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# Clay High School

## Datebook & Student Handbook

### 2017-2018 Academic Year

Athletic Office .....	393-4923	Student Management	
Guidance Office .....	393-4914	Office .....	393-4908
Main Office .....	393-4900	Student Management	
FAX .....	243-7005	Recorder .....	393-4909

19131 Darden Road  
South Bend, Indiana 46637

Internet Address ..... [www.sbcsc.k12.in.us/clayhigh](http://www.sbcsc.k12.in.us/clayhigh)



The information in this book is based on the most accurate information available at the time it was published. Calendar dates are subject to change due to snow make up days. Check school postings for changes throughout the year.

This book belongs to

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

# WELCOME TO CLAY HIGH SCHOOL

Whether you are a returning student, an incoming freshman, or a transfer student, we at Clay High School are glad you're here. We hope you will join in Clay's strong tradition of excellence in every aspect of a student's life. You have opportunities to develop your full potential for academic achievement, to utilize your talents in athletic and extracurricular activities, and to become a person who demonstrates respect and deserves the respect of others.

Please take the time to read the contents of this Student Handbook. It will give you needed information on the policies, procedures and rules of Clay High School. Successful students know what is expected of them and they live up to those expectations.

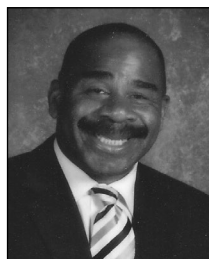
Clay High School is your school. Your contributions will help Clay High School continue its tradition of excellence.



Mrs. Denise Boyd  
Assistant Principal



Mr. Mansour Eid  
Principal



Mr. Robert Smith  
Assistant Principal

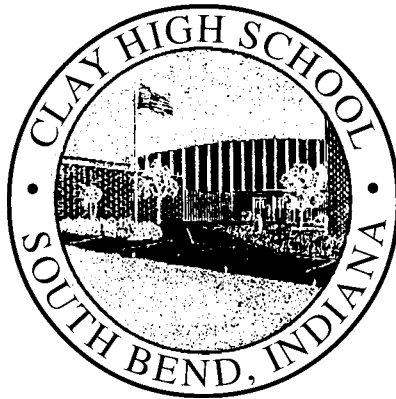


Mr. Al Hartman  
Athletic Director

**CLAY HIGH SCHOOL**

# Schedule Calendar

2017-2018



**CLAY HIGH SCHOOL**  
**Bell Schedule**  
**2017 - 2018**

1st Period	7:45 - 8:40
2nd Period	8:45 - 9:35
3rd Period	9:40 - 10:30
A Lunch	10:35 - 11:05
4th Period	11:10 - 12:00 (with A Lunch)
5th Period	12:05 - 12:55 (with A Lunch)
4th Period	10:35 - 11:25 (with B Lunch)
	11:44 - 12:49 class
B Lunch	11:30 - 12:00
5th Period	12:05 - 12:55 (with B Lunch)
4th Period	10:35 - 11:25 (with C Lunch)
5th Period	11:30 - 12:20 (with C Lunch)
C Lunch	12:25 - 12:55
6th Period	1:00 - 1:50 pm
7th Period	1:55 - 2:45 pm
Dismissal	2:45 pm

# Clay High School Important Dates

## 2017-18

### First Semester

Drop/Add Days .....	August 09 -8:00a to 1:00p August 10-1:00p to 6:00p August 11-8:00a to 1:00p
Freshman /New Student Orientation .....	August 15
Class Meetings.....	August 19 – Freshman – Lang Arts Classes All Day August 22 –Sophomore - Lang Arts Classes All Day August 23 – Junior – 1st hr August 24 – Senior - 6th hr
Magnet Pot Luck .....	August 24
Seniors & all Underclass I.D.s & school picture packets taken .....	September 01
Club/Activity Fair .....	September 02
Fall Homecoming .....	September 23
One Act Festival .....	September 30 & October 01
Senior Night .....	October 06
Senior Class Meeting/Announcement Order/Caps & Gowns .....	TBD
Parent/Teacher Conferences.....	October 26 (tentative)
Underclassmen Picture Retakes .....	October 10
Magnet Information Night .....	November 01
Fall Athletic Awards.....	November 08
Announcement Orders/Cap & Gown payments taken .....	TBD
String A Long.....	TBD
Fall Musical .....	Nov. 30 – Dec. 02
Mad Dash Canned Food Drive.....	TBD
Midwinter Dance.....	TBD
Financial Aid Night .....	January 19, 2017
Final Exams (tentative) .....	December 20 (1st, 2nd, 4th, 6th hr) December 21 (1st, 3rd, 5th, 7th hr)

# 2017-2018 Clay High School Activities Sponsors and Advisors

## Academics

Academic Super Bowl .....	TBD
Arsenal.....	Ms. Kathryn Hein
German Club .....	Mrs. Karen Kazmierzak
Math Team.....	Mr. Gene Buczynski
Project Teach.....	Mrs. Deb Ferraro
National Honor Society .....	Mrs. Angela Browning
Quiz Bowl.....	Mrs. Heathar Bradbury
Science Club .....	Mrs. Sarah Torzewski

## Student Leadership

Newspaper .....	Ms. Yonika Willis
Yearbook .....	Mr. Jim Carpenter
Senior Class .....	Mr. Tim Appleby
Student Council .....	Mr. Jim Carpenter & Mr. Ben Murray-Oates

## Fine Arts/Spirit

Anime/Gaming.....	Mrs. Heathar Bradbury
Band .....	Mr. Kurtis & Mr. Vanore
Bible Club .....	Mrs. Paula Moore
Cheerleading .....	Ms. Cheryl Anderson
Choir/Swing Choir .....	Mr. Shawn Harrington
Euchre Club.....	Mrs. Heather Bradbury
Greenhouse Club .....	Ms. Anne Johnson
GSA .....	Mr. Greg Harris
Hula Hoop Fitness Club .....	Ms. Deanna Voss
Orchestra.....	Mr. Michael Myers
Spirit Club .....	Mr. Ben Murray-Oates
Varsity & JV Poms.....	Mrs. Rita Baxter

# 2017-2018 Clay Activities Sponsors, Advisers, and Coaches

## Publications

Colonial Newspaper Staff.....	Ms. Yonika Willis
Minuteman Yearbook Staff .....	Mr. Jim Carpenter

