

ZIONSVILLE HIGH SCHOOL

School Song

Zionsville, oh Zionsville,
Oh Zionsville, we're all for you!
We will fight for the green and silver
For the glory of ZHS!
Never daunted, we cannot falter
In the battle, so tried and true,
Zionsville, oh Zionsville,
Oh Zionsville, We're all for you!

School Colors

*Forest Green
and Silver*

School Mascot

Eagle

Accredited by the North Central
Association of Schools and Colleges

1000 Mulberry Street
Zionsville, Indiana 46077
Phone: 873 - 3355
Fax: 873 - 8002 FC Fax: 873 - 3572
Web Page: www.zcs.k12.in.us/zchs/index.htm

ZIONSVILLE COMMUNITY HIGH SCHOOL
A Drug, Tobacco and Alcohol-Free Campus

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



©2009 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883

<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

QUICK REFERENCE

Absences, Excessive.....	15	Discipline Consequences Chart	16
Absences, Excused.....	14	Discipline Terms Defined.....	18
Absences, Unexcused.....	15	Dress.....	24
Advance College Project.....	53	Driving and Parking Privileges.....	28
Advance Placement/International Baccalaureate Courses.....	12	Drug Abuse Reporting.....	27
Advanced Placement.....	53	Drug and Alcohol Statement.....	31
Allergies.....	27	Earning College Credits While in High School.....	53
Alternative Education Assignment.....	18	Electronic Devices.....	25
Arrival Time.....	14	Emancipated Student.....	14
Asbestos.....	29	Emergency Closing.....	28
Athletic Awards.....	36	Event Calendar.....	6
Athletic Code Parameters and Protocol.....	39	Extracurricular Events.....	26
Athletic Participation.....	34	Family Education Rights and Privacy Acts.....	4
Athletics.....	33	Financial Aid.....	57
Athletics, General School and Community Conduct.....	39	Friday School.....	18
Athletics: What Must Be Done Before Your First Practice.....	34	G.P.A., Computing.....	8
Attendance.....	14	Grade Point Averages.....	52
Auditing of Classes.....	13	Graduation Exercises.....	11
Basics of College Admissions Process.....	49	Graduation in Less Than Eight Semesters.....	11
Bell Schedule.....	7	Graduation Requirements.....	10
Bicycles.....	28	Health Clinic, Medication, and Medical Emergencies.....	27
Bullying.....	23	Health Insurance.....	28
Bus Transportation.....	28	Health Screenings.....	27
Cafeteria.....	29	Homework.....	16
Calendar, School Year.....	6	Honor Code.....	33
Canine Searches.....	26	Honor Roll.....	12
Career and College Handbook/career Planning.....	44	Honors Courses.....	12
Charge for Returned Checks.....	30	Honors Courses.....	52
Child Abuse Reporting.....	28	International Baccalaureate.....	53
Coaches, Appropriate Concerns to Discuss With.....	42	J. Everett Light Career Center.....	13
Co-Curricular Activities.....	31	Leaving School.....	16
College Preparation Timeline.....	45	Legal Settlement.....	24
College: Areas of Responsibility.....	49	Library Media Center.....	30
College: Choosing the Right College.....	54	Lockers.....	30
College: College Entrance Tests.....	51	Messages/Deliveries.....	31
College: College Vocabulary.....	50	Missing Child Reporting.....	28
College: Completing College Applications.....	49	Mission, Beliefs and Vision.....	7
College: How to Get Admitted to College.....	55	NCAA Requirements.....	52
College: How to Get Effective Letters of Recommendation.....	56	Non-Discrimination.....	5
College: How to Get the Most Out of Your Campus Visit.....	54	Out of Bounds.....	15
College: Important Numbers on the Registration Forms.....	52	Parent (Fan) Decorum.....	43
College: Information Needed to Complete the FAFSA.....	58	Passes.....	25
College: Tips for Writing Essays.....	56	Plagiarism/Academic Dishonesty.....	18
Computers.....	30	Policy Notification Statement.....	5
Dances.....	24	Possessing a Deadly Weapon.....	24
Detention.....	18	Possessing a Firearm or a Destructive Device.....	23
Directory Information.....	4	Public Affection.....	25
		Qualifying Criteria for Core 40 with Academic Honors.....	10
		Qualifying Criteria for Core 40 with Technical Honors.....	10
		Quality Point.....	12
		Ranking.....	12

Residency and Enrollment Information.....	5	Study Hall	25
Retaking Classes.....	12	Suspension.....	18
Salutatorian	11	Tardies	16
Scheduling of Classes.....	13	Team Cutting Policies	35
Scholar Athlete Program.....	37	Telephone	31
Sexual Harassment Policy.....	25	Transfer of Credits.....	12
Sport, Changing.....	35	Transportation	28
Staff E-Mail and Phone Extensions	8	Travel.....	35
Starting School Two Hours Late	7	Truant	15
Student Conduct and Responsibilities.....	19	Unlawful Activity.....	24
Student I.D.'s.....	25	Valedictorian	11
Student Misconduct And/Or Substantial Disobedience	21	Visitors.....	31
Student Organizations.....	32	Where to Go - Whom to See	8
Student-Athlete Code of Conduct Penalties	38	Withdrawal From Class	13
Student-Athlete Code of Conduct Statement	38	Withdrawal From School	14
Student-Athlete Policy Regarding Student Hazing and Harassment	41	Work Permits	29
		Zionsville Community High School Mission.....	6



INFORMATION REGARDING RIGHTS AND PRIVACY

The maintenance of student records by the Zionsville Community School Corporation is governed by several federal laws and amendments known as the Family Education Rights and Privacy Acts.

1. The parents' rights under this act extend until the student is 18 years of age, or is enrolled in a post-high school institution; thereafter, the student himself/herself may exercise the rights.
2. Parents have a right to examine their children's records at reasonable times, and in certain circumstances in accordance with school policy, to purchase a copy of such records.
3. The parent has a right to have a record corrected if it "is inaccurate or misleading or is otherwise in violation of any rights of students."
4. If, as a result of a meeting, the school decided that the information is not "inaccurate, misleading, or is otherwise in violation of the privacy or other rights of the student," a parent has the right to place information in the education records and/or set forth any reasons for disagreeing with the decision of the school to leave the contested information in the student's records.
5. A record must be kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination. School officials of this district who have a "legitimate educational interest" in the student are exempted from this requirement by the act.
6. Certain persons may examine student records without a parent's consent. These include school officials, including teachers who have "legitimate educational interests," officials of other schools or school systems where a transfer is made, and certain representatives of the state and federal government with various limitations.
7. Any person may receive the records if the parents execute a written consent specifying the record to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case, if requested. The parent may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
8. Records may be sent to officials of another school or school system in which the student intends to enroll at the request of that school or school system without written consent of the parent.
9. A copy may also be furnished pursuant to a court order or subpoena, but only if the parents are given advance notice.

Other rights granted to students and parents:

1. The right to **due process** for any disciplinary acts subject to the *Indiana Code*.
2. The right to a **smoke-free, drug-free and weapon-free** environment subject to the *Indiana Code*.
3. The right to convene a meeting of the school's **instructional support team** to address specific learning difficulties a student may be experiencing in addition to those rights accorded by *Article 7, and Section 504, and the Americans with Disabilities Act*.
4. The right to inspect instructional materials and the right to grant or deny permission to participate in certain personal analyses, evaluations, or surveys subject to *HEA 1625*.
5. The right to initiate prayer and religious meetings subject to *Federal and State Statutes*.

DIRECTORY INFORMATION

The Zionsville Community School Corporation designates the following items as Directory Information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, student work displayed at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary by the end of the first week of school.

NON-DISCRIMINATION

POLICY NOTIFICATION STATEMENT

It is the policy of the Zionsville Community School Corporation not to discriminate on the basis of physical or mental disability, sex, race, color, age, national origin, or limited English proficiency. Zionsville Community School Corporation is committed to provide equal access to education, programs, activities and employment. Questions or concerns regarding this policy should be directed to Bob Bostwick, Title IX and Section 504 Coordinator, 900 Mulberry Street, Zionsville, IN 46077, phone (317) 873-2858.

It is the responsibility and intent of the Zionsville Community School Corporation to provide a free and appropriate public education to each qualified student regardless of the nature or severity of their disability.

If a parent, a student, or a teacher knows or suspects a learning disability, and/or a physical or mental disability, he/she has the responsibility to refer the student for an individual educational evaluation under IDEA (for special education) or to determine eligibility under Section 504.

To refer a student for an educational evaluation, contact the school counselor. After the counselor receives permission for testing the testing must be completed and the Case Conference held within 50 instructional days. As an alternative, a parent or teacher may request that the instructional support team in the student's school be convened to address any specific difficulties that the student may be experiencing. However, the instructional support team cannot make determinations regarding IDEA or Section 504 and is not a legal replacement for the Case Conference.

The principal or his/her designee at each school serves as the Section 504 Compliance Officer for that building. For further non-discrimination information, refer to <http://www.ed.gov/index.jhtml>

RESIDENCY AND ENROLLMENT INFORMATION

A student must live with a parent who resides within the legal boundaries of the school corporation or with an adult who otherwise has legal custody of the student and resides within the boundaries of the school corporation in order to be able to attend Zionsville Community High School.

A student losing residency during the school year may attend Zionsville Community High School until the end of the semester in which the loss of residency occurred.

A student completing the eleventh grade at Zionsville Community High School and thereafter losing residence status may attend Zionsville Community High School until the end of the twelfth grade.

Students wishing to transfer to Zionsville Community High School from another school after the school year has begun must affirm in writing from the principal of the sending school that the student is leaving while in good disciplinary standing. Students determined by the principal of Zionsville Community High School to have been legally dismissed or denied attendance to another school will not be eligible to enter Zionsville Community High School until the disciplinary action has been served.

If a student has been expelled from another school corporation, that student may not enroll in Zionsville Community High School during the period of the expulsion unless the following conditions are met:

1. The student informs the principal of Zionsville Community High School of the expulsion.
2. The principal of Zionsville Community High School consents to the student's enrollment.
3. The student consents to the terms and conditions of enrollment established by the principal of Zionsville Community High School.

If the student fails to inform the principal of Zionsville Community High School of an existing expulsion order or fails to follow the conditions of enrollment to Zionsville Community High School, the principal may withdraw consent for enrollment during the period of expulsion.

Before consent for enrollment is withdrawn the student will be granted an informal hearing before the principal.

See Indiana Code IC 20-8.1-1-14.5 and Indiana Code IC 20-8.1-5.1-23.

ZIONSVILLE COMMUNITY HIGH SCHOOL 2009-2010 SCHOOL YEAR

August 13-14	Teacher Orientation, Teacher Meeting Day
August 17	First Student Day
September 7	Labor Day (No School)
September 8	Staff Development (No School)
September 9	Open House, 5:30 p.m.
October 21	End 1st Nine Weeks
October 23	Parent Conferences (No School)
October 26, 27	Fall Break
November 25, 26, 27	Thanksgiving Vacation
December 16, 17, 18	Final Exams, 1st Semester
December 21-January 3	Winter Vacation
January 15	End of 1st Semester
January 18	Martin Luther King Day
January 19	Staff Development (No School/Snow Make-Up)
January 20	2nd Semester Begins
February 15	President's Day (No School)
March 23	End of 3rd 9 weeks
March 26	Snow Make-Up Day (No School)
March 27-April 4	Spring Vacation
April 5	Snow Make-Up Day(No School)
May 31	Memorial Day/No School
June 1, 2, 3	Final Exams, 2nd Semester
June 3	Last Student Day
June 4	Teacher Record Day (No School)
June 6	Commencement, 2:00 p.m.

EVENT CALENDAR

Zionsville Community Schools posts on its website, www.zcs.k12.in.us, a calendar of events for all Zionsville schools. This calendar may be customized to display only those events which pertain to your family.

ZIONSVILLE COMMUNITY HIGH SCHOOL MISSION

Through the commitment of students, staff, parents and community members, Zionsville Community High School provides excellence in education by:

- Providing academic and cocurricular programs in a safe and healthy environment.
- Directing technologically enabled student focused learning,
- Implementing student accountability for academic success,
- Promoting the value, worth and uniqueness of people, and
- Empowering students to participate positively in the global community.

ZIONSVILLE COMMUNITY SCHOOLS MISSION, BELIEFS AND VISION

THE CORE MISSION OF THE ZIONSVILLE COMMUNITY SCHOOLS IS TO ENSURE STUDENT GROWTH LEADING TO PRODUCTIVE LIVES AND CONTRIBUTIONS BY 21st CENTURY CITIZENS.

BELIEFS

1. We believe that student growth occurs best in safe and inviting school environments and includes, but is not limited to:
 - a. Academic achievement such as knowledge and skills, thinking and problem solving, creating and communicating;
 - b. Development of social, emotional, and relationship intelligences and capacities;
 - c. Physical fitness and wellness, and
 - d. Technical and ethical preparedness for the 21st century world of citizenship and gainful employment.
2. We believe that our schools enjoy special benefits due to very high levels of parental engagement in supporting education, valuing excellence, and fostering high expectations. We believe that these advantages put us in the lead when compared with other public school districts and that leading confers special opportunities and responsibilities.
3. We believe that leaders must forge the future through continuous improvement, innovation, and resistance of the status quo mindset brought on by being among the best in one's league.
4. We believe that the community expects a world-class school experience for our students, invests the financial resources necessary to achieve it, and entrusts the Board with the solemn responsibility to serve as good stewards of the community's resources.
5. We believe that every young person of today and tomorrow is best served by an educational delivery system that is highly relevant and engaging, digital/technological, and focused foremost in the thinking, problem solving, creating, and communicating realms. We believe that these domains are evergreen, while knowledge and information change rapidly.

VISION

Zionsville Community Schools' success in serving the core mission of student growth is world class as evidenced by student outcomes that compare favorably with the world's best public and private schools.

DAILY CLASS SCHEDULE

1st Period	7:30 - 8:20	1st Lunch	11:14 - 11:46
2nd Period	8:27 - 9:20	2nd Lunch	11:46 - 12:16
3rd Period	9:27 - 10:17	3rd Lunch	12:16 - 12:46
4th Period	10:24 - 11:14	6th Period	12:53 - 1:43
5th Period	11:21 - 12:46	7th Period	1:50 - 2:40

STARTING SCHOOL TWO HOURS LATE

1st Period	9:30 - 10:00
2nd Period	10:07 - 10:40
3rd Period	10:47 - 11:17
5th Period	11:24 - 12:49
A Lunch	11:17 - 11:49
B Lunch	11:49 - 12:19
C Lunch	12:19 - 12:49
4th Period	12:56 - 1:26
6th Period	1:33 - 2:03
7th Period	2:10 - 2:40

COMPUTING G.P.A.

To compute a grade point average, the total number of grade points earned is divided by the total credits. Averages are figured cumulatively; that is, the total points for all semesters of school work are divided by the total credits attempted for all semesters. GPA's will be rounded to the nearest one-hundredth of a point.

The following value is assigned to each letter grade:

A+	4.0	98-100%	C+	2.3	78-79%
A	4.0	92-97%	C	2.0	72-77%
A-	3.7	90-91%	C-	1.7	70-71%
B+	3.3	88-89%	D+	1.3	68-69%
B	3.0	82-87%	D	1.0	62-67%
B-	2.7	80-81%	D-	.7	60-61%

WHERE TO GO - WHOM TO SEE

Absences	Susan Lowder, ext. 12997
Athletics	Mindy Klinedinst, ext. 12988
Cafeteria	Marlene Knisley, ext. 12974
Calendar Dates/Use of Facilities	Becky Thornley, ext. 12996
Cap and Gown	Becky Thornley, ext. 12996
Careers and Occupations	Lisa Thacker, ext. 12990
Class Rings	Becky Thornley ext. 12996
Clinic	Nurses, ext. 12993
Clinic, Freshman Center	Nurses, ext 62993
Clubs and Organizations	Club Sponsor or Matt Walter, ext. 12992
College Information	Lisa Thacker, ext. 12990
Credits	Lisa Thacker, ext. 12990
Course descriptions	Lisa Thacker, ext. 12990
Dates/ Use of Facilities	Becky Thornley, ext. 12996
Freshman Center	Greg Hall, ext. 62999
	Carrie Roush, ext. 62995
I.D. Cards	Becky Thornley, ext. 12996
Job Postings, Students	Lisa Thacker, ext. 12990
Lockers	Becky Thornley, ext. 12996
Lost and Found	Susan Lowder, ext. 12995
NCAA Clearinghouse	www.ncaaclearinghouse.net
Passes to Leave Building	Main Campus Secretary, ext. 12997
Schedule Changes	Lisa Thacker, ext. 12990
Scholarships/Financial Aid	Lisa Thacker, ext. 12990
School Pictures	Jill Chickedantz, ext. 12022
Student Parking	Susan Lowder, ext. 12997
Transcript Sent to a College	Lisa Thacker, ext. 12982
Transfer Credit to ZCHS	Lisa Thacker, ext. 12982
Work Permits	Lisa Thacker, ext. 12990
Voice Mail	Dial 0-Main Office, 2-Attendance, 3-Guidance 4-Athletics, 5-Nurse, or # for ZCS Directory
Yearbook	Jill Chickedantz, ext. 12022

STAFF E-MAIL AND PHONE EXTENSIONS

Zionsville Staff may be reached via phone or through e-mail. The main office phone number is 873-3355. Both phone extensions and e-mail addresses may be accessed on the school web site at <http://www.zcs.k12.in.us/zchs/index.htm> by clicking first on the *Staff/Departments* link and then the appropriate academic department.

ZIONSVILLE COMMUNITY HIGH SCHOOL

1000 Mulberry Street

Zionsville, IN 46077

873-3355

Fax: 873-8002 FC Fax: 873-3572

Principal: Chris Willis

Asst. Principal: Greg Hall

Asst. Principal: Greg McDaniel

Asst. Principal: Matt Walter

Dean of Students: Wendy Haag

Athletic Director: Greg Schellhase

Guidance Counselors:

Greg Kirkham, Grades 11 and 12, U-Z

Bob Brennan, Grades 11 and 12, L-T

Melissa Ludwa, Grades 11 and 12, A-K

Cassie Petrocelli, Grades 9 and 10, A-L

Melinda Stephan, Grades 9 and 10, M-Z

Thank you to the following people who served on the 2009-2010 Handbook Committee:

Paige Rauschuber, Student

Alvia Berry, Student

Mark Berglund, Student

Barbara Quinn, Parent

Mindy McClaren, Parent

Laura Haehl, Teacher

Cindy King, Teacher

Larry McWhorter, Teacher

Gil Speer, Teacher

Greg Kirkham, Counselor

Wendy Haag, Dean of Students

Matt Walter, Assistant Principal

Greg McDaniel, Assistant Principal, Chairman

Chris Willis, Principal

POLICY REGARDING GRADUATION

Students wishing to earn a Zionsville Community High School diploma must complete the following steps:

1. Pass GQE or qualify for a waiver AND
2. Meet all minimum requirements for either Graduation Requirements, Core 40, or Academic Honors Diploma.

