

# UNION

## Junior – Senior High School

### STUDENT HANDBOOK 2023-2024

Union Junior – Senior High School, in partnership with our entire community, will nurture and empower every student to become a life-long learner who is responsible, productive, and engaged citizen within the global community.

Union Junior – Senior High School 8707 West US Highway 36

Modoc, Indiana 47358

Phone: (765) 853-5421

FAX: (765) 853-6057

School Website: [www.usc.k12.in.us](http://www.usc.k12.in.us)

*This Student Handbook belongs to:*

NAME \_\_\_\_\_

In accordance with IC 20-33-8-12, the Union School Corporation Board of Trustees hereby establishes the written discipline rules and policies of Union Junior – Senior High School contained within this student handbook. Adopted by the Union School Corporation Board of Trustees this 12<sup>th</sup> day of June 2023

## **Welcome to Union Junior-Senior High School**

On behalf of the faculty, staff, and students of Union Junior – Senior High School it is our pleasure to welcome you to this school year. This Handbook is provided for you to organize your academic and extra-curricular life here at Union Junior – Senior High School. It is our mission to work, in partnership with our entire community, to nurture and empower every student to become a life-long learner who is a responsible, productive and engaged citizen within the global community. We have nothing but the highest of expectations for all of you. Welcome and let all of us work together to have a fantastic school year.

### **Policy**

The Union School Corporation will not discriminate on the basis of race, religion, color, sex, disability, national origin or ancestry, including limited English proficiency in its educational programs or employment policies by State and Federal law.

***This handbook contains general guidelines. They are not meant to be all-inclusive, and the administration reserves the right to deviate based on unique circumstances.***

### **Hours of Operation**

Union Junior – Senior High School opens for students at 7:40AM

Homeroom	7:50 to 8:10
Period 1	8:14 to 9:04
Period 2	9:08 to 9:58
Period 3	10:02 to 10:52
Period 4	10:56 to 11:46
Lunch	11:46 to 12:20
Period 5	12:24 to 1:14
Period 6	1:18 to 2:08
Period 7	2:12 to 3:02

Any student in the building prior to 7:40 AM and after 3:00 PM must be under the direct supervision of a teacher, coach, or duly approved volunteer of Union School Corporation. If a student is not under the supervision of a teacher, coach, or duly approved volunteer their parents will be contacted and the student required to leave the school premises. Students that enter the front doors prior to the 7:40 bell will be required to remain in the entry way until the 7:40 bell unless otherwise approved by the Principal.

## Our School Song

Union High School, Union High School  
Come right down the floor  
Pass the ball right over \_\_\_\_\_  
Just one basket more  
Rah, rah, rah

Union High School, Union High School  
Dear old UHS  
We, your sons and daughters love you,  
We do our level best  
Rah, rah, rah

Union High School, Union High School  
Fight on for your name  
Fight fellows fight and we will win this game.

## TABLE OF CONTENTS

Staff Directory .....	7
Academic Life.....	8
Cheating .....	8
Class Standing.....	8
Grade Point Average .....	9
Grading Scale .....	9
Graduation Requirements .....	10
Technology Acceptable Use Policy.....	14
Photographs and Student Work on the Internet .....	17
Attendance Policy .....	17
Family Trips.....	20
Make-Up Work.....	20
Late Work .....	21
Vocational Students .....	21
Participation in Extracurricular Events .....	21
Attendance Review Committee .....	21
Tardiness Policy .....	21
Lunch Detention.....	22
In-building to Online Transfer Policy .....	22
Truancy .....	22
General School Rules .....	23
Dress Code and Personal Appearance .....	24
Cell Phone and Electronic Device Policy .....	25
In School Detention Rules .....	26
After School Detention .....	27
Saturday School.....	27
Grounds for Suspension/Expulsion .....	28
Bullying Policy .....	32
Possessing a Firearm or Destructive Device .....	33
Possessing a Deadly Weapon.....	34
Unlawful Activity .....	35
Suspension Procedure .....	35
Search and Seizure .....	36
School Bus Rules .....	38
Student Driving Rules .....	39
Infraction/Action Guidelines .....	41
General Information .....	45

Accidents and Illness .....	45
Americans with Disabilities Act (ADA).....	45
Announcements .....	45
Appointments to See Staff Members .....	45
Bulletin Boards and Postings .....	45
Cafeteria Rules and Lunch Procedures .....	45
Change of Address.....	46
Citizenship.....	46
Class Rank .....	46
College Visitations .....	47
Convocations .....	47
Drop/Add Policy .....	47
Dances .....	47
Disclosure of Student List/Military Access to Student Information.....	48
Enrollment Policy.....	49
Non-Corporation Sponsored Student Clubs and Activities.....	49
Equal Opportunity .....	50
Extra-Curricular Events and Student Transportation.....	50
Family Educational Rights and Privacy Act (FERPA).....	51
Field Trips.....	52
Fire and Emergency Drills.....	52
Guidance Department .....	52
Gymnasium Floor .....	53
Waiver Requirement.....	53
Honor Roll .....	54
Insurance.....	54
Learning Lunch .....	54
Lockers .....	55
Lost and Found .....	55
Medication .....	55
School Immunization Requirements .....	56
National Honor Society .....	56
Nurse.....	56
Online Policies.....	57
Screening for Lice.....	58
Hall Pass .....	58
Prom.....	59
Retaking Classes Already Passed .....	59
Retention Policy .....	60
School Closing Information .....	60

School Spirit.....	60
Smoke-Free Policy.....	61
Student Employment.....	61
Student Fundraising .....	62
Student Government .....	63
Surveys.....	63
Teacher Helpers .....	63
Telephones.....	64
Title IX.....	64
Title One Information .....	64
School-Home Compact.....	66
Tobacco Use on Campus .....	67
Tornado Drills .....	67
Transfers and Withdrawals.....	68
Tutoring (Learning Lunch.....	68
Valedictorian.....	68
Visitors .....	69
Withdrawing From School.....	69
Athletic Department – Athletic Handbook.....	70

## **Union School Corporation Administrative Staff Directory**

Mr. Mike Huber, Superintendent	mhuber@usc.k12.in.us	765-853-5464
Mrs. Abigail Lindsey, Business Manager	alindsey@usc.k12.in.us	765-853-5464
Mrs. Lori Wymer, Corporation Secretary	lwymmer@usc.k12.in.us	765-853-5464

## **Union School Corporation Board of School Trustees**

Mrs. Christina Ogden  
Mrs. Christa Ellis  
Mr. James Marlow  
Mr. Jeff Burke  
Mr. David Schmucker

## **Union Junior and Senior High School Administrative Staff Directory**

Mr. Ryan Chiddister, Principal    765-853-5421 x 3001

## **Union Junior-Senior High School Faculty and Staff Directory**

Mrs. Stacy Adams	School Counselor	sadams@usc.k12.in.us
Ms. Hailey Webb	Science	hwebb@usc.k12.in.us
Mrs. Chelsea Howard	Science	choward@usc.k12.in.us
Ms. Lyndsea Burke	Language Arts	lburke@usc.k12.in.us
Mr. Dan Carmony	Health/Agriculture	dcarmony@usc.k12.in.us
Mr. Mark Huber	P.E. / FACS	mahuber@usc.k12.in.us
Mrs. Tracy Bales	Assistant Principal	tbales@usc.k12.in.us
Mr. Brian Clark	Athletic Director	bclark@usc.k12.in.us
Mr. Dennis Ross	Industrial Technology	dross@usc.k12.in.us
Ms. Renee Sexton	Curriculum Director	rsexton@usc.k12.in.us
Mrs. Amy Phenis	Mathematics	aphenis@usc.k12.in.us
Mr. Greg Hawkins	Social Studies	ghawkins@usc.k12.in.us
Mrs. Jama Marlow	Social Studies	jmarlow@usc.k12.in.us
Mrs. Jennifer Engle	Administrative Assistant	jengle@usc.k12.in.us
Mrs. Terry Brumley	Registrar	tbrumley@usc.k12.in.us
Ms. Rachel Phenis	Mathematics	rphenis@usc.k12.in.us
Ms. Linnea Bendes	Instrumental Music	lbendes@usc.k12.in.us
Mrs. Tracy Cox	Instructional Coach	tc Cox@usc.k12.in.us
Mr. Larry Schuerman	ESL	lschuerman@usc.k12.in.us
Ms. Shalbey Workman	Art	sworkman@usc.k12.in.us
Mrs. Sarah Tilton	Interventionist/ELA	stilton@usc.k12.in.us
Mr. Brandon Loveless	Business/Mathematics	bloveless@usc.k12.in.us
Ms. Rachel Ramer	Language Arts	rramer@usc.k12.in.us

Mr. Chris Bales	Special Education	cbales@usc.k12.in.us
Mrs. Ruthanne Munger	Writing Specialist/Rocket Writers	rmunger@usc.k12.in.us
Mr. Jeff Murray	Technology Director	jmurray@usc.k12.in.us
Mr. Jacob Ridgeway	Technology Assistant	jridgeway@usc.k12.in.us
Officer Jeff Miller	SRO	sro@usc.k12.in.us
Ms. Carrie Watson	Librarian	cwatson@usc.k12.in.us
Mr. Marvin Schwartz	Transportation/Maint. Director	mschwartz@usc.k12.in.us

## **ACADEMIC LIFE**

All students of Union Junior – Senior High School are encouraged to carry seven subjects each semester and required to attend school all day for eight semesters. A student may only drop a class within 5 days of the beginning of a term. All courses dropped must be approved by both the School Counselor and Principal. The drop may require a conference between the student, the teacher, the school counselor, and the principal.

Juniors and seniors planning to take courses at the New Castle Area Vocational School must meet Union Junior – Senior High School requirements. The School Counselor must approve scheduling for the vocational school.

Students will be required to attend eight semesters of high school unless permission is granted by the school board for early graduation.

### **Cheating**

Students caught cheating/plagiarizing by direct method in class, using answer sheets, crib notes, copying material directly or indirectly, or using an AI assistance, including ChatGPT, to create student work will be referred to the office for disciplinary action. AI assistance will need to be cited just the same as any other resource/reference. Students will need to be given permission from the teacher to use AI assistance. The student may or may not receive points for that particular assignment, test, or exam.

### **Class Standing**

High school students are designated as freshmen, sophomores, juniors, and seniors during their academic careers at Union High School. Students will be assigned a cohort group during their freshman year. Students will continue their class standing with this cohort group unless it is determined that a student must be retained or they are given permission by the school board to graduate early. If a student were to fall behind in credits, and/or at any time designated by the Principal, they may be transferred into our alternative education program. If credits are recovered, the student can be transferred back into Union High School. Students that accumulate 25 or more absences can be transferred into our Alternative School for a



probational period lasting the duration of the current grading period. At this point, if the absences persist, the student will remain in the Alternative School. If the absences cease, the student can be transitioned back to Union Jr./Sr. High School.

### **Grade Point Average**

A student's grade point average (and rank in their respective class) is determined by dividing the total number of grade points earned by the total number of credits attempted. Weighted grades will be implemented for AP and Dual Credit courses. AP courses will be given .5 additional GPA points, whereas Dual Credit Courses will be given 1.0 additional GPA points. For example: A 1.0 in an AP course will equate to 1.5. A 1.0 in a Dual Credit course will equate to 2.0.

Junior High students taking a High School course for credit must finish with a 2.0 or higher in the class in order for it to count for credit. Junior High students that do not complete a High School course with a 2.0 or higher can retake the course only one time, and the course must be retaken as a freshman.

#### **1 Credit**

A+	4.333
A	4.00
A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
C-	1.667
D+	1.333
D	1.000
D-	0.667
F	0.000

### **Grading Scale**

All student work will be evaluated using the following scale:

A+	100 +	B+	89 – 87	C+	79 – 77	D+	69 – 67
A	99 – 93	B	86 – 83	C	76 – 73	D	66 – 63
A-	92 – 90	B-	82 – 80	C-	72 – 70	D-	62 – 60
F	59 – 00						

# Union Junior-Senior High School Graduation Requirements



Effective beginning with students who enter high school in 2012-13 school year (class of 2016).

Course and Credit Requirements	
English/ Language Arts	<b>8 credits</b>
	Including a balance of literature, composition and speech.
Mathematics	<b>6 credits (in grades 9-12)</b>
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <i>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in high school</i>
Science	<b>6 credits</b>
	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	<b>6 credits</b>
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	<b>5 credits</b>
	World Languages Fine Arts Career and Technical Education
Physical Education	<b>2 credits</b>
Health and Wellness	<b>1 credit</b>
Electives*	<b>4 credits</b> (College and Career Pathway courses recommended)
<b>40 Total Union High School Credits Required</b>	

Schools may have additional local graduation requirements that apply to all students

\* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

## **CORE40 with Academic Honors** (minimum 47 credits)

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits  
(6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcribed college credits in dual credit courses from priority course list
  - C. Earn two of the following:
    - 1. A minimum of 3 verifiable transcribed 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
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

## **CORE40 with Technical Honors** (minimum 47 credits)

For the **Core 40 with Technical Honors** diploma, students must:

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

## Graduation Requirement

Students in the 2022 – 2025 cohorts may satisfy graduation requirements in one of four ways:

1. Passing the GQE (SAT – Grade 11).
2. Not passing the GQE but receiving a waiver from the GQE requirement.
3. Successfully completing a graduation **pathway**, if offered by the school.
4. Unsuccessfully completing a graduation pathway but receiving a waiver from the pathway requirement, if offered by the school.

All students must take the following standardized tests during the cohort's high school career.

Students may work to satisfy graduation requirements for both standardized test(s) and the pathways during their high school careers. ALL juniors (in-building or online) are required to take the SAT.

IC 20-32-4-4.1 requires a student to attempt to achieve at least three (3) separate postsecondary readiness competencies ("Buckets") in order to qualify for a waiver from the postsecondary readiness competency graduation requirement under pathways. Therefore, a student who does not attempt at least three (3) competencies will be ineligible to graduate with a waiver provided for under IC 20-32-4-4.1. Students who transferred during their senior year from a non-accredited nonpublic school or an out of state school to a public school in Indiana need only attempt one postsecondary readiness competency to qualify for a waiver from the postsecondary readiness competency graduation requirement.

Bucket 1 = High School Diploma

Bucket 2 = Demonstrations of employability skills include experiences that enable students to apply essential academic, technical, and professional skills and find engagement and relevancy in their academic careers. Through a Project-based, Service-based, or Work-based learning experience, students must demonstrate the Department of Workforce Development's Employability Skills Benchmarks (or similar character development benchmarks).

Bucket 3 = Complete and obtain benchmarks in one of the following: Honors Diploma; PSAT – NMSQT; ACT; SAT; ASVAB (as decided at the local level); and Biology ECA.

### Graduation Pathways Frequently Asked Question

Q1: What is the purpose of the Graduation Pathways?

A: The purpose of Graduation Pathways is to ensure that every Hoosier student graduate from high school with: 1) A broad awareness of and engagement with individual career interests and associated career options; 2) A strong foundation of academic and technical skills; and 3) Demonstrable employability skills that lead directly to meaningful opportunities for postsecondary education, training, and gainful employment.

The pathways provide schools with flexibility while expanding options for students to pursue their educational and career interests and goals. Specifically, the pathways move from a one-size-fits-all approach where earning a diploma was dependent on passing graduation qualifying exams. Instead, Graduation Pathways will allow all students to select from multiple ways to graduate that align with their strengths and interests while furthering their career goals and skills.

These Pathways encourage relevancy and student engagement while maximizing more individualized options to meet every student's unique goals and needs. Because students will get to select from options that best align to their postsecondary goals, their high school experience will be more engaging to them personally. Additionally, the pathways give students something of value and meaning to help them succeed in the next step along their personal journey—whether it is continuing their education and training, enlisting in the military, or entering the workforce. Every student's unique pathway and postsecondary aspiration will be valued and respected within these new requirements.

### **Adult Roles and Responsibilities Requirement**

As part of a local decision for high school students at Union High School, we require that all students complete the Adult Roles course as a requirement for graduation.

