

587 West 300 North  
Valparaiso, IN 46385  
Telephone: (219)759-2561  
Fax: (219)759-5602

## **POLICY STATEMENT**

Educational services, programs, instruction, and facilities will not be denied to anyone at Wheeler High School as the result of his or her age, race, color, sex, handicapping condition, or national origin, including limited English proficiency.

## **WELCOME TO WHEELER HIGH SCHOOL**

This handbook contains information for students of Wheeler High School. In this handbook are the answers to many questions students and parents ask. Also, many items of information are included in this handbook which will help students and parents develop a better understanding of the operation of the school.

Our school is just as good as our students help make it. You must make school spirit come alive, and you must work to make school the exciting adventure toward learning that it should be.

Students live and function, as do adults, in the general community. As citizens, students are entitled to our society's benefits; but as citizens they are subject to its national, state, and local laws and rules governing various aspects of their conduct.

In the same manner, students live and function in the school community. The benefits of public education are available to all students, but in order to acquire these benefits, the individual must accept individual responsibilities. In order for the educational process to function adequately and provide programs of adversity and challenge, there must be an orderly and manageable framework within which to operate. It is our hope that each of you learn to accept your responsibilities to your community, to your family, to your classmates, to your school, and most of all to yourself.

We wish you a school year filled with learning and enjoyment. We look forward to working with you throughout the school year.

Dan Klimczak,  
Principal  
Wheeler High School

## **UNION TOWNSHIP SCHOOL CORPORATION**

### **MISSION STATEMENT**

Every student. . .every day.

### **VISION STATEMENT**

Union Township School Corporation is a place where students are eager to learn, parents are actively involved, and highly effective personnel desire to work. Our schools are the focal point of the community and a source of pride. Every student is challenged to accomplish exemplary levels of achievement through a rigorous, diversified curriculum provided in a safe and supportive educational environment.

#### **WE BELIEVE:**

- Every student will have the opportunity to reach their highest level of personal success;
- Every student learns best when instructional practice is varied and accommodates individual learning styles;
- Every student achieves through applying new skills, being fully engaged in class-room situations, and developing higher levels of thinking;
- Parents/guardians are vital to the success of every student and our schools;
- In attracting, hiring, developing, and retaining highly effective employees;
- All personnel are valued contributors to student achievement;

- Our schools are the focal point on the Union Township community;
- Our schools must effectively communicate with our community;
- Responsible budgeting and financing maximizes the educational investment in each student;
- Facilities that are well-maintained enable the school corporation to offer exemplary programs;
- Every student and staff member deserves a safe school environment protected from violence, bullying, and substance abuse.

#### **WE VALUE:**

- A rigorous, diversified curriculum that includes meaningful literacy activities;
- Technology that is utilized as an essential tool for students, staff, and the community to enhance thinking, learning, and life skills;
- Extra-curricular and co-curricular programs that enhance the educational experience of every student;
- Long range financial planning that safeguards the community's investment in education;
- School facilities that are safe and well-maintained, that promote student learning and are sources of pride for our community;
- A positive school and community relationship.

## **WHEELER HIGH SCHOOL MISSION STATEMENT**

**The Mission of Wheeler High School is to create:**

**W – Well Rounded**

**H – High Performing**

**S – Successful**

**WHEELER HIGH SCHOOL**

**DESIRED LEARNER OUTCOMES**

## **A GRADUATE OF WHEELER HIGH SCHOOL IS A ...**

- 1. Person Who Learns and Applies Critical Knowledge**
  - a. exhibits a knowledge of the basics
  - b. exhibits ability to locate needed information
  - c. demonstrates ability to move from factual recall to practical applications
  - d. applies information, knowledge and skills
  - e. demonstrates ability to problem solve and plan effectively
  - f. utilizes appropriate technology
- 2. Person Who Communicates Effectively in All Content Areas**
  - a. applies the skills of listening, speaking, reading, writing and illustrating in correct forms
- 3. Person Who is an Independent Learner**
  - a. demonstrates initiative, personal responsibility and pride in completing tasks
  - b. learns for the purpose of personal growth
  - c. responds positively to constructive suggestions
- 4. Person Who Shows Respect for Others**
  - a. demonstrates an ability to work cooperatively
  - b. understands the rights and responsibilities of citizenship
  - c. exhibits a knowledge and willingness to participate in activities at the local, state and national levels
- 5. Person Who Prepares for a Career**
  - a. demonstrates employability skills

- b. contributes to society
- c. transfers academic success to life
- d. understands the value of continuous learning

## **UNION TOWNSHIP SCHOOLS - A SAFE ENVIRONMENT**

The Union Township School Corporation is committed to providing the safest possible environment for our students. We continue to seek out more effective practices to secure our schools. Additionally, UTSC has enhanced our lockdown procedure. We, as well as experts from across the State of Indiana and our nation, believe this will enhance the safety of our children.

At any time if there is a concern of a threat of safety at the schools, please feel free to notify school personnel or the local law enforcement agency regarding the concern. The notification will be considered seriously and kept in strict confidence. Another option that can be utilized is contacting the Porter County Safe School Hotline at 1-877-559-9991.

<u><b>DAILY CLASS SCHEDULE</b></u>		
1°	7:45-8:52	(67 min.)
2°	8:57-10:04	(67 min.)
3°	10:09-11:16	(67 min.)
4°-A	11:16–11:46 Lunch-A(9th & 11th grades)	
	11:51–12:21 Resource (9th & 11th)	
4°-B	11:21–11:51 Resource(10th & 12th grades)	
	11:51–12:21 Lunch-B (10th & 12th)	
5°	12:26-1:33	(67 min.)
6°	1:38–2:45	(67 min.)
<u><b>TWO HOUR DELAY</b></u>		
Period 1	9:45 – 10:35	
Period 2	10:40 – 11:30	

Period 3	Lunch/class divided by Group A & B	
Group A	Class: 11:35 – 12:25	Lunch: 12:25 – 12:55
Group B	Lunch: 11:30 – 12:00	Class: 12:05 – 12:55
Period 5	1:00 – 1:50	
Period 6	1:55 – 2:45	

### **LATE START WEDNESDAYS**

**(1st Wednesday of every month)**

Period 1 (61 MIN.) 8:15 – 9:16

Period 2 (61 MIN.) 9:21 – 10:22

Period 3 (61 MIN.) 10:27 – 11:28

4th Period

- Lunch A (9th & 11th grades) 11:33 - 11:58

- Resource B (9th & 11th grades) 12:03 - 12:33

- Resource A (10th & 12th grades) 11:33 - 12:03

- Lunch B (10th and 12th grades) 12:03 - 12:33

5th Period (61 MIN.) 12:38 - 1:39

6th Period (61 MIN.) 1:44 - 2:45

VOCATIONAL STUDENTS WILL BE RELEASED AT 11:05. THEY ARE RESPONSIBLE FOR ANY WORK MISSED.

### **WHEELER BEARCAT SPIRIT:**

#### **SCHOOL SONG**

**(Tune: On Wisconsin)**

Wheeler High School, Wheeler High School, Best school that we know. Always working, Never shirking, Always on the go. Rah! Rah! Rah!		Wheeler High School, Wheeler High School, Ever will be seen, Loyal and faithful To the White, Or- ange, And Green. Hey!
---	--	--

### **SCHOOL COLORS**

Green, White, and Orange

### **MASCOT**

Bearcat

# THE SPIRIT OF WHEELER

The "Spirit of Wheeler" includes seven cardinal points:

- School loyalty at all times...a personal pride in the school and all of its endeavors...supporting school policies.
- Good sportsmanship in the classroom, in club activities, and at all athletic contests.
- Courtesy, thoughtfulness, and good conduct which will reflect not only the training of the pupil, but also the name of the school.
- A pride in personal appearance and in the appearance of the school, the classrooms, the gymnasium, the school buses, the halls, and the grounds around the school.
- Preparedness at all times...all lessons and assignments are carefully prepared and each pupil has all necessary tools with which to work.
- Respect for the property of others.
- Above all, to endeavor to lead a good, clean, moral life.

It is hoped that each student may fully realize that the years spent at Wheeler can be the most profitable and enjoyable years of their life IF the proper attitude and desire are present and applied.

## ATTENDANCE

### (IC 20-33-2 COMPULSORY SCHOOL ATTENDANCE)

#### PHILOSOPHY OF ATTENDANCE

Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after-school instruction. Consequently, many pupils who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. Indeed, many pupils in these circumstances are able to achieve only mediocre success in their academic programs. **The school cannot teach pupils who are not present.** The entire process of education requires continuity of instruction and classroom participation in well-planned instructional activities. This is the well-established principle of education which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. Administrative consideration may be given when extenuating circumstances deem it advisable.

#### ATTENDANCE INCENTIVE PROGRAM

The WHS Attendance Program is created to positively promote greater responsibility with a student's attendance at school. Students will be recognized at the end of each trimester in categories designated as Perfect (100%), Exemplary (99%), and Commendable (98%). Entire year perfect attendance, as well as, four year perfect attendance awards will also be presented to qualifying individuals.

## ATTENDANCE PROCEDURES

- A. The attendance office will be open at 7:30am.
- B. Parents are to notify the attendance office when a student is absent by calling 759-2561, press 1 for Attendance and Discipline, if no one answers please leave a message with your name, the students' name and the reason for the absence.
- C. If a student is absent and the parent does not notify the attendance office, the student may be counted as truant.
- D. Students are to be in their 1st period class by 7:45 a.m. Warning bells will be rung at 7:35 a.m. and 7:40 a.m.
- E. Students who arrive at school after 7:45 a.m. shall sign in at the attendance office.
- F. Students who must leave school during the school day must report to the office, receive administrative approval to leave, and sign out.
- G. **Wheeler High School is a closed campus for the school day; therefore a student cannot leave campus for lunch unless accompanied by an adult.**
- H. When returning to school after an absence, students are to report directly to their classes, except when presenting a medical excuse, in which case they should report to the office.
- I. It is the student's responsibility to make all arrangements with their **TEACHERS TO COMPLETE MAKE-UP WORK**. Students will have one **(1) day** for each day's absence, beyond their initial return to school, to do required work. **Stu-**

dents who miss only part of a school day for any reason are required to obtain the day's assignments from the teachers whose classes they missed.

- J. **Students arriving after 1st period or leaving early should hand in previous night's homework assignments to the teacher. Students should also secure the following day's assignments once they come in or before they leave.**

### **TRIMESTER ABSENCE LIMIT**

- A. All students are allowed five **(5) parent excused absences** in a class per trimester.
- B. Any absence that exceeds the five **(5) absence** limit in a class must be accompanied by a physician's excuse. If this is violated, the student may lose credit and may be removed from that class.
- C. Days of suspension will not be counted toward the **five (5) absence** limit.
- D. A student may be granted an attendance contract extending days allowed for absences only ONCE during his/her high school career.
- E. **Pre-arranged Absence Form** – When an arranged absence is anticipated, students should secure a form from the Attendance Office, complete it with parent signature, secure each period's teacher signature and make up assignment, and submit entire form to the office, a minimum of 4 school days in advance of the absence.
- F. **Any student that exceeds the 5 parent excused absence limit in 1 or more periods is subject to discipline which may include Friday School or In School Suspension.**
- G. A meeting with a parent, the student, an administrator, and a teacher may be called at any time to review the circumstances of an attendance violation.

### **REMOVAL FROM SCHOOL OR CLASSES**

Students who have received more than **Five (5) parent excused absences** in any class in a trimester may receive a grade of N/C (no credit) provided the student maintains a passing grade. A grade of "F" will be reported only if the student has earned an "F". If the student is removed from the class for any reason a "Withdraw-Fail" will be reported.

### **ACCUMULATION OF WITHDRAWAL/FAILURES**

No student will be allowed to accumulate more than two (2) W/F's in a given trimester. Students accumulating excessive W/F's for disciplinary reasons may be subject to expulsion from school for the remainder of the trimester.

### **EXCUSED ABSENCES**

If a student's absence is accompanied by parent contact, the absence will be recorded as Parent Excused. A limit of **five** such absences per trimester will be allowed. Any absence that occurs over this limit will need to be accompanied by a physician's note or will be recorded as an unexcused absence.

### **OTHER TYPES OF EXCUSED ABSENCES**

- A. **PERSONAL ILLNESS OR INJURY REQUIRING PHYSICIAN'S CARE AND VERIFIED IN WRITING BY THE PHYSICIAN. VERIFICATION OF A PHYSICIAN'S CARE MUST BE PRESENTED WITHIN TWO DAYS OF THE STUDENT'S RETURN TO SCHOOL.**
- B. Medical or dental appointments which must be scheduled during the school day. Verification must be a note from the doctor's office **not** an appointment card. Students and parents are strongly encouraged to make these appointments outside of school hours.
- C. Illness in cases where the student is sent home by the school nurse or an administrator. This excused absence would be only for the day the student was sent home.
1. Approved family trips with parent(s) or guardian – limited to **two (2) days per school year**. Each day over the two (2) family trip limit will count toward the (5) parent excused absence limit for that trimester. Approval may be obtained by submitting the proper form at least four (4) school days prior to absence.
  2. Religious observations that are not available outside school hours. (With a letter from the church)
  3. Deaths and funerals of immediate family members (immediate defined as father, mother, guardian, grandparents, brother, sister, aunt, uncle and cousin).

### **UNEXCUSED ABSENCES**

Simply put, an Unexcused Absence is any absence not listed under the Excused Absence's categories. **Students will not earn credit for make-up work completed when absences are unexcused.**

## SPECIAL CIRCUMSTANCES

Students supplying the proper notification to the office and who participate in the following events are not counted absent.

1. School sponsored events.
2. Serving as a page for a government agency. (With letter from the agency)
3. Serving on the precinct election board or as a helper to a political candidate or political party on the date of each general city or town, special and primary election. (With a letter from the election board)
4. Military service (National Guard) for not more than 10 school days per year. (With a letter from the National Guard)
5. Serving as a member of the state standards task force as appointed by the Governor and the Superintendent of Public Instruction. (With a letter from the Governor)
6. Court ordered appointments. (With a letter from the court or legal agency)
7. Absence due to an emergency illness or injury in the family (Example: Mother taken to the hospital). When an emergency requires a student to be absent, the absence will be excused provided a parent or close relative notifies the school **on the day** of the absence.
8. College visitations (Limit 3 per year) Applicable to Seniors and Juniors who plan to attend post- secondary or career opportunities. Arrangements must be made in advance. No Senior college visits after May 1st.
9. In case of serious or catastrophic illness, arrangements can be made for school work to continue.

## ATTENDANCE AND EXTRA-CURRICULAR ACTIVITIES

Students must be in attendance at least **3 academic class periods** on the day of an extra-curricular activity to be eligible to participate in or to attend that activity. **Resource Period does not count as an Academic class.**

Students who violate the Attendance Policy in a trimester may be expelled for the remainder of the trimester.

## DEFINITION OF TRUANT

A student may be considered truant when they are not in their assigned area at any time during the school day. Truancies accumulate for the school year.

1. Students tardy to class more than five (5) minutes may be marked absent and considered truant. Such issues will be referred to the Attendance office.
2. Students who are truant involving the use of their vehicle may lose parking privileges for 30 days on the 1st offense and on the 2nd offense a student may lose parking privileges for one trimester.
3. Students who leave class before the dismissal bell may be considered truant.
4. Students located in the hallways without a pass may be considered truant.
5. According to Indiana Code #IC 20-33-8-12, a student is designated a habitual truant when that student accumulates more than 10 days of unexcused absences in one school year.

## CONSEQUENCES FOR TRUANCIES ARE AS FOLLOWS

When a student is absent without parental and school permission,

Disciplinary Action is as follows:

1. First Offense: One (1) day of In School Suspension, notify home, and possible loss of driving to school privileges for thirty (30) school days.
2. Second Offense: Two (2) days Out of School Suspension, notify home, and possible loss of driving to school privileges for one trimester.
3. Third Offense: Student will be considered a Habitual Truant and will be recommended for expulsion.
4. Anyone who assists in helping someone become a Truant will receive the same punishment.