## Athletic Teams and Coaches

Joe Toth, Athletic Director  
Angie Bitner, Ticket Manager

### Fall Sports

Boys' Cross Country .....	Mr. Dwight Mood
Boys' Soccer .....	Mr. David Floran
Boys' Tennis .....	Ms. Emily Zablocki
Football.....	Mr. Will Porter
Girls' Cross Country .....	Mr. Dwight Mood
Girls' Soccer .....	Mr. Brian Ginzer
Volleyball.....	Ms. Jami Redman
Girls' Golf.....	Mr. Derek Albright
Girls' Tennis.....	Ms. Angie Bitner
Cheerleading.....	Ms. Cheryl Anderson

### Winter Sports

Boys' Basketball.....	Mr. Delray Brooks
Boys' Swimming/Diving .....	Mr. Todd Tobolski
Girls' Swimming/Diving .....	Mrs. Darcy King-O'Blenis
Girls' Basketball.....	Mr. Mark Westendorp
Wrestling.....	Mr. Adam O'Neil

### Spring Sports

Baseball.....	Mr. Joel Reinebold
Boys' Track .....	Mr. Dwight Mood
Girls' Track .....	TBD
Boys' Golf .....	Mr. Derek Albright
Softball.....	Ms. Katie Rodriguez
Girls' Tennis.....	Ms. Angie Bitner

*'Proud to be a Colonial'*

CLAY HIGH SCHOOL

# Academics

2017-2018





# ACADEMICS

## SCHEDULE CHANGE POLICY

Class changes must occur in the first two weeks of the grading period. After this time period any class change must have administrative approval.

Class changes will only be made for the following reasons:

1. If a student is enrolled in a class she/he has already taken.
2. If a senior needs a required subject(s) for graduation.
3. To correct a clerical or computer error.
4. To maintain balanced class enrollment.
5. To accommodate a doctor's waiver for medical reasons that make participation in a class impossible.

## GRADE CLASSIFICATION

Clay High School classifies students according to credits earned during the school year. Students must earn the required number of credits in order to matriculate to the next level. The required number of credits are the following:

FRESHMAN	9th Grade	0-10	Credits
SOPHOMORE	10th Grade	1-20	Credits
JUNIOR	11th Grade	21-30	Credits
SENIOR	12th Grade	31+	Credits

## SEVENTH SEMESTER GRADES

Those seniors who are planning to attend a college or university before the end of the 7th semester must petition the administration for a waiver by January 1.

## **S.A.T. and P.S.A.T. Testing Dates**

<b>Test Date</b>	<b>Test Registration</b>	<b>Regist. Deadline</b>	<b>Late Regist.</b>
Aug 26, 2017	SAT	July 28, 2017	Aug. 15, 2017
Oct. 7, 2017	SAT & other subject areas*	Sept. 08, 2017	Sep. 27, 2017
Oct. 11, 2017	PSAT/NMSQT at each HS	None	
Nov. 04, 2017	SAT*	Oct. 05, 2016	Oct. 25, 2017
Dec. 02, 2017	SAT*	Nov. 02, 2016	Nov. 21, 2017
Mar. 10, 2018	SAT ONLY	Feb. 09, 2018	Feb. 28, 2018
May 05, 2018	SAT*	April 06, 2018	April 25, 2018
June 02, 2018	SAT*	May 03, 2018	May 23, 2018

## **A.C.T. Testing Dates**

<b>Test Date</b>	<b>Test Registration</b>	<b>Regist. Deadline</b>	<b>Late Regist.</b>
Sep. 09, 2017	ACT	Aug. 04, 2017	Aug. 18, 2017
Oct. 28, 2017	ACT	Sept, 22 2017	Oct. 06, 2017
Dec. 09, 2017	ACT	Nov. 03, 2017	Nov. 17, 2017
Feb. 10, 2018	ACT	Jan. 12, 2018	Jan.19, 2018
April 14, 2018	ACT	Mar. 09, 2018	Mar. 23, 2018
June 09, 2018	ACT	May 04, 2018	May 18, 2018

# CLAY HIGH SCHOOL

# Code of Conduct

2017-2018



## **Scope of Code**

This code applies to all students in the High School.

Specific action may be administered in the order shown or may be determined by the severity or repetitiveness of the act involved. School administrators shall have the right to implement any of the described consequences without respect to the order in which they are listed.

If a student is found to have acted inappropriately it is generally expected that at least one appropriate consequence will be imposed. All administrators shall have the right to utilize additional consequences as they deem appropriate.

THE CONSEQUENCES LISTED FOR EACH OFFENSE SHALL SERVE ONLY AS A GUIDELINE TO THE ADMINISTRATOR IN DETERMINING THE APPROPRIATE DISCIPLINE ACTION.

# **South Bend Community School Corporation Code of Student Conduct--High School**

## **Introduction**

The Student Code of Conduct sets out a comprehensive code of conduct for South Bend Community Schools and the role of appropriate discipline in achieving quality education for every student every day. The guide has two major components. One is a clear set of behavioral expectations for students, staff, and parents. The other is guidance for responding effectively when students' behavior does not meet those expectations – that is, responding in ways that not only correct behavior but that also repair harm, affirm expectations, further students' education, and strengthen the school community.

This Student Code of Conduct (SCC) reflects the school corporation's commitment to Culturally Responsive Positive Behavioral Interventions and Supports, and to building positive school communities where every student can thrive. It incorporates restorative justice strategies that are proven to enhance community safety, build mutual responsibility, and reduce suspensions and expulsions. Its aim is to help the corporation and all its stakeholders ensure that our schools are safe places where every student is fully educated for personal success and responsible citizenship.

This is an approach that focuses on collaboration and community building. It reflects a belief that students perform best in strong learning communities, where they feel safe, supported, and understand their mutual responsibilities. It assumes that students best learn appropriate behavior in a context that models a commitment to dignity and respect, that fosters awareness of their own and others' needs, and that holds them accountable in ways that build empathy and responsibility.

The SCC names rights and responsibilities, sets out expectations, and recommends interventions that can help build strong learning communities. It assumes proactive efforts to build social and emotional capacity, laying a strong foundation for success and making it easier for students to manage their own behavior or respond well to correction. It offers progressive levels of corrective responses, which gradually become more targeted and more formal as it becomes clear that individual students need more support in order to recognize and meet their responsibilities to their learning communities. Every right has its limitations. The freedom of an individual or group to exercise rights stops when that exercise infringes upon the rights of others. Since the legitimate rights of individuals may be in conflict, it is necessary to recognize that rights must be balanced to protect as many persons as possible. Teachers and students should promote tolerance for the views of others, as well as for the rights of an individual to form and hold different opinions and beliefs.

