

School Color	BLACK & GOLD
School Mascot:	PANTHER
School Song:	MIGHTY PANTHERS

## MIGHTY PANTHERS

Hail to you, our mighty Panthers  
 Victory is near.  
 We're going to win this game  
 and spread our fame  
 So give a rousing cheer...GO PANTHERS!  
 Sportsmanship we'll always acclaim  
 Bold and strong we'll fight for our name  
 Fight, fight, let's win tonight  
 We're the Panthers of Pioneer!

## CHANGE OF ADDRESS AND/OR PHONE

Please help the school keep its records current by informing the office as soon as possible of any changes in your address, phone number, parent's place of employment, emergency contact information, etc.

## BELL SCHEDULE

PERIOD	TIME
1	7:55-8:45
2	8:49-9:39
3	9:43-10:33
4	10:37-11:27
5A Lunch	11:27-11:57
5A Class	12:01-12:51
5B Class	11:31-12:21
5B Lunch	12:21-12:51
6	12:54-1:44
7	1:49-2:39
Activity Period	2:39-3:00

### SCHEDULE B

Period

1  
2  
3

### 2-HOUR DELAY (NO CCC)

Time

9:55-10:31  
10:35-11:11  
11:15-11:51

4	11:55-12:31
5A (lunch)	12:31-1:01
5A (class)	1:05-1:41
5B (class)	12:35-1:11
5B (lunch)	1:11-1:41
6	1:45-2:21
7	2:25-3:00

**SCHEDULE C**

**(2ND PERIOD CONVOCATION)**

Period	Time
1	7:55-8:40
2	8:44-9:29
Convocation	9:35-10:20
3	10:25-11:10
4	11:14-11:59
5A Lunch	11:59-12:29
5A Class	12:33-1:18
5B Class	12:03-12:48
5B Lunch	12:48-1:18
6	1:22-2:10
7	2:14-3:00

**SCHEDULE D**

**(PEP SESSION/PM CONVO)**

Period	Time
1	7:55-8:40
2	8:44-9:29
3	9:33-10:18
4	10:22-11:07
5A Lunch	11:07-11:37
5A Class	11:41-12:26
5B Class	11:11-11:56
5B Lunch	11:56-12:26
6	12:30-1:15
7	1:19-2:04
Convo/Pep	2:10-3:00

**WEDNESDAY LATE – START SCHEDULE**

Period	Time
1	8:25–9:13
2	9:17-10:05
3	10:09-10:57
4	11:01-11:49
5A Lunch	11:49-12:19
5A Class	12:23-1:11

5B Lunch	12:41-1:11
5B Class	11:53-12:41
6	1:15-2:05
7	2:09-3:00

### **FINAL EXAMS**

#### **Day 1 (No Career Center)**

Period	Time
1	7:55-9:31
3	9:35-11:11
5A Lunch	11:11-11:41
5A Class	11:45-1:21
5B Class	11-15-12:51
5B Lunch	12:51-1:21
7	1:25-3:00

#### **Day 2 (No Career Center)**

Period	Time
2	7:55-9:31
4	9:35-11:11
5A Lunch	11:11-11:41
5A Class	11:45-1:21
5B Class	11-15-12:51
5B Lunch	12:51-1:21
6	1:25-3:00

## **PIONEER REGIONAL SCHOOL CORPORATION**

Address 413 South Chicago Street

P.O. Box 577

Royal Center, IN 46978

Phone: 574-643-2605

574-643-9394

574-643-9977 (FAX)

Web Site: <http://www.pioneer.k12.in.us>

Superintendent: Dr. Charles Grable

Pioneer School Board: Lisa Kesling (Noble), Brad Swartzell,  
(Boone), Steve Felker (Cass), Dennis Herd  
(Harrison), Rachele Pearson (Jefferson)

Corporation Treasurer: Melissa Hardy

Corporation Secretary: Julie Young

## **PIONEER JUNIOR-SENIOR HIGH SCHOOL**

Address: 417 South Chicago Street

P.O. Box 547

Royal Center, IN 46978

Phone: 574-643-3145

574-643-2020 (Main Office FAX)  
574-643-3820 (Guidance/Nurse FAX)

Principal: Jeff Brooke  
Assistant Principal:  
Office Secretary: Linda Morris  
Athletic Director: John Bingaman  
High School Guidance Counselor: Allison Chambers  
Junior High Guidance Counselor: Tanna Shafer  
Guidance Secretary: Teresa Montgomery  
Treasurer: Stephanie Pawlowski  
Nurse: Deb Butler

## **LOGANSPORT CENTURY CAREER CENTER**

Address: 2500 Hopper Street  
Logansport, IN 46947  
Phone: 574-722-3811  
Fax: 574-753-7649

## **PIONEER JR. SR. HIGH SCHOOL CLASS/STUDENT ORGANIZATION OFFICERS 2019-2020**

### **SENIOR CLASS OFFICERS 2020**

Sponsor: Mrs. Chambers & Mrs. Franklin

### **JUNIOR CLASS OFFICERS 2021**

Sponsor: Mrs. Penn, & Mrs. Breedlove

### **SOPHOMORE CLASS OFFICERS 2022**

Sponsor: Mr. Shambaugh

### **FRESHMAN CLASS OFFICERS 2023**

Sponsor: Mrs. Davids

### **8TH GRADE CLASS OFFICERS 2024**

Sponsor: Mrs. Street

### **7TH GRADE CLASS OFFICERS 2024**

Sponsor: Mrs. Scott

### **STUDENT COUNCIL**

### **SUNSHINE SOCIETY**

**NATIONAL HONOR SOCIETY:  
ART CLUB:  
FELLOWSHIP OF CHRISTIAN STUDENTS  
CAR CLUB  
YEARBOOK  
RILEY DANCE MARATON  
PIONEER THESPIANS  
PEP CLUB  
KNITTING CLUB  
FFA  
PFC  
GSA  
ROBOTICS  
JUNIOR HIGH NATIONAL HONOR SOCIETY  
JUNIOR HIGH STUDENT COUNCIL  
JUNIOR HIGH HAPPY HOMEMAKERS**

## **INTRODUCTION TO PIONEER**

The Pioneer Regional School Corporation was organized in 1962 and became effective on January 1, 1963. 1963 was the last year that the community schools of Royal Center and Lucerne graduated their seniors. The following year all high school students of the corporation attended Pioneer Regional High School. Plans were made by the people of the corporation along with school administrators and faculty to provide a new educational facility for junior and senior high school students. This new facility, located at the south edge of Royal Center, was occupied in the fall of 1967. An addition was completed in 1977 that provided the school and community with a swimming pool for educational and recreational purposes. A second addition completed in 2001 added another gym, weight room, and varsity locker rooms.

Pioneer Junior Senior High School holds a First Class Commission from the Indiana Department of Education and is a member of the North Central Association of Colleges and Secondary Schools, an organization which establishes the highest educational standards. As students must meet certain requirements for a diploma, so must our school maintain high standards year after year to belong to this select organization.

### **DESIRED LEARNER OUTCOMES**

1. Students exhibit a positive self-concept and enjoy attending school.
2. Students practice effective problem-solving skills.
3. Students communicate effectively.
4. Students utilize fundamental math skills.
5. Students will demonstrate reading comprehension skills.
6. Students exhibit an understanding of civic responsibilities.
7. Students utilize critical thinking skills to assess or evaluate their own decisions.
8. Students demonstrate an awareness of the fine arts.
9. Students exercise cooperation and tolerance for others.

10. Students exhibit awareness of good health habits and recreational opportunities.
11. Students employ technology.
12. Students participate effectively in a global society.

## **MISSION**

Pioneer Junior Senior High School provides opportunities for all students to achieve academic, social, physical, moral, and emotional growth. The school community will lead students to develop a higher level of skills necessary to become productive citizens.

## **NON-DISCRIMINATION POLICY**

Pioneer Regional School Corporation has adopted a policy stating that no person shall, on the grounds of race, color, national origin, sex, including sexual orientation and transgender identity, age, religion, military status, ancestry, genetic information, disability, or any other legally protected category be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program, activity, event, or employment opportunity.

Any person who feels that they have been discriminated against should contact the Superintendent of Pioneer Regional School Corp., 413 South Chicago Street, P.O. Box 577, Royal Center, IN 46978 or phone (574-643-2605).

### **TITLE IX COORDINATOR COORDINATOR**

JEREMY TUCKER, PRINCIPAL  
417 South Chicago Street, Box 547  
Royal Center, IN 46978  
(574) 643-3145

### **SECTION 504**

ELIZABETH DEAN, PRINCIPAL  
109 E. Black Lane, Box 517  
Royal Center, IN 46978  
(547) 643-2255

Any other information concerning policies may be obtained by contacting the corporation superintendent:

**DR. CHARLES GRABLE, SUPERINTENDENT  
PIONEER REGIONAL SCHOOL CORPORATION  
413 SOUTH CHICAGO STREET, P.O. BOX 577  
ROYAL CENTER, IN 46978  
(574) 643-2605**

## **ACADEMICS, GRADES, AND CREDIT POLICY**

### **CHEATING**

Any student who is cheating will be referred to the office. Discipline will result as follows in the class cheating occurred: **1st offense = 0% on the assignment and Wednesday Night School; 2nd offense = F for the 9 weeks and 3 days OSS; 3rd offense= 5 days OSS and an F for the 9 weeks.**

### **CLASS RANK**

All high school students will be ranked after each semester, which includes eight semesters. The valedictorian and the salutatorian will be based on final class rank. A student must earn the ACA-

DEMIG HONORS DIPLOMA in order to be eligible for valedictorian or salutatorian honors. Students must have attended Pioneer High School for at least four (4) semesters prior to graduation in order to be considered for valedictorian or salutatorian. Unless two students have the exact same grade point average, there will be only one valedictorian and salutatorian. Valedictorian and salutatorian will be announced at the High School Awards Program. If valedictorian and salutatorian are unable to be determined by that time, they will be announced at graduation.

A 12-point scale is used in determining class rank and grade point averages. Letter grades with “+” or “-” are recorded on permanent records. The following point scale will be assigned for each letter grade:

A+	12 points	B	8 points	D+	3 points
A	11 points	B-	7 points	D	2 points
A-	10 points	C+	6 points	D-	1 point
B+	9 points	C	5 points	F	0 points
		C-	4 points		

## CREDIT POLICY

To graduate from Pioneer High School a student must meet not only the state requirements but also Pioneer High School requirements.

To determine the grade standing of a student as he/she moves through high school, the following guidelines are used:

Freshman	0 -10 credits
Sophomore	11 - 22 credits
Junior	23 – 33 credits
Senior	34 - 44 credits

The student must take the initiative to contact Guidance to adjust their grade level.

## CREDIT FOR EXPELLED OR TRANSFER STUDENT OR STUDENTS WHO HAVE FAILED A REQUIRED COURSE

If a student is expelled from or transfers to Pioneer Jr.-Sr. High School or has failed a required course, he/she can earn credit only by following an established program, such as that offered by Indiana University, the American School, or Indiana Virtual Academy at his/her own time and expense.

## EXTRA CREDIT

Extra credit work in a course may not be assigned and/or completed after the grading period has ended. All extra credit must be completed by the last day of the grading period or an earlier deadline set by the teacher.

## SCHEDULE CHANGE POLICY

Once schedules have been finalized, students will have 5 school days to initiate a schedule change without penalty; any student-initiated schedule change following the 5-day grace period will be either approved or denied by the administration.

Any student who wishes to drop a year-long course will need the approval of both his/her parent and the instructor. Any conflicts regarding a student's request to drop a course will be decided after a conference has been held in which all parties are given the opportunity to voice their concerns and opinions.

## FINAL EXAM INFORMATION

- Any student who misses a first semester final for any reason will make up the final within a week of returning for the 2nd semester as arranged between student and teacher. The grade for that course will be an incomplete until after the final has been graded and a grade change

form has been submitted to guidance.

- Any student who misses a second semester final exam for any reason other than medical emergency or pre-approved absence will receive a zero for that exam. All second semester exams should be made up within one week following the last day of school.
- 1st Semester Final Exam will be the last 2 days of the semester.  
2nd Semester Final Exams will be the 2 days prior to the last day of school.
- **During Final Exams, no student is able to leave during a final exam period with the exception of Career Center Students. Students will remain in the classroom until passing period.**

## FINAL EXAM SCHEDULE

### DAY 1 (NO CAREER CENTER)

#### PERIOD

1	7:55-9:31
3	9:35-11:11
5A Lunch	11:11-11:41
5A Class	11:45-1:21
5B Class	11:15-12:51
5B Lunch	12:51-1:21
7	1:25-3:00

### DAY 2 (NO CAREER CENTER)

#### PERIOD

2	7:55-9:31
4	9:35-11:11
5A Lunch	11:11-11:41
5A Class	11:45-1:21
5B Class	11:15-12:51
5B Lunch	12:51-1:21
6	1:25-3:00

## GRADE FORGIVENESS POLICY

If a student earns a C- or below in math, science, social studies, or English, he/she will be allowed to retake the class and the new grade will be used to compute his/her GPA. In the event that the student retakes the class and earns a lower score the second time, the higher score will count for the GPA.

## GRADING SCALE

All students will use the following grading scale unless an alternate scale is assigned during a case conference:

A+	100.00%
A	93% - 99%
A-	90% - 92%
B+	87% - 89%
B	83% - 86%
B-	80% - 82%
C+	77% - 79%
C	73% - 76%
C-	70% - 72%
D+	67% - 69%
D	63% - 66%
D-	60% - 62%
F	59% or lower

## HOMEWORK POLICY

Students will be responsible for obtaining their own homework by contacting the teacher via email the day(s) of their absence or when they return. **Please do not call the main office to get**



**homework assignments.** If a student is planning an absence, he/she needs to make arrangements with the teachers ahead of time.

## **HOMEWORK INTERVENTION**

Each individual teacher may assign a Homework Intervention for incomplete/missing assignments.

- 3 or more incomplete/missing assignments
- 3:05 pm to 3:45 pm with the date to be determined by the teacher.
- The teacher will communicate with the student and parent about intervention
- If the student completes all incomplete/missing assignments by the date of the intervention and is verified by the teacher, the student is not obligated to attend.

## **HONOR ROLL**

The honor roll will be determined as follows:

High Honor Roll      no grade lower than an A-

Regular Honor Roll    no grade lower than a B-

Any student receiving any grade of C, D, F, or Incomplete will not be eligible for the Honor Roll. Honor Rolls will be determined each nine-weeks and at the end of each semester.

## **INCOMPLETES**

A student who has been absent and not completed course work at the end of the grading period or semester will receive an "F" for the grade. Students must have certified absences to qualify for additional time to complete assignments. Students will generally get one day for each day absent to complete the work, with a maximum of two weeks being allowed. The teacher can assign a date for the assignment to be due within the 2 weeks. Special circumstances that may require more time must be approved by the administration. If all course work is not completed within the allotted time, the "F" will remain as the grade.