# **Union School Corporation**

## **Technology Acceptable Use Policy**

### **2023-2024**

During their educational experiences at Union Jr. Sr. High School, students will use many different technology tools, including the internet, in support of research and education.

Electronic information research skills are now fundamental to preparation of citizens and future employees. Through their individual corporation network accounts, students have access to the internet and they are able to explore thousands of libraries, databases, websites, and other resources. They also have access to online testing and online coursework. Students may also be provided with a user account as part of a primary education online account held by Union Jr. Sr. High School. Through their user account, students are assigned an email address to use for school related email communication and they will have online file storage space. To remain eligible as users, students' use must be in support of and consistent with Union Jr. Sr. High School's educational objectives.

We believe that the benefits to students from access to the internet exceed any disadvantages. Families should be aware, however, that some material accessible via the internet may contain items that are inaccurate, illegal, defamatory or potentially offensive to some people. Teachers and other school staff will monitor and guide students toward appropriate materials. Within reason, freedom of speech and access to information will be honored. It is the joint responsibility of school personnel and parents to set and convey appropriate standards for students to follow when using school owned property, technology and the internet.

Federal law requires that school corporations monitor student internet activities during the school day to ensure that students are not accessing inappropriate sites. For this reason, students may not access the corporation's network or internet on school property via personal property (i.e. cell phone, personal air card or other means that circumvent the corporation networks). Software is installed on computers throughout the Union Jr. Sr. High School campus that provides monitoring, filtering and reporting functions. Software is also used to aid staff when supervising students. Among other things, this software provides an overview mode on teacher/administrator computers that displays the active screen of all computers in a classroom.

Users should not expect that files stored on corporation computers, networks or other corporation storage space will always be private. Electronic messages and files stored on corporation storage space may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

Students are responsible for good behavior with school owned technology tools and on district networks and the internet, just as they are in a classroom or a school hallway.

General school rules for behavior and communications apply, as well as all applicable district policies and guidelines. Furthermore, Union School Corporation prohibits the misuse of corporation provided computers, tablets, and other technological devices within the school building and outside of the school building. This is including, but not limited to, the misuse of school provided technological devices during and outside of school hours. Any misuse will be subsequently handled pursuant to the infraction guidelines or discretion of the Union School Corporation.

“Cyber-bullying” is a form of bullying when a child, preteen or teen is embarrassed, humiliated, threatened, harassed, tormented, or otherwise targeted by another child, preteen or teen using the internet, interactive and digital technologies, or mobile phones. **This behavior will not be tolerated at Union Jr. Sr. High School.**

The following are examples of network or internet behaviors that are NOT permitted:

- deviating from teacher directed procedures
- cyber-bullying
- visiting chat rooms and/or accessing email from a site other than school (example – Hotmail, etc.)
- accessing or transmitting offensive, abusive or obscene messages or images
- damaging or attempting to damage hardware, software or networks or modifying or attempting to modify system files and settings
- violating copyright laws and plagiarism
- using another’s password or giving another user your password
- trespassing in another’s folders, work or files
- submitting another student’s work as your own
- intentionally wasting limited resources, such as bandwidth and hard drive, or network space such as, but not limited to downloading or attempting to download videos, music, software, and pictures not related to curriculum requirements.
- employing the network for commercial purposes.
- downloading any form of media for other than classroom/educational use.
- accessing the school network or internet via personal property at any time on school property (i.e. cell phone, personal air card or other means that circumvent the corporation networks)
- violation of any local, state, or federal statute.

**Access is a privilege – not a right. Access entails personal responsibility.** Violations of this policy may result in a loss of technology use privileges (including access to the district’s network and internet), legal referral, and/or other disciplinary action. If the violation involves use of personal property, that property may be confiscated and held at the school

pending notification of the violator's parent/guardian.

Union School Corporation makes no warranties of any kind, neither expressed nor implied, for the internet access it is providing. The district will not be responsible for any damages users suffer, including – but not limited to – loss of data resulting from delays or interruptions in service. The district will not be responsible for the accuracy, nature or quality of information stored on district hard drives, servers, or other storage devices; nor for the accuracy, nature or quality of information gathered through district provided internet access. The district will not be responsible for personal property used to access district computers or networks or for district provided internet access. The district will not be responsible for unauthorized financial obligations resulted from district provided access to the internet.

### **Students will:**

- ☐ keep private information private. (My password and identity are mine and not to be shared with anyone other than my parent/guardian, teacher or administrator.)
- ☐ treat others with respect, both online and offline.
- ☐ strive to be a responsible digital citizen and encourage others to be good digital citizens.
- ☐ use school provided electronic device for school-related purposes only during school hours.
- ☐ credit sources when using other people's information, images, or other material.
- ☐ respect the work of other students and not copy, alter, or otherwise damage work that is not mine.
- ☐ notify an adult (parent/teacher/administrator) immediately if the electronic device is damaged in any way.

### **Students will not:**

- ☐ share their account information with anyone.
- ☐ use other student accounts.
- ☐ read another student's private communications and schoolwork without permission.
- ☐ use improper language or pictures.
- ☐ use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
- ☐ pretend to be someone else online.
- ☐ give out full name, address, or any other contact or personal information to someone unknown.
- ☐ take pictures and/or record audio/video of someone else without the consent of that student or staff member.
- ☐ search for, possess, read, view, or copy inappropriate pictures or information.

Students understand:



- ❑ their work, if stored on a local drive, can be lost and I should backup important work.
- ❑ it is their responsibility to validate information or research on the Internet.
- ❑ there is no expectation of privacy with the school-owned electronic device, and therefore the electronic device is always subject to inspection in order to ensure that the electronic device is being used for school purposes only.

**NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.**

### **Photographs and Student Work on the Internet**

The school, classroom, and district websites highlight many aspects of student life and can feature news items and online school newsletters. Full student names may be used, independent of photographs, for student listings such as honor rolls and team rosters, and in news articles. Students may be included in photographs and/or audio and video recordings on our websites and we may also include examples of students' creative work. Only the first name and last initial will be used to identify students in online photographs.

Rights of Parents and Students - Parents may request that school and district websites exclude their student's name, photographs, and/or creative work. These requests should be directed in writing to the appropriate building principal.

### **ATTENDANCE POLICY**

The **attendance** policy at Union Jr/Sr High School is based on the premise that something important happens each day in each class. The faculty and staff believe that there is a direct relationship between good attendance and successful academic achievement. The attendance and study habits, both good and bad, which are formed during these high school years, tend to carry over into the adult years once students graduate from Union High School. A successful attendance program takes the efforts of parents, students and school staff. The following policy has been developed to promote a high standard of good school attendance.

Indiana Law IC 20-8.1-3-34, Section 34 states: "Compulsory Attendance for Full Term; Duty of Parent. It is unlawful for a parent to fail, neglect or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools." IC 20-8.1-3-37, Section 37: "Penalty. A person who knowingly violates this chapter commits a Class B misdemeanor."

A student will be allowed a **total of ten (10) absences (maximum of 10 excused absences) for the school year**. Upon the student's tenth (10) absence from a class in a semester, the student may lose credit in that class for which the infraction occurred, and the student's schedule will be modified. Should a student have 10 absences from all classes, the student may lose all credits for the semester in which the infraction occurred, and the student may be suspended 17

for ten days with a recommendation for expulsion, or these students may be moved to our Alternative School.

### **Procedure**

1. After four (4) absences, a call home or letter will be sent to the student's parents, notifying of the number of absences and reminding them of the attendance policy.
2. After seven (7) absences, a letter will be sent to the student's parents, notifying them of the number of absences and reminding them of the attendance policy. At this time, an attendance conference will be set. At said conference, the student and the student's parents will be required to be present. The student and parent/guardian will be asked to sign an attendance contract. Juvenile court/prosecuting attorney may be notified of possible truancy or educational neglect.
3. **Upon the 10<sup>th</sup> unexcused absence, or a total of 18 excused and/or unexcused absences, the Department of Child Services and the Prosecutor's Office will be contacted and informed of the chronic absenteeism.**
4. After eighteen (18) total absences (excused or unexcused) all future absences without a physician's note will be counted as "unexcused."
5. Extra-curricular activity (Prom, sports, clubs, field trips, etc.) privileges WILL be taken away for continued attendance issues. A student that acquires 18 or more absences (excused or unexcused) during the course of the school year, may be prohibited from participating in athletics and/or all extracurricular activities.
6. Junior High students that have a high rate of absences (excused or unexcused) may be retained.
7. An "exempted absences" does not mean "exempt" from work assigned during the absence.
8. Students that acquire 25+ absences may not be allowed to "walk" and/or participate in graduation.
9. Students that acquire 25+ absences may be required to attend summer school classes.
10. Students that do not reside in-district can be expelled due to attendance if they acquire 25+ absences for the duration of the school year.
11. Online students that exhibit poor performance (not progressing through the program; poor grades) or poor attendance (10 or more absences) may not be allowed to re-enroll into the online program.
12. For the sake of attendance, a "half-day" is determined at 11:30AM. Students are counted as present for a half-day if they are in attendance from 7:50-11:30AM or from 11:30AM – 3:00PM.

**Student absences will fall under one of the following classifications:**

- **Excused Absences (Make-Up Work Permitted)**
  - Parent calls in with reason for absence
- **Unverified/Unexcused Absences (Make-Up Work Permitted)**
  - No parent phone call
  - 18+ total absences (excused or unexcused) unless there is a physician's note.

**Excused Absences (Make-Up Work Permitted) include:**

1. Illness during which time the student is under the care of a physician.
2. Illness during which time the student is sent home by the Nurse.
3. Serving as a page in the Indiana legislature.
4. Serving as a poll worker on Election Day.
5. Bereavement (at Principal's discretion).
6. Field trips
7. Religious observations
8. Legal appointments or court hearings
9. Suspensions (A student is permitted to make up any missed assignments during the period of an out-of-school suspension.)
10. Students are responsible for getting their makeup work. It is not the responsibility of the teacher to seek out students who have missed to provide makeup work.

*\* Every effort should be made to schedule medical, dental, and other appointments outside of school hours. Prior notification must be given to the office and the school may verify appointments. Also, please notify the office, as soon as possible, when any emergency situation develops.*

*If a student has an illness or condition that often is documented by a physician and that impacts that student's ability to attend school at times, the parent should contact school administration, provide proper documentation of the illness or condition, and ask to discuss options.*

**Unverified/Unexcused Absences (Make-Up Work Permitted)**

1. Any absence without the appropriate verification and/or documentation will be considered unverified.
2. Truancy from school--a Union School Corporation definition of this term is provided on page 21.-*Students who are truant will not be permitted to make-up course work.*
3. Indiana Code defines a habitual truant as a student who accumulates more than ten unexcused absences from school during one (1) school year.

**Unexcused absences** indicate the student is absent from school for an unknown reason or for a reason that is not acceptable to the school even if they have parental consent. At Union, we expect students to give their utmost effort. Unexcused absences are a disciplinary problem, adversely affect a student's academic performance and demonstrate a student's lack of overall effort. Appropriate and "reasonable" action for unexcused absences will be taken

**Unexcused absences are classified, but not limited to the following:**

- a. Oversleeping;
- b. Car trouble;
- c. Parents fail to notify the school of the absence;
- d. failure to prearrange a personal day and/or a vacation;
- e. Failure to prearrange a college day;
- f. Failure to sign out;
- g. Personal appointment such as nail, hair, tanning, etc.;
- h. Any absence that results from working for hire
- i. Eighteen (18+) or more total absences
- j. Unexcused absences result in a loss of daily participation points in classes that incorporate participation as a component of the student's grade.
- k. Students are responsible for getting their makeup work. It is not the responsibility of the teacher to seek out students who have missed to provide makeup work.

### **Family Trips**

The student must submit, in writing, a leave request to the building Principal and should make every effort to make arrangements with each teacher five (5) days prior to departure. The teacher has the discretion to withhold the student's work until the time of return.

### **Make-Up Work**

As a maximum, the student will have the same number of days to make up the work missed as the length of the absence. However, in the case of work or projects assigned one week or more before the due date, the project may be due the day the student returns to school. Unexcused absences result in a loss of daily participation points in classes that incorporate participation as a component of the student's grade. Excused absences, unless they are 18+, will not result in 20

loss of participation points. Students are responsible for getting their makeup work. It is not the responsibility of the teacher to seek out students who have missed to provide makeup work.

Students who expect to remain at home because of illness for more than three (3) days should request homework from the office.

### **Late Work**

**Students will be given partial credit for late work. Students will be assessed a 10% penalty, per day, for late work. As an example, if an assignment is submitted three days late, 30% will be deducted from the assignment. As such, assignments submitted after ten days will not receive any credit. Students are responsible for getting their makeup work. It is not the responsibility of the teacher to seek out students who have missed to provide makeup work.**

### **Vocational Students**

Please note that for the purposes of this policy, vocational students who miss the entirety of their school day at Union will be counted as absent for a full day. Morning vocational students will be counted tardy if they do not arrive back at the school and in class by 12:30.

### **Participation in Extracurricular Events**

Students must be in class at least 3 periods in order to attend or participate in any extracurricular activity, event, contest, practice, rehearsal, or meeting held after school that day (or that weekend if the absence occurs on Friday). The principal/administrative staff must approve any exceptions.

### **Attendance Review Committee**

An Attendance Conference may be scheduled when, because of extraordinary circumstances, a student has been absent seven (7) or more days.

### **Tardiness Policy**

Tardiness, unless a faculty member detains a student, is defined as any unexcused appearance of a student beyond the scheduled time that a class begins. If a student is held over by a teacher, it will be the responsibility of the student to get a pass from that teacher to admit the student to his or her next class. As a minimum standard, a student will be considered tardy if he or she is not in the classroom or instructional area when the bell rings. Tardies accrue on a per nine (9) week basis. Students who accrue five tardies will abide by the following guidelines. Tardy letter will be given to the student and an additional letter sent home via the US postal service.

<i>Fifth Offense</i>	Assignment of one (1) lunch detention
<i>Sixth Offense</i>	Assignment of one (1) lunch detention
<i>Seventh Offense</i>	Assignment of two (2) lunch detentions
<i>Eighth Offense</i>	Assignment of five (5) lunch detentions
<i>Ninth Offense</i>	Assignment of one (1) day in-school detention
<i>Tenth Offense</i>	Assignment of two (2) days in-school suspension

*If additional tardies accrue, a meeting will be held with the parent and student to discuss the concern and additional actions that will be taken, Students who cannot take the responsibility for arriving at classes on time may lose their right to a free passing period.*

### **Lunch Detention**

Lunch detentions will be served in the detention room. Students will get their lunch and report to detention. Students must report to their assigned lunch detention location promptly. Failure to report on time for Lunch Detention will result in the assignment of an additional lunch detention. **Students who willfully skip lunch detention may be subject to suspension from school.**

### **Transfer from in-building to online**

In the event that a student desires to transfer from in-building to online, the determination must be made, and the building principal must be informed of the decision, within the first 10 days of the semester. Students must remain in-building until they have received all necessary materials for the online education such as text books, etc. An exception to the “10-day rule” would be a medical situation in which the student would be better served with an online education. These situations must be approved by the Principal. If a student transfers to online but then desires to return to in-building, they may be re-admitted in-building one time and shall be done at the end of the current quarter.

### **Truancy**

A student who stays away from school or class without permission is truant. Truancy is an unexcused/countable absence. A student is truant if he/she:

1. Is somewhere in the school other than where a teacher or administrator directs, or other than where the student’s class schedule calls for without authorization from a school official.
2. Is ten (10) minutes or more late to class without authorization.
3. Obtains permission to go to a designated place and fails to report there.
4. Does not attend school and neither the parents/guardians nor the school has knowledge of the student’s absence.
5. Leaves school grounds without all of the following:
  - a. Express permission from the principal or his designee.
  - b. Permission from parents
  - c. Signing out

Union School Corporation defines a habitual truant as a student who has been found by the school administration to be missing from school without the knowledge or permission of the school or the parents at least three (3) separate times during any school year. Truancies accumulate on a per year basis.