The SCC is intended to help students, staff, and families work together toward building schools that help every student reach his or her potential.

# **South Bend Community School Corporation**

## **Code of Student Conduct--High School**

Parents, students, and educators are members of a team working together to create a learning environment that fosters the development of democratic ideals. This goal can best be accomplished by avoiding extremes of too much or too little discipline and by allowing the student to assume increasing responsibility for his/her individual behavior.

Each student has a right to an education. Corrective discipline, as administered in the South Bend Community Schools in conjunction with the home, is designed to produce behavioral changes that will enable students to develop self-discipline. The major objectives of discipline in the schools are to teach the following fundamental concepts for living: (1) respect for the rights, dignity, and safety of all individuals within the school and community; (2) respect for law and observance of school corporation policies, procedures and local school regulations; and (3) respect for public and private property rights. Student behavior that unduly disrupts class work, involves substantial disorder, or invades the rights of others or violates the law or local ordinance will not be tolerated.

Parents have the right to be informed of any disciplinary action implemented for their child. The teacher will make parent contact after dismissing a student from class. In the event that a conference among the administrator(s), parent(s), student(s) and/or teacher(s) is necessary, every effort should be made to hold the conference within twenty-four (24) hours.

A student shall have access to, abide by, and be aware of, the rules, rights, and responsibilities to which he/she is subject. Introduction and orientation to the code shall be provided. Questions or additional clarification may be directed to any teacher or building administrator. The entire text, including rights and responsibilities, is available in all school offices.

### **ATTENDANCE AND TRUANCY**

Truancy/Unexcused absence guidelines and consequences apply to student attendance **throughout** the school day. Truancy is any period of absence (all or any part of the day) which is not excused by the parent/guardian. This **includes** attendance during any class and/or lunch.

#### **Academic Dishonesty/Cheating:**

**Academic Dishonesty:** Using the work of others or published work; violating rules of honesty such as copying another student's test, assignment, etc. Alteration of documents including possession or signing

Loss of credit on assignment

Possible discipline action

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*Reasonable efforts will be made to contact parents whenever one of the above corrective consequences is implemented.*

# South Bend Community School Corporation

## Code of Student Conduct--High School

**Assault/Battery:** More than fighting, assault/battery involves causing or attempting to cause serious bodily injury to students, staff or others. It includes continuing to engage in a fight after being asked to stop, or criminal recklessness.

1-5 days OSS

Mandatory police referral and referral to school social worker

Possible due process expulsion

### **Attendance:**

**Tardy** (Late to class without an approved excuse ..... 1st Offense  
Student to contact parent

### **Tardy count/total is inclusive of all classes**

2nd Offense.....Student to contact Parent

3rd Offense..... Office to contact parent

4th Offense.....Office to contact parent

5th Offense.....Administration to contact parent

Repeated Offenses (9 or more)

2-3 days OSS/ASD; Parent conference required

Chronic Offenses (12 or more)

3-5 days OSS/ASD; Parent conference required

**Truancy/Unexcused Absences** (Failure to report to class/school and without an approved excuse)

1st Offense.....Student to contact parent

2nd Offense.....Student to contact parent

3rd Offense..... Office to contact parent

4th Offense.....Administration to contact parent

5th Offense.....Administration to contact parent

Repeated Offenses (after 5 days)

2days OSS; Parent conference required

Chronic..... 3-5 days OSS; Administration to contact parent

Possible legal action against parents or guardian

### **STATEMENT**

*Excessive absences and truancies places a student in danger of failing a course or repeating a grade.*

### **GENERAL SCHOOL CONDUCT**

General school conduct guidelines apply to student conduct **throughout** the school day on school grounds before and after school hours, during travel to and from school and at all school sponsored activities (including summer school).

- Engaging, on or off school grounds, in any unlawful activity that

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***Reasonable efforts will be made to contact parents whenever one of the above corrective consequences is implemented.***

# South Bend Community School Corporation

## Code of Student Conduct--High School

constitutes an interference with school purposes or an educational function.

- Aiding, assisting, or conspiring with another person to violate student conduct rules or state or federal law.
- Violating a school rule, and/or a state or federal law.
- Engaging in pranks or other behaviors that could result in harm to another person.

### **Bomb Threats:**

**Bomb/False Alarm:** The making of threats or providing false information about the presence of explosive materials, devices, or a fire on school property without cause in writing, in person or by phone, including text messaging

3-5 days OSS

Possible referral to school social worker

Possible police referral

Possible due process expulsion

**Bullying/Cyberbullying/Harassment:** Under IC 20-33-8-0.2, “bullying” means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment. Examples include harassment based on real or perceived race, ethnicity, gender/gender identity, sexual orientation, disability, or religion.

1st Offense.....1-3 Days OSS

Repeated.....1-3 Days OSS/Parent Conference required/  
Possible due process expulsion

Physical.....1-3 Days OSS/Parent Conference required/  
Possible due process expulsion

Directed to staff.....3 Days OSS/Possible due process expulsion

**Disrespect/Insubordination:** Walking Away: Leaving while a staff member or adult in authority is talking to the student; Talking Back: Using verbal insults or put downs or responding orally in a rude manner to a staff member or adult in authority; False Information: Providing false or misleading information either written or oral; Refusal to identify self/give full name to any employee and/or refusal to wear student ID

1 Day OSS

### **Disruptive/Disorderly Conduct/Inappropriate Language/Gestures:**

Conduct which is likely to result in serious bodily injury or substantial property damage, and/or making unreasonable noise that interferes with

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*Reasonable efforts will be made to contact parents whenever one of the above corrective consequences is implemented.*

# South Bend Community School Corporation

## Code of Student Conduct--High School

educational activities and refusing to cease the disruption when requested; Causing a large disruption to the atmosphere of order and discipline in the school that is necessary for effective learning and may place others at risk of injury; Saying words that are offensive, sexual, or considered obscene in an academic, professional setting.