## PROJECT ATTEND

This program is in place in all Porter County schools. Project Attend is a combined effort between the schools, the Juvenile Court, the Prosecuting Attorney's Office, and the Office of Family and Children Services. It will focus on attendance issues with students in K-12. These agencies may be called to meet with parents in order to eliminate truancies and excessive absenteeism when the school's efforts alone are not successful. Parents of high school students will receive letters of notification regarding their child's absences and if the absences become excessive, the student may be referred to Project Attend. (Long-term illnesses or hospitalizations will not be included and a health plan will be provided.)

## STUDENT DISCIPLINE AND IMPACT ON DRIVER'S LICENSE

Public Law 51-1990 states that a student can lose his/her driving privileges for the following reasons.

1. If students are suspended from school for a second time during a given school year, they shall lose their driving privileges for a total of 120 days from the time of the second suspension.
2. If students are expelled from school, they shall lose their driving privileges for a total of 180 days from the time of expulsion.
3. If students are considered a "habitual truant" from school, they can lose their driving privileges until their eighteenth birthday. The term "habitual truant" is hereby defined as any student who willfully refuses to attend school in defiance of parental authority in any one of the following circumstances:
  - a. Truant absence for three (3) consecutive days of school.
  - b. Truant absence for three (3) days in any period of fifteen (15) school days.
  - c. Truant absence for three (3) days in a trimester; or
  - d. Truant absence for six (6) days in any two consecutive trimester periods.

## TARDINESS

Tardiness occurs when students are late to class after the bell has sounded to commence classes.

- A. When a student arrives after the class has been in session for five (5) or more minutes he/she shall be given an unexcused absence for that class period and may be considered truant, unless that person has a valid pass. In the case of 1st period, students signing in late at the office will be given a five (5) minute grace period before an absence is assigned for that period.
- B. Any student tardy to school must sign in through the high school office.
- C. When a student is tardy to their first period of the day, he/she MUST HAVE AN ADMIT PASS FROM THE OFFICE. All other students who are tardy during the day are to report directly to the teacher.
- D. Students may be warned by the teacher on their first and second tardies per trimester.
- E. Students will be assigned the following for subsequent tardies:
  - 3rd Tardy – Assigned After-School Detention (2:50-3:20)
  - 4th Tardy – 1 Hour Detention (2:50-3:50)
  - 5th Tardy – Friday School
  - 6th Tardy – Friday School – Student will be considered a habitual offender and parent will be phoned.****For subsequent tardies, student will be subject to In School Suspension, Out of School Suspension or Removal from the class with loss of credit.**

## STUDENT WITHDRAWAL

Any student who is sixteen (16) years old or older may be withdrawn from attendance at Wheeler High School per one of the reasons listed below. Any student under sixteen (16) is subject to due process and possible expulsion in the case of the student withdrawal for violation of the attendance policy.

- A. **Failure to enroll properly:** When a student fails to properly enroll he/she may be withdrawn by the administration; or if a student fails to pick up their trimester schedule within eight (8) days from the start of the trimester, he/she may be withdrawn. In both cases, the student/parent will be notified via phone or mail of his/her withdrawal.
- B. **Violation of attendance policy due to absences:** When a student has violated the attendance policy and lost credit in a class, he/she may be removed from class receiving a grade of "W-F", Withdraw-Fail. When a student has lost credit in three (3) classes due to lack of attendance he/she will be withdrawn from attendance after due process procedures have been instituted and upon formal notification of expulsion from the expulsion examiner.
- C. **Disciplinary Reasons:** When a student is expelled for a violation of the discipline code, he or she will be withdrawn from attendance after due process procedures have been instituted and upon formal notification of expulsion from the expulsion examiner.



# **CONDUCT OF STUDENTS**

## **PHILOSOPHY OF CONDUCT**

The entire foundation and success of public school education depends on the basic concept of self-discipline, a self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls upon the cooperative efforts of students, parents, teachers, the administration and community.

A portion of the responsibility for the development and enforcement of regulations for the protection of rights of individuals is delegated by the Board of Education to responsible officials within the School Corporation. The purpose of discipline is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process.

An environment that provides equal opportunity for all and permits the teaching/learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort to help each student gain acceptable self-discipline standards.

However, in the absence of self-discipline, the superintendent, principal, any administrative personnel, or any teacher of the School Corporation is authorized to take certain actions reasonably desirable or necessary to further school purposes or to prevent an **interference with the educational process**.

Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Examples of such actions would be reprimand, corporal punishment, and probation, referral to special personnel in the schools (counselor or principal), parent conferences, suspension, and referral to special central office personnel in dealing with pupils involved in school discipline problems. Any or all of the techniques will be used; however, certain acts of misconduct will subject the student to suspension or expulsion from school.

## **SCHOOL RESOURCE OFFICER**

It is the intention of the Porter County Sheriff's Department and the Union Township School Corporation to maintain collaborative efforts to provide a safe and healthy school environment for students, staff, faculty, and visitors.

### **Goals and Objectives**

- Establish a positive working relationship in a cooperative effort to prevent juvenile delinquency and assist in student development
- Maintain a safe and secure environment on school campuses which will be conducive to learning
- Promote positive attitudes regarding the police role in society

### **Duties of the School Resource Officer**

- Assist the superintendent, principals, faculty, and staff in developing plans and strategies to prevent and/or minimize dangerous situations that may occur on school grounds
- Present topics to students on various law enforcement/safety issues
- Contact the principal of the school about any juvenile delinquency, incidents, charges, and arrests within a timely manner
- Take law enforcement actions when necessary
- Conduct investigations of crimes that occur at any school and use other resources if needed for follow up investigations
- Follow the guidelines of case law, school board policy, and the Porter County Sheriff's Department general orders in regards to investigations, interviews, and searches relating to juveniles
- Assist the superintendent, principals, faculty, and staff in enforcing the campus code of conduct and other school rules in order to maintain a safe learning environment
- When it pertains to preventing a potential disruption that would, if ignored, place students, faculty and staff at risk or harm, the SRO will resolve the problem to preserve the school climate. IN ALL OTHER CASES, disciplining students is a School Corporation responsibility, and the SRO will take students who violate the code of conduct to the principal where school discipline can be meted out

## **JURISDICTION**

The jurisdiction of the school with respect to the foregoing rules of conduct shall apply to misconduct (a) on the school

grounds, during and immediately before or immediately after school hours; (b) on the school grounds at any time; (c) off the school grounds at a school activity, function, or event; or (d) on the way to and from school on a school day and during the lunch period and on the way to and from any school activity.

## **RULES OF CONDUCT**

In conjunction with Indiana Code I.C. 20-33-8, the Union Township Board of Education declares as school board policy that certain student misconduct will be grounds for disciplinary action including but not limited to suspension or recommend expulsion of students from school. This is a summary of that policy. **Such misconduct is defined to include, but not be limited to, the following acts:**

- A. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting an interference with school purposes or the operation of the school, or urging other students to engage in such conduct.
- B. Occupying any school building or school grounds without permission of the School Corporation; blocking the entrance or exits in any school building, setting fire to or substantially damaging any school building or property; firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose; attempting to prevent the operation of any school or educational function; and continuously and intentionally making noise or acting in any manner so as to interfere seriously with any teacher's ability to conduct the educational function under their supervision.
- C. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeated damage or theft involving school property of small value.
- D. Intentionally causing or attempting to cause substantial damage to valuable private property or stealing or attempting to steal valuable private property, on school grounds or during an educational function or event off school grounds; or repeatedly damaging or stealing private property.
- E. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a school employee. Intentionally doing serious bodily harm to another student.
- F. Knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon.
- G. Engaging in the unlawful possession, transportation, or delivery of any controlled substance including illegal consumption of alcohol by a minor or other violation of criminal law which constitutes a danger to other students, or constitutes an interference with the school process.
- H. Engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school process.
- I. Disrespectful behavior towards office staff, faculty, administrators, bus drivers, custodians, or any other school employee.

## **TYPES OF ACTIONS**

### **EXCLUSION**

Grounds for exclusion of any student from school are:

- A. If they have a dangerous communicable disease which poses a substantial threat to the health and safety of the school.
- B. Where the immediate removal is necessary to restore order or to protect persons or school corporation property. This includes conduct off school property at any school sanctioned activity where on account thereof the student's presence in school would constitute an interference with school purposes.
- C. Where they are mentally or physically unfit for school purposes.

Full details of the rules, regulations, and due process procedures of the Union Township Board of Education are available to any parent, guardian, or student in the Office of the Union Township Superintendent of Schools, 599 W. 300 North, Suite A, Valparaiso, Indiana 46385.

### **OUT OF SCHOOL SUSPENSION**

The principal may suspend a student from school attendance and school functions for a period of up to (10) consecutive school days. Students will be able to make up work when serving an Out of School Suspension – all work will be due on the day the student returns to school. A student may be suspended or possibly expelled from attending school for any of the following acts:

1. Loitering on school grounds when school is not in session.

2. Loitering on school grounds without permission or not being part of an authorized group at school.
3. Causing trouble at any educational function or school sponsored event.
4. Causing problems while traveling to and from school.
5. Repeated unexcused absences from school, individual classes or conferences (truancy).
6. Repeated tardiness to school or individual classes.
7. Repeated minor offenses.
8. Possession of tobacco products on school property.
9. Refusal to obey school rules and standards or school authorities or advocating that others do the same.
10. Use of abusive and/or vulgar, indecent language or gestures which creates an imminent danger of, or can reasonably be foreseen as likely to cause, a substantial disruptive or material interference in the carrying out of school purposes.
11. Theft.
12. Extortion.
13. Gambling.
14. Throwing or propelling any object which might harm another student or distract a class or school activity. Permitted athletic activities shall not constitute a violation of this provision.
15. Hazing (Bullying, harmful pranks, harassment, threats) or intimidation.
16. Indecent Exposure.
17. Leaving the school, class or class assignment without permission from authorized school authority.
18. Setting off false fire alarms/calling 911 on a false pretense.
19. Fighting or attacking another person.
20. Disrespect for teachers or other school authorities.
21. Conduct constituting an interference with school purposes.
22. Petting, necking, inappropriate physical contact between individuals.
23. Making excessive noise or behaving in any manner which disrupts the educational process.
24. Endangering the safety of others by fighting, pushing, shoving, tripping, throwing missiles.
25. Soliciting of funds for any purpose without approval from the principal.
26. Mutilating, littering, defacing, or destruction of school property at any time.
27. Setting any fire in or on school property at any time.
28. Refusing to give identity, to give false identification to any teacher or School Corporation employee and/or failing to justify his/her presence, that is, by giving evidence that he/she has permission from a Corporation employee to be at said location.
29. Possession of a forged or altered doctor's, parent's or guardian's note.
30. Corruption of school communications.
31. Possessing, handling or transmitting any object that can reasonably be considered a weapon.
32. Inappropriate use of or forging of hall passes.
33. Failure to attend Friday Class or excessive Friday Class assignments.
34. Careless, unsafe, or reckless driving.
35. Possession, transportation, or delivery of any controlled substance or any substance which is not in compliance with the medication policy.
36. Displaying of gang paraphernalia (symbols, types of clothing, signs, colors, etc.).
37. Possession of electronic devices which disrupt the educational process or interfere with school purposes or which may endanger a person's health.
38. Use and/or possession of incendiary devices (matches, lighters, etc.), this is to include firecrackers, fireworks, etc.
39. Any violation of the criminal law of the state of Indiana or any act that would be a crime if committed by an adult.

## **IN-SCHOOL SUSPENSION**

In School Suspension is a consequence that removes a student from the classroom environment. It is an opportunity for a student to be remediated with the ability to make up class work. In School Suspension will be used in place of Out Of School Suspension when deemed appropriate.

## **EXPULSION**

The principal may recommend that a student be expelled from school attendance and school functions for the balance of a school trimester or the remainder of the school year. Indiana law specifically lists the following types of misconduct for which a student may be suspended, expelled, or excluded:

1. Possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.
  - a. Possession - No student shall possess, handle or transmit any firearm on school property.
  - b. The following define firearms:
    1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
    2. The frame or receiver of any weapon described above.
    3. Any firearm muffler or silencer.
    4. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
    5. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosion or other propellant, and which has any barrel with a bore of more than one half-inch in diameter.
    6. Possession of a look-alike firearm could also result in suspension or expulsion.
2. Causing, or attempting to cause damage to school or personal property.
3. Stealing or attempting to steal, school or personal property.
4. Actions which have, or could have caused physical injury to others.
5. Illegally obtaining money or any item of value from any student.
6. Selling, possessing, using, transmitting, or being under the influence of any illegal or intoxicating substance.
7. Possessing, transporting, or delivering of a controlled substance including alcohol or being under the influence of any illegal or mind altering substance.
8. Failing in a number of instances to comply with the direction of staff members. This includes being disruptive in a way which interferes with a teacher's ability to conduct his/her assigned duties.
9. Engaging in any activity forbidden by the laws of Indiana.

## **EXPULSION WAIVER PROGRAM – FORM 16 WAIVER OF DUE PROCESS**

### **(For Significant Behavior Violations)**

An option that may be considered in some situations where significant behavior violations have occurred is the utilization of a Form 16 Waiver of a student/parent's right to an expulsion meeting where the student can be allowed to return to school on a probationary basis after a period of suspension. The probationary period is contingent upon the student, parent/guardian, school administrator, and appointed expulsion examiner signing an agreement with specific stipulations. The implementation of this waiver will be used judiciously and the stipulations will be commensurate with the nature of the offenses. Because this is an option based on an expulsion, students under these guidelines will be on social probation during the term of probation and may not participate in any extracurricular activity.

## **LEGAL SETTLEMENT**

According to Indiana Code IC 20-33-8-17, a student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

## **DRUG POLICY**

The Union Township School Corporation takes a strong position on any involvement with drugs. Students who have in their possession, are involved with the use of drugs in any form while on school property, or are involved in the transportation or delivery of drugs or any controlled substance will be recommended for expulsion from Union Township Schools. This poli-

cy is in effect during the school day and at all events.

The drug policy applies to students traveling to and from school by means of any transportation, as well as the bus stop before or after school.

Students that violate the drug policy will be reported to law enforcement personnel.

## **SUBSTANCES AND PARAPHERNALIA**

The following types of student conduct may constitute grounds for expulsion:

Possess, provide to another person, use, or be under the influence of any substance which is or contains: tobacco, smokeless tobacco or devices, amphetamines, alcohol, barbiturates, narcotic drugs, a stimulant, an intoxicating substance of any kind, a depressant, marijuana, or a hallucinogen; whether prescription or sold over the counter. Inhaling of glues, thinners, or other like substances also falls under this policy. This would include any substance represented by the provider to be of any of the aforementioned substances on school grounds at any time, or at any location, including the school bus. Use of medication by a student presented by a medical doctor, a dentist, or other health care provider does not violate this rule. There must be a note on file in the nurse's office explaining this medication.

Possess or provide to any person any paraphernalia used or designated to be used primarily for the storage, processing, delivery or consumption of alcohol, tobacco, smokeless tobacco or devices, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens on school premises at any time or at any school-sponsored activity at any location, including the school bus. Examples of such things include, but are not limited to, devices such as pipes, roach clips, and rolling papers.

## **EXPULSION WAIVER PROGRAM – FORM 16 WAIVER OF DUE PROCESS**

### **(For Drug and Alcohol Violations)**

In cases where a first offense for possession or being under the influence of the aforementioned drugs has been cited, an expulsion request may be accompanied by a waiver of student/parent right to a expulsion meeting and the student can be allowed to return to school on a probationary basis after a period of suspension. This probationary period is contingent upon the Student, Parent or Guardian, School Administrator, and appointed expulsion examiner signing an agreement with specific stipulations of which may **include but are not limited to:**

1. The student will obtain a monthly drug screen for the term of the expulsion, the results to be submitted to the school by a specified date each month at the student/parent expense.
2. The student will complete a certified Drug Counseling Program of a specified number of hours (example 6-10 hours) at the student/parent expense.
3. The student will complete a specified number of hours of community service to be documented and verified by the sponsoring organization in writing within a determined period of time.