The Bureau of Motor Vehicles will not issue a driver's license or a learner's permit to an individual less than eighteen (18) years of age who is classified as a habitual truant.

Additionally, the Bureau of Motor Vehicles will revoke the driver's license or learner's permit of a person less than eighteen (18) years of age who is classified as a habitual truant.

## **GENERAL SCHOOL RULES**

This handbook is published for all students as a guideline to school policies. Each student needs to be familiar with all rules and to simply abide by them. Part of becoming a productive citizen in a democratic society is the realization that rules are made for a purpose and that they need to be followed. Those who choose to violate the rules should expect the consequences.

Please note that many situations are unique and may not be specifically addressed in this handbook. The school reserves the right to interpret and apply current rules to such situations. Should any additions or corrections be made to this handbook, students will be informed as soon as possible.

**Students are to be advised that all school rules are in effect from the time you leave for school until you return to your home (riding the bus as well as driving), and during any school-related activity whether on school grounds or not.**

1. Respect for persons, whether they are teachers, fellow students, staff, visitors, or others, is a basic requirement for all individuals.
2. Respect for personal and school property is required.
3. Cleanliness is everyone's concern. Appropriate waste receptacles are available for trash. Take pride in YOUR school.
4. Displays of affection are personal in nature and should not be part of the general demeanor of the school. Public displays of affection such as kissing, or any other actions that bring inappropriate notice to an individual are not permissible.
5. A full-time student is scheduled for each period of the day and is expected to be at the assigned location. To be excused from an assigned place, a student must have a properly executed pass.
6. Students will comply with all reasonable requests by teachers and adult staff members. A request will be held reasonable unless it is immoral, illegal, or personally degrading. Disagreement with teachers may be brought to the attention of the administration.
7. Students will recognize the authority of all faculty members and their right and duty to enforce school policy.

8. Our school is fortunate in having capable people to help us whenever our regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and considerate.
9. All student personal items of considerable value should be left at home for their safekeeping. The school will assume NO responsibility for items lost or stolen. Do not carry large amounts of money in your pockets or leave it in your locker.
10. Loud, boisterous, or profane language, or indecent conduct, will not be tolerated.
11. Students shall not fight, scuffle, trip, throw objects, hold, hit, or use their hands or feet or body in any other objectionable manner.
12. Keep hallways open to traffic by walking to the right. Students shall not impede the normal flow of traffic by lying or sitting in the middle of the hallway or by standing in groups.
13. Students shall only consume water. No other beverages should be consumed during passing periods and class time. Food, candy, or snacks of any type should not be consumed in the classroom unless approved by the Principal. Students involved in school-sponsored fundraising may carry saleable items.
14. Students may not leave the building during the day without permission from office staff or administration.
15. Any verbal and/or written threat will be considered real and law enforcement will be contacted.
16. Harassment of any kind including, but not limited to sexual, be it verbal or physical will not be tolerated. Students should feel free to contact the administration or school counselor to report harassment. Student confidentiality will be protected at all times.
17. Attendance at extracurricular events or activities is a privilege. Once admitted to the event or activity, students may not leave the building and then return.
18. Students should not be carrying purses or backpacks throughout the school day. Computer bags issued by the Technology Department are permissible.

### **Dress and Personal Appearance**

It is the philosophy of Union School Corporation that students' dress and appearance is a personal responsibility. It is also a part of this school corporation's philosophy that the health, education, welfare, and safety of each student are the responsibilities of the school district. Furthermore, it is the duty of the school district to create and maintain an atmosphere of good order and discipline within the school community. Therefore, no student of this district will be judged by his or her appearance or mode of dress but rather by how these attributes affect his or her attitude, health, education, or welfare and safety. Union School Corporation reaffirms the belief that the home is first and foremost the responsible setting for training youth in personal grooming and dress. Union students are expected to be neat and clean at all times.

1. USC does not permit clothing, hairstyles, or body markings that suggest or explicitly depicts vulgarity, sexually suggestive terms or pictures, alcohol, tobacco or drug



advertising or sexually discriminating material or gang-related symbols, or any content disruptive to school purposes.

2. USC does not permit clothing considered by the school to be too revealing, distracting, unsafe, or otherwise inappropriate. Pants with holes and/or frays will be allowed from the fingertips down. USC does not permit clothing and/or representation (i.e. flags, banners, etc.) on vehicles, driven to school by students, to include material that may be offensive to some students. The USC Administration has the discretion to deem any such attire, or representations, as possibly offensive thus inappropriate and not permitted on USC premises.
3. See-through apparel and/or shirts that expose the midriff or are low-cut are not permitted.
4. Sleeveless tops will be permitted as long as the straps are at least three (3) inches wide. Shirts that have sleeves cut off must not have arm holes that extend down the student's side. Students may wear unaltered t-shirts, dress shirts, sweatshirts, blouses, etc.
5. Pants must be worn around the hips, not hanging or sagging off of the hips. Shorts and skirts will be no shorter than the student's mid-thigh. Any faculty member or administrator may question the length.
6. Shoes or sandals are required for health reasons.
7. Hats, headgear of any kind, bandanas, or sunglasses on the face may not be worn in the building during the hours of 7:40-3:10. **Hats need to be left in lockers.**
8. Jewelry and other accessories that may be considered dangerous such as necklaces/chokers with metal spikes will be confiscated if the student does not comply by removing the accessory.
9. Bags must be left in lockers once students arrive at school. **Book bags, athletic bags, purses and backpacks, etc., are not to be taken from class to class.**

**Please note that the school reserves the right to ask any student to change clothing and to provide the student appropriate clothing in order to meet the dress code.** Parents may be contacted and might be asked to pick-up confiscated items, in person, at the high school office.

### **Cell Phones, Camera Phones and Electronic Devices**

1. Cell phone possession in the school building is a privilege, not a right.
2. An electronic device is defined as a cell phone, camera phone, portable music device, or any other telecommunication.
3. Students are prohibited from using cell phones and electronic devices in the classroom during the instructional day. Students are also prohibited from wearing earbuds or any other listening device while in the classrooms. Cell phones brought to class must be checked in with the teacher, and placed in the cell-phone holder, upon entering the classroom. Earbuds should not be worn nor seen while in the classrooms. If a student refuses to give the teacher their device or earbuds, they will be referred to the

administration. Cell phones should be set to silent mode throughout the school day. Students are permitted to use their cell phones during lunch while in the cafeteria or gymnasium, during passing periods, and other times as designated by the Principal.

4. For after-school activities, the staff member in charge has the discretion and authority on whether to permit student possession of cell phones and electronic devices during that time.
5. Union School Corporation will not be responsible for loss, damage, or theft of any electronic device brought to school. The best option for a student is to keep all electronic devices at home.

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, requires 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.

### **In School Detention (ISS/ISD) Rules**

1. All students assigned to ISD must report to the high school office.

2. Students who are not prompt in reporting to the office may receive an additional penalty for truancy
3. Students are not allowed to talk.
4. Students are to sit upright in their chairs.
5. Students shall not sleep or place their heads on the tables.
6. Restroom breaks will be taken at the discretion of the supervisor when other students are not present in the halls.
7. Students serving full day suspensions are to bring all necessary study materials with them to ISS. Students asking to get additional study materials once in the ISS will be at the discretion of the supervisor or administration.
8. Computers are not allowed in ISS unless approved by an administrator.

### **After School Detention (ASD) Rules**

1. After School Detention (ASD) will last one hour.
2. Students will be given notice, in writing, at least 48 hours prior to the assigned ASD date.
3. All students assigned to an After-School Detention (ASD) must report to the designated detention room by 3:05PM. Students arriving more than 10 minutes late will be assigned another ASD.
4. Students who are not prompt in reporting to ASD may receive an additional ASD or might be required to stay an additional two minutes for every minute the student is late.
5. Students are not permitted to talk.
6. Students are to sit upright in their chairs.
7. Cell phones are collected at the door. A refusal will result in an In-school Detention.
8. Restroom breaks will be taken at the discretion of the supervisor.
9. Students need to bring school work or reading material.
10. Computers are not allowed in ASD.
11. If a student has an unexcused absence the day of an ASD, they will be given an ISS the date they return to school. An excused absence on a day of an ASD will result in rescheduling the ASD.
12. Students are expected to have pre-arranged transportation home from ASD. Transportation is not provided. Students are expected to be picked up within 15 minutes of the end of the ASD. Supervision will not be provided beyond 30 minutes after the ASD.

### **Saturday School (SS) Rules**

1. Saturday School (SS) will last for three hours (9:00AM – Noon).
2. Students that do not show for their assigned SS will be given 2 days Out-of-School Detention (OSS).
3. All students assigned to Saturday School must report to the designated detention room by 9:00AM. Students arriving more than 10 minutes late will be assigned another

Saturday School, but they are still required to serve the SS for which they are late.

4. Students are not permitted to talk.
5. Students are to sit upright in their chairs.
6. Cell phones are collected at the door. A refusal will result in 2 days OSS.
7. Restroom breaks will be taken at the discretion of the supervisor.
8. Students need to bring school work or reading material.
9. Computers are not allowed in Saturday School.
10. Students are expected to have pre-arranged transportation home from ASD.

Transportation is not provided. Students are expected to be picked up within 15 minutes of the end of the ASD. Supervision will not be provided beyond 30 minutes after the ASD.

### **Grounds for Suspension/Expulsion**

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

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

#### **A. Student Misconduct and/or Substantial Disobedience**

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying,

hazing, or other comparable conduct.

3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. EXCEPTION: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
  - a. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  - b. The nature of the disease or medical condition that requires emergency administration of the prescribed medication.
  - c. The student has been instructed in how to self-administer the prescribed medication.
  - d. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks

like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Continuously taking or displaying pictures (digital or otherwise) after being told not to without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.
25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. Engaging in sexual behavior on school property.
  - b. Engaging in sexual harassment of a student or staff member.
  - c. Disobedience of administrative authority.
  - d. Willful absence or tardiness of students.
  - e. Engaging in speech or conduct, including clothing, jewelry or hairstyle that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes.
  - f. Violation of the school corporation's acceptable use of technology policy or rules.
  - g. Violation of the school corporation's administration of medication policy or rules.
  - h. Possessing or using a laser pointer or similar device.
26. Using on school grounds during school hours an electronic device, a cellular

telephone, or any other telecommunication device in a situation not related to a school purpose or educational function. Cell phones are not to be visible, seen, or used in the classrooms during school hours.

27. Any student conduct and/or rule the school building principal, with approval of the superintendent, establishes and gives publication of it to all students and parents in the principal's school building.
28. Excessive/Multiple violations of student handbook rules that results in an interference in the educational process.
29. The accumulation of 10 or more office referrals may result in an expulsion.

## **B. Bullying**

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

## **Union School Corporation Adopted Bullying Policy**

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance;
  - or
  - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the principal's office who has responsibility for all investigations of student mis-conduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the principal's office. This report may be made anonymously.
5. The principal's office shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The principal's office will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of



bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines.

### **C. Possessing A Firearm or a Destructive Device**

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

2. The following devices are considered to be a firearm under this rule:

a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.

b. The frame or receiver of any weapon described above.

c. Any firearm muffler or firearm silencer.

d. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missiles having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.

e. 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.
  - f. 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.
  - g. An antique firearm.
  - h. A rifle or a shotgun, which the owner intends to use solely for sporting, recreational, or cultural purposes.
3. For purposes of this rule, a destructive device is:
    - a. An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
    - b. A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch.
    - c. A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
  4. The penalty for possession of a firearm or a destructive device: suspension of up to ten (10) days and expulsion from school for at least one (1) calendar year, with the return of the student to be at the beginning of the first semester after the one (1) year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
  5. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

#### **D. Possessing a Deadly Weapon**

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

enforcement agency when a student is expelled under this rule.

### **E. Unlawful Activity**

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

### **Suspension Procedure**

The Principal or Assistant Principal (AP) may suspend a student for not more than ten (10) school days. The principal/AP may not suspend a student before the principal affords the student an opportunity for a meeting during which time 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 will be presented.
3. An opportunity for the student to explain his or her conduct.

When misconduct requires immediate removal of a student, the meeting shall commence as soon as reasonably possible after the student's suspension. Following a suspension, the principal shall send a written statement to the parent of the suspended student or present a verbal explanation describing the following:

1. The student's misconduct
2. The action taken by the principal/AP.

Students that are under suspension or expulsion from school are prohibited from school grounds before, during, and after school hours and off school grounds at a school activity, function, or event.

As part of the initial suspension process, parents will need to make arrangements with the principal for missed assignments. The date will be at least one full day in advance to provide teachers with sufficient time to put together those assignments.

- a. Any work provided to the student while on OSS must be turned in upon their return.
- b. Lack of parent pick up does not excuse this policy.
2. Any work not received during OSS is the responsibility of the student to secure from his/her teacher(s). A student is responsible to schedule tests, quizzes and computer-based projects with the teacher to make up and may include an after-school period.
3. Students will have equal to their days out to make up the work. For example, a

student who returns from a three-day suspension on Tuesday will have three days to complete the missed assignments, with work due on Friday.

It is the teacher's discretion as to whether or not they provide the assignments to be done while on OSS or completed upon return.

Under state law, expulsion or two (2) suspensions from school will result in revocation of Indiana Driver's License or Learner's Permit.

### **Search and Seizure**

The school recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion. Reasonable suspicion for a search means reasonable grounds to believe that the search of a particular person, place or thing will lead to the discovery of:

1. Evidence that a student has violated or is violating the student conduct standards contained in the student handbook.
2. Evidence that a student has violated or is violating the law.
3. Anything, which because of its presence presents an immediate danger of physical harm or illness to any person.

The school acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. In the case of a student applying his or her own personal locking device, a duplicate copy of its key, code or combination must be presented to the school office to be kept on file during the course of the school year. Unapproved locks will be removed and destroyed.

The principal, Assistant Principal, School Resource Officer, or a member of the administrative staff designated in writing by the principal, may search lockers, storage areas provided by the school corporation for student use, the contents contained therein, and the inside of any vehicle parked on school property at any time. The school reserves the right not to return items that have been confiscated.

The Union School Corporation has a policy in place that allows for the use of drug dogs to search the premises. If during a search, items are found which are in violation of school policy and/or state law, the source will be investigated and the school will adhere to strict consequences for violations. Parents will be notified if the drug dogs "hit" on their student's locker thus prompting a search of the locker and the contents therein.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including motor vehicles) of a student, without the

student's consent, whenever they have reasonable suspicion to suspect that the search is required to discover evidence of a violation of the law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

Search of a student's personal or intimate personal belongings shall be conducted by, or in the presence of, a person of the student's gender and in the presence of another staff member. A search of a student's personal belongings may include:

1. Searches of the pockets of the student.
2. Searches using a metal detecting device.
3. Searches of any object in the possession of the student, such as a purse or briefcase.
4. A "pat down" of the exterior of the student's clothing.
5. Requiring the student to remove clothing other than a coat or jacket.

At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search.

The measures adopted for any search conducted under this section on school search and seizure shall be reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as is reasonably possible.

The measures adopted for any search and seizure shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the building principal, who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

When school personnel, students, or property are in immediate danger, the principal, or a member of the administrative staff designated in writing by the principal, shall request the assistance of a law enforcement agency or officer to:

1. Search any area of the school premises, any student or any motor vehicle on school premises.
2. Identify or dispose of anything found in the course of a search conducted in accordance with this section.

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

In all other search situations, the person conducting the search may request the assistance of a law enforcement agency or officer.

The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

Anything found in the course of a search conducted in accordance with this search and seizure section that is evidence of a violation of the student conduct standards contained in the student handbook, or which is evidence of a violation of the law, or which by its presence presents an immediate danger of physical harm or illness to any person may, at the administrator's discretion be:

1. Seized and admitted as evidence in any suspension or expulsion preceding it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.
2. Returned to the parent or guardian of the student from whom it was seized.
3. Destroyed if it has no significant value.
4. Turned over to any law enforcement officer.
5. Students refusing to be searched will be considered "guilty by suspicion." Please see the Infraction Guideline for consequences of refusal to be searched. Administration reserves the right to deviate based on unique circumstances of an incident.