1st Offense; 1 day OSS  
Repeated/ Chronic; 2 days OSS  
Directed to staff; 2 days OSS; Parent conference required;  
Possible due process expulsion;  
Possible police referral

**Dress Code:** Dress does not comply with building expectations  
Parent contact; student will change to appropriate clothing  
1 day OSS or ASD

**Drugs/Alcohol:** Possession/transmitting and/or use of narcotics/drugs/tobacco/alcohol and/or paraphernalia (including look alike/prescription and non-prescription drugs)  
1-5 days OSS  
Mandatory police referral and referral to school social work  
Possible due process expulsion

**Electronic Devices:**  
Possessing or using items such as cell phone, electronic paging device (such as a beeper), CD Player, I-Pod, MP3 Player or any other unauthorized electronic device must be turned off and placed in student's locker from the start of the school day until dismissal at the end of the school day  
Confiscation of device; Parent pick up device

Taking or displaying pictures without the consent of the student or staff member in a situation not related to a school purpose or educational function; sending, sharing, viewing, possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device  
Confiscation of device; Parent pick up device  
Possible Discipline Action; possible due process expulsion;  
Possible police referral

**Failure to Serve:** Failure to report for the prescribed consequence such as detention  
1 additional day ASD/SD

**Fighting:**  
**Provocation/Injury to Others:** To incite a fight; physical contact by pushing, shoving, biting, spitting, kicking or hitting or other conduct that may

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*Reasonable efforts will be made to contact parents whenever one of the above corrective consequences is implemented.*



# South Bend Community School Corporation

## Code of Student Conduct--High School

cause injury; more than horseplay - Severe fights

3-5 days OSS

Possible police referral; Possible due process expulsion

**Firearms/Weapons/Arson:** Possession of ammunition; possession of a knife, explosive, chemical agent dispenser, destructive device, or other object that can reasonably be considered a weapon; possession of a loaded or unloaded firearm, taser gun, electronic stun gun or any weapon or device that expels a projectile by the action of an explosive, or having knowledge of another person's intent to violate or violation of this rule and failing to report the information to a school administrator or teacher.

1-5 days OSS

Mandatory referral to school social worker and mandatory police referral

Possible due process expulsion for a period of not less than one year

**Fireworks:** Possession, use, sale, or distribution of fireworks and/or any other incendiary devices.

1-2 days OSS

**Gambling:** Playing any games in which money or valuables may be won or lost (betting, use of dice, etc.)

1-3 Days OSS; Possible due process expulsion; possible police referral

**Repeated/Prolonged Interruption of Instruction:** Conduct that causes a large disruption to the learning environment for either 20% or 15 consecutive minutes of the education process after having received direct instruction and multiple interventions regarding compliance.

1st Offense; 1 day OSS

Repeated/Chronic; 2 days OSS; Parent conference required;

Possible due process expulsion

### **Sexual Conduct/Obscene and/or Lewd Behavior:**

Inappropriate sexual conduct, sexual gestures, inappropriate touching, indecent exposure, transmitting sexually suggestive images through information technology devices, or other sexual activities which do not involve the use of force.

1. Sending, sharing, viewing, and possessing pictures, text messages emails or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.
2. Falsely accusing any person of sexual harassment.

2 days OSS with pending investigation by administration;

Referral to social worker; Mandatory parent conference

Possible police referral; Possible due process expulsion

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*Reasonable efforts will be made to contact parents whenever one of the above corrective consequences is implemented.*

# South Bend Community School Corporation

## Code of Student Conduct--High School

**Sexual Harassment/persistent, severe, or unwanted sexual conduct/misconduct:** Inappropriate sexual conduct, sexual gestures, inappropriate touching, indecent exposure, transmitting sexually suggestive images through information technology devices, or other sexual activities which involves the use of force such as rape and molestation.

1-5 days OSS; Mandatory parent conference;  
Mandatory police referral and referral to school social worker;  
Possible due process expulsion

**Theft/Forgery/Extortion:**

**Theft:** Having in one's possession property obtained without permission of the owner or possession (physical control over, including clothing, lockers, or bags) of stolen property;

Theft under \$150.00; 1-2 Days OSS; restitution

Theft over \$150.00; 1-3 Days OSS; restitution

Mandatory police referral

**Forgery:** Alteration of documents including possession or signing;  
1-2 Days OSS

**Extortion:** Obtaining or attempting to obtain monies by use of violence or threats;

1-3 Days OSS; Possible due process expulsion;

Possible police referral

**Tobacco:** Possession or use of any type of tobacco (including electronic cigarettes);

Possible police referral

### **PROPERTY OFFENSES**

**Vandalism:** Deliberate destruction, damage, or defacing of school or personal property

Destruction under \$150.00; 1-2 days OSS; Restitution for damage;  
Possible due process expulsion; Possible police referral

Destruction over \$150.00; 1-3 days OSS; Restitution for damage;  
Possible due process expulsion; Possible police referral

**Unauthorized Presence in Another Building:**

The unauthorized presence of any student on or in the building of another school without the permission of the Principal

Trespass notice issued; Possible police referral

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*Reasonable efforts will be made to contact parents whenever one of the above corrective consequences is implemented.*

# South Bend Community School Corporation

## Code of Student Conduct--High School

### VEHICLES

#### **Unauthorized Parking:**

Students violating this section will be subject to:

Vehicle towed away  
Suspension of parking privileges  
Possible referral to police

### DEFINITION OF TERMS

#### **Authorized School District Personnel:**

Paid personnel of the South Bend Community School Corporation, volunteers, and student teachers.

#### **Due Process:**

Due process of law will be provided to students in all discipline matters. This includes the opportunity to be informed of the provisions of the code or other school regulations or procedures allegedly violated together with evidence to support the charge. Students will be given an opportunity to respond. Any student recommended for expulsion shall be entitled to have the legal procedures provided by law followed prior to any decision being made as to that expulsion.

#### **Expulsion:**

Denial of the right to attend school for a certain time period.

#### **In-school detention (ISD):**

Detention from a single class, but not from school. The student remains in the school building and is given the opportunity to do classroom assignments in a designated area of the school supervised by a CHS staff member.

#### **After school detention (ASD):**

Detention after school (3pm to 5pm). The student remains in the school building and is given the opportunity to do classroom assignments in a designated area of the school supervised by a CHS staff member.

