

# **Union City Jr. / Sr High School**

## **Student Handbook**

**2018 - 2019**



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# **STUDENT/PARENT HANDBOOK**

## **UNION CITY JUNIOR-SENIOR HIGH SCHOOL**

**2018 - 2019**

*Welcome to Union City Junior-Senior High School. All the members of the administration and staff are pleased to have you here as a student and will do our best to help you make your experience here as productive and successful as you wish to make it.*

**Lisa Smith, Superintendent**

**Aaron Black, Principal**

**Neal Adams, Assistant Principal**

**Mike Thornburg, Athletic Director**

**Bruce Davison, Guidance Counselor**

### **RANDOLPH EASTERN SCHOOL BOARD OF TRUSTEES**

Kim Davison

Wendy Smith

Linda Puccini

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Jamie Kerns

**Adopted by the Board of School Trustees**

**May 2018**

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## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal or Assistant Principal. This handbook supersedes all prior handbooks and other written material on the same subjects.

### **RESC MISSION STATEMENT**

Reaching  
Educating, and  
Supporting our  
Community

### **RESC VISION STATEMENT**

We will inspire, instruct, and support our students as they develop into responsible productive citizens.

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this Corporation to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the High School Principal. The complaint will be investigated and a response, in writing, will be given to the concerned person within 5 days. The High School Principal can provide additional information concerning access to equal education opportunity.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

# SCHOOL DAY

School doors open at 7:40 a.m. The first bell is at 8:05 a.m., and classes begin promptly at 8:10 a.m. Dismissal is at 3:10 p.m. Students should not be in the building after 3:30 p.m. unless they are under the direct supervision of a teacher or coach.

## BELL SCHEDULE

### DAILY SCHEDULE 2015-16 (50 minutes)

#### **\*\*Overlapping Lunches (for high school only)\*\***

1 - 8:10 - 8:58 (48)

2 - 9:02 - 9:50 (48)

3 - 9:54 - 10:42 (48)

A 10:46 - 11:16 (A lunch) 11:16 - 12:06 (class 50)

B 10:46 - 11:06 (class 20) 11:06 - 11:36 (lunch B) 11:36 - 12:06 (class 30)

C 10:46 - 11:36 (class 50) 11:36 - 12:06 (lunch C)

5th - 12:10 - 12:58 (48)

6th - 1:02 - 1:50 (48)

7th - 1:54 - 2:42 (48)

Harbor 2:46 - 3:10 (24 \*\*\*all announcements here)

### WEDNESDAY SCHEDULE (Early Dismissal & Homeroom)

1 - 8:10- 8:52 (42)

2 - 8:56- 9:38 (42)

3 - 9:42 - 10:24 (42)

Homeroom/Bonus/SSM - 10:28- 10:50

4 - 10:54 - 11:24 (A-Lunch) 11:24- 12:24 (Class) (60)

10:54 - 11:24 (Class) (30) 11:24 - 11:54 (B-Lunch) 11:54 - 12:24 (Class) (30)

10:54- 11:54 (Class) (60) 11:54-12:24 (C Lunch) (30)

\*Announcements will be during 4<sup>th</sup> period

5 - 12:29 - 1:10 (41)

6 - 1:14 - 1:55 (42)

7 - 1:59 - 2:40 (44)

### 2 Hour Delay Schedule

Period 1- 10:10- 10:44 (34 Min)

Period 4- 10:48 - 11:18 (A-Lunch) 11:18 - 12:18 (Class) 60min

10:48 - 11:18(Class) 30min 11:18 - 11:48 (B-Lunch)11:48 - 12:18(Class)30 min

10:48 - 11:48 (Class) 60 min. 11:48 - 12:18 (C Lunch)

Period 2- 12:22- 12:52 (30 Min)

Period 3- 12:56- 1:26 (30 Min)

Period 5- 1:30- 2:00 (30 Min)

Period 6- 2:04- 2:34 (30 Min)

Period 7- 2:38- 3:10 (32 Min)

## **SCHOOL SONG**

We are loyal to Union City High  
We're the red and the white and the blue,  
On the warpath we go,  
We will conquer the foe,  
We are heading for victory, Rah! Rah!  
So snap out the ball and let's go,  
Let all that are here really know,  
That our team is our defender,  
Our team will always render,  
Victory for Union City High! Rah!  
(Sung to tune of Illinois Loyalty)

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student will not be allowed to attend any field trips or participate in any extra-curricular activities until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office. All medications, prescribed and non-prescribed, are to be delivered to the high school office and taken only with adult supervision. The school nurse is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without his/her knowledge.

## **SAFETY DRILLS**

The School complies with all safety laws and will conduct-safety-drills in accordance with State law. Specific instructions on how to proceed will be provided to students by faculty members who will be responsible for the safety of the students.

## **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school in order to prevent any inconvenience.
- H. Students may not bring visitors to school without first obtaining written permission from the school administration.



## EMERGENCY CLOSINGS AND DELAYS INFORMATION

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

KISS TV	WZZY(98.3 FM)
WOWO(1190 AM)	WLBC(104.1 FM)
WERK(105 FM)	WMDH(102.5 FM)
WTGR(97.5 FM)	Channel 13.

Follow us on Twitter.

A School Messenger call will be made by the school corporation. **Please be sure to keep your “alert numbers” updated. You can do this by contacting the Jr./Sr. High Office.** Parents and students are responsible for knowing about emergency closings and delays.

## VISITORS

Parents/guardians/visitors are always welcome at the School. Visitors must **immediately** report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in and receiving a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time. The following guidelines are used to grant visitor’s pass:

1. Parents are welcome and should report to the main office to present their intent of business. School officials may deny visitation where custody is in question.
2. Visitors with a specific appointment.
3. Visitors clearance needs to be requested if their presence limits them to business in the Administrative Office, Guidance Office, Principal’s Office, Athletic Office, or personnel who are present for a specific service or maintenance need.
4. All visitors must sign in and out and wear a visitor’s pass or their ID tag in a manner that is visible.
5. Any person not abiding by these regulations will be subject to trespassing as defined by law.

**NOTE: Student Visitors in grades K - 12 will not be permitted during the school day.**

## PESTICIDE APPLICATION NOTICE

Periodically throughout the year, it may be necessary that pesticides be applied to external or internal areas of the school building and grounds. If you wish to be given notice of such pesticide applications, please notify the principal. You will be given a form to complete and return to the building principal if you wish to be notified of pesticide applications that may occur during school hours or school activities. You will then be notified at least 48 hours prior to any application of pesticide that is scheduled during school hours or activities. Every effort will be made to apply pesticides when students, staff members, or any other individuals are not present in the area that is to be sprayed

## **ASBESTOS WASTE**

The School Corporation is concerned for the safety of the students, staff members, and community. Therefore, it will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA), the School Corporation recognizes its responsibility to comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

There is an asbestos abatement plan and record of inspection available in the office of the superintendent - 731 North Plum Street. Anyone having questions about asbestos should get in touch with the superintendent's office.

## **BED BUGS**

Bed bugs have become a re-emerging problem in the United States due to increased international travel and resistance to commonly used pesticides. They do not transmit disease, but individuals who live in infested homes suffer from lack of sleep, anxiety and secondary skin infections resulting from the itching bites.

Bed bugs are very difficult to control and it's recommended that all infestations are handled by a licensed and trained professional who can develop an integrated pest management plan. Often multiple treatments are needed to effectively treat an infestation in the home environment. Bed bugs are not a factor of the cleanliness of the environment; they affect everyone equally.

Bed bugs are more likely to feed during the night - time hours and reside in places where people sleep. Therefore, infestations of school buildings are uncommon, although bed bugs may "hitch-hike" on a student's clothing, books or backpack from an infested home.

Randolph Eastern School Corporation has developed a policy to minimize the spread of bed bugs. Schools will take the appropriate actions when dealing with a potential bed bug infestation in the home of a student or on the school property. It is not recommended to exclude students from school for an infestation in the home. School closure related to bed bugs is not recommended during an infestation

## **USE OF MEDICATIONS**

All medication shall be administered in compliance with Indiana State Statute. This applies to non - prescription and prescribed medication during the school day, the following guidelines are to be observed:

1. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The Medications Request and Authorization Form 5330 F1, F1a, and F1b must be filed with the respective building Principal before the student will be allowed to begin taking any medication during School hours. This includes over - the - counter medications.
3. All medications must be registered with the Principal's office.
4. All medication must be in the original containers.
5. Medication that is brought to the office will be properly secured.
  - a. Medication may be conveyed to School directly by the parent or transported by transportation personnel (bus driver and/or bus aids at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.

6. Student who may require administration of an emergency medication may have such medication stored in the main office. However, if authorization for self-medication has been provided by the parent, physician and approved by the school, the student may retain possession of the self-administered medications.
7. A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 7 – 12, if the student’s parent provides written signed permission for the student to receive the medication.
8. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of the School year.
9. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
10. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician’s written request and the parent’s written release.

### **SELF ADMINISTERED MEDICATIONS ( IC 20-33-8-13)**

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student’s parent files a written authorization with the principal. The written authorization must be filed annually. A physician’s written statement must be included with the parent’s authorization.

The physician’s statement must include the following information:

1. An acute or chronic disease or medical condition exists for which the medication is prescribed.
2. The student has been given instruction as how to self-administer the medication.
3. The nature of the disease or medical condition requires emergency administration of the medication.

The School or School Board is not liable for civil damages as a result of a student’s self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the School office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the School’s Code of Conduct and will be disciplined in accordance with the drug use provisions of the Code.

A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school related event or activity. The plan shall be developed by the licensed health care practitioner responsible for the student’s diabetes treatment and the student’s parent/legal guardian.

### **IMMUNIZATIONS (I.C. 20-8.1-7-9.5)**

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, mumps, hepatitis B, varicella, and meningitis or other immunizations designated by the state or have an authorized exemption from State immunization requirements. Every student who enters kindergarten or grade 1 shall be immunized against hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. Any questions about immunizations or exemptions should be directed to the school nurse.

## CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal from school will be limited to the contagious period as specified in the School's administrative guidelines in cooperation with the health department/physician.

## CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

The Corporation has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## MENINGOCOCCAL DISEASE INFORMATION

### **Q: What is meningococcal disease?**

A: Meningococcal disease is caused by bacteria. Meningococcal disease can cause an infection of the covering of the brain and spinal cord (meningitis) or the blood. The bacteria can live in the membranes of the nose and throat, usually with no symptoms. In a small number of people, the bacteria pass in the blood, causing either a serious infection of the blood or meningitis.

### **Q: How is this germ spread?**

A: The bacteria are spread from person to person by direct contact with an infected person's nose or throat secretions.

### **Q: What are the signs of being sick with this germ?**

A: Illness often starts with a sudden fever, headache, stiff neck, a rash, and possibly nausea and vomiting. An infected person may be very sick within a few hours and should seek medical care immediately.

### **Q: Who is at highest risk for getting the disease?**

A: Babies, children and young adults are most likely to get the disease. People living in crowded places are at higher risk for infection. Outbreaks usually do not occur in school or workplace settings.

### **Q: Can meningococcal disease be prevented?**

A: Yes, the disease can be prevented by good hygiene. Cover nose and mouth when sneezing or coughing, throw used tissues away and wash hands often.

### **Q: What vaccines may prevent a child from getting this germ?**

Two vaccines are available to prevent this infection:

**Meningococcal Conjugate Vaccine (MCV4), which is *Menactra***

This vaccine is licensed in the U.S. for persons 11–55 years of age. It is likely that this vaccine or a similar vaccine will be licensed for younger age groups in the future. This vaccine is recommended for:

- Young adolescents at the pre-adolescent visit (11–12 years old)
- Adolescents at high school entry (about 15 years old)
- Groups that have a higher risk of meningococcal disease, such as students that will be college freshmen living in dormitories.

### **Meningococcal Polysaccharide Vaccine (MPSV4), which is Menomune**

This vaccine is recommended for people who have an increased risk of disease due to certain medical conditions who are age 2–10 years and over 55 years. People at high risk need revaccination every 3–5 years.

For questions about meningococcal disease or vaccines to prevent meningococcal disease, please contact your physician or your local health department. Additional information may be found at the following websites:

<http://www.in.gov/isdh/healthinfo/meningococcal%20disease.htm>

[http://www.coc.gov/nip/vaccine/mening/mening\\_fs.htm](http://www.coc.gov/nip/vaccine/mening/mening_fs.htm)

## **CONCUSSION INFORMATION**

**WHAT IS A CONCUSSION?** A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

**WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION? Signs Observed by Parents or Guardians** *If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:* • Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows behavior or personality changes • Can’t recall events prior to hit or fall • Can’t recall events after hit or fall

**Symptoms Reported by Athlete** • Headache or “pressure” in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light • Sensitivity to noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Does not “feel right”

**HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?** Every sport is different, but there are steps your children can take to protect themselves from concussion. • Ensure that they follow their coach’s rules for safety and the rules of the sport. • Encourage them to practice good sportsmanship at all times. • Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly. • Learn the signs and symptoms of a concussion.