## **ONLINE COURSES TO EXPAND STUDENT CURRICULUM**

Pioneer Jr.-Sr. High School is committed to providing students the opportunity to expand their curriculum through online courses. Pioneer School Corporation will reimburse families for the cost of the course after the Guidance Office receives an official transcript from the online institution. Online courses must be arranged through the Guidance Office and the online provider must be an accredited institution. A student will only be allowed to enroll in an online course if he/she meets the following criteria:

- A. Student has potential for success in an online course. (This will be determined by evaluating student's attendance and prior grades earned at Pioneer Jr.-Sr. High School.)
- B. It is the parents' responsibility to request reimbursement from the School Corporation and ensure that an official transcript is submitted to the Guidance Office.
- C. All online courses must follow Pioneer's calendar. Final grades must be completed at the same time the school's semester ends.
- D. Student will only be allowed to enroll in an online foreign language course if he/she has taken two years of Spanish at Pioneer.
- E. Student must express the desire to take an online course prior to the start of the school year. Student must register for the course independently after obtaining approval and completing required forms from the Guidance Office.
- F. Student will not be allowed to enroll in an online course that is currently offered at Pioneer Jr.-Sr. High School.

- G. Student and family must follow the guidelines on the online course contract.
- H. The grade earned from the online institution will be used on the student's official transcript, and the grade will follow the institution's policy.

### **ONLINE COURSES FOR CREDIT RECOVERY**

A student may enroll in an online course to recover credit for a course he/she has failed. Online courses including APEX courses must be arranged through the Guidance Office and must be taken with an accredited institution. Payment for the course will be the parents' responsibility and will not be reimbursed by the School Corporation. Parents are responsible for ensuring that an official transcript is submitted to the Guidance Office.

### **REPORT CARDS**

Report cards normally are issued to students on the first Friday following the end of each 9-weeks grading period. Incomplete grades must be made up by the deadline set by the teacher, with a maximum of two weeks from the end of the grading period being allowed.

### **SEMESTER GRADE POLICY**

Each 9-weeks grade will count 40% and the semester exam/project will count 20% toward the semester grade. Semester average grades will be based on the percentages earned during each 9-week grading period and the semester exam/project. Any student who failed a course needed for graduation will need to obtain the approval of the guidance department to re-enroll and pass the required course, enroll in the pass and approved correspondence course or course offered through the APEX program. The student must meet the deadline established by the guidance counselor, or enroll in a pass approved summer school course.

### **STUDY HALL**

A high school student may enroll in a maximum of one (1) study hall or teaching assistant section per semester. All teaching assistance must maintain a C- or higher in all classes and have not attendance concerns.

## **JUNIOR HIGH GRADE AND RETENTION POLICY**

### **COURSE FAILURE POLICY**

Junior High Grade & Retention Policy – A committee of teachers, guidance counselors, and administrators will review all factors that determine the retention of a student in junior high. Pioneer will constantly communicate with parents about the status and progress of students in jeopardy. The final decision will be left to the discretion of the administration.

## **GRADUATION REQUIREMENTS & POLICY**

### **COMMUNITY SERVICE/SENIOR PROJECT REQUIREMENT**

Students graduating in 6, 7, or 8 semesters will be required to complete 20 hours of documented and approved community service or complete a Senior Project as outlined in their Senior Packet. This is a requirement for graduation.

### **COMMENCEMENT**

Participation in commencement and other graduation activities is considered a privilege granted by the board of education. Serious violations of school rules or regulations, particularly near the end of a student's senior year, could result in denial of that student's participation in Commencement, or

other graduation activities. In order for a student to participate in the commencement ceremony, he/she must have satisfied all graduation requirements. If a student is denied participation in Commencement, his/her diploma will be mailed.

## **MANDATORY COMMENCEMENT REHEARSAL**

Seniors who are planning to participate in the commencement ceremony must participate in the commencement rehearsal. This is a **MANDATORY** activity. Seniors who do not participate in the practice will still be entitled to their diploma and any other awards earned, but they will be excluded from the commencement ceremony.

If a student is unable to attend commencement rehearsal, he/she may appeal to the high school principal in order to participate in the commencement ceremony. The appeal must be made in writing and must explain the extraordinary circumstances that prevented the student from attending the commencement rehearsal. The high school principal will consider the appeal and will inform both the student and his/her parents of the results.

## **SIXTH OR SEVENTH SEMESTER GRADUATES**

Pioneer students may graduate upon completion of seven semesters of attendance and the following as of January 1: 1) all other state and local requirements have been met, 2) must be enrolled at a College/University/Trade School, 3) proof of entering military service, 4) proof of starting a full time job/trade. After completing their work at the end of the seventh semester, those seventh semester graduates will be allowed to participate in and to attend only those school functions which are open to the public with the exception of the Junior-Senior prom, graduation rehearsal, and graduation ceremony. Students who will graduate at the end of six or seven semesters will not be eligible for membership in the National Honor Society. Membership is initially determined based upon the GPA at the end of five semesters, and members are expected to actively participate in the organization during their seventh and eighth semesters of high school.

## **CORE 40**

Indiana has adopted two new programs designed to prepare students for entering college or the work force. These programs are the guidelines for present and future curriculum development. Indiana four-year public colleges will expect students to complete CORE 40 requirements in order to be considered for regular admission. Two-year public colleges also advise taking the CORE 40. In addition, students who have met the requirements of CORE 40 with a C average may receive a waiver if they do not pass the graduation exam.

## **CORE 40 REQUIREMENTS**

28-30 Credits from the following:

- a) language arts--8 credits
- b) mathematics--6 credits of algebra I, geometry, algebra II, or integrated math series
- c) science--6 credits of biology (2); chemistry or physics or integrated chemistry physics (2); any Core 40 science course (2)
- d) social Studies--6 credits of US history (2); government (1); world history/civilization or geography/history of the world (2); economics (1)
- e) physical education: 2 credits
- f) health and wellness: 1 credits

5 Additional credits in courses from the directed electives list below:

- a) fine arts--art, music, or drama
- b) career/technical
- c) world languages

6 Or more credits from any course at your school. \*\*(career academic sequence recommended)

\*\*All students are strongly encouraged to complete a Career Academic Sequence to take full ad-

vantage of career exploration and preparation opportunities.

\*\*Four additional credits are required to satisfy Pioneer Regional School Corporation's graduation requirements.

Total credits - 44 credits.

**CORE 40 WITH ACADEMIC HONORS:  
(MINIMUM OF 47 CREDITS)**

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits.
- Earn 2 Core 40 fine arts credits.
- Earn a grade of "C" or above in courses that will count toward the diploma.
- Have a grade point average of "B" or above.
- Complete **one** of the following:
  - o 2 Advanced Placement courses and corresponding AP Exams
  - o Academic transferable dual high school/college courses resulting in 6 college credits
  - o One Advanced Placement course and corresponding AP Exam and Academic transferable dual high school/college courses resulting in 3 college credits
  - o Score 1200 or higher combined SAT Math and Critical Reading
  - o Score a 26 composite ACT

**CORE 40 WITH TECHNICAL HONORS:  
(MINIMUM OF 47 CREDITS)**

- Complete all requirements for Core 40
- Complete a career-technical program (related sequence of 8-10 career-technical credits)
- Earn a grade of "C" or above in courses that will count toward the diploma
- Have a grade point average of "B" or above
- Complete the state recognized certification by completing two of the options below, one of which must be "A" or "B":
  - A. Take Work Keys, an industry-driven assessment, and score at or above a designated level on each of the three core readiness subject areas (mathematical reasoning, reading for information, and locating information)
  - B. Technical transferable dual high school /college credit courses resulting in 6 college credits
  - C. Professional career internship or cooperative education
  - D. A state approved industry recognized certification

\*\*Must be in the career-technical program area of study.

If you have questions about CORE 40, contact the Guidance Department.

**2016 AND THEREAFTER CORE 40**

Beginning with the Class of 2016 and thereafter, students must take a math or quantitative reasoning course each year in high school.

**2016 AND THEREAFTER CORE 40 WITH ACADEMIC HONORS:  
(MINIMUM OF 47 CREDITS)**

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits. (6 credits in one language or 4 credits each in two

languages.)

- Earn 2 Core 40 Fine Arts credits.
- Earn a grade of “C “or above in courses that will count toward the diploma.
- Have a grade point average of “B” or above.
- Complete **one** of the following:
  - o Earn 4 credits in 2 or more Advanced Placement courses and corresponding AP Exams.
  - o Earn 6 verifiable transcript college credits in dual credit courses from priority course list.
  - o Earn a minimum of 3 verifiable transcript college credits from the priority course list, AND 2 credits in Advanced Placement courses and corresponding AP Exams.
  - o Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each.
  - o Earn an ACT composite score of 26 or higher and complete written section.

## **2016 AND THEREAFTER CORE 40 WITH TECHNICAL HONORS:**

### **(MINIMUM OF 47 CREDITS)**

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  1. Pathway designated industry-based certification or credential, or
  2. Pathway dual credits from the lists of priority courses resulting in 6 transcript college credits.
- Earn a grade of “C “or above in courses that will count toward the diploma.
- Have a grade point average of “B” or above.
- Complete **one** of the following:
  - A. Any one of the options (A-F) of the Core 40 with Academic Honors.
  - B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied mathematics – Level 6, and locating information – Level 5.
  - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
  - D. Earn the following minimum score(s) on Compass; Algebra 66, Writing 70, Reading 80.

## **GENERAL DIPLOMA**

- Details available in guidance
- Must be approved by both guidance, office administration, and parents/guardians.

## **OPT-OUT PROCEDURE**

The completion of the Core 40 is an Indiana graduation requirement. Indiana’s Core 40 curriculum provides the academic foundation that all students need to succeed in college and the work force. To graduate with less than Core 40, the following formal opt-out process must be completed:

- The student, the student’s parent/guardian, and the student’s counselor, Principal, or Vice-Principal meet to discuss the student’s progress.
- The student’s career and course plan is reviewed.
- The student’s parents/guardian determine whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to meet the course and credit requirements for the general diploma and the career/academic sequence the student will pursue as determined.
- Students may begin the opt-out process at the end of their sophomore year.

## **GRADUATION END OF COURSE ASSESSMENT QUALIFYING EXAMS:**

- All students in the graduating classes of 2017 and 2018 are required to pass the English 10 End of Course Assessment (ECA) and the Algebra I End of Course Assessment (ECA). Students will have the opportunity to retake the Algebra I and the English 10 ECA twice per year following the first test.
- As of now, all other graduating classes from 2019 on will have to pass only the ISTEP 10 exam to graduate.

## **ECA WAIVER POLICY**

Waiver Option:

1. Take the test at least one time per year in the subject area(s) needed.
2. Complete all remediation opportunities provided by the school.
3. Maintain a 95 percent high school attendance rate.
4. Maintain a "C" average in the 34 credit hours that are required of all Indiana high school graduates (this course-work consists of eight (8) credits in English/language arts, four (4) credits in social studies, four (4) credits in mathematics, four (4) credits in science, two (2) credits from the aforementioned areas, one (1) credit in health, two (2) credits in physical education and nine (9) miscellaneous credits.
5. Otherwise satisfy all state and local graduation requirements:
6. Either:
  - (A) Completes:
    - i. The course and credit requirements for a general diploma, including the career academic sequence
    - ii. A workforce readiness assessment; and
    - iii. At least one career exploration internship, cooperative education, or workforce credential recommended by the student's school; or
  - (B) Obtain the written recommendation from a teacher of the student in each subject area in which the student has not achieved a passing score on the graduation examination. The written recommendation must be concurred by the principal of the student's school and be supported by documentation that the student has attained the academic standard in the subject area based on:
    - i. Tests other than the graduation examination; or
    - ii. Classroom work

## **ATTENDANCE**

Attendance in class is essential to your child's success. Students who are not in the classroom, for any reason, cannot interact and learn. Education is an ongoing process and attendance is an integral part of that process. A fine attendance record is one of the best recommendations a school can give its graduates. Poor attendance is interpreted by personnel directors and employers as an indication of poor health or lack of interest, and poor attenders are often considered a poor risk for employment.

## **PERFECT ATTENDANCE**

A student who was not absent (any absence regardless of certified/excused/unexcused) and was not tardy to school or class will meet the criteria for perfect attendance.

The following statutes address school attendance:

## **INDIANA LAW I.C. 20-8.1-3-34. COMPULSORY ATTENDANCE DUTY OF PARENTS**

It is unlawful for a parent to fail, neglect, or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools.

## **INDIANA LAW I.C. 20-8.1-3-37. PENALTIES**

Any person who knowingly violates this chapter commits a class B misdemeanor, which is punishable by imprisonment up to 360 days and/or a fine up to \$2000.

## **THE FOLLOWING ATTENDANCE POLICY IS IN EFFECT FOR THE 2018-2019 SCHOOL YEAR:**

### **ATTENDANCE PROCEDURE FOR AN ABSENCE:**

The absence policy for absences at Pioneer Jr. Sr. High School applies to absences from Century Career Center Classes. The following attendance policy is in effect for the 2019-2020 school year:

### **NUMBER OF TOTAL ABSENCES A SCHOOL YEAR**

- Students are able to accumulate ten (10) excused/unexcused per school year. After the tenth excused/unexcused day, the student will have disciplinary action. On the fourteenth excused/unexcused absence, a report will be filed with Department of Child Services and Cass County Family Opportunity Center/Probation.

### **NUMBER OF TOTAL ABSENCES PER PERIOD PER NINE WEEKS**

- Any Student who misses 7 or more single-period classes, excused or unexcused, per each nine weeks will NOT receive credit for those classes for which they were absent. This policy does not include any certified absences.

### **CONSEQUENCES OF UNEXCUSED (FULL DAY ABSENCE):**

1st unexcused absence: Student will be given a warning. Parent will be contacted.

2nd unexcused absence: Student will be given an after-school detention.

3rd and subsequent unexcused absence: Student will be considered truant and discipline ladder will follow the discipline procedure.

- 3rd offense = Wednesday Night School
- 5th offense = 3 days ISS
- 7th offense = 3 days OSS
- 9th offense = 5 days OSS and move for expulsion

### **CONSEQUENCES FOR VIOLATING THE ATTENDANCE POLICY**

- If a student violates the attendance policy just one nine weeks, they will automatically forfeit their opportunity to attend any field trip.
- If a student violates the attendance policy for two nine-week grading periods, they forfeit all extra-curricular events (athletic events, all dances, prom, fieldtrips, senior trip, etc.) for the remainder of the school year.

### **TYPES OF ABSENCE**

1. Excused– If a parent or guardian calls the student hotline and reports the student absent from school the day of the absence, that student will receive an excused absence. An excused absence will count against the students 6 total allowable absences per nine weeks.
2. Unexcused– If a parent or guardian does not call the student hotline to report the student absent from school the day of the absence, that student will receive an unexcused absence. The absence WILL NOT be changed. Any absence that has not been verified by the parent/legal guardian will be considered truancy.

3. **Certified Absence**— Official documentation has been received by the office verifying the student had a college visit, doctor's appointment, family funeral or school approved event.

1. If your student is absent from school, it is preferred that a phone call is made to the school by 9:00 a.m. on the day of the absence. Please leave absences on the school's Absence Hotline by calling the high school telephone number and selecting Option 1. Any absence that is not verified by the parents/legal guardian will be considered **truancy**.
2. The school reserves the right to check certified/excused absences by calling parents and/or physician/dentist or college to verify the student's absence.

\*\*Only the attendance committee (assistant principal, school nurse, two teachers and one guidance counselor) can overturn any failure to receive credit due to violation of having 7or more excused/unexcused absences per nine weeks.

### **EMANCIPATED STUDENTS (SELF-SUPPORTING)**

Only those students who are legally emancipated may write their own notes for attendance purposes. Indiana code considers a student emancipated when he/she furnishes his/her own support from his/her own resources, is not dependent in any material way on his/her parents for support, files or is required by applicable law to file a separate tax return and maintains a residence separate from that of his/her parents. For attendance purposes Pioneer High School considers students who are at least 21 years old or married to be emancipated.