#### **Saturday Detention (SD):**

The student attends supervised Saturday detention from 8:AM to 12:00 PM in an assigned/supervised detention area and will bring classroom assignments to complete. An administrator will be available for parent-student conferences via appointment during these hours.

#### **Out-of-School Suspension (OSS):**

Students serving out-of-school suspensions are not allowed to come onto school property, participate in extracurricular activities, or attend

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*Reasonable efforts will be made to contact parents whenever one of the above corrective consequences is implemented.*

# **South Bend Community School Corporation**

## **Code of Student Conduct--High School**

school-sponsored events. A student may be considered trespassing if he or she comes onto school grounds while suspended.

Suspensions are excused absences. The principal must ensure that students serving suspensions are able to obtain homework, and upon the students' return, provided with the opportunity to make up any quizzes, tests, special projects, or final exams given during the period of suspension.

Students serving suspension must be allowed to take state assessments at school and may participate in test preparation activities with the Office of Expulsions Services approval. The students' attendance will still be marked as suspended. The Office of Expulsions Services must approve any other exception to the out-of-school suspension guidelines.

### **Positive Behavior Interventions Supports (PBIS):**

Clay High School staff and administration will continue to implement Positive Behavior Interventions Supports that increase student successes through school-home communications, behavioral support mechanisms, and parent-community involvement opportunities.

### **Guiding students to positive behavior**

The most critical step to building a safe, respectful, and productive learning environment at Clay High School is establishing a positive school climate where students and adults have strong, positive relationships and students understand what is expected of them as learners at school. Clay High School nurtures students by providing them with positive behavioral supports and meaningful opportunities for improving social and emotional skills, such as recognizing and managing emotions, developing caring and concern for others, making responsible decisions, establishing positive relationships, and handling challenging situations in a constructive way. Clay High School administration and staff members establish and maintain a positive school climate and effectively communicate, teach, and model the positive behaviors they expect students to exhibit in the classroom and in other parts of the school throughout the day.

# Clay High School Code of Student Conduct

## **ACADEMIC DISHONESTY**

Plagiarism is the unauthorized use of another person's work or the misrepresentation of sources and references in a student's work. Simply, it is taking credit for what is not the student's actual work. The penalty for such behavior is failure on the assigned task.

The unauthorized use of books, calculators, computer assisted programs, or other students' works is another form of academic dishonesty. Such actions result in a failing grade for the assignment.

The theft of exams, answers, or teacher materials related to a specific assignment will result in failure for that task. All students complicit with such an act will receive the same failing grade.

## ***Attendance Philosophy***

Every day of attendance at school is important. Research demonstrates that students who regularly attend school achieve higher grades, enjoy school more, and increase their chances of becoming functional, responsible adults. In addition, when students are expected to attend school and be on time for classes, they develop self-discipline, good habits, and responsibility. A student who misses a class will never be able to retrieve completely that learning experience. The interaction with the teacher and fellow students can never effectively be duplicated. The emphasis of the Attendance Policy is to encourage academic achievement, responsibility, punctuality and maximum effort.

## **ATTENDANCE**

### **Absence Notification**

All excused absences must be reported within 48 hours of absence. You may report an absence in one of three ways.

- Call the office of Student management's recorder/answering machine 243-7013 any time day or night before the absence and up to noon the day of the absence.
- Call the office of Student management, 243-7010 by noon the day the student is absent. This method, Time sensitive, only works if you call the OSM office by noon the day of the absence, The information will be recorded and processed that day.
- Send a written note stating the date and reason for the student's absence. Please included your signature and phone number. The student should bring this note to the Student Management Office.

### **Tardy**

Students who are tardy to class without a pass will be escorted/sent to the Student Management Office by security or teacher. The student's parent/guardian will be immediately notified/contacted via telephone of the respective tardy by the student, office, or administrator. A parent-student-administrator conference, an after school detention (ASD), a Saturday detention (SD), OSS, or possible due process may be issued for repeated tardies.

# **Clay High School Code of Student Conduct**

## **Truancy**

Any absence not excused by the parent is considered a truancy. Truancies will be disciplined according to the S.B.C.S.C. Code of Conduct. Progressive discipline with Positive Behavior Intervention Support (PBIS) will be utilized with possible recommendation for Due Process for excessive truancies. Students who leave the building/school without an exit pass, or leave the building through any other door except the front door during the school day will be considered truant.

## **Prearranged Absences**

If you wish to arrange for make up work ahead of time, please obtain and submit a prearranged absence form one week in advance. The Student Management Office requires both a written note and a phone call from parents/guardians for prearranged absences. Family vacations are not an excusable absence according to State Law and S.B.C.S.C. attendance policy.

## **Exit Passes**

Students must have an Exit Pass to leave the building at any time during the school day. The Student Management office and the Nurse's office issue exit passes. When leaving the building during the school day, students must only exit using the front doors in the main lobby. Students must sign out at the security table, and show their exit pass.

Exit Passes require a phone call or a letter from the parent/guardian to request the exit pass. Exit passes will only be issued for the following reasons:

- 1) Medical and Dental Appointments
- 2) Death in the family
- 3) Religious observance
- 4) Court appointments
- 5) Military and service exams
- 6) Testing to get a driver's license
- 7) Emergency (explanations must be given)

Verification for the excused exit pass must be provided by the next school day and turned in to the Student Management Office. If the student does not provide the needed verification for the exit pass, the absence will be considered a truancy and consequences will be administered. Exit passes cannot be delivered to the student. Students are responsible to pick up their exit pass after first hour. Clay High School has a closed campus for lunch hours. Students will not be given an exit pass to go to lunch.

## ***Attendance Policy***

Students are expected to attend school on a consistent basis. Absences will be considered excessive when there are repeated undocumented absences in a course during a semester.

Every day a student misses school a computer generated phone call will be made to the student's home. When a student has repeated undocumented absences, the Office of Student Management will notify the parent/guardian by mail and/or by a computer-generated phone call.

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## **UNDOCUMENTED ABSENCES**

Written (parent/guardian) verification is due within 2 days of absence. No phone calls accepted for these absences.

- a. Truancies
- b. Non school sponsored activities
- c. Vacations
- d. Illness without medical documentation

## **DOCUMENTED ABSENCES:**

Written (parent/guardian) verification is due within 2 days of absence. No phone calls accepted for these absences.