Students that are charged with delivery or intent to deliver these substances will not be afforded the option of a Form 16 Waiver and a request for expulsion will be immediately submitted.

## **POSSESSION, USE, OR UNDER THE INFLUENCE OF ALCOHOL OR SUSPICION OF BEING UNDER THE INFLUENCE OF A CONTROLLED SUBSTANCE**

Possession, transportation, distribution, or use of alcohol during the school day, as well as any extracurricular event, will be considered a major disciplinary offense. This includes being present at a school event under the influence of alcohol or a controlled substance. This violation may be based on the scent of alcohol on the breath, scoring on a standard sensor device or behavior or lack of coordination that indicates intoxication. If reasonable suspicion exists that the student is under the influence of a controlled substance a drug test may be given.

**First Offense:** Five (5) days Out of School Suspension

**Second Offense:** Student will be recommended for expulsion. In either or both cases, students will be referred to local law enforcement agencies as required by law.

## **POSSESSION OR USE OF TOBACCO PRODUCTS**

**(Cigarettes, Snuff, Chewing Tobacco, E Cigarettes, Smokeless Tobacco or Devices, Vaping products, Juuling, etc...)**

In accordance with Indiana Code IC 35-48-5, Wheeler High School students ARE NOT allowed to use tobacco products on school property or at any school function at any time.

1. Any student with tobacco products in his/her possession on school grounds at any time is subject to disciplinary action

and may be referred to local law enforcement agencies.

2. Students possessing tobacco products on school property or at school functions will be subject to the following disciplinary actions:

First Offense: Two (2) days of Out of School Suspension

Second Offense: Five (5) days of Out of School Suspension

Third Offense: Student will be recommended for expulsion.

Union Township Middle School and Wheeler High School, in working with the Porter County Sheriff's department, enforces the Indiana code referencing possession and/or use of tobacco products, including e-cigarettes, vapes and e-liquids.

Citations for violations of the law below will be issued by the School Resource Officer on duty.

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

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

Sec. 10.5. (a) A person less than twenty-one (21) years of age who:

- (1) purchases tobacco, an e-liquid, or an electronic cigarette;
- (2) accepts tobacco, an e-liquid, or an electronic cigarette for personal use; or
- (3) possesses tobacco, an e-liquid, or an electronic cigarette on his person; commits a Class C infraction

In the state of Indiana, a Class C infraction is **punishable by up to a \$500 fine.**

#### **STUDENT LOCKERS**

Building principals shall possess the authority to examine, or cause to be examined, the contents of any locker located on school premises when they have reason to believe that the contents of the locker may include elements which:

1. Present an immediate threat to the health, safety, and welfare of the school body.
2. are illegal to possess.
3. Would contribute to the disruption of the normal educational programs.
4. Have been reported lost or stolen.

The building principal may also conduct, or authorize to be conducted, periodic locker inspections to determine if the lockers are being maintained in a clean and orderly manner. The student, or students, to whom the locker has been assigned shall be held responsible for the contents and condition of the locker.

#### **SEARCH AND SEIZURE**

The search of a student's person or property shall be based on a reasonable suspicion that the student has in his/her possession any item of an illicit or illegal nature, stolen property, or other such contraband that is forbidden to be possessed, or materials which may have been used to cause disruption to the educational process, or which may endanger students or school personnel. Reasonable suspicion may be based upon, but not limited to, student tips, faculty referrals, parent phone calls, or suspicious behavior on the part of a student. Any information received will be examined as to its validity and credibility prior to any action being taken. Building administrators and security personnel shall have the authority to examine, or cause to be examined, a student's person or property. The search may include:

1. The pockets of the students.
2. A "pat down" of the exterior of the student's clothing.
3. Any item in the possession of the student such as a purse, gym bag.
4. objects such as a locker, desk, or automobile.

Searches of the person of a student as provided above shall be conducted by an administrator or designee, in a private room by a person of the same sex as the student being searched. A witness shall be present during the search. If incriminating evidence is found, a determination shall be made whether or not to involve the police authority having jurisdiction over the area.

Anything found in the course of a search which is evidence of a violation of the student conduct standards may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding.
2. Returned to the parent or guardian of the student.
3. Destroyed if it has no significant value.
4. Turned over to the appropriate agency including but not limited to the Porter County Police Department.

The parent or guardian of any student searched shall be notified as soon as is reasonably possible. Refusal by a student

to have his/her person or property searched shall be subject to suspension and/or expulsion.

School officials shall exercise professional judgment and discretion in the search of a student's person or property.

If incriminating evidence is found, or a more thorough search or investigation is required, the administrator in charge shall make a determination whether or not to involve the police authority having jurisdiction over the area.

### **SENATE ENROLLED ACT NO. 319**

An ACT to amend the Indiana Code concerning motor vehicles. Be it enacted by the General Assembly of the State of Indiana:

SECTION I. IC 9-24-2-1, As Amended By HEA 1279-1995, IS AMENDED TO READ AS FOLLOWS (Effective July 1, 1995): Sec. 1.

- (a) A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
  - (1) Is a habitual truant under IC 20-33-2-11.
  - (2) Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
  - (3) Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.
  - (4) Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-33-2-28.5(a) before graduating (b) At least five (5) days before holding an exit interview under IC 20-8.1-3-17(b) (2), the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian of the following:
    - (A) That the exit interview will include a hearing to determine if the reason for the student's withdrawal is financial hardship. Parents may bring in evidence.
    - (B) If the principal determines that the reason for the student's withdrawal is not financial hardship:
      - (1) The student and the student's parent or guardian will receive a copy of the determination; and
      - (2) The student's name will be submitted to the bureau for the bureau's use in denying or invalidating a driver's license or learner's permit under this section.

SECTION 2. IC 9-24-2-4, AS AMENDED BY HEA 1279-1995, IS AMENDED TO READ AS FOLLOWS (EFFECTIVE JULY 1, 1995): SEC. 4

- (a) If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion, or has withdrawn from school as described in section I of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:
  - (1) The person becomes eighteen (18) years of age.
  - (2) One hundred twenty (120) days after the person is suspended, or the end of a trimester during which the person returns to school, whichever is longer.
  - (3) The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-8.1-5.1.
- (b) The bureau shall promptly mail a notice to the person's last known address that states the following:
  - (1) That the person's driving privileges will be invalidated for a specific period commencing five (5) days after the date of the notice.
  - (2) That the person has the right to appeal the invalidation of a license or permit.
- (c) If an aggrieved person believes that:
  - (1) The information provided was technically incorrect; or
  - (2) The bureau committed a technical or procedural error; the aggrieved person may appeal the invalidation of a license under IC 9-25.
- (d) If a person satisfies the conditions for reinstatement of a license under this section, the person may submit to the bureau the necessary information certifying that at least one (1) of the events described in subsection (a) has occurred.
- (e) Upon certifying the information received under subsection (d), the bureau shall revalidate the person's license or permit.
- (f) A person may not operate a motor vehicle in violation of this section.
- (g) A person whose license or permit is invalidated under this section may apply for a restricted driving permit under IC 9-24-15.
- (h) The bureau shall revalidate the license or permit of a person whose license or permit was invalidated under this section

that does the following:

- (1) Establishes to the satisfaction of the principal of the school where the action occurred that cause the invalidation of the person's license or permit that the person has:
  - (A) Enrolled in a full-time or part-time program of education; and
  - (B) Participated for thirty (30) or more days in the program of education.
- (2) Submits to the bureau a form developed by the bureau that contains:
  - (A) The verified signature of the principal or the president of the governing body of the school described in subdivision (1); and
  - (B) Notification to the bureau that the person has complied with subdivision (1). A person may appeal the decision of a principal under subdivision (1) to the governing body of the school corporation where the principal's school is located.

SECTION 3.IC 20-8.1-3-17.2, as amended by HEA 1279-1995, is amended to read as follows: (effective July 1, 1995): Sec 17.2

- (a) Each governing body shall establish and include as part of the written copy of its discipline rules described in IC 20-8.1-5.1-7:
  - (1) A definition of a student who is designated as a habitual truant;
  - (2) The procedures under which subsection (b) will be administered; and
  - (3) All other pertinent matters related to this action.
- (b) Notwithstanding IC9-24 concerning the minimum requirements for qualifying for the issuance of an operator's license or learner permit, and subject to subsections (c) through (e), a person who is:
  - (1) At least thirteen (13) years of age but less than fifteen (15) years of age;
  - (2) A habitual truant under the definition of habitual truant established under subsection (a); and
  - (3) Identified in a list submitted to the bureau of motor vehicles under subsection (f); may not be issued an operators' license or a learner's permit to drive a motor vehicle or motorcycle under IC9-24 until the person is at least eighteen (18) years of age.
- (c) A person described in subsection (b) is entitled to the procedure described in IC20-8.1-5.1-13.
- (d) Each person described in subsection (b) who is at least thirteen (13) years of age and less than eighteen (18) years of age is entitled to a periodic review of that person's attendance record in school in order to determine whether the prohibition described in subsection (b) shall continue. In no event may the periodic reviews be conducted less than one (1) time each school year.
- (e) Upon review, the governing body may determine that the person's attendance record has improved to the degree that the person may become eligible to be issued an operator's license or a learner's permit.
- (f) Before February 1 and before October 1 of each year, the governing body of the school corporation shall submit to the bureau of motor vehicles the pertinent information concerning a person's ineligibility under subsection (b) to be issued the license or permit.
- (g) The department of education shall develop guidelines concerning criteria used in defining a habitual truant that may be considered by a governing body in complying with subsection (a).

SECTION 4.IC 20-8.1-5.1-26 is added to the Indiana as a new section to read as follows: (effective July 1, 1995): Sec. 26. Before February 1 and before October 1 of each year, except when a hearing has been requested under IC 9-24-2-1(a) (4), the governing body of the school corporation shall submit to the bureau of motor vehicles the pertinent information concerning an individual's ineligibility under IC 9-24-2-1 to be issued a driver's license or learner's permit, or concerning the invalidation of a license or permit under IC 9-24-2-4.

## **GENERAL CODE OF CONDUCT**

### **FOR ANY SERIOUS VIOLATIONS, A REFERRAL TO LAW ENFORCEMENT AGENCIES MAY BE INCLUDED HARASSMENT/BULLYING**

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying



behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in bullying behavior through the use of data or computer software that is accessed through a computer, computer system, computer network, or any cellular telephone or other wireless or cellular device also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
- B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

- A. places the targeted student in reasonable fear of harm to the targeted student's person or property;
- B. has a substantially detrimental effect on the targeted student's physical or mental health;
- C. has the effect of substantially interfering with the targeted student's academic performance; or
- D. 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.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. This report may be made anonymously. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. A parent may file a complaint on behalf of a student in the same manner.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. All complaints about bullying behavior that may violate this policy shall be promptly investigated. If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the bullying behavior wherever it occurs. The parents of the targeted student and the reported bully shall be notified of the alleged bullying incident at the beginning of the investigation, the findings of the investigation at the conclusion of the investigation, and, as appropriate, any remedial action that has been or will be taken to the extent disclosure is permitted by law. In addition to discipline, remedial action may include support services for the targeted student and bullying education for the bully, among other actions.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

## **SEXUAL HARASSMENT**

Sexual harassment includes a pattern of repeated unwelcome sexual advances or any form of improper physical contact or sexual remark. Students involved in any such form of harassment or bullying will be subject to disciplinary consequence, including suspension and/or expulsion.

## **THREATENING OR INTIMIDATING STUDENTS OR SCHOOL EMPLOYEES**

Threatening or intimidating any student shall be considered misconduct. The penalty for attacking, threatening, or intimi-

dating another student or a school employee is suspension or expulsion from school. This may include a referral to local law enforcement agencies.

A. Disciplinary Action:

1. First Offense: One (1) to five (5) days suspension.
2. Second Offense: Recommendation for expulsion.

## **FIGHTING OR BATTERY**

Fighting with or battery of another student is never in order. Intentionally doing bodily harm to any student or school employee on the school grounds immediately, before, during, or after school hours, on the school grounds at any other time the school is being used by a school group, off the school grounds at an educational function or an event in which the school is a participant or which a student is traveling to or from in a school provided conveyance will not be tolerated. In addition, students may be referred to local law enforcement agencies for this type of behavior.

A. Disciplinary Action:

1. First Offense: Three (3) to five (5) days suspension.
2. Second Offense: Recommendation for expulsion.

In addition, students may be referred to local law enforcement agencies for this type of behavior.

## **DISRUPTION OF SCHOOL OR CLASSES**

Disruption of school or classes is the disturbance or interruption of the orderly course of classes or the school program. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct will not be tolerated. Urging other students to engage in the above kinds of conduct also constitutes disruption.

A. Examples of school or class disruption include occupation of any school building, school grounds, or part of same with the intention of depriving its use to others; blocking the entrance or exits of any school building or corridor or room with the intent of depriving others access to these areas; challenging the teacher's authority; walking out of class while the class is in session for the purpose of challenging the authority of the teacher; intentionally and/or continuously making unusual noise or acting in any manner so as to interfere seriously with any teacher's ability to conduct the educational function of the class.

B. Disciplinary Action:

1. First Offense: One (1) to five (5) days suspension.
2. Second Offense: Recommendation for expulsion

## **5840 - CRIMINAL ORGANIZATIONS AND CRIMINAL ORGANIZATION ACTIVITY**

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal organizations and criminal organization activity on its students, demonstrate its commitment to preventing and reducing criminal organization membership and eliminating criminal organization activity, educate Corporation students, employees, and parents about criminal organizations and criminal organization activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal organization activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior.

### **Definitions**

A. "Criminal organization," as used in this policy, means a formal or informal group with at least three (3) members that specifically:

1. either:
  - a. promotes, sponsors, or assists in,
  - b. participates in, or
  - c. has as one of its goals; or
2. requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).

B. "Criminal organization activity," as used in this policy, means to:

1. actively participate in a criminal organization;
  2. knowingly or intentionally commit an act:
    - a. with the intent to benefit, promote, or further the interests of a criminal organization; or
    - b. for the purpose of increasing the person's own standing or position within a criminal organization;
  3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal organization or remain in a criminal organization;
  4. knowingly or intentionally threaten another person because the other person:
    - a. refuses to join a criminal organization;
    - b. has withdrawn from a criminal organization; or
    - c. wishes to withdraw from a criminal organization;
- when engaged in by a student who attends a Corporation school.

### **Procedures for Reporting and Investigating Suspected Criminal Organization Activity**

All Corporation employees shall report any incidence of suspected criminal organization activity to the principal and the school safety specialist. As well, students and parents, who choose to do so, may report an incident of criminal organization activity to the principal. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

A Corporation employee who in good faith reports an incident of suspected criminal organization activity in compliance with the procedures of this policy and any Corporation employee, parent, or student who in

good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal organization activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than two (2) instructional day(s) of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible but no later than five (5) instructional days from the date of the report of the alleged incident.

The principal or designee shall submit the report to the Superintendent within ten (10) instructional days of completing the investigation. The Superintendent shall report the results of each investigation to the Board on a quarterly basis during its scheduled Board meetings.

The Superintendent is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal organization activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal organization activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal organization activity, criminal organization intimidation, or criminal organization recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal organization activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal organization activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students

involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal organization activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided immediately upon completion of the investigation and issuance of written findings by the principal or designee.

#### **Annual Reporting of Investigations to the State**

Each school principal or designee shall record the number of investigations of criminal organization activity disposed of internally and the number of cases referred to local law enforcement (disaggregated by race, ethnicity, age, and gender) and report this information to the Superintendent before the end of each year.

The Superintendent shall submit a written report to the Indiana Department of Education, on forms developed by the Department, before June 2 of each year outlining the activities undertaken as part of the Corporation's compliance with I.C. 20-26-18. This report shall include the number of investigations of criminal organization activity disposed of internally and the number of cases referred to local law enforcement for the entire Corporation in the past year, disaggregated by race, ethnicity, age, and gender.

