements

The building administrator or designee verbally must notify the student's parent or guardian of the use of seclusion or restraint as soon as possible following the incident but no later than the end of the school day in which the seclusion or restraint occurred.

Immediately after the student has regained emotional and behavioral control following the use of seclusion or restraint, a staff member not involved with the incident must ascertain if the student has sustained any injury during the seclusion or restraint and document such injury or the lack thereof in the incident report referenced below. If the student has sustained an injury, the staff member must seek appropriate treatment of the student for the injury.

Staff will assist the student to process the event at the earliest appropriate time after the student has regained emotional and behavioral control.

Staff, including School Resource Officers (SROs), involved in the use of seclusion or restraint must complete a "Seclusion and Restraint Incident Report" as soon as practical after the use of seclusion or restraint. The following data should be included in the incident report if known:

- A. the student's name
- B. the date and time of the incident
- C. the duration of any seclusion or restraint; or the beginning and ending times of the seclusion or restraint
- D. a description of any relevant events leading up to the incident
- E. a description of any interventions used prior to the implementation of the seclusion or restraint

- F. a description of the student behavior that resulted in implementation of seclusion or restraint, including a description of the imminent risk of injury which resulted in use of the seclusion or restraint
- G. a log of the student's behavior during the seclusion or restraint, including a description of any restraint technique(s) used and any other interaction between the student and staff
- H. a description of any injuries (to the student, other students, staff, or others) or property damage
- I. a description of the approach planned for dealing with the student's behavior in the future
- J. a list of the school personnel who participated in the implementation, monitoring, and supervision of the seclusion or restraint and whether they had training related to seclusion or restraint
- K. the date and time on which the parent or guardian was notified of the seclusion or restraint
- L. if the student has a disability (IDEIA or Section 504), the type of disability

The building administrator or designee must send a copy of the incident report to the parent or guardian and place a copy of the report in the student's confidential file.

The building administrator or designee also must send a copy of the incident report to a Corporation administrator designated by the Superintendent, who must maintain records of all such incident reports.

The building administrator or designee must provide support to staff members involved by determining if any staff member has suffered an injury, seeking appropriate treatment for that staff member, and determining when the staff member can return to his/her duties.

The building administrator or designee must ensure that each staff member involved in an incident engages in a de-briefing or processing session(s) in order to determine what could have been done to prevent the use of seclusion or restraint in this incident and how to avoid the need for use of seclusion or restraint

in the future for this student specifically and for other students in similar situations. Ideally, this will occur immediately following the incident but may occur later if the needs of the student or other students take precedence or the staff member has suffered an injury requiring treatment. The building administrator must complete a "Staff Process of Seclusion or Restraint Form" that summarizes the de-briefing process and file it with the Corporation administrator designated by the Superintendent, who must maintain records of all such forms.

Notification of Parents

Student handbooks must include a statement similar to the following: "a student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint."

When a seclusion or restraint is used with a student, the student's parent or guardian must be notified verbally as soon as possible.

A copy of the incident report prepared by staff following the use of seclusion or restraint with a student must be sent to the student's parent or guardian.

Training of Staff

The Corporation will provide all staff members with basic training about conflict de-escalation procedures, the dangers of seclusion and restraint, and procedures for contacting fully trained and certified staff when behavioral crises occur.

This training will be recurrent and will be provided to new staff.

The Corporation will determine a specific curriculum and method of providing training related to seclusion and restraint.

A core group of appropriate personnel will be trained in each building in crisis intervention techniques which will include the use of seclusion and restraint procedures.

Recurrent training will be provided on a regular basis (at least annually).

Annual Review, Planning Process and Oversight

The Superintendent is directed to designate a Corporation administrator to serve as the coordinator of data, planning and oversight of the use of seclusion or restraint procedures in the Corporation. The coordinator must maintain records of the use of seclusion or restraint in the Corporation and serve as chair of the committee referenced below or, if a standing committee is used, as co-chair along with the chair of the standing committee.

The Superintendent is directed to establish a committee or use a standing committee to conduct an annual review of all individual and program-wide data associated with this policy. The committee must review the following components related to the use of seclusion or restraint:

- A. incident reports
- B. procedures used during restraint, including the proper administration of specific Corporation-approved restraint techniques
- C. preventative measures or alternatives tried and techniques or accommodations used to avoid or eliminate the need for future use of restraint
- D. documentation and follow up of procedural adjustments made to eliminate the need for future use of restraint
- E. injuries incurred during a restraint
- F. notification procedures
- G. staff training needs
- H. specific patterns related to staff or student incidents
- I. any environmental considerations, including physical space, student seating arrangements, and noise levels

Upon review of the data, the committee must identify any issues or practices that require further attention and provide written recommendations to the

Superintendent for changes in Corporation policies or practices.

The committee can recommend review of the training program to ensure the most current knowledge and techniques are reflected in the Corporation's training program.

Definition of Terms

The following definitions apply in this policy regardless of the term(s) used to describe the conduct when it occurs.

- A. **"Behavioral intervention plan" or "BIP"** has the meaning given it in the rules of the Indiana State Board of Education. (511 IAC 7- 32-10)
- B. **"Case conference committee"** has the meaning given it in the rules of the Indiana State Board of Education. (511 IAC 7-32-12)
- C. **"Chemical restraint"** means the administration of a drug or medication to manage a student's behavior or restrict a student's freedom of movement that is not a standard treatment and dosage for the student's medical or psychiatric condition. The term does not include the administration of prescription medication pursuant to the orders of a student's physician that is a standard treatment and dosage for the student's medical or psychiatric condition.
- D. **"Emergency"** means a situation in which immediate intervention is necessary to protect the safety of a student or others from an imminent threat of physical injury to the student or others and staff trained in crisis intervention are not present to assist.
- E. **"Individualized education program" or "IEP"** has the meaning given to it in the rules of the Indiana State Board of Education. (511 IAC 7-32-48)
- F. **"Mechanical restraint"** means the use of a mechanical device, material or equipment attached or adjacent to a student's body that the student cannot remove and that restricts the freedom of movement of all or a part of the student's body or restricts normal access to the student's body. The term does not include mechanical devices, a material or equipment used as

prescribed by a physician.

- G. **"Physical restraint"** means physical contact between a school employee and a student in which the student unwillingly participates and that involves the use of a manual hold to restrict freedom of movement of all or a part of a student's body or to restrict normal access to the student's body. The term does not include: 1) briefly holding a student without undue force in order to calm or comfort the student or to prevent unsafe behavior, such as running into traffic or engaging in a physical altercation; 2) physical escort; or (3) physical contact intended to gently assist or prompt a student in performing a task or to guide or assist a student from one (1) area to another.
- H. **"Physician"** means a person holding an unlimited license to practice medicine in Indiana, and includes an M.D. (medical doctor) and a D.O. (osteopathic physician).
- I. **"Positive behavior intervention and support"** means a systematic approach that uses evidence based practices and data driven decision making to improve school climate and culture and includes a range of systematic and individualized strategies to reinforce desired behavior and diminish reoccurrence of problem behavior to achieve improved academic and social outcomes and increase learning for all students.
- J. **"Seclusion"** means the confinement of a student alone or in a room or area from which the student physically is prevented from leaving. The term does not include a supervised time-out or scheduled break, as described in a student's individualized education program, in which an adult is continuously present in the room with the student.
- K. **"Time-out"** means a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted.

Administrative Guidelines and Forms

The Superintendent is authorized to issue administrative guidelines, directives, and forms, including but not limited to, the Seclusion and Restraint Incident Report, as needed to fully implement this policy and document compliance.

ADAMS CENTRAL COMMUNITY SCHOOLS CODE OF STUDENT CONDUCT

A. INTRODUCTION

Indiana school law provides: “student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of a school corporation and the students of a school corporation.” (I.C. 20-33-8-8(a)).

Under Indiana school law, students are expected to “follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.” (I.C.20-33-8-8(c)).

ACCS will provide a safe and orderly learning environment for all students and personnel. As part of its legal responsibility and pledge to provide a safe and orderly learning environment for all students and personnel, the ACCS Board of Trustees has adopted a three-part student discipline plan that outlines core behavioral expectations, conduct violations and disciplinary consequences to alert both students and parents to conduct expectations and misconduct consequences.

Disciplinary consequences may be administered by teachers, administrators, or other school personnel. The level of disciplinary consequence is identified for each violation. Most violations have a minimum and a maximum level of disciplinary consequence. Normally, discipline will be progressive in nature moving to a more serious consequence for repeat violations. However, in certain situations, the violation may be such a serious offense that progressive discipline would not be appropriate.

ACCS policy authorizes the Superintendent to adopt additional rules and regulations that do not conflict with the Board’s core behavioral expectations, or any other Board policies. In addition, ACCS policy authorizes building principals to establish additional rules and regulations provided those additional rules and regulations do not conflict with the board’s core behavioral expectations, any other Board policies, or any rules and regulations established by the Superintendent. (These building rules apply to the principal’s particular building once they have been given general publicity to the building’s students and parents.)

B. NON-DISCRIMINATION PLEDGE

Each individual should be given the opportunity to develop and achieve to the maximum extent possible, being limited only by individual differences. Therefore, the district will foster an educational environment that provides equal educational opportunity for all students.

Equal educational opportunities, programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, color, gender, religion, national origin, economic or family status, or disability.

C. CORE BEHAVIORAL EXPECTATIONS

In order for ACCS students to learn in a proper educational environment, certain behavior is expected of all students not only to promote a positive learning opportunity but also to protect fellow students and school staff members as well as public and private property. The ACCS core behavioral expectations are:

(Behavioral Expectations 1-9 apply when a student is in school for either regular school or summer school, on school grounds, off school grounds at a school activity, function or event, or traveling to or from school or a school activity, function or event. Behavioral Expectation 10 applies on or off school grounds whether school is in or out of sessions.)

(Sec.-1) Attendance:

Students shall be in school on time unless officially excused.

(Sec.-2) Disruption of the Educational Process:

Students shall not engage in behavior that interferes with the educational processes of instructing and learning.

(Sec.-3) Public Immodesty or Indecency:

Students shall not engage in immodest or indecent activity.

(Sec.-4) Dishonesty:

Students shall not lie or cheat in class or school

(Sec.-5) Disobedience or Mistreatment of School Authorities

Students shall not disobey, disrespect or mistreat any ACCS staff member or adult authority.

(Sec.-6) Threatening, Risking, Causing, or Attempting to Cause, Physical Injury:

Students shall not use, threaten to use, or attempt to use, physical force or violence, or engage in other conduct that may cause injury to others. (Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this expectation.)

(Sec.-7) Taking, or Damaging, School Property or the Property of Others:

Students shall not steal or intentionally damage school property or the property of others.

(Sec.-8) Possession, or Use, of Tobacco, Alcohol or Drugs:

Students shall not possess, use, transmit, or be affected by tobacco, alcohol, or drugs. (Prescribed use of a drug authorized by a medical prescription from a physician or use of an over-the-counter (OTC) drug for which parental or guardian permission has been granted (on an ACCS medication form) are not violations of this expectation provided the drug is dispensed by or under the supervision of a school nurse.)

(Sec.-9) Possession, or Use, of Explosives, Knives, Deadly weapons or Firearms:

Students shall not possess or use any explosives, knives, deadly weapons or firearms.

(Sec.-10) Other Unlawful Activity:

Students shall not engage in unlawful activity on or off school grounds whether school is in or out of session that either interferes with a school purpose or an educational function or requires the student's removal to restore or protect persons on school property.

D. DISCIPLINARY CONSEQUENCES

Students whose behavior does not meet the stated behavioral expectations will be subject to disciplinary consequences that may be administered by teacher, administrator or other school personnel. In certain situations, the disciplinary consequences for younger students (Grades PK-5) may be at a lower range than the consequences for older students (Grades 6-12). Certain law violations will be reported to the appropriate juvenile or law enforcement authorities.

1. Levels of disciplinary Consequences

Level 1: Teacher/Classroom Level Intervention

- a. Conference with student
- b. Time-out
- c. Phone call to parent
- d. Lunch detention
- e. Letter to parent
- f. Conference with parent
- g. Conference with building administrator
- h. Zero on item(s) involved in cheating and administration will be notified.

Level 2: School Administration Intervention

- a. Conference with student
- b. Phone call to parent
- c. Letter to parent
- d. Conference with parent
- e. Detention: detaining a student (for up to one hour) before, during or after school
- f. Removal from the classroom (for less than one day)
- g. Referral to office
- h. Referral to guidance
- i. Referral to school nurse
- j. All cheating incidents will be reported to and tracked by the office. A second violation will result in administrative action.

A second violation in the same class will result in automatic failure for the grading period.

Level 3: School Level Consequences

- a. Friday School
- b. Removal from the classroom (for less than one day)
- c. In-School-Suspension (removal from classroom for 1 day or more)
- d. Restricted activity: denial of participation in school or extracurricular activities
- e. School/community service: assignment of student to perform school/community service
- f. Restitution: student assigned to make appropriate restitution for loss or damage
- g. Building Level Probation Agreement
- h. Suspension of driving privilege
- i. Suspension of work permit (for attendance violations and passing grades in five (5) subjects at the end of semester).
- j. Other consequences as deemed appropriate by the school principal

Level 4: Out of School Suspension/RISQ (1-10 Days):

- a. Suspension with Parent Conference
- b. Suspension with Parent Conference and Building Level Probation Agreement
- c. Suspension with Parent Conference and other consequences as deemed appropriate by the principal

Level 5: Request for Expulsion

- a. Request for Expulsion without Suspension
- b. Request for Expulsion with In-School Suspension
- c. Request for Expulsion with Out-of-School Suspension

Note: Students who do not respond to disciplinary consequences for behavioral violations and continue to engage in inappropriate behavior will receive more severe consequences up to, and including, a request for expulsion from school.