### **WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?**

**1. Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.

**2. Keep your child out of play.** Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

**3. Tell your child's coach about any recent concussion.** Coaches should know if your child had a recent concussion in ANY sport. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

## PERTUSSIS INFORMATION

About...Pertussis (Whooping Cough)

### **What is pertussis?**

Pertussis, also called whooping cough, is a contagious disease caused by *Bordetella pertussis* bacteria. It may cause severe coughing fits that can interfere with breathing. Although pertussis is often milder in older children and adults, undiagnosed persons can transmit the disease to infants and young children. Pertussis can lead to pneumonia, seizures, and sometimes death. Most of these serious problems occur in infants who are younger than a year old. Indiana had 271 reported cases in 2008 and 392 in 2009.

### **What are the symptoms of pertussis?**

The symptoms of pertussis occur in three stages:

1. During the first stage, symptoms are similar to a cold: slight fever, sneezing, runny nose, dry cough, loss of appetite, and irritability.
2. During the second stage (about 1 to 2 weeks later), the cough becomes more intense. There may be short, intense coughing spells followed by a long gasp for air (this is when the "whoop" is heard). The coughing fits may be followed by vomiting, nose bleeds, or bluish color to the lips or face.
3. During the third stage, the cough is less intense and less frequent, and appetite begins to increase. Eventually the cough stops, although this may take several months.

### **How is pertussis spread?**

Pertussis is spread by contact with nose or throat secretions from an infected person. This can happen when an infected person coughs or sneezes. Without treatment, an infected person can spread the disease for up to three weeks from the time the cough begins. However, after five days of treatment with the appropriate antibiotic, an infected person cannot spread pertussis.

### **Who is at risk for pertussis?**

People who are unvaccinated, have not completed a full series of pertussis vaccine, or who have not received pertussis vaccine for several years are at increased risk for pertussis. Infants who are too young to be fully vaccinated are at greatest risk for severe illness and death from pertussis-related complications. Adolescents and adults may also experience complications from pertussis.

### **How do I know if I have pertussis?**

If you have had close contact with someone who has been diagnosed with pertussis or if you have symptoms that match those described above, you should consult your health care provider. Your health care provider may test you for pertussis and prescribe antibiotics for treatment.

### **How is pertussis treated?**

While antibiotics make pertussis less contagious, they do not get rid of the cough unless taken very early in the illness. All household members and other close contacts of persons with pertussis should receive antibiotic treatment to prevent spreading pertussis to others.

### **How can pertussis be prevented?**

Keep yourself and your children up to date with vaccines. The diphtheria, tetanus, pertussis (DtaP) vaccine is a five dose series for children under 7 years of age. It is given at the 2 month, 4 month, 6 month, and 12-15 month well baby visits and again before kindergarten at 4-6 years of age. Adolescents and adults (ages 10 years and older) should also receive one dose of Tdap (tetanus, diphtheria, pertussis) vaccine to provide further protection against pertussis. It is particularly important that medical providers and anyone having contact with an infant be fully vaccinated with the appropriate pertussis vaccine for their age. Tdap can be administered regardless of interval since the last tetanus or diphtheria vaccine. Indiana requires that students in grades 6-12 receive a single dose of Tdap. See your health care provider to determine if you need immunization against pertussis. All information presented is intended for public use. For more information, please refer to: <http://www.cdc.gov/Features/Pertussis/>

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Students returning to class will have a signed pass from the office. Students frequently becoming ill during the school day will be encouraged to see their family doctor. No student will leave the building or frequent the restroom due to personal illness unless permission has been obtained from the office. If you are ill, follow the established guidelines.

**No student may enter the clinic and treat themselves. A faculty/staff person must be present to enter the record.**

**IF YOUR CHILD HAS A CHRONIC OR ACUTE ILLNESS,  
PLEASE CONTACT THE SCHOOL NURSE.**

## **USE OF SUPPLEMENTS**

Union City Jr/Sr High School does not condone or promote the use of supplements to aid the body in weight gain, weight loss, gain of muscle mass or endurance. Studies on the use of these substances, especially natural or artificial Creatine, are inconclusive as to the short and long term effects of these supplements.

This procedure is meant to protect both the students and the school. Students who fail to comply with this described procedure may be subject to disciplinary action.

# NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

Dear Parent/Guardian:

The Corporation is subject to Federal and state regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the Corporation who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the Corporation is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Parts of the mandated procedures include a requirement that the Corporation request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the Corporation to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop, you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact the Union City Jr/Sr High School Principal at 964-4840.

## ENROLLING IN THE SCHOOL

**Students are expected to enroll in the attendance district in which they live. Students who are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:**

- A birth certificate or similar document,**
- Court papers allocating parental rights and responsibilities, or custody (if appropriate),**
- Proof of residency,**
- Proof of immunizations.**

In some cases, a temporary enrollment may be permitted. **In such cases, parents will be notified about documentation required to establish permanent enrollment.**

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The Guidance Director will assist in obtaining the transcript, if not presented at the time of enrollment.

Adult students, eighteen (18) years of age or older, who are emancipated may enroll themselves. 18 year old students who are not emancipated must adhere to all school policies regarding parents. Adult students who are emancipated do carry the responsibilities of both the student and parent.

## HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency. For additional information contact the Guidance Counselor/Social Worker at 964-4840.



## GUIDANCE AND COUNSELING

The guidance department can help with the following:

1. scheduling questions
2. interpreting and evaluating test scores
3. assessing student progress
4. assisting with teacher/parent communication
5. establishing parent conferences for failures, college planning, financial aid, career planning, scholarships, etc.
6. assisting in conflict resolution and mediation
7. assisting with student self assessment of behavior and goal setting
8. providing information regarding various student assistance programs

### SCHEDULING AND ASSIGNMENT

Scheduling starts in February with schedules available in April or upon enrollment/registration at Union City Jr/Sr High School. The schedule is based upon the student's needs, requests, and availability of class space. Any changes in a student's schedule will be handled through the Guidance department.

**Requests schedule changes MUST be made before the 1st week of May. There will be NO schedule changes permitted after this date** with the exception being failed courses, unmet prerequisites, and the need for students to obtain required remediation for the Graduation Qualifying Exams.

The granting or denial of schedule changes will be based on the premise that said changes will be academically beneficial for the student's diploma choice and future career goals. Please note that due to scheduling conflicts, students' final schedule may not include all courses selected during the scheduling process.

All schedule changes are subject to parent, teacher, counselor, and if necessary, principal approval. It is important to note that some courses may be denied because of available space or the need to take prerequisites.

### TRANSCRIPT REQUEST

Transcripts will be sent electronically to the college or university selected by the high school student or graduate by logging onto [www.docufide.com](http://www.docufide.com) or <http://exchange.parchment.com>

### TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Union City Jr/Sr High School, the parent must notify the Guidance department. school records shall be transferred within fourteen days to the new school district. (14 days is required by missing children laws.) Parents are encouraged to contact the Guidance department for specific details.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of 18 will be allowed to withdraw from school without an exit interview with the Principal who must agree to the withdrawal. The Principal may also provide to the Bureau of Motor Vehicles the name of any student under the age of 18 who withdraws from school for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job. All library books, athletic equipment, school issued technology, school issued equipment, and any other school property must be returned at the time of withdrawal.

## **SPECIAL EDUCATION**

The American's with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. The protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities.

The law defines person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such impairment.

The Corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Students are entitled to a free appropriate public education in the "least restrictive environment." The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education serves only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the High School Principal at 765-964-4840.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed by the school staff. Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact the High School Principal at 964-4840.

## **NOTIFICATION TO PARENTS OF DIRECTORY INFORMATION**

In compliance with Federal regulations, the Randolph Eastern School Corporation has established the following guidelines concerning student records:

1. Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (18 years of age or older), and those designated by Federal law or Corporation regulations.
2. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with Corporation officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the Corporation's compliance with the Federal Education Rights and Privacy Act.
3. The Corporation has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within 15 days from the date of this notification that s/he will not permit distribution of any or all of such information: name, address, and telephone number; date and place of birth; photograph; major field of

study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the Corporation considers would not be harmful or an invasion of privacy, if disclosed.

4. A copy of the policy and the accompanying guidelines are available at the Board office and at all school offices. There will also be a person available to answer any questions concerning the policy or guidelines.

## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The Corporation maintains many student record including both directory information and confidential information.

More information can be found at [www.resc.k12.in.us](http://www.resc.k12.in.us). Go to information tab, select RESC board policies. This will take you to RESC Bylaws & Policies, Table of Contents, Select 8000/Operations. Student Records is numbered 8330.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board’s annual Family Education Rights and Privacy Act (FERPA) notice which can be found on the School Website.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and out side service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the High School Principal and Guidance Counselor. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sexual behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or

- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal. The information a parent may access includes:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A though H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquires may be sent to the Family Policy Compliance Office via the following e-mail addresses:

[FERPA@d ED.Gov](mailto:FERPA@d ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **STUDENT FUND-RAISING**

Students participating in School-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with School guidelines. The following general rules will apply to all fund-raisers:

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's counselor.
- No student may participate in fund-raising activities off School property without the written consent of his/her parents.
- Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from over-extending him/herself to the point of potential harm.
- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on School property without the approval of the Principal.
- In accordance with Board Policy 5830 - fundraising that involves any games of chance, such as bingo games, charity game nights, raffles, door prizes, fundraising festivals, activities related to pull tabs, punch-boards, tip-boards, and the like are permitted. However, any fundraiser involving games of chance must comply with Indiana law, including obtaining the appropriate license or permits.

Involvement of students under the age of eighteen (18) in fundraisers involving games of chance is limited as follows:

In compliance with I.C. 4-32.2-5-21, no student under the age of eighteen (18) may play or participate in any of the following types of fundraising events - bingo games, charity game nights, raffles, door prizes, fundraising festivals, activities related to pull tabs, punch-boards, tip-boards, and the like. No student under the age of eighteen (18) may sell tickets for any of the following types of fundraising events - bingo games, charity game nights, door prizes, fundraising festivals, activities related to pull tabs, punch-boards, tip-boards, and the like. Students, even those under eighteen (18) years of age, may sell tickets or chances for a raffle.

- All other fundraising by Corporation support organizations shall be done in accordance with Policy 9211 and Policy 9700.

Students may not sell any item or service in school without the prior approval of the High School Principal. Violation of this policy may lead to disciplinary action.

## **STUDENT SALES**

No student/club/organization is permitted to sell any item or service in school without the approval of the sponsor and the principal. Students may not make commitments with anyone, which are binding on the school, its clubs or organizations. All contracts made with anyone in the name of the school, or any of its organizations, must be made in writing and through the main office.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to School. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

## **STUDENT FEES, FINES AND CHARGES**

Union City Jr/Sr High School charges specific fees for activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

Fees may be waived in situations where there is financial hardship.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in legal action.

## **MEAL SERVICE**

Union City Jr/Sr High School participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.25. Ala carte items are also available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Students are not to leave school premises to eat lunch elsewhere. Breakfast is also available beginning at 7:40 a.m. for \$1.25. A maximum of a \$20.00 charge will be allowed, after that students will receive a cheese sandwich.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the front office.

Students with unpaid balances shall not be allowed to get seconds or ala carte items. If, at the end of the year, the balance is still unpaid, the amount owed shall be filed with a corporation attorney or agency for collection.

Ala Cart items are also available, but cannot be purchased if the student has a negative balance. Students may also bring their own lunch to school to be eaten in the school cafeteria. Students are not allowed to leave school premises to eat lunch elsewhere.

To support the fight against childhood obesity R.E.S.C. will have new restrictions on the purchase of extra food items in the corporation cafeterias. Students will be allowed to purchase only one (1) extra entrée with their meal. (Sandwich, chicken nuggets, nachos, etc.) Students may purchase unlimited fruit, vegetables, or milk.