### **EXTRA-CURRICULAR ACTIVITIES**

Students must be in attendance at least 4 (four) full periods during a school day in order to attend or to participate in a school activity that evening. This rule applies mainly to student illness. The administration may waive this requirement. Please check in advance. Any Pioneer student in possession of drugs or alcohol, or in an impaired condition of thought or action, at an extracurricular event is subject to the rules and procedures of the school. This applies regardless of whether the event is taking place at Pioneer or at another school, and regardless of whether the student rode the bus or came in a private vehicle. Students should be aware that the police will be notified, as well as their parents.

### **MAKE - UP WORK DURING ABSENCES**

**Certified absences**—Work or assignments missed during a certified absence may be made up with no resulting loss of grade or credit. It is the responsibility of the student to ask the teacher for make-up work, and when completed, present it to the teacher. If the student intends to make up the missed work, he/she should notify the teacher of his/her intent during his/her first day back to school. The teacher will determine the date for completion of the make-up work.

**Excused and Unexcused absences**—It is at the discretion of the teacher whether or not the student can receive credit for any missed work during an excused or unexcused absence.

**Suspensions**—A suspended student's homework/quizzes/tests must be made up for the days he/she has missed by 3:00 p.m. on the date of the student's return to school following the suspension.

### **PREARRANGED ABSENCE**

Any student who knows in advance that he/she will be absent from school should have parents contact the high school office; students should also make arrangements with teachers for completing all homework PRIOR to leaving. No PRE-ARRANGED ABSENCES DURING FINAL EXAMS unless prior permission is granted by the administration.

**COLLEGE OR VOCATIONAL SCHOOL VISIT** - Each junior will be excused for 1 (one) day and any senior will be excused from school for 2 (two) days per school year for a college visitation, vocational school visitation, military exploration or employment opportunity. One college visit for a junior or two college visits for a senior will not count as an absence on a student's allotted absences. College days' count against perfect attendance. Students must make prior arrangements for



the day. They need to show documentation upon their return to school the following day.

## **STUDENTS LEAVING THE BUILDING DURING THE DAY**

Parents are required to call the school or send a note with the student if the student is to leave early for an appointment. When leaving or returning to school during the day, the student is to sign in/out on the appropriate form in the main office. Students 18 years of age must have parental permission.

## **TARDINESS**

Promptness is a habit that should be formed early in life. Students are expected to be at school on time and in their classroom seats when the bell signifies it is time for work to commence. It is recognized that emergencies sometimes arise and this will be taken into account. However, tardiness disturbs the educational process for all students. Tardiness will be handled as follows:

**Tardy to school** - the student must report to the office to obtain an admit slip. Excessive tardiness to school will result in disciplinary action.

**Tardy to classes** - will be handled by the classroom teacher with repeated or excessive tardiness being referred to the office. A tardy referred to the office may result in detention or suspension.

The penalty for a tardy to school and/or a classroom is listed below.

Tardy 1-2	WARNING
Tardy 3-4	DETENTION
Tardy 5	<b>WEDNESDAY NIGHT SCHOOL (3 HOURS)</b>
Tardy 6+	IN-SCHOOL SUSPENSION

## **TRUANCY**

- A student may be judged truant when absent from school or a class without the knowledge or permission of the parent and the school. When continued truancy involves a student under the age of sixteen years and cooperation of the parents does not prove to be a satisfactory solution to the problem, the matter will be handled in accordance with the compulsory attendance laws of Indiana and referred to the court system.
- Any student who has 14 unexcused/excused absences for two nine weeks shall be designated as a habitual truant and will be reported to the department of child services and Cass County Family Opportunity Center/Probation.

# **CENTURY CAREER CENTER**

## **CENTURY CAREER CENTER STUDENTS**

Pioneer juniors and seniors may choose to take classes at the Century Career Center. A student must be in attendance at Pioneer Jr. Sr. High School for 4 (four) periods a day to be considered a Pioneer Student. All students planning to attend Century Career Center must go during periods 1-3 or 5-7. This includes co-op students.

## **TRANSPORTATION TO AND FROM CENTURY CAREER CENTER**

It is mandatory that each student ride to and from the vocational school in the vehicle provided by Pioneer High School. From time to time it may be necessary for a student to request permission to drive to the vocational school for auto repair work, etc. In this event, a special pass form must be filled out by the student prior to driving with signatures from the student, Career Center, school administration, and parents giving permission to drive and the reason for the request. The student who receives permission to drive is not to transport other students to or from the vocational school unless this information is stated on the special pass. A student who violates this procedure may lose his driving privilege or face suspension from school. Student and guardian is required to complete and sign an agreement if the student is going to drive to CCC.

## **CAREER CENTER GRADES**

Career Center students will receive report cards from Pioneer High School. Grade updates are not available through Harmony. Parents are encouraged to contact the Century Career Center if they have questions about the student's Career Center grades, 574-722-3811. If a student misses the Career Center bus the student must report to the main office and stay in study hall until 3:00pm.

# **GENERAL INFORMATION**

## **ACCEPTABLE USE POLICY**

### **TECHNOLOGY USE**

To access technology at Pioneer Regional School Corporation, students under the age of eighteen (18) must obtain parent permission.

Use of all technology at Pioneer Regional School Corporation is a privilege, not a right. The Corporation's technology, including its internet connections, is provided for educational purposes only. The use of unauthorized devices on school property is prohibited. Unauthorized and/or inappropriate use of any technology on Pioneer Regional School Corporation property will result in a cancellation of part or all technology privileges.

The Corporation has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, pornographic or harmful to minors. The Corporation also monitors online activity of students in an effort to restrict access to pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to individuals who violate the Student Technology Acceptable Use Policy and related Guidelines, and implement other disciplinary action as is appropriate under the Student Code of Conduct.

Students accessing the Pioneer Regional School Corporation technology, devices, networks, or other connections, assume personal responsibility and liability, both civil and criminal. The Corporation has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using personal devices or Corporation's computers/mobile devices/networks, phones, etc. Messages, communications, or materials relating to or in support of illegal activities will be reported to the appropriate authorities.

Parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the School Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of technology. Student's using Pioneer Regional School Corporation technology assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use thereof.

Technology at Pioneer Regional School Corporation may be used at the teacher's discretion in his/her classroom. Students will be required to follow the policy of each specific teacher for the use of electronic devices. If a student violates the teacher's policy, the student will receive a disciplinary action.

No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from Pioneer Regional School Corporation, except for approved projects with the express permission of the teacher.

## DIGITAL CITIZENSHIP

Pioneer Regional School Corporation believes that the Internet and digital devices offer vast, diverse, and unique resources to students, parents, faculty and staff. Our goal in providing Internet access and digital devices to students is to promote educational excellence by facilitating innovation, communication and collaboration. In order to meet our goal. Users are expected to abide by and model the accepted Digital Citizenship Agreement, which includes but is not limited to:

- 1. Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post.
- 2. Respect Others.** I will show respect to others. I will not use electronic mediums to flame, bully, or stalk other people. I will show respect for other people and myself in my choice of websites, I will not visit sites that are degrading to others, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
- 3. Respect for Property.** I will respect the property of others including school IT property such as networks, hardware, software, or other user's files and data. This includes, but is not limited to, the creation, uploading, or downloading of computer viruses or other malicious software.
- 4. Respect for Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, and other media. I will only use software and media others produce with their permission. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.
- 5. Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
- 6. Protect Others.** I will protect others by reporting abuse and by not forwarding inappropriate materials or communications.

## NO EXPECTATION OF PRIVACY

Students have no expectation of confidentiality or privacy with respect to any usage of a iPad, Chromebook, Lab Computer, personal device, or any technology owned by or located at Pioneer Regional School Corporation regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student device at any time for any reason related to the operation of the District. By using any device, students agree to such access, monitoring, and recording of their use.

Failure to abide by the Acceptable Use Policy may result in one or more of the following:

- Disciplinary action by the Principal and/or Pioneer Regional School Corporation
- The notification to the appropriate legal authorities for prosecution, if required.
- Responsibility for damages to all IT equipment, networks, and hardware or software systems resulting from deliberate or willful acts of vandalism.

## SENIOR ACCESS PROMOTION PROGRAM

Pioneer Regional School Corporation would like to encourage and prepare our students for the next phase of their educational career. At the beginning of the second grading period, students who meet the requirements defined below will be granted permission to email outside the pioneer.k12.in.us domain for the purpose of communication with colleges and sources that will help them define future education and life objectives. In addition, they will be granted internet access with limited restrictions. Social media, inappropriate content, and websites that put undue stress on our network will continue to be restricted. While most sites will be accessible to students for research purposes, Pioneer will still monitor ALL sites

for inappropriate content or harmful intent.

- To be eligible for the Senior Access Promotion Program student must meet the following:
  1. Receive a grade of 70% or higher on a Digital Citizenship Test
  2. Grades: Nothing below a 70%
  3. Attendance: No loss of credit
  4. Discipline: No office referrals
  5. Permission: Student must have a signed permission agreement on file to receive access.
- Failure to meet the above standards, at any time, will result in the Senior Access Promotion Program termination for that individual student.

## **ANNOUNCEMENTS**

Students must be in their 1st period class before the 7:55 bell. Students should stand for the Pledge of Allegiance and remain standing for a Moment of Silence.

## **BALLOONS**

Any balloons delivered to school may not be transported home by school bus. Balloons on the school bus may become a safety hazard for the bus driver.

## **BOOK BAGS**

For safety reasons, allowing book bags in the classroom will be left to the discretion of the individual teacher. In the Media Center, all book bags must be left at the door.

## **BOOKSTORE**

Bookstore hours will be from 7:30-10:30AM and 1:00-3:00PM each day. The bookstore will be closed from 10:30AM-1:00PM. Students may buy many supplies from the bookstore.

## **BUS PASSES**

Students who wish to ride a bus other than their own or to go home with someone else on their own route or bus, must receive a Bus Pass from the office before 12:00 PM of the day they wish to ride. Students are required to provide a note from a parent or guardian to the office before a bus pass will be issued. **Due to the number of regular student riders, some busses may not be able to accommodate extra riders and those bus pass requests will be denied.**

## **CLASS DUES**

Each student in grades 7-12 is required to pay class dues to help with the expenses of the class. Each student will have an opportunity to benefit from the expenses paid by class dues. Class dues will be added to book fees each school year.

## **CLASS OFFICER ELECTIONS:**

To run for a Class Officer position, you must complete a petition and return it to your Sponsor. Late submissions will not be accepted.

The following Class Offices are available:

- President
- Vice President
- Secretary
- Treasurer
- Event Coordinator

All students running for office will be expected to campaign.

**Presidential Candidates** are expected to prepare a personal bio in a Google Video or Google slide presentation to share with your classmates. The bio should include:

- What you are wanting to do with the office?

- Who you are as a person

### **Elections will be held (TBD).**

An electronic ballot will be emailed to each student for voting.

**CLASS DUES MUST BE PAID OR YOUR NAME WILL BE REMOVED FROM THE BALLOT.**

### **CLASS OFFICERS COMMITTEE EXPECTATIONS**

1. Plan and participate in pep sessions
2. Plan and participate in Class's Homecoming Float
3. Assist class sponsor (s) in:
  - a. Organizing a class service project
  - b. Participating in service project

Class Officers are expected to follow the Pioneer Student Handbook and Class Officers Expectations. Any violation of the student handbook and / or Class Officer Description may result in being removed from the position. The decision to remove a student from office will be at the discretion of the sponsor(s) and Administration.

### **SENIOR CLASS OFFICER DESCRIPTIONS:**

#### **President**

- a. Create agenda and lead meetings with class officers and faculty advisors
- b. Attend class officer meetings
- c. Attend Student Council Meetings
- d. Plan class reunions after high school, either at 5 or 10-year mark
- e. Serve on homecoming float committee
  - Participate on the float during the parade above other floats. (Unless a Homecoming representative).
- f. Maintain contact with faculty advisor for your class
- g. Attend Commencement as a future senior class officer to pass out programs in formal wear
- h. Decorate for graduation
- i. Emcee Commencement

#### **Vice President**

- a. Assist President with agendas and meetings as needed
- b. Attend class officer meetings
- c. Serve on homecoming float committee
- d. Maintain contact with students of your class, be aware of their ideas and opinions.
- e. Carry out responsibilities of President if President is unable to do so.
- f. Decorate for graduation
- g. Graduation Invocation or Remembrance

#### **Secretary**

- a. Record minutes of all meetings and distribute to all officers and faculty advisors
- b. Maintain electronic copies of minutes in folder in google
- c. Serve as contact to school newspaper/Panther Spectator and any other calendars.
- d. Attend class officer meetings
- e. Serve on homecoming float committee
  - Participate on the float during the parade above other floats. (Unless a Homecoming Representative)
- f. Maintain contact with students of your class, be aware of their ideas and opinions

- g. Decorate for graduation

**Treasurer:**

- a. Collect class dues in cooperation with school treasurer
- b. Maintain class financial information in cooperation with school treasurer
- c. Attend class officer meetings
- d. Serve on homecoming float committee
  - Participate on the float during the parade above other floats (unless a Homecoming representative)
- e. Maintain contact with students of your class, be aware of their ideas and opinions
- f. Decorate for graduation.

**Event Coordinator:**

- a. Attend all class officer meetings
- b. Maintain contact with students of our class, be aware of their ideas and opinions
- c. Chair on homecoming float committee
  - Participate on the float during the parade above other floats. (unless a Homecoming representative)
- d. Chair graduation decorating
- e. Head any other senior events

**All Senior Class Officers:**

Select Senior Motto

Select Senior Flower

Select Senior Apparel

**JUNIOR, SOPHOMORE & FRESHMAN CLASS OFFICERS:**

**President:**

- a. Create agenda and lead meetings with class officers and faculty advisors
- b. Attend class officer meetings
- c. Attend Student Council Meetings
- d. Serve on homecoming float committee
  - Participate on the float during the parade above other floats. (Unless a Homecoming representative).
- e. Maintain contact with faculty advisor for your class
- f. Attend Commencement as a future senior class officer to pass out programs in formal wear

**Vice President**

- a. Assist President with agendas and meetings as needed
- b. Attend class officer meetings
- c. Serve on homecoming float committee
  - Participate on the float during the parade above other floats
- d. Maintain contact with students of your class, be aware of their ideas and opinions.
- e. Carry out responsibilities of President if President is unable to do so.

**Secretary**

- a. Record minutes of all meetings and distribute to all officers and faculty advisors
- b. Maintain electronic copies of minutes in folder in google
- c. Serve as contact to school newspaper/Panther Spectator and any other calendars.

- d. Attend class officer meetings
- e. Serve on homecoming float committee
  - Participate on the float during the parade above other floats. (Unless a Homecoming Representative)
- f. Maintain contact with students of your class, be aware of their ideas and opinions

**Treasurer:**

- a. Collect class dues in cooperation with school treasurer
- b. Maintain class financial information in cooperation with school treasurer
- c. Attend class officer meetings
- d. Serve on homecoming float committee
  - Participate on the float during the parade above other floats (unless a Homecoming representative)
- e. Maintain contact with students of your class, be aware of their ideas and opinions

**Event Coordinator:**

- a. Attend all class officer meetings
- b. Maintain contact with students of our class, be aware of their ideas and opinions
- c. Chair on homecoming float committee
  - Participate on the float during the parade above other floats. (unless a Homecoming representative)
- d. Head any other events

**CLUBS**

Pioneer Junior Senior High School has many clubs and organizations in which students may be members. All clubs and organizations operate under the direction and supervision of a staff member and must have a constitution on file in the office. Any class or club officer who commits a major disciplinary offense will lose his/her office for one calendar year, nor will he/she be able to run for office during this time. Major offenses would include school suspensions/expulsions or breaking the law. Students should be familiar with individual club rules and guidelines. Students who are members of any Pioneer club or organization must have an Acceptable Use Form on file.