2. Financial Responsibility

As an additional disciplinary consequence, students and their parents will be held financially responsible for damages to ACCS property caused by the student to the extent permitted by Indiana law. Under Indiana law (I.C. 34-31-4-1), a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.

3. Reports to Juvenile or Law Enforcement Authorities

Certain law violations will not only result in school consequences but also will be reported to the appropriate juvenile or law enforcement authorities:

- a. False alarms or bomb threats.
 - b. Theft (if loss is over \$100).
 - c. Arson.
 - d. Sale or possession of alcohol, marijuana, narcotics or any illegal drugs.
 - e. Sale or possession of deadly weapons or firearms
 - f. Physical assault on a teacher, administrator, staff members or other adult having authority over the student.
 - g. Sex offenses
 - h. Vandalism to school property (if damages are over \$100).
- Other law violations including, but not limited to, minor theft (under \$100) or minor vandalism (under \$100) may be reported to the appropriate juvenile or law enforcement authorities.

4. Corporal Punishment

ACCS employees will not use corporal punishment (the physical striking of a student) to discipline a student. However, ACCS employees may use reasonable physical force or restraint as necessary to end a disturbance threatening physical injury to others, to take dangerous objects from students, for self-defense, or for the protection of persons or property.

E. CONDUCT VIOLATIONS AND APPLICABLE CONSEQUENCES

Student behavior inconsistent with the core Behavioral Expectations will result in disciplinary consequences. Certain examples of violations of each core Behavioral Expectation are listed with assigned levels of disciplinary consequences appropriate for particular students. The examples listed are not all the behavior that may result in disciplinary consequences. The disciplinary consequence for student behavior inconsistent with a core Behavioral Expectation not covered by a specific listed example will range from Level 1 to Level 5, depending on the seriousness of the violation and the student's past disciplinary history. Any student aiding, assisting or conspiring with another student to violate any behavioral expectation will be treated as also violating the particular behavioral expectation.

(Sec.-1) Absence from School:

Students shall be in school on time unless officially excused. Examples of behavior that would violate this Behavioral Expectation include, but are not limited to:

Consequence Level

- a. Tardy to class:**Grades 6-12: Levels 1-5**

Not being present at the beginning of any class

- b. Tardy to School: Grades K-5: Levels 1-3**
Grades 6-12: Levels 1-4

Not being present at the beginning of the school day. (A student is not counted tardy if the bus the student arrived on is late.)

- c. Truancy: Grades K-12: Levels 2-5**

A “Truant” is defined as a student who is willfully absent from school without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade the Indiana Compulsory Attendance law.

- d. Habitual Truancy: Grades K-12: Levels 4-5**

A “habitual truant” is defined as a student who is truant, as defined in letter ‘c’, ten (10) times during the school year.

- e. Excessive Absenteeism: Grades K-12: Levels 3-5**

“Excessive absenteeism” is defined as any excused or unexcused absences over 18 days.

****See Attendance Policy for more information on section d and e.**

(Sec.-2) Disruption of the Educational Process:

Students shall not engage in behavior that interferes with the educational processes of instructing and learning. Examples of behavior that would violate this Behavioral Expectation include, but are not limited to:

- a. Bringing Personal Property Unrelated to**
The Educational Process to School: Grades K-5: Levels 1-3
Grades 6-12: Levels 1-5

Bringing to, or possessing at, school any object without permission of ACCS educational personnel that have no educational purpose and may distract from instructing and learning such as lighters, matches, trading cards, toys, games, radios, telephones, pagers, beepers, laser lights or electronic devices. (If the item is a toy weapon, it can be handled as a Level 4 consequence.)

Note: Items will be confiscated and may be returned to parents at the discretion of the principal or the principal’s designee.

- b. Inappropriate Dress: Grades K-12: Levels 1-5**

Violation of the ACCS “Student Dress Code”

- c. Misconduct: Grades K-12: Levels 1-5**

Engaging in conduct, such as chronic talking out in class, making rude

noises or comments, teasing or horse playing, that disrupts instructing or learning.

d. Misusing School Technology: Grades K-5: Levels 1-5
Grades 6-12: Levels 1-5

i. Playing games, streaming videos or music, or any other non-instructional use of devices during class time.

ii. Failing to comply with all ACCS and local school technology and electronic utilization policies, including policies related to use of equipment as well as policies related to Internet access, intentionally damaging or disrupting hardware or software, violating copyright provisions without permission, accessing school records or another person's information or files without permission, entering or retrieving pornographic material or inappropriate text or files (files or text that contain derogatory or inflammatory racial, ethnic, or religious slogans or symbols), intentionally entering or retrieving files carrying viruses, or engaging in any electronic crime.

e. Gambling: Grades K-5: Levels 1-4
Grades 6-12: Levels 1-5

Playing any game of skill or chance for money or anything of value.

f. Trespassing on School Property: Grades K-12: Levels 2-5

Entering any school property or facility without proper authority including entering school property or a school sponsored activity during a period of suspension or expulsion.

g. Vehicle Violation: Grades K-12: Levels 2-5

Operating any motorized or self-propelled vehicle in a reckless manner on or near school grounds or at school sponsored activities. This includes school parking lot violations.

h. Group or Gang Activity: Grades K-12: Levels 2-5

Engaging in activity such as: group or gang-related coercion; intimidation; use of, or displaying of, recognized group or gang colors, signs, graffiti, related paraphernalia; or involvement in activity which may incite any racial or ethnic group.

i. Interference With the Use of a School Facility or School Grounds: Grades K-12: Levels 2-5

Occupying, or urging others to occupy, any school building, school grounds, or part thereof with the intent to deprive others of its use including the blocking of the entrances or exits of any school building, corridor, or room.

- j. Failure to Report Potential Action or Plans That may Cause Personal Injury or Property Damage: Grades K-5: Levels 2-5**
Grades 6-12: Levels 3-5

Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or damage to property when the student has information about actions or plans regardless of where, when, or how, the student received such information.

- k. Disability Harassment: Grades K-5: Levels 2-5**
Grades 6-12: Levels 3-5

Engaging in behavior that constitutes the harassment of anyone at school or at a school related activity due to the individual's handicapping condition, racial/national origin, religious affiliation, and/or perceived disability.

- l. Sexual Harassment:.....Grades K-5: Levels 2-5**
Grades 6-12: Levels 3-5

Engaging in behavior that constitutes the sexual harassment of anyone at school or at a school-related activity such as unwelcome sexual flirtations or propositions, sexual slurs, leering, sexually degrading descriptions or comments, sexual jokes, spreading sexual rumors, touching an individual's body or clothes in a sexual way, or cornering or blocking of normal movement.

- m. False Alarms/Bomb Threats/Other Disruptions: Grades K-5: Levels 3-5**
Grades 6-12: Levels 4-5

Preventing, or attempting to prevent, by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property, or at a school-related activity, including the making of a false report of a bomb, fire, or uncommon disease-producing organism, triggering a false fire alarm, or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle or activity.

**n. Recording Staff and Students
without Consent.....Grades K-12: Levels 1-5**

Taking, sending, requesting or displaying pictures (digital or otherwise) or recording audio or video without the consent of the staff member or student in a situation not related to a school purpose or educational function on any school or personal device.

(Sec.-3) **Public Immodesty or Indecency:**

Students shall not engage in immodest or indecent activity. Example of behavior that would violate this Behavioral Expectation include, but are not limited to:

**a. Inappropriate Speech or Conduct:.....Grades K-5: Levels 1-5
Grades 6-12: Levels 1-5**

Engaging in speech or conduct, which is profane, indecent, lewd, vulgar or offensive to school purposes.

**b. Sexual Behavior:.....Grades K-5: Levels 1-5
Grades 6-12: Levels 2-5**

Engaging in any sexual activity while in school, on school property, or while participating in, or during attendance at, school sponsored activities or events. This includes inappropriate public display of affection.

**c. Peeping:..... Grades K-5: Levels 1-5
Grades 6-12: Levels 2-5**

Surreptitiously looking into an area of a school facility where an individual could reasonably be expected to be disrobed, including restrooms, showers, and dressing rooms, either in person or by means of a camera, a video recorder, or any other type of recording device.

**d. Public Indecency: Grades K-5: Levels 1-5
Grades 6-12: Levels 4-5**

Publicly appearing in a state of indecency while in school, on school property, or while participating in, or during attendance at, school sponsored activities or events.

**e. Possession or Distribution of Pornographic
Material:.....Grades K-5: Levels 1-5
Grades 6-12: Levels 2-5**

Possessing or distributing materials, which would reasonably be considered offensive by ACCS community standards for students, which are without

redeeming educational or social value, or which contain language considered to be vulgar, profane, or otherwise inappropriate.

(Sec.-4)

Dishonesty:

Students shall not lie or cheat in class or school. Examples of behavior that would violate this Behavioral Expectation, include but are not limited to:

a. Cheating:..... Grades K-12: Levels 1-4

Any act of intentional academic dishonesty through which a student attempts to gain an unfair advantage through dishonest means. Cheating shall include unauthorized copying or sharing of information and all other forms of academic dishonesty.

b. Plagiarism:..... Grades K-12: Levels 1-4

Intentionally taking the written composition of another person, or parts or passages of another person's writings, or the ideas or language embodied in another person's writings and passing them off as the product of one's own mind. Plagiarism shall include not only cases where students exactly duplicate the literary work of another person, but also cases where unfair use of such work is made by lifting out a portion or portions. Plagiarism extends to utilizing artificial intelligence (A.I.). Utilizing A.I. to create and submit work is as if it was written by a student, is plagiarism. Students caught using A.I. will be disciplined for plagiarism.

c. Altering or Misrepresenting Communications to

School Authorities: Grades K-5: Levels 1-4

Grades 6-12: Levels 1-5

Tampering with communications from parents or guardians to school authorities, including forging names on excuses.

d. Misrepresentation: Grades K-5: Levels 1-4

Grades 6-12: Levels 2-5

Intentionally providing false written or oral information to anyone in authority at school with the intent to deceive school officials including falsely accusing any person of harassment, of violating a school rule, or of violating a state or federal law.

e. Altering Official School Records or

Communications:..... Grades K-5: Levels 2-4

Grades 6-12: Levels 3-5

Tampering with official documents in any manner, including changing grades or forging names to passes.

(Sec.-5)

Disobedience or Mistreatment of School Authorities:

Students shall not disobey, disrespect or mistreat any ACCS staff member or adult authority. Examples of behavior that would violate this Behavioral Expectation include, but are not limited to:

a. Disrespectful or Inappropriate Behavior Directed Toward

A Supervisory Adult: Grades K-12: Levels 1-5

Engaging in behavior such as “walking away” (physically leaving while the adult is talking to the student); “talking back” (responding orally in a rude manner); “inappropriate gestures or actions” (actions that may be seen as rude or obscene); or other behavior that can reasonably be considered disrespectful.

b. Insubordination:..... Grades K-12: Levels 1-5

Failing to follow any reasonable direction given by a staff member or adult in authority.

c. Cutting Class: Grades K-5: Levels 1-3

Grades 6-12: Levels 1-5

Failure to report to, or remain in, class without a valid excuse.

d. Leaving School Grounds Without

Permission: Grades K-5: Levels 1-4

Grades 6-12: Levels 1-5

Leaving school property while school is in session without a valid excuse.

e. Threatening an ACCS Employee with Physical

Harm: Grades K-5: Levels 3-5

Grades 6-12: Levels 4-5

Threatening to strike, attack, or harm an ACCS employee through any means of communication, including gestures, symbols, or signals, such as threatening “to get” an ACCS employee, creating a “hit list” of ACCS employees who may be put in fear of harm, or warning an ACCS employee that a family member might get hurt.

f. Causing Injury to an ACCS Employee:..... Grades K-12: Levels 4-5

Willfully participating in a physical altercation, reckless behavior or disorderly conduct that results in injury to an ACCS employee.

g. Battery to an ACCS Employee: Grades K-12: Level 5

Knowingly or intentionally touching, or placing blood or any other bodily fluid or product on, an ACCS employee in a rude, insolent or angry manner including any such touching that occurs when the ACCS employee is making a reasonable attempt to intervene in a student fight or other physical altercation.

(Sec.-6)

Threatening, Risking, Causing, or Attempting to Cause,

Physical Injury:

Students shall not use, threaten to use, or attempt to use, physical force or violence, or engage in other conduct that may cause injury to others. (Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this expectation.) Examples of behavior that would violate this Behavioral Expectation include, but are not limited to:

- a. **Bullying: Grades K-12: Levels 1-5**
Overt, repeated acts or gestures, including: 1) verbal or written communications transmitted, 2) physical acts committed, or 3) any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm other individuals.
- b. **Throwing Objects: Grades K-12: Levels 1-5**
Throwing any object, except in the normal course of participating in a recreational or athletic activity, that may cause physical injury to another person in any part of a school building, on school grounds, at school events, or, at or on school vehicles.
- c. **Physical Altercation: Grades K-12: Levels 1-3**
Threatening, risking, causing, or attempting to cause physical injury.
- d. **Provocation: Grades K-5: Levels 1-5**
Grades 6-12: Levels 3-5
Engaging in conduct that is likely to provoke a reasonable person to fight or commit battery.
- e. **Hazing: Grades K-12: Levels 3-5**
Forcing or requiring another person, with or without the consent of the other person, and as a condition of association with a group or organization, to perform an act that may create a substantial risk of bodily injury.