The following table illustrates the difference between the three levels of academic preparation. All students are urged to work toward earning the highest level diploma they can acquire. At this time, most state universities in Indiana require Core 40 preparation in order to be considered for admittance.

GRADUATION, CLASS OF 2010

QUALIFYING CRITERIA FOR CORE 40 WITH TECHNICAL HONORS

In addition to the following courses, candidates for the Core 40 with Academic Honors must have a minimum grade point average of 3.0 and never receive a semester grade lower than a "C-". They must also earn a state recognized certification or certificate of technical achievement in a career-technical program.

QUALIFYING CRITERIA FOR CORE 40 WITH ACADEMIC HONORS

In addition to the following courses, candidates for the Core 40 with Academic Honors must have a minimum grade point average of 3.0 and never receive a semester grade lower than a "C-". They must also complete one of the following requirements: 4 credits in Advanced Placement courses and corresponding exams, dual high school/college courses resulting in 6 transferable college credits, 2 credits in AP courses with exams and dual credit courses resulting in 3 transferable college credits, 1200 on SAT math and verbal, or 26 composite score on ACT.

<u>Graduation Requirements</u>	<u>Core 40 (College Prep)</u>	<u>Core 40 with Technical Honors</u>
P.E. (2 credits)	P.E. (2 credits)	P.E. (2 credits)
Health (1 credit)	Health (1 credit)	Health (1 credit)
English (8 credits)	English (8 credits)	English (8 credits)
Government (1 credit)	Government (1 credit)	Government (1 credit)
U.S. History (2 credits)	U.S. History (2 credits)	U.S. History (2 credits)
Any Social Studies (1 credit)	Economics (1 credit)	Economics (1 credit)
	Wld. Hist., Geog. or	World Hist, Geog, or
	AP Wrld Hist. (2 credits)	AP Wrld Hist (2 credits)
Math (4 credits)	Math (6 credits)	Math (6 credits)
Algebra I and	Min. req through Alg II	Min req. through Alg. 11
One other math course	Must have Math or	Must have Math or
	Physics in Gr. 11 or 12	Physics in Gr. 11 or 12
Science (4 credits)	Science (6 credits)	Science (6 credits)
Int. Chem/Phys and	Int. Chem/Phys, Biology	Int. Chem/Phys, Biology
Biology	3 rd year of science	3 rd year of science
5 credits from	Dir. Electives	Dir. Electives
Eng., Math, Science	(5 credits)	(5 credits)
Social Studies, World	World Lang, Fine Arts	World Lang, Fine Arts
Language, Technology	or Technology	or Technology
Or Fine Arts		
Career Acad. Seq.	Electives (6 credits)	Career-Technical
(6 credits)		
	For a total of 40 credits	Program (8-10 Credits)
Electives (6 credits)		Total of 47 credits
For a total of 40 credits		

Core 40 With Academic Honors

P.E. (2 credits)

Health (1 credit)

English (8 credits)

Choose from approved English courses only

Government (1 credit)

U.S. History (2 credits)

Economics (1 credit)

World History, AP World History or Geography (2 credits)

Math (8 credits)

Core 40 requirements plus 2 additional credits

Science: Same as Core 40

World Language (6 credits of one language or 4 credits of 2 languages)

Fine Arts (2 credits)

Electives (6 credits)

Total of 47 credits

HIGH SCHOOL COURSES COMPLETED WHILE ATTENDING ZIONSVILLE MIDDLE SCHOOLS:

Students that have completed the second level of a course sequence (Geometry, Spanish II, etc.) will be awarded high school grades and credits to appear on their transcript.

GRADUATION IN LESS THAN EIGHT SEMESTERS

It is the belief of the administration that all students benefit by completing eight semesters of high school. However, a student may graduate in less than eight semesters with approval of the administration and if appropriate arrangements can be made by the guidance counselor.

GRADUATION EXERCISES

Students may participate in graduation exercises who:

1. Have met all requirements for graduation and have been enrolled in Zionsville Community High School during the eighth semester or the last semester in which graduation requirements are satisfied and have made provisions with the high school principal.
2. Are in proper disciplinary standing at Zionsville Community High School.
3. Attend graduation practices.

Note: Students not completing graduation requirements in eight semesters may participate in the first graduation ceremony held following satisfactory completion of all requirements.

VALEDICTORIAN

The valedictorian(s) of the graduating class will be all students who are tied for the highest rank at the end of 7 semesters plus the 3rd nine-week grading period. Grade point averages will be computed to the nearest one-hundredth of a point. The valedictorian(s) will be selected from those students enrolled at Zionsville Community High School for the eighth semester.

Recognition at commencement for the senior class will be as follows:

Top 5% = Summa Cum Laude (Wear gold cords at commencement)

Next 5%= Magna Cum Laude (Wear silver cords at commencement)

Next 5%= Cum Laude (Wear bronze cords at commencement)

SALUTATORIAN

The salutatorian(s) of the graduating class will be all students who are tied for the second highest rank at the end of 7 semesters plus 3rd nine weeks grading period. Grade point averages will be computed to the nearest one-hundredth of a point. The salutatorian(s) will be selected from those students enrolled at Zionsville Community High School for the eighth semester.

HONORS COURSES

Honors classes are designed for students who have demonstrated academic success and commitment via outstanding achievement in prerequisite courses. Students considered for honors courses must have outstanding achievement in prerequisite courses, standardized test scores, samples of course work, and staff recommendations. Students that fail to gain admittance to an honors course may appeal directly with the principal. Students must also meet criteria set by each department to retain their eligibility for enrollment in the course. Failure to meet these requirements may result in removal from the course at the conclusion of the academic year.

ADVANCE PLACEMENT/INTERNATIONAL BACCALAUREATE COURSES

Zionsville Community High School participates in the College Board Advance Placement Program. Any student that completes the prerequisite courses may enroll in an AP course.

Zionsville Community High School is recognized as an International Baccalaureate (IB) World School. Any student who completes the prerequisite courses may enroll in the International Baccalaureate curriculum.

AP and IB courses will receive a quality point.

QUALITY POINT

Students who participate in AP, IB, honors and other select courses may earn quality points if their grades are C- or higher. One quality point may be earned per course, e.g. A =5, A- =4.7 instead of 3.7. The lowest grade that qualifies for a quality point is a C- which counts as a 2.7. A D+ would revert to the regular course grading scale and would count as 1.3.

HONOR ROLL

Qualifying students will be eligible for one of two honor rolls each qualifying period. Students receiving a grade point average (GPA) of 4.0 or above will be eligible for the 4.0 and above honor roll providing no failing grade or incomplete grade is earned. Students receiving a GPA of 3.0 to 3.99 will be eligible for the 3.0 to 3.99 honor roll providing no failing grade or incomplete grade is earned.

STUDENT RANKING

Because Zionsville Community High School is a highly achieving high school, ranking students has proven to be detrimental to college admissions. Therefore, Zionsville Community High School does not report a student's rank on the transcript. Students, with authorization from parents, will have their rank reported on official school disclosures for college applications, special programs, awards or scholarships.

TRANSFER OF CREDITS

New Enrollees: Zionsville Community High School will accept all required and elective credits for students transferring from another accredited school. Courses taken from non-accredited schools will be used to help determine placement but no credits will be used toward diploma requirements without approval of the principal or designee. Quality points will be awarded for only those courses that are also offered at ZCHS.

Current Students: Zionsville Community High School maintains high academic standards. To help maximize future student success and curricular continuity from one level of course work to the next, students are encouraged to take courses offered at ZCHS whenever possible. Students are allowed to transfer credit courses from another school or educational service provider. General guidelines for transfer courses:

- The courses must be taken through schools or providers approved by ZCHS. Approval must be gained before enrollment through the principal or designee.
- Students may transfer a maximum of eight credits over the course of their high school career.
- The name of the school or course provider will appear on the transcript.
- Quality points may be awarded for transfer courses that are also offered at ZCHS.

RETAKEING CLASSES

Students who receive a grade of C+ or lower may retake the class at ZCHS if desired. The grade received in the retake class will become the grade of record. Any exceptions to this must be approved by the principal. Students must notify their guidance counselor when the replacement grade is earned.

AUDITING OF CLASSES

If space is available, students who wish to audit a course may request permission from the course instructor and the department head prior to the beginning of the semester. A contract of student expectations will be developed and agreed upon by the student, teacher, and parent. Violation of this contract will result in termination of the audit agreement. Students may not audit courses that are required for graduation or specific diploma types unless they have previously taken and passed the courses.

SCHEDULING OF CLASSES

Students will select classes for the following academic year in January. Schedules will be mailed home for the following academic year in late Spring. These schedules should be carefully checked and the guidance office should be contacted before the end of the school year concerning any requests for changes. Students will be allowed to request any schedule changes before the end of the school year. The guidance department will do its best to accommodate requests for changes as class size and balance allow.

At Back to School Days in August, students will receive their official schedule for the academic year.

Changes of schedules will require approval of the principal or designee and be addressed for the following reasons:

- To meet graduation requirements
- An error in the schedule
- Extenuating circumstances

J. EVERETT LIGHT CAREER CENTER

Enrollment in the J. Everett Light Career Center is a full year commitment, and students are responsible for the following:

1. Arrange for transportation to JELCC.
2. Follow the JELCC calendar as well as the ZCHS calendar for attendance purposes.
3. Follow all JELCC regulations while under its supervision.
4. Students missing more than ten days in a semester at JELCC or making an F for the semester will not be approved for attendance at JELCC the following year.
5. Students suspended or expelled from either ZCHS or JELCC will be denied attendance at both schools.
6. Students dropping from JELCC classes during the semester and unable to schedule four classes at ZCHS will not earn credits for that semester.
7. Students must attend JELCC at the designated times. Absences for convocations or pep sessions are not allowed. Exceptions to this policy can only be made by the principal.
8. Due to the fact that the corporation incurs approximately \$500.00 of non-reimbursable expense for each student attending JELCC, a student who drops out of the program for the second semester will reimburse the corporation \$500.00

CLASS WITHDRAWAL

Students who are taking seven classes during a semester may drop one course for one study hall as follows.

- Students may drop a course within 10 school days without notation on their transcript.
- Students may drop a course from day 11 through the third day past midterm. A withdrawal notation will be recorded on their transcript if they are passing at the time the drop occurs. A withdrawal failure notation will be recorded on their transcript if they are failing at the time the drop occurs.
- Students may drop a course from the fourth day past midterm. A withdrawal failure notification will be recorded on their transcript.

STUDENT WITHDRAWAL FROM SCHOOL

A high school education is necessary for every student. Any student experiencing difficulty in graduating from high school should consult school counselors to work through conflicts.

Public law and Zionsville Community School Board policy require that no student under the age of 18 may withdraw from school unless 1) the student requests in writing to withdraw from school 2) a parent provides written consent to withdraw, and 3) the principal consents to the withdrawal as a result of an exit interview. During the exit interview it will be determined if the student's request for withdrawal is based on financial hardship, illness, or court order. Students not meeting one of these three criteria may not withdraw from school until their 18th birthday. (IC 20-33-2-9) The school principal shall advise the student and the student's parent that the student's withdrawal from school may prevent the student from receiving or result in the revocation of the student's employment certificate and driver's license or learner's permit. (IC 9-24-2-1)

Any student who leaves school without following protocol is still responsible for returning all textbooks and any financial assessment.

EMANCIPATED STUDENT

In order to be emancipated for all school purposes, a student must provide proper legal documentation to their guidance counselor.

ARRIVAL TIME

Students should not arrive at the high school before 7:10 a.m. each morning with the following exceptions:

1. Involvement in a club function.
2. Participation in an athletic practice or event.
3. Purchase of breakfast in the cafeteria.
4. Under the direct supervision of a school employee.

ATTENDANCE

All absences must be reported by a parent or guardian by calling 873-3355, option 2. If a student is absent or will be late to school or has an appointment, it is very important that the school is notified by 8:15 a.m., which is the end of first period. The attendance line is available for calls 24 hours a day. Research shows that high attendance rates correlate to high achievement rates. At Zionsville Community High School this is clearly true. Not only does attendance support achievement but part of our designation as a Four Star School is due to our high attendance rates. For these reasons the school has determined that students may miss no more than eight absences per class per semester.

Despite the best intentions, there are times when students cannot attend school, even to the point of exceeding the eight-day limit. Parents, school officials and the students should work together to help the student through such a difficult period.

Three types of absences are defined below:

EXCUSED ABSENCES

An absence meets guidelines published within Indiana Attendance Codes, all procedures have been followed, and student may make up class work for credit. The following are considered excused absences if the school is notified by 8:15 AM:

1. Student illness
2. Death in the family
3. Exclusion because of exposure to contagious disease
4. Court appointment.
5. Medical appointments:
 - a. Please make every effort to schedule appointments after school.
 - b. Appointments shall be prearranged with a call from a parent before the student leaves school.

6. Prearranged absences:

Prearranged absences include vacations, college visits, medical absences extending beyond eight-day limit, job interviews, and scholarship interviews.

- a. Parents are expected to plan vacations/college visits around the school schedule as absences are a serious interruption to the learning process.
- b. The parent must call the school attendance office at least two school days in advance of any prearranged absence.
- c. Planned vacation days shall be taken with the parent of the student.
- d. A prepared form shall be obtained by the student from the attendance office and signed by the teachers.
- e. Class work shall be completed in advance of the prearranged absence or as teachers may determine.
- f. **The assistant principal shall deny prearranged absence days to students having excessive absences or when vacation days will extend absences beyond the eight-day limit.**

UNEXCUSED ABSENCES

Absence does not meet guidelines published within Indiana Attendance Codes, all notification procedures have been followed, and student will NOT be able to make up class work for credit. The following are considered unexcused absences:

1. Any absence not recognized by state law or Zionsville Community High School:
 - a. Failure of parents to call the school before 8:15 a.m. on the day of the absence.
 - b. Failure to prearrange vacation.
 - c. Personal transportation difficulties.
2. Vacations during final exams unless approved by the principal.
3. Absence other than those mentioned above as excused unless approved by the assistant principal.
4. Students arriving late to school less than 10 minutes after the beginning of the school day will be considered tardy. Beyond 10 minutes late the student will be considered unexcused for the time missed. Students who are more than 10 minutes late to school must report to the attendance office upon arrival and sign in.
5. Unexcused absence shall cause students to lose credit for daily assignments assigned, completed or due on the date of the unexcused absence. Any assignment that is reflective of multiple days worth of work will be allowed to be completed for credit. This includes tests or major projects. The student may request consideration for credit lost due to an unexcused absence.

TRUANT

Student is absent from the school campus without knowledge of parent and school. No work may be made up and disciplinary action will be taken.

A "truant" is defined as a student who is absent from school without the knowledge or consent of the parent and school, or absent from school when there is an attempt to evade the Indiana Compulsory Attendance Law. A "habitual truant" is defined as a student who is truant three times during any semester. A student who is truant is considered unexcused.

OUT OF BOUNDS

A student not reporting to an assigned location as directed or failing to follow attendance-based procedures is considered out of bounds and may receive progressive disciplinary action.

EXCESSIVE ABSENCES

It is believed that students who miss more than eight instructional periods per class per semester have missed a significant amount of classroom interaction as well as instruction. Parents will be notified when a student has accumulated five absences in a class. Should the student continue to be absent, prior to the ninth absence, the parent, student, and guidance counselor will work together to resolve the situation. This conference will include an attendance contract that identifies the future responsibilities of each party and allows the student to remain in good standing in the class. Unless extenuating circumstances exist, if the contract is violated, the student may be removed with a semester grade of F from each class where absences exceed eight.

NOTE TO PARENTS AND STUDENTS: EACH ABSENCE, WHETHER EXCUSED OR UNEXCUSED OR TRUANCY, COUNTS TOWARD THE EIGHT DAY LIMIT.

In order to promote clear, fair attendance procedures, Zionsville Community High School has adopted the Indiana Attendance Codes as its standard for determining whether a student's absence is excused or unexcused. Zionsville Community High School is fully compliant with the rights and responsibilities that are offered for students who receive services under Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

LEAVING SCHOOL

A student shall report to the attendance office before leaving school for an appointment, a prearranged absence, or for any reason other than a normal ending of the school day. Failure to follow procedure will be considered insubordination.

HOMEWORK

1. Homework is the student's responsibility.
2. Students will have one day for each day's absence to make up the work assigned on the day of the absence or as teachers may outline in classroom rules.
3. Request for homework assignments can be made on the second consecutive day of absence by the student or parent contacting the teacher via e-mail or voice mail.
4. If a student is on a field trip, the student is not considered absent from school. All homework will be due at the regularly scheduled time. The student will not have one day to make up work, as in an absence from school.

TARDIES

Being on time to class enhances the educational process for the students involved as well as for the teacher and the students of a class. The following is to be noted regarding tardies:

1. A student shall be in the proper classroom when the tone sounds to begin class.
2. Students having proper authorization from a staff person shall not be considered tardy.
3. A one-minute warning bell will sound before each tardy bell during passing periods.

Tardiness shall be handled in the following manner (per semester, per class):

1. Second tardy: The teacher shall provide notification to the student.
2. Third tardy: The assistant principal or dean will assign a detention.
3. Fourth tardy: The assistant principal or dean will assign Friday School.
4. Fifth tardy: The student will serve one day in AEA.
5. Sixth tardy and all subsequent tardies: Suspension, appearance before Juvenile Judge.

DISCIPLINE CONSEQUENCES CHART

INFRACTIONS

Absences – Excused

(Parent calls before 8:15 a.m.)

- 1st- 4th
- 5th
- 8th
- 9th+

CONSEQUENCES

- No Action
- Notice sent home to parents
- Attendance contract developed
- Disciplinary action if contract is broken

Absences are counted by the semester.