#### **Establishment of Education Programs**

In its efforts to address criminal organization activity, the Board establishes the following educational programs:

- A. An evidence-based educational criminal organization awareness program for students, Corporation employees and parents; and
- B. A Corporation employee development program to provide training to Corporation employees in the implementation of this policy.

#### **Information about the Types of Services, Including Family Support Services, for a Student Suspected of Participating in Criminal Organization Activity**

The Superintendent shall provide information about the supports and services available for students who are "at risk" for and/or suspected of participating in criminal organization activity and their families, including:

- A. criminal organization awareness education for students, parents, faculty/personnel, law enforcement, and community stakeholders that, at a minimum, shows potential for effectiveness based on research, revised and updated regularly to reflect current trends in criminal organization and criminal organization-like activity;
- B. culturally and/or linguistically appropriate services/supports for parents and families;
- C. counseling coupled with mentoring for students and their families;
- D. referral to community organizations and civic groups that offer related programs or counseling;
- E. job training and employment opportunities as both a deterrent to criminal organization involvement and an incentive to leave criminal organization involvement;
- F. related extra-curricular activities.

#### **Recommendations Concerning Criminal Organization Prevention and Intervention Services and Programs for Students that Maximize Community Participation and the Use of Federal Funding**

The Superintendent shall seek Federal funding to implement criminal organization prevention and intervention services and programs, including the following:

- A. Dissemination of criminal organization awareness information to students and parents. The criminal organization awareness information should be revised and updated regularly to reflect current trends in organization activity.
- B. Creation of formal collaboration plans between Corporation administration and community-based prevention and intervention providers to address criminal organization prevention and intervention.
- C. Coordination of resources and funding opportunities to support criminal organization prevention/intervention activities.
- D. Integration of available School Resource Officer Programs.

#### **Publication of the Policy**

The Superintendent shall ensure that this policy is posted on the Corporation's internet website and annually disseminate this policy to all parents who have children enrolled in a school within the Corporation. This may be done through distribution of student handbooks. The Superintendent shall ensure that notice of the Corporation's policy appears in the student

handbooks and all other Corporation publications that set forth the comprehensive rules, procedures, and standards for schools within the Corporation.

The Superintendent shall appoint members of the advisory committee.

The advisory committee will collaborate to recommend an appropriate program for students, subject to Board approval.

I.C. 20-18-2-2.8

I.C. 20-19-3-12

I.C. 20-26-18-1 et seq.

I.C. 20-33-9-10.5

I.C. 20-33-9-14

I.C. 35-31.5-2-27.4

I.C. 35-31.5-2-74

I.C. 35-31.5-2-264.5

I.C. 35-45-9-1

I.C. 35-45-9-3

I.C. 35-45-9-4

I.C. 35-45-9-5

Revised 11/96

Revised 6/15/16

Revised 11/9/16

## **PERSONAL ELECTRONIC DEVICE POLICY**

Possession of any electronic device in school is a privilege. Like all privileges, with misuse or abuse these devices may be taken away. Electronic devices and accessories include but are not limited to laser pointers, radios, mp3 players, video games, phones, smart phones, smart watches, laptops, tablets, headphones and ear buds. Although these devices are usually used for entertainment or educational purposes they may also be used for activities that are contrary to the educational process and if used maliciously can be a source of cheating, bullying or other inappropriate behavior. They therefore need to be monitored closely.

There is to be no unauthorized recording of any activity by students during the school day without prior permission of school staff. This includes taking pictures, video or audio recording of any type. This policy is not intended to prevent parents or other interested parties from recording extra-curricular activities.

Parents are encouraged to contact the office if they are in need of contacting their child during the school day. Students who use a cellphone to contact a parent to avoid contacting the school nurse will be subject to school disciplinary consequences.

Electronic devices should be stored in an out of sight location unless otherwise specified by the teacher and are to be in a state that does not make any sound during instructional time.

1. Electronic Devices may be used during passing periods and during the student's designated lunch period within the lunch room area.
2. Employees are encouraged to grant the privilege of in class use sparingly as these items are often multifunctional and it is difficult to monitor how they are being used.

## **ANY IMPROPER USE OF AN ELECTRONIC DEVICE MAY RESULT IN THE FOLLOWING ACTIONS:**

1. **The device may be confiscated.**
2. **A parent or guardian may be required to pick up the device from the office.**
3. **The student may lose the privilege of possessing the item at school.**

Additionally any student who violates this policy is subject to the following disciplinary actions:

1st offense – One hour detention

2nd offense – Friday School

3rd offense – One day of In-School suspension

4th offense – One day of Out of School suspension

5th offense – Student is subject to expulsion from school.

### **IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY**

- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other materials of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device are grounds for suspension or expulsion from Wheeler High School.
- 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 Level 4 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 Level 5 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 18 years of age or who appears less than age 18.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana School Districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

### **INSUBORDINATION**

When any student intentionally fails to comply with the directions of teachers, supervisors, or administrators during any period of time when they are under the school supervision, the student may be subject to the following disciplinary action:

1. First Offense: Friday School.
2. Second Offense: One (1) to five (5) days In School Suspension.
3. Third Offense: One (1) to five (5) days Out of School Suspension.
4. Fourth Offense: Recommendation for expulsion.

### **OBSCENITIES/INAPPROPRIATE LANGUAGE**

Inappropriate language is unacceptable and offends others. Teachers may deal with such instances according to their classroom rules. Obscenities are deliberate remarks written, spoken, or drawn which are offensive to prevailing notions of decency. Parents of the offending students are to be notified of the problem by administration, and/or students who use obscenities may be suspended or expelled from school.

**Students are to refrain from this type of language in the classroom, in hallways, and in and around the school property, during, before and after school or at school sponsored events.**

Disciplinary Action:

1. First Offense: Friday School or one (1) to five (5) days In School Suspension.
2. Second Offense: 1-5 days suspension.
3. Third Offense: Recommendation for expulsion.

### **PUBLIC AFFECTION**

School is not the place to conduct your private romance in a manner that makes your actions a public spectacle. Therefore, there should be no physical contact between students during the school day with the exception of holding hands. Any other type of physical contact shall be cause for disciplinary action.

### **DRESS CODE**

The administration expects students to come to school dressed appropriately for education. **Any student whose appear-**

ance interferes with or disrupts the educational atmosphere within the school will be referred to the office and denied access to the school until such time as appropriate changes have been made.

- **Moderation and modesty should govern student dress. Clothing, accessories or hair should not be so extreme or inappropriate to the school setting as to disrupt the educational process.**
  - **All clothing must fit properly and be neat and clean**
  - **Attire that is not in compliance with this dress code policy is not permitted. In addition to the clothing items prohibited under this policy; Principals, Deans, and District Administration have the discretion to address any attire/body art that is offensive, degrading, vulgar, or contrary to the educational mission of the school that disrupts the learning environment or infringes upon the rights of others**
  - **No undergarments may be showing. Any clothing that is too tight, revealing/see-through, or saggy/baggy, including but not limited to low necklines, midriff tops, and form-fitting tops or bottoms may be in violation of the dress code.**
1. Backpacks, gym bags, or any large bags are permissible only to carry materials to and from school. (**Backpacks are NOT to be carried from class to class.**)
  2. No outerwear, coats, jackets or blankets may be worn during normal school hours.

**Students that violate these rules will be asked to change or remove these articles of clothing, cover up, wear them properly, or may be sent home after parent contact.**

## **FORGERY OF NOTE**

The act of falsely and fraudulently marking or altering a document or statement, i.e. physician, parent, pass, etc.

Disciplinary Action:

1. First Offense: One (1) day of In School Suspension.
2. Second Offense: Two (2) days of Out of School Suspension.
3. Third Offense: Recommendation for expulsion.

## **HABITUAL OFFENDER**

**When a student that has failed in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when properly under their supervision, where such failure constitutes an interference with school purposes or an educational function will be considered an habitual truant.**

Disciplinary Action:

1. First Offense: Three (3) to five (5) days suspension.
2. Second Offense: Recommendation for expulsion.

## **HALL CONDUCT**

Students are expected to walk quickly and quietly to class in an orderly fashion, maintain appropriate behavior and foster an educational atmosphere at all times during the school day. This proper conduct includes all before and after school activities, all passing periods, and during lunch time.

## **HALL PASSES**

**Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from any authorized staff member. The school handbook contains log in and out pages for student hallway passport. Teachers may use this tool; therefore all students should carry their handbook with them to each class.**

## **CHEATING/PLAGIARISM**

**Cheating is fraudulently claiming work or cooperating with another to produce work that is not properly completed. Plagiarism is taking (ideas, writings, repurposing work, etc...) from another and passing them off as one's own. In the school setting these acts can take place on homework, quizzes, tests, essays, papers, etc. Evidence of cheating violations may be based on observations and reasonable conclusions of a staff member.**

Disciplinary Action: (Per Trimester; covers all classes)

- |             |   |
|-------------|---|
| 1st Offense | 0 on the assignment and a Friday School |
| 2nd Offense | 0 on the assignment and an ISS          |
| 3rd Offense | 0 on the assignment and 2 days of ISS   |

**NOTE: IF THREE OFFENSES OCCUR IN THE SAME CLASS A W/F WILL RESULT**

### **VANDALISM/INSTITUTIONAL CRIMINAL MISCHIEF IC 35-43-1-2**

A PERSON WHO RECKLESSLY, KNOWINGLY, OR INTENTIONALLY DAMAGES A SCHOOL COMMITS INSTITUTIONAL CRIMINAL MISCHIEF, A CLASS A MISDEMEANOR. HOWEVER, THE OFFENSE IS A LEVEL 6 FELONY IF THE DAMAGE IS OVER SEVEN HUNDRED FIFTY DOLLARS (\$750), AND A LEVEL 5 FELONY IF THE DAMAGE IS OVER FIFTY THOUSAND DOLLARS (\$50,000).

Vandalism of school property will result in the student and/or his/her parents being responsible for the replacement of destroyed property either by their own labor or payment in full for all articles, parts, and labor included. **In case of substantial damage, the student shall be subject to additional days of suspension and/or expulsion from school.**

Disciplinary Action:

1. First Offense: One (1) to five (5) days suspension and restitution made
2. Second Offense: Five (5) days suspension and restitution made
3. Third Offense: Recommendation for expulsion.

### **THEFT IC 35-43-4-2**

**A PERSON WHO KNOWINGLY OR INTENTIONALLY EXERTS UNAUTHORIZED CONTROL OVER PROPERTY OF ANOTHER PERSON, WITH INTENT TO DEPRIVE THE OTHER PERSON OF ANY PART OF ITS VALUE OR USE, COMMITS THEFT, A CLASS A MISDEMEANOR (PUNISHABLE BY UP TO 1 YEAR IN JAIL). HOWEVER, THE OFFENSE IS A LEVEL 6 FELONY IF: (A) THE VALUE OF THE PROPERTY IS OVER SEVEN HUNDRED FIFTY DOLLARS (\$750) OR THE PERSON HAS A PRIOR UNRELATED CONVICTION FOR: THEFT OR CRIMINAL CONVERSION (PUNISHABLE BY UP TO 2.5 YEARS IN PRISON). IT IS A LEVEL 5 FELONY IF THE VALUE OF THE PROPERTY IS AT LEAST FIFTY THOUSAND DOLLARS (\$50,000).**

Theft is the unlawful taking of property belonging to another person on school grounds, during an educational event or function off school grounds, or when traveling to or from school or such education event or function.

Disciplinary Action:

1. First Offense: Three (3) to five (5) days suspension and restitution is made.
2. Second Offense: Five (5) days suspension, restitution is made, and the student may face expulsion.

### **CRIMINAL TRESPASS; DENIAL OF ENTRY IC 35-43-2-2**

**YOU ARE NOT TO BE ON SCHOOL PROPERTY AFTER SCHOOL HOURS UNLESS YOU ARE ATTENDING A SCHOOL SANCTIONED ACTIVITY.** A PERSON WHO KNOWINGLY OR INTENTIONALLY ENTERS SCHOOL PROPERTY AFTER HAVING BEEN DENIED ENTRY OR REFUSES TO LEAVE SCHOOL PROPERTY AFTER HAVING BEEN ASKED TO LEAVE BY AN AGENT OF THE SCHOOL PROPERTY OR A SCHOOL BUS COMMITS A LEVEL 6 FELONY.

### **COMPUTER TRESPASS; COMPUTER HOARDING PROGRAMS 35-43-2-3**

A PERSON WHO KNOWINGLY OR INTENTIONALLY ACCESSES A COMPUTER SYSTEM, A COMPUTER NETWORK, OR ANY PART OF A COMPUTER SYSTEM OR COMPUTER NETWORK, WITHOUT THE CONSENT OF THE OWNER OF THE COMPUTER SYSTEM OR COMPUTER NETWORK, OR THE CONSENT OF THE OWNER'S LICENSEE, COMMITS COMPUTER TRESPASS, A CLASS A MISDEMEANOR.

### **OFFENSE AGAINST COMPUTER USERS IC 35-43-1-8**

A PERSON WHO KNOWINGLY OR INTENTIONALLY AND WHO WITHOUT AUTHORIZATION:

- (1) DISRUPTS, DENIES, OR CAUSES THE DISRUPTION OR DENIAL OF COMPUTER SYSTEM SERVICES TO AN AUTHORIZED USER OF THE COMPUTER SYSTEM SERVICE
- (2) DESTROYS, TAKES, OR DAMAGES EQUIPMENT OR SUPPLIES USED OR INTENDED TO BE USED IN A COMPUTER, COMPUTER SYSTEM, OR COMPUTER NETWORK:
- (3) DESTROYS OR DAMAGES A COMPUTER, COMPUTER SYSTEM, OR COMPUTER NETWORK: OR
- (4) INTRODUCES A COMPUTER CONTAMINANT INTO A COMPUTER, COMPUTER SYSTEM, OR COMPUTER NETWORK: COMMITS AN OFFENSE AGAINST COMPUTER USERS, A LEVEL 6 FELONY
  - HOWEVER, THE OFFENSE IS: (1) A LEVEL 5 FELONY IF THE LOSS CAUSED BY THE OFFENSE IS AT LEAST FIVE THOUSAND DOLLARS (\$5,000)



## DETENTION PROCEDURE

Detention is assigned to students for a variety of usually minor rule violations. Students will be told where and when to report for their detention. It is the student's responsibility to arrange transportation from detention. When students fail to report for detention as assigned, without prior approval, those students are given an office referral and will be assigned a Friday School. When students miss detention for any reason that is legitimate, (i.e. absence from school, doctor's appointment, etc.) **THEY MUST RESCHEDULE THEIR TIME WITH THEIR TEACHER OR THE ASSISTANT PRINCIPAL.** Strict rules of conduct will be followed.

- A. The teacher or assistant principal is to state the time, date, and place the student is to serve the detention under the teacher's immediate supervision.
- B. The teacher or assistant principal is to give each student 24 hours' notice prior to their serving detention.
- C. If detentions occur often, then student/parent/teacher/ administrator conference maybe necessary.

If a student fails to attend a teacher's detention, the student will be assigned the following:

- 1st offense: A detention assigned by the assistant principal
- 2nd offense: 1 hour detention or 2 detentions assigned by the assistant principal
- 3rd offense: A Friday School
- 4th offense: 1 day of In School Suspension

## FRIDAY SCHOOL

A student discipline program has been adopted consisting of a 2 hour supervised study session to be held on a day after school, usually a Friday. The administration may assign Friday School instead of a possible suspension, when it is deemed necessary. **Students failing to attend Friday School will be suspended from school attendance according to the following policy:**

- First Offense: One (1) day Out Of School Suspension
- Second Offense: Two (2) days Out Of School Suspension
- Third Offense: Three (3) days of Out of School Suspension
- Fourth Offense: Recommendation for expulsion

## FRIDAY SCHOOL, DETENTION, AND IN SCHOOL SUSPENSION REGULATIONS

- A. All students must sign in and are expected to be in their seats at the designated time.
- B. Sleeping is not allowed.
- C. All students should bring work.
- D. There shall be no talking or student interaction.