- f. **Fighting:** **Grades K-5: Levels 3-5**
Grades 6-12: Levels 4-5

Physical altercation between students or towards one student involving the giving and taking of blows, or the willingness to give and to take blows, causing or intending to cause bodily harm (IC 20-33-9-1.3; Battery; as hereinafter amended)

- g. **Threatening Language**.....**Grades K-12: Levels 1-5**

i. Any student expression, through words or action in person or digitally, made to other students or staff that threatens injury to their persons or property and violates the Indiana Criminal Intimidation Code may lead to school discipline.

ii. Threatening whether specific or general in nature to cause damage or injury to persons or property, regardless of whether there is a present ability to commit the act.

(Sec.-7)

Taking, or Damaging, School Property or the Property of Others:

Students shall not steal or intentionally damage school property or the property of others. Examples of behavior that would violate this Behavioral Expectation include, but are not limited to:

- a. **Theft/Conversion:**..... **Grades K-5: Levels 1-5**
Grades 6-12: Levels 3-5

Taking or possessing school property or the property of another person without permission.

- b. **Receiving Stolen Property:**..... **Grades K-5: Levels 1-5**
Grades 6-12: Levels 3-5

Receiving, retaining or disposing of school property or the property of another person that has been the subject of theft or conversion.

- c. **Vandalism or Use of Graffiti:** **Grades K-5: Levels 1-5**
Grades 6-12: Levels 3-5

Causing damage to school property or the property of others

- d. **Arson/Mischief:** **Grades K-12: Level 5**

Setting fire to any school property or damaging any school property by the use of fire, pipe bombs, "Molotov cocktails", or other explosive or incendiary device(s) or attempting to set fire or cause damage through the use of such device(s).

(Sec. -8)

Possession, or Use, or Tobacco, Alcohol or Drugs:

The Adams Central Community School Corporation in an effort to ensure the highest possible standards of learning as well as the safety, health and well-being of our students endorses a substance abuse policy which will: aid students to abstain from the use of controlled substances, intervene early when student use is detected, take corrective disciplinary action when necessary, and provide follow-up support of students.

- a. **Caffeine-Bases Pills/Stimulants: Grades K-12: Levels 3-5**
Possessing, using, transmitting, or being affected by caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind, whether available with or without a prescription.
- b. **Misuse of Over-the-Counter Drugs: Grades K-12: Levels 3-5**
Possessing, using, transmitting, or being affected by, any over-the-counter drug or substance in a manner not authorized by written parental or guardian permission evidenced by an un-expired, properly executed ACCS medication form.
- c. **Misuse of Prescription Drugs: Grades K-12: Levels 3-5**
Possessing, using, transmitting or being affected by a prescription drug in a manner not authorized by written parental or guardian permission evidenced by an un-expired, properly executed ACCS medication form.
- d. **Tobacco Products: Grades K-12: Levels 3-5**
Possessing, using, transmitting any tobacco product or any substance which is represented to be a tobacco product, including Vape pens and e-cigarettes.
- e. **Alcohol: Grades K-12: Levels 3-5**
Possessing, using, transmitting, or being affected by any alcoholic beverages or any substance which is represented to be an alcoholic beverage.
- f. **Drug Paraphernalia: Grades K-5: Levels 3-5
Grades 6-12: Levels 4-5**
Possessing or using pipes, bongs, clips, or related items.
- g. **Drugs: Grades K-12: Level 5**
Possessing, using, transmitting, or being affected by, any non-prescribed narcotic drug, hallucinogenic drug, steroid, marijuana, barbiturate, amphetamine, intoxicant, depressant, inhalant, or any substance which is represented to be or looks like any banned substance.

(Sec.-9) **Possession, or Use, of Explosives, Knives, Deadly Weapons or Firearms:**

Students shall not possess or use any explosives, knives, deadly weapons, or firearms. (All items will be confiscated. Deadly weapons and firearms will be given to the proper authorities.) Examples of behavior that would violate this Behavioral Expectation include, but are not limited to:

- a. **Knives:**..... **Grades K-5: Levels 2-5**
Grades 6-12: Levels 3-5

Possessing or using any knife, including a pocketknife, for any reason unrelated to a school activity.

- b. **Fireworks & Explosives:** **Grades K-5: Levels 2-5**
Grades 6-12: Levels 4-5

Possessing or using any fireworks product or explosive device.

- c. **Deadly Weapons:** **Grades K-12: Level 5**

Possessing or using any weapon, device, laser, electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

- d. **Firearms:**..... **Grades K-12: Level 5**

Possessing, handling, or transmitting any loaded or unloaded weapon that is capable of or designed to or that may readily be converted to expel a projectile by way of an explosion.

Note: Under Indiana school law, a student who is identified as bringing a firearm to school or onto school property, or is in possession of a firearm on school property, must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period. (I.C. 20-33-8-16(d)). Under Indiana school law, a student who is identified as bringing a deadly weapon to school or on school property, or is in possession of a deadly weapon on school property may be expelled for a period of not more than one (1) calendar year. (I.C. 20-33-8-16(d)). The County Prosecuting Attorney will be notified of any expulsion for firearm or deadly weapon violations. The length of an expulsion for firearm or deadly weapon violations(s) may be reduced by the Superintendent if the circumstances warrant such reduction.

(Sec. -10) **Other Unlawful Activity:**

Students shall not engage in unlawful activity on or off school ground whether school is in or out of session that either interferes with a school purpose or an educational function or requires the student's removal to

restore order or protect persons on school property. Examples of behavior that would violate this Behavioral Expectation includes, but are not limited to:

- a. **Unlawful Activity Interfering with a School Purpose or Educational Function: Grades K-12: Levels 1-5**
- b. **Unlawful Activity Requiring the Student's Removal to Restore Order or Protect Persons on School Property:....Grades K-12: Levels 1-5**

ADAMS CENTRAL SCHOOLS BUS RIDER CONDUCT REGULATIONS

1. Students must be ready to board bus at designated bus stops. Drivers are not required to wait for students.
2. Bus driver may assign seats. Students will remain in seats while bus is in motion and be responsible for any damage to seat.
3. Students are under authority of Adams Central Community Schools while on the bus. Conduct should be similar to classroom.
4. The bus driver is required to report misconduct to the appropriate principal for disciplinary action: Generally, **first offense** - The student is assigned a seat and the principal is notified by form; **second offense** - Principal conference and parent notified; **third offense** - Student suspended from riding a school bus for three to five days; **fourth offense** - Student suspended from riding a school bus for at least the remainder of the current semester. Students suspended from riding the bus at the end of a school year will be suspended from riding the bus for five days at the beginning of the next school year.
5. Students shall not extend any part of their body, or any other article out of the bus window. Students shall not throw any object inside the bus or out the bus window.
6. Students shall not carry any weapons, explosives (such as fireworks), knives, water guns, or unsheathed pointed articles on the bus.
7. Scuffling, fighting, and use of profane language will not be tolerated.
8. Students cannot eat or drink while on a bus going to or from school unless the driver gives permission.
9. Use of tobacco, alcohol, or any prohibited substance in any form is not allowed.
10. Students must not make any loud or unusual noise or attempt to distract driver by loud conversation or in any way. Shouting or yelling while in school bus CANNOT be allowed. **Any action by student that distracts the driver from full attention of driving, or from the safe operation of the school bus, will be subject to disciplinary action.**
11. Students must keep aisles clear. Any article too large to be held in lap or placed under seat cannot be carried on the bus.
12. The driver and school officials are not responsible for articles left on the bus.
13. The Emergency Door is not to be used to enter or exit except in an emergency. In case of an emergency, students should follow instructions of the driver.

PERSONAL COMMUNICATION DEVICES (Cellphones, etc.)

Beginning July 1, 2026, Indiana Senate Enrolled Act 78 (SEA 78) expands Indiana's school personal communication device law to require schools to implement a "bell-to-bell" policy regarding student wireless communication devices during the school day.

The updated legislation amends Indiana Code 20-26-5-40.7 and defines the school day as:

"the entirety of the time a student is present on school property for a student instructional day."

The law requires schools to establish policies that limit the use of wireless communication devices during the school day. Devices covered under the law include:

- Cell phones
- Smartwatches/fitness trackers connected to the internet or devices
- Tablets
- Laptop Computers
- Gaming devices
- eReaders
- Other personal electronic communications devices

The law allows limited exceptions for emergencies, healthcare needs, educational purposes approved by a teacher and accommodations included in a student's IEP or section 504 Plan.

To align with Indiana law and Adams Central expectations, students will be expected to keep all personal communication devices turned off and stored in their lockers from 8:00AM to 3:00PM each school day.

- Student devices must be off and be stored in their lockers during the school day (8:00 AM - 3:00 PM).
- Students are not permitted to use their devices during the school day (8:00AM-3:00PM).
- If a student needs to contact their family during the school day, they may use the phone in the office during passing period.

Violations of this policy will be dealt with as outlined below.

At Adams Central, we want students to be fully engaged in their classrooms, connected with the people around them, and focused on learning throughout the school day. Limiting phone use helps reduce distractions, strengthen relationships, improve communication skills, and support student wellness and mental health.

We understand that phones are a major part of everyday life. However, during the school day, our expectation is simple:

Off. Away in lockers. Focused on relationships and learning.

Please see board policy 5136.01 for more in-depth definitions and descriptions.

Students may access their phones before 8AM and after 3PM, unless otherwise directed to a coach, sponsor or adult staff member during extra-curricular activities.

Consequences for violating the personal electronic device policy (cell phone, smart watch, etc.):

1st offense: Warning, phone take to office for remainder of the day

2nd offense: Lunch detention, taken to office for remainder of the day

3rd offense: After school detention, parent must pick phone up from office

4th offense: Friday school, phone stays at home, or stored in office for the rest of the semester

5th offense will result in a parent meeting and higher consequences for insubordination.

- Student devices must off and be stored in their lockers during the school day (8:00 AM - 3:00 PM).
- Students are not permitted to use their devices during the school day (8:00AM-3:00PM).
- If a student needs to contact their family during the school day, they may use the phone in the office during passing period.
- Violations of this policy will be dealt with as outlined above.

CELL PHONE/DEVICE CONTENT AND DISPLAY

1. 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.
2. It is “child exploitation,” a Level 5 felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized 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 disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
3. It is “child pornography,” a Level 6 felony under I.C. 35-42-4-4(d), for any person/student to *possess* a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 18 years of age or who appears less than age 18.
4. “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
5. The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
6. 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.

CLOSED CAMPUS

Adams Central Middle/High School operates with a closed campus policy with visitation limited to parents and those having legitimate business with the school. All students are to remain on school grounds from the time of scheduled arrival until the time of scheduled departure.

COMPUTER/DEVICE POLICY

1. Individuals will assume personal responsibility for the use of their accounts. Consequently, users may not disclose their passwords or otherwise make Adams Central Community School's (ACCS) facilities available to unauthorized individuals (including family or friends). Users are responsible for maintaining the security of their accounts.
2. The possession or collection of passwords, personal identification numbers (PINs), private digital certificates, and other secure identification information belonging to other users is prohibited.
3. Use of any ACCS owned computer or network for private, commercial, non-ACCS business/educational purposes without explicit authorization is a violation of these terms and conditions of use and will result in the termination of computer privileges.
4. Computer facilities and equipment have tangible value. Consequently,
 - a. Attempts to circumvent accounting systems or to use the computer accounts of others will be treated as forms of attempted theft.
 - b. User(s) will assume responsibility for any cost that is incurred for the destruction of computer, network, or printing equipment via their negligence or intent.
5. Users are prohibited from disassembling ACCS's computers, monitors, network equipment, or printers, which includes cabling that connect such devices, unless authorized in advance.
6. Users may not copy, publish, store, or transmit data when doing so would constitute a violation of copyright. Users who are in any doubt as to the copyright status of data they wish to store or send should contact the ACCS Information Technology or Media Center departments for help in determining the legality of their planned use of the data.
7. Users are prohibited from installing, storing, or using unlicensed software on ACCS computers. Transmission of such software over ACCS's network is prohibited.
8. The introduction of data or programs, which in some way endangers computing resources or the information of other users (e.g., a computer worm, virus, or other destructive program), or which infringes upon the rights of other ACCS users (e.g., in appropriate, obscene, pornographic, bigoted, or abusive materials) is prohibited.
9. Individuals may not attempt to circumvent security systems or to exploit or probe for security holes in any ACCS network or system, nor may individuals attempt any such activity against other systems accessed through ACCS's facilities. Execution or compilation of programs designed to breach system security is prohibited unless authorized in advance.

Computer access is a privilege not a right. Adams Central is entitled to remove from any ACCS computing resource data and programs that are found to be inappropriate, as defined above and/or to terminate the computing privileges of any user who violates the policies outlined above.

INTERNET POLICY AND VIOLATION POLICY

Internet access is now available, on a limited basis, to students and teachers in Adams Central Community Schools. Students must be under a teacher's supervision to use the Internet. All students must have a signed agreement on file in the Middle/High school office prior to use of the Internet. A copy of this agreement is available in the Middle/High school office. Internet Access may be denied as a consequence of violating this policy.

COMPUTER/DEVICE USAGE GUIDELINES

We have many opportunities for a Middle/High school student to utilize computers in the labs and in the classrooms. Students are expected to utilize all equipment properly to ensure the machines work well for a long time and to restrict their network exploration to areas directed by the teachers. Failure to comply with these guidelines will result in the loss of computer privileges and further disciplinary actions as appropriate.

STUDENT DRESS CODE

Dress and grooming expectations at Adams Central Community Schools are intended to establish a healthy balance between allowing students to express their individuality and school leadership's responsibility to provide a positive and healthy educational environment for all students. Students are expected to dress and be groomed in a manner that is respectful of themselves and others, is modest by community standards, and does not disrupt the educational process. Appropriate dress and grooming is the student's responsibility with parental guidance.