**COMMUNITY SERVICE REQUIREMENTS**

All students at PHS will be required to participate in the following community service projects.

- 1. Freshmen Year – 2 school provided service projects (Pioneer Projects)
  - a. Students will sign-up to assist in cleaning after an event at PJSHS. The student will need to sign-up in advance for the event. The student will receive free admission. Each student will be required to:
    - i. Sign –up in advance
    - ii. Sign-in at the event
    - iii. Sign-out at the event
- 2. Sophomore Year – 1 school provided service project (Royal Center Beautification)
  - a. All students will participate helping/assisting in the beautification of Royal Center on a day determined by the administration.
- 3. Senior Year – 1 School provided service project (United Way)
  - a. All students will participate in projects to help/assist United Way on a specific day determined by the administration and United Way.

Administration reserves the right to exempt students from the service projects.

**CRITICISMS/COMMENTS REGARDING SCHOOL RELATED ITEMS**

The School Board of the Pioneer Regional School Corporation recognizes parents and other community members will periodically question procedures or actions of the staff. It is the Board's intent to allow a fair hearing on any and all issues. The Board also recognizes that it is best to

resolve issues at their source or at the lowest level possible. With this in mind, concerns directed to individual Board members, the Superintendent or an administrator will be redirected to be handled informally with the staff member directly involved. The normal progression to be followed would be (1) staff member (teacher, bus driver, etc.), (2) building administrator, (3) superintendent, and (4) School Board as a whole.

## DEBTS

The school will use Small Claims Court for outstanding debts to the school.

## EMERGENCY DISASTER PROCEDURES

Procedures for emergency disasters are posted in each classroom. Students should make themselves familiar with the proper procedures.

Fire Drill - Students should evacuate the building according to the procedures listed in the classroom. Practice drills are done once a month throughout the year.

Tornado Drill - Students are to report to the safe area as indicated in the classroom. Tornado drills are completed twice each semester.

Soft Lock Down - Lockdowns occur periodically. Students will remain in the classroom until the principal or his/her designee gives the all-clear.

Hard Lock Down: In the event of a lockdown, teachers will lock the classroom door and pull all window coverings. Lights are to be off and students are to be held in a secure area of the classroom. Talking or use of any personal device will not be allowed during a Code Black drill.

## FOOD AND DRINK

Food and drinks are to be consumed in the cafeteria, except food associated with a specific class project. **No open food or drink containers are allowed in the classrooms, auditorium, hallways, or locker rooms except for water, which will be allowed at teacher's discretion**

When food is part of a class project, the class is responsible for taking trash to the dumpster and will not leave trash in the room. Food may be purchased from the cafeteria prior to 7:50 or during lunch. ALL food must be consumed in the cafeteria. No food is to be purchased between classes.

Students are discouraged to bring soft drinks into the building. Students may bring food and water into the building for **his/her lunch only or a class project under the supervision of a teacher. Students will not be allowed to bring food into the cafeteria to be shared with other students.** A student who brings his lunch to school should keep it in his/her locker until lunch time. No commercial foods (i.e. pizza, subs, etc) are to be delivered to the school to be consumed during the lunch period.

## CELL PHONE POLICY

Cell phone usage within the classroom is to the discretion of each individual classroom teacher. Students can use cell phones during passing periods, during lunch and before the first 7:55 AM school bell and after the 3:00 PM school bell.

1st consequence-warning

2nd consequence-confiscation of phone and parent must pick phone up in office at 3:00PM

3rd consequence- Wednesday Night School

4th consequence-ISS

5th consequence-OSS (1-5 days)

If the student refuses to turn the phone over to the teacher for the class period, then a referral to administration will be written for "Cell Phone Violation-Failure to hand over cell phone" and ISS will result. Furthermore, since the student received ISS for an infraction of the cell phone policy, then they will be required to turn their phone over the day(s) they are in ISS. The phone will be returned to the student at the end of the day. Failure to hand over cell phone during ISS will result in OSS.



## FIELD TRIPS

Field trips provide opportunities for student's become better acquainted with the community as well as build on a student's education experience. The trips are planned to show how classroom instruction applies in the world of work or advanced education. The principal has the option of limiting field trips for

a particular student if that student has an attendance issue, discipline issue, or academic issue. The student will attend their regular classes to address the deficiencies on the date of the trip.

- No field trips after May 1 (during the regular school day) of the school year except for the junior high field trip to the Indianapolis Indians and the senior field trip. Clubs cannot take a field trip during the regular school day at any time throughout the school year.
- Students must pass 5 classes in the prior nine weeks in order to participate in a fieldtrip.

## FOREIGN EXCHANGE STUDENT GUIDELINES

Foreign Exchange Students should be able to blend in with our students without experiencing major difficulties. The students need to understand that they are here to experience our educational programs and culture, and they will be expected to put forth their best efforts and to maximize these experiences.

The following guidelines will be used by Pioneer High School for Foreign Exchange Students:

1. Acceptance of Foreign Exchange Students will be approved by the building principal and/or the guidance director prior to enrollment of the student. Exchange students must be enrolled no later than two weeks before the first day of the school year. No students will be accepted by Pioneer after the start of school.
2. All Foreign Exchange Students who are enrolled in Pioneer High School should be fluent in speaking English, and their placement information should reflect a fluency in the English language.
3. All Foreign Exchange Students are expected to abide by the same rules that regular Pioneer students abide by, including rules of the Student Handbook and the Indiana High School Athletic Association.
4. All Foreign Exchange Students are responsible for payment of book fees, lunches, yearbook purchases, class dues, admission into extra-curricular activities, etc.
5. All Foreign Exchange Students will be enrolled as juniors but may enroll in senior level classes if they qualify.
6. Foreign Exchange Students may participate in all extra-curricular activities offered by Pioneer High School providing they meet all of the eligibility requirements. (Not all Foreign Exchange Programs are approved by the Indiana High School Athletic Association. The Principal's Office and the Guidance Office can provide a list of the approved programs.)
7. **Unless the Foreign Exchange Student meets the requirements for a Pioneer diploma, he/she will not be eligible for graduation exercises because he/she has not met Pioneer graduation requirements.** These students will be recognized during our High School Awards Program at the end of the school year in May.
8. Pioneer reserves the right to have an Exchange Student removed from our school if effort is not given, misconduct, or anything else that is detrimental to the student or school.
9. All Foreign Exchange Students must participate in all testing (ISTEP, WIDA, NWEA, etc.) unless a written waiver is complete by the parents and guardian.

## HALL PASSES

When a student is out of his/her assigned area during class time, he/she **must have a properly completed teacher pass.** The pass must be signed by a teacher and include the time leaving, destination, date and student name.

## INSURANCE

Pioneer Junior Senior High School does not provide insurance for student injuries or damage or loss to personal property. A homeowner's policy may cover property damaged or lost at school. You are encouraged to have adequate health and property damage/loss insurance coverage.

## JUNIOR CLASS OR 3RD YEAR HS STUDENT REQUIREMENTS

Each member of the Junior Class or 3rd year high school student is required to work three to four concessions depending upon class size. If the student does not work all concessions, they waive the privilege to attend the prom their junior year. There is a \$40.00 fee for all junior which applies to graduation. If the fee is not paid by the end of his/her senior year, the fee will be a deficiency, and the student will not be allowed to participate in the graduation ceremony.

## LIBRARY

**The Media Resource Center (MRC) is available to all students for research purposes with a pass from the teacher who has assigned the research. Students may visit the library during their Study Hall period for 15 minutes to check out or return a book as well as take Reading Counts tests. If the student needs to work in the library for the entire period for research purposes, he/she will need a pass from the teacher who has assigned the research.** The Library and Media Center has many fine periodicals as well as books available for students to use. The benefits received depend to a great extent on how well each individual uses the library. The library is open from 7:45 AM to 3:15 PM each day.

Regular checkouts - 15 school days, 3 grace period days, fined \$0.05 per day thereafter. Maybe renewed twice.

There is a \$1.00 fee for removed or damaged bar codes.

If a student owes \$2.00 in fines, he/she cannot check out anything else until the fine is paid.

## LOCKERS AND CONTENTS

Each student is assigned a locker. If a student has a problem with his/her locker (i.e. being unable to open it or problems with it jamming, etc.), he/she should report the problem to the main office immediately. The student is responsible for the items in the locker. Periodic inspection of lockers will be made by the school administration. **Lockers must be kept clean and neat.** Students are responsible for any damage to the lockers they have been assigned.

A student using a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or its contents.

A principal or other member of the administrative staff of a school designated in writing by the principal may, in accordance with the rules of the governing body of that school corporation, search such a locker and its contents at any time. Other than a general search of lockers of all students, any search conducted under this section shall be, where possible, conducted in the presence of the student whose assigned locker is the subject of the search.

A law enforcement agency having jurisdiction over the geographic area in which is located the school facility containing such a locker may, at the request of the school principal and in accordance with rules of the governing body of that school corporation, assist the school administrators in searching such a locker and its contents. (as added by Acts 1980, H. 1086, Sec. 1).

## LOST AND FOUND

All "lost and found" items should be turned in to the bookstore where they may be claimed by the owners. Lost and Found will be emptied every two weeks and donated to charitable centers.

## BREAKFAST, LUNCH AND CAFETERIA

Breakfast is served every morning from 7:30-7:50 AM. All students must eat in the cafeteria whether they carry their lunch to school or buy it. **Students may bring food and water into the cafeteria for his/her lunch only. Students will not be allowed to bring food into the cafeteria to be shared with other students. A student who brings his/her lunch to school should keep**

**it in his/her locker until lunch time.** Students may not bring or purchase soft drinks in the cafeteria during breakfast or the lunch hour. Students who choose not to eat lunch will go to the cafeteria. No commercial foods (i.e. pizzas, subs, etc.) are to be delivered to the school to be consumed during the lunch period. The cafeteria serves a balanced breakfast and lunch daily, following the federal guidelines for food and nutrition and quantity of food. Menus are posted on a monthly basis and the daily menu is read during the morning announcements. Student Breakfast \$1.40, Adult Breakfast \$1.75. Student Lunch \$2.30, Adult Lunch \$3.30. Supersize Lunch \$1.35.

Each student is assigned a lunch account. Money must be deposited at the bookstore before 10:00 a.m. each day. A \$2.00 minimum deposit is required. Cash will not be accepted in the cafeteria line. Cafeteria workers will inform students when they have less than \$2.00 in their account. Full pay students and staff may charge up to 1 week of meals \$11.00. No ALA CARTE purchases can be charged if no money in the account. Reduced pay students may charge up to \$0.80, free lunch students cannot charge items. If a student's lunch account falls below the above listed amount, no lunch substitution will be provided. Students may supersize their meal for an additional \$0.90. They may also purchase a second meal if they choose. However, the student will be charged the price of an adult meal (\$3.30) in order to cover the cost, as a second meal is not reimbursable through the school lunch fund.

### **PROCEDURES FOR STUDENT LUNCH / MEAL ACCOUNTS**

Pioneer School Corporation will adhere to the following meal charge procedure:

- All cafeteria purchases are to be prepaid before meal service begins.  
*Prepay online using your Harmony parent portal*  
*Use the lunch box located at the bookstore to put in lunch money before 10 am*
- Students may charge up to five (5) meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- Staff members may charge up to \$11.00 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees.
- If a student repeatedly comes to school with no packed lunch and no money to pay for school lunch, food service employees must report this to the building principal as this may be a sign of abuse or neglect and will be reported to Child Protective Services.
- Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal. However, if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal. OR  
*Elementary will provide an alternative meal of peanut butter and jelly in substitution of the main entrée to a student who pays reduced or full price and who does not provide the required payment for that meal. Charges will still be accumulated to the lunch account.*
- The food service manager or other school personnel will coordinate communications with the parent(s) / Guardian(s) to resolve the matter of unpaid charges. The Food Service Director will call a household, send an emails/texts, and letters to attempt to get the debt paid.
- At \$25.00 you will not be allowed any additional charges on the account.
- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s) / guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

- Again at \$25.00 you will not be allowed to charge on the account. *And these additional steps may be taken.*
  - ~ *Your student will need to bring his/her lunch from home OR have money in hand to pay for that day's meal services. If no lunch is brought in for the student, we will have an obligation to report this to the proper authorities as this can be considered neglect.*
  - ~ *If food services staff suspects that a student is abusing this policy, written notice will be provided to the parent(s) / guardian(s) that if he/she continues to abuse this policy, the privileges of any alternative meal will be refused.*
  - ~ *\$25.00 is the MAXIMUM charge allowed, no exceptions.*
- The automated email will notify parents every other day of any outstanding negative balance in the student's lunch/meal account.
- All accounts must be settled at the end of the school year (5/21/20). Letters will be sent home approximately five (5) days before the last day of school to students who have any negative balances. Any negative balances not paid in full prior to 6/15/20. Will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- Students who graduate or withdraw from the corporation and have \$10.00 or more left in their lunch / meal food service account will be notified by mail by food services by 6/1/20 and given the option to transfer the funds to another student or to receive a refund. If no response is received by 6/15/20, the student's lunch / meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the kitchen fund.

In order to keep the cafeteria clean and attractive, the following rules must be observed:

1. All students will report to the cafeteria in an orderly fashion following dismissal from class. Students should be in the cafeteria within the passing time.
2. Students should line up single file in one of the two lunch serving lines. No cutting in line. Cutters will be sent to the end of the line.
3. Students will remain seated at the tables except to return trays to the dish room window or get rid of trash.
4. The eating area is the student's responsibility and must be free of food, dishes, paper, etc. before students will be dismissed from the cafeteria. Students will bus their own trays. Staff may assign lunch duty to students not cleaning up their area. Repeat offenders may be assigned a Wednesday Night School.
5. Milk cartons, chip bags, etc. are not to be flattened or popped.
6. Students should not take or mess with another student's food.
7. Students may visit **QUIETLY**. Shouting and other forms of excessive noise will not be tolerated.
8. No pop may be purchased from the machines during the school day including lunch. Students may purchase fruit juice or water through the cafeteria line.
9. Tables are not to be moved or rearranged.
10. Students are not permitted to leave the cafeteria without permission of lunchroom supervisor.

## **NATIONAL HONOR SOCIETY SELECTION**

Candidates must be a sophomore and must have a cumulative scholastic average of at least 10.5

(Sophomore) or 9.0 (Junior) on a 12.0 scale, and must have been enrolled for at least one full semester at Pioneer High School. Any Foreign Exchange Student can be an honorary member as long as the requirements are met. Students meeting the GPA requirement will be asked to submit a list of their activities, leadership positions, recognitions and awards, and community activities. The faculty council then reviews the candidate's service, leadership and character qualities. Once the faculty council grants membership, an induction ceremony is conducted.

National Junior Honor Society (NJHS) is a national organization established to recognize outstanding students. NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, character and citizenship. The Pioneer chapter not only recognizes students for their accomplishments but challenges them to develop further through active involvement in after-school activities and community service. It is not an organization for students who do not wish to be involved in after-school or occasional weekend projects. This organization does not commit to fund-raising events and also works to help those less fortunate than ourselves.