## SOCIAL PROBATION (UNSATISFACTORY CITIZENSHIP)

Social probation may be used for any infraction of school rules. This means that a student may not participate in any extracurricular activity whatsoever when he/she is on social probation. The student may attend school during normal school hours, but must leave school property at 2:45 P.M. and not return until the next day of classes. This includes all after school activities, events or programs, home or away.

- A. Social probation may be given for a week or any length of time up to a year to a student who misbehaves. It is usually used for misbehavior that occurs during extracurricular activities. Once a violation of unsatisfactory citizenship occurs, suspension and/or expulsion are mandatory. This violation will be viewed as gross insubordination in terms of discipline.
- B. When a student fails to remain in "good standing" due to an infraction of the student rules and holds a position of responsibility within the school, he/she may be removed from that position of responsibility.

## STUDENT DRIVING

All students who wish to drive to school must have permits issued by the office. Registration for all vehicles will take place early in the year.

Parents must sign the permit and stickers must be displayed in the lower right side of the windshield. The following regulations must be observed at all times. Violators face temporary or permanent loss of driving privileges.

- A. Students are not allowed in or around any vehicles during the school day. Upon arrival at school, students are to im-

mediately exit all parked vehicles and the parking lot, and enter the building.

- B. All traffic laws shall be observed both in and around the parking area. Students are to observe appropriate driving behavior to and from school.
- C. Student drivers should not interfere with school bus traffic (reckless driving, cutting in front of departing buses, etc.)
- D. During school hours, students should only park in the lot east of the building. The South and West lots are reserved for faculty and staff. The North lot may be used for overflow student parking.
- E. Students are not allowed to use their vehicles during the school day without specific permission from the school administration. Vocational, Internship, and alternative school students may use their vehicles to travel to their classes after signing out at the office.
- F. Vehicles parked illegally or in an area that blocks normal traffic flow may be towed away at the owner's expense.
- G. Students shall drive appropriately around the campus area.
- H. All students are to register their automobiles with the office.
- I. Students are not to use their automobiles to take other students off school grounds during the school day without permission.
- J. Loss of driving privileges may result when other related behavior problems occur.
- K. Parking areas are off limits during school.

## **LUNCH STUDY**

Students who have accumulated 3 or more tardies, who have missing homework assignments, or any other issue that results in a loss of instructional time will report to "Lunch Study." This will encompass both their lunch and resource period.

## **STUDENT DRIVERS**

Union Township School Corporation assumes no responsibility for vehicles parked in the parking lot. Students who drive to school do so at their own risk.

Disciplinary Action:

- 1. First Offense: Conference - Warning, possible suspension of privilege
- 2. Second Offense: Suspension of privileges - less than permanent
- 3. Third Offense: Suspension of privileges - permanent

Any of the above may result in referral to local law enforcement agencies.

Remember, driving to school is a privilege, not a right. Driving to school is a big responsibility. **BE SURE YOU CAN HANDLE IT!**

## **STUDENT LEADER**

When a student fails to remain in good standing due to an infraction of school rule(s) and that student is in a position of school leadership, he/she may be removed from that position of leadership. (Refer to Student Activities section.)

## **BUS REGULATIONS & RULES OF CONDUCT**

All students are expected to conduct themselves in a safe and orderly manner while riding the school bus. The bus driver is responsible for and **has full authority to handle all discipline problems** arising on the bus. Students who are disruptive or cause problems which compromise everyone's safety may lose riding privileges, on either a temporary or permanent basis.

The rules and regulations listed below shall be followed by all students whenever they ride a school bus.

- A. Students are asked to be at the bus stop five minutes prior to the bus's regular arrival time.
- B. Whenever it is necessary to cross the road at the bus stop, cross only in front of the bus when signaled by the driver.
- C. Never approach the bus until it has been brought to a complete stop.
- D. Board the bus in an orderly fashion; avoid pushing or shoving.
- E. Remain seated while the bus is in motion.
- F. Avoid loud talking or laughing so as not to divert the driver's attention from the road and traffic.
- G. In case of a road emergency, remain calm and quiet and listen for instructions from the driver or the designated group leader.
- H. Be careful not to block the aisles of the bus with books, instruments, etc.

- I. Do not throw any object either in the bus, out of the bus, or at the bus.
- J. Bus windows may be opened only with the driver's permission. Keep your head, arms, and hands inside the bus at all times.
- K. No food or drink is to be brought onto the bus (water is permitted) .Keep the bus clean, sanitary, and orderly. Deposit refuse in the container at the front of the bus.
- L. Permission to ride any bus other than one's assigned bus can be granted only by the school. This must be done in advance and requires a note from a parent stating the reason for the request.
- M. Causing or attempting to cause substantial damage to any school property is a serious matter. Students who deliberately cause damage to their bus may face suspension or expulsion from school or loss of transportation services.
- N. No student will be permitted to leave the bus once they have boarded, until either arrival at school or the normal departure point. The only exception being prior written permission from the parent/guardian being given to the bus driver (24 hour notice required).
- O. All students are subject to the policies, rules, and regulations of Wheeler High School while riding the school bus.
- P. The safety of students transported to or from school by any other means than the school bus is the sole responsibility of the student's parents.

## **SCHOOL BUS INCIDENT REPORT**

### **PROGRESSION OF PENALTIES**

School Bus Incident Reports are issued by the bus driver whenever a student misbehaves on the bus. This form, printed in triplicate is given to the assistant principal who will take action upon the reason for referral and mail the parent's copy to the residence.

The first time a "Bus Report" is issued, a verbal warning will be given. The second bus report will bring a five (5) day suspension from the bus. Should a third bus report be given, that child will be suspended from the bus for the remainder of that trimester.

SPECIAL NOTE: The student may forfeit the privilege to ride the bus at any time a behavior constitutes a more severe punishment. This progression of penalties is a policy of the Union Township School Corporation.

### **BUS EVACUATION PROCEDURES**

In the event that an emergency situation occurs while a school bus is traveling either to or from school, the following procedures should be followed in order to safely evacuate the bus.

- A. All students should remain calm and quiet and listen for instructions from the driver.
- B. If the driver is unable to direct the evacuation, all students should:
  - 1. Follow directions given by the designated student group leader. (See your bus driver for this information.)
  - 2. Depart the bus by way of the safest and least time consuming route.
  - 3. Proceed to an area behind the bus that generally can be assumed to be safe. (At least 300 feet from the bus.)
  - 4. Stay in a group.
- C. Leave all books, instruments on the bus to reduce congestion problems.
- D. If both the front and emergency exits can be used, the first six (6) rows of seats should exit through the front door and the rear five (5) rows of seats should exit through the emergency door. (Buses are to be marked with a black line on the inside wall of the bus behind the sixth row of seats.

## **GENERAL INFORMATION**

### **ACCIDENTS**

Every accident in the school building requiring medical attention, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and the school office.

### **ANNOUNCEMENTS**

Daily announcements will be read **and read** just before Lunch/Resource. A hard copy of the announcements will be posted in the office and will be e-mailed to faculty and staff. Announcements will be posted on the school website daily. Cancellations and other necessary announcements will be made just prior to the end of the school day.

## AUTOMOBILES--STATEMENT OF POLICY

- A. The use of automobiles by students for transportation purposes to and from school premises is a privilege. This privilege is not to be abused by using automobile in any way that would cause, or could reasonably be foreseen to cause an interference with school purposes or educational functions, or which is forbidden by state law or school rules.
- B. The school corporation retains the right to inspect any automobile and its contents to insure that the vehicle's use is in accordance with its intended purpose. An authorized school official may inspect any automobile without a warrant if there is a reasonable belief that the student responsible for the vehicle has violated or is violating school policy.

## BUILDING ACCESS

In the morning students may enter at the south doors or at the Grand Hall entrance on the East side of the building. During school hours students must enter thru the main office doors and sign in at the Attendance Office. Students should use other exits only with permission from a faculty member or in the case of an emergency.

Student access to the academic wings of the building will be from 7:35-4:00 each day. **If you need to get something from a locker located in these areas, you must do it before 4:00 P.M.** All students must leave the building immediately after school unless you are staying for extra help with a teacher or are involved in an activity with adult supervision.

## CHANGE OF ADDRESS OR PHONE NUMBER

Any change in address or telephone number should be reported to the office immediately. This is essential in case the school must contact the parents for any reason. It is the student's responsibility to see that his/her address and phone number are correct.

## CLOSED CAMPUS

WHS is a closed campus school. Students may **not** leave the school grounds without permission from the office. Failure to comply with this rule will result in the student being considered truant. A student is considered "at school" when arriving on school grounds.

**Students are not to leave campus for lunch unless accompanied by a parent or designated adult. Students are not to miss resource or any class time.**

## CONVOCATIONS

School assemblies and convocations will be scheduled periodically throughout the school year. These are normally held in the auditorium or gymnasium. Students will be expected to sit with their class in the area designated. It is also expected that students will behave in a courteous manner. Disruptive or crude conduct will result in disciplinary action and may cause cancellation of future programs.

## FIELD TRIPS

As an integral part of the instructional program, various classes take field trips to supplement classroom work. The trips vary in length and students may be charged a fee for transportation. To participate in any trip away from school, students must return a parental permission slip to their instructor by the day designated.

If a permission slip is not on file in time or the transportation fee is not paid, the student will attend regular classes. All missed classroom work shall be made-up and will be due by the end of the regular school day on the day following the Field Trip.

Remember, Wheeler High School is judged by the impression its students make while on such field trips. School policies are the same on field trips as they are while on school grounds.

## FIRE DRILLS

Fire drills are required by state law and are an important safety precaution. This alert is signaled by a continuous buzzer sounding in the hall and by flashing hall lights. It is essential that when a fire alarm is sounded, **everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible, proceeding outside, and across the parking lots to safety.** Notices of evacuation are posted in every classroom and students should take note of these before the drill. Under **no** circumstances are students to remain in the building when the alarm has been set off. **Students are to remain quiet during such drills and are also to remain outside the building until the return bell is sounded.**

The penalty for pulling a false alarm is expulsion from school, and possible legal prosecution. The potential for injury to others is great in any fire drill. The school cannot tolerate endangering students as a prank.

## SEVERE WEATHER DRILLS

Severe weather drills are required by law and are especially stressed during the spring months. Unlike the fire drill, during

a severe weather drill students remain in the building. Severe weather drill directions are posted in each room and should be reviewed by the teacher in each class. It is essential that directions be closely followed and students remain silent during the severe weather alert. Students are to avoid standing near glass areas and may return to their rooms when the all clear is sounded unless other directions are given over the public address system.

**Other Drills:** Including Lockdown, Lock-in, Bomb Threat, Tornado, Earthquake, Chemical Spill and other emergency situations will be administered throughout the year.

## HALL LOCKERS

Each student is assigned a school locker for the convenience of keeping books and personal items. **Use only the locker assigned to you.** Print your name in ink on all books, supplies and personal items. Do not keep anything of extreme value in the locker. Report problems with lockers to the main office immediately.

The school reserves the right to open and search school lockers by the administration or a representative at any time necessary for locker checks, contraband, or stolen articles.

- A. Do not reveal your combination to anyone.
- B. Never leave books or other possessions in a friend's locker.
- C. Always inform the office if you feel someone has tampered with your locker or has removed some of your possessions.
- D. Keep your locker locked at all times, as the school shall assume no responsibility for articles missing from lockers.
- E. Students should not share a locker as they will share responsibility for all items found and will share liability for all discipline and violations that occur related to its contents.

## LOST AND FOUND

Any article which is found should be turned in to the office. Students may reclaim lost possessions at the office by properly identifying the article. Items of clothing left over one calendar month will be donated to charity.

## POSTERS

Posters of any kind must be approved by the administration before being posted in the school building or on school property. Individuals who receive approval to put up posters are also responsible for removing them. Any posters that are put up without proper approval shall be removed.

## SCHOOL CLOSING INFORMATION

In the event that an emergency or weather conditions require that the school be closed, students and parents will receive an email and text message from Union Township School Corporation for information and instructions. The school website, [union.k12.in.us](http://union.k12.in.us), and school social media accounts and will also be updated with the appropriate information.

## SUBSTITUTE TEACHERS

At times it may be necessary for the school to employ a substitute teacher to fill in for the regular classroom teacher. Students should remember that substitute teachers have as much authority as any regular teacher, and students are expected to show as much respect for substitutes as they would show for their regular teacher.

## TELEPHONE

Students who must make an emergency telephone call may obtain permission from someone in the office to use one of the office telephones. Students are not to be excused from class to make phone calls unless it is an emergency.

Student use of other phones (personal cellular, classroom or office) without permission will result in disciplinary consequences.

# CURRICULAR

## ACADEMIC HALL OF FAME

A student must have completed or be completing the Honors Diploma in order to be considered for the Academic Hall of Fame. The student must **achieve the status of Summa Cum Laude, Magna Cum Laude, or Cum Laude** of his/her graduating class by the end of the second trimester of his/her senior year.

## SUMMA CUM LAUDE, MAGNA CUM LAUDE, CUM LAUDE

4.00 – 4.149

*Cum Laude*

4.150 - 4.299

*Magna Cum Laude*

## **CLASS RANK**

Class rank is no longer included on transcripts. If it appears that class rank is needed it may be given by the guidance department to assist in scholarships as well as admissions requirements.

## **COMMENCEMENT SPEECH**

The senior class president and one member of the Summa Cum Laude graduates will be given the opportunity to speak at commencement. The high school administration will choose one speaker from the Summa Cum Laude" seniors.

## **EARLY GRADUATION**

Juniors and Seniors who have met all graduation requirements for the state of Indiana and Wheeler High School may request release at the end of their junior year or after 1st or 2nd trimester of their senior year. The following criteria shall apply:

- a. The student must request early graduation and present in writing her/his reason for early release no later than the 3rd trimester of their junior year for senior graduation.
- b. The request must meet the approval of the high school guidance counselor and principal
- c. Students may obtain an application in the guidance office. Parent and student signature is required for the application.

## **NEW HORIZONS ALTERNATIVE SCHOOL**

In partnership with several other Porter County schools, Wheeler High School has established the New Horizons learning center at Boone Grove High School as an option for students looking for diploma completion in a non-traditional setting. Students enrolled in Alternative School will be working toward a general or Core 40 diploma. Classes are held on a Half Day Schedule, using the Odyssey Ware program. Wheeler High School has ten (10) seats available, in either the 8-11a.m. or 12-3p.m. time slots. Students earn credits toward a Wheeler High School diploma and can continue to be eligible to participate and attend Wheeler High School extra-curricular activities. Students and parents are responsible for their own transportation to and from the Alternative School.

## **CLASSIFICATION OF STUDENTS**

Students are assigned to a specific class (Freshman, Sophomore, Junior, and Senior) on the basis of how many years they have completed at the high school level at the beginning of the school year.

## **E LEARNING DAYS**

In the situation where inclement weather causes the cancellation of school OR there is a pre-planned professional development day for teachers, the Union Township School Corporation may utilize an eLearning day. Learning will continue through Canvas while engaging with students virtually. **Because we want an eLearning day to count as a school day, students will be expected to log-in from a device of their choice (computer, chrome book, phone, etc.), review the expected learning goal, and participate in the assigned activities.** Teachers will have the learning goal and activities posted no later than 9:00 a.m. on the eLearning day. We know that not all students or families will have internet access when school is cancelled. These students will not be penalized if they are unable to get online during an eLearning day. Students will have three school days to submit any work that is assigned to them on an eLearning day. For additional information regarding eLearning days please visit the district website at [union.k12.in.us](http://union.k12.in.us) to review our eLearning information and the FAQ document.

## **FRESHMAN MENTORING PROGRAM**

All freshman will participate in the Freshman Mentor Program during their assigned 4th period resource. The program involves all students being matched with a mentor, an upperclassman at Wheeler, within a small mentor group. During their resource period on Wednesdays, students participate in a school focused activity within their small mentor group. The purpose of FMP is to support a successful transition for our freshman as well as build a foundation for a thriving high school career at Wheeler.