The AC MS/HS student dress code is defined as follows:

1. General Dress Expectations:

- a) **Shorts, Skirts and Dresses/Pants/etc.** must reach to the fingertip and be free from threadbare areas and holes of any shape or size above the fingertip.
- b) **Blouses, Shirts, and Tops** must be long enough to cover midriff, back, sides and shoulder (3 inches).
 - Must not show midriff skin while standing, walking, reaching, bending, and sitting.
 - Must not be immodestly low-cut, tight, or otherwise revealing.
 - Examples of inappropriate tops: strapless, spaghetti strap, tank, tube, halter, mesh, sheer, cutouts, off the shoulder, and cutoff T-shirts.
- c) **Headwear** (hats, hoods, bandanas, etc.) must be removed and put in locker upon entering and until leaving the school during the school day: 8:00 a.m. - 3:00 p.m.
- d) **Footwear**: Certain classes prohibit wearing open shoes (sandals, etc.) for safety reasons.
- e) **Coats, Book Bags and blankets** must remain in lockers or other

appropriate storage areas.

2. Examples of Prohibited Clothing, Accessories and Grooming:

- a) Clothing with pictures or writing that is vulgar, indecent, drug-alcohol-tobacco related, suggestive, or otherwise offensive
- b) Clothing that reveals undergarments (including while sitting)
- c) Pants that are oversized or “sagging”
- d) Clothing or grooming that is “eccentric” or so unusual that it causes significant distraction
- e) Clothing that is torn, tattered, threadbare, or contains holes of any shape or size above the fingertip.
- f) Jewelry or accessories that is so excessive that it causes significant distraction
- g) Jewelry or accessories that could reasonably be used as a weapon

Note: Throughout the school year fads and marketing may make available other clothing, apparel, accessories, and grooming that school leaders deem to be disruptive to the school environment. In this event, Dress Code expectations may be modified. Students will be informed and expected to comply.

3. Violation Consequences: MS/HS ... (Elementary modified to be K-5th appropriate.)

Students receive the Dress Code in their student handbook, and it is fully explained to them by school leaders during their first week of school. They will then be expected to adhere to it throughout the school year.

- a) **1st Violation:** The student will be warned and requested to comply immediately if reasonably possible. If he/she does not have the necessary clothing to correct the violation, he/she may call parents to have appropriate clothing brought to the school, or change into school issued clothing. If the student doesn't return the clothing after 1 week, the student will be charged a replacement fee.
- b) **2nd Violation:** Student will be given a lunch detention and be required to change out the inappropriate clothing.

HALL PASSES

Students are not permitted in the halls during class periods unless accompanied by a teacher or have a hall pass from an authorized staff member.

TARDY TO CLASS

Students are expected to be in class and ready to learn before the bell rings. Students who are tardy to class will be marked tardy. Students who earn enough tardies by a specific teacher will be assigned the following consequences per teacher:

1st-3rd Tardy	Warnings/recorded to PowerSchool, parent email from teacher on 3rd tardy
4th-6th Tardy	Lunch Detention, Parent Contact from office (6th)
7th-8th Tardy	After School Detention, Parent Meeting with Administration (8th)
9th Tardy	Friday School, Parent Contact
10th Tardy	1 Day ISS, Parent Meeting
11th Tardy	3 Days ISS
12th Tardy	3 Days RISQ

Tardies reset at the beginning of each semester

RESTROOM USAGE

The restrooms will be open for student use between classes, before and after school, and at lunch. Students are asked to use these facilities for their rightful purpose and refrain from socializing or loitering in the restrooms.

Staff members will supervise restrooms regularly. Students congregating or loitering in the restrooms will be asked to leave the restrooms so that immediate access to the facilities will be assured for those who need them. If a student fails to leave when asked or is repeatedly involved in incidents of congregating or loitering in the restroom, that student will be subject to detention.

SCHOOL SAFETY

It is the belief of Adams Central Community Schools that the safety and security of students and staff is a major priority. A safe school is a place where students can learn and teachers can teach in an environment free of intimidation, violence, and fear. A safe school requires a combined effort of the Board of Education, administrators, staff, students, parents, and community. A variety of prevention and intervention strategies must be in place to ensure the welfare of both students and staff.

CRIME STOPPERS

The Adams County Crime Stoppers and the Adams County School Safety Commission has a local anonymous tip line. This line can be used anywhere in Adams County to report suspicious behavior or concerns. The number is **1-260-692-2882**
BOARD POLICY - SECTION 5100

STUDENT REFERRAL TO THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES, AND CRIMINAL JUSTICE AGENCIES (5017)

Students enrolled in Adams Central Community Schools may be referred to the Department of Children and Family Services and/or the Criminal Justice Agencies under the following conditions:

1. **Theft**—any item that is stolen. This will be handled on a case-by-case basis depending on the severity of the crime and the number of occasions where this crime occurs with this particular individual.
2. **Fighting/Assaults** – Repeat offenders, fights resulting in injuries, or situations where the victim is much younger or smaller than the aggressor.
3. **Habitual Truancy** –Truancies, which exceed 10 times, may be reported to the Department of Children and Family Services.
4. **Unexcused Absences exceeding 72 instructional periods** will, at the principal's discretion, be reported to the Department of Family and Children Services on the 10th absence, for Habitual Truancy. Excused absences exceeding 8 instructional days will, at the principal's discretion, require a doctor's excuse.
5. **Possession of drugs, alcohol, or weapons** will be reported to the criminal justice system immediately.
6. **Arson, vandalism, trespassing, or burglary** will be reported to the criminal justice system immediately.
7. **Abuse and Neglect**—will be reported to the Department of Children and Family Services and/or the criminal justice system immediately by the building level administrator, or designee immediately when notified of the abuse.
8. **School Incurrigibility**— Students who do not necessarily commit crimes, but consistently illustrate no interest in attendance for participation in school and choose to repeatedly be disruptive in class and most forms of in school discipline have been exhausted. Additionally, a child whose parents/guardians are not involved, ones who you receive no cooperation, will also fall into this category. It is unlawful for a student to disrupt an assembly of people.
9. **School or Transportation Suspensions Approaching 10 Instructional Days**— may be immediately reported to the Department of Children and Family Services and/or the criminal justice system.
10. **OSS**- Out-of-school suspensions may be reported to Adams County Probation, Adams County Court, Adams County Prosecutors Office and/or criminal justice system.
11. **Expulsion from School**—Any expulsion from school will be reported to the Department and Children and Family Services and/or the criminal justice system.

**The first step for any infraction of the above-mentioned offenses would be to immediately contact the building administrator.

ADAMS CENTRAL SUBSTANCE ABUSE POLICY

(Applicable to Grades K-12)

Purpose Statement

The Adams Central Community School Board of Trustees in an effort to ensure the highest possible standards of learning as well as the safety, health, and well-being of our students endorses a substance abuse policy which will aide students to abstain from the use of controlled substances, intervene early when student is detected, take corrective disciplinary action when necessary, and provide follow-up support for students.

Voluntary Referral

Students who have never been subject to the penalties of this policy may voluntarily refer themselves to school for help in solving an alcohol/drug abuse problem. No penalties will be assessed for previous use if the student undergoes an assessment and the recommendations are followed. Subsequent voluntary referrals will cause the student to be subject to the penalty schedule. The first voluntary referrals are considered as offenses on the penalty schedule.

Students involved with extracurricular activities may not use this voluntary referral option as a way to avoid the penalties that may result from isolated incidents such as parties.

Policy Statement

No student shall possess, use, or transmit any of the following substances on school premises during any school term or off school premises at a school sponsored activity, function, or event unless prescribed by a licensed physician for the student's personal use at school or a school function:

1. Any controlled substance or dangerous drug as defined by state and federal law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-changing, mind-altering, behavior-altering drugs, or any simulated controlled substance.
5. Tobacco

Note: Each prohibited substance referred to in the preceding five paragraphs shall be referred to as "controlled substance" for the purpose of this policy.

Procedures

Possession or Under the Influence of a Controlled Substance:

If a person is observed in possession of, is or suspected to be under the influence of controlled substances on school grounds or at a school sponsored activity, that person will

be isolated from the rest of the group by an administrator or adult chaperone. If an alco-test is available, a qualified individual will administer it. If there is no test available, the adult supervisor shall decide if there is reason to inform the parents that their child may be under the influence and asked to come and assist their child home.

If the alco-test is administered and the result is negative but the adult supervisor still feels that the person is under the influence of some controlled substance, the parents will still be notified to come and assist their child home.

If the alco-test is administered and the result is positive:

1. A school administrator will be notified immediately if none is present at school function.
2. The parents of the child will be notified to come and assist their child home. If the parents cannot be contacted, a school administrator or his designee will be responsible for the child's transportation home.
3. A conference will be arranged with the parents at the earliest convenience. At the conference that is arranged for those in possession or under the influence, penalties for the offense will be discussed. It will also be suggested that the student have a needs assessment done to determine the student's dependency status.

Selling and Distributing:

If a student is observed to be selling or distributing any controlled substance, the material will be confiscated and the local law enforcement authorities will be notified as will the parents of the individual. The student will be subject to the penalty schedule in the order above beginning with the penalty prescribed under the "second offense."

Extracurricular:

Extracurricular participants will be subject to the appropriate penalties whenever/wherever the offence occurs while enrolled as a student at Adams Central. (See Student Activities Code of Conduct)

**ADAMS CENTRAL COMMUNITY SCHOOL DISTRICT
RANDOM DRUG TESTING POLICY**

A STATEMENT OF NEED AND PURPOSE

A program of deterrence will be instituted as a pro-active approach to a drug free school. Through driving or participating in extracurricular/co-curricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is threefold: (1) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs, (2) to provide for the health and safety of students, and (3) to encourage students who use drugs to participate in drug

treatment programs. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent a student from driving to and from school or participating in extracurricular activities while he/she has drug residues in his/her body; and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. The primary purpose of this program is not intended to be punitive or disciplinary in nature. However, there are consequences for a positive test result in the areas of extra-curricular activities, co-curricular activities, and student drivers. A positive test result in the random drug-testing program will not result in suspension or expulsion from school, and it will not be documented in any student's academic records.

INTRODUCTION

The intended effective date of this program is the 2026-2027 school year. This program does not affect the current policies, practices, or rights of Adams Central Community School District with tobacco and/or drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Adams Central Community School District reserves the right to test any student who at any time exhibits cause for reasonable suspicion of tobacco and/or drug and/or alcohol usage.

REASONABLE CONCERN

A substance abuse-free environment must be the stated goal of the school district, and the support and cooperation of the entire community are essential if the goal is to be realized. Adams Central Community School District has a strong commitment to the health, safety, and welfare of its students. Our commitment to maintaining a safe and secure educational environment at Adams Central Community School District requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities. Data accumulated in the school alone shows that our goal of a safe and drug free school has not been realized. Therefore, we need to implement a program relating to detection, treatment, and prevention of substance abuse by students involved in activities where safety for the student participant as well as others is of utmost concern.

SCOPE

The extracurricular and co-curricular activity programs of Adams Central Community School District, herein referred to as extracurricular, are an integral part of the school system and the community. The recognized value of the extracurricular participation to a student's personal development has given these activities a high priority in the total school program. The Board of School Trustees encourages all students to participate in extracurricular programs of the school but believes the opportunity for such participation is not a right.

It is a privilege offered to students who meet both the scholastic and the physical conditions of eligibility. One such condition shall be the agreement by the student to submit to testing for the use of drugs, alcohol, and tobacco products, if selected, in accordance with the testing program. This drug testing program will be applied to all senior high students (grades 9-12), male and female, who participate in any one or combination of the following:

- A. Extra-curricular activities (sports, clubs, councils, etc.)
- B. Co-curricular activities (band, choir, etc.)
- C. Drive a vehicle to, from, or during school
- D. Students enrolled in driver's education
- E. Any student whose parent/guardian or custodian elects to enroll his/her student in the program

CONSENT FORM

It is MANDATORY that each student who participates in extra-curricular activities or drives to or from school sign and return the "consent form" prior to participation in any of the fore mentioned activities.

Each student shall be provided with a "consent form," a copy of which is attached hereto, which shall be dated and signed by the student and by the parent/guardian or custodian. In so doing, the student is agreeing to participate in the random drug testing program at Adams Central Community School District. The student also voluntarily agrees to be subject to its policy for his/her entire high school career (9-12).

NON-CONSENT FORM

A student signing the “non-consent form” is stating he/she does not plan to participate in extra-curricular activities or drive to or from school for that current school year. If a student wishes to participate in extra-curricular activities or drive to or from school at a later date that same school year, he/she must submit to a screening of his/her saliva and sign the consent form. The student and/or parent/guardian or custodian will be financially responsible for the test.

WITHDRAWAL OF CONSENT FORM

If a student wishes to be pulled from the random test pool, he/she must sign a “Withdrawal of Consent Form.” The “Withdrawal of Consent Form” must be signed by the student and parent/guardian or custodian before the student’s ID number is removed from the pool. Once the form is signed, all corresponding privileges will no longer be available to the student for **365 days**. After the 365 days period has elapsed, he/she may reenter the testing pool by signing a “Consent Form” and by testing negative. The student and/or parent/guardian/custodian will be financially responsible for the saliva collection and testing.

Any student who refuses to sign the appropriate form will be ineligible to participate in all extra-curricular activities and from driving to or from school. Any student who fails to sign and return a consent form by the selection date and then decides to participate in an extracurricular activity program at a later date must submit to a screening of his/her saliva and sign the consent form. The student and/or parent/guardian or custodian will be financially responsible for the saliva collection.

TESTING PROCEDURES

The selection date is defined as two weeks after the first student day of each school year or two weeks after the student’s enrollment date.

1. The selection of participants to be tested will be done randomly by the testing facility, and selections will be made from time to time throughout the school year. Names will be drawn from those students who have signed a consent form to be tested in grades 9-12. Testing may occur on a

different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing. The principal/designee will use a system to assure that students are selected in a random fashion. This system will utilize a computer based system designed specifically for the purpose of randomly selecting individuals for drug testing.

2. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
3. Upon being selected for a saliva collection test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian or custodian, or a “follow-up” test, a student will be required to provide a sample of saliva according to the quality control standards and policy of the laboratory conducting the testing. All students will remain under school supervision until they have produced an adequate saliva specimen.
4. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all extracurricular activities and/or driving to or from school for 365 days. This will be reported to the parent/guardian or custodial parent.
5. If a student refuses to submit to a saliva test, it will be considered a positive test.
6. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and “street drugs”, (which may include all drugs listed as controlled substances under the laws of the state of Indiana).
7. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

COLLECTION OF SPECIMENS

The superintendent will establish guidelines to set up the collection environment, guarantee the validity of specimens, and supervise the chain of custody.

1. This program seeks to provide needed help for students who have a verified “positive” test. The student’s and other students’ health, welfare, and safety will be the reason for preventing students from participation in

extracurricular activities and restrict him/her from driving to or from school.

2. The principal/designee will be notified of a student testing “positive” (that is, if the test shows that drug residues are in the student’s system after using at least two different types of analyses). The principal/designee will notify the student and his/her parent/guardian or following guidelines for notification. The student or his/her parent/guardian or custodian may submit any documented prescription, explanation, or information which will be considered in determining whether a “positive” test has been satisfactorily explained.

Any athlete or student activities participant who tests positive will be subject to the same disciplinary consequences outlined in the **ACCS Student Activities Code of Conduct**. The student will be prevented from participating in the activities listed under this policy until the consequence is served and after a “follow-up” test is conducted and the results are negative. The student or parent/guardian or custodian may appeal by requesting that the original specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian or custodian. During the appeal, the consequences of the offense will be enforced.

A “follow-up” test will be requested by the principal/designee after the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this “follow-up” test is negative, the student will be allowed to resume extra-curricular activities and/or driving. If a second “positive” result is obtained from the “follow up” tests, or any other later test of that participant, the same previous procedure shall be followed. In addition, Adams Central Community School District reserves the right to continue testing at any time during the remaining school year any participating student who tested “positive” and did not make satisfactory explanation.

3. Information on a verified “positive” test result will be shared on a “need to know” basis with the student’s coach or sponsor. The results of “negative” tests will be kept confidential to protect the identity of all students being tested.

Drug testing result sheets will be returned to the principal/designee identifying students by number and not by name. Result sheets will be locked and secured in a location that only the principal/designee has access to having.

ACCS ATTENDANCE POLICY

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

A direct relationship exists between success in school and attendance. Good attendance is a shared responsibility of students, parents and school staff. Attendance expectations are as follows:

STUDENT RESPONSIBILITY

It is the student's responsibility to be in school and in his or her assigned area. All personal appointments and obligations should be planned for times outside the instructional school day.

PARENTAL RESPONSIBILITY

It is the parent's responsibility to:

1. Call the school to report the child's absence by 9:00 a.m. the day of the absence. The parent need not call when the absence has been pre-arranged and approved by school officials.
2. Send appropriate verification with the child for school attendance records the day of the child's return following the absence, such as a doctor's verification or parental note.

Note: If no parental note or call is received, the absence will be "unexcused."

SCHOOL RESPONSIBILITY - PARENTAL NOTIFICATION

If a parent has not called the school by 9:00 a.m., ACCS personnel will make a "reasonable attempt" to call the parent that day to document the absence and to assure each child's safety. (This notification cannot always occur as time constraints and non-working telephone numbers may prevent verification.)

It is the school's responsibility to:

1. Notify parents as absences are accrued throughout the school year.
2. Contact parents to inform them that the Department of Children and Family Services and Adams County Prosecutor's Office have been notified when *chronic absenteeism* (absent from school for 18 days per school year for any reason) or *habitual truancy* (absent 10 days per school year without being excused or without parent contact) cannot be effectively resolved.

Note: Letters may not be sent if the accumulated days missed are due to extended illness or other types of emergencies.

CLASSIFICATION OF ABSENCES

FULL DAY ABSENCE

No school attendance on a scheduled school day.

ONE-HALF DAY ABSENCE

School attendance of less than 3 ½ hours on a scheduled school day.

PERIOD ABSENCE

Adams Central's Middle/High school and high school day is eight (8) periods in length. To assure that every period is valuable to the student, absences will now be tracked by periods. **Every period that a student is absent, whether due to a tardy, planned absence, illness or skipped class will be counted and used to determine Chronic Absenteeism, Truancy, and Pre-Arranged Absences.** Using the Parent Portal for PowerSchool, parents are able to view their student's absences for every period. Absence tallies on official school records will still only show full and half-day absences as outlined in the HS handbook and the MS handbook.

VERIFIED ABSENCES

For definition purposes, a verified absence is an absence that has been reported to the school in the following manner:

- A phone call should be made to the school by a parent or guardian before 9:00 A.M. on the day of the absence. Failure to report an absence by 2:00 P.M. on the day following will result in the absence being recorded as unexcused. If the student is in school the following day without verbal or written verification of the absence, he/she may be considered truant for the previous day(s). Phone calls should be made *each day* during an extended illness unless otherwise arranged with the Principal. Parents who find it necessary to call before regular business hours (7:30 A.M. – 3:30 P.M.) may leave a message concerning the absence.
- Written verification of all medical absences is required and will be kept on file. Upon returning to school following a medical absence, the student must provide the Office with verification of absence the day the student returns. The verification statement must be from a physician, or an appropriate official, and must include the dates of the absence.

TYPES OF ABSENCES

ACCS is held to high attendance standards by the State of Indiana. Attendance is factored into our School Accountability grade and mandated by the State of Indiana for students to less than 18 total absences, and fewer than 10 unexcused absences.

Students who have reached eight (8) excused days (64 periods) for the school year will have reached the allowed number of absences that ACCS students may miss in the school year without required support and without required verification. If a physician has completed a Certificate of Incapacity (chronic illness form and/or extended illness) that verifies the student should not be in school attendance, students may be provided alternative required support. *Please note, that unexcused absences will result in additional required supports (see below).*

Our policy is set up to support families in having excellent attendance and supporting students and to avoid consequences of chronic absenteeism and habitual truancy as outlined in Indiana Code.

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

Attendance shall mean being physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day on which the educational program in which the student is enrolled is being offered. Attendance shall be required of all School Corporation students, except those exempted under other provisions of Federal or State law, during the days and hours that school is in session.

Exceptions to Compulsory Attendance/Excused Absences

Exceptions to compulsory attendance that shall be recognized by the Corporation as provided by State statute are:

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14);
- B. service on a precinct election board or helper to a political candidate or a political party on the date of an election (I.C. 20-33-2-15);
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16);
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-16);
- E. participating as a member of the Indiana wing of the Civil Air Patrol for not more than five (5) days (I.C. 20-33-2-17.2);
- F. exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household for not more than five (5) school days provided that the student is in good academic standing as determined by the Corporation, the student's parent has requested the absence in writing, and the school principal has provided written approval for the absence (20-33-2-17.7);

- G. participating in an educationally related non-classroom activity that is consistent with and promotes the educational philosophy and goals of the Corporation and the State Board of Education, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in writing by the school principal (I.C. 20-33-2-17.5).

For any of these exceptions a student shall not be recorded as absent from school. Additionally, the Board shall allow a student to attend a school for religious instruction that is conducted by a church, an association of churches, or an association that is organized for religious instruction and incorporation under Indiana law for not more than 120 minutes per week for the student to receive religious instruction if the student's parent makes a written request for such absence to the school principal and the school principal approves that request, as provided in Board Policy 5223 - Released Time for Religious Instruction. A student who is receiving religious instruction as indicated herein shall not be recorded as absent from school.

The Superintendent shall require, from the parent of each student or from an adult or emancipated student who has been absent for any reason, a verbal statement and/or written statement of the cause for such absence.

The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. absence of more than three (3) days duration;
- C. repeated unexplained absence and tardiness.

Excused Absences

The Board considers the following as reasons for excused absences:

- A. illness verified by a note from a physician
- B. recovery from accident verified by a note from a physician or documented by medical records
- C. required court attendance by subpoena or court order
- D. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc., as applicable
- E. death in the immediate family or of a relative
- F. maternity

G. military-connected families' absences related to deployment and return

*****Principals will require verification after the 8th excused absence for any subsequent absences.*****

Unexcused Absences

Unexcused Absence shall mean any absence not covered under the definition of excused absence or an exception to compulsory attendance as stated above. An out-of-school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Truancy and Habitual Truants

Truancy shall mean an absence from school that is not an excused absence as stated above or that is not an absence under a parent request that has been filed with the school.

Habitual Truant shall mean a student who has been absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school.

A student who is a habitual truant shall not be permitted to participate in extracurricular activities.

The Superintendent, Corporation attendance officer, a security police officer appointed under I.C. 36-8-3-7, or a Corporation police officer appointed under I.C. 20-26-16 shall report a child who is a habitual truant to the prosecuting attorney in the county in which the student resides by filing an affidavit as provided in I.C. 20-33-2-26. Each of the aforementioned individuals has an independent duty to file such an affidavit under State law. The Superintendent or Corporation attendance officer also shall report a student who is habitually absent from school in violation of the compulsory school attendance law to an intake officer of the juvenile court of the Indiana Department of Child Services (DCS).

Truancy Prevention

Truancy Prevention Measures shall mean actions designed to address truancy before a student becomes a habitual truant and to minimize the need for referrals to a voluntary truancy prevention program or reports to a juvenile court.

For purposes of the Corporation's truancy prevention measures, **absent student** shall mean a student in Kindergarten through Grade 12 who is absent from school five (5) days within a ten (10) week period without being excused or absent in conformity with a note on file from the student's doctor, therapist, or other authorized professional requesting frequent absences be excused under the student's individualized education program (IEP),

service plan developed under 511 IAC 7-34, choice scholarship education plan developed under 51 IAC 7-49, or Section 504 plan. When a student is identified as an absent student under this policy, the school that the student attends shall:

A. Immediately provide written notification to the student's parent that:

1. The student has been identified as an absent student based on the student's school attendance.
2. The parent is responsible for monitoring the student's school attendance and ensuring the student attends school, in accordance with compulsory attendance laws.
3. The school will be initiating truancy prevention measures for the student.
4. The parent is required to attend an attendance conference regarding the truancy prevention measures that the school will be implementing for the student.
5. If the student meets the definition of a habitual truant:
 - a. the Superintendent or Corporation attendance officer is required to report the student to an intake officer of the juvenile court or DCS in accordance with I.C. 20-33-2-25
 - b. the juvenile court may determine that the student is committing a delinquent act as provided under I.C. 31-37-2-3; and
 - c. the student's parent may be subject to prosecution under I.C. 35-46-1-4.

B. Hold an attendance conference with at least the following individuals to discuss the student's absences and establish a plan for the student to prevent future absences:

1. A representative of the school.
2. A teacher of the student.
3. The student's parent.
4. A representative chosen by the student's parent who may provide insight into the student's absenteeism if the student's parent makes a request to the school that the representative attend and provides notice to the school regarding the identification of the representative at least forty-eight (48) hours before the attendance conference.

The attendance conference shall be held not more than five (5) instructional days after the student's fifth absence in a ten (10) week period regardless of whether the parent or the parent's chosen

representative is able to attend the conference. The school shall make all reasonable efforts to hold the attendance conference on a date and at a time that works with the schedule of the student's parent.

C. At the attendance conference, establish a plan for the student to prevent future absences that may include the following:

1. Any wraparound services that are able to be provided to the absent student to ensure the absent student attends school
2. A specific description of the behavior that is required or prohibited for the absent student.
3. The period for which the plan will be effective, not to exceed forty-five (45) instructional days after the date it is established.
4. Any additional disciplinary action the school will take if the absent student does not comply with the plan.
5. If applicable, a referral to counseling, mentoring, or other services for the student.
6. If applicable, whether a parent is expected to attend the counseling, mentoring, or other services with the student.

The school representative shall ask the absent student's parent to sign the plan indicating the parent's agreement to comply with its terms.

D. Offer additional counseling services to an absent student if the school determines that the student's absences are related to any of the following:

1. The student's pregnancy.
2. The student is in foster care (as defined in I.C. 31-9-2-46.7).
3. The student is homeless.
4. The student has a severe or life-threatening illness or related treatment.

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

- A. provide a school session that is in conformity with the requirements of the law;
- B. permit students absent for any excusable reason to have an opportunity to make up work they missed;
- C. govern the maintenance of attendance records in accordance with the rules of the State Board;
- D. provide that any student who, due to a physical or mental impairment, exceeds or may exceed the Corporation's limit on excused absences is to be referred for an evaluation to determine eligibility under

either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

The Superintendent shall make available to all parents and adult or emancipated students the Board's policy and the Corporation's administration guidelines on attendance.

UNEXCUSED ABSENCES (ARRIVAL AFTER 9:30 AM)

Any absence that is not exempt or excused with arrival time after 9:30 AM and no parent contact made prior to that time will result in disciplinary action as well as any absence of a school day without a parent/guardian calling in to let the school know why the student is absent.

Students will be expected to make-up classroom work. These absences count toward the Limited Absence Policy.