## **USE OF THE MEDIA CENTER**

The high school media center has a wealth of resource and research materials for students, faculty, staff, and community members including books, pamphlets, magazines, computer indexes and programs, in addition to specialized recreational reading chosen especially for young readers. The library does have automated check-out to help make using the library easier. In addition to being open during the school day, the library is also open daily before and after school. Materials may be checked out for various time periods according to the type of material, and fines are charged for late returns. There is also a charge for lost or damaged materials. Those people who have fines or who habitually abuse or lose books may be denied library access. Each year many books and other materials are lost/stolen and cannot be replaced because they are no longer in print. Therefore, penalties for failing to check out materials are severe, and students are encouraged to help stop this costly waste.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in classrooms or gymnasium and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

Students are provided lockers, desks and other equipment in which to store materials. Locks will be issued to students at the beginning of the school year. If the lock is not returned at the end of the year a \$5.00 fee will be assessed for replacement. Any student using their own lock must provide the office with the combination or key. **Note:** The school reserves the right to remove any lock in an emergency situation. The school does encourage students to ask for locks for all lockers. The school is not responsible for articles that disappear/or are stolen from lockers. This includes textbooks. It should be clearly understood that this equipment is the property of the school and may be searched at any time. All lockers should be cleaned out of all of the student's belongings on the last day of the regular school year. The school is not responsible for anything left in a student's locker after the last day of the regular school year.

## **LOST AND FOUND**

The lost and found area is in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to the HELP Center at the close of the school year.

## USE OF TELEPHONE

Office telephones may only be used to call home for permission to go home if you are sick. Except in an emergency, students will not be called to the office to receive a telephone call. The office telephone is for emergency use only by students. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## CELL PHONE / WIRELESS COMMUNICATION DEVICES

The use of electronic devices while on school grounds is a privilege. Union City Jr/ Sr. High School recognizes the educational value and ubiquitous nature of electronic devices. Therefore, students are allowed to use these devices before school, during passing periods, during lunch, and after school. Students may use electronic devices in the classroom at the discretion of the classroom teacher. Students are not permitted to use such devices to engage in an activity that violates school rules or state or federal law. Failure at any time to comply with a staff member's request to store or turn over an electronic device will be considered insubordination and will result in disciplinary action. **Randolph Eastern School Corporation assumes no liability for lost, damaged or stolen items.**

## LEGAL NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE / OTHER PERSONAL COMMUNICATION DEVICES ON CONTENT AND DISPLAY

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- Sexual conduct || is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of 24 hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

## **COURSE OFFERINGS**

All course offerings are listed in the course description handbook printed by the Guidance department.

## **FIELD TRIPS**

Field trips are academic activities and a privilege that may be denied based on behavior, attendance and/or grades that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. All students must have their emergency medical forms turned in. School rules apply to all field trips.

## **GRADES**

Union City Jr/Sr High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

All grades are accessible to students and parents through Power School. Students are given their passwords at the beginning of the school year. All parents also have access to their child's grades and attendance through Power School. Parents may call the school to get passwords. Students have access to computers from 8:00 am – 3:30 pm. Parents may also contact the Guidance Office to request grade reports.

The School uses the following grading system:

- 90 to 100 - A - Superior
- 80 to 89 - B - Good, Above Average
- 70 to 79 - C - Average
- 60 to 69 - D - Below Average, Yet Passing
- 59 and Below - F - Failure
- I - Incomplete



## Semester Grades

Semester grades are figured by weighting each 9 week grade as 45% of the total grade with the semester exam in each course counting as 10% of the total grade. An example of how this would be figured is:

$$\begin{array}{r} \text{1st nine week grade: } 87\% \times .45 = 39.15 \\ \text{2nd nine week grade: } 75\% \times .45 = 33.75 \\ \text{Semester Exam: } 92\% \times .1 = 9.2 \\ \text{-----} \\ \text{82.1\% Final Grade} \end{array}$$

$$\begin{array}{r} \text{1st nine week grade: } 87\% \times .45 = 39.15 \\ \text{2nd nine week grade: } 75\% \times .45 = 33.75 \\ \text{Semester Exam: } 55\% \times .1 = 5.5 \\ \text{-----} \\ \text{78.4\% Final Grade} \end{array}$$

## Grade Point Average

Class ranking is based upon the student's Grade Point Average (GPA). Each final grade for the semester is based on the student's final grade percentage for the semester.

To calculate a GPA, a point value is assigned to each course grade and divided by the total number of credits attempted. Students are then ranked from the highest GPA to the lowest GPA. This placement determines their class rank.

These calculations are based upon semester grades earned for high school credit. Class rank is figured at the end of each semester.

Note: Plato Classes will not be used in determining a student's GPA.

Grade point average (GPA) will be computed on the following scale:

A = 4.00	C = 2.00	WP = withdrawn passing
A- = 3.67	C- = 1.67	WF = withdrawn failing
B+ = 3.33	D+ = 1.33	NC = no credit
B = 3.00	D = 1.00	INC = incomplete
B- = 2.67	D- = .67	
C+ = 2.33	F = failing	

## Weighted Grades

1. Weighted grades policy began in the 2012 – 2013 school year.
2. Effective for juniors, sophomores, and freshmen: classes of 2014, 2015, and 2016.
3. Weighted grades would apply to the following classes:
  - a. AP approved courses
  - b. ACP/dual credit courses
    - i. This applies to all enrolled students, not dependent on enrollment to Indiana University, Ivy Tech, or other approved university programs.
    - ii. Grades submitted to the universities will not reflect the weighted grade.
4. Weighted value of the class will be 3.33% (1/3 of a letter grade) based on the 100% scale.

## Grading Period Report Cards

Students shall receive a report card at the end of each (nine) week period indicating their grades for each course of study for that portion of the academic term.

### GRADUATION REQUIREMENTS

#### CORE 40 DIPLOMA

English/Language Arts	8 Credits
Must include literature, composition, & speech	
Mathematics	6 Credits
2 credits: Algebra I	
2 credits: Geometry	
2 credits: Algebra II	
Science	6 Credits
2 credits: Biology I	
2 credits: Chemistry I or Physics I or Integrated Chemistry/Physics	
2 credits: any Core 40 science course	
Social Studies	6 Credits
2 credits: U.S. History	
1 credit: U.S. Government	
1 credit: Economics	
2 credits: World History/Civilization	
Directed Electives	5 credits
For example, World Languages, Fine Arts, Career/Technical	
Physical Education	2 Credits
Health & Wellness	1 Credit
Electives	6 Credits
(Career Academic Sequence Recommended)	
Local Requirements	1 Credit in Preparing for College and Careers or Adult Roles and Responsibilities
40 Total State Credits Required	

#### CORE 40 WITH ACADEMIC HONORS DIPLOMA

##### Minimum 47 Credits

For the **CORE 40 with Academic Honors Diploma**, students must also in addition to the Core 40 requirements:

- Earn 2 additional CORE 40 math credits, and
- Earn 6-8 CORE 40 world language credits, and
- Earn 2 CORE 40 fine arts credits, and
- Earn a grade of 73% or above in courses that will count toward the diploma, and
- Have a grade point average of 3.0 or above, and
- Complete **one** of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcript college credits in dual credit courses from priority course list
  - C. Earn two of the following:
    1. *A minimum of 3 verifiable transcript college credits from the priority course list,*

- 2. 2 credits in AP courses and corresponding AP exams,
  - 3. 2 credits in IB standard level courses and corresponding IB exams.
- D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
- E. Earn an ACT composite score of 26 or higher and complete written section

**CORE 40 WITH TECHNICAL HONORS**  
**Minimum 47 Credits**

For the **CORE 40 with Technical Honors Diploma**, students must also in addition to the Core 40 requirements:

- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
- Pathway designated industry-based certification or credential, or
- Pathway dual credits from the lists of priority courses resulting in 6 transcript college credits
- Earn a grade of “73” or better in courses that will count toward the diploma.
- Have a grade point average of a “83” or better.
- Complete **one** of the following,
  - A. *Any one of the options (A - E) of the Core 40 with Academic Honors*
  - B. *Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.*
  - C. *Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75. Earn the following minimum score(s) on Compass; Algebra 66, Writing 70, Reading 80.*

***IT IS THE STUDENT’S RESPONSIBILITY TO MAINTAIN CONTACT WITH HIS/HER COUNSELOR TO INSURE THAT HIS/HER GRADUATION REQUIREMENTS ARE BEING MET.***

**SUMMER SCHOOL**

Union City Jr/Sr High School traditionally offers Summer School classes in the following areas whenever possible: English, Math, Physical Education, and Driver Education. The ability to offer these courses is dependent on many factors and may vary from year to year. The English and Math courses are for credit recovery, remediation or for Seniors who have declared early graduation. Requests and approval will be reviewed and given by the Guidance Department and the administration.

**ENROLLMENT IN COLLEGE AND UNIVERSITY PROGRAMS**

Any student in 11th or 12th grade may enroll in a post-secondary program providing s/he meets the requirements established by law and by the Corporation. Any interested student should contact the Guidance department to obtain the necessary information.

## **Plato Credit Recovery Program**

Union City Jr/ Sr High School will offer Plato Credit Recovery to students who have failed and need to make up credits and are endanger of dropping out. The Plato Program can also be used by a student who needs a class but can't fit it into their schedule. Scheduling of a Plato class will be determined after a meeting occurs between the guidance counselor and student.

### **EARLY GRADUATION**

Any student who has completed the necessary requirements and wishes to graduate early must attend at least six (6) semester of high school. All students requesting early graduation must have successfully passed the state mandated graduation qualification exam to qualify for this option.

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the high school staff and administration.

#### ***HONOR ROLL***

Students who receive all scores of 90% and above on their grade card will be on the "A" Honor Roll. Students who receive all scores of 80% and above on their grade cards will be on the Regular Honor Roll.

#### ***SPECIAL AWARDS***

Special recognition awards may be given by the High School or the Corporation.

#### ***ACADEMIC HONOR JACKETS***

The criteria for receiving an Academic Honor Jacket are as follows:

1. The student must have been in school full time (7 periods per day each semester).
2. The student must have taken at least four (4) credit hours during a semester.
3. To be eligible for the Academic Honor Jacket, the student must have attained no grade lower than a 90% during two (2) consecutive years.
4. No other criteria will be considered in giving this award.
5. Students are not eligible to receive Academic Honor Jackets until the first semester of their Junior year and the last opportunity concludes with the second semester of their Senior year.

6. The Academic Honor Jacket will include the appropriate number of chevrons indicating each trimester/semester the student has attained a “90%” or better in each class taken.
7. Each semester thereafter that the student attains no grade below “90%”, another chevron will be presented.
8. A student who transfers in with no grade lower than a “90%” will be given credit for no more than three semesters providing they attended another State Department of Public Instruction Certified High School. To receive this award, the student must complete three consecutive semesters of work at Union City Jr/Sr High School with no grade lower than a “90%”.
9. The Academic Honor jacket will be of white satin with red, white and blue cuffs, collar and waist band. On the left front side of the jacket will be a large “UC” in red, trimmed in blue. The word “Academic” will be in white on the red letter. Across the back of the jacket will be “U.C.C.H.S.” The name of the student will be sewed on the inside of the left pocket.

### ***NATIONAL HONOR SOCIETY***

1. Membership shall be based upon scholarship, service, leadership and character.
2. In selecting new members the above-mentioned categories will be considered as follows:
  - Scholarship 25%
  - Character 25%
  - Leadership 25%
  - Service 25%
3. A candidate must be a member of the Junior or Senior class and must have been in attendance at Union City Jr/Sr High School the equivalent of one semester.
4. Candidates must have a cumulative scholastic average of at least a B+ (87% average). Candidates shall then be evaluated on the basis of service, leadership and character.
5. Students who meet the above-mentioned criteria will be considered for possible membership after they have completed an information sheet which includes information about their various activities. Students will also be expected to write a one-page composition in which they explain why they want to become a member of the National Honor Society.
6. The final selection will be made by a faculty council comprised of five members.
7. A description of the selection procedure shall be published in an official school publication that is widely available to all students and parents in the school. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the National Honor Society.

### **NATIONAL HONOR SOCIETY SELECTION PROCEDURE**

The following students have a minimum grade point average of B+ (87%). They are, therefore, eligible for membership in the National Honor Society. The four (4) qualifications for membership are scholarship, character, service and leadership.