## **School Bus Rules**

Bus transportation is provided as a convenience for students. Students are expected to maintain a level of behavior at least equal to that expected of them while at school. Students and parents are reminded that bus transportation to and from school is a privilege and not a legal right. Students that cannot maintain a reasonable level of self-discipline while riding as a passenger on a bus will be disciplined for unacceptable behavior. (1st offense: verbal warning; possible lunch detention and parent contact, 2nd offense: lunch detention/parent contact, and possible bus suspension 3rd offense: 1-3 day bus suspension and phone call by administrator, 4th offense: at least a three-day bus suspension and parent conference with bus driver and principal, 5th offense: loss of bus privileges for remainder of school year).

**NOTE: Administrators have the right to skip steps depending on the severity and nature of the improper behavior.**

School bus drivers are to have control of all students conveyed between the homes of the student, the school and the return home. The driver shall keep order, maintain discipline among the students while on the bus or along the route, shall treat all the students in a civil manner, see that no student is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the students under his/her charge. School bus drivers

shall assure that all student passengers observe the following regulations:

1. Each student shall be seated immediately upon entering the bus. If the driver has assigned seats, the student shall occupy the assigned seat while being transported at all times. Consequences will be imposed to any student refusing to comply with seating assignments given by the bus driver and/or administrator.
2. No students shall stand or move from place to place during the trip.
3. Profane language or indecent conduct shall not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use the hands, feet, or body in any other objectionable manner.
5. Students will not be allowed to litter bus with paper, food, or other debris/objects.
6. Damage to any school corporation property will not be tolerated.
7. Students are not permitted to touch, disrupt, or hinder the view of the bus cameras.
8. Windows or doors will not be opened or closed except by permission of the bus driver.
9. No student shall enter or leave the bus until it has come to a complete stop and the driver has opened the door. Bus drivers reserve the right to refuse a student to enter the bus if that student has an object that could be used as a weapon.
10. The student should be waiting at his/her boarding station when the school bus arrives. In case of emergency causing late arrival by the pupil at his/her station, the school bus driver will be required to wait no longer than three minutes after the scheduled time for arrival at the student's station. If the school bus driver is already three minutes late he/she need not wait at all.
11. The school bus driver shall be responsible for discipline on the school bus just as the teacher is in the classroom. Upon recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to any student who refuses to conduct himself or herself in a gentlemanly or lady-like manner on the bus.

## **Student Driving Rules**

### **Driving is a privilege, not a right.**

Students will be permitted to drive to school if they abide by the following regulations:

1. Students must have a valid Indiana Driver's License.
2. Fill out a registration form for the properly licensed vehicle(s) you intend to drive to school and obtain a parking pass. Vehicles must be licensed for highway use in the State of Indiana. You must have proof of insurance. Have your parents sign the form and return it to the high school office.
3. All student drivers must prominently display their parking pass and park correctly in the proper designated student parking area. Upon arrival to school, students must immediately leave their vehicle and enter the building.
4. Students racing motors, hot-rodding, squealing tires, needlessly honking, rattling windows, speeding, or other reckless behavior will have their driving

privileges suspended.

5. Students are not allowed to be in or around their cars during the school day without written permission from the office.
6. Students will observe all traffic laws.
7. School buses always have the right-of-way.
8. All students are to exit the parking lot at the west drive. Do not drive down Blast-Off Boulevard.
9. Students are not permitted to park along the curb or Blast-Off Boulevard before, during, or after school hours.
10. Any student that drives to school understands and agrees that the school retains the right to submit their vehicle at any time to a legal search and that failure to comply will result in their driving privileges being revoked for the remainder of the school year. Furthermore: The student understands that the school retains the right to suspend and/or revoke driving privileges for any reason deemed to be in the best interest of student and/or the school.
11. Vehicles are not permitted to have representations such as flags, banners, stickers, etc. that might be offensive to other students and/or staff members. The Principal shall have the final discretion to determine whether or not a representation may be offensive to other students and/or staff members.

**Each infraction will be dealt with on a case-by-case basis. Consequences can range from a verbal reprimand to loss of driving privileges for the remainder of the school year.**

### **Driver's License/Learner's Permit**

The Indiana Bureau of Motor Vehicles is prohibited by law from issuing a driver's license or learner's permit to an individual less than eighteen (18) years old who meets any of the following conditions:

1. Is a habitual truant as defined by the local school corporation. (See truancy)
2. Is under at least a second suspension from school for the school year.
3. Is under an expulsion from school.
4. Has withdrawn from school, for a reason other than financial hardship before graduating.
5. A student that has an excessive number of absences (18) will be referred to the BMV for possible driver's license ramifications.

The Indiana Bureau of Motor Vehicles is also required by law to invalidate a driver's license or learner's permit for the reasons listed above.



## Infraction/Action Guidelines

*An infraction chart is presented. The chart includes general guidelines. They are not meant to be all inclusive and the administration reserves the right to deviate based on unique circumstances of an incident. (ISS=In School Suspension, ASD = After School Detention, SS = Saturday School, and OSS = Out of School Suspension)*

VIOLATION:	1st	2nd	3rd	4th & Subsequent Consequences
1. Excessive rude/unacceptable language to school personnel	3-OSS	5-OSS	OSS and/or Expulsion	Expulsion
2. Possession of tobacco, lighter, E-cigarette, vaporizers, etc.	1-OSS and a written citation from the Randolph Co. Police Department	3-OSS and a citation	5-OSS and a citation.	Expulsion
3. Alcohol use, possession or under influence	OSS and/or Expulsion	Expulsion		
4. Drug use, possession or under influence	OSS and/or Expulsion	Expulsion		
5. Possession of drug paraphernalia	OSS and/or Expulsion	Expulsion		
6. Use/Threat with weapon or firearm possession	Expulsion			
7. Fighting/provoking/instigating/physical threat/telling another student to harm/kill themselves	1-OSS	3-OSS	5-OSS and/or Expulsion	Expulsion
8. Threats/Harassment/Ridicule of other students	Parent Conference and an ISS	2-OSS	3-OSS/Notify Authorities	5-OSS and/or Expulsion
9. Threat (physical) to an Employee or Student	1-5 Days ISS or OSS	10 OSS – Recommend expulsion; Contact authorities		
Use of derogatory Language and/or a racial slur	1-OSS	2-OSS	3-OSS	5-OSS
10. Physical Attack on Staff/Student	10 days OSS and possible Expel (Police			

	Called) Recommendation for Immediate Expulsion			
11. Failure / refusal to serve lunch detention	1-ISS	42-ISS	1-OSS	2-OSS
Failure to serve After School Detention (ASD)	1-ISS	2-OSS	3-OSS	3-5 OSS
Failure to serve Saturday School	1-OSS	3-OSS	3-5 OSS	3-5 OSS
12. Failure to Follow Rules/Requests –	1-ISS	2-ISS	3-5 - OSS	OSS and/or Expulsion
13. Leaving class without permission/Out of Area	1 -ISS	2-ISS	2-OSS	3-OSS
Out of assigned area without a signed student planner	Sent back to the classroom	1-ASD	1-SS	1-3-ISS
14. Insubordination /Defiance or disrespect to school personnel.	1-ISS	1-ISS	1-3 OSS	3-5 OSS
15. Driving or parking violation	Verbal Warning & up to one week loss of privileges	Loss of Privileges for one week	Loss of Privileges for nine weeks	Loss of Privileges for Semester
16. Forged Notes	1-ISS	1-ISS	1-OSS	3-OSS
17. Theft	1-ISS	2-OSS	3-OSS/Notify Authorities	OSS and/or Expulsion
18.Vandalism/ Destruction of Property	1-ISS	2-ISS	3-OSS	3-5 OSS
Vandalism/Destruction of property resulting in financial ramifications for the school	5 Days OSS	5-10 Days OSS and possible expulsion		
19. Cheating	Written referral/ Possible failure of assignment	2-LD/ Failure of assignment	1-ISS/ Failure of assignment	1-OSS/ Failure of Class
20. Violation of Dress Code	Change clothing/ Parent Contact	Change clothing/Lunch Detention	Change clothing/2-LD	1-ISS
21. Destructive Devices	5-OSS	OSS and/or Expulsion	Expulsion	
22. Skipping class	1-ISS	2-ISS	1-OSS	3-OSS
23. Profanity/ Inappropriate Language or	Lunch Detention	2 LD	1-SS	1-ISS

Gesture (spoken or written)				
24. Profanity / Abusive Language or Gesture to a School Employee	2 days ISS to 3 days OSS	5 days OSS to expel & poss. class withdrawal	Recommend Expulsion	
25. Refusing to be Searched	2-5 Days OSS to possible expulsion	Recommend Expulsion		
26. Bus Infractions	Warning/ Parent Contact	2 Lunch Detentions	1-day bus suspension	1-week bus suspension
Leaving after school with another student/person without permission from the office	2 LD	1-ISS	1-ISS	2-OSS
27. Inappropriate touching or physical contact	1-ISS	1-OSS	3-OSS	5-OSS and/or expulsion
28. Non-Water Beverages During School Day	Lunch Detention	2- LD	1-ISS	2-ISS
29. Disruptive Behavior	2 Lunch Detentions	1-ISS	2-ISS	2-OSS
30. Truancy from School	1-OSS	3-OSS	OSS/Expulsion	1-3 OSS/ Notify Authorities
31. Deadly Weapons	5-OSS and/or Expulsion	Expulsion		
Possession of a pocket knife – Not self-reported	1-OSS	3-OSS	5-OSS and/or expulsion	5-OSS and/or expulsion
Possession of a pocket knife – self-reported	Confiscate the knife and release to parents only	1-ISS	3-OSS	3-5 OSS
32. Using any object as a projectile	Lunch Detention	2-LD	1-ISS	2-ISS
33. Excessive electronic device use/violation of cell phone use policy	Parent notification – device is released to parents only – 1-LD	Parent notification – 1-ISS	Parent notification – device is released to parents only 1-OSS	3-OSS & Parent notification-electronic device is kept at school until parent/guardian picks up device.
34. Disrespectful Behavior / Failure to comply with staff directive	– 3-LD	1-ISS	2-ISS	2-OSS
35. Defiance (Major)	Up to 10 days OSS and possible expulsion			
Failure to comply with administration directive	1-3-OSS	3-OSS	5-OSS	5-OSS and/or expulsion
Multiple Referrals to the office	10+ Referrals = Possible expulsion			

36. Disruption of Learning (boycotts, etc.)	5 Days OSS	OSS with Recommendation to Expel		
37. Inappropriate Affection (hugging, kissing, etc.)	Warning / Parent contacted	- 2-LD	1 - ISS	2-ISS
38. Touching, disrupting, or disturbing bus cameras	2-day bus suspension	1 Week bus suspension	2 Week bus suspension	Possibility of losing busing privilege
39. Misuse of computer/student device (movies, games, YouTube, installing unapproved software, etc.)	Parent notification — device is given back to student at the end of school. 2-Lunch Detentions	Parent notification— electronic device is kept at school in the HS office 1-ISS	Student loses the use of the computer for 3 weeks.	Student loses the use of the computer for the remainder of the semester/
40. False Reporting/911/Bomb/Fire Alarm	Suspension with Recommendation of Expulsion and Subject to Prosecution under Indiana Law			
41. Unwanted Touching	ISS – Parent Meeting	OSS – Parent Meeting	3 days ISS or OSS	3-5 days ISS/OSS
42. Tampering with a vape detector	ISS – Parent Notification	OSS	3-5 days OSS	5 days OSS – possible expulsion
43. Students disrupting standardized tests (ILEARN, etc.)	1-3 OSS – Parent Notification/Meeting			
Misuse of device to disseminate inappropriate pictures, etc.	3 days OSS – Parent Meeting – Contact law enforcement	3-5 days OSS – Parent Meeting and contact law enforcement	Possible expulsion	

# **GENERAL INFORMATION**

## **Accidents and Illness**

In case you receive an injury, no matter how small, report immediately to the teacher in charge. Permission to leave the building will be given ONLY after reporting to the OFFICE in case of illness or injury.

Minor ailments or injuries may be cared for by general first aid administered at the school. If any question exists, it is the policy of the school to contact the parents, if at all possible, and arrange for the child to be taken home. The parent then arranges for proper medical attention with the family physician.

## **A.D.A.**

Union School Corporation does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The Union School Corporation does not discriminate on the basis of disability in its hiring or employment practices.

For further information, clarification, or complaint please contact the following individual: High School Principal, Union Jr. Sr. High School, 8707 West U.S. Highway 36, Modoc, Indiana 47358.

## **Announcements**

Notice of club meetings, athletic and social events, general information and specific instructions are read via the intercom in each classroom each regular school day near the end of first period. Announcements to be read must be turned into the main office, prior to 8:05 AM, if possible. Lengthy lists of names will not be read. Each announcement must bear the signature of a faculty member. Class interruptions will be kept at a minimum.

## **Appointments to See Staff Members**

The public and parents especially are encouraged to visit school to speak to teachers or administrators. Please call and make an appointment if you would like to see a particular person. Please give at least 24-hour notice, as teachers will not be called from class.

## **Bulletin Boards and Postings**

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

## **Cafeteria Rules and Lunch Procedures**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

Students are to walk to the cafeteria and enter the serving lines. Please observe orderly manners in the lunch line. Cafeteria lines will move with order and efficiency if you are patient and polite in waiting your turn. Anyone caught cutting line will be sent to the rear of the line. Please be courteous to fellow students. Leave your table perfectly clean and return the chair to its proper place under the table. The cafeteria is the only place where you may eat. No food or drink may be taken out of the cafeteria. Students must be quiet and orderly in the hallway adjacent to the cafeteria. Students should enter and exit the cafeteria through the west doors only.

The cafeteria management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in trash containers.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor around your place in a clean condition for others.
4. Glass containers are not permitted in sack lunches.

**After eating, students must either remain in the cafeteria, library or report to the high school gymnasium. Students are not permitted to remain in the hallways, classrooms or commons.**

### **Change of Address**

If a student has a change of name, address, home telephone number or other demographic information, the main office should be notified so that the student's record can be kept up to date.

### **Citizenship**

Public Law 203-1995 mandates *Citizenship Education* in Indiana. According to the Department of Education, the elements of good citizenship are: being honest and truthful; respecting authority; respecting the property of others; doing one's personal best; not stealing; possessing skills necessary to live peaceably in society and not resorting to violence to settle disputes; taking personal responsibility for obligations to family and community for making a living; treating others the way one would want to be treated; respecting the national flag and Constitutions of Indiana and the United States; respecting one's parents, self, and the rights of others to have their own views and religious beliefs.

### **Class Rank**

Class rank will be determined at the end of each semester by the students' cumulative high school GPA. Valedictorian and Salutatorian will be determined at the end of the students' senior year, or eighth semester. In order to be eligible for one of these titles, a student must have been enrolled full-time at Union High School during their entire junior and senior years. It is possible to have co-Valedictorians/Salutatorians if there is a tie for highest GPA.

## College Visitations

Students should schedule college visits during school breaks and holidays whenever possible. The principal can approve juniors or seniors to use two (2) school days per year which will be classified as exempt if documentation is provided on the college letterhead from their admissions office. The school must be notified at least two (2) days in advance of the upcoming visit.

## Convocations

Assemble at convocations as quietly as possible. Students should give the speaker and the program their full attention. If students are not interested in a particular program, students should remain quiet and considerate of those who are interested. Any student that is not following these stipulations may be removed from the convocation. After the program, students should wait until they are dismissed and then leave quietly.

## Drop/Add Policy

Students wishing to drop a class are required to complete a Course Add/Drop form. This form must be submitted to the Guidance Office five school days from the beginning of the semester. The form is available in the Guidance Office or on KissFlow. Band and Choir are year-long courses. Students cannot withdraw from either at the end of the first semester.

## Dances

This section applies to regular school dances only.