Examples of unexcused absences are as follows, but are not limited to:

- Failure to provide a note or parent phone call within 24-hours of prior absence
- Vacation days (A Prearranged Absence Request form should be submitted five days prior, cannot interfere with district-wide or state testing, and must be approved by the building level principal to be excused and avoid required supports.)
- Car breakdown/repair
- Oversleeping/alarm didn't go off
- Any absence which is not exempt or excused with proper documentation after 8 excused absences

Required Supports for Unexcused Absences(Habitual Truancy) to School:

2nd Unex. Absence- Letter to parents

3rd/4th Unex. Absence- Parent Contact

5th Unex. Absence- PowerSchool Log, Family Meeting

6th Unex. Absence- 1 Day ISS, Sign Paperwork

7th Unex. Absence- 3 Days RISQ Report filed with Prosecutor's Office

10th Unex. Absence- 5 Days RISQ, DCS report filed, Prosecutor Report Filed

ATTENDANCE LETTERS

Letters will be sent home after the following absences:

Habitual Truancy (unexcused absences)	Chronic Absenteeism 18+ Absences (excused/unexcused)
• 2 Unexcused (Notification) • 6 Unexcused (Notification to Prosecutor and Family, SRO Visit) • 7 Unexcused (Prosecutor report) • 10 Unexcused (DCS report made)	• 6 Absences (Notification) • 8 Absences (Notification) • 15 Absences (Parent Meeting) • 18 Absences (Prosecutor and DCS Report Filed)

*****After the 7th unexcused absence, a report will be filed with the Prosecutor's Office; after the 10th unexcused absence (habitual truancy) a DCS Report will be filed. *****

*****After the 18th excused/unexcused absence (chronic absenteeism) a report will be filed with the Prosecutor and a DCS Report will be filed. *****

MAKE-UP WORK/REQUESTING HOMEWORK

Assignments and tests missed due to absences must be completed. Students in grades 6-12 are responsible to request assignments upon returning to school. Make-up work is to be completed in a length of time equal to the number of days absent, plus one. Assignments made prior to the student's absence are due as scheduled. Examples include the following: Scheduled exams and projects unless specific related instruction was missed during the students' absence. Parents must call the office before 9:00 a.m. to request homework assignments once a student has missed more than one day of school. If at all possible, please get missed assignments from Schoology on the Adams Central Website at <http://www.accs.k12.in.us/jets>.

TARDY TO SCHOOL (PER SEMESTER) (STUDENT ARRIVES BETWEEN 8:01AM- 9:29AM)

If a student is late arriving at school, it is the student's responsibility to report directly to the Attendance Office to sign in. When a student arrives, the time will be documented and it may be considered an unexcused absence (circumstances may vary; see Unexcused Absence policy above).

Required Supports for Tardies to School (per semester):

1st-3rd Tardy	Warnings/recorded to permanent attendance record
4th-6th Tardy	Lunch Detention, Parent Contact (6th)
7th-8th Tardy	After School Detention, Parent Meeting
9th Tardy	Friday School, Parent Contact
10th Tardy	1 Day ISS, Parent Meeting
11th Tardy	3 Days ISS
12th Tardy	3 Days RISQ, Notify Prosecutor/DCS

Parents and students are reminded that because bus service is provided for students, problems such as, but not limited to, missing bus, oversleeping, car trouble and problems related to driving are not excuses for tardiness.

NONCOMPLIANCE OF REQUIRED CONSEQUENCES

If students/parents do not comply with stated required supports that are written in the handbook, then the next level of support will be implemented until the situation is resolved. For example, if a student does not attend the required After School Detention, a Friday School will be assigned. If the student does not attend the required Friday School, RISQ will be assigned.

EXTENDED ILLNESS

To qualify for the extended illness policy, a student must meet one or more of the following guidelines:

1. In-patient or outpatient hospital treatment
2. Infectious illness or disease, which by Indiana State Board of Health regulations requires exclusion from school.
3. Other long-term illness or injury that results in being under a physician's care for three or more consecutive days.

If one of these guidelines is met, the student must present a signed document from the physician's office with their letterhead confirming the dates of illness and justifying the request.

VIRTUAL ATTENDANCE

In the event of school cancellation and virtual learning day, students are expected to log-in to Schoology and complete their work. Students without Internet access are to call in to school and leave a message stating that they are unable to log-in to Schoology. Students are expected to complete all virtual learning assignments by the due date given to them by their individual class teachers. Failure to do so will result in an unexcused absence.

CUTTING CLASS

Failure to report to class or assigned area without an approved excuse. Students are expected to be in their assigned area unless excused by a school official. Cutting class will be addressed as a disciplinary issue.

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

Students are to remain on school grounds unless permission to leave is granted by a school administrator. Leaving school grounds without permission will be addressed as a disciplinary issue.

ABSENCES AND AFTER SCHOOL ACTIVITY PARTICIPATION

If students are absent because of illness on the day of a scheduled after school activity, program or performance, they will not be allowed to participate in or attend that scheduled activity. If students are going to be certified as "eligible to participate" in the

after school activity, program or performance, they must be counted present at school at least one-half day. One-half day is defined as being present at least 3 ½ hours during the day, in attendance before 11:30AM, or leaving school after 11:30AM.

If students are absent from school on the last scheduled day of classes for the week and the activity is scheduled on the weekend or the activity is scheduled on a day other than the last scheduled day of classes for the week, they may be considered eligible for participation at the discretion of the coach or sponsor.

Habitual Truancy:

A student who is a habitual truant shall not be permitted to participate in extracurricular activities.

PRE-ARRANGED ABSENCES

Pre-Arranged Absence Requests (*may be excused*)- ACCS recognizes that in rare circumstances a student is needed at home or a family vacation can only be scheduled during the school year. The designated administrator will consider such parental requests as follows:

- A. Students are expected to be with his or her parents unless an exception is approved by the principal.
- B. The request is made on the proper form at least five (5) days prior to the requested days
- C. The principal will review all requests and make a determination of whether or not the absence is excused and/or required supports will be implement based upon:
- D. Student's attendance record (must *maintain* a minimum 95% attendance rate),
- E. Days must not conflict with district-wide and state achievement testing dates,
- F. Other factors at the discretion of the principal in consultation with the
- G. Superintendent.
- H. Any days requested beyond the initial 8 excused absences will be considered unexcused absences.

SIGN OUT/SIGN IN SHEET

Any time a student has a note to leave the building for any reason, the student must have permission from the principal or designee previous to signing out. The sheet is located in the office. Non drivers must have their parent/guardian come into the office to sign them out before leaving. Students leaving without permission will be considered truant. Students reporting to school late or returning after appointments outside of the building must sign in at the office or be considered truant.

TUITION TRANSFERS

If any part of the attendance policy is habitually violated, it will be reviewed by the building level principal and may affect present or future enrollment at Adams Central Community Schools.

ATTENDANCE APPEALS

If a parent wishes to explain their child's attendance issues, a meeting may be scheduled with an administrator and guidance counselor.

A student risks expulsion if the attendance policy is violated more than once while in attendance at ACCS.

NOTE: The above guidelines were developed with and based on Indiana's Compulsory Attendance Laws (IC 20-33-2 et seq, as hereinafter amended).

ACADEMICS

ACADEMIC PROGRESS REPORTS

Your Student's Scholastic Progress

Faculty and administrators encourage parents to know how their student is doing scholastically. Students will receive grade updates after every nine-week period in PowerSchool. In addition, midway through the nine weeks there are mid-term grade checks, which indicate the student's progress in each class. Parents/students can find grade progress by accessing their PowerSchool account.

If more information is needed, parents may call the school for an appointment. They may arrange to talk with your student's teacher, their guidance counselor, or the principal.

We encourage parents to visit the school, but we ask that they call before coming in. The visit will be smoother and more profitable when scheduled to see the principal or guidance counselor.

Since ACCS is responsible for the safety and welfare of our students, we must be aware of any persons who are in the building without permission. Upon entering the building, all visitors must sign in at one of the offices.

ACADEMIC LETTER

Adams Central High School recognizes academic achievement by awarding an academic letter and academic chevron. To qualify for an academic letter a student must have a cumulative grade point average (GPA) of at least 3.5 at the end of the 3rd, 5th, or 7th semester and be pursuing an Academic Honors Diploma (Class of '26, '27, and '28), or an Enrollment Seal (Class of '29 and beyond). Students earning an academic letter will also be given an academic chevron the first year, then only an academic chevron in following years of qualification. The academic letter and chevrons are available for Sophomores, Juniors, and Seniors.

POWER SCHOOL PARENT PORTAL

Adams Central uses a student management system called PowerSchool. One of the features of this system is called the "Parent Portal," which is currently available for grades 6-12. This tool allows parents to access their child's grades, attendance and it also gives parents the ability to email their child's teacher. Parents/Students can access

PowerSchool through the Adams Central website under the Parent and Student tabs. All incoming sixth graders will be issued this information (username/password) at the beginning of the school year. Those usernames and passwords will remain active throughout a child's school career.

FIELD TRIPS

Occasionally students are bussed from school to neighboring cities to see or experience some exhibit, film, or demonstration considered to have educational value. Students are expected to be on their best behavior and present a positive example of Adams Central Middle/High School students to everyone we meet during a trip.

Field trips are a privilege not a right. Students will not be allowed to participate in field trips if they have excessive discipline problems (ISS, OSS, RISQ), lunch detentions, after-school detentions, incomplete homework assignments, or overdue library materials. Dress code and all other school policies apply to all field trips.

SCHEDULE CHANGES

Drop/Add Procedures

Students should make every effort to update their schedules prior to the beginning of a new semester. However, in the event that changes need to be made once the semester has begun, the procedures for dropping and adding a course will be as follows:

Students will be allowed to drop a course and add a new course during the first three days of a new semester. All changes must be completed by the end of the third day of the new semester.

Beginning with the fourth day of the semester, students will only be allowed to drop a course and add a study hall* (not a course for credit).

After midterm grades are posted for the first or third nine weeks, students who drop a course will be issued a Withdraw Pass (WP) or Withdraw Fail (WF) for that dropped course. The WP/WF will be recorded on the student's transcript but will not figure into the student's GPA or class rank. Some courses are considered full – year commitments and cannot be dropped. A meeting with all parties involved may be required.

Students who drop a course after the midterm of the second or fourth nine weeks will not be allowed to earn a WP/WF for that course. An F for the second or fourth nine weeks will be recorded. A semester grade will be given/ that grade will be recorded on the student's transcript, and that grade will figure into the student's GPA.

****Students may become ineligible for extracurricular activities if they are not passing 6 credits per semester.***

GRADING SCALE & GRADING SYSTEM

Adams Central has adopted a standard grading scale that will be used in all courses by all teachers in grades 6-12.

99-100	A+	77-79	C+
93-98	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
		≤ 59	F

At each teacher's discretion, extra credit may be offered through the grading period with the following guidelines:

1. If offered, extra credit will be available to all students within the course.
2. A student must have first completed all regularly assigned course work.
3. The extra credit will consist of meaningful, course-related assignments or activity.
4. The resulting extra credit may increase the student's final grade by no more than 4% on the standardized grade scale.

WEIGHTED GRADES/ADVANCED PLACEMENT (AP) and DUAL CREDIT COURSES

ACHS has adopted a system of "weighted grades" whereby Advanced Placement (AP) courses, meeting rigorous national curricular standards, are given additional "weight" of one (1) point when calculating a student's grade point average (GPA). Starting with the class of 2029, Priority Dual Credit (ICC) courses will receive an additional weight of .5. (See the Guidance Department for additional details regarding "weighted grades" and AP courses.)

CREDIT RECOVERY

Adams Central High School Credit Recovery (CR) Guidelines. The purpose of CR is to earn credit for a failed course. Students can earn CR through summer school or in the traditional classroom the following year. Students are not allowed to substitute a CR course for a traditional classroom course. Students may not use CR to earn credit for a course that they have not already attempted and failed in the traditional classroom setting.

Students may not begin credit recovery in the same semester for a course in which they are currently enrolled. For example, a student may not use this program to gain credit for the first semester of Algebra I if he/she is currently enrolled in the first semester of Algebra I. **Students must complete an entire semester in the classroom before using CR to recover credit.**

Students will earn a grade and a credit for each successful CR course completed; grades will be based on the school's grading scale. Grades will be posted directly

to a student's official transcript at the end of each semester and will figure into the student's cumulative GPA.

Students who complete a CR course prior to the end of the semester will be placed in a study hall for the remainder of that semester.

Space is limited in the CR lab. Therefore, students with poor attendance, poor performance, or disruptive behavior will be removed from the lab, the CR course will be dropped, and students will be placed in a study hall. These students will not earn credit for the course in which they were enrolled.

The principal may utilize our CR program with any student without regard to the guidelines listed above.

High School Classification

Each student will be classified as a Freshman, Sophomore, Junior, or Senior based on his/her years of enrollment in high school. A Freshman will be a first-year high school student. A Sophomore will be a second-year high school student. A Junior will be in their third year of high school, and a Senior will be a student in his/her fourth year of high school. To be on track for graduation students should enter each of the following grade levels with these minimal credits: Sophomore - 10 credits, Junior - 22 credits, and Senior - 34 credits.

Students are evaluated by letter grades (A, B, C, D, F) in descending order of value. Pluses and minuses are also used in computing a student's grade point average. (Numerical grade average) In figuring the grade point average each letter grade will be given a point value as follows:

A+	4.33	C+	2.33	F	0
A	4.00	C	2.00		
A-	3.67	C-	1.67		
B+	3.33	D+	1.33		
B	3.00	D	1.00		
B-	2.67	D-	0.67		

Grades of F, WP, WF, CR, and I will not receive point values. All letter grades earned in HS, including HS credit earned in MS, including transfer, and summer school courses, are used in figuring cumulative grade point average. High school elective credit will also be awarded to incoming freshman who have completed any or all of the following courses while in the eighth grade: Algebra I, Fundamentals of Ag, and Introduction to Engineering Design. All students are included in class rank except exchange students, and students who are not pursuing a regular high school diploma.