1. Not all of these students will be chosen. Evaluate each one with whom you have come into contact: 1, 2, 3, or 4 to the following scale:
  - “4” - Indicates that you consider the student outstanding in the qualities listed below and worthy of possible consideration
  - “3” - Indicates that you consider the student superior in the qualities listed below and worthy of possible consideration
  - “2” - Indicates that you consider the student average in the qualities listed below and worthy of possible consideration

- “1” - Indicates that you consider the student weak in the qualities listed below and not worthy of consideration.
2. If you have any knowledge of any trait, which would make a student an undesirable member of the Society, please explain.
  3. Consider the following criteria in making the selection:

### ***SCHOLARSHIP***

The scholarship scoring is as follows:

- 100 – 97 (4)
- 96 – 93 (3)
- 92 – 90 (2)
- 89 – 87 (1)

### ***CHARACTER***

(Rate each student from 1 to 4)

- (a) meets pledges and responsibilities to the school promptly.
- (b) demonstrates highest standards of honesty and promptly.
- (c) cooperates with school regulations.
- (d) demonstrates concern for others.

### ***SERVICE***

(Rate each student from 1 to 4)

- (a) willingness to render any service to the school and community when called upon.
- (b) readiness to show courtesy by assisting visitors, teachers and students.

### ***LEADERSHIP***

(Rate each student from 1 to 4)

- (a) demonstrates leadership in classroom or organization work.
- (b) demonstrates leadership in promoting school activities.
- (c) successfully holds school offices or positions of responsibility.
- (d) exemplifies positive qualities and attitudes.

## **HOMEWORK POLICY**

Homework will be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for proficiency tests and graduation. Homework will not be used for disciplinary reasons but only to enhance the student's learning. **When students are absent, they are responsible to see their teachers for make-up work/tests. This must be done in accordance with the make-up policy below.**

### ***Make-up of Tests and Other School Work***

Students who have absences which are excused or who have been suspended shall be given the opportunity to make up work that has been missed. Students absent due to illness or suspension should check the teacher's electronic sites for assignments or email the teachers. Students with pre - arranged absences should get their work ahead of time if at all possible.

**Make-up work due to suspension** must be completed by the time the student returns to school.

For each day of absence missed due to an excused absence, students will receive 1 day plus 1 day added to the total consecutive days missed. (EX. - If a student misses 3 consecutive days, s/he will receive 4 days to make up work.)

**Students will not receive credit for any work as a result of truancy or unexcused absence.**

If a student misses a standardized test, the student should consult with the Guidance department.

## **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Union City Jr/Sr High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The School has many student groups that are authorized by the School. It is the Corporation's policy that the only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member. Authorized groups include: D.E.C.A., F.C.A., F.F.A., F.C.C.L.A., National Honor Society, Science Olympiad, Students Against Destructive Decisions (S.A.D.D.), Student Council, Yearbook, and R.E.S.T.O.R.E.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

## **NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. No non-district sponsored organization may use the name of the school or school mascot.

## **STUDENT EMPLOYMENT**

The School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

## WORK PERMITS

Work Permits may be obtained from the main office. **The school does retain the right to refuse any student's request for a work permit because of low grades or poor attendance. A student's work permit may be revoked by the school for these same reasons.**

## STUDENT DRIVER'S LICENSE

Two separate incidents of truancy, two suspensions from school, an expulsion, or exclusion during a school year may result in the revocation of the student's driver's license or a student's privilege to obtain a driver's license.

## ATTENDANCE POLICY

Attendance at school is necessary and the law. It has now become an even greater priority due to Public Law 221 and the No Child Left Behind Law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance often lose interest, tend to feel left out, and often drop out of school. Students who do not maintain good attendance may fail, lose certain privileges, and/or have legal action taken against parents. Athletes must attend a minimum of 4 classes during the day to participate in an event that day. To help avoid these consequences the Randolph Eastern School Corporation has developed an attendance policy.

### *Notification of Absence*

If a student is going to be absent, the parents must contact the school at 765-964-4840 by 9:00 a.m. and provide an explanation for why the student is absent. There is a telephone answering machine available at this number anytime during evening or early morning hours so that parents/guardians may call in absences. If prior contact is not possible, the parents should provide a written excuse within two (2) days upon returning to school. This includes notes for a **personal** professional appointment (as evidenced by a note from the professionals office - doctor, dentist, court). When no excuse is provided, the student is considered unexcused. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance. At selected times, an officer of the law may be asked to check on those absent.

**Parents will be notified as to excessive absences using the following guidelines: After five (5) excused absences or two (2) unexcused absences notification by mail that is documented by the Union City Jr/Sr High School office. A student/parent conference may be scheduled. Randolph County Probation and the Division of Family and Children's Services may also be contacted.**

*Students will be allowed unlimited exempt absences and 5 excused absences in a semester. Once a student uses all 5 excused absences, documentation will be required (doctor's note, court documents, etc.). Failure to provide documentation will result in the absence being unexcused. Once a student receives a total of 3 unexcused and/or truanancies, the school may contact Child Protective Services and/or the Randolph County Prosecutor, which may result in legal action being taken against the parents. For all high school students (grades 9-12), a total of 3 unexcused and/or truanancies may result in a loss of credit for the semester. High school students who reach a total of 3 unexcused and/or truanancies may have the opportunity to appear before a committee to appeal a loss of credit.*

Students may appeal to the Attendance Review Board and an alternative method of education may be determined. Prearranged Vacations will be counted toward the five (5) day limit and may not be used to extend that limit. Students must get vacations approved 7 days before leaving. If this is not completed then absences will be unexcused.



## ***EXCUSABLE ABSENCES***

### ***Exempt, Approved Absences***

These days do not count towards the 5 limited days absence with proper documentation. The following are legitimate reasons for not being in school:

- Personal illness with Doctor's written note
- Quarantine of the home
- Death in the immediate family
- Observance of a Bona Fide Religious Holiday
- Absence during the day for **personal** professional appointments (as evidenced by a note from the professional's office – doctor, dentist, court)
- Other reasons authorized by law
- Emergency situations as approved by the principal/assistant principal
- Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.
- Members of and students who participate in the Indiana wing of the Civil Air Patrol.

### ***Truancy***

Any student who is absent from school for all or any part of the day without a legitimate excuse and without knowledge of the parents, shall be considered truant. The student and his/her parents shall be subject to the truancy laws of the State. Absence is defined as non presence in the assigned location any time beyond the tardiness limit. A student will be considered tardy rather than absent if s/he is in his/her assigned location within 15 minutes after the official start of the school day or 5 minutes after the start of periods 2-7.

Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action taken will be as follows:

- No credit will be recorded for work missed as a result of truancy.
- A record of the truancy will be entered in the student's record file.
- A parent should be notified and a parent conference will be held.

A student shall be considered an "habitual truant" when the student is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year. Once the student has accumulated 2 truancies during a school year, the student may be reported to the proper authorities and to the Bureau of Motor Vehicles for suspension of his/her driver's license until 18 years of age. Randolph County Juvenile Probation and Division of Children's Services may also be notified.

### ***Tardiness***

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the School office before going to his/her first assigned location. **Students who are more than fifteen (15) minutes late are considered absent for that instructional period.** Students that are more than five (5) minutes late to other classes (not first period) may be considered truant from class and assigned an appropriate consequence. Students who are tardy more than two (2) times to a class during a semester shall be disciplined as stipulated in the discipline matrix.

## *Vacations during the School Year*

**Parents are not encouraged to take their child out of school for vacations.** The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The student may be given approximate assignments and materials for completion with a deadline to be determined by individual teachers. **Prearranged vacations will be counted towards the 5-day limited days and may not be used to extend that limit. Students must get vacations approved 7 days before leaving. If this is not completed then absences will be unexcused.**

## *College & Military Visitation Days*

If you plan to visit a college during a school day, you should contact the university admission office and make an appointment. Make arrangements to visit the financial aid office, any department of interest, classes in session, dormitories and a campus tour if you want.

**At least seven (7) school days prior to the visitation, you must pick up a College Visitation Approval Form from the Guidance office. That form must be signed by your teachers and a parent and then returned to the guidance office. When that form is returned with the proper signatures, you will be issued a College Visitation Pass to take with you on your visit. This pass must be signed by an official in the university admissions office and turned into our Guidance Office the day you return to school.**

**Missed schools days due to military matters or job shadows follow the same guidelines as college visitation days.**

You may be allowed 2 visitation days in your senior year and 2 visitation days in your junior year.

**ALL VISITATIONS MUST BE TAKEN PRIOR TO MAY 1st.**

## **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal 24 hours prior to display.

1. A material cannot be displayed if it:
  - Is obscene to minors, libelous, indecent or vulgar.
  - Advertises any product or service not permitted to minors by law.
  - Intends to be insulting or harassing.
  - Intends to incite fighting or presents a likelihood of disrupting school or a school event.
2. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

## **STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES**

The School is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government. If a student wants to file a grievance, the Sexual Harassment Grievance Officers are Mr. Aaron Black and the superintendent. The Grievance Officer for Civil Rights is Mr. Mark Winkle.

A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## **CODE OF CONDUCT**

A major component of the educational program at Union City Jr/Sr High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### ***Expected Behaviors***

Each student shall be expected to:

1. abide by national, state, and local laws as well as the rules of the school
2. respect the civil rights of others
3. act courteously to adults and fellow students
4. be prompt to school and attentive in class
5. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
6. complete assigned tasks on time and as directed
7. help maintain a school environment that is safe, friendly, and productive

## **DRESS AND GROOMING**

Randolph Eastern School Corporation considers a neat appearance and proper clothing an important factor in both indicating a good school attitude and maintaining an effective and desirable atmosphere for learning. The purpose of a dress code is not to stifle any student's creativity or free speech but to promote a safe and positive environment for all students. It is the responsibility of the parent to ensure that their student is in compliance with the dress code at all times. If a student or parent is unclear whether a particular article of clothing is acceptable at Union City Jr / Sr High School, please contact the administration prior to the student wearing the clothing to school. Whether the clothing is inappropriate or not for school will be determined by the administration. Students who disregard this may be removed from the educational setting.

1. All forms of headgear (hats, scarves, bandannas, etc.), are to be removed upon entering the building and may be put back on only upon leaving the building.
2. No off the shoulder tops
3. No tops with straps too narrow to properly cover undergarments
4. No bare midriffs on ladies or gentlemen.

5. Excessively ripped or torn clothing is not appropriate.
  6. Dresses/Skirts/Shorts are acceptable. However, they should not be so short as to cause a distraction or disturbance. Shorts should be fingertip length. Skirts/Dresses should fall within three inches of the top of the knee cap.
  7. Clothing/tattoos/jewelry with vulgar or indecent slogans or insignias, pictures that show violence, alcohol, tobacco, sex, or drug related characters or advertisements are not permitted. Clothing that portrays, promotes, pertains to, or implies racism, inappropriate language, sex slang, etc. may not be worn. Clothing that contains messages that can be construed to be inappropriate are prohibited as well.
  8. Clothing/jewelry that could be used as a weapon such as chains, studded bracelets and necklaces will not be permitted. Wallet chains must be less than 10 inches in length.
  9. No bulky, long, or oversized coats may be worn during the school day.
  10. Shoes are to be worn at all times.
  11. No other clothing otherwise too revealing on ladies or gentlemen. Students may not wear unusual costumes, clothing, or hairstyles that attracts attention and detracts from the learning environment.
  12. No eyeglasses with tinted lenses or sunglasses except by prescription or for medical reasons as evidenced by a medical excuse.
  13. No gang wear including grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue by color, arrangement, trademark or other attribute denotes membership in a gang. No gang tattoos and/or displaying gang markings or slogans on school or personal property or clothing.
  14. Students who are representing Union City Jr/Sr High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups.
- \* Any student found in violation of dress code may be required to wear school issued apparel for the remainder of the school day.

NOTE: Final determination as to the appropriateness of dress or personal appearance will be made by the high school administration.

## **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry, IPOD's or irreplaceable items should not be brought to school. The School may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards.

## YOUTH GANGS

Board policy prohibits all student organizations other than those approved by Policy 2430. In order to prevent the development of any type of youth gang, the following administrative guidelines are to be followed.

**Definition:** A youth gang is defined as any non-school-sponsored group of students with secret and/or exclusive membership, whose purposes or practices include unlawful or anti-social behavior as well as actions that threaten the welfare of others. Therefore, gang activities are prohibited at Union City Jr/Sr High School.

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

1. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in or affiliation with a gang.
2. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang.
3. Engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - Soliciting membership in or affiliation with any gang.
  - Soliciting any person to pay for “protection”, or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
  - Painting, writing or otherwise inscribing gang related graffiti, messages, symbols or signs, on school property or personal property.
  - Engaging in violence, extortion, or any other violation of school policy.
  - Soliciting any person to engage in physical violence against any other person.

Students who violate this policy shall be subject to the full range of school disciplinary measures in addition to applicable criminal and civil penalties.