## **PARENT CONFERENCES**

We strongly urge parents to communicate with the teachers of your students. Parents may feel free to call the school office between 7:30 AM and 4:00 PM to schedule a conference with a staff member. Parent-Teacher conferences are held in the fall and parents are encouraged to attend.

## **PROM/HIGH SCHOOL DANCES**

- Students in at least the 9th Grade and through the age of 20 may attend the Prom or other high school dances.
- Students who have had a suspension from school within the semester of the dance will not be permitted to attend.
- Guest from other schools will be required to have the "Student in Good Standing Form" completed by the proper school officials at the respective school. The form must be turned in at the time of the registration form is due. If not completed, the guest will not be permitted to attend Pioneer High School Dances/Prom.
- Guest who have previously graduated will need to submit a copy of their driver's license for age verification: no guest 21 years of age or older will be admitted to Pioneer High School Dances/Prom.

## **SCHOOL CLOSINGS**

In the event of severely inclement weather conditions, school may be closed, the starting time delayed or school may be dismissed early. School closings, delays or early dismissals will be displayed on the school website and announced over the following radio and tv stations: WSAL (1230 AM), WWKI (100.5 FM), WHZR (103.7 FM), WMYK (98.5 FM), WTHR (Channel 13), and WFLI (Channel 18). School closings will normally be announced by 6:00 AM. If no reports are heard on the radio, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be left open for emergencies.

In the event of an early dismissal, parents will be notified via \*\*Remind. A notification will also be dispatched through Harmony if it is available. Students will follow their established routine for transportation home at dismissal if no alternate transportation information received from parents prior to the early dismissal time.

\*\*Remind is an independent notification system maintained by Pioneer Regional School Corporation. It is highly recommended that parents and students use Remind for important notifications. Parents can be added to Remind by cell phone or email address. If you are currently not signed up to receive Remind texts or emails, please request to be added at [ithelp@pioneer.k12.in.us](mailto:ithelp@pioneer.k12.in.us)

\*Loss of electricity could impair the ability to send messages from Harmony.

## **E-LEARNING**

### **eLearning Day Procedures**

Students are required to participate in eLearning Days. Students need to complete the following:

- Complete the online attendance form located on Pioneer Jr. Sr. High School website.
- Complete all assignments for the day.

If a student does not have internet, the student is given 2 days after returning to school to complete the assignments for the eLearning Day. After the 2 days, the following will occur: 1) the assignment is considered late and may incur a penalty, and 2) the student is considered absent for the class period.

## **SCHOOL TIME**

Doors will open for students at 7:30 AM. Students are not to leave the school grounds once they have arrived at school. Students are not to leave before 3:00 PM unless they have a "permit to leave" or have received permission from proper school personnel. **Students are not to remain in the building after 3:15 unless they are staying for an after-school activity and are under the direct supervision of a teacher or coach at a designated area. Students who are in the building unsupervised after 3:15 p.m. will be sent home and their name will be recorded in the office. Subsequent violations could result in disciplinary action being taken.**

**Students are not to loiter in the parking lot prior to or after school hours.**

## **SEARCH AND SEIZURE**

This section of the Student Handbook is providing each student and each student's parents a written copy of the rules from the Pioneer Regional Board of Control regarding search of such lockers and their contents.

"Reasonable cause for a search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place or thing will lead to discovery of evidence of a violation of the student conduct standards contained in the student handbook or anything which because of its presence presents an immediate danger of physical harm or illness to any person.

All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students' subject to inspection, access for maintenance and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.

The principal, or a member of the administrative staff designated in writing by the principal, may search a locker and its contents where the person conducting the search or the principal designating the person has reasonable cause for a search of the locker searched. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.

The principal, a member of the administrative staff or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for such a search.

The principal or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal may conduct a search of a student during a school activity if the principal has reasonable cause for a search of that person. Searches of the person will be carried out by requesting that the student remove the contents of their pockets, purse, briefcase and/or any other object in the possession of the student and explain those objects or; having the student's parents in and request that they have the student remove all objects in the possession of the student and/or using a local law enforcement officer to assist in the request for a student to remove all objects in their possession.

No searches of the person of a student which require removal of clothing other than a coat or jacket shall be conducted without the parents and a law enforcement officer being present. The parent

of any student involved with the search shall be notified of the search as soon as possible.

The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the vehicle and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause of a search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or a member of the administrative staff designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises subject to the procedures listed elsewhere in this policy.

Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards in the student handbook may be seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing; or returned to the parents or guardian of the student from whom it was seized; or destroyed if it has no significant value; or turned over to any law enforcement officer in accordance with procedures listed elsewhere in this policy.

The principal or a member of the administrative staff designated in writing by the principal may request the assistance of a law enforcement officer to search any area of the school premises, any student or any motor vehicle on school premises; or identify or dispose of anything found in the course of a search conducted in accordance with this section.

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

## **STUDENT DRIVING**

Any student who drives a vehicle to school must park on school property and in the South parking lot during school hours. The speed limit on school grounds is 10 mph. Students are to park the vehicle immediately upon arrival to school; park the vehicle straight and in line with the normal parking pattern and **not along the sidewalk near door #18**; leave the vehicle and enter the building as soon as the car is parked; do not return to the vehicle during the school day without permission from the office; and complete a "driver/vehicle registration" form and purchase a valid PARKING STICKER for \$5.00 (registration forms will remain on file in the high school office). Parking stickers are required on vehicles by AUGUST 30. If parking stickers have not been purchased by this date, the fee for purchasing a parking sticker increases to \$10.00. If a student loses his/her parking sticker, he/she will be required to purchase a new one for \$10.00.

- **If students have not purchased their parking stickers by said date, students will receive the following discipline action:**
  - **1st warning=After-school detention;**
  - **2nd warning=Wednesday Night School;**
  - **3rd warning =loss of driving privileges.**

Students who obtain their driver's license during the school year, will be allowed purchase the parking sticker for \$5.00.

Registering to drive a vehicle to Pioneer High School grants authority to school administrators to search the vehicle and its contents when there is reasonable suspicion that the vehicle contains contraband. It also grants the authority for the vehicle to be towed at the owner's expense if vehicle guidelines are violated. Student drivers who are reported as driving carelessly or dangerously on or off school property are subject to having their driving privileges suspended or possible termination. If a student is habitual tardy to school, may result in driving privilege suspended or terminated. From time to time, certain areas of the parking lot will be off limits in order to accommodate band practice or other activities. At the end of the day, vehicles must leave the property using the south exit. The traffic director will stop student traffic to allow the buses to leave. Once buses have

left the lot, students will be sent to the north exit by the traffic director.

- **If a student is habitual tardy to school, may result in driving privilege suspended or terminated.**
- **The student parking lot will NOT be supervised prior to 7:45 AM or after 3:15 PM.**

## **DRIVERS LICENSE INVALIDATION**

The information presented in Pioneer Jr./Sr. High School Student/Parent Handbook concerning the laws pertaining to driver's license invalidation constitutes legal notice. Section 1. I.C. 9-24-2-1, AS AMENDED BY HEA 1279-1995, IS AMENDED TO READ AS FOLLOWS (EFFECTIVE JULY 1, 1995): Sec. 1. (a) A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions: 1. Is a habitual truant under I.C. 20-8.1-3-17.2. 2. Is under at least a second suspension from school under I.C. 20-8.1-5.1-8 or I.C. 20-8.1-5.1-9. 3. Is under an expulsion from school under I.C. 20-8.1-5.1-8, I.C. 20-8.1-5.1-9, or I.C. 20-8.1-5.1-10. 4a. Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under I.C. 20-8.1-3-24(a) before graduating. 4b. At least five (5) days before holding an exit interview under I.C. 20-8.1-3-17(b)(2), the school corporation shall give notice by certified mail or personal delivery to the student, the student's parents, or the student's guardian of the following: 1. That the exit interview will include a hearing to determine if the reason for the student's withdrawal is financial hardship. 2. If the principal determines that the reason for the student's withdrawal is not financial hardship: A. the student and the student's parent or guardian will receive a copy of the determination; and B. the student's name will be submitted to the bureau for the bureau's use in denying or invalidating a driver's license or learner's permit under this section. Section 2. I.C. 9-24-2-4, AS AMENDED BY HEA 1279-1995, IS AMENDED TO READ AS FOLLOWS (EFFECTIVE JULY 1, 1995): Sec. 4. (a) If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following: 1. The person becomes eighteen (18) years of age. 2. One hundred twenty (120) days after the person is suspended, or the end of the semester during which the person returns to school, whichever is longer. 3a. The suspension, expulsion, or exclusion is reversed after the person has had a hearing under I.C. 20-8.1-5.1. 3b. The bureau shall promptly mail a notice to the person's last known address that states the following: 1. That the person's driving privileges will be invalidated for a specified period commencing five (5) days after the date of the notice. 2. That the person has the right to appeal the invalidation of a license or permit. 3c. If an aggrieved person believes that: 1. the information provided was technically incorrect; or 2. the bureau committed a technical or procedural error; the aggrieved person may appeal the invalidation of a license under I.C. 9-25. 3d. If a person satisfies the conditions for reinstatement of a license under this section, the person may submit to the bureau the necessary information certifying that at least one (1) of the events described in subsection (a) has occurred. 3e. Upon certifying the information received under subsection (d), the bureau shall revalidate the person's license or permit. 3f. A person may not operate a motor vehicle in violation of this section. 3g. A person whose license or permit is invalidated under this section may apply for a restricted driving permit under I.C. 9-24-15. 3h. The bureau shall revalidate the license or permit or a person whose license or permit was invalidated under this section who does the following: 1. Establishes to the satisfaction of the principal of the school where the action occurred that cause the invalidation of the person's license or permit that the person has: A. enrolled in a full-time or part-time program of education; and B. participated for thirty (30) or more days in the program of education. 2. Submits to the bureau a form developed by the bureau that contains: A. the verified signature of the principal or the president of the governing body of the school described in subdivision (1); and B. notification to the bureau has complied with subdivision (1). A person may appeal the decision of a principal under subdivision (1) to the governing body of the school corporation where the principal's school is located

## **STUDENT DROP-OFF/PICK-UP**

Student drop-off in the morning will be at door #18 (band door entrance). Parents should enter from



the south, drop students off at door #18, and exit from the south. We encourage parents to drop students off between 7:30- 7:45 in order to avoid buses that will also be entering the lot.

Students will be picked up at door #18 (Student Parking Lot) after school. All parents should park in the lot and wait for the student to exit. **No one should park along the sidewalk**, as there is not enough room for cars in the front row to exit if cars are parked along the walk. Exit will be from the south while buses remain in the lot and from the north once buses leave. Please follow the directions of the traffic supervisor.

### **SUICIDE PREVENTION PLAN**

A copy of the suicide prevention plan and procedures are located in the guidance office, main office, and Pioneer's website.

### **VALUABLES**

Students are discouraged from bringing to school anything of substantial value. Lost, stolen or damaged items are not the responsibility of the school.

### **VISITORS**

No visitors during the hours 8:00am and 3:00pm. Visitors are only allowed with advanced permission from the Principal. Visitors must enter through door #1, sign in and obtain a visitor pass from the main office before being allowed in the hallways.

### **WITHDRAWAL PROCEDURES**

A custodial parent must notify the school in person or in writing prior to the student's last day. A student who is withdrawing from school should report to the guidance office to receive a withdrawal form. Each of the student's teachers must sign the form, indicating that all books, supplies or equipment belonging to the school have been returned or paid for. Certain other faculty members (athletic director, book store manager, librarian, etc.) will also need to sign the form before it is returned to the office for final approval. A parent must also sign the withdrawal form.

### **WORK PERMITS**

Students between the ages of 13 and 17 who need work permits may apply for them through the guidance office. Students must obtain an 'intent to employ' slip from the employer in order to get the work permit. Both the parent and the student must sign the work permit. Administration reserve the right to revoke the permit as a disciplinary action.

## **SERVICES**

### **GUIDANCE**

We believe our main responsibility is to make ourselves available to students in need of counseling. Working with the faculty is a part of this responsibility. Following the main areas that we believe are our priorities in working with students and teachers.

#### **Teachers**

1. Consult about students with special needs.
2. Serve as a link between students and faculty.
3. Provide current and clear cumulative records.
4. Aid in student's evaluation.

#### **Students**

1. Help with personal problems.
2. Help develop self-concepts, sense of worth and dignity.
3. Help develop decision-making skills.

4. Provide career information.

### Parents

1. Arrange conferences between teachers and parents.
2. Help make parents aware of school services.
3. Help parents understand the students' abilities and aptitudes.

### Community

1. Work with community resource people.
2. Act as a referral source.
3. Serve as a link between faculty and community.

## MEDICAL

### NURSE'S SPECIAL SERVICES

The following procedures will be used when a student becomes ill or injured at school:

1. A student who becomes ill at school must report to his/her teacher, obtain a pass from the teacher, and then report to the clinic.
2. A student with a personal injury, other than that of an emergency nature, must have a pass to the clinic from his/her teacher.
3. **NO STUDENT WILL BE SEND HOME UNLESS A PARENT OR GUARDIAN IS CONTACTED BY THE SCHOOL.** The Emergency Names can be used if school is unable to reach a parent or guardian. Students shall not contact parents on their own via cell phone, as cell phones are not to be used during the school day. All students who want to go home for medical reasons must go through the school nurse.
4. Students reporting to the clinic will be limited to one class period. During that time the seriousness and nature of the illness will be reviewed and the parents will be notified if further attention is necessary.
5. **Students are required to sign in at the nurse's station prior to entering the clinic and must have a pass from their teacher. If the student comes to the clinic between passing periods, the pass must be from the teacher of his/her upcoming class not the one he/she just attended.**

### IMMUNIZATIONS

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from state immunization requirements (i.c. 20-8.1-7-9.5). Every student who enters kindergarten or grade 1 shall be immunized against hepatitis b, and chicken pox. Every child who enters grades 9 and 12 shall be immunized against hepatitis b. From time-to-time other communicable diseases may be designated by the state board of health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

### MEDICINE

Only medications that are essential for a student to attend school will be given at school. In order

for Pioneer Junior Senior High School to give medication to a student, several guidelines must be followed:

1. A physician's **written** order must be on file in the nursing office, authorizing the administration of the medication. This can be accomplished by having the physician write the Student's name, the medication and instructions for administering at school on a prescription pad. A change in dosage will require a new order.
2. Written permission of a parent or legal guardian authorizing the administration of the medication must also be on file in the nursing office.
3. All medications brought to school must be in a current original container from the pharmacy. Medications should be brought to the nursing office where they are stored in a locked cabinet.
4. Prescription medications dispensed from the physician's office must have the name of the medication, dosage, and student's name. A written order must also accompany this medication. Professional samples also need a written order from the doctor.
5. Inhalers are a prescription medication and treated as such. An order from the doctor stating that a student may carry an inhaler with the name of the inhaler and instructions for use, along with parental consent, must be on file in the nursing office in order for the student to carry an inhaler.
6. A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
  1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  3. The student has been instructed in how to self-administer the prescribed medication.
  4. The student is authorized to possess and self-administer the prescribed medication.

Over the counter medications may be given to a student while in school according to manufacturer's recommendations and under the following conditions:

1. Written permission of a parent or legal guardian authorizing the administration of the medication must be on file in the nursing office. The note should give instructions for administering the medication including the dosage and the time the medication should be given. The note needs to be signed and dated.
2. All medications must be brought to school in the original package. The child's name should be on the medication. All medications need to be brought to the nursing office where they will be kept in a locked cabinet.
3. Substances that are not FDA approved, such as food supplements will not be given at school.