1. Any student of Union Junior – Senior High School, who is in good standing, may attend.
2. Any student of Union Junior – Senior High School may bring **one** guest to each dance provided the following procedure is observed.
  - a. The guest must be currently enrolled at a junior and/or senior high school or must be a one year removed alumnus of Union High School. No one over the age of 20 shall be permitted as a guest.
  - b. The student requesting to bring a guest who is currently enrolled at a junior and/or senior high school or an alumnus of Union High School must complete the appropriate form and return it to the Principal by the deadline indicated on the form.
  - c. The Principal of the junior and/or senior high school where the guest is currently enrolled must sign the form. The signature verifies that the student is in good standing.
  - d. Any guest over the age of 18 will be required to submit to a limited criminal history check at no cost to the student or guest. The birth date and signature of the alumnus is required in order for this check to be completed by the administration.

- e. It is understood that all rules of Union Junior – Senior High School apply to school dances and social functions. Students of Union Junior – Senior High School will take full responsibility to inform and ensure the compliance of their guest to these rules. The guest must always have photo identification in his/her possession.
  - f. The Administration of Union Junior – Senior High School reserves the right to prohibit any guest from attending.
- 3. Once admitted to the dance, students and/or their guests may not leave the dance and then return.
  - 4. All dances will be chaperoned by, faculty, parents that have passed a limited criminal history check, and law enforcement officers.

### **Disclosure of Student List/ Military Access to Student Information**

The Board of School Trustees of the Union School Corporation in order to maintain the privacy of its students prohibits the disclosure of any student list to any commercial organization, which intends to use the list for commercial purposes. "Student list" is defined as a list containing the names and addresses of any or all students currently or formally enrolled in the school corporation. "Commercial organization" does not include any of the "armed forces of the United States" as defined by state law. "Commercial purpose" is defined as any activity, which is an attempt to solicit business or profit. The Superintendent shall establish a procedure to be followed by all corporation employees when a request for a student list is made by a commercial organization.

Indiana law requires a high school to provide access to student directory information to recruiting representatives of the military services. Military services include the U.S. Air Force, the U.S. Army, the U.S. Coast Guard, the U.S. Marine Corps, the U.S. Navy, and any reserve component of these military forces, any service academy of these military forces, the Indiana Air National Guard, and the Indiana Army National Guard. Student directory information for purposes of this requirement is the student's name, address, and listed or published telephone number. A parent or student has the option to restrict the release of such information to the military services recruiting representatives upon written request to the high school principal at the end of the student's sophomore year in high school.



## **Enrollment Policy**

New students enrolling at Union Junior – Senior High School are required to enroll with their parents or legal guardian. When enrolling, the parents will need the following:

1. A birth certificate
2. Proof of residency
3. Legal custody papers (if appropriate)
4. To be in good standing at previous school attended.
5. Immunization record

Students must enroll within the first two weeks of either semester or show proof of withdrawal within the past week from their previous school.

## **EQUAL ACCESS FOR NON-CORPORATION SPONSORED, STUDENT CLUBS AND ACTIVITIES**

The School Board will not permit the use of school facilities by non-corporation-sponsored student clubs and activities or Corporation-sponsored, extra-curricular clubs and activities during instructional hours. During non-instructional time, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

An application for permission for non-corporation sponsored student clubs and activities to meet on school premises shall be made to the principal, who shall grant permission provided that s/he determines that:

- A. the activity has been initiated by students;
- B. attendance at the meeting is voluntary;
- C. no agent or employee of the Corporation will promote, lead, or participate in the meeting;
- D. the meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
- E. non-school persons do not direct, conduct, control, or regularly attend the activity.

A student initiated group granted permission to meet on school premises shall be provided the same rights and access and shall be subject to the same administrative guidelines that govern the meetings of student organizations sponsored by this Board, except as provided by this policy. Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's race, color, creed, religion, gender, national origin, disability, or social or economic status.

The Board will not permit the organization of a fraternity, sorority, or secret society. A student initiated meeting may be attended by no more than two (2) outside resource people.

The Superintendent may exclude nonstudents from directing, controlling, or attending any such meetings of students.

A professional staff member may be assigned to attend a student initiated meeting in a custodial capacity but shall not participate in the activity. No professional staff member shall be compelled to attend a student-initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

The principal may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and staff members.

Equal Access Act of 1984, 20 U.S.C. 4071 et seq.

Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et

seq. Civil Rights Act of 1964, 42 U.S.C. 2000e

### **Equal Opportunity**

Union School Corporation has a policy of providing equal opportunity. All courses are open to all students regardless of race, religion, color, sex, disability, national origin or ancestry, including limited English proficiency.

Educational services, programs, instruction, and facilities will not be denied to anyone in the Union School Corporation as the result of his or her race, religion, color, sex, disability, national origin or ancestry, including limited English proficiency. For further information, clarification, or complaint please contact the following individual: High School Principal, Union Jr. Sr. High School, 8707 West U.S. Highway 36, Modoc, Indiana 47358.

### **Extra-Curricular Events and Student Transportation**

Students are expected to have pre-arranged transportation before and after extra-curricular events, and all students are expected to be picked up within 15 minutes of the end of the event. Supervision will not be provided beyond 30 minutes before or after an activity.

Any time an extra-curricular group, athletics, or club event requires transportation, involved students are to be transported both to and from the event by school approved transportation and are not to ride in any other manner than specified by sponsors.

When the need arises for a student to ride with a parent or guardian, the parent or guardian must make prior written arrangements and obtain prior permission from the coach, sponsor, athletic director, or principal. Parent/Guardian must sign the "Transportation Waiver" for each event that the student-athlete plans to ride with the parent. Failure to do so may result in the student-athlete being unable to attend the next away event.

Student athletes should read the section "Athletic Trips" for further information.

## **Family Educational Rights and Privacy Act (FERPA)**

1. The act concerns student records of both elementary and secondary schools.
2. The parents' right under this act extends until the student is 18 years of age, or is enrolled in a post-high school institution; thereafter, only the student himself may exercise the rights.
3. Parents have a right to examine their child's records at reasonable times.
4. The parent has a right to have a record corrected if it is inaccurate, misleading or is otherwise in violation of the privacy or other rights of students.
5. A record must be kept with each student records showing who examined it, the date on which it was examined, and the purpose of the examination.
6. Certain persons may examine student records without a parent's consent. These include school officials, including teachers who have legitimate educational interests; officials of other schools or school systems where a transfer is made; and certain representatives of the state and federal government with various limitations.
7. Any person may receive the records, if the parents execute a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case if requested. The parent may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
8. A copy may also be furnished pursuant to a court order or subpoena, but only if the parents are given advance notice.

A grievance procedure does exist should violations of the above act occur.

## **Field Trips**

It is recognized that learning can also take place outside of the classroom and that field trips for instructional purposes are sometimes necessary to the educational process of a student. However, it is sometimes in the best interest to the student to have that student remain in the classroom during the time of the scheduled field trip in order to receive necessary instruction from his/her other classroom teachers. Therefore, students will not be allowed to participate in field trips if they will miss vital instructional time in other classes. This decision will be made upon the recommendation of the faculty members who would experience the absence of that student if he/she were to be removed from class for a field trip. Additionally, the administration and the sponsor of the field trip reserve the right to prevent any student from attending for disciplinary or academic reasons. Students who habitually create problems on field trips may be denied further opportunities to attend.

Students who are not prohibited from attending a field trip as prescribed above are expected to attend the field trip unless prior arrangements are made with the school by a parent or legal guardian at least 24 hours in advance of the field trip.

Field trips are an extension of the school; therefore, all school rules still apply.

## **Fire and Emergency Drills**

Fire, man-made occurrence, security, and tornado drills are conducted periodically, according to state regulations. A list of general instructions follows, but students should follow the rules for safety and drill procedure that are posted in each room and familiarize themselves with the drill route in their classrooms.

Fire/Emergency drills are conducted once a month. When the fire alarm sounds, students are to wait for the direction of the teacher. If the teacher prompts the students to exit the building, students should leave the room quickly and quietly and go to the exit that has been designated on the sign posted in each classroom. Upon leaving the building, students are to move away from the building, remain there until the “all clear” is given, then proceed directly back to their classrooms. Due to the serious nature of fire drills, students who are in any way disruptive or non-compliant will be subject to strict disciplinary action. Each drill shall be treated as an actual emergency situation.

## **Guidance Department**

Students are most welcome and encouraged to come to the guidance office to talk with the counselor about any area of concern, whether it is vocational, educational, or personal. Students are asked to come to the counselor’s office during their free time.

The Guidance Department is organized to assist our students in developing self-awareness and self-direction. They will help devise strategies for educational or career planning and accepting responsibilities for decisions. The Guidance Department is also organized to assist the school. These services include: scheduling of students, staff consultation, parent contact, program planning and management, public relations, record keeping, and institutional contact.

**The Union guidance department is responsible for providing a variety of services to students:**

- |   |   |
|---|---|
| 1. Career Information                   | 12. Class Rank                                |
| 2. Work Permits                         | 13. Grade Average                             |
| 3. Transcripts                          | 14. Military Information                      |
| 4. College Entrance Testing (SAT)       | 15. Vocational Aptitude Testing               |
| 5. Scholarship Information              | 16. Information on College                    |
| 6. College Applications                 | 17. Help Processing All Kinds of Applications |
| 7. Finance Report Forms for Scholarship | 18. Correspondence Study                      |
| 8. Permanent Records of Each Student    | 19. Financial Aid Information                 |
| 9. Personal Counseling                  | 20. Enrollment of New Students                |
| 10. Special Kinds of Testing            | 21. Withdrawal from School                    |
| 11. Student Schedules                   | 22. Transfers                                 |

## **Gymnasium Floor**

Students and teachers are requested not to walk across the gymnasium floor. Students are never allowed on the gym floor with anything but gym-appropriate shoes. Boots are not considered gym-appropriate. Students should not be in either gymnasium without proper supervision from a faculty/staff member.

## **ECA Waiver Requirement**

As part of Indiana state code, a student who does not pass all or any part of the ECA will be **REQUIRED** to participate in skill remediation and academic support opportunities offered at Union Jr. Sr. High School or New Castle Area Career Programs, as defined by the faculty and administration. The waiver requirements are:

Indiana's graduation examination requirement can be met in three ways:

1. Pass the graduation exam (Algebra I and English 10 ECAs for graduating classes of 2012 through 2018; or Grade 10 ISTEP+ starting with the graduating class of 2019);
2. Fulfill the requirements of the Evidence-based waiver; or
3. Fulfill the requirements of the Work Readiness waiver.

(IC 20-32-4-4)

Students who are unsuccessful in passing the graduation exam by the end of their senior year may be eligible for one of two state waivers by:

1. Fulfilling the requirements of the Evidence-based Waiver:
  - Take the graduation examination in each subject area in which the student did not achieve a passing score at least one time each year after the school year in which the student first took the examination.
  - Complete help sessions offered each year by the school in preparation for the graduation examination retest opportunities.
  - Maintain a school attendance rate of 95% or better over the course of the high school experience (excused absences are not counted against a student's attendance rate).
  - Maintain a grade point average of "C" or better in the courses required for graduation (a total of 34 credits – see attached list).
  - Satisfy local graduation requirements. Note that students with IEPs are not required to meet requirements beyond state requirements (effective 2016).
  - Obtain a written recommendation from a teacher of the student in the subject area(s) not passed. The recommendation must provide documentation that the academic standards have been met, either through other tests or classroom work, be aligned with the governing body's relevant policy and must be agreed upon by the principal.
2. Fulfilling the requirements of the Work Readiness Waiver:

- Take the graduation examination in each subject area in which the student did not achieve a passing score at least one time each year after the school year in which the student first took the examination.
- Complete help sessions offered each year by the school in preparation for the graduation examination retest opportunities.
- Maintain a school attendance rate of 95% or better over the course of the high school experience (excused absences are not counted against a student's attendance rate).
- Maintain a grade point average of "C" or better in the courses required for graduation (a total of 34 credits – see attached list).
- Satisfy local graduation requirements. Note that students with IEPs are not required to meet requirements beyond state requirements (effective 2016).
- Complete all of the following:
  - o Meet the course and credit requirements for a General Diploma (including the career academic sequence);
  - o Complete a workforce readiness assessment; and
  - o Complete at least one industry certification from the state board's approved industry certification list. \* \*Starting with students who entered high school during the 2013-14 school year (class of 2017), the requirement to complete a career exploration internship, cooperative education course OR earn a workforce credential was replaced with, "complete at least one industry certification from the state board's approved industry certification list".

### **Honor Roll**

All grades earned will count toward the Honor Roll. There will be two honor rolls: an all "A" Honor Roll of all A's, and an "A-B" Honor Roll of all A's and B's

### **Insurance**

The school offers student accident insurance through the cooperation of a state approved insurance company. The nominal cost provides coverage in case of accidents while a student is going home or coming to school as well as during the entire school day. It also covers sports activities. Students are encouraged to carry this insurance if possible. All inter-scholastic athletes, cheerleaders, and managers are recommended to carry insurance or must sign an Insurance Waiver Form.

### **Learning Lunch**

See the "Tutoring" section.

## Lockers

Students are reminded that lockers are the property of Union School Corporation. Students are expected to treat their assigned lockers with the same or a higher degree of respect and good care, as they would treat their own personal possessions. Students should not store valuables in their lockers. Students may not attach anything to the outside of the lockers. All posted items must be on the section above the lockers and only from school-sponsored and approved groups unless otherwise approved by the Principal. Items posted inside of the locker must meet the criteria set forth for the student dress code (e.g. no pin-ups, etc.)

## Lost and Found

Articles that are found should be turned in at the office. Anyone losing articles should inquire about them in the school office. Lost and found articles may also be stored in the hallway on tables accessible to students.

## Medication

If at all possible, try to avoid sending medication to school. However, students with specific healthcare needs should submit those needs in writing to the school nurse's office. Pursuant to IC 20-34-3-18, the school does not provide any medication to students. If your child needs over-the-counter medication, such as Tylenol or ibuprofen, it must be brought to school by parents in the original container, not baggies or envelopes, with a signed permission slip by the parent or guardian that contains directions how the medication should be dispensed to the student. ***Herbs and dietary supplements are not medications and will not be dispensed by the school.***

Medical permission forms are available in the office. No medication will be allowed to travel with students; it will be the parent's responsibility to send and pick up medication at school. Students possessing any medication will be subject to the school's drug policy (see Grounds for Suspension/Expulsion).

Students with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if all of the following requirements are met per state statute:

The student's parent has filed a written physician authorization with the principal for the student to possess and self-administer the medication. The authorization must be filed annually with the principal and the physician's statement must include:

- A. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
- B. The student has been instructed in how to self-administer the medication.
- C. The nature of the disease or medical condition that requires emergency administration of the medication.

## **School Immunization Requirements**

Refer to nurse's office for details.

### **National Honor Society**

Upon completion of the third semester of high school, any student who has a B+ (or its numerical equivalent) GPA is scholastically eligible for membership. Juniors or seniors who are scholastically eligible will also be invited to apply as well, but note that GPA's will be checked only upon completion of the first semester of each school year. At that time, eligible students will be invited to complete a student activity form and secure five teacher recommendations. A faculty council will then review the applications and determine whether or not the student has met the necessary requirements of scholarship, leadership, character, and service. Students can be removed from NHS for disciplinary reasons and/or if their GPA drops below the requirement.

### **Nurse**

Students with a need to see the school nurse must first report to the high school office and obtain clearance before reporting to the nurse's office. Unless accommodations have been made with the Nurse, students are not permitted to go to the Clinic without first obtaining permission from the high school office. Student **MUST** have a pass from the high school office in order to see the Nurse.

If the nurse is not there, the student is to report to the principal's office for instructions. Students may not leave school, without first reporting to the principal's office. Students who leave without permission will be considered truant. The parents/guardians will be contacted before a student is allowed to leave the school. Students who sit in the restroom during a period will be classified as truant from class. If a student is ill and unable to get to the office, the teacher should call the office for immediate help.