- a. School sponsored activities, including field trips, extra curricular and co-curricular activities
- b. Funerals (family) with written verification
- c. Illness with medical documentation
- d. In School Suspension/Out of School Suspension
- e. Legal Appointments with appropriate documentation
- f. Religious with appropriate documentation
- g. College Visits [Senior year (Limit of 2) and Junior year (Limit of 1)]
- h. Absences excused by administration

## **CREDIT RECOVERY**

Student with more than 9 absences in a class will be on a “NO CREDIT” status for the semester in the respective class until they resolve the absences by either serving time in Credit Recovery or obtaining a waiver from the administration.

## **Expulsion, Suspension and Exclusion**

Issuance of License or Permit – An operator’s license or learner’s permit may not be issued to a person less than eighteen (18) years of age who meets any of the following conditions:

1. is a habitual truant under I.C. 20-33-2-11;
2. is under at least a second suspension from school for the school year under I.C.20-33-8-14 or I.C.20-33-8-15;
3. is under an expulsion from school under I.C.20-33-8-14 or I.C.20-33-8-15 or 20-33-8-16; or
4. has withdrawn from school for a reason other than financial hardship, and the withdrawal was reported under I.C.20-33-2-21 before graduating.

## **ANNOUNCEMENTS**

Announcements are made daily. Announcements will appear on classroom monitors from 8:40 am until 3:00 pm. For announcements to appear on the monitor by 9:20 am, they must be placed in the blue announcement tray in the Main Office before 7:45 am each morning. Announcements arriving after 7:45 am will not be guaranteed to be placed on that day’s announcements.

## **CELL PHONES/ELECTRONIC DEVICES**

The use of cell phones and electronic devices during the school day disrupts

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the educational process and also offers the potential for academic dishonesty. Cell phones and electronic devices are not permitted and must be turned off during the day. Cell phones must be concealed and secured in hall lockers (but not locker room lockers) or vehicles. Consequences for the misuse of cell phones and electronic devices include confiscation and a parent conference. Repeated offenses may lead to more serious consequences. Clay High School/SBCSC are not responsible for confiscated, lost or stolen electronic devices.

## **BUS RULES AND REGULATIONS**

Bus rules and regulations exist for your child's safety to and from school. Misbehavior on the bus creates a safety hazard, therefore appropriate disciplinary measures will be taken to ensure the safety of all who ride the bus. Detention, out-of-school suspension, and/or loss of transportation privileges are possible. School bus drivers are corporation employees and are responsible for enforcing the corporation code of conduct.

If proper conduct is not displayed the privilege of riding the bus can be denied. A school bus driver has the responsibility and authority to supervise, direct, and control the school children being transported on a school bus. The bus driver shall keep order, maintain discipline and shall treat all children on the bus in a civil manner.

School bus drivers shall assure that the following regulations are observed by all pupil passengers:

1. Pupils shall neither enter nor leave a school bus until it has come to a full stop and the door has been opened by the driver.
2. Each pupil shall be seated immediately upon entering the bus and shall remain in the selected or assigned seat while being transported to school.
3. Upon arrival at school, each pupil shall remain seated until the driver has released the students.
4. Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.
5. Pupils shall not tease, scuffle, trip, hold, hit, or use their hands or feet or body in any other objectionable manner.
6. Windows or doors shall not be opened except by permission of the driver.
7. Pupils shall be at their assigned bus stops at least five (5) minutes prior to the scheduled pickup time.
8. Pupils shall ride only in the bus to which they are assigned.
9. Students may transport musical instruments and any other item pertaining to curricular activities on the bus only if those items can be held in the student's lap and do not violate safety considerations. Live animals, special displays and projects of unusually large size are not acceptable for transportation.

## **LOCKDOWN**

A lockdown will be announced in certain emergency situations. A lockdown drill will be practiced just as a fire drill is practiced.



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## **COMPUTER LAB**

Entry to the Computer Lab requires that students have a pass. Upon entering the lab students must sign in and conform to all rules for computer usage. (Rules are posted.) Food, drink and gum are not allowed. Violation of computer rules and procedures will result in the loss of computer lab privileges.

## **CONTACT INFORMATION**

Parents are responsible for providing updated information of student's current address and telephone number. Additionally, parents are responsible for current employer telephone numbers, emergency numbers, or other information deemed necessary for parental/guardian contact.

## **DANCES**

Dances sponsored by Clay High School are for CHS students only, with the exception of formal/semiformal dances (Winter Dance, Junior/Senior Prom) Students' guests must have proper authorization to attend CHS dances. Authorization forms are available in the Student Management Office. Guest approval must be granted by CHS administration. Students failing to follow proper procedures will not be allowed to attend CHS dances.

Students are not permitted to leave dances and return. Students will have a designated time to be in the dance or they will be denied admittance. Student I.D.'s are required for entrance into CHS dances. Clay dances normally run from 8:00 pm to 11:00 pm.

## **DELIVERIES**

Due to limited time and personnel, non-emergency deliveries cannot be made during the school day. Please do not have birthday gifts, balloons, or flowers delivered to school.

## **DRESS CODE**

It is expected that students will be responsible for wearing appropriate clothing and manage their appearance in such a manner that does not:

1. Disrupt the educational setting,
2. Interfere with health or safety,
3. Promote vulgarity,
4. Express inflammatory views, or
5. Create health risks to self or others.

The particulars listed here are not intended to be an exhaustive list and the exclusion of some items from the list does not infer allowance of that item if it is not appropriate and in agreement with school purposes. The Clay High School Administrative Team retains the right to determine if a student's attire is inappropriate for the educational environment.

The following are not permitted to be worn on the school campus:

- Revealing or suggestive clothing
- Clothing & jewelry with messages about alcohol, tobacco, cult, racism or profanity

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- Clothing & jewelry affiliated with gang membership
- Bandanas, sweatbands, hair nets, “do rags”, head scarves
- Pajamas, boxer shorts, biker shorts, hiphuggers or low waisted pants, micro mini skirts, short shorts (shorts & skirts must be one inch above knee/subjected to administrative review)
- bare midriffs, tank tops, tube tops, muscle shirts, spaghetti straps
- sunglasses
- slippers (shoes, sneakers or sandals must be worn at all times & appropriately fastened)
- saggy pants or clothing that reveals/displays undergarments
- hairstyles or hair coloring which draw undue attention to a student or cause distractions to the educational environment

If a student chooses to dress inappropriately for school, parents will be called and the student will either be sent home to change their clothing or the parent will bring appropriate clothing to school while the student sits in Student Management Office.