Absences – Unexcused

(Parent does not call before 8:15 a.m., but not a truancy)

- 1st
- 2nd
- 3rd
- 4th
- 5th

Warning by attendance secretary – no credit for missed work (applies to all unexcused absences)
 Detention
 Friday School
 *One day Alternative Education Assignment
 *One day suspension, appearance before Juvenile Judge

Absences are counted by the semester.

Out of Bounds

(not in assigned location, failure to follow procedure)

Progressive discipline action as deemed appropriate by administration including additional counseling, suspension, removal from class, and expulsion.

Truancies

(A student who is absent from the school campus without the knowledge or consent of the parent AND school)

- 1st
- 2nd

- 3rd and further

Two days Alternative Education Assignment, counselor referral
 Three day suspension and attendance contract, counselor referral
 Suspension of driver’s license
 Further progressive discipline action as deemed appropriate by administration including additional counseling, suspension, removal from class, and expulsion.

Truancies are counted for the entire school year.

Tardies

(A student who is not in the proper classroom when the tone sounds to begin class)

- 2nd
- 3rd
- 4th
- 5th
- 6th +

Teacher notification
 Detention assigned
 Friday School
 One day Alternative Education Assignment
 *Suspension, appearance before Juvenile Judge.

Tardies are counted by semester.

Intentional Cell Phone Usage

(Student actively calling, texting, etc., during the school day)

- 1st

- 2nd
- 3rd +

Phone is confiscated and must be picked up in office by parent
 2-hour Friday School
 Alternative Education Assignment

Misconduct

Depending upon the severity: detention, suspension and appearance before Juvenile Judge or expulsion.

Multiple Detentions

Students who accumulate more than five detentions per semester for ANY reason will be suspended one day for every five detentions.

Drivers License IAC 20-8.2-3-17.2

All expulsions and second suspensions will result in the suspension of the student's driver's license. State law requires a report be made to the Bureau of Motor Vehicles if a student is less than 18 years of age, is a habitual truant, is under at least a second suspension from school for the school year, or has been expelled or excluded from school, or has withdrawn from school for a reason other than financial hardship. No permit or operator's license may be issued under the aforementioned circumstances, and existing permits or licenses will be invalidated until the earliest of the following: 1.) the person becomes 18 years of age; 2.) 120 days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer. A student who is at least thirteen years of age but under the age of fifteen years, and who is determined to be a habitual truant cannot be issued an operator's license or learner's permit until the age of eighteen years, or until the attendance record has improved as determined by the school board upon review of the student's record. Provisions exist for periodic review of all students determined to be habitual truants and their reclassification. Procedures will be developed by the superintendent or designee.

DEFINITION OF DISCIPLINE TERMS

DETENTION

Detention is held from 6:45 - 7:20 am and 2:50 - 3:50 pm every Thursday in the designated detention room. Students that arrive after 6:45 am or 2:50 pm will be told to schedule two detentions. Students must bring enough school work to stay busy for the entire hour. If a student forgets to serve a detention, he or she may be required to serve a Friday school.

FRIDAY SCHOOL

Friday School is an extended detention that occurs after school on Fridays from 2:50 pm - 4:30 pm in the designated Friday School room.

ALTERNATIVE EDUCATION ASSIGNMENT

When a student receives an alternative education assignment they will report to the high school office instead of class for the length of the assignment. Students are not allowed to sleep, listen to music, or do anything else other than schoolwork. Teachers will provide students with assignments that will receive full credit.

SUSPENSION

When a student under the age of 18 is suspended, the parents may be called and asked to pick up the student and the paperwork for a court appearance. The student and parent(s) will appear in the Circuit Court at 8:00 a.m. on the day of the suspension. Boone County Courthouse is located on the square in Lebanon, Indiana. After the court appearance, the parents will bring their student to the high school in the morning and personally pick them up there by 2:30 p.m. every day of the suspension. Class work assigned during the suspension will not be counted for credit but must be completed by the student. Students are not allowed to sleep, listen to music or do anything else other than school work. Teachers will give credit for major exams or projects.

PLAGIARISM/ACADEMIC DISHONESTY

Teachers may require students to write and sign the following statement at the top of each assignment: "I have neither given nor received unauthorized material."

The definition of plagiarism:

- Using a paper (either purchased or free) off the Internet and passing it off as your own
- Using a paper that was previously turned in by you for a similar assignment
- Using a paper turned in by another student for a similar assignment
- Cutting and pasting passages or portions of papers from those off the Internet or previously used papers without proper citation
- Copying a passage verbatim without using quotation marks around it, even if it has a citation after it
- Changing just a few words in a passage (instead of truly paraphrasing the passage) without putting quotation marks around it, even if it has a citation after it
- Using a direct passage with quotation marks but forgetting citation
- Incorrect citation information after a passage or on the Works Cited page

- Recording research in a sloppy fashion: wrong dates, titles, page numbers, etc.
- Not using proper citation when building on someone else's idea, opinion, or theory
- Using from a source facts, statistics, graphs, drawings – any pieces of information – that are not common knowledge without proper citation
- Using World Language translation sites and passing the translated material off as your own

References on plagiarism:

- [MLA Handbook](#)
- Indiana University – <http://www.indiana.edu/~wts/wts/plagiarism.html>
- Purdue University – <http://owl.english.purdue.edu/>
- Hamilton College – <http://www.hamilton.edu/academics/resource/wc/index.html>
www.turnitin.com

Academic Dishonesty: Academic dishonesty is another detrimental practice in student learning. Academic dishonesty includes, but is not limited to, unauthorized sharing of information and/or assignments, use of prohibited translation programs to produce World Language projects, and unauthorized use of study aids or other materials on a quiz or test. Academic dishonesty will carry the same penalties as plagiarism.

Penalty: All infractions will result in a discipline referral. The maximum penalty that could be received for this infraction is a “0” on the assignment as well as a suspension. This penalty could result in a failing grade for the class. Additional offenses in any class will be considered and carry the penalties for insubordination.

STUDENT CONDUCT AND RESPONSIBILITIES

The Board of School Trustees recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the Corporation's disciplinary procedures. The purpose of the school corporation's rules and policies for student conduct shall be to promote and maintain an atmosphere which is conducive to learning and which is conducive to carrying out the educational function and school purposes of the school corporation.

Student supervision and the desirable behavior of students are responsibilities shared by students, parents and teachers subject to the control of the principal of each school and the supervisory authority of the school corporation administrative staff. Standards of conduct apply in general to behavior in the classroom, on the school grounds, to all school sponsored functions and to any behavior outside of school that causes a substantial and material disruption of an educational function or school purposes. Rules or guidelines pertaining to student conduct are intended as a basis for the development of positive attitudes and appropriate behavior on the part of students interacting with parents, teachers, administrators and others and are not meant to be punitive measures.

1. Delegation of Authority

In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation. Students must follow responsible directions of school personnel of all educational settings and refrain from disruptive behavior that interferes with the educational environment. In carrying out the educational function and school purposes of the school corporation the following grants of authority are hereby made:

- Each teacher and any of the other school personnel shall, when students are under his charge, have the right to take any action which is then reasonably necessary to carry out, or to prevent an interference with the educational function of which he is then in charge. Teachers may not suspend students from school. Removal of a student from any educational function within the supervision of a teacher or any of the other school personnel may not extend for a period of more than five (5) days unless the removal is treated as a suspension.
- Each principal may take any action concerning his/her school or any school activity within his jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes. Such action may include establishing written rules and standards to govern student conduct. Similarly, the superintendent, or his administrative staff with his approval, may take any action with respect to all schools within the school corporation that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

- C. The superintendent and the principal within each school are authorized to adopt formal policies establishing lines of responsibility and related guidelines and regulations pertinent to student discipline.
- D. The terms “superintendent” and “principal” shall include their respective designees, which shall include, but not be limited to, the assistant principal, athletic director, guidance counselors and administrative assistants.

2. Limitation of Authority

Delegation of authority shall be subject to the following limitations:

- A. Delegated authority shall be in conformance with applicable statutes of the State of Indiana and with the Constitution of Indiana and of the United States. Rules, standards, or actions shall not discriminate against any student or class of students, but the number of schools or students to which they apply shall not be determinative of whether they discriminate.
 - B. Any handbook or other written rule applying to students generally, or to any group of students shall not be effective until it is reviewed and approved by the superintendent and until it shall be presented to and approved by the School Board.
 - C. Revisions or additions to the Student Discipline and Due Process policy shall not be effective until they are reviewed and approved by the superintendent and until it shall be presented to and approved by the school board.
 - D. Rules and standards of conduct shall not apply to students generally, to any individual student until a written copy is made available to the student or his parent, or is otherwise given general publicity within any school to which it applies. This limitation shall be satisfied in any case where a good faith effort has been made to disseminate such rules and standards of conduct to students or parent.
- ## 3. Conduct Constituting an Interference with School Purposes or Educational Functions
- Conduct constituting an interference with school purposes or educational functions shall mean any conduct which causes, or which can reasonably be foreseen to cause, a substantial disruption or distraction from, or material interference in the carrying out of a school purpose or an educational function. Undifferentiated fear or apprehension of disturbance, disruption, and interference do not alone constitute grounds to support a determination that such conduct exists.
- ## 4. Expulsion and Suspension

A. Expulsion shall mean a disciplinary action whereby a student:

- 1. Is separated from school attendance for a period in excess of ten (10) days.
- 2. Is separated from school attendance for up to two semesters.
- 2. May result in the loss of all credits.
- 3. Is separated from school attendance for up to two semesters which may include an assignment to attend an alternative school, an alternative education program, or a homebound education program.

B. Suspension shall mean any disciplinary action whereby a student is separated from school attendance for a period of ten (10) days or less which does not constitute an expulsion. Suspension shall not include situations in which a student is removed from school for failure to comply with immunization requirements.

Students suspended or recommended for expulsion from school have the right of due process including but not limited to the right to be informed of the charges leading to the suspension or the recommendation for expulsion. The student also has the right to be informed of the charges to be provided, a summary of evidence against the student, and to be provided the opportunity to explain his or her conduct.

5. Grounds for Expulsion or Suspension

Grounds for expulsion or school suspension apply when a student is:

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

6. Other Remedies

A reciprocal agreement in regard to expulsion or suspension shall be in effect with all extension schools and/or cooperative programs that enroll students from the school corporation. A member of the administration, a teacher, or other school staff members having students under their charge may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action may include the following:

- A. Counseling with a student or group of students.
 - B. Conferences with parent or groups of parents.
 - C. Assigning additional schoolwork.
 - D. Rearranging class schedules.
 - E. Requiring a student to remain in school after regular school hours to do additional school work or for counseling.
 - F. Restricting extracurricular activities.
 - G. Removal of a student by a teacher from that teacher's class for a period not to exceed 5 class periods if the student is assigned regular or additional school work to complete in another school setting.
 - H. Assignment by the principal or designee:
 1. A special course of study.
 2. An alternative education program.
 3. An alternative school.
 4. Removal of a student from school sponsored transportation.
7. It is the policy of Zionsville Community High School that a notation will be made on the student's permanent record and transcript when a student is expelled from school.
8. The principal or designee may require that a student who is at least 16 years of age and wishes to re-enroll after an expulsion attend one or more of the following:
- A. An alternative school or an alternative education program.
 - B. Evening classes.
 - C. Classes established for students who are at least 16 years of age.
- All of the discipline procedures are subject to rights and procedures accorded to students and their parents under the IDEA. Copies of the school's procedures for actions to be taken pursuant to the IDEA may be obtained from the Special Education Director, ESC.

A. STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education 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 others 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 as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to 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 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, 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 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.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Insubordination: 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.
17. 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.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

20. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person or damage to property.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.
25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.

B. BULLYING

1. This rule applies when a student is:
 - a. On school grounds immediately before or during school hours, immediately after school hours or 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;
Traveling to or from school or a school activity, function, or event; or
 - c. Using property or equipment provided by the school.
 1. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
 2. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
 3. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
 4. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
 5. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

C. POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm as defined in I.C. 35-47-1-5.
2. No student shall possess, handle or transmit any destructive device as defined in I.C. 35-47.5-2-4.
3. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
4. The superintendent shall notify the appropriate law enforcement agency designated by the Prosecuting Attorney immediately when a student possesses a firearm, on school property or at a school-related event.

D. POSSESSING A DEADLY WEAPON

1. No student shall possess, handle or transmit any deadly weapon on school property as defined in I.C. 35-41-1-8.
2. 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.
3. The superintendent shall notify the appropriate law enforcement agency designated by the Prosecuting Attorney immediately when a student possesses a firearm, on school property or at a school-related event.

E. UNLAWFUL ACTIVITY

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

F. 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.

G. DANCES

School sponsored dances are a fun and important part of student life at ZCHS. It is expected that students' behaviors meet the expectations of the school day. While the student dress code is relaxed at school dances, students are expected to dress appropriately and to maintain appropriate dress throughout the dance. Students will be required to present their school I.D. in order to be admitted to all school dances. A student requesting to bring a guest or friend who is not a Zionsville Community High School student must have a Student Guest Form completed and returned to the main office prior to the event. This form requires the signature of the administrator of the guest's school. The minimum grade level for all guests is ninth grade, and all guests must be under the age of twenty-one. All guests must attach a photocopy of their current school I.D., Driver's License, or State I.D. to this form. Guests must also present their I.D. to be admitted to the dance.

H. DRESS

Students may dress as they like as long as it contributes to good health and safety and is non-disruptive. If an adult authority determines the item of clothing to violate this standard, the student will change clothing to more appropriate attire. Refusal to comply with this request will be considered insubordination. The following list is not inclusive but gives general guidelines for determining proper school attire:

1. Shoes and a full top must be worn. Tank tops, halters, spaghetti strap tops, strapless tops, and bare midriffs are NOT considered to be full tops.
2. Wearing gloves, head bands, caps, hats, or headgear of any kind is not permitted in the building except under school personnel direction or when health and safety necessitate use.
3. Pants and skirts that are not able to provide appropriate coverage at all times are prohibited.
4. Students will not be permitted to wear jewelry or clothing that advertises or promotes the use of alcohol, drugs, tobacco, or other substances that, if used by a minor, would be illegal. Students will not be permitted to wear jewelry or clothing that is lewd, vulgar, or sexually suggestive in language or design. Additionally, jewelry and clothing will not be permitted which advertises or promotes behaviors not conducive to a positive school climate or that is disruptive to the educational functioning and purpose of the school.
5. Vulgar or inappropriate tattoos must be covered at all times.

Violations may constitute grounds for suspension or expulsion.

I. THE USE OF ELECTRONIC DEVICES DURING THE SCHOOL DAY WILL BE LIMITED

1. Students are not permitted to use electronic communication devices on school grounds during school hours without permission of a staff member or use such devices to engage in an activity that violates school rules.
2. Students are allowed to listen to personal music devices during their lunch periods.
Students are allowed to listen to personal music devices in class at the discretion of the teacher. Students may not use personal music devices during passing periods.

J. PASSES

Passes will be part of the student handbook/planner. Because of the importance of instructional time and pacing, the opportunity to leave class will only be granted at the teacher's discretion. Students must have the written permission of a teacher in their handbook each time he/she leaves the classroom. Refusal to comply with this policy will be considered insubordination.

K. PUBLIC AFFECTION

Students are expected to use moderation concerning affectionate expressions toward others while in school. Holding hands is not considered objectionable or immoderate, but petting or kissing is considered immoderate and objectionable. Notification of parents and disciplinary action shall be taken against students who do not cooperate with the rule.

L. SEXUAL HARASSMENT POLICY

It is the policy of the Zionsville Community School Corporation to maintain a learning and working environment that is free from sexual harassment. Students shall not harass other students or school employees or volunteers through conduct or communication of a sexual nature.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.

Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed person has indicated, by his or her conduct or verbal objection, that it is unwelcome. Sexual harassment may include, but is not limited to the following: verbal harassment or abuse; repeated remarks to a person with sexual or demeaning implications; and unwelcome touching.

Any student/parent who allege sexual harassment by an employee or another student in the school corporation shall make a written report to his or her school principal or counselor on forms to be supplied by the corporation and filled out by the person making the charge.

A substantial charge against a student shall subject such student to such disciplinary action, including suspension and/or expulsion consistent with the student conduct code.

Any student who knowingly files false charges against an employee or another student in an attempt to demean, harass, abuse or embarrass that person shall be subject to disciplinary action consistent with the student conduct code.

These procedures will be followed for any type of harassment or intimidation.

M. STUDENT I.D.'S

It is expected that all ZCHS students will carry their student I.D. on them at all times. If a staff member asks students to produce their I.D., they should comply.

N. STUDY HALL

Study halls shall be conducted so that students wanting to study may do so. The following rules shall apply:

1. Students shall have all necessary materials at the start of study hall.
2. Students shall not be excused to go to lockers or to empty classrooms during study hall.
3. Students wanting to see a teacher or doing assigned work for a teacher shall have a pass from that teacher to present to the study hall director.
4. Students shall maintain an atmosphere conducive to studying in the study hall.
5. Sleeping is not permitted.
6. Students may be released to the library with proper teacher authorization.
7. Students will not be permitted to use any listening devices including CD players, etc.

STUDENT DRUG AND ALCOHOL TESTING/ SCREENING PROGRAM

The high school administration believes maintaining an environment that is safe, free from substance use/abuse, and conducive to learning is an important goal for the school and the community. We recognize our responsibility to address drug and alcohol problems in the school. We believe that parent(s), guardian(s), and the school must work together to educate, encourage and support students in an attempt to prevent their illegal use of drugs and alcohol. As part of our attempt to achieve the above, the school will use the following policies:

VOLUNTARY DRUG TESTING PROGRAM

Students and parents who wish to take part in the school's random drug testing program may do so by completing a consent form and agreeing to pay for the test should the student's name be selected. Consent forms will be available at registration and in the main office. The selection of participants will be done randomly by the principal/designee, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on different days, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the school year. Each student will be assigned a number that will be placed in the drawing.

A separate agency will provide directions to those tested, set up the testing environment, guarantee testing samples and supervise the chain of custody. The results of the test will be sent to the student's parent/guardian(s).

THE SCHOOL WILL NOT RECEIVE RESULTS FROM THESE TESTS

This program is not intended to be punitive or disciplinary in nature. The purpose of this program is first to provide the student with an effective tool to fight peer pressure (a reason to say "no"), and secondly to notify the parent or guardian if the student is identified with drug residues in his or her body.