All students must have immunization records and an emergency medical authorization form completed, signed by a parent or guardian, and filed in the school nurse's office. A student will be excluded from field trips and may be excluded from school until this requirement has been fulfilled. The emergency medical authorization form will be distributed annually to parents and guardians upon school registration. In the event emergency medical treatment is necessary, the corporation will adhere to the instructions on the authorization form.



## Online Students

- The online school attendance policy, in accordance with the IDOE, is that students will be withdrawn from the program when they accumulate a total of 10 (unexcused) absences. Attendance will be taken based on logins, time working in the program, and completion of work.
- Attendance for the online program should be handled the same as “in-building” attendance. If a student is unable to attend class connects, and/or login to the program, a parent/guardian must contact the school. Failure to do so will result in an unexcused absence. Habitual absenteeism may result in the requirement of the student to be in-building or to be removed from the online program.
- Online students are eligible for vocational courses.
- In order for an online student to participate in athletics they must live in-district and attend at least one class period per day at the High School.
- Online students will receive semester grades as opposed to the quarterly grades given to students in-building. A quarterly progress report will determine eligibility for athletics on each athletic certification date.
- If a student is failing a course, they should receive notification from the school (letter or automated phone call) indicating this lack of progress. The student’s progress will be monitored to determine if they are progressing toward a passing grade. If after two weeks the student’s grade is still failing, that student will be required to be in building for a partial day or an entire day, unless this student has been moved to the online program by the principal.
- Students that do not comply with the requirement to be in-building for a period of time, due to lack of progress in the online program, can be removed from the online program completely
- Online students in grade levels that are testing will be required to be in-building for ALL standardized tests. Those that do not show for testing on designated days will be removed from the program.
- Online students will have a hybrid calendar. The Union School Corporation Master Calendar may vary slightly from the online program calendar. Online students may be required to attend their courses and complete work during breaks.
- Online students that do not attend any “in-building classes” and/or that do not report to the school building on a daily basis should follow the INDLS Master Calendar.
- Online students that do attend classes in-building, and/or participate in athletics, will follow the Union Master Calendar. In the case that INDLS (online classes) are in-session but Union is not, students are still responsible for work in their online course(s) during this time period, but these students are NOT required to attend live class connects.
- New students to the online program will be required to attend class connects.
- Students that have already been enrolled in our online program will be required to attend class connects if they are not completing assignments, failing a course, and/or

not progressing through the online program.

- A valid parent **email and phone** number must be provided to the school. If the school does not have a working email and phone number for the parents, the student may be withdrawn from the online program.
- Changes to email addresses and phone numbers must be provided to the school, otherwise the student may be withdrawn from the online program.
- Students enrolled in Credit Recovery (Edmentum) are required to spend a minimum of 2.5 hours per day working in the program. If not, the student may be removed from the program.
- **Students needing to take credit recovery as a result of failing an in-building course must have completed 75% of the course work for the aforementioned failed course before having the option for credit recovery.**
- **Any senior that enrolls online beginning 2<sup>nd</sup> semester will first be enrolled in the Alternative School. Students that meet the requirements of the online program and are progressing through the program will be transitioned to Union Jr./Sr. High School at the completion of the third nine weeks.**
- **Prior to beginning online courses, students and parents will need to “sign-off” that they have received the online program policies and procedures.**

### **Screening for Lice**

Students will not be allowed to attend school when lice (live bugs) are present. Even though head lice do not carry any disease nor does their presence mean that a child has not been kept clean, it is a communicable condition that is easily spread among students. The presence of lice requires that the student remain at home. Students are not to return to school until they have received treatment and all lice have been removed from the child and there is a substantial reduction in nits. The student must be brought in by the parent to be checked by the school nurse before returning to class.

Screening for head lice in elementary school will be done on a routine basis and as needed when a student is detected with either nits or lice. Parents/guardians will be notified of the presence of head lice pursuant to procedures established by the superintendent.

### **Hall Pass**

Since student participation in academic instruction is vital to success in school, no student is permitted in the halls during class time without a signed student planner. For all student-initiated requests, the student must carry a teacher-written note. Students who are away from their assigned area without a proper pass are subject to the truancy policy and/or will be sent back to the classroom for the required hall pass/student planner.

## Prom

This section applies to the Prom only and not to any other school dances.

1. Any Union High School junior or senior, who is in good standing, may attend.
2. Any Union High School junior or senior, who is planning to have a date accompany them to the prom must declare who their date is prior the day of prom. At this point, the declaration cannot be changed to have a new, different, person accompany them.
3. Any Union High School junior or senior may bring **one** guest to the prom provided the following procedure is observed.
  - a. The student requesting to bring a guest must complete the appropriate form and return it to the Principal by the deadline indicated on the form.
  - b. If the guest is currently enrolled at a senior high school the Principal of the senior high school where the guest is currently enrolled must sign the form. The signature verifies that the student is in good standing.
  - c. Any guest over the age of 18 will be required to submit to a limited criminal history check at no cost to the student or guest. The birth date and signature of the guest is required on the form in order for this check to be completed by the administration.
  - d. The maximum age for individuals attending the prom is 20 and must be no more than one year removed from high school graduation.
  - e. Junior High students will not be permitted to attend the Prom.
  - f. It is understood that all rules of Union High School apply to the prom and social functions. Students of Union High School will take full responsibility to inform and ensure the compliance of their guest to these rules. The guest must always have photo identification in his/her possession.
  - g. A student that has acquired 18+ absences and/or 10+ unexcused absences may not be permitted to attend Prom.
  - h. The Administration of Union High School reserves the right to prohibit any guest from attending.
4. Once admitted to the prom, students and/or guests may not leave the prom and then return.
5. The prom will be chaperoned by faculty, parents that pass a limited criminal history check, and law enforcement officers.

## Retaking Classes Already Passed

Any student may choose to retake a class for a higher grade in the areas of English, Foreign Language, Math, Science or Social Studies. The transcript will always show the original class and first grade to show that this class was retaken. However, only the higher grade will be counted in figuring the overall grade point average. The lower grade will not. It is the responsibility of the student to work with his/her counselor when wanting to retake any class. Due to the law, credit for most classes can only be earned one time, so the higher grade earned will be awarded the credit. A student may not repeat a lower level class after moving on to the next level in the same sequence of courses. All retakes must be taken at Union high School.

## Retention Policy

The school has the right to retain or assign any student when the following criteria are met:

1. The principal, working with the teachers and other professional staff members, shall determine the progress of the student. Such determination shall be based on the student's academic, physical, social, and emotional growth.
2. When considering the promotion, retention, or assignment of any student, the welfare of the individual student will be of prime importance, and each case will be considered on its own merits.
3. The principal, teachers, and other members of the professional staff will work cooperatively with the parents in an attempt to place the student where they will have the greatest opportunity to develop their potential.
4. Parental agreement and cooperation is highly desirable but is not a prerequisite.
5. The principal will make the final decision to retain or promote the student.

## School Closing Information

IN THE EVENT OF SEVERELY INCLEMENT WEATHER OR MECHANICAL BREAKDOWN, SCHOOL MAY BE CLOSED OR STARTING TIME DELAYED.

The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over the following radio and television stations. In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed. Also, it may be necessary to sometimes dismiss school early for similar reasons. In the event that school is closed students will be required to complete an E Learning assignment for each of their classes. Students will have one week to complete this assignment. Resources such as time and internet usage will be made available to the students in the days following the school closing.

WLBC 104.1 FM  
WTHR  
FOX59

WRTV6  
WISHTV

If no report is heard, it can be assumed that school will be in session. **Please do not call the school.** Telephone lines must be kept open for emergencies.

## School Spirit

The symbol for U.H.S is a Rocket. The school colors are royal blue and gold. Those who participate in any contest should wear these colors with pride. Show your enthusiasm and spirit by supporting all of your school's activities and team's efforts. You are encouraged to wear clothing in our school's colors to all events. Clothing worn in support of our teams should be in good taste and shall not detract attention from our athletes. Loud, garish outfits and clothing that reflect poorly upon the school community and the individual

student shall not be tolerated. When in attendance at a contest, you should be a loyal fan to our team - cheer them to victory, glory and honor. When our school song is played you should stand and raise your voices loudly with our proud refrain.

### **Smoke-Free Policy**

The school board recognizes that the use of tobacco presents a health hazard, which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the board. For the purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, vape (Juul) or any other matter or substance that contains tobacco.

In order to protect students and staff who choose not to use tobacco from the environment noxious to them, the Board prohibits the use of tobacco in school buildings, on school grounds, on school vehicles, or at any school-related event except in areas outside of a school building designated by the building principal or the superintendent.

### **Student Employment**

The school faculty and administration believe that attendance at school should occupy a student's full attention and should take precedence over non-school-related employment.

If a student must work while attending school, he/she should receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with school studies and activities. The office will assist students in securing the necessary work permit forms as required by Indiana law.

Student employment comes second to required school activities. **Students must accept the responsibility to keep work schedules from conflicting with homework, school hours, necessary sleep, and required extra-curricular events if the student is a participating member.** Employers are willing to work with a student's schedule, provided that the student keeps the employer aware of his/her school obligations. A student should be cautious of becoming involved in too many activities if he/she also desires concurrent employment.

A work schedule will not be considered as a valid excuse for neglect of schoolwork, responsibilities, and/or lack of school attendance.

**Please note that state law allows work permits to be revoked by the guidance counselor when the situation warrants such action.**

## STUDENT FUNDRAISING

The School Board acknowledges that the solicitation of funds by or from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fund-raising" shall include the solicitation and collection of money by or from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities. The Board will permit student fund-raising by students in school, on school property, or at any school-sponsored event only when the profit there from is to be used for school purposes or for an activity connected with the schools.

Fund-raising by approved school organizations, those whose funds are managed by the Corporation, may be permitted in school by the principal. Such fund-raising off school grounds may be permitted by the Superintendent.

Fund-raising by students on behalf of school-related organizations whose funds are not managed by the Corporation may be permitted on school grounds by the Superintendent.

Prior to the onset of any fundraising activity, the organization (sport, club, classroom, etc.) must have worked the concession stand four times at athletic events.

*In compliance with I.C. 4-32-9-34, no student under the age of eighteen (18) may play, participate in, or sell tickets for any of the following types of fund-raising events - bingo games, charity game nights, raffles, door prizes, fund-raising festivals, activities related to pull tabs, punch-boards, tip-boards, and the like.*

All other fund-raising shall be done in accordance with Board Policy 9700.

The Superintendent shall establish administrative guidelines for the solicitation of funds which shall:

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. limit the kind and amount of advertising for solicitation;
- D. ensure proper distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded;
- E. ensure proper supervision of students during such activity.

The Superintendent shall distribute this policy and the guidelines which implement it to each organization granted permission to solicit funds.

## **Student Government**

The school acknowledges the importance of offering students the opportunity to participate in self-government within the establishment of the school. Students shall have the right to organize and conduct meetings, elect officers and representatives, and petition the school.

Each class in grades seven through twelve shall elect a slate of officers annually. These positions shall be: President, Vice-President, Secretary, and Treasurer. Two faculty advisors will be assigned to guide and assist each class in its organization.

In addition to the class officers, each class shall elect annually four (4) individuals to the Student Council. The school will recognize the Student Council as the official voice of the student body for students in grades seven through twelve and for the purpose of:

1. Giving students practical experience in organizing, planning and affecting outcomes.
2. Developing student leadership; and
3. Providing a learning experience in democratic decision-making.

The Principal reserves the right to remove a student from Student-Government, or positions held within the Student Government, for disciplinary reasons.

## **Surveys**

No student shall be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction without the prior written consent of the student's parent or guardian that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning:

1. Political affiliations;
2. Religious beliefs or practices;
3. Mental or psychological conditions that may embarrass the student or the student's family;
4. Sexual behavior or attitudes;
5. Illegal, antisocial, self-incriminating, or demeaning behavior;
6. Critical appraisals of other individuals with whom the student has a close family relationship;
7. Legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician; or
8. Income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program.) Legal Reference: IC 20-10.1-4-15

## **Teacher Helpers**

The Junior – Senior High School principal, prior to placement, must approve all cadet teachers, teacher helpers, library workers, and office workers. Initial placement will be based on student's previous academic performance and citizenship. Citizenship is not limited to school behavior, but behavior in the community as well. Continuation in

placement is subject to review by the building level principal at any time. Severe disciplinary offenses will result in immediate removal from placement for the remainder of the semester and/or school year. Cadet teachers will wear badges with their name, class period, and the name of the teacher/staff member they are working with. Cadet teachers will be evaluated by their supervising teacher.

### **Telephones**

1. School telephones are for school business only.
2. Students may use the school telephone only in case of emergencies.
3. Students will not be called from class, between class, or lunch for a phone call, unless it is an emergency.
4. Students are reminded that possessing or using on school grounds during school hours an electronic device, a cellular phone, or any other telecommunication device in a situation not related to a school purpose or educational function is grounds for disciplinary action.

### **Title IX**

It is the policy of the Union School Corporation not to discriminate on the basis of sex in the educational programs or activities, which it operates. The corporation is required by Title IX of the Education Amendments of 1972 and the implementing regulations not to discriminate on the basis of sex. This requirement not to discriminate extends to employment by the corporation.

For further information, clarification, or complaint please contact the following individual: High School Principal, Union Jr. Sr. High School, 8707 West U.S. Highway 36, Modoc, Indiana 47358.

### **Title One Information**

#### **TITLE 1 FORMAL COMPLAINT POLICY**

Complaints against schools should be referred to:

**Mr. Ryan Chiddister**  
**Union Jr. Sr. High School Principal**  
**8707 W US Hwy 36 S**  
**Modoc, IN 47358**  
**rchiddister@usc.k12.in.us**  
**765-853-5481 x 3001**

1. **Notice to School** – The Title 1 Coordinator will notify the school Superintendent that a complaint has been received. A copy of the complaint will be given to the Superintendent and Principal with directions given for the Principal to respond.
2. **Investigation** – After receiving the Principal's response, the Title 1 Coordinator, along



with the Superintendent, will determine whether further investigation is necessary. If necessary, the Title 1 Coordinator and the Superintendent may do an onsite investigation at the school.

3. **Opportunity to Present Evidence** – The Title 1 Coordinator may provide for the complainant and the Principal to present evidence. 17
4. **Report and Recommended Resolution** – Once the Title 1 Coordinator has completed the investigation and the taking of evidence, a report will be prepared with a recommendation for resolving the complaint. The report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution and the reasons for the recommendation. Copies of the report will be issued to all parties involved. The recommended resolution will become effective upon issuance of the report.
5. **Follow up** – The Title 1 Coordinator and the Superintendent will ensure that the resolution of the complaint is implemented.
6. **Time Limit** – The period between the Title 1 Coordinator receiving the complaint and resolution of the complaint shall not exceed sixty (60) calendar days.
7. **Right to Appeal** – Either party may appeal the final resolution to the Department of Education.

#### **TITLE 1 PARENTS: RIGHT TO KNOW**

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from Union School Corporation to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information. If you have questions or concerns, please feel free to contact the school principal at Union Elementary School (765- 853-5481) and/or Union Jr. Sr. High School (765-853-5421).

**SCHOOL-HOME COMPACT FOR A SAFE EFFECTIVE SCHOOL  
UNION JR. SR. HIGH SCHOOL**

*Students are to:*

1. show respect to staff and other students.
2. use complete sentences in writing and speaking.
3. become an active learner and use his/her mind well.
4. learn to cooperate with others.
5. actively participate in and support school programs and activities.
6. do his/her personal best.
7. attend school regularly.
8. follow the life-long guidelines and life skills.
9. read nightly.
10. follow school procedures.
11. ask questions when he/she does understand.
12. complete the daily assignment book or sheet.
13. be accountable for academic results.

*Parents are to:*

1. show respect to school staff.
2. set high, yet reasonable, expectations for your child's work and behavior at school.
3. support the school by expecting the child to reach grade level standards.
4. read nightly with your child.
5. monitor your child's activities and associations to ensure a wholesome lifestyle.
6. discuss and sign the daily assignment book/sheet, report cards, and other progress reports, and return them to school when requested.
7. communicate frequently with the teacher by attending conferences, and volunteering.
8. limit television time.
9. be responsible for your child's attendance.
10. make homework a priority.