Letter grades may be interpreted as follows:

A – Excellent I - Incomplete

B – Good	WP- Withdrawal While Passing
C – Average	WF- Withdrawal With Failure
D – Poor	Cr – Credit given
F - Failing	

Academic Dishonesty/Plagiarism/Cheating

Adams Central defines PLAGIARISM as the act or instance of “stealing and passing off the ideas or words of another as one's own: using another's production without crediting the source.”

It is the committing of “literary theft.” The Dictionary further defines CHEAT as “to violate rules dishonestly,” as to *cheat on a test*.

Any act of intentional “academic dishonesty through which a student attempts to gain an unfair advantage through dishonest means” will result in graduated consequences. Such acts include but are not limited to the following:

- Procuring answers to a test prior to its administration and using them and/or sharing them with others,
- Physically copying the answers/homework/lab report of someone else,
- Using the writing of someone else (in whole or in part) as one's own,
- Use of AI to generate essays, solve assignments, or produce responses without appropriate review, attribution, or teacher permission is prohibited. Submitting AI-generated content as one's original work violates academic integrity principles,

The administration shall be informed of all actions in this area, and will then inform the staff of the offense. The teacher will make a parental contact in all instances.

1 st Offense	2 nd Offense	Any additional offenses
Zero for the assignment/activity/ test <i>If the assignment is of great enough value, it may result in failure of the course for the grading period.</i>	“F” for the course for the semester (even if the 1 st offense did not occur in that course)	“F” for that course in which the additional offense occurs

*****For dual credit courses, university policies will be followed.*****

Adams Central High School Academic Expectations

HOMEWORK POLICY

Teachers may contact parents after the second incomplete homework assignment per nine weeks. Students who have frequent incomplete homework assignments may be referred to a specific teacher's SAP. If the student fails to report to the requested SAP without a written excuse, the student will receive a lunch detention. Teachers are encouraged to follow their own individual classroom management plans regarding incomplete homework assignments. The guidance counselor may be consulted to arrange additional assistance for the student who is having difficulties completing homework assignments.

HOMEWORK TIPS

FIRST:

Make sure you understand the assignment when the teacher gives it. Then read the entire assignment over quickly to grasp the main ideas. Then read slowly for content, relationships, and details. Now, close the book and mentally get a picture of ideas in the assignment. This mental review will seal things in your mind. You must do homework as assigned or be disciplined accordingly.

A PLAN:

Choose a definite time every day for study at home. Use study periods and the library at school. Keep a list of the assignments in your planner. Take home all the materials you will need to do the assignments.

WHERE TO STUDY:

Have a definite place at home where you can write and read comfortably and where you can keep all the materials that you will need. This should be a quiet place. Talking with someone or watching television while studying is not recommended. Pace yourself, and you can avoid a big last-minute rush on a long-range assignment.

FINALS SCHEDULE

Finals will be given at the end of each semester, according to the schedules released during the school year.

PROMOTION AND RETENTION POLICY

Retention

Retention of a student is in order upon the complete evaluation of his/her educational achievement during the year by a review committee of teachers, the principal, and guidance counselor.

An "F" grade is failing; therefore, no credit will be earned for that course grade. All other grades are considered passing and will earn credits. Credits for full-year courses will be determined by final semester grades for the course.

Students who do not earn the required number of credits will be considered for after school study tables, noontime study tables, summer school, or retention. The review committee will examine the records of those students and make a final recommendation for promotion or retention.

High School students are required to pass all courses necessary for graduation requirements.

Promotion

SIXTH AND SEVENTH GRADES	
COURSES	CREDITS
Reading	2
English	2
Mathematics	2
Social Studies	2
Science	2
Physical Education	1
Electives	3
.5 credits for each 9-week elective	
14 credits possible	
10 credits required to pass	

EIGHTH GRADE	
COURSES	CREDITS
English	2
Mathematics	2
Social Studies	2
Science	2
Electives	2
Health & Physical Education	2
.5 credits for each 9-week elective	
12 credits total	
1.5 credits required to pass	

HONOR ROLL

The honor roll will be posted and sent to the newspapers following each nine week period. The selection is based on grade point average and lowest grade received during the grading period. The three levels of honor roll are determined as follows:

Principal's Honor Roll

Any student who achieves no grade lower than A-.

Honor Roll

Any student who achieves no grade lower than B-.

HIGH SCHOOL HONOR ROLL

Principal's Honor Roll - Any student receiving no grade lower than A-.

Honor Roll - Any student receiving no grade lower than B-.

High School student must be enrolled in 5 credits to be eligible for honor roll. The honor roll is computed at the end of each grading period and is posted in the guidance office before information is sent to the local newspapers.

GRADUATION REQUIREMENTS (Class of '26, '27 and '28)

1. Seven (7) semesters of attendance during the regular school year in grades 9-12. Six (6) to be an "Early Graduate".
2. Adams Central High School requires students to earn 40 credits as a minimal diploma requirement. Credit requirements are as follows:
General Diploma: 40 credits *
Core 40 Diploma: 44 credits *
Core 40 with Technical Honors Diploma: 47 credits*
Core 40 with Academic Honors Diploma: 47 credits*
Alternative Diploma: 40 credits/units

* Specific requirements for each diploma are outlined in the Adams Central High School Course Description Guide or on the Adams Central web site: accs.k12.in.us under: High School / Guidance.

GRADUATION REQUIREMENTS (Class of '29 and beyond)

Adams Central High School requires students earn to the minimum number of credits to meet the requirements of at least one of the following Graduation Seals as part of the IDOE's new graduation requirements:

- Employment
- Enrollment
- Enlistment

More details can be found on the Adams Central web site: accs.k12.in.us under: High School / Guidance.

Seven-Semester Early Graduation--Senior Year

Seven-semester graduates are students who have completed all the requirements of the regular students with the exception of eight semesters of attendance. The following guidelines apply.

1. Students must have completed the application for seven-semester graduation by the last day of the previous semester in which they intend to graduate.(Spring of Junior Year)

2. Students must have approval of the guidance department and their parents or legal guardians. All state and local requirements must be met.
3. They will be considered for recognition and participation in the graduation ceremony at the end of the 8th semester if they desire.
4. They may participate as students in the senior year-end activities unless denied participation by the school principal and the agreement.
5. Seven semester graduates must follow the school visitor guidelines.
6. Students must pass the current standardized exams set forth by the Indiana Department of Education (IDOE) by the end of their Junior Year.
7. Starting with the class of 2029 early graduates must have completed requirements to earn a seal before exiting.

Six-Semester Early Graduate – Junior Year

Six-semester graduates are students who have completed all the graduation requirements at the end of their 6th

semester. The following guidelines apply. (See guidance office for complete guidelines.)

1. Students must have completed the application for six-semester graduation by Spring of Sophomore year.
2. Students have completed or on track to meet their “Graduation Pathway”.
3. Students must have a conference with and approval of the guidance department and his/her parent or legal guardian.
4. Obtain verification from the guidance office that all state, local, and cohort graduation requirements have been satisfied.
5. Understand that their diploma will be issued with all other students after the graduation ceremony.
6. Starting with the class of 2029 early graduates must have completed requirements to earn a seal before exiting.

Transfer Credit to Adams Central HS from Home School or a Private/Parochial School

Adams Central High School will only accept transfer high school credits provided the following conditions are met:

1. The parent can produce an official high school transcript containing grades, dates of attendance, a grade point average, and class ranking.
2. The transcript must be from an accredited school.

Graduation Participation Policy

Student must meet all state and local graduation requirements as outlined by ACHS and the Indiana State Department of Education (in order to participate in the commencement exercises. Parents of students who, at the end of their junior year, have earned thirty credits or less or who are in danger of not meeting other graduation requirements will be notified in writing of their child's standing with regard to graduation requirements at that time. Parents of students who have earned thirty-five credits or less or who are in danger

of not meeting other graduation requirements will be notified in writing at the end of the first semester of their senior year.

Communication (written or by phone) between the school and the home will also occur at the Q3 grade check and throughout the final grading period for those students who are in danger of not meeting graduation requirements.

Seniors who have not acquired all credits for graduation will not be allowed to participate in the Graduation Ceremony.

Any senior who has been suspended, excessively absent or tardy, or who has accumulated an extensive disciplinary record may forfeit his/her privilege of participating in commencement exercises at the discretion of the principal.

Diplomas will be issued to all seniors who have met all Adams Central graduation requirements and financial obligations.

INSURANCE DISCOUNT FORMS

These forms are completed by the guidance office. Each provider has different requirements to qualify for the discount. Contact provider to determine if student qualifies for a discount.

NATIONAL HONOR SOCIETY

Selection Procedure for Membership in the Adams Central Chapter of the National Honor Society.

1. Juniors and seniors with a 3.5 GPA or greater will be notified regarding their scholastic eligibility.
2. Students who desire membership will complete an activity sheet, solicit three recommendations from Adams Central school personnel, and compose a letter explaining his/her qualifications and desire for membership.
3. The faculty will be given rating sheets in order to convey their impressions of the eligible students in the areas of leadership, service, and character.
4. The faculty council will determine the selection of members based on the paperwork submitted by the candidates, the faculty rating sheets, and their knowledge of the candidates.
5. Candidates will be notified regarding selection and non-selection one week to two weeks prior to the formal induction ceremony.

VALEDICTORIAN AND SALUTATORIAN SELECTION (Class of '27 & '28)

The valedictorian(s) and salutatorian(s) selection will be made as follows:

1. The student must be earning an Academic Honors Diploma.
2. The valedictorian(s) and salutatorian(s) of a graduating class shall be selected at the end of the eighth semester of high school.
3. A 4.0 point scale will be used for GPA ranking.

4. If .005 or less separates two or more students, they shall be designated co valedictorian and/or co salutatorian.
5. The valedictorian(s) and salutatorian(s) of a class will be publicly announced at graduation.

CUM LAUDE SYSTEM (Class of 2029+)

Students will be recognized for their academic achievements through the Cum Laude system. This system will take into account student GPA based on courses completed, accounting for weighted grades for AP and Dual Credit classes. Students will have the opportunity to earn 1 of 3 distinctions, Summa, Magna and Cum based on the following classifications:

- A. Summa Cum Laude: GPA of 4.500+
- B. Magna Cum Laude: GPA of 4.300 - 4.499
- C. Cum Laude: GPA of 4.000-4.299

VOCATIONAL GUIDELINES

In the interest of safety, all ACHS students are required to travel to and from their program site by ACCS bus transportation. All students participating in the vocational program must sign this Vocational Transportation Contract. Any exception to this policy will require a Request to be Excused from Vocational Transportation form with parent signature on file in the HS office and principal approval:

1. Medical and family emergencies: (please attempt to schedule appointments so as to not conflict) a new form must be approved each time.
2. Regularly scheduled monthly or weekly morning meetings that cannot be changed: one form may be used for the entire semester or year.
3. Other: Parent may contact the principal to discuss unique circumstances.
4. A student who has been granted permission to drive may never transport another student to or from a vocational site per ACCS Board Policy, regardless of parental permission. This violation will result in immediate removal of both the student driver and passenger(s) from the program, forfeiting any “credits in progress” immediately.

Note: It is the student’s responsibility to inform the bus driver when he/she will not be riding the bus: driving, field trips, etc.
(Give notice at least the day before.)

TESTING AND SCREENING PROGRAM

The Board of School Trustees has approved a system-wide testing program designed to provide information concerning the proficiency of all children in the district on standardized tests of academic potential, achievement, and aptitude. The results of these tests provide a continuing record of each child's progress in comparison with national and/or local norms.

STUDENT ACTIVITIES

Adams Central Community Schools Board and Administration Beliefs and Definitions:

1. ACCS encourages and supports student participation in a broad and varied offering of Student Activities in order to ensure opportunities for all students.
2. Each activity will be approved by the principal, have written educational objectives and, include annual program and sponsor evaluation.
3. The principal / designee will make every effort to schedule activities *to conclude* by 6:30 p.m. on Wednesday evenings. No school activities may be scheduled on holidays without *the* written *approval of* the Superintendent, who will also define “holiday.” Contests that are scheduled by other schools or state organizations (IHSAA, ISSMA) are exempt from this guideline.
4. Decisions regarding the continuation of existing activities or requests for new ones will be made with consideration given to student interest, availability of funding and staffing, and purpose.
5. Eligibility for membership will be based on activity guidelines and be non-discriminatory in nature.
6. Participation in any ACCS student activity is voluntary and a privilege. It is not a student right. Any student who wishes to represent Adams Central in any school sponsored contest or activity or serve in any recognized position of student leadership is voluntarily subject to the eligibility rules and requirements outlined in this document.
7. Student Activities fall into three categories:
 - A. **Cocurricular Activities:** School-sponsored activities directly related to an academic course for which participation impacts the student’s grade and/or earned credit toward high school graduation. NOT subject to the Academic Requirements of the STUDENT CODE OF CONDUCT.
 - B. **Extracurricular Activities--Athletic:** High school students are subject to IHSAA guidelines. High school athletes must schedule and pass 6 classes/credits for athletic eligibility—see Academic Requirement under the STUDENT ACTIVITIES CODE OF CONDUCT. Please note, Middle school students must be passing all classes to participate.
 - C. **Extracurricular Athletics—Clubs and Organizations (Non Athletic):** School sponsored groups, organizations, or ‘club’ activities in which membership is voluntary and for which no academic credit is given for participation. Club leaders/officers are held to the Academic Requirement under the STUDENT ACTIVITIES CODE OF CONDUCT. Participation in activities/events will be at the discretion of the adult club sponsor.

ELIGIBILITY

Student Activities Code of Conduct: The eligibility of all students will be determined by their adherence to the Student Activities Code of Conduct. The principal / designee will keep eligibility lists current and on file. (See Additional Athletic Eligibility Rules.)