STUDENTS SUSPECTED OF BEING UNDER THE INFLUENCE OF DRUGS OR ALCOHOL

Students believed to be under the influence of drugs or alcohol may be requested to submit to a drug and/or alcohol test at the expense of the student. Refusal to submit to a drug or alcohol test, or refusal to provide a valid specimen will be considered an admission of a violation of school rules pertaining to the use of drugs or alcohol.

As used in this policy "reasonable suspicion" includes: specific observation concerning appearance, behavior, body odor, or speech of a student; information received by the principal or designee from teachers, parents, students, employees or detection devices; an accident involving a motor vehicle before, during, or after school hours at school. This rule also applies on or off school property at any school sponsored or school approved activity, event or function, where students are under the jurisdiction of the school district, or any time students are under the direct supervision of employees who are working on behalf of the district.

EXTRACURRICULAR EVENTS

Students participating in extracurricular events or attending extracurricular events may be asked to submit to a breathalyzer test.

CANINE SEARCHES

Drugs are not allowed in Zionsville Community Schools. Any student carrying, holding, using or selling drugs is considered a student in need of services. The vast majority of our students are drug-free and good citizens who desire and value the secure, safe, drug-free environment that we intend to provide.

The Zionsville Community High School administration will conduct canine drug searches at a time and date of their discretion with the assistance of the police. Such searches can include parking lots, lockers, hallways, common areas, and student book bags and purses. In the event of reasonable suspicions as indicated by the canine or other sources, further search of a particular student's book bag, possessions and/or person will be made, at which time the County Prosecutor will become involved. Before that further search is conducted, a reasonable effort will be made to notify the parents and offer them the opportunity to be present.

DRUG ABUSE REPORTING

Employees of the school corporation must report to the building principal any drug violations of which they have personal knowledge, and which occur on school property or within 1,000 feet of school property. The principal will report the violation to the proper law enforcement agent.

HEALTH CLINIC, MEDICATION, AND MEDICAL EMERGENCIES

Students who are injured or become ill are to report their condition to a teacher and then with the permission of the teacher may go to the freshman center clinic or main office clinic. If a student is too ill to remain at school, the parent or emergency contact shall be notified and arrangements made for transportation before the student is released. The school may require clearance from a licensed physician for a student to return to school whenever it is deemed necessary in order to protect the health of the student or other students.

Our school nurses are always willing to give your child medication when needed. They are bound by Indiana State Law to follow certain regulations regarding these medications. Students needing prescription medication must provide the school nurse with a written order from a licensed physician, as well as written permission from the parent. These forms are available for download from the school web site or at the school clinics. All medication must be in the original bottle; prescription medication must have the student's name, the date, the name of the medication, and dosage and time of administration on the container. Non-prescription medication will be administered upon written permission from the parent. The school will provide Acetaminophen (Tylenol), Ibuprofen (Advil), and Antacids (Tums); all other medications must be provided by the parent. The nurses are not permitted to exceed the recommended dosages as stated on the original label without a physician note. Inhalers and epi-pens may be carried by the student with physician and parent permission notes on file in the nurse's office. An extra epi-pen is also kept in the nurse's office for students with unexpected, life-threatening allergic reactions. Parental permission in writing is required on a yearly basis for the use of an epi-pen or inhaler. All other medication (besides inhalers and individual epi-pens) will be kept in the nurse's office. Only the school nurse or designee shall administer medications to students.

Parents will be notified if their child has a fever, vomiting, diarrhea, or is in need of emergency treatment. If a student is too ill to remain at school, the parent or emergency contact shall be notified by the nurse. Arrangements will be made for transportation before the student is released. The nurse will contact a parent when there is unusual injury, such as a hematoma, an exceptional abrasion, a black eye, etc. In case of medical emergencies, every effort will be made first to contact the parent of the student. If the parent cannot be reached, or if in the opinion of school officials immediate action is required, emergency ambulance services will be called. The cost of such emergency ambulance service shall be the responsibility of the parent. An accident or injury requiring treatment is followed up with a report to the Superintendent. If a parent wishes to be notified each time their child visits the nurse's office, regardless of the reason, that will be done. Parents should notify the nurse in their school of that preference.

ALLERGIES

It is the policy of our schools to respond to any health need of our students and employees. On a yearly basis we ask that we be informed, by those affected, of any medically verifiable allergic reaction which is able to be managed by our implementation of certain restrictions of diet or surroundings. In these cases we will take any and all necessary measures to preserve the health of those affected students/employees. These measures may result in the temporary school-wide ban of certain items under certain conditions.

HEALTH SCREENINGS

As required by the state of Indiana, hearing screenings will be conducted with sophomore students, new students to the district and special education students. The district speech-language pathologist will conduct screenings during the first semester of each school year. If a parent does not wish for his/her child to be screened, please notify the high school speech pathologist at the beginning of the school year.

HEALTH INSURANCE

Zionsville Community High School does not provide medical or accident insurance for students. Parents may wish to check with their health and accident insurance carrier to assure that the policy includes coverage for injuries which may occur at school or during extracurricular activities. Families who do not have insurance coverage may contact the school nurse for information about the Hoosier Healthwise Program.

CHILD ABUSE REPORTING

Employees of the school corporation must report all relevant information concerning suspected child abuse to the Boone County Child Protection Team and the building principal.

MISSING CHILD REPORTING

Students enrolling in Zionsville Community High School must have proof of age such as a birth certificate, driver's license, or passport. A report will be filed with the Indiana clearing house for missing children if such evidence is not presented within 30 days to school authorities.

EMERGENCY CLOSING

As inclement weather sets in, it brings with it the possibility of hazardous roads caused by snow, ice or fog. Such weather conditions can necessitate last-minute decisions to close school. Zionsville Community Schools utilizes SchoolConnects software to simultaneously phone and email all parents when an emergency announcement is necessary. The usefulness of our SchoolConnects software is only as good as the telephone and email emergency contact information parents supply to our schools. School delay/cancellation information is also provided to local media outlets. In combination, these modes of communication serve to keep parents informed when weather or other emergencies cause schedule or calendar alterations.

As a general principle of operation, when the schools remain open during inclement weather, the Zionsville Community School Corporation recognizes the basic right of parents and guardians to decide whether or not to send their children to school under these conditions. Such absences will be considered excused. Also, parents and students must remember the students' responsibility to "make up" school work missed through any absence. In these situations parental decisions about school attendance are respected.

In some situations, if the weather improves, a scheduled extra-curricular activity may not be canceled even though school is canceled for the day. A parent may use discretion as to their student's participation in the activity. No penalty will be assessed if a student chooses not to participate.

TRANSPORTATION

BICYCLES

Student bikes must be parked in the bike racks located at various locations around the building.

BUS TRANSPORTATION

Students riding a bus shall conduct themselves in accordance with the bus safety rules provided by each bus driver. Students in violation of the rules jeopardize bus privileges. Students being transported on a school bus are under the direct supervision, direction, and control of the bus driver and are subject to disciplinary measures by the bus driver and school officials.

Bus students are to unload and go directly into the building. Should transportation problems occur, please contact the transportation center, 873-1237. If a student wishes to ride a different bus, a parent must send a note or call the front office. The office will then approve the change and provide written approval to the student. The student will provide this documentation to the driver of the bus on which they are a guest.

DRIVING AND PARKING PRIVILEGES

1. ZCHS student drivers shall have an application on file in the office and shall display a student driving tag from the rear view mirror of the front windshield. Cars not displaying this sticker shall be considered "unauthorized" vehicles on school property and may be cause for disciplinary action, loss of driving privileges or the car to be towed at the owner's expense.
2. Students are to park in their assigned lots. Parking in any other unauthorized area can result in disciplinary action, loss of the driving privilege and/or the car being towed at the owner's expense.
3. The maximum speed limit on school property is 15 mph or less as safety dictates.

4. Pedestrians have the right of way.
5. At the order of the fire marshal, parking in exits, fire lanes or outside lanes is prohibited AT ALL TIMES and may result in towing at the owner's expense.
6. Students and riders arriving in cars are to park and come into the building immediately.
7. Non-students may not loiter with students in the parking lot.
8. Any drivers that conduct themselves in an unsafe manner may lose their privilege to drive to school or receive discipline action deemed appropriate by the administration.

WORK PERMITS

Students needing a work permit must pick up an "Intention to Employ" card in the guidance office and bring it back complete with parent signature, social security number, birth date and place of birth, as well as all information required of the employer. Once this card is completed correctly and turned in to the guidance secretary, the guidance department will have 24 hours to complete the work permit. Students must be passing 5 classes, as determined by an official report card, to apply for a work permit.

MISCELLANEOUS

ASBESTOS

An asbestos statement of compliance is on file in the main office. For an additional copy, please contact the main office at 873-3355, extension 1996.

CAFETERIA

Zionsville Community High School has 3 lunch periods.

Students may bring their own lunch or purchase lunch from a variety of menus offered in the cafeteria. Lunchtime expectations:

1. For the safety and security of the students and staff, ZCHS maintains a closed lunch program. Students may not leave campus for lunch or invite friends or graduates to eat lunch with them.
2. Remain in the cafeteria or immediate area during the entire lunch period.
3. Properly dispose of paper, trays, cups and wrappers.
4. Students going to and from lunch are to be considerate of other students in class.
5. Students abusing the privileges afforded them in the cafeteria will face disciplinary consequences.

The Zionsville Community High School Cafeteria utilizes a pre-payment debit system which provides each student with a personalized lunch account. This system is designed to process student purchases efficiently and to reduce the amount of cash handling at each location. Students are given a student ID number that is used as their personal identification number (or PIN) for lunch purposes. Students enter their PIN into a keypad after making their food selections. The cashier then accesses their account and verifies the identity of the student prior to completing the transaction.

Because our debit system operates on a pre-pay basis, students are encouraged to deposit funds in advance of use. Deposits can be made in the morning during our breakfast program (20 minutes prior to the start of school), during a transaction at lunch, or by mailing deposits to the ZCHS cafeteria at 1000 Mulberry Street, Zionsville, Indiana 46077. Checks rather than cash deposits are encouraged, and it is beneficial if your child's name and account number are written on the check. If you prefer, payment can be made by credit card on line at www.zcs.k12.in.us. Click on the EZPay button. These funds are then used for purchases of lunches, milk and a la Carte (or extra) items intended to supplement a nutritious lunch.

Students and parents are encouraged to keep track of account balances. Due to the nature of this debit system, and the number of students served, charging meals is not allowed. The cafeteria will make every effort to advise students of low account balances during transactions or at any time during meal service. Additional methods used to notify parents of account balances may include: letters sent home via the student, mail, email or phone calls home. Upon request, account history information will be provided.

Students qualifying for meal assistance in the form of free or reduced price lunches will utilize their lunch account in the same manner as other students, thereby eliminating overt identification.

Any questions or concerns may be directed to the Cafeteria Manager or Cashier at 873-3355, extension 12974, or the Food Service Director at 873-2858, extension 11310.

CHARGE FOR RETURNED CHECKS

There shall be a charge for checks written to the high school and returned for insufficient funds.

COMPUTERS

Computer technology is highly important to staff and students as part of the learning process. It is imperative, therefore, that all persons have a deep sense of respect for legal limitations of software as well as for protection of hardware and software items. Persons failing to respect privacy of others, as well as directions of staff in relation to use of software and hardware items, shall be denied the privilege of using computer technology in the high school and/or receive discipline action deemed appropriate by the administration.

Funded originally in the 1960's by the federal government in cooperation with several large research universities and defense industry corporations as a means of sharing research data, the Internet has become a worldwide network of computers that make up an "Informational Highway." The Internet is a place for the exchange of information and ideas on a wide range of subjects. With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. Zionsville Community High School has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials. As such, students may encounter materials they consider obscene, abusive or otherwise offensive. Zionsville Community High School firmly believes that information and the interaction available utilizing the resource network outweighs the possibility that students may access materials that are not consistent with the educational goals of Zionsville Community High School. Internet access is seen as a supplement to traditional sources, both print and non-print, not as a replacement for them.

When internet utilization is a part of a classroom activity, the parent or guardian of a Zionsville Community Schools student may request that an appropriate activity be substituted. This is an abbreviated version of the IAUP. For a full version of this policy, please refer to the school web page (www.zcs.k12.in.us) or check with the school library.

Student Print Quota: Students may use school technology to print 200 pages per semester. Additional blocks of pages are available in 50 page increments for \$5.00.

LIBRARY MEDIA CENTER

The main campus media center is open from 7:10 a.m. to 3:50 p.m. Monday through Friday. The freshman center library is open from 7:10 a.m. to 3:10 p.m. Monday through Friday. Students may use the library before school, after school, during lunch, during study hall and with a pass from a teacher. Books circulate for three weeks and may be renewed on-line. The library catalog is available on the web from the ZCHS web site under Media Center. Online database resources, selected to support the ZCHS curriculum, are also available under the Media Center link. Other online tools are provided to assist students in the effective selection, use, and documentation of information. Besides being a research and leisure reading facility, the high school library media center contains a multi-media production lab with digital video editing capabilities.

LOCKERS

A locker shall be available to every student to store school supplies and personal items necessary for use at school. Lockers and lock combinations shall be issued at the time book rental is paid. Only school-approved locks may be used to secure lockers.

It is the responsibility of the student to report locker problems to the assistant principal. The student shall further be responsible for the general condition of the locker, should affix no stickers to the locker, and shall remove all contents at the end of the school year. The school does not assume the responsibility for items presumed stolen or in any way missing from lockers. Lockers must be kept locked.

A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents. A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may, at the request of the principal, assist a school administrator in searching a student's locker and the locker's contents.

The principal, assistant principal, or guidance counselor will open and inspect any locker in the school building if there is judged to be a clear and present danger to the student who uses the locker, or to other students or property, or if there is reasonable evidence that materials forbidden by law, school policy, or school rules are therein. In the absence of the principal, assistant principal, and guidance counselor, the athletic director will be responsible for opening lockers. The student, when possible, shall be present when the locker is inspected.

MESSAGES/DELIVERIES

Messages and deliveries, including homework, are welcomed. Items and messages will be left in the front office until students are able to pick them up at an appropriate time. Items cannot be delivered to classrooms in order to prevent interruptions to instruction.

TELEPHONE

Students must have permission from a staff person to use school telephones. Students will be called to the office only in case of emergency. **No cell phones or communication devices are to be used on campus during school hours without permission of a school employee.**

VISITORS

The school encourages parents to visit their children's classes, the teachers, counselors, and administrators. To ensure staff availability, please make an appointment before the visit. Call 873-3355, extension 0, to reach the main office.

In this day and age schools balance the desire to host visitors with the explicit safety and instructional needs of students and staff. For that reason, all doors are locked during the school day with the exception of the main entrance. Visitors to the school must report to the main office immediately upon entering the building. All visitors must sign in and obtain proper identification.

Visitors other than parents must be prearranged. The proper visitor form may be obtained from the main office and completed prior to the visitation.

Please be advised that ZCHS is a closed campus during school hours.

CO-CURRICULAR ACTIVITIES

Students at Zionsville Community High School are encouraged to consider opportunities for individual development through participation in co-curricular activities. These activities should be considered only after the student has planned a course of academic study that will meet the needs for the future.

Students are free to select a few clubs or organizations consistent with their interest areas. A proper balance should be maintained in the total number of clubs selected in relation to the basic academic work carried. Students should not overreach abilities or fail to consider time management when making selections.

The primary focus of co-curricular programs at Zionsville Community High School, both organizational and athletic, shall be to teach the importance of good citizenship and the proper way to function in a democratic society. Students failing to maintain passing grades and acceptable standards of conduct as outlined in organizational charters or contracts, as set by rules of sponsors or coaches, or by the general standard of acceptable behavior at Zionsville Community High School may be denied membership in or may be removed from an activity by order of the sponsor or coach or by the principal.

DRUG AND ALCOHOL STATEMENT

Zionsville Community High School has committed itself to providing a productive, safe and clean environment for students. Therefore, it is imperative that all students and teachers promote the philosophy of the school against drug and alcohol use. As students of ZCHS it is your responsibility to set an example for your peers and the youth of this community promoting a drug and alcohol free way of life.

STUDENT ORGANIZATIONS

The following organizations are examples of the variety of experiences offered to Zionsville Community High School Students.

Anime and Manga Club	Lettermen's Club
Aquarist Club	Martial Arts
Art Club	Model UN
Band	Mr. Zionsville
Best Buddies	Mu Alpha Theta (math honorary)
Bowling Club	National History Day
Bridge	National Honor Society
Cadet Teaching	NCAA Stay In Bounds
Cartoon Creators	Operation: Honduras
Chemistry Competition	Phil and Theo
Chinese Club	Project Green
Dance Team	Prom Committee
Declare Yourself	Quill and Scroll
Drama Club	Radio One
Eagle Kick Off Mentoring	Rising Starts
Eagles as Leaders	Robotics Club
Fellowship of Christian Athletes	Science Club
Fitness Club	Scrabble Club
Folk Music Circle	Sociedad Honoria Hispanica
French Club	Spanish Club
Freshman Book Club	Speech Team
Friends of the Courtyard	Student Council
Gay Straight Alliance	T-3 Techno Club
German	Technology Club
Girl's Book Club	Teens for life
Harbinger, Yearbook	Young Democrats
Honors Ensemble and Tri-M Music Honor Society	Young Life
Interact	Young Republicans
Intramurals	Volleyball, Men's
Key Club	Women's Studies (Les Femmes)
Lacrosse	Zionsville Academic League (includes Brain Game, Quiz Bowl, Academic Super Bowl and Spell Bowl)

ATHLETICS

HONOR CODE

(The Honor Code outlines certain standards of ethical conduct for persons associated with the Zionsville Community High School athletic department. The policies of the Honor Code apply to athletes, coaches, and administrators.)

All athletes shall abide by a code of ethics. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. ZCHS athletes should be diligent in preparation, relentless in effort, disciplined by nature, respectful in action, self-controlled with works, humbled in spirit, and aggressive in pursuit of excellence, without regard to the score, opponent, time, referees, etc. (Violation of the Honor Code may result in disciplinary action in the discretion of the coach.)

RESPECT

I UNDERSTAND THAT RESPECT FOR SELF AND OTHERS IS THE GUIDE FOR ALL INTERACTIONS AT ZCHS. I WILL MAINTAIN RESPECT FOR AUTHORITY, JUST AS I WILL EXPECT THE SAME IN RETURN.