*Teachers are to:*

1. treat students and parents with respect.
2. be accountable for academic results by regularly assessing student progress on the Indiana Standards.
3. communicate these results with the student and parent.

4. work in grade level and multiple level teams to ensure alignment of curriculum and maintain high standards.
5. report assessment and benchmark results to parents and students.
6. use parent volunteers.

*Administrators are to:*

1. show respect to staff, parents and students.
2. provide leadership to all areas of schooling.
3. be responsible for the school climate.
4. maintain a safe and orderly learning environment.
5. help students, parents and teachers maintain high standards.
6. communicate about curriculum, teaching and learning.
7. mobilize and utilize community resources and agencies to further the mission of the school.
8. welcome parents and community members in the school.

### **Tobacco Use on Campus**

The use of all tobacco products which includes cigarettes, cigars, pipes, snuff, chewing tobacco, E-Cigarette, vaporizers, or any other form of tobacco product is prohibited on school property. It is a violation of Indiana Code for a minor to be in possession of tobacco products according to, which reads as follows:

#### **IC 35-46-1-10.5**

##### **Purchase, acceptance, or possession of tobacco; defenses**

Sec. 10.5. (a) A person less than eighteen (18) years of age who:

- (1) purchases tobacco;
- (2) accepts tobacco for personal use; or
- (3) possesses tobacco on his person; commits a Class C infraction

*Tobacco products are prohibited for students of all ages and consequences will be assigned in accordance with Indiana code and Union Jr. Sr. High School policy.*

### **Tornado Drills**

Tornado drills are conducted at least once per semester (as of July 1, 2007). A signal different from that of the fire drill, such as a verbal announcement, will be sounded for tornado drills. Students will be assigned to a designated area within the building. A sign posted in each classroom will direct students to that area. Please move quickly and quietly to the area assigned and listen for further instructions. Due to the serious nature of tornado drills, students who are in any way disruptive or non-compliant will be subject to strict disciplinary action. Each drill shall be treated as an actual emergency situation.

## **Transfers and Withdrawals**

Each student who is transferring to another school or who is withdrawing should report to the guidance office to receive a withdrawal clearance form at least 2 days prior to withdrawal. No refund of fees or release of grades can be given until the pupil has completed this form and all rental books, materials, computers, library books, and other obligations have been met. Transcripts will be sent to the school where you are transferring upon request from that school.

## **Tutoring (Learning Lunch)**

**Learning Lunch is for students who did not complete their assignment, homework, or that are failing a class.**

- Students assigned to Learning Lunch will report to the designated room and are required to work on all missing assignments for the entire lunch hour.
- The principal (or designee) may also assign students to Learning Lunch who are failing a class to help that student get back on track.
- For purposes of having to attend Learning Lunch for a failing grade, the student is exempt from Learning Lunch when the teacher provides confirmation that the student is no longer failing their course.
- A teacher can assign a student for Learning Lunch to make up any missing work or to rework non-satisfactory assignments. Teachers are expected to include the assignment that is missing and a copy of the work to be completed in the write-up.
- It is not the Learning Lunch supervisor's responsibility to track down the work.
- Students are to report to the designated room with necessary materials.
- Students going to Learning Lunch will be released for lunch a few minutes early, should get their lunch, and take it to the designated Learning Lunch room to eat and complete their work.
- Learning Lunch trumps all other activities during lunch. The Principal has the discretion to override this policy.
- **Please see the Infraction Guideline on page 43 for information pertaining to students who fail or refuse to attend Learning Lunch.**

## **Valedictorian**

In order to be considered as Valedictorian a student must be enrolled at Union School Corporation for the entirety of their senior year. Additionally, the Valedictorian must be enrolled at Union School Corporation for at least two full years of High School.

## Visitors

Union Junior – Senior High School welcomes visitors to the school. However, due to the complexity of a school operation, there are rules and guidelines to be followed. **ALL VISITORS TO UNION JUNIOR – SENIOR HIGH SCHOOL MUST REPORT TO THE HIGH SCHOOL OFFICE.** Visitors must have permission from the high school principal to walk through the hallways or go to classrooms, or they will be asked to leave. Students may not have visitors at school as this practice interferes with regular classroom work, seating arrangements, and study procedures.

Parents/guardians are always welcome, but we require that they report directly to the high school office when they enter the building. It is usually more convenient for all parties concerned if appointments can be scheduled in advance by phone. With the exception of parents/guardians, no visitors will be permitted to see or speak to students without prior consent from the principal. All other visitors including grandparents, siblings, friends, infants etc. are not permitted during the school day.

Parents and grandparents are permitted to visit students during lunchtime hours. The school should be notified one day in advance to provide formal approval. Parents and grandparents must register before the start of the school year and agree to a screening process which includes a limited criminal history check before they are allowed to visit for any length of time such as a lunch period. The school will maintain a list of all approved visitors and volunteers.

## Withdrawing from School

There are a number of reasons as to why a student may find it necessary to withdraw from school. When this becomes necessary, the parent must contact the guidance counselor and discuss the procedures to follow to withdraw the student. No grades will be given nor records transferred until the student meets all of his/her responsibilities to the school such as paying fees, returning books, returning computers, and having each teacher complete the official withdrawal form.

The withdrawal process will be complete only after an exit interview is held between the building principal and/or counselor, the student who is withdrawing from school, as well as the student's parent/guardian. IC20-33-2-9 makes it more difficult for 16- and 17-year-old students to withdraw from school via the exit interview process. Added to the present law that requires the written consent of the principal and student's parent for the student to withdraw is the requirement that the withdrawal must be due to: (a) financial hardship, (b) illness, or (c) an order by a court that has a jurisdiction over the student. As before, the student must provide "written acknowledgement of the withdrawal," with the added requirement that the acknowledgement "must include a statement that the student and the student's parent understand that withdrawing from school is likely to: (1) reduce the

student's future earnings, and (2) increase the student's likelihood of being unemployed in the future.

The parent/guardian of the student wishing to transfer or withdraw for any reason must come to the school building, meet with the school counselor and principal, complete a Withdrawal form, and complete an electronic form before any information is shared with another school corporation.

## **UNION JUNIOR – SENIOR HIGH SCHOOL ATHLETIC DEPARTMENT STUDENT – ATHLETE HANDBOOK**

### **ATHLETIC STATEMENT**

This athletic handbook is designed to inform athletes and their parents or guardians of the rules, regulations, and information that continues to help develop the rich and competitive tradition of Union Jr./Sr. High School. Athletic participation on our teams is a privilege and not a right. Those who choose to participate are expected to follow the code of conduct established by the athletic council and school administration as well as specific coaches' rules for their sport as well as for cheerleaders. Athletes should always remember that they represent their family, school, student body, and community.

### **ATHLETIC MISSION**

The staff and administration of Union Jr./Sr. High School strongly support our athletic program. Athletics are considered an integral part of the broad spectrum of education; competent coaches, safe equipment, and outstanding facilities are provided. Any individual who is capable and willing to meet the standards of the program is afforded the privilege to participate. Athletics can provide meaningful and beneficial experiences for later years. Qualities of competition, loyalty, discipline, teamwork, and leadership are frequently honed from athletic participation. Games with neighboring and conference schools have a primary purpose of promoting friendly rivalry, new friendships, playing skills, sportsmanship, and improved community relations. Every student at Union Jr./Sr. High School is encouraged to become actively involved in an activity outside of the classroom.

### **Philosophy and Objectives**

The athletic program of Union Junior – Senior High School, a part of the extra-curricular program, places emphasis on developing the individual by providing a broad program of athletic activities, wholesome competition, with appropriate equipment and facilities and competent supervision and instruction. Any individual is provided the privilege to participate that is capable and willing to meet the standards of the program. Proper administration of the athletic program is essential to insure the well-being of the athlete

and the maintenance of the entire program.

Participation in athletics means more than competition between two individuals or two teams representing different schools. Participation teaches fair play, sportsmanship, understanding and appreciation of teamwork. It teaches the values of friendly rivalries, new friendships and improved community relations.

The principal, athletic director and coaching staff administer the program within the policies established by the Indiana High School Athletic Association, Union School Corporation Board of Trustees, superintendent, principal, athletic director and coaching staff. Our athletic objectives are:

### **ATHLETE DEFINED**

The Union Jr./Sr. High School athlete is defined as and includes all young men and women who represent a team that engages in competition and further includes cheerleaders, school mascot, student managers, trainers, students that video events, and statisticians.

### **ATHLETIC COACH**

The athletic coach of each sport as well as cheer shall have charge of the entire team and shall arrange and be responsible for the training and practice program of that group of athletes. They shall be responsible for the conditioning of the members of the squad and for their physical welfare. They shall enforce the code of conduct adopted in the athletic handbook. They shall cooperate and accept the decisions of school administrators as well as keep the best interest of student-athletes in mind when it comes to sharing personnel and working with the myriad of activities that students enjoy participating in.

#### **Additional duties and responsibilities of the coach are as follows:**

- Verify with the AD that all athletes have a current, completed physical form on file along with a current Consent and Release form.
- Record the number of pre-season practices that each athlete has prior to their first competition and provide this to the AD. NO athlete should participate in a practice or contest without the coach given a "Participation Card." "Red Card"= No participation in practice or competition; "Yellow Card" indicates that an athlete may practice but not compete in athletic competition; and "Green Card" = cleared for all participation.
- Protect team issues by never discussing with parents'/players other individuals on team.
- Maintain all equipment and uniforms and facilities (especially collection after season).
- Cooperate with local media including the reporting of game scores and stats.
- Insure athletes conduct themselves properly during school and athletic events.
- Follow school and IHSAA rules and regulations.

- Certify student-athlete grade checks, and daily attendance/participation eligibility.
- Attend coach's general rules meetings, annual physical day, and athletic council meeting.
- Report any maintenance/appearance problems within the particular facility.
- Document misconduct, health problems, and injuries immediately.
- Approve ALL purchases through athletic director PRIOR TO ordering.
- Submit all requests for fundraisers to athletic department for approval.
- Turn in all monies collected (fundraising, uniforms, equipment, donations) to the athletic department immediately after receiving funds. Deposits will be made in proper account(s)
- Compile athletic awards list and present at end of season athletic awards program.
- Keep accurate game by game and season stats and turn in results to athletic department.
- Return all school property (including keys and equipment) when tendering resignation
- Determine up-to-date inventory of equipment including uniforms and supplies
- Ensure that all athletes are accounted for and following transportation rules when traveling for participation.
- Determine and inform the Athletic Director of any participants that are not Freshmen but transferred into our school at some point in their academic career. ALL transfers (newly transferred or previously transferred) must be accounted for and approved by the Athletic Director before participating in an athletic event.

### **Participant**

1. Opportunity to learn and improve skills in a competitive game, match or meet.
2. Opportunity to make lasting friendships with squad members and opposing team members, and to visit and participate in other communities.
3. A chance to observe and exemplify good sportsmanship.
4. Realization that athletic competition is a privilege that carries definite responsibilities with it.
5. A chance to enjoy one of the greatest heritages of youth - the right to play.
6. The degree of success depends on hard work, devotion to that task and enthusiasm for the sport as well as the innate ability of human beings.

### **School**

1. Athletics is an integral part of our school's extra-curricular program.
2. Athletics should be utilized to promote good school spirit and pride.
3. Athletics should be educational.
4. The athletic program should be as broad as possible fiscally and participant-wise.
5. Sportsmanship, fair play and good citizenship are to be main objectives of the athletic program.
6. All junior/senior high school students will abide by the IHSA rules.



## Conduct in Participation

1. Be a modest winner.
2. Be a gracious winner.
3. It is courteous to congratulate your opponent after a contest.
4. A true athlete has complete control of himself/herself at all times.
5. Officials do not lose a game for you. It is an athletic tradition and rule that no one except the designated spokesperson talks to officials. The spokesperson should speak in a tone of respect and only to ask a question or for a rule clarification.

Any behavior contrary to that, which has been stated, is a direct reflection on the school, team and coaching staff and will not be tolerated.

**Participation in interscholastic sports is a privilege. If in the judgment of the school administration, the conduct of any student at any time is such that it would bring disgrace on the school community or cause the integrity of the athletic program to be jeopardized, the student will not be permitted to participate in athletics.**

## **Academic Eligibility— for all students engaged in athletics and/or extra-curricular clubs**

1. Union Jr. Sr. High School will follow the IHSAA academic standard for all students participating in athletics or extra-curricular clubs.
2. IHSAA By-Law 18-1 states:  
*To be eligible scholastically, students must have received passing grades and earned credit at the end of their last grading period in school in at least (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take. A student must be currently enrolled in at least seventy (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take. Semester grades take precedence.*
3. A Union Jr. Sr. High School student must pass a minimum of five classes per grade recording period (assuming they are enrolled in 7 classes) to maintain eligibility.
4. Students who are ineligible scholastically at the end of a grading period or semester, are ineligible for the following grading period.

NOTE: IHSAA Scholarship Rule 18-6 dictates that an incomplete at the end of a grading period or semester counts as a failure until deficiency has been removed.

5. Grade reporting periods are identified as:
  - 1<sup>st</sup> 9 Weeks
  - 1<sup>st</sup> Semester

- 3<sup>rd</sup> 9 Weeks
- 2<sup>nd</sup> Semester

A student who has received one or two “F’s is placed on academic probation but maintains his/her eligibility. These students **MUST** attend study tables and/or tutoring (Learning Lunch) when available for two sessions per week until the midterm of the next grading period. An ECA student must attend these sessions until 4:00p.m. A student on academic probation who fails to attend two study table sessions per week will lose eligibility for the remainder of the grading period.

6. ***Students who earn a D or an F at the end of any grading period or at any point in time during their season must also attend a minimum of 50% of tutoring sessions in that subject area if offered. Attendance at these tutoring sessions must continue until the student’s grades have been raised to a satisfactory level of a C- or better. Grade checks for students will be conducted every 2 weeks for those students that are on academic probation***

## **Athletic and Extracurricular Code of Conduct**

For the purpose of understanding, the word “athlete” will also refer to extracurricular participants in general. Participation in the Union School Corporation Athletic Program or any extracurricular activity is a privilege, not a right. Union athletes, managers, and cheerleaders are expected to conform to the directives of those in authority such as principal, athletic director, coaches, teachers, parents, or other responsible adults.

### **School Attendance**

1. An athlete should be prompt in arrival to school and to class.
2. An athlete should have a good attendance record.
3. **An athlete must be in attendance a minimum of three periods on the day of an athletic event to participate in a practice or contest that day.** The principal must approve any exceptions. If an athlete is absent on Friday, he/she **may** be eligible to participate on Saturday pending doctors, principals, and/or athletic director’s **advance** permission.

## **Consent and Release Certificates and Physicals**

Between April 1 and student’s first practice in preparation for inter-school athletic participation:

- a. The student shall have had a **physical examination** by or shall provide certification from a physician holding an unlimited license to practice medicine. As determined by the IHSA, students that do not answer “Yes” to any question on a completed and signed Health History Update Questionnaire are not required to undergo a new physical exam for 2020-2021. This only applies if the student had a physical exam for the 2019-2020 school year.
- b. The parent or guardian shall give written consent for such participation unless the student is emancipated.

- c. The parent or guardian shall consent to the disclosure by the school, to the IHSA, of all requested detailed financial (athletic or otherwise), scholastic and attendance records of the school, including records which, may concern or be related to the student unless the student is emancipated in which event the student shall give such consent.
- d. The Consent and Release Certificate shall be on file in the principal's office prior to the student's first practice. Such certificate may suffice for the entire school year. This rule cannot be waived. The athlete will not be allowed to practice for any sport until this form is on file.

Any coach who allows a student to practice for any sport without the completed Physical Form on file will be considered negligent toward the student and of his/her coaching duties and insubordinate in following IHSA and school policies. Students who miss an entire day of school to obtain an athletic physical during school hours will not be permitted to practice that day.