## **FIRE DRILLS**

Fire drills are required by state law once a month. Existing doors and exits are secured from the outside during school hours. Students will follow established exiting procedures as posted in classrooms, exiting the building quickly and quietly.

## **GUIDANCE OFFICE**

The Guidance Office is located on the second floor. Students are required to fill out a counselor request form in order to see the counselor.

Students who do not wish to have their name and address released to the military services should put their request in writing to guidance.

## **I.D. INFORMATION**

All students are required to wear I.D. Cards during school hours. Only one official Clay High School I.D. will be permitted. Students must wear their own I.D. In the event of loss, students must pay for a replacement I.D. at the CHS Bookstore and obtain a new I.D. from the CHS Student Management Office. ID replacement charge is \$5.00.

### **Exceptions**

Due to safety concerns, PE students will not wear their I.D.s while participating in approved PE activities. Other Lab Teachers may address the wearing of I.D.s while students are in respective Lab classrooms.

## **LOCKERS**

Each student is assigned his/her individual locker. Students are to assume responsibility for the security of their belongings by making sure the locker is properly secured at all times, and by not sharing their combination with other students. Combinations are changed yearly. Faulty locks and lockers are to be reported to the Student Management Office immediately. The school is not responsible for lost or stolen items. Lockers must remain in the same condition issued; a fine/fee may be incurred for any/all defacing of lockers.

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## **LOST AND FOUND**

Lost and Found is located in the Main Office. Lost articles are kept for two weeks (10 school days), then appropriately discarded.

## **LUNCH PERIOD**

Clay High School is a closed campus. All students must remain in school during the lunch periods. Regular school lunch, salads, sandwiches and other a la carte items, and vending machine items are available. Students may bring their own lunch, if they wish. Students are expected to bus their own trays. Weather permitting, food may be taken from the cafeteria to the outside picnic tables. (North of the pool entrance.) Students who wish to go outside after they have eaten lunch may also go to this area. Students entering the outside eating area are expected to remain outdoors until the end of the lunch period. Access to restrooms is available in the corridors outside of the cafeteria.

Students on their lunch hour are not to be in any other part of the building without a pass from the teacher who will be supervising them. Students may go to their lockers during the passing periods before and after their lunch hours. To avoid disruption of classes, students are not to return to their lockers during their lunch periods.

## **MEDIA CENTER**

- (1) Students are required to have a pass from their subject teacher in order to use the library.
- (2) Students must sign in upon entering.
- (3) Materials that are checked out require a student I.D.
- (4) Students are always welcome in the library. Library hours are 7:00 am to 4:00 pm daily. Extended hours until 4:30 pm will be posted on the daily announcements.

## **MESSAGES**

Personal messages can only be delivered to students in emergency situations. Only the parent/guardian can have a message delivered. They must give an explanation of the emergency to the office at the time of the call.

## **PARENTS/VISITORS**

Adult visitors are always welcome. Because of safety issues a 24 hour notice is required. Social visitation or shadowing is not permitted at Clay High School.

## **PARKING**

Students are not permitted to loiter on school property or in vehicles. Student parking is available in the north part of the main parking lot off Juniper Road. The first row (closest/parallel to the building) is reserved for staff, visitors, and the handicapped.

The southern part of the lot is reserved for staff. All parking is by permit only. Auto Shop students are given permits by the Auto Shop teacher as needed. Vehicles not displaying permits may be towed at the owner's expense. Students

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are advised to keep their cars secured at all times, and to avoid having valuable items visibly displayed. The school is not responsible for loss due to damage, theft or vandalism. Parking is a privilege and the school reserves the right to limit and/or deny parking privileges. Clay High School and SBCSC reserves the right to search vehicles on school property if reasonable cause is applicable.

All students and staff will be required to have a parking permit visible in the vehicle. Students will purchase the permit for \$5. Vehicles that are parked in the lot without a proper permit or are parked in an unauthorized location may be ticketed. Repeated offenses will be subject to progressive discipline.

Students can receive a parking permit application card from their first hour teacher. Students should fill these cards out completely and return them to their homeroom teacher. Permits will be distributed to students through the homeroom teacher by the J.R.O.T.C. office.

## **PROHIBITED ITEMS**

Electronic games, toys (such as squirt guns), clothing or other items which interfere with the educational function of Clay High School are not permitted. Such items will be confiscated and returned only to the parent. Items that can reasonably be considered dangerous will be turned over to the police.

The SBCSC Board of School Trustees has disallowed the carrying of book bags and gym bags in classes. This includes back packs. Bags must be left in your locker when you arrive at school and must remain there until you exit the building. Gym bags may be taken to the locker room and left in the PE locker. Student possession of any weapon or item which can reasonably be considered a weapon will result in an immediate 1 to 5 day out of school suspension, referral to police, and a possible recommendation for expulsion from all South Bend Schools. Examples of prohibited items include guns, knives, razor blades, ice picks, explosives, chains (either wallet or bulky chains), pipes, brass knuckles, billy clubs, laser pens, nunchakus, Chinese stars, mace, or other disabling sprays, tear gas, ammunition, smoke or stink bombs. For possession of a firearm, expulsion is mandated for one year.

## **SBCSC HIGH SCHOOL EXPECTATIONS**

All students are expected to wear their IDs at all times while on the school campus.

Any student in the hall during class must have a pass from their class period teacher.

Food and drinks are permitted only in the cafeteria.

Bookbags & backpacks are to be kept during the school day in the student's locker.

Locker combinations are not to be given to anyone, except the student in that particular locker.

Coats are not to be worn during the school day.

Students are not permitted to loiter on school, public, or private property during school hours; students are not permitted to leave school property during school hours without administrative or written parental permission/authorization.

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## **SEVERE WEATHER/EMERGENCY PROCEDURE**

Two severe weather drills are conducted each semester. Students are to follow the established procedures as posted in each classroom.

## **SEXUAL HARASSMENT**

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct of a sexual nature. These charges should be reported to a member of the faculty, staff, guidance or administration. Individuals found guilty of sexual harassment charges will be subject to disciplinary action. Examples of sexual harassment are:

1. Verbal harassment or abuse,
2. Repeated remarks to a person with sexual or demeaning implications,
3. Unwelcome touching,
4. Pressure for sexual activity,
5. Suggesting or demanding sexual involvement.