HONESTY

I WILL NOT TAKE UNFAIR ADVANTAGE OF MEMBERS OF MY SCHOOL OR COMMUNITY. I WILL BE HONEST AND TRUSTWORTHY TO MYSELF AND OTHERS.

RESPONSIBILITY

I UNDERSTAND THAT RESPECT DEMANDS RESPONSIBILITY. I ALSO UNDERSTAND THAT I WILL BE HELD ACCOUNTABLE FOR MY ACTIONS. MY INTEGRITY AS AN INDIVIDUAL DURING COMPETITION, WHERE I MUST LEARN TO DISCERN AND APPLY RIGHT FROM WRONG, IS REINFORCED AND AFFIRMED.

LEADERSHIP

I WILL NOT ABUSE NOR TAKE ADVANTAGE OF MY POSITION OF LEADERSHIP. I WILL SET A POSITIVE EXAMPLE THROUGH DEDICATION AND COMMITMENT TO MY SCHOOL AND COMMUNITY.

ZIONSVILLE COMMUNITY HIGH SCHOOL TITLE IX COMPLIANCE POLICY

It is and shall be the policy of Zionsville Community High School to actively pursue gender equity in all aspects of our sports program. Our compliance with Title IX goes beyond our intent to comply with the law. We feel that there should exist a "spirit" of fair play for both genders. Further, that we will create an environment in which opportunities and resources are distributed equally, and in which no one experiences discrimination on the basis of gender.

Our Athletic Department procedures are to see that:

1. We hire women as coaches (regardless of whether the opening is in a male or female sport) when they are the best qualified applicants and hold them to the same standards as male coaches of the same or like sport(s).
2. We render commensurate compensation for coaches with similar experience, responsibilities, and program size.
3. We make no gender differentiation in hiring officials.
4. We make the budgets for the purchase of equipment equitable. (Note: Outside donations to specific sports cannot absolve the school from responsibility of offering similar equipment benefits to other groups.)
5. The length of seasons and number of games/matches/meets and practices are scheduled equally.
6. Any per diem, meal or travel money is dispersed equally.
7. Locker rooms, practice facilities, game facilities are provided and maintained in the same fashion for both genders.
8. Medical resources and use of the training room will be equal to all student athletes. Availability of team doctors depends upon suitable volunteers. Availability of trainers is to be the same for all like or comparable sports.
9. Publicity and promotion of sports teams will be equal in as far as the school has the ability to control that aspect (realizing that the media does not treat all sports equally.)
10. Support services such as video tape recorders, secretarial assistance, use of team meeting rooms will be equally available.

11. Pay for event workers will be the same for male and female sports which are comparable (example: baseball-softball) in time and work effort expended.
12. Coaches offices and locker rooms are not dissimilar in design or space and equal facilities are offered to each gender.

WHAT MUST BE DONE BEFORE YOUR FIRST PRACTICE

(A new physical, code of conduct form and medical release form must be filed each year in the Athletic Office.)

Before participating in a practice for any team, an athlete and his/her parent/guardian must have all forms required by Zionsville Community High School and the IHSAA completed, signed and on file in the Athletic Office:

- a. Physical examination form (dated after May 1 of the current year by the start of fall practices and updated once every 12 months).
- b. Code of conduct form.
- c. Emergency medical release form.
- d. If a transfer – forms beginning the athletic transfer process

Transfer students new to Zionsville Community High School cannot compete in interscholastic contests until an athletic transfer is complete.

ATHLETIC PARTICIPATION

Participation in the athletic program at Zionsville Community High School requires self-discipline and sacrifice. An athlete is an example for peers and the young people in the community. Students with sufficient ability are eligible to participate on a Zionsville Community High School athletic team, provided they meet the scholastic standards and appropriate conduct standards established by the Indiana High School Athletic Association and Zionsville Community High School. Students may use the following criteria to determine eligibility for athletic participation:

1. A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA State Finals in a sport shall be ineligible for interschool athletic competition in that sport; a student who is nineteen (19) years of age on the scheduled date of the IHSAA State Finals in a sport shall be eligible as to age for interschool athletic competition in that sport.
2. Shall be currently enrolled and passing in five full credit subjects.
3. Any student that receives a D or F at the end of an official grading period is required to participate in an intervention activity developed by the coach in consultation with the Athletic Director.
4. Shall have a physical examination completed using the IHSAA physical examination form and with a consent and release statement signed by a parent on file in the athletic office and dated between May 1 and the first practice each year.
5. Shall not have changed schools without a corresponding move by a parent.
6. Shall not participate in non-school contests in a sport after beginning practice and participation in the sport unless waivers are available for that sport and completed appropriately.
7. Shall follow the IHSAA practice guidelines.
8. Shall have never received money or merchandise directly or indirectly for athletic participation.
9. Shall abide by rules and regulations of the coaching staff in the sport of participation.
10. Shall attend school a minimum of the last three periods of a school day in order to practice or compete in athletic contests. Individual circumstances which may prove to be the exception shall be handled by the assistant principal or athletic director.
11. Shall have on file a signed parent consent form agreeing to abide by the terms of the Athletic Code.
12. Shall have on file a trainer's emergency medical card.

Zionsville Community High School athletes are expected to conduct themselves in a manner consistent with school policy whether it be in or out of season and whether or not school is in session. All athletes should be aware that any act that would generally result in a recommendation for expulsion from school, regardless of when or where that act occurs, shall constitute sufficient reason for the athletic council to deny participation for a maximum of one athletic year. Each coach may set training rules consistent with the moral philosophy of Zionsville Community High School and the IHSAA. Failure to comply with the rules or repeated violations of the rules shall result in the denial of an athlete's privilege to participate in athletics at Zionsville Community High School and the denial of all athletic awards. The high school principal is the final authority in matters relating to an athlete's eligibility.

CHANGING A SPORT

Completion of a season includes through that sport's sectional. If an athlete is "cut" from a team, he/she may join another team or program in that sport season. An athlete cannot quit one sport and join another sport, until that sport season is concluded. Any exceptions to this rule must be cleared by the Athletic Director.

TEAM CUTTING POLICIES

Coaches of athletic training, cheerleaders, and the nineteen varsity sports at Zionsville Community High School have their own policy on how they will choose their teams. In some sports, "cutting" a team down to manageable size is a necessity. Coaches will explain their policy to candidates for their team at the first meeting. An athlete may be cut from a team any time during a season.

WEIGHT ROOM/PRE-SEASON/SUMMER WORKOUTS

The weight room is available for use by teams before and after school. There is a full program of weight training offered during the school year and summer under the guidance of a weight coach. No student shall use the weight room or participate in pre-season/summer workouts or conditioning without adult supervision, nor without having a physical exam on file in the athletic office. Physicals must be updated every 12 months for student-athletes to be eligible to participate in athletic contests, practices or summer/pre-season workouts.

PRACTICES: REGULAR/VACATION/SCHOOL CLOSING

All team members are expected to attend all practices. Practice schedules during school vacations are set by the coach and only the coach can excuse an athlete from practice. Practice during a school closing time (snow, etc.) are often held and attendance at these practices are considered voluntary.

TRAVEL

In general, students should travel to sports events via school transportation and return by the same means. However, the Athletic Department recognizes certain unique situations when other options are acceptable, if sparingly utilized. Such would be:

- a. A parent wishing to transport his/her own child may do so by giving the coach a signed note to that effect. The note must be given to the coach by the parent or verified as authentic by the parent.
- b. A child may only ride with someone else's parent in rare cases and with an authenticated note from his/her own parent.
- c. In cases where school transportation is not available or is in poor use of resources, a student may travel to or from an event with the parent or coach after providing the coach with an authentic note of permission.

(Example: taking one diver to the IHSAA regional). Any coach transporting a student will be required to have on file with the Athletic Department, proof of insurance as required by the Indiana Department of Motor Vehicles, and a copy of his/her current driver's license.

- d. In the very rare event that a coach cannot ride the team bus, he or she must have an assistant or another coach on the bus to supervise the team.

ATHLETIC AWARDS

1. Only one letter shall be awarded to any athlete. The letter shall be the first one earned. If displayed, the letter shall be put on a jacket approved by the Athletic Department Administration.
2. An athlete shall qualify for a letter jacket upon receipt of his/her second varsity letter. The cost of the jacket shall be borne by the athlete.
3. An athletic blanket shall be awarded to a senior athlete during the spring when they have earned seven (7) letters in any combination of sports.
4. An athletic honor ring shall be awarded any athlete that participates in a recognized sport during all twelve athletic seasons of their career.
5. Illness, injury, and other circumstances shall be handled by the Athletic Department Administration as each individual case arises.
6. All letters or credits awarded an athlete shall be approved by the athletic Department Administration.
7. Zionsville Community High School does not recognize letters at other schools.
8. To receive a letter or credit for an award, an athlete shall complete the season in good standing.
9. The following criteria shall be met in varsity competition to earn a varsity letter:

Baseball

(1) An athlete shall play in 33% of the total innings as a fielder.

(2) An athlete shall play in 15% of the total innings as a pitcher.

DH shall count as 7 innings or the length of the game.

Basketball

An athlete shall have participated in 33% of the total quarters and be certified for the sectional.

Cheerleading

A cheerleader shall earn at least 90% of the possible points assigned to each season.

Cross Country

(1) An athlete shall run in 75% of the meets.

(2) An athlete shall place in 75% of the meets in which he/she participates.

Football

An athlete shall participate in 50% of the quarters

Golf

An athlete shall participate in 50% of all the meets.

Soccer

An athlete shall participate in 50% of the halves.

Softball

(1) An athlete shall play in 33% of the total innings as a fielder.

(2) An athlete shall play in 25% of the total innings as a pitcher.

(3) DP shall count as 7 innings or the length of the game.

Student Trainer

Shall complete 200 hours of service to a team for both the fall and winter seasons and 150 hours for the spring season, be recommended by their coach, and show evidence of continuing to enhance their skills and knowledge.

Swimming/Diving

An athlete shall place in scoring position in a minimum of 75% of all scheduled meets (or place in the top 12 at sectional).

Tennis

An athlete shall participate in 50% of all meets.

Track

An athlete shall participate in 50% of the meets and/or compete in the sectional.

Volleyball

An athlete shall participate in 50% of the games and be certified for the sectional.

Wrestling

An athlete shall participate in 33% of all meets.

INJURIES/SPECIAL CONSIDERATIONS

Individual coaches retain the right to recommend (to the Athletic Council) injured athletes for a letter in cases where the athlete would have lettered but for the injury. Other unique cases may be recommended for approval by the coach to the Athletic Director (Athletic Council).

SCHOLAR ATHLETE PROGRAM

1. EAGLE SCHOLAR AWARD

Winner will earn an engraved medal and a multicolor patch that will be awarded at a recognition night in May.

Academic Criteria: Must have earned a 4.0 (A) cumulative GPA or better based on grades through the 3rd Nine-Weeks of the present school year. Student must be a sophomore, Junior, or Senior to be eligible for this award.

Athletic Criteria: Fall and Winter Athletes: Successfully complete their full sport season as a letter winner. Applies equally to all athletes, cheerleaders and training staff.

Spring Athletes: Must be a member of a spring sport athletic team on the date of the recognition and be projected to be a varsity letter winner by the head coach.

2. SCHOLAR ATHLETE AWARD

The Scholar-Athlete program was initiated in the fall of the 2007-08 school year. These awards are Earned by and presented to those student-athletes who have been able to successfully complete the requirements of a rigorous academic and athletic load and to manage their time in such a way as to pursue excellence in both fields.

All student-athletes at ZCHS who earned a 3.5 (B+) GPA or better, completed their season and have the recommendation of his or her coach are eligible to receive one or more of the Scholar-Athlete Awards.

All grade levels are eligible for the award listed below.

Academic Criteria: Must earn a 3.5 (B+) GPA or better based on the athlete's GPA during the grading period in which they are competing. Fall will be based on first nine weeks, winter second nine weeks and spring fourth nine weeks.

Athletic Criteria: Fall and Winter Athletes: Successfully completed their sport season. Applies equally to all athletes, trainers, cheerleaders and student staff.

Spring Athletes: Must be a member of a spring sport athletic team on the date of the recognition as a varsity, junior varsity, freshman, trainer or student staff member of a team.

3. PRINCIPAL'S AWARD: HIGHEST INDIVIDUAL GPA ON SQUAD (During Season)

Winners will earn a coaches' Award Plaque given at the awards presentation of each sport after the conclusion of their season.

Academic Criteria: Awarded to a team member who has earned the highest GPA on their squad, varsity junior varsity, or freshman. This award is based on the athlete's GPA during the grading period in which they are competing. Fall will be based on first nine weeks, winter second nine weeks and spring fourth nine weeks.

Athletic Criteria: Successfully completed their full sport season. Applies equally to all athletes, trainers, student staff and cheerleaders.

STUDENT-ATHLETE CODE OF CONDUCT STATEMENT

The following Zionsville Community High School athletic rules are in accordance with the Indiana High School Athletic Association Constitution. Combined with the following procedures and policies they constitute the Zionsville Community High School Student-Athlete Code of Conduct (Code.)

The conduct of participants in athletics at Zionsville, both IHSAA sanctioned and club sports, in or out of school, year-round, shall be such as: 1) Not to reflect discredit upon our school, and 2) Not to create a disruptive influence on the discipline, good order, moral or educational environment in our school. Any such misconduct violating these principles shall be subject to disciplinary measures.

ENFORCEMENT OF THE STUDENT-ATHLETE CODE OF CONDUCT

The athletic director shall enforce all rules and regulations as described in the Student-Athlete Code of Conduct for athletes. All rules regarding behavior and/or training as outlined in the IHSAA regulations apply. The coach of each sport will reinforce the Code during the year. Parents/guardians and athletes are required to sign the acknowledgment, consent, and disclosure document stating that they understand the Code and the athlete is subject to disciplinary measure should he/she violate the code. **A new code of conduct form must be signed each year. (The Code is in force twelve (12) months a year, grades nine through twelve (9-12).**

PROCEDURE: The Athletic Director will meet with the accused student prior to enforcement of any penalty. At this meeting the student will receive a written or oral statement of the charges, a summary of the evidence against them if they deny the charges, and an opportunity to explain his or her conduct.

APPEAL:

1st Appeal: the Assistant Principal who appoints a committee of himself/herself, three head coaches, and the Athletic Director (Everyone votes.)

2nd Appeal: Directly to the Principal

The student-athlete must appeal within 72 hours in each case at each level.

PROHIBITED ACTIONS:

- A. USE OF INTOXICATING BEVERAGES - the use or possession of an intoxicating beverage in any form or quantity is prohibited. This also includes attending parties where alcohol is present.
- B. USE OF ILLEGAL DRUGS - the use or possession of controlled substances (not prescribed to that individual by a doctor) is prohibited. This also includes attending parties where drugs are present.*
- C. USE OF TOBACCO - the use or possession of any tobacco product is prohibited. This also includes attending parties where tobacco is present.
- D. CRIMINAL ACTIVITY- Theft/Vandalism/Reasonable Proof of a Misdemeanor
- E. Bullying/Intimidation/"Hazing" or any type of "initiation rite" constitutes a violation of the general conduct rules and will be dealt with as a serious matter. Coaches, the Athletic Director, and the administration will determine if an incident is considered hazing. If so determined, this will constitute a violation of both the Athletic and Student Handbooks.
- F. FELONY** – Reasonable Proof of breaking a law.
- G. "MAJOR " CASES OF INFRACTION: Some major infractions may go beyond the scope of the actions listed above, and will be presented to the Athletic Director for an imposed penalty.

*Attending a party where alcohol/drugs are present constitutes a violation of the Athletic Code. Failure to leave a party where alcohol or drugs are present ("leave" means immediately – leave and wait outside if necessary) will result in a violation of the athletic code.

**It is acknowledged that the formal use of the terms "misdemeanor" and "felony" is largely inapplicable to the students at Zionsville Community High School due to their ages. Notwithstanding the same, these terms are used in describing certain behaviors and should be understood not to be limited by the legal age or juvenile status of an offending student.

STUDENT-ATHLETE CODE OF CONDUCT PENALTIES

Any student who participates in athletics at Zionsville Community High School is considered an athlete. Being an athlete at Zionsville Community High School is a privilege and not a right. The Student-Athlete Code of Conduct will be adhered to during the entire year. Violations will accumulate throughout the

athlete's career. i.e. if a first violation occurs during the athlete's freshman year and a second violation occurs during the athlete's senior year, the second violation will incur a full year penalty. The following penalties will be imposed for violations:

I. First Offense:

- A. Intoxicating Beverage - 50% of Contests. (Self Report - 25%.)
Drug/Alcohol Ed. and/or Rehab Program completed within 6 weeks. May Practice. Loss of Awards.)
- B. Illegal Drugs - 50% of Ccontests. (Self Report - 25%.)
(Drug/Alcohol Ed. and/or rehab program completed within 6 weeks. May Practice. Loss of Awards.)
- C. Tobacco - 25% of Contests. (Self Report - 12.5%.)
(Drug/Alcohol Ed. and/or Rehab Program completed within 6 weeks. May Practice. Loss of Awards.)
- D. Criminal Activity - 50% of Contests (With or Without Law Involvement.) (Self Report - 25%.)
- E. Bullying/Intimidation/"Hazing" - 50% of Contests. (Self Report - 25%.)
- F. Felony or "Major Infraction" - Referred to Athletic Director.

Second Offense: One-Year Suspension of Contests

Third Offense: Career Suspension.

GENERAL SCHOOL AND COMMUNITY CONDUCT

The IHSAA rule on "Conduct, Character, Discipline" states as follows:

Contestants conduct themselves, in and out of school, shall be such as

- (1) not to reflect discredit upon their school or the Association
- (2) not to create a disruptive influence on the discipline, good order, moral, or educational environment

1st Violation	10% of season	Can practice
2nd Violation	50% of season	Practice at Coach's discretion Loss of awards
3rd Violation	One calendar year	No practice
4th Violation	Life	

NOTE: In such cases where students are suspended from class, they are not allowed to practice.