Students properly certified to participate in inter-school athletic activities, who are absent from school for five consecutive days due to illness or injury or who are physically unable to practice for five consecutive days due to illness or injury, must present to their principal a statement from a physician holding an unlimited license to practice medicine that they are again physically fit to participate in inter-school athletics.

### **Locker Room Procedure**

1. All clothes and towels must be off the floor.
2. All showers must be turned off.
3. No horseplay.
4. Proper respect will be given to team managers.
5. Locker rooms will be vacated fifteen minutes after the end of practice.

### **Practice Schedule**

All practice schedules and places of practice will be developed by the athletic director with the assistance of the coaching staff. It is the **student's responsibility** to have a ride waiting after all practices. Students are not allowed to wait either before or after practice unsupervised. Students that stay after school for an athletic event and/or practice **MUST** be directly supervised by an adult. If the Study Tables program continues, students that are not directly supervised by an adult **MUST** be in Study Tables.

### **Participant Conduct**

The participants will conduct themselves appropriately at all times, honor athletic and municipal curfews, and will follow all existing discipline codes established by Union that are not cited in this code of conduct. These rules are in effect 365 days a year for their high

school career. Junior high athletes, cheerleaders, extra-curricular club members, Archers, and managers will be under the same "Code of Conduct." Any athlete, cheerleader, or manager in season or out of season, on school grounds, or off school grounds that uses, abuses, possesses, or transmits drugs, alcohol, or charged with any unlawful behavior will be assessed the following penalties:

1. Discipline shall be administered by the coach/sponsor in accordance with existing discipline codes and sound educational practice for a failure of a participant to follow directives regarding specific sport/activity instructions, curfew, etc.
2. A flagrant violation of the conduct code (including but not limited to, possession or use of tobacco products, drinking alcohol, abuse of legal or illegal drugs, or commission of a felony, or any misdemeanor which is derogatory to the proper conduct of a participant) will result in an automatic suspension from the activity. A review to establish the facts of the violation will be conducted by the coach, athletic director, and principal. Any action considered a flagrant violation would result in the following disciplinary action:
  - A. The first violation will result in the athlete not being able to participate in 25% of the total number of contests of the whole season that the athlete is participating in when the offense occurs. If a student is serving an out of school suspension, for any reason, any contests that take place during the out of school suspension, will not count toward the athletic suspension. If the violation occurs between seasons, the suspension must be served in the next season the athlete participates in.
    - I. If there are not 25% of the total events remaining in the present season, the remaining events **not** served will be served in the next sport season that the athlete participates in. For example: 20 total games in a participating season  $\div 25\% = 5$  games. If only 4 games are left in the current season, 1 game will be served next season.
    - II. If the athlete must serve a portion of his/her suspension in the next sports season and he/she intentionally quits participating in that sport season, the suspension will not be considered to have been served. The suspension will remain in effect until the total number of suspended athletic events has been served in a future athletic season.
    - III. If the student serves his/her suspension but cannot complete his/her season through no fault of their own (i.e. incapacitating injury), the suspension will be considered served.
    - IV. A cancellation of any contest due to inclement weather of any type, will count toward the athletic suspension, as long as it occurs during the suspension period.
    - V. A county tournament will only count as one event served.
    - VI. A jamboree or scrimmage will only count as one event served.
    - VII. End of season tournaments will only count as one event served per level of tournament (i.e. sectionals is one, regional count as another one, etc.)
    - VIII. Doubleheader baseball games will count as two games served.
    - IX. Multiple team events (double dual's, etc.) in Cross Country, Golf, or Track and Field will count as one event served.

- X. Any other type of tournament will only count as one event served, unless the team is participating in a two-game guarantee tournament (i.e. Holiday tournament). The tournament will then count as two athletic events.
  - B. A second violation will result in suspension of the participant for 365 days from the date of the offense. Following the 365-day suspension, the participant will be reinstated with full privileges.
  - C. A third violation will result in permanent suspension from all athletic events and/or contests for the remainder of the junior high and/or high school career.
3. A student that receives three (3) or more “actionable referrals” (not including tardies) can be suspended from athletics/extra-curriculars until the next grading period.
4. Any student on court-ordered probation will be ineligible to participate in any athletic event during the period of probation. When the court probation is lifted, the student will be eligible for participation in athletics. While on probation, a student may participate in team practices if the student meets all the following conditions:
- A. The head coach must approve the student to practice. The head coach must make a decision to let the student participate based on all IHSA rules and regulations. The head coach must also decide whether the student will be athletically ready to participate based, upon completion of probation, suspension time, and for high school students, IHSA practice compliance.
  - B. There must be a chance that the court will remove the student from probation during the present athletic season.
  - C. The student has not committed his/her second or third violation. In this case, the second or third violation rule will become effective.
- Upon completion of the court ordered probation, the student is still required to serve his or her athletic suspension in accordance with 2A or 2B above.

### **Suspension Due Process**

1. The suspended individual has the right to appeal their suspension.
2. The suspended athlete, manager, or cheerleader may appeal their suspension, in writing, to the principal, who will hear the appeal.
3. An upholding of the suspension by the principal, the suspended individual may appeal, in writing, to the Athletic Board of Appeals. The Board of Appeals will be the athletic director and all varsity coaches. The Board of Appeals, by a majority vote, will render a decision.

### **Athletic Trips**

On road trips, athletes are representing themselves, their families, school, team, coaches and community. They must always conduct themselves in a manner that will bring credit to their families, team, school, and community. There should be no horseplay aboard the bus 77

and athletes must follow the directions of their coaches. Students are required to ride the bus to and from extracurricular activities unless they are “signed-out” by a parent/guardian. Those not “signed out” by a parent/guardian are required to ride the bus with the team unless prior arrangements have been made with the coach, Athletic Director, and/or principal. A parent/guardian that is late to pick up a student from school following a bus trip on multiple occasions (3 times) can result in the student being removed from the extracurricular activity/team.

When entering restaurants or other public places, the athletes should be quiet and orderly. They should use the accepted rules of etiquette when eating.

The dressing room and equipment of the host school should be treated with the utmost care and respect. Any breaking or defacing that is purposely done will result in direct suspension from the team. A good athlete is gracious in defeat or victory and does not kick or slam doors, shower stalls, lockers, etc.

Athletes are to ride to and from each sporting event with their squad. A written request provided in advance from the parent or guardian giving permission for the student athlete to ride home with him/her (or another responsible adult whose name is stated in the request) MAY be considered by the coach, athletic director, and/or principal. The parent/guardian of the athlete must sign the “Transportation Waiver” form prior to their student riding with another adult. The coach, A.D., or principal will decide the urgency of this request and reserves the right to refuse such request.

### **Team Equipment**

1. An athlete is financially responsible for all equipment checked out to him/her.
2. The athlete must treat all equipment in a respectable manner.
3. Team equipment must not be loaned to other students or worn in physical education classes.
4. Within two weeks after the close of any sports season, all equipment must be turned in.

### **Dropping/Quitting a Sport**

1. Any athlete quitting a squad will forfeit the award in that sport.
2. A student who quits one team may not try out for another team until the season of the sport dropped has been completed and that athlete has consent from the Athletic Director

### **Primary Sport Designation**

When participating in two sports during the same season, student-athletes are required to designate their primary sport one week prior to participating in their first competition of the athletic season. Participants are required to submit this designation, in writing, via the “Primary Sport Clarification Form.” The form must be signed by the student-athlete, parent/guardian of the student-athlete, primary sport coach, secondary sport coach, and Athletic Director.

Once the primary sport is designated, the student-athlete is not permitted to re-classify or change their primary sport. If an event conflict (not practice) should arise, the primary sport takes precedence over the secondary sport. The only exception to this rule is when competing in a County tournament, a MEC Conference tournament, and/or an IHSAA tournament (i.e. Sectionals, Regionals, etc.).

### **School Spirit**

1. A good athlete shall be a loyal fan for contests in which he/she does not participate.
2. A good athlete will work to bring glory and honor to Union athletics.
3. A good athlete should think of his/her school and teammates rather than his/her own personal interest.

### **Criteria for Earning a Varsity Letter**

Athletes must complete the full season and be in good standing with their athletic team. In addition, athletes must fulfill the following requirements:

**Baseball:** Must play in at least 25% of innings in regular varsity season and must dress for the sectional.

**Basketball:** Must play in at least 25% of quarters in regular varsity season and must dress for the sectional.

**Cheerleading:** Must be a participating member of the varsity squad, as assigned by the cheerleading coach and must cheer in at least 50% of the games the squad participates.

**Cross Country:** Must be among top seven Union finishers in 50% percent of all varsity meets.

**Golf:** Must compete in at least 50% of the varsity meets.

**Managers:** Must attend at least 50% of practices and 75% of the contests. Manager letters will not be combined with athletic letters to earn athletic membership in the Wall/Hall of Fame.

**Track:** Must be entered in two (2) of the four (4) limited-entry meets (invitational, county, conference, and sectional), or must score at least five (5) points for the season in individual events.

**Volleyball:** Must play in at least 25% of games (not matches) in regular varsity season and must dress for the sectional.

*An athlete who fails to complete the requirement for a letter due to injury, but has faithfully continued to be part of the team may be awarded a letter at the discretion of the coaches and Athletic Director.*

### **Uniform Contract**

Prior to the start of a sport season athletes are required to sign a contract stating that if the distributed uniform is not returned then the athlete is financially responsible for the dollar amount to replace said uniform.

## **Varsity Letter Jacket**

A Union High School student who earns one (1) letter in a varsity sport is entitled to purchase a Union Award Jacket at the conclusion of the sport in which the letter was earned.

Athletes will be given their actual letter, class numerals, one chevron, sport pin, and a bar upon earning their first Varsity letter. Athletes will be given one chevron for every letter earned thereafter. Additionally, athletes will receive a sport pin and a service bar per letter earned.

## **UNION JUNIOR-SENIOR HIGH SCHOOL VOLUNTARY DRUG & SUBSTANCE ABUSE TESTING POLICY**

### **MISSION STATEMENT**

The Union Junior-Senior High School drug & substance abuse-testing program has three primary objectives.

1. To ensure student safety: Safety is a necessity any time students are at school, en route to or from school, en route to or from a school-sponsored activity.
2. 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.
3. To ensure that those students who represent Union Junior-Senior High School 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**

The drug & substance abuse-testing program does not affect the current policies, practices, or rights of Union Junior-Senior High School 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, or 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,
- physical characteristics (i.e. eye pupil changes)
- 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.

Union Junior-Senior High School reserves the right to request the parent/guardian to permit testing of any students 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 outlined in the due process procedures in the Student Handbook.

A parent/guardian may request testing 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 Union School Corporation students. It is not intended to be a disciplinary measure 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 Union Junior-Senior High School physical and mental education programs.

Students involved in extracurricular 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 Indiana Code 20-33-9 which sets forth health measures to be governed by school officials and most specifically, Indiana Code 20-33-9 establishes the responsibility to school to assist children to be ill or in need of treatment.

### **SCOPE**

Participation in extracurricular and co-curricular activities is a privilege. The policy applies to all Union Junior-Senior High School students in grades 7-12 who wish to participate in extracurricular and co-curricular activities that are listed in the current handbook and any other school sponsored extracurricular activities that are not listed. It also includes any student who wishes to drive to school, from school or during school.

## **DRUG EDUCATION**

The sponsor or athletic director of each extracurricular 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 extracurricular or co-curricular activities sign and return the consent form prior to participation in any extracurricular or co-curricular activity. Failure to comply will result in denial of driving privileges and/or in non-participation. Any Union Junior-Senior High School student and his/her parent/guardian must submit by the first Tuesday in September of each school year the consent form in order to be eligible to participate in any of the following activities.

1. Extracurricular activities
2. Co-curricular activities
3. Driving a vehicle to school
4. School sponsored dances (including Union Senior High Prom)

Special circumstances may dictate exceptions to the September deadline and must be approved by the building administration. A student enrolled in the testing program remains in the program for the duration of their education at that level (junior or senior high 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/guardian initiated.

## **TESTING PROCEDURE**

1. 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 the 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 Friday. This variable schedule will keep students conscious of the possibility of being tested any time during the year. Each student will be assigned to a number that will be placed in the drawing.
2. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
3. Upon being selected for a urinalysis test under this policy by random draw 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.

4. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extracurricular 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 he/she may be tested at a later date, or the option of the Union School Corporation nurse taking the sample and sending to the laboratory, to be reinstated for eligibility.
5. 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 give another specimen.
6. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all extracurricular activities for the remainder of the school year. This will be reported to the parent/guardian.
7. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass. Submitting to random drug testing will be considered an exempt absence from class, and there shall be no academic penalty for missing class.
8. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol 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.
9. 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).

### **WAIVER OF TESTING**

At any time prior to being selected by random draw, an extracurricular student may admit to a substance abuse problem and seek help. Students and parents will be given the names and contact information for substance abuse counseling available in the area. This admission will count as a first "positive" test but no disciplinary action will be taken. A follow-up test will be performed 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 continue driving and to participate in extracurricular activities. If a "positive" result is obtained from the "follow-up" test, or any later test of that participant, the regular testing procedure shall be followed and students will enter the regular disciplinary process for drivers and other extracurricular activities at whatever point they were in the process before their admission of a substance

abuse problem.

### **CHAIN OF CUSTODY**

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

### **TEST RESULTS**

1. 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 and extracurricular activities or from driving to, from, and at school.

2. The principal/administrative designee and the school nurse will, together, review the results of the random drug test. A positive test result means that the test shows that drug residues are in the student's system after using as least two 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 sample again.
3. If the initial test is verified positive, the principal/administrative designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may contact for help. Additionally, during this meeting the principal will explain the following: The student is on **probationary status** until such time as the school corporation administers a second test. During this probationary period the student **is allowed** to do the following:
  - Practice with athletic teams
  - Practice with academic teams
  - Practice with drama teams
  - Attend curricular field trips
  - Attend games and meets as a spectator
  - Work in concession stand for class or club

Coaches and/or sponsors of activities the student is engaged in will be notified the student is on probationary status. The parent(s) may during their meeting with the principal request to see the printed screening results, however, they will not be released to anyone.

During the probationary period the student **is prohibited** from the following:

- Driving to school
- Playing as a team member of any sport
- Dressing with the team
- Sitting with the team
- Attending any dance
- Participating in any reward events or field trips
- Participating in co-curricular activities (after school yearbook, pep band, etc.)
- Serving as officer of club or class (can attend meetings but cannot serve in officer's role)

The above applies to seniors as well and would include the senior trip, senior banquet, prom, etc.

The corporation will provide one retest at corporation expense. If the student does not pass the retest any additional testing will be at the parent's expense.

If the student is cleared after receiving the second drug test, he/she will be reinstated to all suspended activities.

If the student fails the second drug test, he/she will be suspended from all extracurricular, co-curricular and driving privileges for one full calendar year. This period of suspension can be decreased to 25% of a season or calendar year by the building principal if the student produces documentation of satisfactory assessment/counseling by a school approved agency.

If the student fails a third drug test, he/she will be suspended from all extracurricular, co-curricular, and driving privileges for the remainder of their junior high or high school career depending on the student's grade level. For example, a student who has tested positive three times in grades seven and eight would lose eligibility in junior high, but would regain eligibility upon entering high school. Offenses under this policy will not accumulate from junior high to high school.

The principal/administrative designee will offer student the opportunity to retest (after a positive test) during the next random test. The student does not have to retest at that time, particularly if a sufficient amount of time has not lapsed that the substance previously found would normally have been eliminated from the body. The principal/administrative designee will offer the student the opportunity to retest during each subsequent random test until such time as the student chooses to retest. Student will remain on probationary status until such time as they retest.

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.

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.

For athletes, the penalties outlined in this policy do not supersede any penalty that might result from an Athletic Handbook violation. A positive drug test will be considered a subsequent rules violation if previous offenses have occurred under the Athletic Handbook policy. All rules violations will be acted upon according to the guidelines in the Athletic Handbook.