Please send to school only the medications that need to be given during the day. If possible, try to give medications at home. If the doctor orders a medication to be given three times daily, in most cases, it can be given before school, after school, and at bedtime. Medication ordered four times daily will be given during the student's lunch hour unless specifically ordered differently by the doctor.

If liquid antibiotics need to be given at school, please have the pharmacist label an extra plastic bottle for school. The amount needed for a week can be sent to school and kept in the refrigerator in the nursing office. This works better than having the student transport the medication to and from school each day because the medication stays in the refrigerator.

**A school corporation may not send home with a student medication that is possessed by a school for administration during school hours or at a school function.** Medication may only be released to the student's parent or the student if he/she is at least 18 years of age and the parent has granted permission (in writing) for the medication to be released to the student.

If you have any questions regarding the medication policy, please contact the school nurse.

**Medications that do not come according to the policy will not be given.**

Please do not send your child to school following an illness until he/she has had a normal temperature for at least 24 hours and has had no nausea, vomiting, or diarrhea for 24 hours.

Students need a doctor's note and activity orders when returning to school with/after an absence of 5 consecutive days or more, surgery, fractures or any sports/orthopedic injuries, infectious diseases, any hospitalization/ER visit, or any other specific reason indicated by the nurse. The note from the doctor must include a beginning date for any restrictions, along with a specific release date for full participation in school activities. If the release date is unknown, the date of the next doctor's appointment must be included in the note.

**HEARING CONSERVATION PROGRAM**

Indiana Law (Code 20-8.1-7-17) states that every school corporation shall annually conduct hearing tests as follows:

1. All students in grades 1, 4, 7, and 10 are screened.
2. Students new to the corporation are screened.
3. Students with known hearing losses and/or with history of ear problems are monitored and tested each year.
4. Any student will be tested upon request by parents and/or school staff.

Note: Two types of tests are given:

Audiometer - (Audiogram) - A PURE TONE TEST - tells how well a person hears various sounds.

Tympanometry - (Tympanograph) - gives information relative to possible medical problems involving the middle ear.

Individual comprehensive hearing tests will be given to students as deemed necessary throughout the school year. Parents will be notified of the test results and recommendations.

<p><b>STATUTES</b></p>
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**CHILD ABUSE**

The stated purpose of the Indiana Child Abuse Statute (IC 31-6-11-21) is "to encourage effective reporting of suspected or known incidents of child abuse or neglect, to provide each county an effective child protection service to quickly investigate reports of child abuse or neglect, and to provide rehabilitative services for such a child and his parent, guardian or custodian." (IC 31-5-11-1)

Any individual who has reason to believe that a child is a victim of child abuse or neglect is required by law to report the suspected abuse or neglect to the local child protective service law enforcement agency. (IC 31-6-11-3, IC 31-6-11-4) Failure to report suspected abuse or neglect when known is a crime punishable by up to 6 months' imprisonment. (IC 31-6-11-7)

Reports of suspected abuse or neglect are frequently made by neighbors of the child, by family members, by medical practitioners and by school personnel. They are made anonymously. AN INDIVIDUAL MAKING SUCH A REPORT IN GOOD FAITH IS IMMUNE FROM ANY CIVIL OR CRIMINAL LIABILITY THAT OTHERWISE MIGHT BE IMPOSED BECAUSE OF SUCH ACTION. THE INDIVIDUAL MAKING THE REPORT IS PRESUMED BY LAW TO HAVE ACTED IN GOOD FAITH. (IC 31-6-11-7)

According to IC 20-33-8-0.2, "bullying" means overt, repeated acts or gestures, including:

1. Verbal or written communication 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 the other student.

Bullying is a form of harassment and will be dealt with accordingly.

## **CONTROLLED SUBSTANCES**

P.L. 224, 1987, effective January 1, 1988, adds a new section (19) to IC 20-8.1-5 that simply states that "IC 35-48-5 applies to employees of school corporations." And also adds a new chapter (5) to IC 35-48 requiring non-administrators who personally observe a violation of IC 35-48-4 (controlled substances offenses) "in, on or within one thousand feet of the school property" to immediately report the violation in writing to a member of the administrative staff.

The administrator who receives the written report or who personally observes such violation must "immediately report" the following in writing to a law enforcement officer:

1. a general description of the violation;
2. the name and a general description of each violator known to the member;
3. the date and time of the violation;
4. the name or a general description of each person who the member knows witnessed any part of the violation;
5. a general description and the location of any property that the member knows was involved in the violation.

Limited exceptions are established, including privileged communications to a school counselor under IC 20-6.1-6-15.

An administrator and other employees making such a report are presumed to act in good faith and are not liable for civil damages or penalties unless the presumption is successfully rebutted and they are proven to have acted in bad faith.

Law enforcement agencies and school corporations in each county are directed to "develop and administer a program to effectively implement this chapter and the State Department of Education, with the aid of the Indiana Criminal Justice Institute, is required to prepare a brief written explanation of the act and before January 1, 1988 distribute copies to each school district without charge."

Note that the following conduct is criminal under IC 35-48-4:

1. knowingly or intentionally manufacturing or delivering cocaine, a narcotic drug, or other controlled substance, except marijuana, hash oil, or hashish, or possessing with intent to manufacture or deliver the above named substances, except marijuana, hash oil, or hashish (IC 35-48-4 Sections 1, 2, 3 and 4);
2. knowingly or intentionally delivering any substance that is represented to be a controlled substance (IC 35-48-4-4.5);
3. knowingly or intentionally manufacturing, advertising, distributing or possessing with intent to manufacture, advertise or distribute a controlled substance (IC 35-48-4-4.6[a]);
4. knowingly or intentionally possess a controlled substance (IC 35-48-4-4.6[b]);
5. knowingly or intentionally creating or delivering a counterfeit substance (defined by IC 35-48-1-1 as a "controlled substance which, or the container or labeling of which, without authorization, bears the trademark, trade name, or the identifying mark, imprint, number or device or any likeness thereof, of a manufacturer, distributor, or dispenser other than the person who in fact manufactured, distributed, or dispensed the substance") or possessing, with intent to deliver a counterfeit substance (IC 35-48-4.5);
6. knowingly possess, without a valid prescription, cocaine or a narcotic drug (IC 35-48-4.6);
7. knowingly possess, without a valid prescription, a controlled substance, except marijuana or hashish (IC 35-48-4.7);
8. knowingly or intentionally manufacturing, designing, keeping for sale, delivering, or possessing an instrument, device or other object that is used primarily for introducing a controlled sub-

stance into the human body, testing the strength, effectiveness or purity of a controlled substance (IC 35-48-4 sections 8.1, 8.2 and 8.3);

9. knowingly or intentionally manufacturing, or delivering or possessing, with intent to manufacture or deliver, marijuana, hash oil or hashish (IC 35-48-4-10); and
10. knowingly or intentionally possess marijuana, hash oil or hashish (IC 35-48-4-11).

## **DRUG DOGS**

Administrators may use dogs trained to detect contraband to conduct random searches of student lockers, book bags/back packs, and other common areas of the school building, and vehicles parked on school grounds. A qualified and authorized trainer and a school administrator shall accompany the dogs. If a dog indicates that contraband is present on school property, administrators can conduct a further search.

## **EXCLUSIONS**

The local health officer may exclude from school a student who has a dangerous communicable disease that is transmittable through normal school contacts; and poses a substantial threat to the health and safety of the school community.

If the local health officer subsequently determines that a student who has been excluded from school does not have a dangerous communicable disease that is transmittable through normal school contacts and poses a substantial threat to the health and safety of the school community, the local health officer shall issue a certificate of health to admit or readmit the student to school.

A person who objects to the determination made by the local health officer may appeal to the State Board of Health, Executive Board, who is the ultimate authority. IC 4-21.5 applies to proceedings under this section.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The parents' right under this act extends until the student is 18 years of age or is enrolled in a post-high school institution; thereafter only the student himself may exercise this right.

Parents have a right to examine their children's records at reasonable times. However, the act allows school corporations 45 days in which to comply with the requests to see student records.

The parent has a right to have a record corrected if it "is inaccurate, misleading, or is otherwise in violation of the privacy or rights of students." This includes the right of a hearing the right to insert into records a written explanation of the parents respecting the contents of such records.

A record must be kept each student record showing who examined it, the date on which it was examined, and the purpose of the examination. The record need not indicate examination by school officials determined by the educational institution to have legitimate educational interest in the student's records.

Certain persons may examine student records without a parent's consent. These include (1) school officials, including teachers who have "legitimate educational interests;" (2) officials of other schools or school systems where a transfer is made; (3) certain organizations conducting studies for educational agencies or institutions for the purpose of developing, validating or administering predictive tests or improving instruction provided the information is kept confidential and destroyed when no longer needed for the studies; (4) accrediting organizations; (5) state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974; (6) certain authorized state or federal educational authorities; (7) other appropriate persons to whom such information is necessary to protect the health or safety of the student or other persons in accordance with NEW regulations.

Any person may receive the records if the parents execute a written consent specifying the records to be released, the reasons for such a release, and the person to whom they are to be released. A copy must be sent to the parents if requested. The parent may also request and receive a copy of any student record forwarded to any other school or school system with a transfer.

A copy may also be furnished to a court order or subpoena, but only if a reasonable effort is made

to give the parent advance notice.

## **IMMUNITY OF COUNSELORS**

Except as provided in IC 31-32-11-1, a school counselor is immune from disclosing privileged or confidential communication made to the counselor as a counselor from a student. Except as provided in IC 31-32-11-1, the matters communicated are privileged and protected against disclosure.

## **POSSESSION OF A FIREARM OR A DESTRUCTIVE DEVICE**

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

As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.

For purposes of this rule, a destructive device is

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

A student who is identified as bringing a firearm to school or on school property; or 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-year period. The superintendent may, on a case-by-case basis, modify the period of expulsion for a student expelled under this section.

A student who is identified as bringing a deadly weapon to school or on school property; or in possession of a destructive device on school property; may be expelled for a period of not more than one (1) calendar year.

A superintendent shall notify the prosecuting attorney of the county in which the school is located if a student is expelled for bringing a firearm or destructive device to school or being in possession of a firearm or destructive device on school property. Upon receiving this notification, the prosecuting attorney shall begin an investigation and take appropriate action.

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
  - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to 10 days' suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall **immediately** notify the **appropriate law enforcement agency** when a student is expelled under this rule.

## **HARASSMENT**

Harassment of a student(s) by other students or harassment of any member of the staff is contrary to the school's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State Law. See School Board Policy Guidelines 5517 which is available on the school website. Any and all reports of harassment will be directed to

the Complaint Coordinator for determination of consequences.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment, including texting and social media. **Sexual harassment may also be done via cell phone and through the computer. This behavior is not acceptable. "Sexing" is also considered harassment and may also be considered child exploitation or dissemination of pornography, depending upon the age of the person(s) involved.**

All such reports are to be investigated by the building principal promptly. Anyone found to have violated this policy shall be subject to disciplinary action up to and including suspension or expulsion from the school. (Title IX; 20 U.S.C. 1681; Civil Rights Act, 42 U.S.C. 1983)

## **UNLAWFUL ACTIVITY**

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off PJSHS grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on PJSHS property. This includes any unlawful activity meeting the above criteria which takes place during the weekends, holidays, other school breaks, and summer period when a student may not be attending classes or other PJSHS functions.

## **LEGAL SETTLEMENT**

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

## **TITLE IX COMPLIANCE**

Pioneer Junior Senior High School does not discriminate on the basis of sex in the educational programs which it operates either in employment or in admission in any extra-curricular activity where required by the Title IX.

Pioneer Regional Schools will not intentionally discriminate on the basis of race, color, religion, sex, national origin, handicap, or age in its programs or employment policies as required by the Indiana Civil Rights Act (IC 1971, 22-9-1); Public Law 218 (IC 1971 title 20); Title VI and VII (Civil Rights Act, 1964); the Equal Pay Act of 1973; Title IX (1972 Education Amendments); Public Law 94-142; and Public Law 92-112, Section 504. The superintendent of school acts as the contact person in matters related to discriminatory treatment. (High school principal for Title IX).

# **STUDENT BEHAVIOR**

As teachers and pupils are brought together so that learning may take place in the Pioneer classrooms, an environment which permits an orderly and efficient operation of the schools must be provided. This environment, most of all, comes through consideration and self-discipline so that individuals do not allow themselves to infringe upon the rights of others as they seek an expression for their own just and legal privileges as members of the school and society.

The responsibility for development and maintenance of self-discipline falls to a combined effort of student, parents, teachers, administrators, and to our community which establishes the value system we accept. When self-discipline fails however, the regulations for the management of Pioneer Junior Senior High School has been outlined by those individuals responsible for the operation of the schools. The Pioneer Regional Schools have the legal responsibility for the school in which you are enrolled. The Board, in turn, has set policies and has appointed administrative officers to carry them out. Authority for such Board authority is included in the School Powers Act and Student Due Process Code of the Indiana General Assembly and the Policy Manual of the Pioneer Regional School Corporation.



These four ideals are paramount in the overall development of students attending Pioneer Junior Senior High School. Every student should make these ideals part of their everyday life.

Respect others and their property.

Be courteous toward staff, parents, and other students.

Be honest and demonstrate integrity in dealing with staff, parents, and other students.

Dedicate yourself to obtain the best possible education.

## **BEHAVIOR AT SCHOOL AND SCHOOL-SPONSORED ACTIVITIES**

Student behavior at school should be courteous and respectful. Displays of affection such as kissing, hugging, and holding hands are considered in poor taste and are not acceptable at school or school functions.

Students who attend evening activities must be in the designated areas where the activities are being held. Loitering in the halls will not be permitted. Students who are not in the designated areas may be asked to leave.

## **DISCIPLINE PROCEDURES**

The entire foundation and success of public school education depends on the basic concept of self-discipline. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators and community.

The purpose of discipline control is to help create an atmosphere that promotes the best possible learning environment for all involved in the educational process. School staff members will make every effort, individually, collectively, and cooperatively, to help each student to gain acceptable self-discipline standards.

We recognize that students in the process of developing self-discipline will need to have external discipline at times. We also recognize that there is a wide range of misbehavior - some much more serious than others. Because of this, different disciplinary approaches must be used. These may include, but are not limited to, reprimand, referral to the judicial system, referral to special personnel in the school, rearrangement of a student's class schedule, parent conferences, afternoon detention, assignment of additional work, Wednesday Night School, restriction of extracurricular activity, suspension or expulsion. Any or all of these techniques will be used as deemed most appropriate.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-8.1-5.1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

**Removal from Class or Activity** - A junior high or high school teacher will have the right to remove a student from his/her class or activity for a period of up to 2 school days if the student is assigned regular or additional work to be completed in another school setting. The student will be expected to complete the assignments given to them. All assignments will count for credit.

**After-School Detention (Assigned by Teacher)** – Students who are assigned an After-School Detention will serve it from 3:05 p.m. to 3:35 p.m. in the teacher's classroom or a designated room. Failure to serve assigned After-School Detention or arrive after the 3:05 p.m. start time will result in an office referral.

**After-School Detention (Assigned by Administration)** – Students who are assigned an After-School Detention will serve it from 3:05 p.m. to 3:35 p.m. in the library/media center or a designated location. Failure to serve assigned After-School Detention or arrive after the 3:05 p.m. start time will result in an Wednesday Night School

- 1st Administrative assigned After School Detention – in the library from 3:05pm – 3:35pm.