Legal Reporting Waiver: This waiver gives legal authorities including county prosecutors, police, and probation departments the authority to report any illegal activity to ACCS administration. Such information can and will be used as evidence of the student's violation of the Student Activities Code of Conduct.

STUDENT ACTIVITIES CODE OF CONDUCT

Students choosing to participate in ACCS Student Activities must display responsible citizenship in the classroom, in all school-related activities, and in the community at large. Upon enrollment at ACCS and upon participating in any ACCS Student Activity at any level, the student agrees to the rules cited below. These rules apply 365 days per year and 24 hours per day for the duration of the student's enrollment at ACCS.

1. Academic Requirement:

High School – Grade checks will be performed at the end of each mid-term, nine-weeks (Q1, Q2, Q3, and Q4) and semester. HS students must be passing six (6) courses at each grade check to be eligible to compete. HS students can lose or gain eligibility at each grade check. Semester grades will take precedent over Q2 and Q4 grades.

- Academically ineligible students may participate in practice, but are NOT allowed to dress in uniform for games, or participate in pre-game. Academically ineligible students must be in street clothes on game day.

Middle School - Middle school students must be passing all courses at the end of each nine week (Q1, Q2, Q3, and Q4) grading period to remain eligible. Semester grades will not affect Middle School eligibility. Middle school students may regain eligibility or lose eligibility at either mid-term or nine week grading periods (Q1, Q2, Q3, and Q4). For academic supports and consequences please see the MS Academic Supports and Consequences section in the next section.

- ### **2. Substance Abuse** is prohibited and is defined as follows: The use or possession of tobacco, alcohol, controlled substances, or other illegal drugs. In addition, it is the student's responsibility to "know" that the residences they frequent are adult supervised and free of the above illegal substances. Attendance at "parties / gatherings" where these illegal substances are made available to and / or consumed by minors is forbidden and violations will result in the same consequences as all substance abuse consequences.

Note A: Attendance at family gatherings such as wedding receptions and family reunions are an exception. However, it is expected that such gatherings are adult supervised and that minors are not consuming the above substances.

Note B: If a student chooses not to fulfill his/her responsibilities for a substance abuse violation, the student will be ineligible to participate in student activities throughout the remainder of his/her ACCS enrollment.

- ### **3. Criminal Activity:** Stealing, theft, the act of vandalism, or any serious misdemeanor, or felony conviction is prohibited.

4. **Bullying, Intimidation, Hazing, or Initiation:** Any activities of a bullying, intimidating, hazing, or initiation nature are prohibited and will be dealt with as such. These acts include but are not limited to email, instant messaging, text messaging, Facebook, etc.
5. **Sexual Harassment:** any activity of a sexual nature either physical or verbal is prohibited. These acts include but are not limited to email, instant messaging, text messaging, Facebook, etc.

CONSEQUENCES:

- A) **First Offense:** Suspension from one-third (1/3) of the regular season's contests / performances. In addition, the student must satisfactorily complete the school's Substance Abuse Program. During the period of suspension, athletes will be expected to attend practices and accompany the team to all contests. (Non-athletic student activities will be handled individually as appropriate to the activity.)
 - B) **Second Offense:** Suspension from one regular season's contests / performances. In addition, the student must satisfactorily complete a recommended treatment program and perform 20 hours of community service as approved by administration. During the period of suspension, athletes will be expected to attend practices and accompany the team to all contests. (Non-athletic student activities will be handled individually as appropriate to the activity.)
 - C) **Third Offense:** Suspension for one calendar year (365 days) from all Student Activities and recognized student leadership positions. In addition, the student must satisfactorily complete a recommended treatment program and perform 30 hours of community service, or other interventions as approved by administration. During the period of suspension, the student will not be allowed to participate in any practice, performance or contest for 365 days.
 - D) **Fourth Offense:** Suspension from all Student Activities and recognized student leadership positions for the remainder of their high school career.
- **Definition of "Season":**
Athletics: the "duration of one sports season"
Non-athletic Activities: generally one school year: August – June; or as appropriate to the activity.
- **"Overlapping" Suspensions:**
When a suspension overlaps an "athletic season," the suspension will carry-over into the next athletic season of that student's participation until the suspension has been served. Non-athletic Activities suspensions will generally end at the end of the school year (June); however, student leadership positions within those activities may be extended into the following school year at the discretion of the sponsor and school

administration.

1. **ACCS Code of Student Conduct:** All behavioral expectations and disciplinary consequences apply to all students both during the school day and while participating in any extracurricular activity outside the school day. Disciplinary consequences may result in the denial of participation in Student Activities as outlined under the “School Level Consequences” (Level 3).
2. **Individual Coaches / Sponsors Rules:** Students are also expected to obey the specific participation rules of their sponsor / coach. Each sponsor / coach will have a copy his/her specific participation rules on file in the school office. The specific sponsor / coach will determine consequences for violations of these participation rules and will consider individual circumstances.

Middle School Academic Eligibility

Adams Central Middle School student-athletes are expected to strive for academic, as well as athletic, achievement and success. Athletes are expected to maintain passing grades at all times in order to be eligible to participate in athletics at Adams Central.

Grades will be checked at the end of each nine weeks grading period (Q1, Q2, Q3, and Q4).

Students with grades below 60% are placed on Academic Probation.

- Consequences of Academic Probation:
- Suspended from participating in games, meets, matches, and all competitions
 - Students will spend the first 30 minutes of scheduled practice time studying or completing homework in the Middle/High school office or a place designated by the Athletic Director or principal.
 - * If practice is not immediately after school, the student will go home, complete their homework, and come back for practice.
- Must attend all practices to remain in good standing with the team.
- May attend home contests but will not be dressed to participate. The student will not travel to away contests.
- Failing students are not removed from the team
- If the student becomes a distraction to the team due to their ineligibility, the coach may request a meeting with the athletic director and/or Middle/High school principal to determine if the student should be removed from the team.
- As soon as a middle school student is passing all classes as verified by school personnel, they are reinstated and may return to all team activities **once per athletic season.**
 - Once reinstated, the athlete in question will have their grades monitored weekly to ensure that they remain passing all classes.
 - If the student’s grades fall below the 60% threshold, the student will once again become ineligible for the remainder of the season.

ABSENCES AND STUDENT ACTIVITIES PARTICIPATION

If students are absent because of illness on the day of a scheduled extra-curricular activity, they will not be allowed to participate in that scheduled activity. If students are going to be certified as "eligible to participate" in the described extra-curricular activity, they must be counted present at school at least one-half day. One-half day is defined as being present at least 3 ½ hours during the day.

If students are absent from school on the last scheduled day of classes for the week and the activity is scheduled on the weekend or the activity is scheduled on a day other than the last scheduled day of classes for the week, they may be considered eligible for participation at the discretion of the coach or sponsor, unless it is an unexcused absence.

Student athletes are also expected to attend school the first period of the day after an athletic event/contest. Failure to do so may result in suspension of the student athlete from the next event/contest.

APPEALS

A student and his/her parent(s) have the right to appeal *suspension* from activity participation by notifying the ACCS Administration by phone or in writing within two (2) school days after the *suspension*. The *suspension* from participation will remain in effect during the appeals process. A code of conduct violation appeal form will be given to the student and a copy will be sent home to parent / guardian. The appeal process MUST be followed exactly.

STUDENT ACTIVITY COUNCIL

A Student Activity Council will serve as the hearing body for appeals to suspensions / penalties resulting from Student Activities Code Of Conduct violations. There will be two Student Activity Councils:

1. Athletics Council: consisting of the principal, athletic director, and a selected committee.
 2. Non-Athletic Council: consisting of the principal and a selected committee.
- If a sponsor / coach is a member of the student activity council when a member of his/her team / organization is appealing, that sponsor / coach will be excused from the council for that hearing.

CANCELLATION OF STUDENT ACTIVITIES IN TIMES OF THREATENING WEATHER

The safety of students traveling to and from student activities is of primary importance. When school is delayed because of dangerous weather conditions, all before school activities will be postponed until another morning.

When students are sent home early because of threatening weather conditions (ice, snow, or very low temperatures), all evening activities will be canceled.

When school is closed for the day, all activities are canceled. However, if the weather clears and road conditions improve in the afternoon, major extracurricular events may be held. The decision concerning the safety of the roads and what events may be held will be made by the Superintendent. In his absence, the Director of Transportation, in consultation with the building principal involved, may make the decisions.

Activities involving our students and sponsored by state agencies are under the control of those agencies. When the weather is threatening, those agencies will make the decision to hold the events or not. It is possible that the school corporation may not be able to provide transportation.

ECAs – CLUBS & ORGANIZATIONS

Academic SuperBowl	Class Officers	Quiz Bowl
Anatomage	Drug Free Adams County	Student Council
Art Club	eSports	Sunshine Society
Bowling	FFA	Theater
BPA	History Club	Winter Guard
	NHS	

CO-CURRICULAR ACTIVITIES

Marching Band
Swing Choir
Yearbook

STUDENT ATHLETICS

The Adams Central Middle/High School / High School Athletic Program consists of varsity team competition in the following sports:

Fall

(B&G) Cross Country, 6-12	(B) Tennis, 9-12
(G) Cheerleading, 7-12	(G) Volleyball, 7-12
(B) Football, 7-12	(G) Golf 9-12

Winter

(B&G)Basketball, 7-12	(B) Wrestling, 6-12
(B&G)Swimming, 6-12	(G) Cheerleading, 7-12

Spring

(B) Baseball, 9-12	(B) Golf, 9-12
(G) Tennis, 9-12	(B&G) Track, 6-12
(G) Softball, 9-12	

ADDITIONAL ATHLETIC ELIGIBILITY RULES

In addition to the above stated Student Activities Code of Conduct rules, the eligibility of all athletes must be certified by the principal / designee in accordance with the eligibility rules of the I.H.S.A.A. The Principal/Athletic Director will keep such lists on file by sports and by grading period in the athletic office.

1. **If Eligibility Is in Question:** When eligibility is in question, students will not be permitted to participate in interschool contests until eligibility is assured. Moving to another school district usually does not remove an ineligible ruling.
2. **Consent Signatures:** The following participation signatures must precede any athletic participation including “practice”:
 - a. Parental Consent for participation;
 - b. Physical Medical Examination **signed by a licensed medical doctor (M.D.):** must be on file in the athletic office between the date of April 1 and the student's first practice date. Such certification may suffice for the entire year.
 - c. Students, grades 6-12, who wish to participate in an athletic program, must have the following items completed prior to the first official day of practice. Students will not be allowed to practice until all items listed are completed.
 - i. IHSAA Pre-participation physical - return page 3 to Athletic Office or upload to athlete's Final Forms account.
 - ii. AC Athletic Code of Conduct - on Final Forms
 - iii. IHSAA Concussion and Cardiac Arrest Form - on Final Forms
 - iv. IHSAA Eligibility Acknowledgement - on Final Forms
 - v. Emergency Medical Information - on Final Forms

These items must be completed through Final Forms. Parents and Students can create their account and complete this information electronically at <https://adamscentral-in.finalforms.com>

Please contact the Athletic Department if you have any questions.

3. **Note A: Attendance Parent/Student Activities Code of Conduct Review:** Each high school student athlete and at least one of his/her parents/legal guardians must have proof of attendance at an annual Parent / Student Athlete Code of Conduct Review meeting. These will be held in the fall of each school year and repeated in the winter and/or spring for non-Fall student athletes. Attendance is mandatory prior to participation in any athletic contests. Attendance to one meeting fulfills this requirement for the school year. A **code of conduct form** must be signed before participating in a sport. Once a conduct form has been signed, it will be in effect for the duration of a student's career at ACHS. If a parent/legal guardian wants to withdraw their consent, they must make the request in writing to the athletic office. If a form is withdrawn, the student would immediately become ineligible from participating in athletics. The same guidelines are in effect for MS student athletes. However, there is no formal meeting requirement for a MS student and their parent/legal guardian. Once signed, this code of conduct is also in effect for the duration of the student's career at ACMS.

INSURANCE

Adams Central Community Schools will not provide supplementary insurance on student athletes. Parents will be responsible for any cost due to injury while participating in athletic practices or contests. Information requested on IHSAA Consent and Release Form in Final Forms must be completed and signed.

ADMISSION TO INDIVIDUAL ATHLETIC EVENTS

Spectators without Adams Central All-Sport Passes will be charged the below admission prices to school hosted athletic events.

Middle School contests = \$6.00

HS Freshman/ C-Team or JV only contests = \$6.00

HS Varsity and/or JV/Varsity contests = \$7.00

PARTICIPATING / DROPPING / QUITTING A SPORT

1. If an athlete is dropped from a sport (after the first week) for disciplinary reasons, he/she may not participate in another sport until the original sport season is completed.
2. If an athlete quits a sport before the first contest, he/she is not eligible to begin practice with another sport until the original sport season is completed, unless the athlete leaves in good standing where both coaches and Athletic Director agree.
3. If a roster to a team has already been established through the process of cutting, a student athlete from a different sport cannot attempt to join.
4. Participation in overlapping sports will be left to the discretion of the Athletic Director after consultation with the coaches. Students who quit or are dropped from a sport forfeit all rights to awards in that sport

BEFORE AND AFTER SCHOOL ACTIVITIES

No students are to be in the building, except in the commons area, before 7:30 a.m. or after 3:15 p.m. unless involved in a school-sponsored activity. The gym and all academic areas should not be used by students unless under the supervision of a staff member. Students who have late activities should make every effort to go home after school and return for the activity. When we have scheduled activities at 4:00 or 4:30, if students cannot reasonably go home, they must stay in the commons area outside the MS/HS office or the library only, unless under the supervision of a staff member. Any student in the hall after 3:15 without a pass or authorization from a teacher will be given noontime detention. Due to liability and safety reasons, we must enforce this after school procedure.