## BUS CONDUCT

The school provides bus transportation for all students who live on the established bus routes. Riding the school bus is a privilege. The bus schedule and route is available by contacting the Transportation Director at 765-964-6559.

The following behaviors are expected of all students:

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

### ***Previous to loading (on the road and at school)***

Each student shall:

- Be on time at the designated loading zone.
  - Stay off the road at all times while walking to and waiting for the bus.
  - Line up single file off the roadway to enter.
  - Wait until the bus is completely stopped before moving forward to enter.
  - Refrain from crossing a highway until the bus driver signals it is safe.
  - Go immediately to a seat and be seated.

It is the parent’s responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

### ***During the trip***

Each student shall:

- Remain seated while the bus is in motion.
  - Keep head, hands, arms, and legs inside the bus at all times.
  - Not litter in the bus or throw anything from the bus.
  - Keep books, packages, coats, and all other objects out of the aisle.
  - Be courteous to the driver and to other bus riders. ( No cursing, swearing or loud talking.)
  - Not eat or drink or play games, cards, etc.
  - Not tamper with the bus or any of its equipment.

### ***Leaving the bus***

Each student shall:

- Remain seated until the bus has stopped.
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe.
  - Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

## **PENALTIES FOR BUS INFRACTIONS**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the guidelines established by the Randolph Eastern Schools and may be deprived of the privilege of riding on the bus. Please note extreme situations which create disruptions that would endanger the safety of all passengers, such as fighting, vandalism, and vulgar language, or other distractions of the driver will be handled individually which may result in immediate expulsion from the bus.

1. Warning
2. Principal will talk with student / transportation department / parents. School discipline may be assigned
3. Principal, driver, and student will meet. Appropriate school discipline may be assigned.
4. Student may be removed from the bus..
  - a. Driver can suspend student for 1 day.
  - b. 2 - 5 days suspension will be administered by the school principal or designee.
  - c. Expulsion for the remainder of the semester or school year will be administered by the school principal or designee.

\*\* Note that school administration reserves the right to address any form of misconduct and to apply any reasonable consequence in response to misconduct on the bus. Moreover, the school reserves the right to apply any level of discipline as school officials may determine.

## **DRIVING TO SCHOOL**

Driving to school is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

1. Students are to park in the student parking lot across from Union City Jr/Sr High School, in the back parking lot, or at the back of the parking lot in front of the jr. high building. All students who drive must have a parking permit.
2. Parking lot speed limit is 10 mph.
3. Student cars are not to be moved at any time during the day unless there is permission granted by the Principal or Assistant Principal.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the Principal or Assistant Principal. No other students are allowed to be driven to a school-sponsored activity by another student.

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without student or parent consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion at a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated.

## **STUDENT BEHAVIOR STANDARDS**

The Board of School Trustees has adopted the following standards for student misconduct.

These standards are applicable to students:

- on school property at any time;
- during and immediately before and after school activity at any location;
- traveling to and from school or a school activity.

## **DISCIPLINE MATRIX**

The discipline matrix serves as a guideline for consequences for behaviors requiring discipline at Union City Jr/Sr High School. All consequences are suggestions and can be increased or decreased according to the discretion of the school. Please see the appendix to view the current Union City Jr/Sr High School Discipline Matrix.

## **DISCIPLINE STANDARDS**

Students may be disciplined for: (This list is not all-inclusive)

- 1.** Disrespectful behavior - a student shall not intimidate, insult, verbally abuse or abuse in writing any member of the student body, employee of the school corporation or a visitor in the school. This includes the use of profanity, vulgarity, or language unacceptable in the school setting.
- 2.** Insubordination - a student shall not disregard or refuse to obey reasonable directions given by school personnel. This includes, but is not limited to such instances as refusal to identify oneself, disrespectful language, challenging authority, running from an adult in authority, and cutting assigned office detentions.
- 3.** Leaving school property without authorization – upon boarding the school bus or walking or driving only school property, the student is considered to be on school property and under the direction of school authorities. Students are not permitted to leave school property until the end of the school day unless they have an early dismissal approved by an administrator or a designee.
- 4.** Action Endangering Others – having the intent to “just play” but it is not appropriate and may endanger yourself or others.

5. Aggressive Behavior – intentionally acting in a way which the recipient may be harmed.
6. Arson- starting or attempting to start a fire.
7. Detention Not Served: absent without school permission.
8. Disruptive Behavior – any behavior that interferes with or interrupts the educational atmosphere.
9. False Alarms – pulling the fire alarm, dialing 911 or calling in a bomb threat.
10. False documentation/Information – being deceptive or lying to school personnel either by written or spoken information.
11. Friday School Not Served – being absent without school permission.
12. Public Display of Affection: showing any type of affection at school except hand- holding.
13. Knowingly interfering with school purposes or inducing another student to do so.
14. Theft/Vandalism- stealing or damaging school property or property of another person.
15. Fighting.
16. Knowingly causing bodily harm to another person.
17. Threatening another person with bodily injury.
18. Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks).
19. Possessing or providing a drug except as authorized by prescription; possession of drug paraphernalia.
20. Possessing or providing any substance represented to be a drug.
21. Possessing or providing an alcoholic beverage.
22. Consuming or being under the influence of a drug or alcohol except as authorized by prescription.
23. Possessing or providing tobacco or any tobacco product, matches, cigarette lighter, e-cigarette or E-liquids.
24. Use of MP3 players, I-pod's, CD players or other similar devices is not permitted during the regular school day.
25. Knowingly failing to report to scheduled assignment without permission or acceptable excuse.
26. Failing or refusing to comply with directions of an adult supervising a class or school activity; this includes but is not limited to being prepared for class with appropriate educational materials.
27. Directing unwelcome statements, communications, or conduct of a sexual nature to another person. (See Harassment below)
28. Materially altering any school document such as a hall pass.
29. Violating Indiana or Federal law..
30. Leaving a school activity or school property without prior approval of a teacher or supervising adult.
31. Cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating.
32. Attempting or conspiring with another person to violate any student behavior standard.
33. Computer tampering or computer trespass.
34. Possessing a remote control, beeper or other paging device, possessing a laser pointer.
35. **Harassment** -- The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Types of harassment include, but may not be limited, to sexual, gender, ethnic, religious and disability. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.



Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Any person who believes that s/he is the victim of harassment or has observed what s/he believes is harassment to another person should report it to the Principal, Assistant Principal, Guidance Director, or Teacher. Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint. If a student wants to file a grievance, the Sexual Harassment Grievance Officers are Mr. Aaron Black and the Superintendent. The Grievance Officer for Civil Rights is Mr. Mark Winkle.

**36. Bullying** – bullying is defined by the Indiana Code as overt *repeated acts* or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.” The bully rule must apply when a student is 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; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.

### **Habitual Offender**

When a student repeatedly fails in a substantial number of instances to comply with direction of teachers, or other school personnel during any period of time when he/she is properly under their supervision, where such failure constitutes an interference with school purposes or an educational function, the student will be subject to suspension, and/or expulsion. For clarification, any student with more than 10 behavior infractions in one semester will be considered a Habitual Offender and may be recommended for suspension or expulsion.

### **ENFORCEMENT OF STANDARDS**

The standards will be enforced by school administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the School to supervise students.

The objectives of the enforcement of these standards are:

- To protect the physical safety of all persons and prevent damage to property.
- To maintain an environment in which the educational objectives of the School can be achieved.
- To enforce and instill the core values of the Randolph Eastern School Corporation and its school community.

The nature and extent of any discipline utilized to enforce student behavior standards will be determined by:

- The nature and extent of any potential or actual injury, property damage, or disruption.
- The student’s prior disciplinary history and the relative success of any prior corrective efforts.
- The willingness and ability of the student and the student's parents to participate in any corrective action.
- The interest of other students in the School in a school environment free from behavior that violates the School's behavior standards.
- Any other aggravating or mitigating factor or circumstance that should be considered.

# DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school sponsored events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of School bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible informal and formal.

## ***Informal Discipline***

Informal discipline takes place within the school. It includes:

- Change of seating or location
- Verbal warning
- Written warning
- Classroom removal for a day
- Parent conference
- After-school or morning detention
- Friday School
- In-School Restriction

## ***Detentions***

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

A student missing any portion of his/her assigned time in detention may be given an additional detention. Failure to timely serve a detention may result in in-school suspension or out-of-school suspension.

Each student shall arrive with sufficient educational materials to be busy during this 30 minute detention. Detention may be served from 3:15 to 3:45 p.m. on Tuesday or Thursday or from 7:30 to 8:00 am in the morning

## ***Friday School***

Friday school assignments are from 3:15 to 4:45 on each Friday in which it is assigned. Each student shall have sufficient educational material to be busy during this time period. Failure to attend will result in additional disciplinary action.

## ***In-School Restriction***

Students assigned to the In-School Restriction room shall arrive at the room with all of their textbooks and classroom materials.

A student missing any portion of his/her assigned time in In-School Restriction or failing to complete assigned class work may be given additional time. Failure to timely serve In-School Restriction or to complete school assignments may lead to a suspension from school. Any such suspension shall be in accordance with Corporation guidelines on suspension and expulsion.

The following rules shall apply to In-School Restriction:

- Students are required to have class materials with them.

- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No cell phones or headphones shall be permitted.
- No radios, cards, magazines, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed except at the designated lunch break. Students will not be allowed a la carte items. An alternative basic lunch will be the only option. No restaurant food will be permitted.
- Students will not be permitted to participate in extra-curricular activities for the day assigned to In-School Restriction.
- Removal from ISR will result in Out of School Suspension.

### ***Formal Discipline***

Formal discipline removes the student from school. It includes suspension for up to 10 school days, exclusion, and expulsion.

## **GROUNDS FOR SUSPENSION OR EXPULSION**

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:

- Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- 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.
- Setting fire to or damaging any school building or property.
- 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.
- Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.

2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

3. Intentionally causing or attempting to cause physical injury or intentionally 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 does not, however, constitute a violation of this provision.

4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

5. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.

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

7. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

8. Failing in a substantial number of instances 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.

9. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

10. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:

- Engaging in sexual behavior on school property.
- Disobedience of administrative authority.
- Willful absence or tardiness of students.
- Knowingly 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.
- Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

11. Knowingly possessing or using on school grounds during school hours an electronic paging device, a hand-held portable telephone, or a laser pointer in a situation not related to a school purpose or educational function as directed by a faculty/staff member.

12. Possession of a Firearm

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

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

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above.
  - Any firearm muffler or firearm silencer.
  - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
  - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
  - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

C. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

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

The rules for suspension or expulsion listed above apply when a student is:

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

In addition to the grounds listed above, 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, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

## OUT OF SCHOOL SUSPENSION

An out-of-school suspension will be assigned by a principal or designee for major infractions of school policy. In appropriate cases, students will be suspended immediately for up to ten (10) days with a parent conference required prior to returning, or where the continued presence of a student at school would be a threat to the safety and well-being of others or to the educational atmosphere. The days missed will not be counted toward the student's eight (8) day limit of countable absences. All misconduct resulting in the recommendation for expulsion will be an out-of-school suspension. Out-of-school suspensions totaling more than ten (10) days in one school year may result in a request for expulsion for repeated violation of school rules and regulations. Students who continue the same disciplinary problems after in-school suspension may move to the discipline level of out-of-school suspension.

### Suspension Procedures

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

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

The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

2. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal/assistant principal.

### DAY SUSPENSION SCHOOL PROCEDURE

Listed below are the suspension procedures you must follow if your student is referred to the Day School Suspension Program. The school corporation's in partnership with the circuit court of Randolph County take suspension from school seriously.

1. Upon your student's suspension, you, the parents, will be called and provided the reasons for the suspension. You may be instructed to take your student to the Randolph County Circuit Court at 8:00 a.m. of the assigned court date.
2. On each day of the suspension, the parent is to deliver the student to the G.R.I.C. Day Reporting Center located at 325 South Oak Street, Winchester, IN. The student should be escorted in by a parent/guardian or other person designated by the court by 8:00 a.m. and signed out by 3:00 p.m. each day of the suspension.
3. The student will be expected to have obtained any assignments and to have completed those assignments upon returning to school. Each student is to take the necessary books so that work can be completed.
4. During the duration of the suspension, the student should not attend any school activities. This would include any extra-curricular activity.
5. Failure to comply with the suspension policy may result in a delinquency petition filed with the Randolph County Circuit Court.
6. The parent may be asked to bring the student to school the first morning after the suspension has been served for a re-entry conference.
7. Students will need to complete their time at the suspension school before coming back to school.
8. If school is delayed, the student is to contact their home school principal for instructions.