- 2nd Administrative assigned After School Detention – in office from 3:05pm – 4:00pm.

**Wednesday Night School** – Students who are assigned a Wednesday Night School will serve it from 3:05 p.m. to 6:00 p.m. Failure to serve assigned Wednesday Night School or arrive after the 3:05 p.m. start time will result in a 3-day suspension.

**Suspension from School** - 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 7 days. The student is not allowed to participate in or attend extra-curricular contests or practices until the date he/she returns to school. If a suspension carries through a weekend, students will not participate in or attend any school function.

**Expulsion** - In accordance with the due process procedures defined in this handbook, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, except for possession of a firearm or deadly weapon.

## **HIGH SCHOOL DISCIPLINE CODE VIOLATIONS AND PENALTIES**

This Discipline Code covers all school functions (ON and OFF school grounds), and going to and from school. The administration reserves the right to modify or adjust disciplinary consequences for all and each situation.

### **Discipline Ladder**

#### **Wednesday Night School Offenses:**

1. excessively rude or disrespectful to staff
2. insubordination (deliberate disobedience)
- 3 unacceptable language
4. major disruption in a class
5. sent to the office by a substitute teacher
6. truancy
7. improper attire – change clothing; unexcused from class if parents must bring clothing; 2nd and subsequent offenses will also result in Wednesday Night School.
8. computer misuse
9. threats or harassment of a student by any form.
10. vandalism (negligent): is vandalism caused by horseplay or carelessness
11. cheating
12. reckless driving
13. public displays of affection--hand-holding, kissing, etc.

**2nd Offense = 3 Days OSS, 3rd Offense = 5 Days OSS**

#### **3 Day OSS Offenses:**

1. tobacco possession
2. fighting
3. theft
4. vandalism (intentional)

**2nd Offense = 5 Days OSS, 3rd Offense = Expulsion, police notified.**

#### **5 Days OSS Offenses:**

1. public nudity (including mooning)
2. use of any tobacco product
3. alcohol use, huffing, possession or under the influence, or an impaired condition of thought or action

4. possession of drug paraphernalia
5. threats to staff
6. possession of a weapon other than a firearm

**2nd Offense = Expulsion, police notified**

**Automatic Move for Expulsion:**

1. drug use, possession or under the influence, or an impaired condition of thought or action
2. selling over-the-counter or prescription drugs
3. use or threat of any weapon
4. firearm possession
5. physical attack on staff member
6. possession or use of a destructive device.
7. written or oral bomb threat.

This ladder does not encompass all potential violations of the Discipline Code. Known facts of a violation may alter the final penalty assessment.

Engaging in any activity forbidden by the laws of Indiana or violating any rule that constitutes an interference with school purposes or an educational function is grounds for disciplinary action.

**SCHEDULING DISCIPLINE ACTION**

Discipline dates will not be issued at the convenience of the student or the parent. Once a discipline date has been assigned, the date will not be changed unless an emergency situation arises.

**AFTERNOON DETENTION**

Place: Library Media Center/Office/Teacher's Classroom

Time: In seat by 3:05 p.m. until 3:35 p.m. (Office Detention: 3:05pm-4:00pm)

Bring: School work or reading material

Rules: 1) no **cell phones** will be permitted unless detention supervisor verifies student is using the

device to complete assigned homework

- 2) remain absolutely quiet
- 3) no gum, candy, etc.
- 4) stay busy the entire time
- 5) stay in seat the entire time

\*Violation of any rules means the detention was unsatisfactory and the student will be asked to leave. Failure to serve detention or unsatisfactorily serving a detention will result in a Wednesday Night School being issued.

**WEDNESDAY NIGHT SCHOOL RULES**

The purpose of WEDNESDAY NIGHT SCHOOL is to provide students with a consequence for their actions in an effort to correct student misbehavior and allow students to stay in school. If an alternative to suspensions such as WEDNESDAY NIGHT SCHOOL did not exist, a student would be suspended from school at this step in the discipline process.

- 1) report to Wednesday Night School Supervisor's Room by 3:05p.m. Students will not be allowed to enter the room after 3:05 p.m. and a suspension will be assigned for failure to report to WEDNESDAY NIGHT SCHOOL.
- 2) students must bring their textbooks and homework assignments in addition to an adequate supply of paper and pencils.
- 3) students must be quietly working independently on school assignments at all times.

- 4) students are NOT allowed to visit with other students.
- 5) students will NOT be allowed to go to their locker without supervision prior to or after WEDNESDAY NIGHT SCHOOL.
- 6) students must be picked up no later than 6:15 p.m.
- 7) no cell phones will be permitted unless detention supervisor verifies student is using the device to complete assigned homework

Failure of the student to attend the assigned Wednesday Night School, failure to arrive at the 3:05 p.m. start time, or failure to comply with any of these above rules will result in the student being suspended from school for a period of up to SEVEN (7) school days, depending on the seriousness of his/her actions.

## **SUSPENSION**

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

A meeting with the student will be held prior to the suspension being issued. At this meeting the student will be entitled to a written or oral statement of the charges. If the student denies the charges, a summary of the evidence against the student will be presented. The student will be provided an opportunity to explain his/her conduct.

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.

A suspended student's homework/quizzes/tests must be made up for the days of the suspension by 3:00 p.m. on the date of the student's return to school following the suspension.

## **EXPULSION**

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

The superintendent (or designee) may conduct an expulsion meeting, or may appoint legal counsel or a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion to conduct the expulsion meeting.

An expulsion will not take place until the student and the student's parents 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 as a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

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.

At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position. ***An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.***

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 to the student's parent.

An appeal to an expulsion shall be submitted to the County Court in accordance with IC 20-8.1-5.1-15.

## **GROUND FORS SUSPENSION OR EXPULSION:**

The grounds for suspension or expulsion listed in section A. below apply when a student is:

- A. on school grounds immediately before, during, and immediately after school hours and at any

- other time when the school is being used by a school group (including summer school);
- B. off school grounds at a school activity, function, or event; or
  - C. traveling to or from school or a school activity, function, or event.

## **STUDENT MISCONDUCT OR SUBSTANTIAL DISOBEDIENCE**

Every public school in Indiana must adopt and enforce the State guidelines IC 20-33-8 et seq., *Grounds for Suspension or Expulsion*. Grounds for suspension or expulsion are student misconduct and/or substantial disobedience for which a student may be suspended or expelled includes, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the conveying or continued functioning of any school or educational function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any other person to conduct or participate in an educational function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way that could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife/blade or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or depressant of any kind, or any paraphernalia used in connection with

the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

- a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent/guardian has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
  1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication
  2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  3. The student has been instructed on how to self-administer the prescribed medication.
  4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using or transmitting a controlled substance which is presented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. Including such substances that contain chemical, which produce the same effect of illegal substances.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), or stimulants of any kind, or any other similar over-the-counter products, including intoxicants of any kind.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form.
15. Possessing, using, distributing, purchasing, or selling e-cigarettes or other related products, such as "vape pens," which allow the inhalation of a vapor that have not been prescribed by a physician.
16. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
17. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
18. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
21. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
23. Taking, recording, or displaying and/or distributing pictures (digital or otherwise) video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
24. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
25. "Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as

- indecent or sexually suggestive while at school or at a school related function. In addition to any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
26. Engaging in pranks that could result in harm/damage to another person or the school environment/facilities/grounds.
  27. Use or possession of gunpowder, ammunition, or an inflammable substance, including fireworks.
  28. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    1. engaging in sexual behavior on school property;
    2. engaging in sexual harassment of a student or staff member;
    3. disobedience of administrative authority;
    4. willful absence or tardiness of students;
    5. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex or illegal activity, or is plainly offensive to school purposes;
    6. violation of the school corporation's acceptable use of technology policy or rules;
    7. violation of the school corporation's administration of medication policy or rules;
    8. Possessing or using a laser pointer or similar device.
  29. Possessing or using on school grounds during school hours a cellular telephone, or any other wireless/telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
  30. Knowingly expressing via spoken or written communication to one or more individuals a message about another person that is deemed to be defamation of character knowing that the communication is false or making it with reckless disregard as to whether it is false or not. "Defamation" means a message that tends to injure the person's reputation or to diminish esteem, respect, goodwill, or confidence in the person by others, or to excite derogatory feelings or opinions about the person.
  31. Any student conduct rule the school Principal establishes and gives publication of it to all students and the parent/guardian in the Principal's school building.

## **HABITUAL OFFENDERS**

A student who receives 3 detentions for the nine-weeks or 3 behavioral referrals for a semester will be subject to the following disciplinary action:

- 4th report - Wednesday Night School
- 5th report - 3 day OSS
- 6th report - 5 day OSS
- 7th report - Expulsion

## **DRESS AND APPEARANCE**

The courts have ruled that the school can make reasonable rules regulating dress and appearance as they affect the educational process, concerning health and safety and decency. The broad limits which are imposed have to do with cleanliness and with clothing considered distracting, indecent, or inappropriate for the classroom.

1. A reasonable cleanliness of person and wearing apparel is expected as a matter of health and aesthetics. All dress and appearance should be reasonable and will not be disruptive to the

- educational process. Any clothing, piercings, tattoos or other questionable offensive attire will be handled at the discretion of the principal.
2. Appropriate footwear must be worn in the buildings at all times, which includes shoes, sandals, and boots. Shoes (no sandals) must be worn on all field trips.
  3. A decent coverage of the body is expected. Shirts that cover the torso, including upper chest, ribs, stomach, and back must be worn at all times. No **tank tops**.
    - **Shorts/skirts/ holes in pants must be of appropriate length. Requirements for appropriate length include the hemlines that extend to below the fingertips when the arm and hand hang fully extended to the side. If there are holes in shorts/that do not meet requirements, compression shorts, etc. are to be worn under them (no skin showing), no pajama pants.**
    - **Leggings or Yoga pants must be worn under a skirt, shorts, or a shirt of length that meets the appropriate length requirements.**
  4. Undergarments must be covered at all times, including shorts or boxer shorts worn under sagging pants.
  5. Articles of clothing that contain vulgar sayings, swear words, or indecent pictures are inappropriate for school, as is clothing which advertises drugs (including drug slang), alcohol, tobacco, or illegal substances.
  6. Articles of clothing and accessories that could cause a maintenance problem or be considered dangerous should not be worn at school, including but not limited to, shoes with cleats and heavy chains.
  7. Hats/hoods/head coverings should be worn before and after school **only outside of the school**, unless a "hat day" has been scheduled. **Hats/hoods should be removed immediately upon entering the building and can be worn when they exit the building.**
  8. Sunglasses should not be worn in the building.
  9. **Students who are participating in athletic practices are expected to wear the same type of gear that they would wear during a game or meet.**
  10. If a student wears his/her uniform to school it must meet the dress code, i.e shorts or skirts should not be worn that do not meet the length requirement. Cheerleaders will be allowed to wear skirts during a pep session but not during the school day.
  11. No blankets of any size are allowed in school or on the school bus.
    - **Administration reserves the right to deem appropriateness of dress and appearance as it relates to being a distraction.** All clothing is to reflect the values of the community in which we live. If there is a question, the administration shall make the determination of acceptable attire.

## **PIONEER REGIONAL SCHOOLS MANDATORY DRUG TESTING PROGRAM**

### **THE MISSION OF PIONEER REGIONAL SCHOOLS**

Pioneer Junior-Senior High School provides opportunities for all students to achieve academic, social, physical, moral, and emotional growth.

The school community will lead students to develop a higher level of skills necessary to become productive citizens.



## **INTRODUCTION**

Pioneer Junior-Senior High School would like to help parents and children in the battle against illegal drugs. Feedback that we have received from students indicates that our drug testing policy used during the 1999-2000 school year was a benefit to our students because it gave them a way out when confronted with illegal drugs.

## **REASONABLE CONCERN**

Pioneer Regional Schools has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States, and an increased substance abuse problem in Cass County, Indiana, indicate that education alone, as a preventative measure, is not effective in combating substance abuse. Statistics show that the mission of Pioneer Regional Schools has not been realized. Our commitment to maintaining a safe and secure educational environment at Pioneer Regional Schools requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students.

## **SCOPE**

This program is mandatory for all Pioneer Regional School students in grades 7-12 who participate in athletics, extracurricular activities, co-curricular activities, or drive to school.

## **LEGAL OBLIGATION**

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

## **CONSENT FORM**

It is MANDATORY that each student participating in the drug testing program sign and return the "consent form". Each student shall be provided with a "consent form", a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is agreeing to participate in the random drug testing program at Pioneer High School. The student shall remain in the program throughout his/her career at Pioneer Junior-Senior High School unless written notification from a parent indicates that the student no longer desires to be in the drug testing program.

## **TESTING PROCEDURES**

- [1] The selection of participants to be tested will be done randomly by the testing lab, and selections will be made from time to time throughout the school year. Names will be drawn from several small pools, e.g., football, basketball, band, student drivers, etc. Testing may occur on a different day, Monday through Friday. 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.
- [2] If the student shows signs of reasonable suspicion, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested. Factors will include, but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of his/her student.
- [3] 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.
- [4] Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
- [5] All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure.

- [6] All specimens registering below 90 degrees or above 99.5 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, another specimen must be given by the student.
- [7] If it is to be proven that tampering or cheating has occurred during the collection, this will be reported to the parent/guardian. Any test that has been tampered with or altered will be considered a positive test.
- [8] Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.
- [9] 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). Also "performance enhancing" drugs such as steroids may be tested.
- [10] The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organization (JCAHO).

### **CHAIN OF CUSTODY**

- [1] The certified laboratory will provide training and direction to those who supervise the testing program, set-up the collection environment, and guarantee specimens and supervise the chain of custody. To maintain anonymity, the students number, not name, will be used.
- [2] The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class.)
- [3] Before the student's urine is tested by the laboratory, students will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administration that he/she is taking a prescription medication.
- [4] A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.
- [5] If the seal is tampered with or broken, after leaving the students possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible.
- [6] The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so that the water cannot be used to dilute a sample. The faucets in the restroom will be shut off.
- [7] After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the school corporation, which will then report positive results to students and parents.
- [8] In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container.

Any student who tests positive must be re-tested at the parent's expense, and the results of such

test must be made available to the administration of Pioneer Junior Senior High School before he/she will be reinstated. The student will remain ineligible until he/she passes the drug screen.

Any student who has tested positive may be tested at any time, regardless of whether his/her number is pulled by the drug testing company.

### **FINANCIAL RESPONSIBILITY**

Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

## **ATHLETIC POLICY HANDBOOK**

### **PIONEER JR.-SR. HIGH SCHOOL ROYAL CENTER, IN**

The Pioneer Student Athletic Handbook is intended to serve as a guide for more effective operation of the athletic program of the Pioneer Regional School Corporation. It is hoped that written rules, regulations, and policies will lead to a clearer understanding between the staff and those whose responsibilities fall within the Athletic Department.

First we should all realize that we are employed primarily as teachers and that athletics is but a part of a student's total education. We strengthen our position by doing first an honest and effective job of teaching.

Interscholastic athletics are very important and vital in the total program of the education of our youth. Participation in sound athletic programs contributes to their health and happiness, physical skill, emotional maturity, and social and moral values. As has often been said, "Anything worth doing is worth doing well." With such a belief, our aim is to present our athletic teams on a high level of performance.