## **GRADES:**

Grades can be checked online through the Harmony Parent Portal and/or Canvas.

Grades are issued each twelve weeks and are expressed as follows:

A+ = .97 to 100	B+ = .87 to .8999	C+ = .77 to .7999	D+ = .67 to .6999	F = 0 to .5949
A = .93 to .9699	B = .83 to .8649	C = .73 to .7649	D = .63 to .6649	

A- = .90 to .9249

B- = .80 to .8249

C- = .70 to .7249

D- = .595 to .6249

## GRADE REPORTS

Report cards are e-mailed home after the completion of each twelve-week grading period. Students normally receive their cards the week following the end of a grading period.

## GRADUATION EXERCISES

Students who have successfully completed all requirements (both Indiana and Wheeler High School) shall be permitted to participate in graduation exercises. However, if a student is within 2 credits of completing all graduation requirements, he/she may still participate in graduation ceremonies, but will not receive a diploma until all credits are completed.

## GRADUATION REQUIREMENTS

The following is a list of requirements that must be completed in order to graduate from Wheeler High School. Note: Requirements are listed as subject areas and do not reflect specific courses which must be completed.

### CORE 40 DIPLOMA REQUIREMENTS

For Class of 2013 and Beyond:

English .....	8 credits
Mathematics .....	6 credits
Science .....	6 credits
Social Studies .....	6 credits
Health and Wellness .....	1 credit
Physical Education .....	2 credits
Adult Roles & Responsibilities .....	1 credit
Preparing for College & Career .....	1 credit
Directed Electives .....	5 credits
Electives .....	Enough to equal <u>6 credits</u>
<u>TOTAL 40 credits</u>	

All students must pass the state qualifying graduation exam.

### INDIANA CORE 40 WITH ACADEMIC HONORS DIPLOMA – MINIMUM 47 CREDITS

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

- \* Earn 2 additional Core 40 math credits, and
- \* Earn 6-8 Core 40 world language credits, and
- \* Earn 2 Core 40 fine arts credits, and
- \* Earn a grade of "C" or above in courses that will count toward the diploma, and
- \* Have a grade point average of "B" or above, and
- \* Complete one of the following:
  - Two advanced Placement courses and corresponding AP exams
  - Academic, transferable dual high school/college courses resulting in 6 college credits
  - One Advanced Placement course and corresponding AP exam and academic transferable dual high school/college course(s) resulting in 3 college credits.
  - Score 1200 or higher combined SAT math and verbal
  - Score a 26 composite ACT

With Technical Honors Diploma – minimum 47 credits

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

- \* Complete all requirements for Core 40
- \* Complete a career-technical program (8 or more related credits)
- \* Earn a grade of "C" or better in courses that will count toward the diploma

- \* Have a grade point average of "B" or better

## **HONOR ROLL**

Posted after each Trimester

## **INCOMPLETES**

Each student is responsible for the completion of his own academic work. When students have been absent from school for an excusable reason, they are to see each of their teachers immediately upon their return to school in order to obtain the assignments which they have missed. All incomplete work must be made up within the time frames stated in the attendance policy. If the absence causing the incomplete work was of an extended nature, the period for completing make-up work may be extended with administrative approval.

Incomplete grades must be made up within one (1) week after the end of a grading period unless permission to extend this time has been obtained from the administration. Failure to comply with these frames shall cause loss of all credit for the assignments missed due to absence.

## **HOMEWORK POLICY**

### Homework Objective:

- Is schoolwork that is assigned and intended to be completed during study time allotted in class or at home.
- Is a valuable part of schooling
- Allows for practicing, extending and consolidating work done in class
- Provides training for students in planning and organizing time
- Develops a range of skills in identifying and using information resources
- Establishes habits of study, concentration and self-discipline which will serve students for the rest of their lives
- Strengthens home-school links
- Reaffirms the role of parents and caregivers as partners in education
- Provides parents and caregivers with insights into what is being taught in the classroom and the progress of their children
- Challenges and extends gifted and talented children

### Teacher Expectations:

- Work assigned is to be an integral part of the instructional program and will contribute to the educational development of all students
- Explain clearly homework directions and expectations
- Give reasonable due dates so students can complete the assignment
- Evaluate homework and supply feedback in a timely manner.
- Be available to parents and students to discuss homework and provide prompt response to their questions and concerns
- Establish and maintain an environment of open communication with students and parents
- Assign 3 to 5 homework assignments per week in each class. Homework assignments will average 30 – 45 minutes in length.

### Student Expectations:

- Be responsible for his/her education
- Students should expect to have 3 to 5 homework assignments per week in each of your academic subjects
- Students should expect to complete 2 to 3 hours of homework per week per class (advanced courses may require more)
- Students are responsible for knowing what is assigned, completing the task, and for turning in homework assignments on time
- Students missing partial days are required to hand in homework due that day and acquire that day's assigned homework for all classes
- Students are responsible for make-up work missed due to absences as indicated in the attendance section of the handbook



- When students are involved in extra-curricular activities, it is their responsibility to manage their time appropriately.

#### Parent Expectations:

- Plan and provide a proper environment for the completion of homework
- Help students prioritize time among homework, family, work, extra-curricular and other activities.
- Monitor the student to ensure proper time and effort is spent on homework
- Provide support and encouragement that will promote homework as an extension of the formal educational system.
- Establish and maintain a line of communication with your child's teacher
- Allow students to complete their own homework with as little assistance as possible.

If a student fails to complete his/her homework then the teacher should employ a clear and fair process of motivating the student. This process may include:

1. Pointing out to the student how their decision not to complete homework will impact their educational future and current grade.
2. Contacting parent to inform them of student's performance and seek solutions
3. Having the student get his/her parents to sign completed homework.
4. Having student report to classroom before school to show work completed and ask questions prior to class
5. Holding student after school to complete assigned task
6. Referral to the office

### **SCHEDULE CHANGES**

Much time is dedicated to developing a schedule to meet the needs of the student in working toward his/her career goals and high school graduation.

Students may not change a class after the Friday before registration for the first trimester. For subsequent trimesters, all scheduling changes must occur by the Friday before finals week. In considering a request for a course withdrawal, a contact must be made with the teacher, parent, counselor, and student. Students may not change their schedule based on instructor preference. Students may retake a course in order to improve an unsatisfactory grade.

If, as a result of the contact, a student withdraws from a class after the first week of the new trimester, he/she will receive a W/F (withdrawal/failure) as a grade for the course. Extenuating circumstances (such as a medical problem) that cause a student to withdraw from a class shall be recorded as a "W" (withdrawn). A W/F shall count as a credit attempted and will be included in the grade point average; a "W" will not be counted as a credit attempted.

At the start of a trimester, there will be a two day limit to drop a class for study hall, unless there are extenuating circumstances.

### **STUDENT COURSE CONTINUATION**

Prior to students being eligible to advance to the next level of course work, they **must** achieve a passing grade in the subject area and/or meet the prerequisites for the next level courses.

### **STUDY HALL**

Study hall is designed to enhance students' learning potential by offering a class period for them to work at their own pace on assigned homework or studying. Students may also choose to meet with specific teachers during this time for additional help if prior arrangements have been made by the student and teacher. Students may also opt out of study hall to become a teacher's assistant with permission from that teacher. There is no credit to be earned by taking study hall/teacher's assistant; this class does not hurt a student's GPA.

### **TRANSFER CREDITS**

Any student wishing to take a course at another high school or through correspondence may transfer in up to 2 credits to Wheeler High School per academic year. Administrative approval must be secured prior to enrolling in any of these courses.

## **STUDENT SERVICES**

### **CAREER CRUISING**

Career Cruising is a computer program designed to help students plan their occupational future. The program uses assessment tools, detailed occupational profiles, and comprehensive post-secondary education information. Students use the various program tools to complete their portfolio within their required course. At the completion of their "Preparing for College and Career" course students will give a formal presentation of their portfolio to their class. Career Cruising is a valuable

tool that students can continue to access for 5 years after they graduate.

## FOOD SERVICE

### BREAKFAST:

Breakfast is an optional meal served before school.

### LUNCH:

Wheeler High School provides both a traditional hot lunch and an A-La-Carte line. Students are given a choice usually of meat, vegetable, and fruit or fruit juice. All students are given 30 minutes in which to eat lunch.

Each student will have a lunch account established. Students may bring in lunch money each day or parents can make deposits into each student's account. Please include the student's name on your checks or envelopes. One check may be written per family. Deductions for lunches and lunch items will be made as the student goes through the line. It is the parent and student's responsibility to be aware of their fund balance. Parents can view their student's account balance online at [mymealtime.com](http://mymealtime.com).

#### BREAKFAST

Paid \$1.25

Reduced \$.40

#### LUNCH

Paid \$2.50

Reduced \$.40

**Wheeler High School is a closed campus school, and therefore no one is permitted to leave the school grounds. All food and drink, whether purchased at school or brought from home should be consumed in the cafeteria or in the commons area. No outside visitors are permitted during lunches. No students are to have food or drink in the classrooms or hallways.** No food delivered from restaurants will be allowed during the school day. If necessary, assistance for lunch fees may be made by obtaining and completing the forms which are available in the office. If parents desire to bring food to school, they should first report to the high school office. Students are not allowed in the parking lot, near any parked cars, or in any area designated as "off limits" during the lunch period.

All students are reminded to observe the following rules during breakfast and lunch:

1. **That NO FOOD or DRINK is to be taken into academic hallways or classrooms at any time.**
2. Students are NOT to cut in front of others.
3. Halls are OFF LIMITS during the lunch periods, except for use of the restrooms in the cafeteria area, until the passing bell.
4. ALL TRAYS are to be returned prior to the passing bell.
5. BOTH SERVING LINES may be used.
6. Students shall remain in their assigned lunch room area for the entire lunch period.

## CHARGING SCHOOL MEALS POLICY

The goal of school food service is to provide healthy meals to all students on a daily basis. It is not the intent of the school food service to deny a student a meal or embarrass a student due to cafeteria charges.

The district will allow students who come to school without lunch or breakfast money to charge up to **\$9.75** in type **A meals**. Students that have charges **cannot purchase a la carte items**. If a charge occurs, parents will be notified by e-mail or phone call of negative balances. Repayment is expected as soon as possible in full. An on-line payment program offers parents the opportunity to pay for meals in advance through credit cards or the student can bring checks or cash to be put on their account. Allowing charges to continuously accumulate can lead to the district revoking the charging privilege if it becomes excessively abused.

A free or reduced meal application may be completed. Every effort will be made to help any family that is in need.

If payment is not made and the student's account has been charged to the full amount, an alternative meal, such as cheese or peanut butter sandwich, will be provided for up to three (3) days. After three (3) days, no meal will be provided.

## GUIDANCE AND COUNSELING

Guidance services are available for all students. Students may request to see the counselor or students may be referred to the counselor by teachers, administrators or parents. The counselor may also request to see students at various times throughout the school year.

The goal of the guidance department is to work with students, either individually or in small groups, helping them to develop academically, socially, and emotionally.

The counselor is available to:

1. Assist students with school related problems or concerns they may be having.
2. Help students work on personal problems they may be experiencing.
3. Help students discover their talents and abilities.
4. Help students as they plan their education.
5. Help students develop positive attitudes and make suitable decisions.

You will find the Guidance Office located in the main office complex.

## HEALTH SERVICES

### MEDICATION:

**Prescription Medication** - may only be given to students provided the following is on file at the school:

- A. Written authorization signed by the student's parent/guardian stating the student's name, medication, dosage, when it is to be given and reason it is being given.
- B. Written authorization and instructions from the student's physician, or typed instructions on the prescription bottle.
- C. If there is a change in the prescription, such as dose, there must be a new physician order or new prescription label.

**Over-the-Counter Medication**-will be administered at school provided the following is on file:

- A. Medication is brought to school in a sealed, original container.
- B. Written authorization signed by the parent/guardian stating the students' name, medication, dose, when it is to be given, and reason it is to be given.
- C. Over-the-Counter medications will not be administered in any manner inconsistent with the instructions on the label.

All medication must be dispensed from the Nurse's Office. **Students must not carry any medication in purses, backpacks, pockets, lockers, etc.** Those students with asthma or life threatening allergies may carry their own inhaler or Epi pen, **but must have an emergency action plan and** written authorization from their physician and parent/guardian that states the student's name, medication, dose, intent for the student to carry the medication, and ability of the student to safely self-administer the medication. **Medication equipment and drug supplies will be accepted by the school nurse only from a parent or guardian. Medication must be picked up at the end of the school year.**

### STUDENT ILLNESS:

Facilities are available to all students who feel ill during the school day. Students may visit the nurse after obtaining a pass from their teacher. A medical assessment will determine the type of treatment or if a parent should be notified.

- A. It is the school's health policy to exclude from school any child who has: a temperature of 100 degrees or over, any inflammatory eye condition, any cough associated with fever or continuous unrelieved coughing, cold symptoms if associated with other signs of disease, sore or inflamed throat, discharge from ears, skin diseases and rashes, (exclude until diagnosed by physician as non-contagious), or Pediculosis (head lice). Students are excluded until they are free of lice and nits and must be checked by the nurse upon return.
- B. School personnel will notify the parent/guardian about picking up the student from school. Students will not be dismissed without checking with office personnel.
- C. Student insurance is available if desired by the parents.

### SAFETY PROTOCOLS:

All students must adhere to guidelines issued by the administration regarding safety protocols and practices to prevent the spread of disease and illness including but not limited to wearing protective coverings, required spacing in school facilities, on school property and in school busses, and at any school sponsored activity wherever located. Students who violate such protocols are subject to discipline, up to and including recommendations for expulsion.

### IMMUNIZATION

Each student should have the immunization required by law or have an authorized waiver on file. If a student does not have the necessary shots or waiver, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State Law. For current immunization requirements, see school website.

### EXCLUSIONS

In the event of an outbreak of a vaccine preventable disease for which a student had a medical/religious exemption to vac-

cination and is not fully immunized, the student may be excluded from school and school sponsored activities, to protect his/her health and the health of all students and staff. Incompletely vaccinated students can be excluded from school due to cases of measles, chicken pox, pertussis, mumps, meningitis, or any other vaccine preventable disease.

**LIBRARY/MEDIA CENTER**

Wheeler High School students are encouraged to use the Library/Media Center resources to complete classroom assignments, projects, or for personal enrichment.

The Library/Media Center is an educational environment where study, reading, research, media production, and other educational activities occur. This must take place so as not to disturb other students and faculty members.

Materials and equipment located in the Media Center are for general use and should be treated with care and respect. Use of the center may be withdrawn for any student found in violation.

The following rules should be observed when using the Center's resources:

- A. Failure to check out or return materials properly constitutes theft and is ample reason for a student to be suspended.
- B. Books may be checked out for three weeks and renewed for another three weeks at the end of the initial three-week period.
- C. Reference books, magazines, and newspapers, remain in the Center and do not circulate.
- D. Overdue book fines can be charged at a rate of \$0.05 per day up to \$2.00.
- E. When coming into the Center, students should sign in using the computer at the circulation desk.
- F. Study hall students may use the center with a teacher or study hall supervisor pass.
- G. Food or drink should not be brought into the center.
- H. Students may use the media center before and after school to read, check out books, or work on projects.

**VENDING MACHINES**

The vending machines are located in the cafeteria area for student use before and after school. Students are not to abuse or damage these machines.

**VISITORS**

All visitors to Wheeler High School **must** report to the main office. Students are not allowed to bring guests to school.

Unless prior arrangements are made with the administration, visitors will not be permitted during the lunch hours.

**WHEELER HIGH SCHOOL HARMONY ONLINE PARENT/TEACHER COMMUNICATION  
IMPROVE GRADES AND ATTENDANCE**

Parent involvement in their child's education is one of the most important factors in school success and achievement. Harmony Online enhances the parent role in their child's day-to-day school experience by providing secured access to information such as daily and weekly assignments, grades and attendance over the Internet. Parent involvement is positively associated with student academic success, higher attendance rates and lower suspension rates. Harmony Online provides parents, teachers and administrators information through the Internet.