ATHLETIC CODE PARAMETERS AND PROTOCOL

- 1. Suspensions are to begin immediately subsequent to the offense.
- 2. Any violation which causes a loss of 25% or more of the season carries also an automatic loss of letter and school individual awards for that season.
- 3. In order for a suspension to be considered complete, an athlete must serve his/her entire suspension in their current sport. If not, it then carries over to his/her next athletic season that they have participated in before. i.e., an athlete is a football player and has a first time violation and loses 50% of the football season or 5 games. There are only 2 games left in the football season. The remaining percentage would be served in the next sport in which he/she has already participated.
- 4. When determining the number of contests for a suspension, the number is always rounded up. i.e., an athlete has a violation and loses 50% of the season. There are 9 contests in their sport. That equates to a 4.5 game suspension. The athlete would have to sit out 5 contests.
- 5. If an athlete is suspended from school, he/she will automatically be suspended from all practice and game participation for the period of the school suspension. For the purposes of suspension, the following will be adhered to:
- 6. Jamboree or scrimmages will not be considered a contest for suspension purposes.

7. The decision to allow a suspended athlete to participate in a jamboree or scrimmage will be left up to each individual coach.
8. An athlete will be required to practice for the duration of the season and end the season in good standing when that suspension will be fulfilled during the current season.
9. If an athlete participates in two sports during the same season (i.e. cheerleading and volleyball), the penalty will be assessed in each sport. For example, a 50% penalty for such athlete would suspend the athlete from 25% of the volleyball season as well as 25% of the cheerleading season.
10. An athlete will not be able to serve his/her suspension in a sport they have never participated in or established themselves in prior to the suspension. i.e. the athlete has participated in golf in the fall, basketball in the winter, and nothing in the spring. (Exceptions may be made to 9th graders who have not yet had the opportunity to establish themselves in a particular sport.) During the basketball season the athlete violates the code for the second career offense. The athlete receives a 50% suspension from contests. There were 20 contests scheduled which includes the sectional. There were five contests remaining including one sectional contest that we lost. The athlete therefore has missed 5 of the 20 basketball contests or 25%. The athlete still has 25% of a penalty remaining that will be served when golf season arrives in the fall because he/she participated in fall golf and not in a spring sport the previous year.
11. All suspensions will be based on contests at which level the athlete participates. i.e. freshman, jv, or varsity.
12. Drug and Alcohol Rehab or Education programs must be approved by the Zionsville High School Principal, and a certificate of completion must be sent to the Zionsville High School Athletic Department.
13. If a code or apparent code violation occurs, and the individual refuses to cooperate with the investigation by school authorities, he/she may be suspended from the sport until cooperation is obtained or until the investigation is complete, at which time further penalties may be imposed.
14. A season is defined as the total number of regularly scheduled contests. This does not include IHSAA tournament contests.
15. A coach may make team specific rules that are more restrictive than this code. Such rules must be approved by the athletic director prior to implementation and on file in the athletic office. Once approved these rules must be provided to team members and parents in writing.
16. A student may not participate (except practice if allowed by the code) during the appeals process. He/She has already been judged to have violated the code and therefore the penalty begins immediately upon his/her hearing with the Athletic Director.
17. Appeals will be handled expeditiously.
18. In the event there is an apparent offense, but it falls into an "uncovered" or "gray" area, then the Athletic Director shall, after seeking any possible parallels or common and standard procedures in such cases, evaluate the evidence and administer a penalty commensurate with the offense.
19. Self-reporting is defined as notifying the Coach, Athletic Director, or school administrator by noon on the next school day after the infraction. If the violation occurs on a weekend during the school year, the student must self-report by noon the next day school is in session, or by the end of the next practice if that occurs before school is in session. If the violation occurs over Thanksgiving, winter break, spring break, summer break, or other extended breaks the student has 48 hours in which to reach a coach, the Athletic Director or school administrator, or must report by the of the next practice if practice occurs within 48 hours. Personal contact with one of these officials is strongly encouraged but email or voice mail will constitute initiation of the self-reporting process. An athlete may self-report only one time (on the first offense of their career) in order to receive a lesser penalty. If a parent or student has acted "above and beyond" in self-reporting an incident, the time limit on self-reporting may be waived through the appeals process.
20. Because we adhere strongly to the policy that a student athlete is a representative of his school and community, all athletes are responsible to hold themselves to this code and to high standards of behavior 365 days per year for the four years of high school. This code comes into effect when a student officially graduates from the 8th grade. The policy has no jurisdiction over non-athletes or over athletes who renounce their eligibility to compete.
21. Violations from middle school shall not be carried over to high school, but all high school violations shall be considered cumulative.

ZIONSVILLE COMMUNITY HIGH SCHOOL ATHLETIC POLICY REGARDING STUDENT HAZING AND HARASSMENT

Hazing and harassment are behaviors, by one person towards another, which are insulting, intimidating, humiliating, malicious, degrading or offensive. It creates negative and uncomfortable feelings for the person, or groups of persons, to whom it is directed. Such a person may feel anything from a discomfort or embarrassment in the presence of the person or group of people displaying the behavior, to a feeling of terror or even fear for their safety. Hazing and harassment can take many forms whether physical, verbal, sexual or emotional, and can involve a combination of these elements. Sexual hazing or harassment is a form of sexual discrimination under both Title VII of the Civil Rights Act and Title IX of the Educational Amendments Act of 1972. Hazing, or initiation rites, which single a person or group of people out and subject them to embarrassing, degrading or secretive behavior will almost always be viewed as harassment.

It is the policy of Zionsville Community Schools to maintain a learning and working environment that is free from sexual hazing and harassment. It shall be a violation of this policy for any employee of Zionsville Community Schools to haze or harass another employee or student through conduct or communication of a sexual nature. This is also applied to behavior between students or groups of students.

It is not just the conduct itself which may make certain behavior inappropriate, but the context or way in which it is delivered, or its repetitive nature. Allegations of emotional, physical, or sexual abuse or neglect involving a minor must be reported to an available administrator. Once a complaint of harassment or abuse is made, the school must work with it, as the school has a responsibility to ensure a safe environment for its students and staff alike. The school will work with harassment and abuse matters promptly, fairly and openly.

Coaches must be alert to society's changing perceptions about the appropriate use of power. With coaching comes power, with power comes vulnerability. Codes of behavior for players and coaches must be developed and communicated in such a manner that guide and govern "the words and actions" of all participants during their sport season. The coach is the most influential participant in preventing harassment, hazing and abuse during their coach season. The coach must use every opportunity to reinforce the principle of appropriate behavior by being a role model and communicating with athletes daily in practice, during pre-competition preparation, during competition, and in post-competition feedback sessions. The coach has a responsibility to behave in a respectful manner. The coach is an important leader who must reinforce an environment free of abusive, hazing and harassing behaviors of all student athletes and coaches alike.

The value and safety of children and youth must be reflected in the standards of the entire athletic department and of all of the people of authority involved and associated with the advocacy of our students.

PARENT/COACH RELATIONSHIPS

Both parenting and coaching are extremely rewarding but sometimes difficult vocations. By establishing an understanding of each other's positions, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the squad (i.e. what is your child's role on the team).
3. Locations and times of all practices and contests (realizing that flexibility is necessary).
4. Team requirements, i.e., fees, special equipment, off-season conditioning, level of skill required.
5. Procedure should your child be injured during the participation.

COMMUNICATION COACHES EXPECT FROM PARENTS

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflict well in advance.
3. Specific concerns in regard to a coach's philosophy and/or expectations.
4. As we grow, schedule conflicts will become increasingly evident, and choices between activities will have to be made by the student and family with clear communication to the coaches.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior

It is very difficult to accept your child's not playing as much as you hope. Coaches are professional. They make judgment decisions based on what they believe to be best for all students involved and are not out to harm any child. As you have seen from the list above, certain things can be discussed with your child's coach. Other things must be left to the discretion of the coach.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student athletes.

PROCEDURES FOR RESOLVING CONCERNS

1. As your children become involved in the programs at Zionsville Community High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes.

The first step in resolving issues with a coach is to see if your student athlete can resolve the issue. Often a discussion with a coach resolves miscommunication or other issues. Remember, part of the process of education and growing up is conflict resolution. Student athletes should be the first step in the process. If this step fails or it is simply a matter that needs adult/parent attention, then parents should move on to step 2.

2. Sometimes a situation will require a conference between the coach and the parent. These conferences are encouraged if there is a problem. It is important that both parties involved have a clear understanding of the other's position. When conferences are necessary, the following procedure should be followed to help promote a resolution of the issue of concern.

Call to make an appointment with the coach (873-3355).

If the coach cannot be reached, the Athletic Director will assist you in making the appointment.

Do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

WHAT CAN A PARENT DO IF THE MEETING WITH THE COACH DID NOT PROVIDE A SATISFACTORY RESOLUTION?

In the event of the above occurring, the parent can call the Athletic Director to make an appointment to discuss the situation. At this meeting, the appropriate next step can be determined.

CONCLUSION

Since research indicates that students who participate in athletics receive higher grades and have a greater chance for success in adulthood, we consider athletics an important part of the total educational process. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. With all that has been said in this section, the school takes the stance that good communication begins at home between parent and child. It is most definitely a two-way street. We hope the information provided here makes both your child's and your experience with the Zionsville Community High School Athletic Program an enjoyable one.

PARENT (FAN) DECORUM

Rule 3, Article C-3-6, page 15 IHSAA By-Laws:

“A member school’s responsibility includes the responsibility of instituting full and complete team and crowd control measures at all contests... assuring that the participants, staff and boosters of the member school conduct themselves at all times in a proper and sportsmanlike manner, assuring full compliance... of the member school of all Association rules...”

At a time when society is experiencing increased incidents of physical confrontations and unmanaged anger, often associated with youth sports, Zionsville Community High School wishes to state a philosophical stance of keeping our athletes, coaches, and fans safe; insisting on proper behavior, and promoting our positive reputation as regards to sportsmanship.

We recognize that the majority of our parents and fans set a behavioral example of the highest standard. However, the few who do not, force us to address these issues.

In as much as our coaches have certain standards of expected behavior (Coaches Handbook), our student athletes are governed by the Student-Athlete Behavioral Code, and regular students are subject to school rules at athletic events; it becomes incumbent upon us to set standards for the behavior of our adult fans and parents.

Zionsville Community High School will not condone or permit inappropriate parental behavior directed toward Zionsville staff or players, the opposing school and all its representatives, or the game officials. Such behavior by parents can cause the school to suffer severe sanctions from the IHSAA and is embarrassing to the school and community. Inappropriate behavior is embarrassing to the school and reflects poorly on our values as a community.

Zionsville Community High School supports the IHSSA rules and emphasis on good sportsmanship. We embrace this fully by definition and in spirit of intent. Proper human courtesies, kindness and decorum must apply to all relationships and situations, and sports are no exception. High school sports exist to build character, allow students to express themselves through physical exertion, and as entertainment. There is no place for poor behavior toward anyone.

Parents need to understand certain facets of the structure of high school athletics and the relationships involved.

1. There is no inherent right to participate. Coaches will only retain those players whose skills and attitudes meet the needs of the program, as defined by the coach.
2. Likewise, the coach alone is responsible for deciding who plays and how much.
3. By allowing one’s child or children to play sports, the parent is, in effect, turning the child over to that coach for that time period. The coach, as is naturally assumed, will instruct the child and keep the child safe within normally accepted standards.
4. Coaches are professional and, until proven otherwise, it is assumed that they are operating within the best interests of all student athletes in their charge.
5. It is inappropriate for a parent to confront a coach after a practice or event. Parents should wait until the next day and schedule a meeting with the coach. This will help avoid conflict at a potentially emotional time.
6. Making derogatory comments about the officials, coaches, players of either team or other parents and fans at an athletic event is never acceptable.
7. Swearing in public at athletic events is never acceptable.
8. Coming to an athletic event intoxicated is not acceptable.
9. Being offensive in any fashion is not acceptable.

Parents who violate any of the above standards of decorum risk sanctions by the school corporation including, but not limited to, the following:

1. A warning, verbal or written.
2. Removal from the contest or premises.
3. Banishment from attendance at athletic contests for a short period of time or even permanently.
4. The severing of further contact with team personnel.
5. Civil or legal action could result.

In conclusion, we commend those parents who have always exhibited exemplary behavior and who, by such, have served as positive role models for our student-athletes. We encourage our parents to volunteer, to become involved with the teams, and to be supportive of the attempts of the entire community to educate our youth. By working together, we will establish Zionsville Community Schools and athletics as a "class" act.

We sincerely want to strive to make sportsmanship at Zionsville Community High School an expectation...

Where we let players play, Coaches coach

Officials officiate, And let fans be positive.

CAREER AND COLLEGE HANDBOOK CAREER PLANNING

-OR- Everything you always wanted to know about career testing, timelines to follow, the application process, types of colleges, SAT's and ACT's, honors courses, NCAA regulations, college credit in high school, college search criteria, how to get accepted, and financial aid.

It is our goal, that every student at Zionsville Community High School be given several opportunities for college and career counseling to more effectively facilitate post-secondary school planning. Currently, the high school webpage offers links to the guidance webpage, which provides a number of links to information regarding post-secondary planning, financial aid, information on disabilities and information on career and interest tests. These links offer the following opportunities:

1. Career Interest Test - What do I want to be?
2. College and Vocational School Searches - Which schools offer the programs, sports, extra-curricular activities, housing and financial support I want?
3. Financial Aid - What private and public resources are available?

These programs are accessible at:

www.zcs.k12.in.us/individual/hsguid/INDEX.htm. Click on student or parent links.

As sophomores, students have the opportunity to take the PSAT and ISTEP Graduation Qualifying Exam. They will also take the Strong Interest Inventory and the Meyers-Briggs Type Indicator (courtesy of the generosity of the PTO and student fees). In addition to meeting individually with counselors to review 4-year plans, students will review the Strong Interest Inventory, the MBTI, the PSAT and ISTEP results with a counselor in a class. A Sophomore Parent meeting is scheduled to cover these results with parents in the spring. Sophomores will also have the opportunity to spend a week studying a career unit in English classes. Sophomores may also begin taking the SAT and ACT in June.

Juniors have the opportunity once again, to take the PSAT which, at the junior level, is also the National Merit Scholarship Qualifying Test. Juniors should be taking the SAT in January and June and the ACT in February and June unless their school also requires SAT II tests in which case they should take the SAT I in January and May and the SAT II tests in June. This is also the year they may begin taking classes at J. Everett Light Career Center (behind North Central High School). By November they will have met individually with a counselor to review test scores, grades, class rank, possible majors and college admission criteria. Juniors are strongly encouraged to utilize the web to do some serious school searches and then visit the campuses over spring break as all absences are counted in the eight which are allowed each semester.

Seniors are seen by their counselors in September and October to verify high school graduation criteria, review SAT and ACT scores and to encourage early applications to schools. Seniors should be talking to college representatives as they visit our school, visit colleges and get applications out by October. If SAT or ACT tests need to be retaken, they should sign up to take the tests again in October. The guidance department processed over 1500 college applications last year, so IT IS VITAL THAT YOUR ALLOW AT LEAST 2 WEEKS TO GET LETTERS OF RECOMMENDATION FROM A TEACHER OR COUNSELOR AND ANOTHER 2 WEEKS FOR YOUR APPLICATION TO BE PROCESSED. SINCE IT IS OUR SCHOOL POLICY NOT TO RELEASE RANK ON OFFICIAL TRANSCRIPTS, STUDENTS MUST COMPLETE RANK RELEASE FORMS FOR EACH APPLICATION IF THEY WANT RANK REPORTED FOR COLLEGE OR FINANCIAL AID APPLICATIONS.

PREPARATION TIMELINE

Many parents ask, "How and when should my child start preparing for college?" We've prepared a timeline of activities that should be accomplished from freshman through senior year.

FRESHMAN YEAR

September

1. Whether or not you are planning to go to college, don't limit yourself as a freshman. As much as possible, make sure your schedule includes courses that will fulfill Core 40 (college prep) or Academic Honors requirements. All freshmen will meet with their guidance counselor by the end of 1st semester to develop a 4-year plan of courses.
2. Realize that colleges look at your cumulative grade point average (GPA). Most state schools suggest a minimum of a 3.1 GPA (B average). You will be applying to college in the fall of your senior year so you will be evaluated on the GPA you have earned through the end of your junior year. Your freshman year represents one third of that GPA.
3. Get involved in your school. Colleges look for students with leadership abilities. Run for class officer, be an officer in a club or a committee chairperson. You will meet more people, develop more friendships and have more fun.
4. Learn to use a calendar/planner. You must learn to organize your time. No one is going to remind you to keep working on long-term assignments. Plan for papers and tests in advance.
5. Keep a record of your grades on assignments and tests in every class so that you can avoid a disappointing report card. Students may pick up a Friday grade check sheet in the wall files just outside of guidance to keep a more formal record with teachers on a weekly basis.
6. Talk to visiting college admission officers during lunch visits and ask about admission requirements.

October

7. If you are having trouble in a class
 - a) Talk to the teacher,
 - b) See the guidance counselor,
 - c) Pick up a tutor list in the wall files just outside of guidance.Attack the problem early. Don't let a low grade get on to your permanent transcript.
8. Realize that your permanent record begins with your freshman year. Every "C" you get must be balanced out by an "A" just to get a "B" average.

January

9. Your counselor will pass back your 4-year plan as a guide for the selection of courses for sophomore year. Course selection sheets must be signed by parents and back into the guidance office by the January due date.

March

10. Start thinking about possible majors, the schools that offer the best programs in that major and that school's admission requirements. Use the web links that offer an interest inventory, a college major search, a college search and a financial aid search.

May

11. Review your schedule for next year carefully. Make all schedule changes by the end of May. If receiving a D or lower in a class, sign up to take it over again in summer school.
12. Spend the summer preparing for ISTEP in September and visiting college campuses.

SOPHOMORE YEAR

August

1. At registration, make sure your classes fulfill Core 40 or Academic Honors requirements.

September

2. Take the ISTEP – remember your scores will play a big part in gaining admission to honors classes and you must pass both math and English portions to graduate.
3. Keep track of your grades; remember how important your first three years of high school are in computing your GPA.
4. Your counselor will meet individually with you to update your 4-year plan and choose courses for next year.
5. Talk to visiting admissions officers during lunch and evening visits about admission requirements.

October

6. Take the PSAT. This is excellent practice for college admission tests and helps you to begin to compete against college bound students nationally. All sophomores and juniors at ZCHS will take this test during school hours.

December

7. PSAT scores are returned to you in December as well as the test books and your answer sheet. Go over the math and verbal questions. This is your one chance to actually see what you got wrong on a preliminary SAT and work on weaknesses.
8. Your MBTI and Strong Interest Inventory Assessments will be given back and interpreted in English classes. Use this information to start exploring careers.
9. Attend Financial Aid Information Night and begin a financial aid file.