We feel that the Athletic Department must be a cooperative one. All sports should be considered in their proper perspective with each other and with the total school. Moral support of the entire sports program and policies is expected of all coaches.

### **PHILOSOPHY**

Athletics is probably the most important single factor in the school life of many boys and girls, and undoubtedly an important influence in athletics is the personality of the coach. His or her standards are the athletes' standards, their example, and their aim. Coaches have a tremendous responsibility. In taking their place in school life, they are making more than their own reputation or even the reputation of the school. They are developing the character of youth.

The athletes' gain depends on what they are willing to put into the athletic program. They should be able to improve their playing skills and develop physical vigor and desirable habits of health, safety, and sanitation. There should be various opportunities to observe and exemplify good sportsmanship. Athletes should realize that athletics is a privilege that carries with it definite responsibility. Athletics provide an unequalled opportunity to widen one's circle of friends by acquaintance with members of opposing teams and to visit and play in their communities. As athletes, they have a chance to enjoy one of the greatest heritages of youth--the privilege to play. Athletes can be taught that a violation of the rules of the game brings penalty, and that this same sequence follows in the game of life.

The community, of course, must also gain from the athletic program, but it must realize that there are at least two parties that should be satisfied before its interests can be given consideration. These are the athletes and the student body. Under no circumstances should community interests be considered if they do not coincide with the well-being of the student body and the athletes. Let us always remember

that athletics are organized for transforming boys and girls into physically fit, mentally alert, morally clean, and socially sound citizens.

## **OBJECTIVES OF ATHLETICS**

### **A. Participants**

1. It is an opportunity to learn and improve skills in a competitive game.
2. It is a development of physical vigor, desirable health habits, and safety.
3. It is an opportunity to make real friendships with squad members, opposing team members and to visit and play in other communities.
4. It is a chance to observe and exemplify good sportsmanship.
5. Realization that athletic competition is a privilege that carries definite responsibilities with it.
6. It is a chance to enjoy one of the greatest heritages of youth—the right to play.
7. It is a chance to learn that a violation of the game brings a penalty and that this same sequence follows in the game of life.
8. The degree of success depends on the hard work, devotion to the task, enthusiasm for the game as well as the innate ability of the participant.
9. It is an opportunity to exercise judgment, to think quickly, and to take and carry out orders to the best of one's ability.

### **B. School**

1. Athletics are an integral part of our school's extra-curricular program.
2. Athletics should be used to promote good school morale.
3. Athletics should be educational.
4. Student interest is created by participation as cheerleaders, band members, and helpers at contests.
5. Our visiting opponents should feel welcome as guests in our school and community.
6. The athletic program should be broad in scope. It should include as many activities as possible in order to interest more students.
7. Sportsmanship, fair play, and good school citizenship are to be the main objectives of all athletics.

### **C. Community**

1. The community should realize that control of, and the responsibility for, school athletics rests entirely with school authorities.
2. School athletics should furnish a recreational opportunity for the general public.
3. The community constantly should keep in mind the fact that an athletic contest is a part of a school program because of its educational implications. When it ceases to have educational value, it should cease to be a school function.
4. The community should have interest in and support for the entire school program.

## **ATHLETIC PROGRAMS**

The athletic programs offered for junior high and high school girls and boys include golf, basketball, swimming, and track and field. Other athletic programs include football, wrestling, baseball (H.S. only), volleyball, softball (H.S. only), and cheerleading.

All athletic teams and athletes follow the rules and guidelines established by the IHSAA. All athletes should consult and be familiar with the athletic handbook.

## **IHSAA MEMBERSHIP**

Pioneer High School is a member of the Indiana High School Athletic Association which has determined the overall pattern for inter-school athletics in Indiana since 1904. The control of the

IHSAA rests with the high school principals who elect the legislative body to represent five IHSAA districts and three classes of schools based on enrollment. The IHSAA recognizes the principal as the administrative head of inter-school athletic activities at a member school.

IHSAA Individual Eligibility: A summary of applicable rules follows:

**YOU ARE NOT ELIGIBLE IF:**

- A. A parent and physician's certificate is not on file with your principal prior to any practice.
- B. You are 20 years of age prior to or on the scheduled date of the IHSAA State Finals tournament in a sport.
- C. You did not pass five regular high school subjects your last semester and also last grading period.
- D. You have transferred from another high school and do not have an IHSAA athletic transfer blank on file with your high school principal.
- E. You have violated your amateur standing in any way by:
  - 1. Playing under an assumed name.
  - 2. Accepting money or merchandise directly or indirectly from athletic participation.
  - 3. Signing a professional contract in that sport.
- F. You are absent five or more consecutive school days due to illness or injury and do not present to your principal written verification from a licensed physician stating that you may participate again.
- G. You participate out of season in basketball, football, or volleyball practice games or scrimmages (unless authorized by IHSAA).
- H. Any person uses undue influence to retain or secure you as a student or to retain your parents as residents.
- I. Because of bad habits or improper conduct you cannot represent your school in a becoming manner.
- J. You have been enrolled in more than eight consecutive semesters beginning with grade 9.
- K. You accept commercial awards which advertise any business firms or individuals, or if you accept awards, gifts, trips or honors from colleges or their alumni.

This is only a summary of the rules. Contact your school officials for further information before participating outside of your school.

**SPORTS**

The Pioneer Athletic Department presently provides the following sports teams in which students may participate:

**FALL**

BOYS	GIRLS	COED
Varsity Football	Varsity Volleyball	Co-Ed HS Cross Country
JV Football	JV Volleyball	Co-Ed JH Cross Country
8th Football	8th Volleyball	
7th Football	7th Volleyball	
Varsity Golf		
Cheerleading		

**WINTER**

BOYS	GIRLS	COED
Varsity Basketball	Varsity Basketball	Co-Ed HS Swimming
JV Basketball	JV Basketball	JH Swimming
9th Basketball	8th Basketball	
8th Basketball	7th Basketball	

7th Basketball	Cheerleading
Varsity Wrestling	
JH Wrestling	

## **SPRING**

BOYS	GIRLS	COED
Varsity Track	Varsity Track	JH Baseball
Varsity Golf	Varsity Softball	
Varsity Baseball	JH Track	
JH Track	JH Softball	

## **PIONEER ATHLETIC COUNCIL**

Make Up and Conduct of the Athletic Council:

1. The permanent members of the Athletic Council of Pioneer High School are the Athletic Director and all high school varsity head coaches presently serving on the staff. The high school Principal serves as a non-voting advisor of the council.
2. The chairman of the Athletic Council is to be the Athletic Director.
3. All members of the Athletic Council have voting power.
4. A 2/3 majority vote rules.

Objectives of the Athletic Council:

1. To provide a well-planned and well-balanced program of inter-scholastic athletics for as many secondary school students as possible, consistent with available facilities, personnel and financial support.
2. To promote cooperative thinking and unification of interest and effort among all the coaches and support personnel concerned with the athletic program in the corporation.

Function of the Athletic Council:

1. Evaluate on a continuing basis the program and regulate athletics by recommending policies consistent with sound educational aims and objectives.
2. Unifying coaching objectives for the total program.
3. Any questions that may arise pertaining to the Awards and Discipline section will be reviewed by the Athletic Council and recommendations made to the principal.

## **CANCELING OR POSTPONING SCHEDULED GAMES**

In the event it becomes necessary to cancel a game, all participants will be notified as soon as possible.

For Inclement Weather Conditions: When school is canceled in the morning for the entire day or during the day, athletic events below the varsity-junior varsity level will be canceled for the day. Athletic events at the varsity and junior varsity level may proceed at the discretion of the school administration of the two schools involved.

## **CANCELING SCHEDULED PRACTICES**

In the event it becomes necessary to cancel a practice session, all participants will be notified as soon as possible by the representative coaches.

For Inclement Weather Conditions: When school is canceled in the morning for the entire day, practices may be held later in the day if possible and/or convenient. **NO MANDATORY ATTENDANCE MAY BE REQUIRED.** When school is canceled during the day, no practices will be conducted that day.

No practice may be canceled at any time without the approval of the Athletic Director. If the Athletic Director is unavailable, approval will need to be sought from the Principal or Assistant Principal.

## **SCHOLARSHIP**

To be eligible scholastically, a student must have received passing grades at the end of the student's last grading period in at least 5 full credit subjects or equivalent.

An incomplete is the same as a failing grade until it is made up.

Eligibility is determined on the dates certified to the IHSAA as to when grades are issued.

## **ATHLETIC AWARDS POLICY**

Awards should not be over-emphasized. They should be inexpensive, symbolic, and limited to certificates, trophies, plaques, medals, jackets, blankets, unattached letters, numerals, or other insignias of the school. In order for an athlete to qualify for an athletic award, he/she is required to complete the entire season as directed by his/her coach. The athlete must have all athletic equipment returned and pay for any missing equipment before the athlete will receive an award.

The sports season is completed at the end of the awards program. Only awards approved by the Athletic Department will be given at any awards program. Student athletes shall give prior notice if unable to attend the awards program.

The coach shall consider the award fulfillment on the following criteria:

1. Attendance and punctuality at practice.
2. Observance of training rules as formulated under the coach's guide.
3. Cooperation in upholding group regulations.
4. Attitude in and out of the group.
5. Good school citizenship.
6. Conduct.
7. Character.
8. Performance of the athlete during the season.

The varsity coach will give each athlete in his/her sport the requirements to earn a Varsity Award.

The following awards will be given to those athletes who qualify:

- A. Varsity Award - An athlete can receive only one varsity "P". This will be a 7" black letter on a gold and white background.
  1. First year award - certificate, "P", Sport Insert
  2. Second year award - certificate
  3. Third year award - certificate
  4. Fourth year award - 4" x 6" plaque
- B. Junior Varsity Award – one JV certificate will be given for each sport. JV certificates will count as one-half (1/2) a varsity letter toward jacket and blanket.
- C. Freshman Award - a freshman will receive a numeral patch for participation. Freshman award will count as one-half (1/2) a varsity letter toward jacket and blanket. Only one patch will be awarded.
- D. Junior High Award - 7th or 8th graders will receive a certificate for completing the sport season.
- E. Cheerleader and "Pepe" - cheerleader awards will be either varsity, junior varsity, or freshman. Cheerleaders receive an athletic award for both fall and winter cheerleading.
- F. Statistician
  1. first year award - Certificate
  2. Second year award - certificate
  3. Third year award - certificate
  4. Fourth year award - certificate

- G. Trackette or Wrestlette
1. First year award - certificate
  2. Second year award - certificate
  3. Third year award - certificate
  4. Fourth year award - certificate
- H. Manager - Managers will receive awards at a level of participation at the discretion of the coach.
- I. Letter Jacket - All athletes who receive seven varsity letters total or three varsity letters in the same sport will receive a letter jacket (two JV awards or one Freshman and one JV award in the same sport will count as one varsity letter in that sport only). The Athletic Department reserves the right to specify what an athlete is allowed to put on his/her letter jacket. The letter jacket shall be worn by the athlete only. **An athlete may purchase a letter jacket from the athletic department after student receives his/her first varsity letter if student chooses not to wait and receive the letter jacket award after seven (7) varsity letters or three (3) varsity letters in the same sport.**
- J. Pioneer Blanket - Receiving the Pioneer blanket is a high honor for a student athlete. To receive a blanket, a student athlete must have a minimum of nine varsity letters.

## **CHANGING SPORTS**

An athlete may change from one sport to another during a sport season with the permission of both coaches involved and the Athletic Director.

## **ATHLETIC INSURANCE**

Since insurance needs are personal, all athletes should make sure they have the type of insurance that meets their needs in case of accident or injury while practicing or participating in athletics. PIONEER DOES NOT CARRY ANY TYPE OF INSURANCE ON ATHLETES.

## **MANAGERS AND STATISTICIANS**

Managers and statisticians are expected to follow the same rules and regulations as set forth for all athletes. Any penalty imposed will follow athletic policy guidelines.

## **EJECTION FROM AN ATHLETIC CONTEST**

Any contestant ejected from a contest for an unsportsmanlike act shall be suspended from the next interschool contest at that level of competition and all other interschool contests at any level in the interim, in addition to any other penalties assessed.

## **TRANSPORTATION**

All athletes (including cheerleaders) are required to ride the team bus (fan bus for cheerleaders) unless riding with a parent or family member. The coach must be given prior notification. The coach has the prerogative to make any additional rules.

## **ATHLETIC DISCIPLINE CODE**

The coaching staff and administration believe that when a student participates in sports at Pioneer he/she assumes responsibility. That responsibility is to represent himself/herself, his/her school, family and community in the finest possible manner.

Thus our athletes are expected to set positive examples of leadership, attitude, cooperation, sportsmanship and conduct throughout the school and community. Our athletes reflect not only a personal image, but an image of our teams, our school and our community.

A student becomes an athlete whenever he/she starts practicing for a Pioneer athletic team. The athlete status remains in effect until the conclusion of the spring sports season of that athlete's senior year. A sport's season is not considered completed until the conclusion of the awards program for that sport. The Pioneer Athletic Discipline Code is enforced 365 days per year. The code also includes athletes in grades 7-12.



The athlete is expected to follow all the rules and guidelines set forth in the Pioneer Student Handbook. The following types of student conduct shall constitute grounds for disciplinary action:

1. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco, alcoholic beverages, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this rule.

First offense:

- A. The athlete will be suspended for 20% of the total athletic contests. The suspension may carry over to the next sports season if necessary.

Example: There are 20 athletic contests during the season; the suspension would be four (4) athletic contests.

- B. The athlete may practice and accompany the team to athletic contests, but cannot dress or participate in the contests.

- C. The parents will be notified as soon as possible.

Second Offense:

- A. The athlete will be suspended from athletic contests for 365 days.

Third Offense:

- A. The athlete will be suspended for the remainder of his/her Jr./Sr. high school career.

2. Law violations other than traffic:

Individual coach's rules may be more restrictive regarding penalties imposed for violations of the athletic code. Penalty may be either temporary or permanent suspension from athletics.

The decision will be rendered by the coach, athletic director, principal, and/or athletic board.

### **Observation of Violations**

Coaches have an obligation to report an observed violation to their colleagues who currently have jurisdiction over the athlete's participation. School administrators and teachers also have a responsibility to Pioneer High School to report violations. Testimony from a patron who is willing to provide evidence as to an athlete being in violation of the Pioneer Discipline Code will be considered.

### **Procedures for Administration of Penalties**

1. The coach and Athletic Director will meet with the athlete and the high school Principal to discuss and explain the violation.
2. The coach and Athletic Director will prepare a written statement giving all the details of the violations and the penalty. One copy will be given to the Athletic Director, and one copy will be given to the Principal.
3. If the situation is not resolved at this level, a conference with the Principal, the Athletic Director, the coach, the athlete, and the parents will be held in the Principal's office.
4. If the situation is not resolved at this level, one, or both, of the parties may request a hearing with the Superintendent. The Superintendent, upon receiving such a request, will designate a time and place for the meeting. The meeting will be held no more than five days after the request is received. At this meeting, the athlete may have present his/her parents, legal counsel, and any witness who may be favorable to his/her position. The high school Principal, Athletic Director, coach, and witnesses for the school may also attend this meeting. The Superintendent must present in writing his/her findings within five days after the hearing to the athlete and his/her parents.
5. If the situation is not resolved at this level, the athlete may request, in writing, not more than five days after the Superintendent has presented his/her findings, a hearing with the Pioneer Regional Board of School Trustees.
6. If the situation is not resolved at this level, then it may proceed through the judicial system at the choice of either party involved.