Note: If Randolph Central has a **TWO HOUR DELAY**, the Suspension Room opens at 10:00 a.m. and Court will be rescheduled. If Randolph Central **CLOSES**, the Suspension Room and Court are **CLOSED** and may be rescheduled. *A cancelled school day does not count toward the student's suspension.*

## EXPULSION

Expulsion is disciplinary action whereby a student is suspended from school attendance for longer than ten (10) days. Expulsion means loss of credit in classes during the time of the expulsion. Expulsion Procedures are listed under the section of Due Process.

## RESTRICTIONS DUE TO SUSPENSION OR EXPULSION

Suspended or expelled students are not permitted on Randolph Eastern School Corporation property. In addition, suspended or expelled students are not permitted to participate nor be present at any extra-curricular activities on Randolph Eastern School Corporation property and/or involving Randolph Eastern School Corporation teams during the term of the suspension or expulsion.

Furthermore, under Indiana law, a principal may require any student who is sixteen (16) years of age or older, and seeks to enroll in school following an expulsion, to enroll in an alternative school, an alternative educational program, or evening school.

**The information and statutes set forth in this handbook are subject to constant change. Randolph Eastern School Corporation, its Board of Trustees, Principals, Teachers and all others associated therewith hereby disclaim any and all responsibility or liability, which may be asserted or claimed arising from or claimed to have arisen from reliance upon the statutes set forth in this handbook.**

## DUE PROCESS

### 20-33-8-18 Maximum term of suspension; procedure

(a) a principal may suspend a student for not more than ten (10) school days under section 14, 15, or 16 of this chapter. However, the student may be suspended for more than ten (10) days under section 23 of this chapter.

(b) a principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following:

- (1) a written or an oral statement of the charges against the student.
- (2) If the student denies the charges, a summary of the evidence against the student.
- (3) An opportunity for the student to explain the student's conduct.

(c) when misconduct requires immediate removal of a student, the meeting under subsection (b) shall commence as soon as reasonably possible after the student's suspension.

(d) following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following:

- (1) the student's misconduct.
- (2) the action taken by the principal.

## 20-33-8-23 Suspension pending expulsion decision

The superintendent or the person designated by the superintendent under section 19(a) of this chapter may continue suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision under section 19 of this chapter if the superintendent or the designated person determines that the student's continued suspension will prevent or substantially reduce the risk of:

- (1) interference with an educational function or school purposes; or
- (2) a physical injury to the student, other students, school employees, or visitors to the school.

However, a student may not be suspended from school pending a meeting on the student's proposed expulsion if the expulsion is ordered under section 11 of this chapter.

## 20-33-8-19 Expulsion procedure; appeals

(a) a superintendent of a school corporation may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting:

- (1) legal counsel
- (2) a member of the administrative staff if the member:
  - (A) has not expelled the student during the current school year; and
  - (B) was not involved in the events giving rise to the expulsion.

The superintendent or a person designated under this sub-section may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.

(b) an expulsion may take place only after the student and the student's parent are given notice of their right to appear at an expulsion meeting with the superintendent or a person designated under subsection (a). Notice of the right to appear at an expulsion meeting shall:

- (1) be made by certified mail or by personal delivery;
- (2) contain the reasons for the expulsion; and
- (3) contain the procedure for requesting an expulsion meeting.

(c) the person conducting an expulsion meeting:

- (1) shall make a written summary of the evidence heard at the expulsion meeting;
- (2) may take action that the person finds appropriate; and
- (3) must give notice of the action taken under subdivision (2) to the student and the student's parent.

(d) if the student or the student's parent within ten (10) days of receipt of a notice of action taken under subsection (c) makes a written appeal to the governing body, the governing body:

- (1) shall hold a meeting to consider:
  - (A) the written summary of evidence prepared under subsection (c)(1); and
  - (B) the arguments of the principal and the student or the student's parent; unless the governing body has voted under subsection (f) not to hear appeals of actions taken under subsection (c); and
- (2) may take action that the governing body finds appropriate.

The decision of the governing body may be appealed only under section 21 of this chapter.

(e) a student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent.

(f) the governing body may vote not to hear appeals of actions taken under subsection (c). If the governing body votes not to hear appeals, after the date on which the vote is taken a student or parent may appeal only under section 21 of this chapter.

**Students do not have a right under the due course of law clause of Article 1, Section 12 of the Indiana Constitution to have an attorney present at an expulsion meeting.**

**20-33-8-20 Maximum term of expulsion; reenrollment in alternative program after expulsion or exclusion; reinstatement review**

(a) except as provided in section 16 of this chapter, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. Whenever a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to reenroll after an expulsion or an exclusion attend an alternative program.

(b) an expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. The review shall be conducted by the superintendent or a person designated under section 19(a) of this chapter after notice of the review has been given to the student and the student's parent. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for the second semester.

(c) an expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review shall be conducted by the superintendent or a person designated under section 19(a) of this chapter after notice of the review has been given to the student and the student's parent. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for the upcoming school year.

**20-33-8-21 Scope of judicial review**

Judicial review of a governing body's action under this chapter by the circuit or superior court of the county in which a student who is the subject of the governing body's action resides is limited to issue of whether the governing body acted without following the procedure required under this chapter.

**Indiana Code Language Related to Weapons**

**IC 35-47-1-5**

"Firearm"

Sec. 5. "Firearm" means any weapon:

(1) that is:

(A) capable of expelling; or

(B) designed to expel; or

(2) that may readily be converted to expel; a projectile by means of an explosion.

As added by P.L.311-1983, SEC.32. Amended by P.L.3-2008, SEC.254.

**IC 35-31.5-2-86**

"Deadly weapon"

Sec. 8. (a) Except as provided in subsection (b), "deadly weapon" means the following:

(1) A loaded or unloaded firearm.

(2) A destructive device, weapon, device, taser (as defined in IC 35-47-8-3) or electronic stun weapon (as defined in IC 35-47-8-1), equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

(3) An animal (as defined in IC 35-46-3-3) that is:

(A) readily capable of causing serious bodily injury; and

(B) used in the commission or attempted commission of a crime.

(4) A biological disease, virus, or organism that is capable of causing serious bodily injury.

(b) The term does not include:



- (1) a taser (as defined in IC 35-47-8-3);
  - (2) an electronic stun weapon (as defined in IC 35-47-8-1);
  - (3) a chemical designed to temporarily incapacitate a person; or
  - (4) another device designed to temporarily incapacitate a person;
- if the device described in subdivisions (1) through (4) is used by a law enforcement officer who has been trained in the use of the device and who uses the device in accordance with the law enforcement officer's training and while lawfully engaged in the execution of official duties.

As added by P.L.311-1983, SEC.9. Amended by P.L.318-1985, SEC.1;  
P.L.140-1994, SEC.4; P.L.156-2001, SEC.8; P.L.123-2002, SEC.33;  
P.L.143-2006, SEC.1.

#### **IC 35-47.5-2-4**

"Destructive device"

Sec. 4. (a) "Destructive device" means:

- (1) an explosive, incendiary, or overpressure device that is configured as a:
    - (A) bomb;
    - (B) grenade;
    - (C) rocket with a propellant charge of more than four (4) ounces;
    - (D) missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce;
    - (E) mine;
    - (F) Molotov cocktail; or
    - (G) device that is substantially similar to an item described in clauses (A) through (F);
  - (2) a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half (1/2) inch; or
  - (3) a combination of parts designed or intended for use in the conversion of a device into a destructive device.
- (b) The term does not include the following:
- (1) A pistol, rifle, shotgun, or weapon suitable for sporting or personal safety purposes or ammunition.
  - (2) A device that is neither designed nor redesigned for use as a weapon.
  - (3) A device that, although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
  - (4) A surplus military ordnance sold, loaned, or given by authority of the appropriate official of the United States Department of Defense.

#### **IC 20-33-8-16**

Possession of firearms, deadly weapons, or destructive devices

Sec. 16. (a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.

(b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm or destructive device.

(c) As used in this section, "destructive device" has the meaning set forth in IC 35-47.5-2-4.

(d) Notwithstanding section 20 of this chapter, a student who is:

- (1) identified as bringing a firearm or destructive device to school or on school property; or
  - (2) in possession of a firearm or destructive device on school property; must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
- (e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.

(f) Notwithstanding section 20 of this chapter, a student who is:

- (1) identified as bringing a deadly weapon to school or on school property; or
  - (2) in possession of a deadly weapon on school property; may be expelled for not more than one (1) calendar year.
- (g) A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon

receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.

(h) A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

As added by P.L.1-2005, SEC.17.

### **IC 35-47-5-2.5**

Possession of a knife on school property

Sec. 2.5. (a) As used in this section, "knife" means an instrument that:

(1) consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and  
(2) is intended to be used as a weapon.

(b) The term includes a dagger, dirk, poniard, stiletto, switchblade knife, or gravity knife.

(c) A person who recklessly, knowingly, or intentionally possesses a knife on:

(1) school property (as defined in IC 35-41-1-24.7);

(2) a school bus (as defined in IC 20-27-2-8); or

(3) a special purpose bus (as defined in IC 20-27-2-10);

commits a Class B misdemeanor. However, the offense is a Class A misdemeanor if the person has a previous unrelated conviction under this section and a Class D felony if the offense results in bodily injury or serious bodily injury to another person.

(d) This section does not apply to a person who possesses a knife:

(1) if:

(A) the knife is provided to the person by the school corporation or possession of the knife is authorized by the school corporation; and

(B) the person uses the knife for a purpose authorized by the school corporation; or

(2) if the knife is secured in a motor vehicle.

As added by P.L.72-2006, SEC.9.

## **MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of School Trustees prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the Corporation will also notify law enforcement officials.

The Corporation is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school Principal or Guidance office whenever such help is needed.

# 5530.01 - VOLUNTARY DRUG/SUBSTANCE ABUSE TESTING PROGRAM

## Mission Statement

The Corporation's drug/substance abuse-testing program has three (3) primary objectives:

- A. To ensure student safety. Safety is a necessity any time students are at school, en route to or from school, and en route to or from a school-sponsored activity.
- B. To provide a positive learning environment for students. A successful and productive learning environment cannot exist if students' minds are dulled by drug/substance abuse.
- C. To ensure that those students who represent the Corporation are free from drugs and other dangerous substances. Students who are free from drugs and other dangerous substances are essential to a successful and productive learning environment in classrooms, athletic fields, and other competitive areas.

Drug/Substance abuse is a national problem, it is illegal, it is a danger to physical health, and it is a major obstacle to learning.

## Introduction

This drug/substance abuse-testing program does not affect the current policies, practices, or rights of the Corporation in regard to possession or use of alcohol, drugs, and other dangerous substances when reasonable suspicion is established by means other than drug/substance abuse testing through this program.

If a student's behavior causes school personnel to have reasonable suspicion of the use of alcohol, drugs, and other dangerous substances, an administrator/designee may call the student's parent/guardian and suggest that the student be tested for such use. Indicators producing reasonable suspicion include, but are not limited to, speech; odor; previous drug, substance, or alcohol test results; excessive discipline problems; excessive absences; decline in grades; and/or other signs of being under the influence of alcohol, drugs, or other dangerous substances.

The Corporation reserves the right to request the parent/guardian to permit testing of any student who at any time exhibits cause for reasonable suspicion of the use or possession of drugs, alcohol, or other dangerous substances. A parent/guardian may refuse such testing; however, the school will follow current practices as outline in the Due Process Procedures in the Student/Parent Handbook.

A parent/guardian may request testing of students at the expense of the parent/guardian.

## Purpose

The purpose of this program is to provide a diagnostic aid in disclosing drug/substance abuse among Corporation students. It is not intended to be disciplinary or punitive in nature. It will identify students with drug/substance residues in their bodies to notify these students' parents/guardians and to guide students toward healthy, safe, and drug free participation in school activities. By promoting health and safety, this program is a part of the Corporation's physical and mental education programs. Students involved in extra-curricular and co-curricular activities and who drive to school must be exemplary in the eyes of their peers and the community, and they must be free of alcohol, drugs, and other dangerous substances in order to participate safely in these activities. The need to insure student safety is the primary reason for restricting students from participating in school activities and driving if they test positive for drug/substance abuse..

## **Obligation to Govern the Medical Condition of Students**

The legal obligations is set forth in I.C. 20-34-3 which sets forth health measures to be governed by school officials and most specifically, I.C. 20-34-3 establishes the responsibility of school to assist children to be ill or in need of treatment

### **Scope**

Participation in extra-curricular and co-curricular activities is a privilege. This policy applies to all Corporation students in grades 6-12 who wish to participate in extra-curricular and co-curricular activities that are listed in the current handbook and any other school sponsored extra-curricular activities not listed. It also includes any student who wishes to drive to school, from school, or during school.