With proper identification, Internet users may access the following:

Student Demographic Data	Attendance
Emergency Information	Grades
Health Data	Course History
Immunizations	Transcripts
Class Schedules	

Please visit Wheeler High School's website, **at the parent portal**, and register online to begin the process of keeping in touch with your child(s) progress.

**WITHDRAWALS**

When you know that you will no longer be a student at Wheeler High School, report to the guidance office and administration. You need to be prepared to return all books, equipment, and pay any outstanding bills you may owe the school. An exit interview will be conducted with student and parent and signatures will be secured.

If you have a class ring, pictures, yearbook, or other articles ordered, check with the sponsor involved and make arrangements for cancellation of the order or for the article to be forwarded to your new address.

Be sure to notify your bus driver on your last day in order that he/she will know not to stop for you anymore.

## WORK PERMITS

Information concerning work permits may be obtained through the main office.

# STUDENT ACTIVITIES

## STUDENT EXTRACURRICULAR ACTIVITIES

Our extracurricular activity program is designed for students in grades 9-12. All high school students are urged to participate in one or more extracurricular activities, to be a "doer" and not a "watcher". Students should join activities that interest them. Students are urged to commit themselves to the activities they join, not just for the benefit of the organization, but for the students. Students are urged to plan their activity schedule carefully. Obligations at home, church, and in the community should be considered in arriving at a program that will be most suitable for the student. All activities have an adult sponsor. A list of individual organizations is available upon request from the high school office.

Poor grades will warrant that a student attend study table until grades are improved. A student may be removed from participation if academic performance is not improved.

## ATHLETIC PROGRAMS

The following competitive teams are offered at WHS and are listed by the season in which they are offered.

	<u>Girls</u>	<u>Boys</u>
<b>Fall</b>	Cross Country Cheerleading Golf Soccer Volleyball	Cross Country Football Soccer Tennis
<b>Winter</b>	Basketball Bowling Cheerleading Swimming Gymnastics	Basketball Bowling Swimming Wrestling
<b>Spring</b>	Softball Tennis Track	Baseball Golf Track

## I.H.S.A.A. ATHLETICS

### A. ELIGIBILITY

1. The rules of the Indiana High School Athletic Association, By-Laws and Articles of Incorporation will be followed.
2. Each athlete must have a completed "Parent and Physicians Certificate", a training rule form, and an implied consent form on file before being eligible to practice or play.
3. **Each athlete must be passing in four regular full-credit subjects at the conclusion of the most recent grading period.**
4. Each student must be enrolled in four subjects.
5. Any student transferring to Wheeler High School from another high school must report to the Athletic Director to determine their athletic eligibility prior to any type of participation.
6. Students must attend school at least three academic class periods on the day of a contest. **Resource/Lunch period does not count as an "academic" period.** All such situations should be brought to the attention of the athletic director.
7. Students whose nineteenth birthday occurs before August 15 shall be ineligible for further interschool athletic competition.

8. Students violate their amateur standing if they (a) play under an assumed name; (b) accept remuneration for participation in any athletic activity; (c) participate in athletic contests offering cash prizes or prizes having other symbolic value; (d) participate in athletic activities sponsored by professional athletic organizations or their representatives.
9. Students absent five or more consecutive days due to illness or injury must present a physician's note to the principal stating the athletes' fitness to resume participation.
10. Sports camps attended must meet the approval of the I.H.S.A.A. and the school.
11. Student – athletes who are failing at progress report periods must attend study sessions three days each week with the teacher(s) of the course(s) in which they are failing.
12. Procedures are in place to monitor these students' progress.

## **ATHLETIC ELIGIBILITY STANDARDS**

IHSAA rule of passing 4 out of 5 classes per trimester with the following interventions:

- If the student fails a class, or gets a "D" in the first progress report, the student will be required to attend after school study sessions with the teacher of record three days a week.
  - A check sheet will be completed by the student and teacher of record indicating progress.
  - This report will be given to the guidance counselor and athletic director and coaches on a weekly basis.
  - Parents will be contacted.
  - Failure to attend study session results in suspension of athletic competition.
- If the student has a failing grade or a "D" at the end of the second progress report, that student is now placed on probation and is subject to grade checks every two weeks and must continue to attend the study sessions with the teacher of record.
  - A check sheet will be completed by the student and teacher of record indicating progress.
  - This report will be given to the guidance counselor and athletic director and coaches on a weekly basis.
  - Parents will be contacted.
  - Failure to attend study session results in suspension of athletic competition.
- If the student has a failing grade or a "D" at the two week grade check, the student is placed on formal probation and must continue to attend the study sessions with the teacher of record until final trimester grades are completed. The student may practice and compete with the team in which they currently are involved with until the end of the trimester.
  - A check sheet will be completed by the student and teacher of record indicating progress.
  - This report will be given to the guidance counselor and athletic director and coaches on a weekly basis.
  - The student will be placed on formal probation with a meeting to occur with the athletic director, parents, and guidance. A warning letter will be written and placed in the Athletic Director's office until the trimester ends.
  - At the end of the trimester, grade checks will be completed.
  - Failure to attend study session results in suspension of athletic competition.
- If the student has failed a trimester class, that student will fall under the following intervention.
  - If the student is not taking a continuation of the class failed (same subject area), the student will fall under the above guidelines for the subsequent trimester.
  - If the student is taking a continuation of the class failed (same subject area), the student will be required to continue study table sessions until academic progress is realized. Formal probationary procedures will continue for the remainder of the trimester.

Data will be compiled and presented to the board at the end of each trimester.

## **ATHLETIC HAZING/HARASSMENT:**

- a. There will be no intimidation or initiation of other athletes or participants. This would involve any verbal, physical, or sexual harassment or acts.
- b. 1st offense – The administration will conduct a hearing to determine the penalty to be imposed. A minimum suspension of 10% of the contest season with a maximum of 100% may be imposed at the discretion of the Athletic Director. The suspension may be held over to the next sport season.
- c. 2nd offense – Suspended one calendar year from the date of the second violation.

d. 3rd offense – The student/athlete will be excluded from athletic participation the remainder of his/her school experience.

## **APPEALS PROCESS**

A Student-athlete may make a written request for a hearing to the athletic director within five (5) days of receiving notice of the suspension from participation for violation of this code. The hearing will take place within five (5) school days of the receipt of the written request for a hearing before a three (3) member appeals board. The appeal board will be comprised of a Union Township School Administrator, a Wheeler High School faculty member, and a Wheeler High School out of season coach. The Appeal Board will have the power to uphold, deny, or lessen the suspension of the student-athlete. The Appeal Board's decision will be made within one (1) school day of the hearing.

## **ATHLETIC INSURANCE**

1. The Athletic Department, the school, or the school corporation is not financially responsible for athletic injuries.
2. Some sort of accident protection is necessary in order for a student to participate in athletics at Wheeler High School.
3. Financial obligations, under Part II of the I.H.S.A.A. physical form, must be checked and signed by the student's parent or guardian before the athlete is eligible to participate.

## **ATHLETIC AMBASSADOR PROGRAM**

The high school Ambassador Program, in conjunction with the IHSSA Leadership Program, recognizes high school students' growing maturity and offers special training to enable these young men and women to make lasting contributions as volunteer youth mentors through the program. These high school student-athletes realize the intrinsic rewards of volunteerism, mentoring and leadership. Elementary and middle school students see examples set by individuals they respect and admire. All three groups gain valuable opportunities for reflection and serious discussion about the principles critical to contemporary culture. Student-athletes are recommended by their coaches to the athletic director for consideration for this program.

## **ATHLETIC PRACTICES/WORKOUTS**

On a regular **day basis**, **no practices or workouts shall commence before 3:30 pm. students are not to enter the fieldhouse/gymnasium/locker room areas before 3:15 when they can be supervised by a coach.**

## **NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is fourfold: 1) to create an enthusiasm for scholarship, 2) to stimulate a desire to render service, 3) to promote leadership, and 4) to develop character. The Union Township Chapter of Wheeler High School is governed by a faculty council, a faculty advisor, and elected officers.

Membership is granted only to those students selected by the faculty council who have met all the following criteria: 1) attained a grade point average of at least 3.50, 2) been in attendance at Wheeler High School for at least two full trimesters, 3) attained a minimum class rank of second trimester sophomore 4) demonstrated the qualities of scholarship, service, leadership, and character, 5) completed the application for membership. The selection of each member to the chapter shall be by a majority vote of the faculty council.

## **YEARBOOK**

The function of the Wheeler High School yearbook is to serve as a year-end review for the student body of a successful school year. It is a pictorial and written record of sports teams, the enrollment of the school, extracurricular, and curricular activities of the students of Wheeler. The Rosetta helps the student body, faculty, and community gain an awareness of what is happening at WHS. Our yearbook may be ordered in the fall trimester of each school year.

## **SOCIAL ACTIVITIES**

Various school activities are sponsored by school organizations throughout the school year. Most of these events are restricted to students of Wheeler High School. In the event that you wish to bring a guest to a school function, permission may be secured from the school administration prior to the event.

At all evening social events, **students are expected to arrive within the first one half hour after the start of the event** unless arrangements are made with the administration in advance. Once a student leaves a social or athletic event, he/she will not be readmitted.

**Students must be in attendance in at least (3) academic class periods on the day of an activity to be eligible to participate.**

Student guests attending any function such as Prom or Homecoming are restricted to being above 8th grade or at an age under 21. (Under special circumstances guests over 21 will be allowed but these attendees must meet with the administra-

tion well in advance of the event.)

## STUDENT ACTIVITIES

An extensive student activities program is offered at WHS. All activities are designed to supplement the regular school program with experiences that are both rewarding and enjoyable. Students who have an interest in any of the activities should contact the sponsor for details and requirements.

Academic Competition Teams	National Honor Society
Gaming	Pep Band
Athletics	Robotics
Cheerleading	Show Choir
Foreign Language Clubs	Student Council
Key Club	Theatre
Natural Helpers	Yearbook

## STUDENT COUNCIL

This organization is not a club or social group, but a body of elected students who listen to student ideas and concerns. They act as a spokesperson for the student body on such matters as school policies, curriculum, and activities. Students from each grade level serve on the Student Council, and students who are in the Student Council are always glad to hear ideas from other students that they may act upon.

## STUDENT LEADERSHIP

Wheeler High School is proud of the leadership of its students, and the high code of behavior and leadership they have established in the area of extracurricular activities. Wheeler encourages every student to strive to not only participate in, but to assume a leadership role in any organization to which they belong.

It is important that students in positions of leadership in extracurricular activities, including Student Council members, class officers, and club or organization officers, display qualities of good citizenship. If a student who holds such a position of leadership engages in activities that violate this principle, whether activities take place on school premises or off, during, before or after school hours, or during vacation periods including summer vacation, he or she may be removed from such position of leadership by their building principal, if the building principal determines that the student's behavior warrants such action. Actions which may result in removal include violations of any state law or any school rule (which could lead to suspension or expulsion) included in this handbook.

# UNION TOWNSHIP SCHOOL CORPORATION

## STUDENT ACTIVITY CODE OF CONDUCT

**Violations** – Students participating on school teams/clubs/groups are required to live according to the rules listed in the school handbook rules (Bearcat Planner) and the Bylaws of the IHSA. School rules and extra-curricular rules may be interrelated and may result in different penalties since different codes may have been violated. **EXTRA-CURRICULAR RULES ARE IN EFFECT 365 DAYS A YEAR.**

**Enforcement Procedures** – No penalties set forth below shall be imposed until the student is afforded an opportunity for an informal hearing conducted by the administrator and/or designee that includes the following:

1. A written or oral statement of the charges against the student
2. If he/she denies the charge, a summary of the evidence against the student.
3. An opportunity for the student to explain his/her conduct

If the administrator and/or designee decides that a penalty, set forth below, should be imposed against the student at the conclusion of the informal hearing, or such additional time as is reasonably necessary, the administrator and/or designee will send a written statement to the student's parents or guardian describing the conduct, misconduct or violation of the rule or rules, the reasons for the action taken by the administrator and/or designee, and the penalty imposed. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

**All violation offenses for the following Tobacco, Alcohol, or Drug Policies are cumulative. (Example: Should an athlete violate the tobacco offense and, then, violate the consumption of alcohol or drug policy, the consequence would be the second offense.**



## USES AND/OR POSSESSION OF ANY FORM OF TOBACCO:

- A. 1st Offense** – The student/athlete will miss 10% of his or her entire athletic season schedule and will perform two hours of school service assigned by the administrator and/or designee. If the season is near completion and the suspension cannot be carried out, the suspension will be served in the student's next activity.

Participants in the following activities will receive a 30 calendar day suspension and will perform two hours of community service assigned by the administrator and/or designee.

Art Club	Natural Helpers
Foreign Language Clubs	Student Council
Key Club	Yearbook
National Honor Society	

Participants in the following activities will receive the following suspensions and perform two hours of community service assigned by the administrator and/or designee:

25% of the scheduled events/performance/competitions if there are 4 or more

33% of the scheduled events/performance/competitions if there are 3

50% of the scheduled events/performance/competitions if there are 2

100% of the scheduled events/performance/competitions if there is 1

Academic Teams	Pep Band	Show Choir
Drama	Robotics	

- B. 2nd Offense** – The student/athlete will miss 40% of his or her entire athletic season schedule and must attend an approved workshop on the use of tobacco before returning to any activity. The administrator and/or designee, prior to the student attending, must approve the workshop. If the season is near completion and the suspension cannot be carried out, it will be served in the student's next activity/season. All workshops/counseling will be at student/parent expense.

Participants in the following activities will receive a 60 calendar day suspension and must attend a workshop on the use of tobacco before returning to any activity. All workshops/counseling will be at student/parent expense.

Art Club	Natural Helpers
Foreign Language Clubs	Student Council
Key Club	Yearbook
National Honor Society	

Participants in the following activities will be dismissed from the activity for the remainder of the school year.

Pep Band	Show Choir
Drama	Academic Teams

- C. 3rd Offense** – The student is ineligible to participate in extra-curricular activities for 365 days from the date of the infraction,

(If a student joins a new activity just to serve suspension, he or she must join before the first contest and remain in the new activity the entire season and finish the season in good standing in order for the suspension to have been legitimately served. If the student does not remain in the activity he/she will serve his or her suspension in the next activity/season).

## CONSUMPTION AND/OR POSSESSION OF ALCOHOL:

- A. 1st Offense** – The student/athlete will miss 30% of his or her entire athletic season schedule and serve 6 hours of school service assigned by the administrator and/or designee.

Participants in the following activities will receive a 60 calendar day suspension and serve 6 hours of community service assigned by the administrator and/or designee.

Art Club	Natural Helpers
Foreign Language Clubs	Student Council
Key Club	Yearbook
National Honor Society	

Participants in the following activities will receive the following suspensions and serve 6 hours of school service assigned by the administrator and/or designee:

25% of the scheduled events/performances/competitions if there are 4 or more

33% of the scheduled events/performances/competitions if there are 3

50% of the scheduled events/performances/competitions if there are 2

100% of the scheduled events/performances/competitions if there is 1

Academic Teams

Robotics

Drama

Show Choir

Pep Band

- B. 2nd Offense** – The student is ineligible to participate in extra-curricular activities for 365 days. The student must attend a workshop on alcohol before returning to extra-curricular activities. The administrator and/or designee, prior to the student attending, must approve the workshop. The student must also appear before the Extra-curricular Committee. All workshops/counseling will be at student/parent expense.

(If a student joins a new activity just to serve suspension, he or she must join before the first contest and remain in the new activity the entire season and finish the season in good standing in order for the suspension to have been legitimately served. If the student does not remain in the activity he/she will serve his or her suspension in the next activity/season).