Every report will be treated with utmost urgency but any person who knowingly files false charges against another individual in an attempt to demand, harass, abuse, or embarrass that individual shall be subject to disciplinary action.

**INDIANA CODE I.C.35-44-2-2** —A student who gives a false report that a member of the staff has sexually harassed a student, or who gives false information to an administrator who is investigating a charge that a staff member has sexually harassed a student, knowing that the report or information is false, will be considered to have engaged in student misconduct and will be subject to discipline, including suspension and expulsion.

## **SMOKING**

Clay High School is a smoke-free facility. Smoking (including electronic cigarettes) is not permitted or allowed at any time for any reason. Violators will be subject to consequences per the Student Code of Conduct and subject to ticketing by the School Resource Officer.

## **VISITORS**

All Visitors must report to the security desk at the front entrance when entering the building to sign in and receive a building pass. Visitors without a proper pass will be addressed by building staff and asked to report to the office.

South Bend Police Department//Saint  
Joseph County Police Department /SRO  
**MAY** be notified

1. Theft or possession of stolen property that costs less than \$150
2. Vandalism or criminal damage to property that costs less than \$500
3. Fighting- more than two people and/or involves injury
4. Initiating or participating in any inappropriate, minor physical contact with school personnel
5. Inappropriate sexual conduct
6. Possession, use, sale or distribution of fireworks
7. Battery or aiding or abetting in the commission of a battery that does not result in a physical injury.
8. False activation of a fire alarm that does not cause a school facility to be evacuated or does not cause emergency services to be notified
9. Use of intimidation credible threats of violence, coercion, or persistent severe bullying
10. Aggravated battery or aiding or abetting in the commission of a battery that results in a physical injury.

South Bend Police Department/Saint  
Joseph County Police Department/SRO  
**MUST** be notified

1. Theft or possession of stolen property that costs more than \$150
2. Vandalism or criminal damage to property that costs more than \$500 or that is done to personal property belonging to any school personnel
3. Use, possession, and/or concealment of a firearm/ destructive device or other weapon or “look-alikes” of weapons, or use intent to use any other object to inflict bodily harm.
4. Arson
5. Use or possession of illegal drugs, narcotics, controlled substances, “look-alikes” of such substances, or contraband, or use of any other substance for the purpose of intoxication in school or at a school related function or before school or before a school related function.
6. Sale, distribution, or intent to sell or distribute alcohol, illegal drugs, narcotics, controlled substances, “look-alikes” or such substances, contraband, or any other substance used for the purpose of intoxication.
7. False Activation of a fire alarm which cause school facility to be evacuated or causes emergency services to be notified.
8. Bomb threat
9. Persistent or severe acts of sexual harassment or sex acts which include the use of force

## **The School Song**

Cheer, cheer for Clay Senior High  
We'll back the Colonials in every try!

We all love Clay, love her well,  
Better than anyone can tell!

What tho' the odds be great or small  
Clay Senior High will win over all,  
While her loyal sons are Marching  
Onward to Victory! Rah! Rah! Rah!



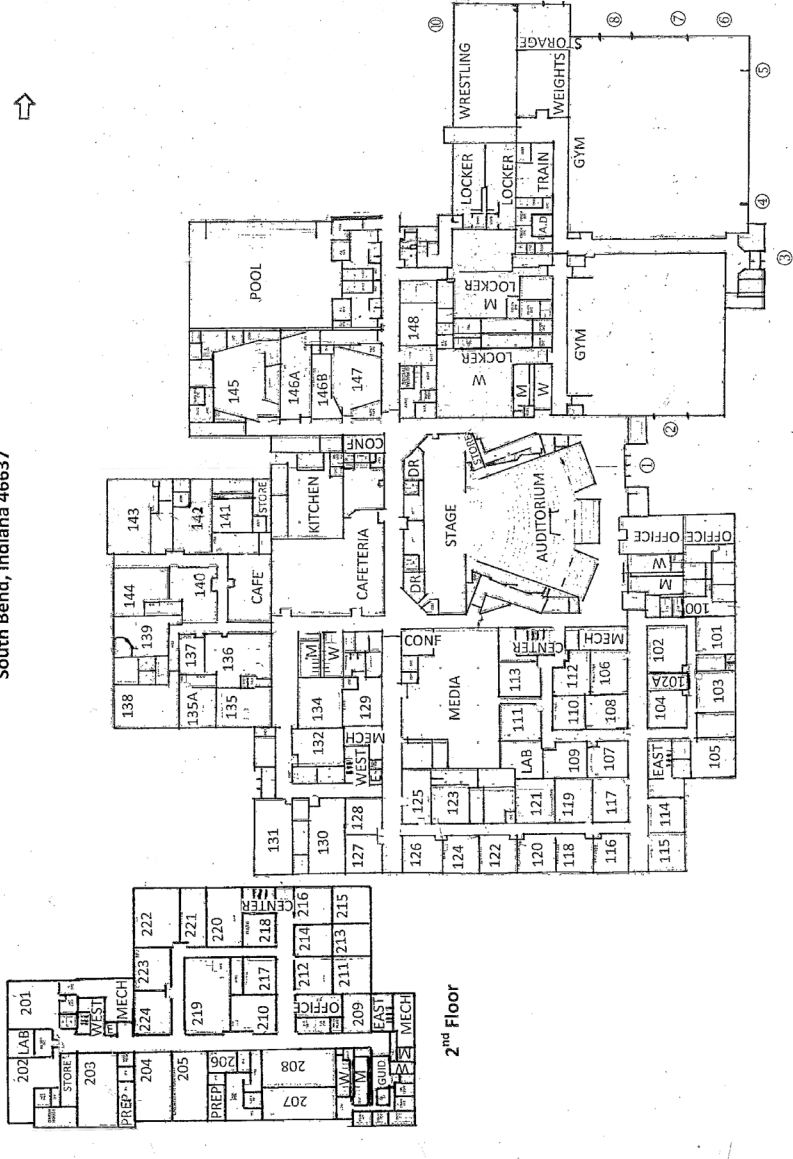
# Go Colonials!

*Team South Bend*

*“Quality Learning For Every Student Every Day”*

*“Together We Can”*

Clay High School  
 19131 Darden Road  
 South Bend, Indiana 46637



2<sup>nd</sup> Floor