### **Drug Education**

The sponsor or AD of each extra-curricular activity will verify at a required meeting that all prospective participants have received a copy of this policy. Each driver to school shall receive a copy of this policy at the beginning of each school year. A copy of those students who receive a policy will be maintained in the principal's office. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

### **Consent Form**

It is mandatory that each student who drives or participates in extra-curricular or co-curricular activities sign and return the "consent form" prior to participation in any extra-curricular or co-curricular activity. Failure to comply will result in denial of driving privileges and/or in non-participation. Any Corporation student and his/her parent/guardian must submit by the first Monday in September of each school year the consent form in order to be eligible to participate in any of the following activities:

- A. extra-curricular activities
- B. co-curricular activities
- C. driving a vehicle to school

Students who do not participate in any of the above activities may be included in the drug/substance abuse program by submitting a completed consent form. This form can be student or parent initiated.

### **Testing Procedure**

- A. The selection of participants to be tested will be done randomly by the principal/administrative designee, and selections will be made from time to time throughout the school year. Student identification numbers specific to this program will be assigned to each participant. Identification numbers for each random testing will be drawn from one large pool of those agreeing to be tested. There will be only one copy of the listing of students consenting to be tested and their identification numbers. This copy will be maintained by the building principal. Testing may occur any day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned to a number that will be placed in the drawing.
- B. No student will given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
- C. Upon being selected for a urinalysis test under this policy by random draw reasonable suspicion, or a follow-up test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.

- D. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to twenty-four (24) ounces of fluid. If still unable to produce a specimen within two (2) hours, the student will be taken to the principal's office and told s/he is no longer eligible for any of the extra-curricular activities. In addition, the parents/guardians will be telephoned and informed the student is unable to produce a sample for the testing procedure and that s/he may be tested at a later date, or the option of the Corporation nurse taking the sample and sending it to the testing company, to be reinstated for eligibility.
- E. All specimens registering below 90.5 degrees or above 98.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must given another specimen.
- F. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the extra-curricular activities for the remainder of the school year. This will be reported to the parent/guardian. The student will automatically be recommended to the Student Athlete Counseling Program.
- G. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time s/he left the collection site. The principal/administrative designee must time and sign the pass. Submitting to random drug testing will be considered an excused absence from class and there shall be no penalty to grades.
- H. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the State of Indiana). Also "performance enhancing" drugs such as steroids may be tested.
- I. The school will select one or more laboratories to conduct the testing. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

### **Chain of Custody**

- A. The certified laboratory will provide training and direction to those who supervise the testing program, set-up the collection environment, and guarantee specimens, and supervise the chain of custody. To maintain anonymity, the student's number, no name will be used.
- B. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling four (4) or five (5) students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from classes (participants may be called after school during activity time).
- C. Before the student's urine sample is tested by the laboratory, the student shall fill out, sign, and date any form which may be required by the testing laboratory. If a student chooses, s/he may notify the administrator that s/he is taking a prescription medication.

- D. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed on the bottle. The student will sign that the specimen has been sealed. *Only the lab testing the specimen may break the seal.*
- E. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extra-curricular or co-curricular activities subsequent to a retest.
- F. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two (2) minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
- G. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/administrative designee.
- H. In order to maintain confidentiality the container, which contains the urine specimen to be tested, will not have the name of the student on it. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed back to the principal/administrative designee with no name attached; only the student's random identification number will appear on the results sheets.

## Test Results

- A. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participation in co-curricular or extra-curricular activities or from driving to, from, and at school.
- B. The principal/administrative designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two (2) different types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.  
  
In addition, the student or parent/guardian may appeal by requesting that the certified laboratory, at a cost to the student or his/her parent/guardian, test the urine specimen again.
- C. If the initial test is verified "positive", the principal/administrative designee will meet with the student and his/her parent/guardian at a Corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may contact for help. The student will be prevented from participating in co-curricular and extra-curricular activities until after the principal/administrative

designee requests a "follow-up" test and negative results are reported. This non-participation includes practices, meetings, trips, and any other activities of that group. The principal/administrative designee will request a "follow-up" test after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume "limited participation" in co-curricular and extra-curricular activities. "Limited participation" allows a student to participate in practices and/or attend meetings. A student under limited participation may not participate in contests or activities as a representative of the school. If a second "positive" result is obtained from the "follow-up" test, or any later test of that participant, the same previous procedure shall be followed. Student driving privileges will not be suspended for a positive nicotine test. Students whose only activities is, as a student driver, will not be tested for nicotine. However, parents/guardians will be contacted.

- D. Students involved in athletics (grades 6-12) who have tested positive without satisfactory explanation and who have provided a negative "follow-up" test will be assisted by the Student Athlete Counseling Program. The student athlete will also be suspended under the terms stated in the Student Athlete Counseling Program and violation of a controlled substance (pages 8-13 of the athletic policy).

A student who has tested "positive" in grades 6-8 would regain eligibility upon entering high school. Offenses under this policy will not accumulate from middle school to high school. In addition, the Corporation reserves the right to continue testing any participating student who at any time during the school year tested "positive" and did not make satisfactory explanation.

For students involved in school sponsored clubs and activities at Union City Jr/Sr High School the penalty for a "positive" test without satisfactory explanation will be subject to the bylaws of the individual club or organization and/or be suspended for one (1) calendar year unless the student agrees to counseling. If the student agrees to enter counseling the penalty will be reduced to fifty percent (50%) of the school year or ninety (90) school days.

Note: A student's grade will not be penalized or reduced.

- E. Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of the "negative" tests will be kept confidential to protect the identity of all students being tested.
- F. Drug testing result sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal/administrative designee has access.

# Appropriate Use of Technology Resources

Randolph Eastern School Corporation

## Introduction:

Randolph Eastern School Corporation (RESC) is pleased to provide students access to district technology devices, communications systems (*i.e. student e-mail accounts, web sites, blogs, wikis, podcasts, social networks, and/or other emerging technologies*), the Internet, and an array of technology resources to promote educational excellence. Each student is responsible for her/his use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles, and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

## Using the Internet and Communications Systems:

District technology resources are provided to students to conduct research, complete assignments, online assessments and communicate with others in furtherance of their education. Access is a privilege not a right; as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school network or personal technologies. Students must comply with district standards and honor this agreement to be permitted to use technology.

All digital storage and RESC provided devices are district property, and as such, network administrators will review devices, files and communications to maintain system integrity and ensure that students are using technology responsibly. Students should not expect that RESC devices and content accessed through or stored within RESC technologies are private.

RESC utilizes several device software apps and web-based services operated not by Randolph Eastern School Corporation, but by third parties. In order for our students to use these programs and services, certain basic personal identifying information, generally the student's name, username, and email address, must be provided to the web site operator. Under the federal COPPA law, RESC is required to notify parents and obtain parental consent before collecting personal information from children under the age of 13. However, the law permits schools such as RESC to consent to the collection of this information on behalf of its students, thereby eliminating the need for individual parental consent given directly to each website provider. This signed AUP constitutes parental consent for RESC to provide limited personal identifying information for your child consisting of first name, last name, email address, and username to websites such as G-Suite (Google) for Education, Dropbox, Evernote and any additional web-based education programs and services, listed on the RESC website, which RESC may deem necessary during the upcoming academic year.



While the intent is to make Internet access available to further educational goals and objectives, students may find ways to access non-educational other materials as well. RESC does not condone or permit the use of this material and uses content filtering software (LightSpeed) to protect students to the fullest extent possible. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a device is desired, but not always possible.

Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse. RESC believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/or guardians are responsible for setting and conveying the standard that their children should follow when using technology. If a student accidentally accesses inappropriate material, they should back out of the information at once and notify the supervising adult.

### **Proper and Acceptable Use of All Technology Resources:**

All district technology resources, including but not limited to district devices, communications systems, and the Internet, must be used in support of education and academic research and must be used in a manner consistent with the educational mission and objectives of RESC. A link to the care of devices can be found on the [RESC Website](#).

#### **Activities that ARE permitted and encouraged include:**

- school work;
- original creation and presentation of academic work;
- research on topics being studied in school;
- research for opportunities outside of school related to community service, employment, or further education

#### **Activities that are NOT permitted nor encouraged include, but not limited to:**

- Sharing logins, passwords, or access with others
- plagiarism or representing the work of others as one's own;
- using obscene language, harassing, insulting, ostracizing, or intimidating others;
- representing Copyright, Registered, and or Trademark materials as one's own work
- searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are **not** related to school work, community service, employment, or further education (thus, searching inappropriate materials is not permitted);
- damaging or modifying devices or networks;
- intentional or neglectful transmission of viruses or other destructive device files; hacking into district or external devices; intentionally bypassing district filters;
- use of USB, bootable CDs, or other device to alter the function of a device or a network;
- subscription to any online services or ordering of any goods or services;
- use of personal e-mail accounts, non-district provided e-mail accounts, on the district network;
- online sharing of any student's or staff member's name, home address, phone number, or other personal information;
- non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes or raffles;
- participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher;
- use of district resources for commercial purposes, personal financial gain, or fraud;
- any activity that violates a school rule or a local, state, or federal law.

Students are expected to report harassment, threats, hate-speech, and inappropriate content to a teacher, school counselor, or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

### **Media Release**

RESC would like to spread the news of what is happening in our corporation. This will be done via several different types of media. These include, but are not limited to, articles and photographs, in a school or district newsletter, video of a student program show in school or on KISS TV, an article in a local newspaper, school sponsored social media, or posts on our RESC website. Pictures or videotape may be of a large group of students or individual students singled out for achievement. If a parent chooses to opt out of this release, they must complete a separate form for non-consent.

### **Vandalism:**

Any intentional act by a student that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules, disciplinary procedures, and financial restitution. **Any intentional act that requires a person's time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism.**

### **Consequences of Misuse:**

Misuse of personal or district technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access may result in disciplinary action up to and including expulsion. This document shall be used in conjunction with RESC Board of Education policies and our school handbooks. In addition, the student's use of district technologies may be suspended or restricted. A school may temporarily hold (pending parental or same-day pick up) personal technology resources that are used inappropriately. Individual schools may choose to have additional rules and regulations pertaining to the use of personal, networked, and communications resources in the respective buildings. Furthermore, intentional unauthorized access and/or damage to networks, servers, user accounts, passwords, or other district resources may be punishable under local, state, or Federal law.

### **Reliability and Limitation of Liability:**

RESC makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. RESC will not be responsible for any damages suffered by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. RESC specifically denies any responsibility of the accuracy or quality of information obtained through the Internet. The student and his/her parent/guardian will indemnify and hold RESC harmless from any losses sustained as the result of misuse of the district's technology resources by the student.

**RANDOLPH EASTERN SCHOOL CORPORATION  
ATHLETIC HANDBOOK**

**SUBSTANCE ABUSE POLICY REGARDING ATHLETICS  
PHILOSOPHY**

It is the belief of the Randolph Eastern School Corporation that students who choose to participate in athletic activities must uphold the high standards of their school and conduct themselves in a way that will always be a credit to the Corporation.

**I. DEFINITION OF TERMS FOR THE ATHLETIC HANDBOOK**

A. The Union City Jr/Sr High School student athlete includes all young men and women who represent a team that engages in interscholastic **athletic** competition and further includes cheerleaders, student managers, and statisticians. This would include all student athletes enrolled in Grades 5-12 in the Randolph Eastern School Corporation.

B. Controlled Substance is any illegal substance or drug, in any form as defined under Indiana Law, including alcoholic beverages, tobacco, intoxicants, and marijuana. This also includes legal drugs which are illegally used and unlawful possession of controlled substances as defined by I.C. 35-48-1-9.

C. Confirmed Violation (any of the following)

1. A communication from the office of the Prosecuting Attorney indicating probable cause to support the filing of criminal information or a petition of delinquency alleging possession, transfer, or use of a controlled substance.
2. A finding by the administration based upon the preponderance of evidence that a violation of this substance abuse policy has occurred. Due process will be given before a decision is reached, including:
  - a. A written or oral statement of charges;
  - b. If the student denies the charges, a summary of evidence against the student will be presented; and,
  - c. The student will be provided with an opportunity to explain his/her conduct.
3. A positive test through the Randolph Eastern Voluntary Drug/Substance Abuse Testing Program.
4. Self-Reporting—It is the intent of Union City Jr/Sr High School to assist students with the development of responsibility for their actions and to encourage honesty. Therefore, any student athlete who voluntarily reports his/her violation of the substance abuse policy before becoming the subject of or a party to a pending investigation will be granted leniency on his/her first offense (with the exception of a felony charge). The student will serve a lesser penalty for the infraction than stated; he/she will be suspended for 10% of the contests (or at least one). The self-reporting clause may only be used one time during the student's career at the school.