January

10. Counselors will return your 4-year plans and go over AHD and Core 40 requirements in English classes and ask you to turn in a course request sheet for next year. Take a copy home to discuss with your parents, make changes if necessary and turn in your course selection sheet by the end of the month with a parent's signature.

March

11. Attend the sophomore parent meeting to review PSAT, MBTI and Strong Interest Inventory test results and collect information on how to find a college.
12. Visit colleges over spring break.

May

13. Check your schedule for next year carefully and make all schedule changes before May 30.
14. If you received a D or lower in a class this year, sign up to retake it in the summer.

Summer

15. Use your summer to visit, write, email or call colleges to narrow your choices of possible schools to the top 10.

JUNIOR YEAR

August

1. Make sure your junior schedule includes all Core 40 or Academic Honors Diploma requirements and any specific requirements of the more competitive colleges such as SAT II scores or specific courses. Call the colleges directly for this information. If SAT II's are required, plan to take them in June and the SAT I in May. Your counselor will meet with you by November to choose next year's courses.

September

2. Learn when college admission representatives will be visiting the high school (the guidance department has a calendar on the hall bulletin board) and when the colleges of your choice will be hosting visitation days on their campuses. It is best to visit these colleges when students are in attendance so try to schedule visits during fall or spring break. Remember not to exceed the 8 absence limit per semester. All absences count – even college visitation days.

October

3. Take the PSAT. At the junior level this test is also the National Merit Scholarship Qualifying Test, which enables students to compete for scholarships and puts them on lists that are bought by colleges looking for good students to recruit.
4. Register to take the SAT or ACT at least twice. A good schedule would be to take the ACT in February and the new SAT in March, and then take the one you did best on again in June unless you also need to take SAT II's in which case you should take the SAT I in May, SAT II's in June and the ACT in June.
5. STUDY! Remember that colleges may look at an upward trend but are not impressed with fluctuating or downward trends. The grades you receive this year are the ones colleges are looking at most closely.
6. Plan your senior year courses to fulfill admission requirements of the college of your choice. Call your college to get admission information from the admission counselor.
7. Narrow your choices of colleges so that you can have your June SAT or ACT scores sent to the colleges you are seriously considering.
8. If needed, schedule the SAT II (Achievement Tests) which are required for more competitive schools. Find out from your college if this is necessary
9. In choosing your colleges try to pick a sure thing, a "reach" or a competitive school, and one that falls somewhere in between so that you neither limit yourself nor find yourself with no place to go in the fall.

January

10. You will receive a copy of your 4-year plan when counselors visit English classrooms to schedule for next year. Make sure you sign up for whatever you need to complete graduation, Core 40 or Academic Honors Diploma requirements. One sheet will be completed in the classroom and the other will be taken home for a parent's signature. Return the form with the parent's signature before the January deadline
11. Attend the financial aid meeting to gather information on the FAFSA, scholarships, grants and loans.
12. Begin application process to U.S. Military Service Academies.
13. Register for the ACT and SAT tests given in May or June.

April

14. Attend the College Fair at Butler University

May

15. Check your schedule for next year carefully. Make all schedule changes by May due date.

Summer

16. Plan to use your summer to visit, email, write or call colleges in which you are interested to request admission, financial aid and housing applications.
17. Take advantage of summer programs for juniors. A list is available in the guidance office.

SENIOR YEAR

September

1. Download NCAA forms at www.ncaa.org if you plan to play sports in college. You must have completed at least 6 semesters before you can file.
2. GET YOUR APPLICATIONS IN EARLY! Remember that Admissions officers are people too. They are more likely to give your application the time it deserves if it is one of ten that crosses their desk per day in September instead of one of 200 in December. Be aware of early admissions deadlines. Call and request applications from the colleges or download them from their websites. For out-of-state colleges, check with the guidance department, any bookstore or the Hussey Mayfield Library for reference books like Barron's Profile of American Colleges. Princeton Review's The Complete Book of Colleges, or Lovejoy's College Guide which give information on almost all U.S. four-year colleges. More colleges are insisting that you apply on-line and may even waive application fees if you do so. When you apply online, you must print out the secondary school report and bring it and a stamped, addressed envelope in to the guidance office. They must be logged in at the guidance secretary's desk and dated so that your transcripts and scores may be sent.

3. Spend time writing and re-writing your essay. Have several people proofread it for you. You want this to be your best effort.
4. Type your application or NEATLY print it in black ink. Follow directions, sign on the appropriate spaces. Collect ALL the parts of your application and turn it in to the guidance office with a stamped, addressed envelope.
5. IF YOU NEED A LETTER OF RECOMMENDATION, ASK FOR IT **AT LEAST 4 WEEKS BEFORE THE DEADLINE** AND 2 WEEKS BEFORE YOU SIGN YOUR APPLICATION IN AT THE GUIDANCE SECRETARY'S DESK. Many teachers as well as the guidance counselors are asked to write several letters. Give them time to write a personal letter just for you. There is a form available in the wall files just outside of guidance that will help you organize all the things that should be brought out in the letter and aid the teachers and counselors in writing an effective recommendation. Pick one up, fill it out and give it to the person from whom you are requesting a letter no later than early October, along with the name and address of the person to whom the letter is to be sent.
6. Review your SAT and ACT scores. If they were not high enough, take them again in October.
7. Take challenging courses and keep your grades up.
8. Check early admission deadlines for some specific major areas.

November

9. All seniors should have at least one college application on file before Thanksgiving break.

December

10. Download the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov and send it in after you have completed your taxes but before February 15. If you cannot get taxes done in time, you are allowed to estimate. Some colleges also have their own financial aid forms or may use The Profile. Check with the college of your choice to make sure you have all appropriate forms.
11. Make arrangements for personal interviews with colleges if required or if your application looks a little shaky.

January

12. Pick up scholarship lists in the guidance office and use www.fastweb.com programs to search for financial aid. All local scholarships are put on the announcements, listed on the bulletin board in the hallway and in the wall racks in guidance.
13. Some schools require a seventh semester transcript. If yours does, bring in a stamped, addressed envelope to guidance with a written request, log it in at the guidance secretary's desk and allow a minimum or two weeks processing time.
14. Apply for scholarships, grants and loans. Be aware of deadlines. **SINCE IT IS THE OFFICIAL POLICY OF OUR SCHOOL NOT TO RELEASE RANK, ANY APPLICATIONS FOR WHICH A STUDENT WANTS HIS OR HER RANK RELEASED, MUST BE ACCOMPANIED BY AN OFFICIAL, SIGNED RANK RELEASE STATEMENT AVAILABLE FROM THE REGISTRAR'S OFFICE.**
15. Keep copies of all communications regarding your selected college including notification of admission, housing agreement and financial aid statements.
16. Attend the financial aid meeting for information on how to fill out the FAFSA, scholarships, loans and grants.
17. Check deadlines for college applications if they have not already been sent.

February

18. Submit FAFSA forms no later than February 15 for the best shot at financial aid.

March

19. Respond to your Student Aid Report (SAR) if needed and keep a copy. This allows you to correct information on the FAFSA if necessary.
20. Submit the requested deposit to your selected college. Notify other colleges that you will not attend them and thank the colleges.

May

21. College acceptance is provisional. It is based upon your total transcript including your 8th semester grades, so keep them up!

BASICS OF COLLEGE ADMISSIONS PROCESS

AREAS OF RESPONSIBILITY

STUDENT RESPONSIBILITY

1. Begin process of selection early (should start in 9th grade – see above).
2. Use the internet connection to take interest and career tests, search for schools and find financial aid.
3. Meet with college representatives when they visit our school.
4. Plan to visit the colleges before making final decisions.
5. Be aware of your grades, class rank, strengths and weaknesses.
6. Secure information about deadlines, special requirements, testing, etc.
7. Follow directions and submit applications to counselor at least **TWO WEEKS PRIOR TO THE DEADLINE. ALLOW AN ADDITIONAL TWO WEEKS WHEN REQUESTING A LETTER OF RECOMMENDATION.**
8. Follow the timeline in the student handbook.

PARENT RESPONSIBILITY

1. Discuss future plans, including the financial picture and any restrictions with your son or daughter early in the selection process. (In-state v. out of state)
2. Be aware of deadlines.
3. Complete your portion of the application (signature, checks, verification of residency, etc.)
4. Keep records of everything.
5. Fill out financial aid forms including the FAFSA in January after you have completed your taxes and mail by February 15th.
6. Call the counselor or college representative if you have questions.
7. Check with your child about college or scholarship information given over the announcements.
8. Encourage your child to check in at the guidance office for scholarship applications.

COLLEGE AND HIGH SCHOOL GUIDANCE OFFICE RESPONSIBILITIES

1. Discuss college planning with the student.
2. Provide information regarding admissions, colleges, financial aid and visits from college representatives.
3. Provide certain applications and forms:
 - a. Applications for several state colleges and universities in Indiana
 - b. S.A.T. and A.C.T. registration forms (must be mailed directly to ETS or students can apply online at collegeboard.com for SAT's or act.org for ACT's)
 - c. Special and local scholarship applications that are distributed through the school
4. Prepare transcripts and recommendations to be sent to colleges within two weeks of being logged in at the guidance secretary's desk and when provided with a stamped, addressed envelope from the student and a complete application.
5. Send mid-year and final grade reports to colleges when the student makes a request and guidance is provided with a stamped, addressed envelope. These reports ARE NOT AUTOMATICALLY MADE AS WE DO NOT KNOW WHICH COLLEGES REQUIRE THEM and it may vary according to the student's application status. These requests must be logged in at the guidance secretary's desk.

COMPLETING COLLEGE APPLICATIONS

1. Call, email or write the college of your choice and obtain an application or apply on-line. The guidance office has some state applications and most are available on-line, however you will have to print out the secondary school report and turn it in to guidance with a stamped, addressed envelope with your signature and a check. Specialized programs fill quickly at some universities e.g. engineering at Purdue. Be aware there are early application deadlines for these programs. It may also be necessary to apply early for housing.

2. You should have your applications in no later than two weeks BEFORE Thanksgiving. Applications turned in just prior to vacation breaks will probably not get processed until we return. Waiting until the last minute to send in an application sends a message to the college that you really don't care enough about college to apply early, you have trouble getting things in on time or the college you really wanted to go to turned you down and this college is your last resort!
3. Follow instructions on the application carefully. Type or print neatly in black ink. Make your first impression with the admission officer a good one! Proofread for spelling and grammar errors and don't forget the necessary signatures.
4. SIGN in a completed application including the check if there is an application fee, at the guidance secretary's desk with a stamped, addressed envelope. If you don't have the stamped envelope, your application will be returned to you until it is complete. If you need to include letters of recommendation, make sure you turn them in with your application. Since the colleges need an official transcript, the application must be mailed from the school. We will also send a school profile sheet giving information about Zionsville High School. All applications must be signed in, dated and checked for completeness at the guidance secretary's desk FIRST.
5. Be aware of the college's test requirements. Some schools require you to send your ACT or SAT scores directly to them from the testing company so you must know the college codes of any schools you want to receive your scores when you register for these tests.
6. If you need a letter of recommendation, please fill in the 'Letter of Recommendation Form' available in the wall files just outside of guidance and give a copy of it to all from whom you are requesting a letter.
7. Procedures for applying for financial aid vary from college to college. Make sure you check in the guidance department for applications for local scholarships and use the computer programs to search for other scholarships, grants and aid. Check with the financial aid office at the colleges to investigate special scholarships and grants in your area of study and to check out work-study programs. In any case, make sure you fill out the Federal Application for Federal Student Aid (FAFSA) by February 15th. Even though you may not qualify for need-based aid, many scholarships require you to fill out the FAFSA in order to be eligible for their money.
8. College representatives are usually here during September, October and November. Listen to announcements or check in the guidance office for dates and colleges.
9. Our high school CEEB code is 153-900.

COLLEGE VOCABULARY

COLLEGE CALENDARS

Traditional semester	Two approximately equal semesters
Early semester	Two semesters, first semester completed before Christmas
Quarter	Three equal terms of approximately 12 weeks each
Trimester	Calendar year divided into 3 equal semesters. Third semester replaces summer school.
4-1-4	Two equal terms of approximately 16 weeks each, with 4 week interim term.

TYPES OF COLLEGES

Junior Colleges	Award associate degrees and mainly prepare for technical careers usually have open admission. May transfer credits to four-year school. Example: Vincennes University
Two-Year Colleges	Award associate degrees and mainly prepare for technical careers tend to be commuter orientated. Examples: Ivy Tech, ITT
Liberal Arts Colleges	Award associate and bachelor degrees, combines broad education in the arts, humanities, social sciences and sciences - usually privately controlled. Examples: Marian, Wabash, Hanover, Earlham.

Universities	Award associate, bachelor, masters and doctorate degrees, generally larger and offer more majors and more research facilities. Examples: Indiana, Purdue, Ball State, Indiana State, Butler, Notre Dame.
Proprietary Schools	Award certificates and associate degrees, usually privately owned and usually operate for a profit. Offer specialized programs. Examples: Professional Careers Institute, International Business College, Travel Careers, Inc.
Open	Accept virtually all interested students who have a high school degree or its equivalent.
Selective	Offer admission to all or most applicants who meet their explicit requirements which vary widely from college to college.
Competitive	More applicants meet their explicit requirements than they are willing or able to accommodate. Students cannot be sure of admission due to strong applicant competition.

DEGREES

Associate	Awarded upon completion of a two-year course of study.
Baccalaureate	An undergraduate degree such as the Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) awarded upon completion of study after the four years of college.
Graduate	Awarded upon completion of study after the 4 years of college and granting of a baccalaureate degree.

COLLEGE ENTRANCE TESTS

There are two tests which colleges accept as part of their admission requirements: the Scholastic Aptitude Test (SAT) and the American College Testing Program (ACT). Most colleges will accept either test. Consult college catalogs to determine if one is preferred or required. We suggest that Juniors take these tests twice to eliminate putting all your eggs in one basket. January and June are good test dates in the junior year. The fall of the senior year is the proper time to retake the test if necessary. Most colleges will take your best scores. Some colleges require higher test scores than others. Students should check the admission requirements of the colleges they plan to attend to determine the importance in each admissions decision.

SUGGESTED TEST SCHEDULE:

SOPHOMORE YEAR – SAT AND ACT IN JUNE

JUNIOR YEAR – ACT IN FEBRUARY, NEW SAT IN MARCH, SAT AND ACT IN JUNE

SENIOR YEAR – SAT OR ACT IN OCTOBER

PSAT - Preliminary Scholastic Aptitude Test. This test is recommended for all college bound juniors and sophomores. It is also the National Merit Scholarship Qualifying Test (NMQST) Sophomores may take it for practice but must make sure they take it as juniors as the junior year is the only time the student is eligible for NMQST competition. The state of Indiana pays for this test. We will assume all sophomores and juniors will take it unless we are notified by a parent.

ACT - American College Testing. This college entrance test is more curriculum based than the SAT. To sign up you must pick up the ACT package in the guidance department and mail in your registration and fees directly to ACT or apply on-line at www.act.org. Test dates are in October, December, February, April and June. We offer it at ZCHS in October, February and June.

SAT I - Scholastic Aptitude Test. This test attempts to measure your developed reasoning abilities in both verbal and mathematical areas. To register, you must pick up the Student bulletin in the guidance office which tells when and where the SAT is given, how to have your scores reported to colleges and contains the registration form and optional Student Descriptive Questionnaire or apply on-line at www.collegeboard.com. This college entrance test offers test dates in October, November, December, January, March, May and June. We offer it at ZCHS in October, January and June.

SAT II (Achievement Tests) - are offered on some SAT I dates for students who wish to test out of certain subjects. Some colleges require SAT II tests for admission to the school or to certain areas of study. Check the admission requirements of your school.

IMPORTANT NUMBERS ON THE REGISTRATION FORMS

School Code for Zionsville Community High School 153900

Test Center Code for Zionsville Community High School on SAT 15-855

Test Center Code for Zionsville Community High School on ACT 6702

GRADE POINT AVERAGES

Even though you should strive to attain the highest GPA possible, you should not take easier classes for the purpose of boosting your GPA. Colleges look at the academic areas and assign different weights to various classes. A college may calculate its own GPA based on what it considers academic courses.

In general colleges look at the criteria below in the following order:

1. Courses taken - type and degree of difficulty
2. Class rank and GPA (If no rank is reported, colleges look more closely at other criteria.)
3. SAT or ACT scores
4. Recommendations from teachers and counselors
5. Clubs, activities, leadership, awards, honors, job experience

The GPA is important only after the college considers the courses taken by the student. GPA is figured as follows for regular courses:

A = 4	B+ = 3.3	C+ = 2.3	D+ = 1.3
A- = 3.7	B = 3	C = 2	D = 1
B- = 2.7	C- = 1.7	D = .7	

Honors/AP courses are weighted with an additional 1 point prior to averaging, e.g. A=5, A-=4.7, etc. Add the number of points corresponding to each grade received and divide the total by the number of credits received. (P. E. counts for .5 credit each semester).

HONORS COURSES

Zionsville Community High School offers a wide range of courses to meet the academic needs of students who have demonstrated exceptional abilities. Nominations for honors courses may be initiated by a teacher or a student. Self-nominations for English and math must be communicated to the child's teacher in December for inclusion in the following year.

NCAA Requirements

The National Collegiate Athletic Association (NCAA) is an organization that regulates many college athletic programs. It has established rules on eligibility, recruiting and financial aid. The NCAA has three membership divisions - Division I, Division II and Division III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships. If you are planning to enroll in college as a freshman and you wish to participate in Division I or II athletics, you must be certified by the NCAA Eligibility Center. The Eligibility Center was established by the NCAA member institutions in January of 1993 and ensures consistent application of NCAA initial-eligibility requirements for all prospective student athletes at all member institutions.

Warning: Do not apply before the end of the junior year. Six semesters should be completed to avoid placing the student at a disadvantage. New forms often come out in August. Contact NCAA if you are a summer athlete prior to your senior year to find out which form you should use at www.ncaa.org or (877) 262-1492..