D. CONDUCT AND TRAINING RULES

The following rules will apply to all boys and girls who are involved in the inter-scholastic athletic program at Union City Jr/Sr High School. These rules are in effect 365 days a year. It is the responsibility of all coaches to assist in the enforcement of these rules. Once a student and their legal guardian have signed the athletic policy acceptance form on the last page of this handbook that student is considered an athlete and will be held responsible to this policy for the remainder of their athletic career at Union City Jr/Sr High School.

## II. SCOPE OF SUBSTANCE ABUSE POLICY

The provisions and penalties of this policy shall be imposed without regard to whether the violation was related to a school event and regardless of the day of the week on which the violation occurred. All provisions and penalties of the Substance Abuse Policy shall be cumulative in nature and shall apply throughout the student's enrollment in junior high school, whether continuous or not. When a student leaves junior high school, eligibility will be restored and any violations which occurred during a student's enrollment in the junior high school shall not affect future high school eligibility; however the summer after the eighth grade year, the student shall remain under the jurisdiction of the SAP policy. Should a violation occur, the suspension/probation shall be administered at the high school. In high school, provisions and penalties shall again be cumulative in nature and shall apply throughout the student's enrollment in high school, whether continuous or not.

## III. SUBSTANCE ABUSE RULE

No student shall use, consume, buy, sell or transfer any controlled substance at any time.

If an athlete is **present** at a party or gathering of people where alcohol, tobacco, or illegal drugs are being used or school rules and/or municipal laws are being violated, he/she is encouraged to leave immediately; otherwise he/she may be found guilty by association.

## IV. PROCEDURE AND GENERAL PROVISIONS

A. Any penalty imposed under this policy shall apply to any and all athletic activities in which the student is participating at the time such penalty is imposed, and to any athletic activity in which the student normally participates during the term of the penalty. In the event the student is not participating in an athletic activity at the time a violation of this policy is confirmed, the penalty will apply to any subsequent athletic activity in which the student normally participates and shall remain in effect until successfully served and the student successfully completes participation in an athletic activity for the full term of the activity and is in good standing.

B. Once a violation is confirmed; the suspension period shall begin immediately and last until the student regains eligibility.

C. If the penalty is not completed during the school year, the remainder will carry over into the following school year.

D. The Building Level Athletic Director shall be responsible for athletic teams and shall monitor the students involved in athletic activities.

E. It shall be the primary responsibility of the athletic director, coach and building principal to implement and follow the provisions of this policy.

F. Upon receipt of information which would lead the athletic director to believe a violation has occurred, he/she shall take the following action:

1. Inform the student of the allegations constituting the grounds for invoking this policy.
2. Provide the student with an informal opportunity to explain the alleged conduct.
3. Notify the parents by telephone or by mail.

## V. PENALTIES FOR VIOLATION OF THE SUBSTANCE ABUSE POLICY OR OTHER MISCONDUCT

### A. First Violation:

#### 1. The student shall:

- Be ineligible to participate in 25% of the regularly scheduled athletic activities (maximum of 5 games).
- (Along with parent) be given the names of counseling and assistance agencies that the family may contact for help.
- During the period of suspension remain on the team roster and is to attend games/practices (after gaining limited participation status with a clean drug test if it is a DRUG TESTING POLICY infraction) if so instructed by the coach.
- Upon successful completion of the suspension period, regain full eligibility to participate in athletic activities without further intervention.

### B. Second Violation:

#### 1. The student shall:

- Be ineligible for participation for one full year. The building principal or his/her designee may reduce the suspension to 25% of the regularly scheduled games (maximum 5 games) with counseling in the Youth Guidance Program. The student Athlete must maintain good standing in the Youth Guidance Program or the original full year suspension will be reinstated .
- During the period of suspension remain on the team roster and is to attend games/practices (after gaining limited participation status with a clean drug test if it is a DRUG TESTING POLICY infraction) if so instructed by the coach.
- Upon successful completion of the suspension period, regain full eligibility to participate in athletic activities without further intervention.

### C. Third Violation:

1. The student shall lose eligibility to participate the remainder of their middle or high school career depending on the student's grade level.

### D. Other Violations that could be or are Criminal in Nature:

If a student athlete engages in conduct that could be or is criminal in nature, the school administration may conduct an investigation of the behavior. Due process will be given before a decision is reached, including:

- a. A written or oral statement of charges;
- b. If the student denies the charges, a summary of evidence against the student will be presented; and,
- c. The student will be provided with an opportunity to explain his/her conduct.

Should the administration, based on preponderance of evidence, determine that a student athlete has engaged in conduct that could be criminal in nature, the administration will determine the penalty to be imposed. Failure of victims, law enforcement, or the Prosecutor's Office to file criminal charges would not automatically absolve the student athlete of the duty to face penalties should the administration conclude, by preponderance of evidence, that the student athlete did engage in the conduct. *Examples of conduct that might fall under this category are theft, vandalism, assault, battery, and other similar behavior.*

#### E. Suspension or Expulsion from School

A student athlete who is suspended from school by school administration is automatically suspended and excluded from any athletic activities for the duration of the suspension. Any student athlete who is expelled from school is automatically suspended and excluded from any athletic activities for the term of the expulsion.

#### F. Right of School Administration to Impose Athletic Discipline

Notwithstanding the established penalties in this handbook, nothing in this handbook should be construed to limit the rights and abilities of school administrators to impose, after appropriate due process, athletic discipline of student athletes under their supervision. This may include exclusion from practicing, restriction of playing time, and other discipline that is determined to be appropriate by the school administration.

#### G. Right of Coaches to Impose Team Discipline

Notwithstanding the established penalties in this handbook, nothing in this handbook should be construed to limit the rights and abilities of coaches to impose team discipline on student athletes under their supervision. This may include exclusion from practicing, appropriate consequences during practices for minor misconduct, restriction of playing time, and other discipline that is determined to be appropriate by the coach.

### VIII. OTHER GUIDELINES

All student athletes must abide by all IHSAA rules and regulations to maintain their athletic eligibility. Any questions regarding IHSAA policies should be directed to the Athletic Director.

1. All athletes must ride to and from athletic events on the bus or other transportation arranged by the coach. A coach can excuse a player to ride home with his/her parents if a travel release form is completed prior to the event. Athletes may ride home with parents only.
2. Any athlete who is suspended according to the substance abuse policy will miss the necessary number of matches, meets, games, etc. In addition, if an event is cancelled or rescheduled because of weather, these events will not be counted as a part of the suspension, and the athlete will miss the next match, game, etc. until the suspension has been completed.
3. All athletes must be enrolled in and passing five (5) high school credit classes each grading period to be eligible.
4. Students must be in attendance during the last half of their school day in order to participate in or attend any extra-curricular activity, contest, event, practice, or meeting held after school on a given day. Exception to this policy must be made by the principal or his designee. Students who are absent because of a funeral, doctor/dentist appointment will usually be given permission to participate in events on that date, depending upon the circumstances.
5. An athlete may continue to practice at the discretion of the coach during the time of his/her suspension.
6. If a violation occurs while an athlete is not currently involved in a sport, the athlete will lose his/her eligibility in the **next** sport season in which they would normally have participated and are ineligible until the suspension has been served. If the violation occurs late in a sport season and the suspension cannot be completed by the end of that season, the athlete shall serve as much as possible of the suspension during the next season in which the athlete normally participates.

7. Reinstatement after each suspension requires approval by the administration.
8. An athlete who has been suspended may forfeit his/her awards in that sport, including a varsity letter award. This determination will be made by the administration.
9. Any student may earn a varsity letter in his/her first year as a manager at the discretion of the coach.
10. Any athlete who quits one sport cannot go out for another sport in the same season without the consent of both coaches.
11. All athletes will wear proper attire while in public or in the presence of the opposite sex while participating in practice, conditioning or contests. Proper attire will consist of at least gym shorts and a tank/sport top (unaltered). There should be no or only a minimal amount of midriff exposed. The following items are examples of clothing which will be considered insufficient: (Sports' bras, spaghetti straps, cut-off T-shirts, sagging shorts, rolled down shorts, etc.)

**UNION CITY JR/SR HIGH SCHOOL ATHLETIC APPLICATION**

I have received the Athletic Handbook and Code of Conduct and I will abide by those rules and regulations. I promise to uphold the high standards of my school and at all times conduct myself in a way that will always be a credit to Union City Jr/Sr High School.

\_\_\_\_\_  
Signature of Applicant (Student)

\_\_\_\_\_  
(Grade)

\_\_\_\_\_ has my permission, if selected, to participate as a member of an athletic team at Union City Jr/Sr High School. I have read the Athletic Handbook and Code of Conduct and will assist in every way to see that the rules are followed and enforced.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
(Date)

Handbook approved by the Board of School Trustees

**UNION CITY JR/SR HIGH SCHOOL**

**Discipline Matrix**

<b>INFRACTION</b>	<b>1ST OFFENSE</b>	<b>2ND OFFENSE</b>	<b>3RD OFFENSE</b>	<b>4TH OFFENSE</b>	<b>5TH OFFENSE</b>	<b>6TH OFFENSE</b>	<b>7TH OFFENSE</b>
Endangering Others	Detention	Friday School	ISR	Suspension	Expulsion		
Aggressive Behavior	ISR	Suspension	Suspension	Expulsion			
Alcohol, Drugs, Look Alikes	Expulsion						
Arson	Expulsion						
False Alarm	Expulsion						
Weapons	Expulsion						
Cheating/Plagiarism	Detention & Zero	ISR & Zero	ISR & Zero	Suspension	Expulsion		
Disrespect to Staff	ISR	ISR	Suspension	Expulsion			
Insubordination/Defiance	ISR	Suspension	Suspension	Expulsion			
Profanity	Detention	Friday School	ISR	Suspension	Expulsion		
Public Display of Affection	Detention	Friday School	ISR	ISR	Suspension	Expulsion	
Profanity Towards Teacher/S	Suspension	Expulsion					
Theft	ISR & Restitution	Suspension & Restitution	Expulsion & Restitution				
Tobacco	ISR (3)	Suspension	Expulsion				
	Written Report	Ticket May Be Written					
Fighting	Suspension/Expulsion	Expulsion					
Truancy	ISR	ISR	Suspension	Expulsion			
Vandalism	ISR & Restitution	ISR & Restitution	Suspension & Restitution	Expulsion & Restitution			
Intimidation/Threats	ISR	Suspension	Suspension	Expulsion			
Bullying/Harassment	Detention/ISR	ISR	Suspension	Expulsion			
Tardies	Warning	Warning	Detention	Detention	Friday School	ISR	Suspension
Disruptive Behavior	Detention	Friday School	ISR	Suspension	Expulsion		
Dress Code	Warning & Change	Change/Detention	Change/Detention	Change/ISR	Change/Suspension	Change/Expulsion	
Not Prepared for Class	Warning	Detention	Detention	Friday School	ISR	Suspension	Expulsion
Driving/Parking Violation	Warning	Detention/LOP	ISR/LOP	Suspension/LOP	Expulsion		
Detention Not Served	Friday School	Friday School	ISR	ISR	Suspension	Expulsion	
Friday School Not Served	ISR	ISR	Suspension	Expulsion			
Assault	Expulsion						
False Document/Information	Friday School	ISR	Suspension	Suspension	Expulsion		
Violation Acceptable Use Po	Warned/Detention	Friday School	ISR	ISR	Suspension/Mtg. w/Parent	Expulsion	
Cell Phone/Pager/MP3/etc	Confiscate/Warning	Confiscate/Detention	Confiscate/ISR	Confiscate/ISR	Confiscate/Suspension	Expulsion	
			Parent Pick Up Device	Parent Pick Up Device	Parent Pick Up Device		
"Sexting"/Pornography	Expulsion						
	Police May Be Notified						
Restricted Area	Detention	Friday School	ISR	Suspension	Expulsion		
Unexcused Absence	Detention	Friday School	ISR	Suspension	Expulsion		

**NOTE: This listing of misconduct and consequences is not intended to be an all-inclusive list. The schools reserve the right to address any other forms of misconduct and to apply any reasonable consequence in response to misconduct. Moreover, the school reserves the right to apply any level of discipline as school officials may determine.**