It is your responsibility to make sure the Clearinghouse has the documents it needs to certify you early in your senior year. These documents are: your completed and signed Student Release Form and fee, your official transcript mailed directly from every high school you have attended, your ACT or SAT scores and a Foreign Student Application for all foreign students. There are specific academic criteria that must be met as well. A student must have at least a 2.0 GPA in 13 core courses (not just an overall GPA of 2.0 or better) and **MUST BE PASSING AT LEAST 5 CLASSES FOR CREDIT, EVERY GRADING PERIOD.** Specifically, students need 4 years of English, one year of Algebra, Geometry, Physical Science, Biology and U.S. History, and one semester of Economics and Government, one additional year of English, math or science and 2 additional years from approved English, math, science, or social studies courses.

Students also need a minimum combined ACT score or combined SAT score as published every year by the NCAA. It is important that students take their SAT or ACT no later than spring of their junior year so that they will have time to retake the test if need be. As courses and requirements may change every year, it is the student's responsibility to take the appropriate courses and maintain the appropriate grades for eligibility.

There is a booklet published by the NCAA that gives more information that is available through the guidance office. Once you have submitted your application, you may check on its status by calling 319-339-3003. It is your responsibility to come to the guidance office to pick up the current year NCAA booklet.

EARNING COLLEGE CREDITS WHILE IN HIGH SCHOOL

ADVANCE COLLEGE PROJECT

Zionsville Community High School offers Calculus, Chemistry II and English Composition during the regular school day for college and high school credit. If you wish to take the courses for college credit, you must qualify for admission to Indiana University, pay the tuition, and fulfill the prerequisites listed in the course description booklet. Check with the college of your choice as to whether or not they will accept the transfer of college credit. A list of colleges is available in the guidance office. Counselors will visit these classes in August and January with enrollment information.

ADVANCED PLACEMENT

The Advanced Placement (AP) program is administered by the College Board and allows students to earn college credit through examinations offered by Zionsville Community High School in May. Students may take any AP examinations but only those students who have taken an AP or an ACP course in biology, chemistry, calculus, physics, statistics, environmental science and English language/composition are eligible to received reduced rates for the test courtesy of the Department of Education. Students sign up for the AP exams in early March and the tests are given in early May. A course listed as an AP course means that the curriculum covered in these courses prepares the student to take the AP test. The fee for each AP test in 2003 was approximately \$80.00 per exam and \$15.00 for subsidized exams.

INTERNATIONAL BACCALAUREATE

The International Baccalaureate (IB) program is designed for students who desire a classical, college preparatory liberal arts program. Students may earn credits from universities for one or more IB courses. Check with the college of your choice as to whether or not they will accept IB credits. Participation in the IB Diploma Program is not required to take specific IB classes. Students should speak to their counselor or the Diploma Program Coordinator if interested in participating in IB coursework.

SPAN PROGRAM

Indiana University SPAN (Special Programs for Academic Nurturing) offers high school students the opportunity to take specially selected courses at IUPUI through their "Running Start" program.

Qualifying Criteria

High school juniors and seniors pursuing a Core 40 program, with a GPA of 3.0 or higher and an SAT score of 950, ACT score of 20, PSAT score of 90 or a PLAN score of 19 may apply. A SPAN application must be filled out and returned to the SPAN office at least 6 weeks prior to the scheduled registration dates for IUPUI. To qualify for a fall class, the student must be accepted by June 1. This application includes the principal's signature verifying class rank and the suitability of pursuing this option, a copy of any standardized testing and high school transcripts. To take a fall class, you must contact the SPAN office by June 1. The SPAN representative can be reached at 247-2660. Students are not limited to IUPUI's SPAN program and may take classes at other colleges if they get approval by the principal first (see "Transfer of Credits" in the student handbook).

CHOOSING THE RIGHT COLLEGE

There are a number of factors to consider when trying to pick a college. Listed below are some ideas that may help you find the right college for you.

COLLEGE SELECTION CRITERIA

Location of the College	Reputation
In state v. out of state tuition	Academic reputation
Travel time and expense	Admission statistics to graduate school
Commuter possibilities	Statistics on job placement
Extra-curricular possibilities	Selectivity in Admission
Traditions, Heritage	Financial Aid
Atmosphere	In state v. out of state tuition
Conditions and appearance of the campus and facilities	% of students receiving aid
Attrition and retention figures	Opportunities for on campus employment
Family ties	Scholarship and grant offers
Church Affiliation	Private v. Public
Student Life	Academics
Housing - availability and quality	Special interest / Honors programs
Variety of housing options	Flexibility in course selection
Coed v. single sex dorms	Off campus programs
Food	International Study Opportunities
Activities	Library facilities
Fraternities and Sororities	Academic Calendar
Athletics	Class sizes
Numbers of majors, programs	Social life
Faculty ratios, TA's, accessibility	Diversity among students
Degree requirements	Clubs, intra-mural teams,
Internships	Friends currently attending the school
Job placement	Off-campus accessibility - social events
Graduate School admission stats	Off-campus employment possibilities

HOW TO GET THE MOST OUT OF YOUR CAMPUS VISIT

After you have written for information, gone over the literature and narrowed your college choices, you must get on the campus for a visit. Your gut level response to a college may be the best indicator of the college that is just right for you. Go prepared with a copy of your high school transcript and a list of questions. The following points will help you to get the most out of your visit.

1. Make an appointment at least 2 weeks in advance with a college admission counselor for a meeting and a formal tour which should include:
 - visits to the departments of your possible majors.
 - visits to a "typical" freshman dorm, not just their best.
 - visits to a class in your area of interest
 - a meal on campus
 - visits to sports centers, recreational facilities, the student center, library counseling and health centers, auditoriums and special attractions of the college.
2. Plan to spend some time in the surrounding area. Check out extra-curricular activities, off-campus housing and off-campus employment opportunities.

3. Talk to the admissions officer ask:
 - How is the freshman year of studies handled? Are you given ample opportunity to take a variety of offerings or are you locked into a program right away?
 - How accessible are the professors, how many classes are taught by teaching assistants, what facilities are there for tutoring?
 - What are the statistics for graduate school and employment placement?
 - What overseas programs does the school offer and what are its pre-requisites?
 - If you are a junior, what would the admissions officer like to see on your transcript for senior year?
 - What course will you be taking next year and what general schedule of courses are required to graduate in 4 years in your desired major?
4. Talk to students. After your tour, talk to the students on campus. Most students are eager to give information about the school, classes, professors and dorms. Ask about the best places to live, eat, study and work. You are going to be spending the next four years on this campus - make sure it fits you!

HOW TO GET ADMITTED TO COLLEGE

The best strategy is an outstanding record where no excuses have to be made. However, the following suggestions will enhance the student's chances for admission.

1. Apply early (see timeline). This can make a big difference for the borderline student or the student applying to highly competitive colleges. If you are a borderline student, you will want to get a well-written application, candidate's statement and letter of recommendation in before the admission's officer is deluged with applications. If you are a very weak student, you may wait until the first grading period is over so you can include a strong report card with your application and still get it in before November. If you are a strong candidate, you may wish to consider early decision, early action or early notification.

Early Decision: If you are very certain of where you want to go, you might consider applying early decision. Under this plan, you agree not to go to any other school if you are accepted (some plans require that you not even apply to any other school). Colleges "love to be loved" and some times the acceptance rate is a bit higher than those who choose the regular decision route. If you are rejected, you are usually deferred to regular decision.

Early Action: This plan is available at Brown, Harvard, Yale, Princeton and the University of Notre Dame. Under this plan you do not have to withdraw other applications and you do not have to make a final commitment until May first. However, the competition for early action is tough and if you don't make it, you may be rejected rather than deferred. Unless you are certain of your acceptance, it is better to apply regular decision since your competition will be less challenging.

Early Notification: Northwestern uses this system. While it does not prevent you from applying to other schools, it does require an answer by March 1st. Since most other competitive colleges don't notify until April, you should only apply early notification if it is your first choice.

2. Have a strong senior year, enroll in at least four academic classes each semester.
3. Apply to at least one school where you will be easily admitted.
4. Most students should not apply to more than five schools. Many colleges trade lists or ask the student where they have applied. Too many applications may tell colleges you are indecisive or lack confidence.
5. Answer all correspondence and send in all fees requested. The student is not admitted in many schools until a deposit is paid.
6. If the student does not meet the requirements but is close to meeting them, ask for an interview. It is best for the student to prepare for the interview as an opportunity to make a good impression. While parents may coach the applicant, the interview is something that the student should do on his own.

TIPS FOR WRITING ESSAYS

The book, Making a Difference in College Admission, has the following points to offer on writing essays.

- “Admission officers maintain that much of today’s essay writing continues to be of average to poor quality... tame, boring, stuff.” p.241
- Colleges utilize essays to
 - 1) screen out less able applicants,
 - 2) attract specific constituencies to the applicant pool or, conversely, to widen the net,
 - 3) acquire autobiographical data on the applicants, and
 - 4) measure the writing skills and level of thinking of each student.” p.242

DO

1. Be natural and write about something substantive.
2. Write in complete sentences, with no errors in grammar, spelling or typing. Make sure your paragraphs have beginning and ending sentences with a cohesive body. Be CONCISE.
3. Use humor judiciously, be creative and a bit vulnerable.
4. Use your own experiences, colleges are looking for something about you as an individual.

Use the 3 C’s:

1. Choices you have made
 2. Challenges you have met
 3. Commitments you have made
5. Read directions carefully. Answer the questions that are asked.
 6. Tell the truth but focus on positives.
 7. Start early and rewrite, rewrite, rewrite. Have several people proofread it and rewrite it again!
 8. If no topics are given, you might consider:
 - writing on a personal experience or achievement that had significant meaning to you.
 - writing on a personal, local or national concern and its importance to you.*writing on a person who has had a significant influence on you and why. p.244

DON'T

1. Whine, be negative or write what you think the admission people want to hear.
2. Submit a messy, incomplete, rambling, wordy piece.
3. Repeat your application or list your activities.
4. Be superficial, use clichés, or impersonal topics.
5. Improvise subjects if a specific essay question is asked.
6. Negatives and excuses turn people off.

HOW TO GET EFFECTIVE LETTERS OF RECOMMENDATION

Most schools require only the counselor’s recommendation. Recommendations are not used by public universities except for unusual circumstances (special talent in fine arts curriculum, serious illness, a marginal application or foreign born). Highly competitive schools will also require recommendations from teachers who know you and your work well (preferably 11th and 12th grade teachers). The most helpful recommendations provide descriptions of your skills and work in the classroom, your comparative ability to other students, along with examples and anecdotes illustrating those skills and personal qualities. You are strongly encouraged to discuss these with your teachers and counselors before you request the letter as well as filling out the form below.

1. When submitting an application that requires a letter of recommendation **allow at least two weeks for the teacher to write it. If you request a letter near the end of a grading period, allow three weeks. This is in addition to the two weeks of processing time required after the application is logged in at guidance.**

2. Supply the teacher or counselor with some information about yourself. Colleges use these letters to get to know more about you so make sure the person writing the letter knows about you. There are forms available in the wall bins outside of guidance which help you to fill out important information needed for effective letters.
3. Supply the teacher with an envelope along with the recommendation form from the college and personally pick it up from the teacher to add to the completed application that you eventually sign in at the guidance secretary's desk. Teachers may give you the recommendation in a sealed envelope – if so, do not open it. Just put it in with your application for guidance to send on to the college.
4. Ask the teacher to keep a copy as you may need additional recommendations at a later time.
5. A recommendation will have more credibility if you have signed the waiver of right to see the recommendation (when provided).
6. Follow up with a personal “thank you” note to the teacher.

FINANCIAL AID

One of the questions asked most frequently by parents who are looking at the impending burden of college costs is, “How do I find out about financial aid?” There are basically three kinds of financial aid. Gift Aid (Grants and Scholarships), Student Employment (Work-Study and part-time Jobs) and Loans (Subsidized and Unsubsidized). Aid that is awarded in any combination of these three based on financial need is called need based. Aid that is awarded on service, grades, membership, talents or special activities is called merit based.

The largest source of financial aid is need based. The common form for need based aid is the Free Application for Federal Student Aid (FAFSA). Most sources of financial aid will not be available to students who do not file this form. It is especially used by college financial aid offices, the Indiana State Student Assistance Commission and the Federal PELL Grant Program. If you are in doubt as to whether or not to fill out the FAFSA - do! Even if you don't think you may qualify for need based aid, having a record on file with the financial aid office may put you in touch with other sources of loans and work study programs.

The FAFSA is processed in Princeton, New Jersey, and is only sent to the colleges you wish to receive it. Some colleges require the new College Scholarship Service's “Profile” as well. Both of these forms are available in the guidance office. Other colleges have their own financial aid applications. The FAFSA may not be completed before January 1st and MUST be postmarked by March 1st. It is very important to obtain a Certificate of Mailing when you mail the FAFSA in case you have to prove that you did indeed mail it by the deadline if it gets lost in the mail. It will take from 4-6 weeks to process your FAFSA. After your form is processed, you will receive a Student Aid Report (SAR) in the mail. Review your SAR as soon as you get it. Make sure all information is correct. If any corrections need to be made, make them immediately and send the corrections to the proper address. If you make corrections, you will receive a revised SAR with the corrected information.

The important thing about finding financial aid is to START EARLY! Some of our most valuable resources are the local scholarships. The registrar has a list of scholarships and some local applications in the guidance office. She faithfully tacks the list to the bulletin board and highlights those scholarships which have sent us applications and whose deadlines are fast approaching. The Hussey Library and the school library have several books on financial aid that are excellent sources. You should also check with organizations. Anything you can belong to or work for is a possible source (churches, employers, fraternal organizations, scouts, businesses etc.). You may also search the web at www.fastweb.com, or use the “College View” program.

The spring of the junior year is a good time to investigate what is available since some of the deadlines for application are in the early fall of the senior year. Students and parents should attend the financial aid night, which is usually in December. This meeting covers the various types of aid and how to fill out the Free Application for Federal Student Aid (FAFSA). Do not wait for college acceptance letters before filing for aid. The earlier you file, the better. Some colleges have February 1st deadlines for allotting their available federal money.

INFORMATION NEEDED TO COMPLETE THE FAFSA

- Last year's US income tax return
- Last year's Indiana income return
- W-2 Forms and other records of money earned last year
- Records of money income such as veterans, social security, Aid to Dependent Children and Welfare
- Current bank and S & L statements
- Current mortgage information and estimate of current value of home
- Record of medical and dental bills paid last year
- Business and farm records
- Records of stocks, bond and other investments
- Records of elementary and secondary tuitions paid for students other than the one applying for aid
- Use a pen with black ink

If you have questions on how to fill out the FAFSA, the following colleges are willing to answer them over the telephone:

Butler University Financial Aid Office 283-9278, University of Indianapolis 788-3217

Marian College 929-0123

Keep your financial aid work sheets, make photocopies for your personal records and be accurate. The figures on financial aid forms must agree with those on your IRS 1040 income tax form. Mistakes or omissions on your form can literally lose you hundreds of dollars and may delay your entrance to college. Many college financial aid funds are exhausted before all corrected requests are made. In all written communications have your name and social security number on every page. When filling out the FAFSA, list the most expensive Indiana colleges first. The state will always be able to reduce your aid amount should you decide on a less expensive school later, but may not be able to increase it. Send letters directly to the college financial aid office describing any special financial circumstances in detail if the forms do not seem to accommodate your situation.

FINANCIAL AID GLOSSARY OF TERMS

Scholarships: This is aid you don't pay back. Employers, churches, clubs, fraternal organizations businesses local groups and colleges are all potential providers of scholarships. They may or may not be need based and they are offered for a variety of reasons i.e. academic achievement, high test scores, financial need, athletic or other creative abilities, membership in organizations, leadership qualities etc.. In most instances, a student must excel in an area to be considered for scholarship dollars.

Grants: These are awards based on financial need which do not require repayment. Grants are available through the federal government, state agencies and educational institutions.

Pell Grant: This is financial assistance awarded by the federal government on the basis of need. The grant may be used toward tuition, room and board, books or other educational costs. You do not have to pay this aid back.

Freedom of Choice Grant: These grants are designed to make it possible for a needy student to select a college without regard to tuition rates. If the student qualifies for an Indiana state grant and indicates a private Indiana school as a first choice, consideration is automatic.

Perkins Loan: This is a loan funded by the federal government and awarded by the institution. The loans feature low interest rates and are repayable over an extended period of time.

Federal Stafford Loan (subsidized): This is a need based loan program in which a student may borrow from a bank or other financial institution and the federal government will pay the interest on the loan while the student is in school. Repayment begins within 6 months of the date the borrower withdraws from school, enrolls as less than a half-time student or graduates. The interest and principal is then the responsibility of the borrower. The loan currently has a variable rate with a cap of 8.25% and is tied to the 91 day Treasury Bill.

Federal Stafford Loan (unsubsidized): This is a non-need based loan. It is basically the same as above except for variations in the amounts available and the fact that the interest is paid by the borrower during the enrollment and repayment period. Only the principal payments are deferred until after withdrawal or graduation.

Parent Loan for Undergraduate Students (PLUS): This is a non-need based loan with the current interest rate set annually at 52 week Treasury Bill rate + 3.1% not to exceed 9%. Repayment begins 60 days after loan is totally disbursed.

State Student Assistance Commission of Indiana (SSACI): SSACI is the state agency charged with the administration of Indiana Higher Education Grants and Lilly Endowment Education awards. To be considered, the student must be an Indiana resident planning to attend an Indiana institution on a full-time basis. There is no repayment of funds. Application is made by checking the SSACI box on the FAFSA.

College Work-Study Program (CWS): This is a government-supported program, which provides part-time jobs to students who need help paying college expenses. Work-study jobs are awarded to the student by the financial aid office. Some colleges will guarantee jobs to a student even if they do not demonstrate financial need.

Aid Package: This is a combination of aid, scholarship, grant, loan and work determined by the financial aid office of the college or university.

Financial Aid is too vast a subject to be covered adequately in one article such as this. Much of the information for this handbook was taken directly from ICPAC publications and from Making a Difference in College Admission by Kenneth and Anne Hitchner. For more information, call the ICPAC hotline at 1-800-992-2076 and ask for IS-1, "The ICPAC Guide to Student Financial Aid", IS-3, "Resources for Money Seekers"; IS-5, "Finding Money for Your Education"; IS-86, "Strategies to Reduce College Costs"; IS-55, "Veteran's Educational Benefit Programs", and IS=8 "Indiana Academic Honors Diploma" and IS-11, "College Admission Tests" which also discuss scholarships. One of the best books on the subject is Don't Miss Out by Robert and Ann Leider - call 1-800-245-2665.