## USE OF AND/OR POSSESSION OF DRUGS:

Upon the first offense/positive test result, the student may not participate in extra-curricular activities for 365 days. **OPTION:** The student has 30 days to enroll in an approved drug rehabilitation program and upon completion of this program, he or she may ask for a hearing before the Extra-curricular Committee. (This committee is made up of 1. an administrator and/or designee 2. the head counselor/social worker 3. a coach/sponsor representative 4. a faculty representative.) At this hearing the student may ask for reinstatement into the extra-curricular program and must show proof that he or she has attended the drug rehabilitation program as well as received "negative" results from an approved laboratory test proving he or she is drug free. All workshops/counseling will be at student/parent expense.

### If the student is allowed to return to an activity:

- The student/athlete will serve a 30% suspension before being allowed to participate as well as serve 6 hours of community service assigned by the administrator and/or designee:
- Participants in the following activities will serve a 60 calendar day suspension before being allowed to return as well as serve 6 hours of community service assigned by the administrator and/or designee:

Art Club

Natural Helpers

Foreign Language Clubs

Student Council

Key Club

Yearbook

National Honor Society

- Participants in the following activities will serve the following suspension before being allowed to return as well as serve 6 hours of community service assigned by the administrator and/or designee:
- 25% of the scheduled events/performances/competitions if there are 4 or more
- 33% of the scheduled events/performances/competitions if there are 3
- 50% of the scheduled events/performances/competitions if there are 2
- 100% of the scheduled events/performances/competition if there is 1

Academic Teams

Robotics

Drama

Show Choir

Pep Band

- A. 2nd Offense** – The student is ineligible to participate in extra-curricular activities for 365 days. The student must also appear before the Extra-curricular Committee for a possible additional suspension.

**Student Drivers:** A student driver who tests positive for banned substances will have his/her driving privileges suspended sixty (60) school days. Suspension of driving privileges may carry over to the following school year. A student driver may have his/her suspension reduced to thirty (30) school days, at the discretion of the administration, if the student successfully completes an alcohol/drug abuse counseling program at a licensed drug and/or alcohol rehabilitation

center. All workshops/counseling will be at student/parent expense.

All provisions of this document shall be contiguous and span the transition between Union Township Middle School and Wheeler High School.

## **BREAKING THE LAWS OF INDIANA**

A. Minor offenses will be punishable under the discretion of the administrator and/or designee.

B. Major offenses will be presented to the Extra-curricular Committee for a decision on the penalty.

The student and/or his/her parents or guardian, in writing to the superintendent within 5 school days, may appeal due process, the decisions of the administrator and/or designee or the Extra-curricular Committee.

Union Township School Corporation reserves the right to use a variety of methods to investigate potential Code of Conduct violations. These include, but are not limited to, legal notifications, public records, Internet websites (i.e. Facebook, Myspace, Instagram, etc.), parent communication, and other personal contacts. Violations of the Code of Contact have no statute or period of limitations and will be dealt with as discovered by coaches or administrators.

## **ATHLETIC GRIEVANCE PROCESS**

### **I.C. 20-33-13-4. Team gender designation.**

(a) A school corporation, public school, nonpublic school, or association that organizes, sanctions, or sponsors an athletic team or sport described in section 1 [IC 20-33-13-1] of this chapter shall expressly designate the athletic team or sport as one (1) of the following:

- (1) A male, men's, or boys' team or sport.
- (2) A female, women's, or girls' team or sport.
- (3) A coeducational or mixed team or sport.

(b) A male, based on a student's biological sex at birth in accordance with the student's genetics and reproductive biology, may not participate on an athletic team or sport designated under this section as being a female, women's, or girls' athletic team or sport.

### **I.C. 20-33-13-5. Gender grievance.**

(a) A student or parent of a student may submit a grievance to a school corporation, public school, nonpublic school, or association for a violation of section 4 [IC 20-33-13-4] of this chapter.

(b) Each school corporation, public school, nonpublic school, and association described in section 4 of this chapter shall:

- (1) establish and maintain a grievance procedure; or
- (2) maintain a grievance or protest procedure that the school corporation, public school, nonpublic school, or association established before July 1, 2022;  
for the resolution of a grievance submitted under this section.

### **I.C. 20-33-13-6. Civil penalty for violation.**

(a) If a school corporation, public school, nonpublic school, or association violates this chapter, a student who is:

- (1) deprived of an athletic opportunity; or
- (2) otherwise directly or indirectly injured;  
as a result of the violation may bring a civil action against the school corporation, public school, nonpublic school, or association.

(b) A school corporation, public school, nonpublic school, or association may not retaliate or otherwise take any adverse action against a student for reporting a violation or bringing a civil action for a violation of this chapter.

### **I.C. 20-33-13-7. Remedies.**

The court may award to a student who prevails in an action under section 6 [IC 20-33-13-6] of this chapter any of the following:

- (1) Injunctive relief.
- (2) The greater of:
  - (A) actual and consequential damages resulting from the violation; or
  - (B) liquidated damages of not more than one thousand dollars (\$1,000).
- (3) Costs and reasonable attorney's fees.

(4) Any other appropriate relief determined by the court.

#### **I.C. 20-33-13-8. Scope of immunity.**

A school corporation, a public school, a nonpublic school, and an association are not subject to liability in:

- (1) a civil;
- (2) an administrative;
- (3) a disciplinary; or
- (4) a criminal;

action for acting in good faith in compliance with this chapter.

#### **GUIDELINES FOR THE USE OF SOCIAL NETWORKING MEDIA**

As an educational institution, Wheeler High School supports and encourages the rights of individuals to free speech. However, student-athletes should be concerned with any behavior that might embarrass themselves, their families, their teams, their community and /or Wheeler High School. This includes any activities conducted online through social networking sites (i.e. Facebook, Myspace, Friendster, podcasting, blog sites, You Tube, Twitter, or chat rooms among others).

Participation in athletics at Wheeler High School is a privilege, not a right. Student-athletes at Wheeler High School are a representative of the school and the community, and as such, are always in the public eye. This fact places certain additional demands upon how athletes must live their lives. Keep the following guidelines in mind as you participate in any of the aforementioned public media:

1. Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of your control at the moment it is place online,—even if you limit access to your site.
2. You are not to post information, photos, or other items that could embarrass you, your family, your team, the Athletics Department or Wheeler High School. This includes items that may be posted on your page by others.
3. You should not post your address, phone numbers, birth date, or other personal information. You could be opening yourself up to predators or stalkers.
4. Exercise caution as to what information you post on your website about your whereabouts or plans. This will help prevent stalkers or other criminally minded individuals from gaining access to you.
5. Be aware of who you add as a friend to your site. Many people are looking to take advantage of student-athletes or seek connection with student-athletes to give them a sense of membership on a team.
6. Coaches and athletic department administrators can and do monitor these websites. Disparaging remarks about teammates, coaches, or school officials can serve as grounds for suspension from competition or dismissal from teams, as well as possible legal ramifications.
7. Students-athletes will face disciplinary measures for violation of team policies, athletic department polices, state athletic association guidelines and /or state and federal laws. Any admissions of conduct in violation of any of these policies or laws found on a student-athlete's website will subject him or her to disciplinary measures. Any depictions of conduct in violation of any of these policies or laws found on a student-athlete's website will be subject to a full investigation.

Also keep in mind that local police or sheriff's offices or other law enforcement agencies may check these websites regularly.

Be cognizant of the fact that many employers and colleges also monitor these sites. You should be aware that any information posted on these websites may prevent you from obtaining a job or prevent you from attending the college of your choice.

## **WHEELER HIGH SCHOOL RANDOM DRUG TESTING POLICY**

### **A STATEMENT OF NEED AND PURPOSE**

A program of deterrence will be instituted as a pro-active approach to a drug free school. Through driving or participation in extra-curricular activities, students using drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is threefold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. Students involved in extra-curricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students

from driving to and from school or participating in extra-curricular activities while she/he has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. The program is non-punitive for the student's academic standing. It is designed to create a safe, drug free environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as result of any verified "positive" test conducted by his/her school under this program other than stated therein.

**INTRODUCTION**

The effective date of this program is 12/16/2010. The program does not affect the current policies, practices, or rights of Union Township School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Union Township School Corporation reserves the right to test any student who exhibits cause or reasonable suspicion of drug and/or alcohol usage.

**BANNED SUBSTANCES**

For the purpose of this policy, the following substances or their metabolites that can be tested for are considered illicit or banned for Union Township School Corporation students.

Alcohol, Amphetamines, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Methaqualone, Opiates, Phencyclidine, Synthetic Cannabinoids, Other illegal or controlled substances

**SCOPE**

Participation in extra-curricular activities is a privilege. This policy applies to all Union Township School's students in grades 6-12 who wish to participate in extra-curricular activities. These activities include but are not limited to the following:

**Athletics** (Participants include but are not limited to athletes, cheerleaders, managers, and other athletic student personnel)

<b>Academic Teams</b>	<b>National Honor Society</b>	<b>Show Choir</b>
<b>Drama</b>	<b>Natural Helpers</b>	<b>Spanish Club</b>
<b>French Club</b>	<b>Pep Band</b>	<b>Student Council</b>
<b>German Club</b>	<b>Robotics</b>	
<b>Yearbook</b>	<b>Key Club</b>	

Any additional extra-curricular activities established by the school corporation, subsequent to the adoption of this deterrence program, will be included.

This policy also applies to any student who wishes to drive to school, from school, or during school.

**CONSENT FORM**

It is MANDATORY that each student who participates in extra-curricular activities or drives to or from school signs and returns the "consent form" prior to participation in any extra-curricular activity. Failure to comply will result in non-participation and/or non-issuance of a student driving permit to school:

At the beginning of each school year, and/or sports season, as determined by the Indiana High School Athletic Association or when a student moves into the Union Township School District and joins an activity and/or applies to drive to, from or during school, said students will be subject to urine testing for illicit or banned substances.

Up to ten percent (10%) of eligible students will be randomly tested on up to a weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will not be allowed to practice or participate in designated extra-curricular Union Township activities and/or have their driving privileges rescinded/denied.

Each student shall be provided with a "consent form", a copy of which is attached hereto, which shall be dated and signed by the student and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program during their time of attendance at WHS or is stating she/he does not plan to participate in extra-curricular activities or drive to/from/during school.

**TESTING PROCEDURE**

- A. The selection of participants will be done randomly by the outside testing agency. Each participant will be assigned a number upon entering the student pool. The outside testing agency will communicate a list of randomly selected numbers to the principal/administrative designee. The random selections will be made from time to time throughout the school year. Numbers will be drawn from one (1) large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep a student participant conscious of the possibility of being tested at any time during the year. Each student who indicates a desire to be in an extra-curricular activity

and/or who drives to school, from school, or during school will be assigned a number that will be placed in the drawing for the remainder of the school year. Each student number may be drawn more than once.

- B. 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.
- C. Upon being selected for a urinalysis test under this policy, a student will be required to provide a sample of “fresh” urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
- D. If unable to produce a specimen, the student will be given up to twenty-four (24) ounces of fluid. The student will remain under school supervision until he/she has produced an adequate urine specimen. If still unable to produce a specimen within two (2) hours, the student will be sent to the school nurse to determine if there is a medical impediment to yielding a urine specimen. If no medical impediment, the test will be classified as a refusal and the test will therefore be considered a positive. In addition, the parent/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure. If the parent wishes to have the student reinstated immediately then they may take the student for testing, while having the subsequent urine sample sent to a SAMSHA (NIDA) certified lab, at parent expense, for a test to prove the student is free of substances being tested by this policy.
- E. All specimens registering below 90 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 sample.
- F. If tampering or cheating has occurred during the collection; the student will become ineligible for all the “extra-curricular” activities or driving to/from/during school, for the remainder of the school year. This will be reported to the parents/guardian.
- G. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time she/he exited the collection site. The principal/ administrative designee must sign the pass and note the time the student is exiting to return to class.
- H. 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 synthetic cannabinoids, as well as all drugs listed as controlled substances under the laws of the State of Indiana). Also “performance enhancing” drugs such as steroids may be tested.
- I. The laboratory selected must follow the standards set by the Department of Transportation’s SAMSHA (NIDA) certified laboratory, testing facilities.

## **CHAIN OF CUSTODY**

- A. The certified laboratory will provide training and direction to those who supervise the testing program, set-up the collection environment, and guarantee specimens and supervise the chain of custody. To maintain anonymity, the student’s number, not name, will be used.
- B. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. These students may be called during school or during their extra-curricular activity.
- C. Before the student’s urine is tested by the laboratory, students will agree to fill out, sign and date any form, which may be required by the testing laboratory. If a student chooses, she/he may notify the administration that she/he is taking a prescription medication.
- D. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student’s possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken in the lab when testing the specimen.
- E. If the seal is tampered with or broken, after leaving the student’s possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extra-curricular activities/driving subsequent to a retest.
- F. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself or herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The commode will contain a blue dye so that the water cannot be used to dilute a sample. The faucets in the restroom will be shut off.
- H. 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.
- J. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student’s random identification number will appear on the container. Also

the result sheet for the urinalysis will be mailed back to the principal / administrative designee with no name attached; only the student's random number will appear.

## **TEST RESULTS**

- A. This program seeks to provide needed help for students who have a verified "positive" test. The student's and other student's health, welfare, and safety will be the reason for preventing students from participation in extra-curricular activities and restrict him/her from driving to/or from school.
- B. The principal/designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two (2) different times.
- C. If the test is verified "positive", the principal/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 want to contact for help.

All students participating in the random testing program who test positive will be subject to disciplinary consequences outlined in the Union Township Corporation Student Activity Code of Conduct. A student driver who tests positive for banned substances will have his/her driving privileges suspended sixty (60) school days. Suspension of driving privileges may carry over to the following school year. A student driver may have his/her suspension reduced to thirty (30) school days if the student successfully completes an alcohol/drug abuse counseling program at a licensed drug and/or alcohol rehabilitation center.

A "follow-up" test will be requested by the principal/designee after the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extra-curricular activities and/or driving. If a second "positive" result is obtained from the "follow-up" tests, or any later test of that participant, the same previous procedure shall be followed. In addition, Union Township School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make satisfactory explanation.

- D. Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The result of "negative" tests will be kept confidential to protect the identity of all students being tested.
- E. Drug testing sheets will be returned to the principal/ designee identifying students by number and not 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 that only the principal/designee has access to.

## **STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS**

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Board of Education of Union Township School Corporation. However, the lab will provide the Building Principal with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

Under this drug testing program, any staff, coach, or sponsor of Union Township School Corporation who may have knowledge of the results of the drug test will not divulge to anyone the results of the test or disposition of the student involved, other than in the case of a legal subpoena being made upon the person in the course of a legal investigation. Once again, this will underscore Union Township School Corporation commitment to confidentiality with regards to the program.

## **FINANCIAL RESPONSIBILITY**

- A. Under this policy Union Township School Corporation will pay for all initial random drug tests and all initial "reinstatement" drug tests. (Once a student has a verified "positive" test result and has subsequently tested positive on a "follow-up" test, any future "reinstatement" drug test that must be conducted will be paid for by the student or his/her parent/guardian.)
- B. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

## **CERTIFYING SCIENTIST RESPONSIBILITIES**

The Certifying Scientist or Medical Review Officer will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner.

- A. The certifying Scientist or Medical Review Officer determines if any discrepancies have occurred in the Chain of Custody.
- B. Depending on the substances found in the urine, if necessary the principal, designee or Medical Review Officer will

contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician.

- C. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five (5) working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
- D. The Certifying Scientist or Medical Review Officer will then determine if any of the prescribed medications resulted in the positive drug screen.
- E. Finally, the Certifying Scientist or Medical Review Officer, based on the information given, will certify the drug test results as positive or negative and reports this to the Building Principal, initially reporting positive results by phone.
  - 1. For example, a drug screen positive for codeine may be ruled negative by the Certifying Scientist or Medical Review Officer when she/he receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.
  - 2. Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one (1) of their pills), this would likely be ruled a positive drug test by the Certifying Scientist or Medical Review Officer.
  - 3. Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the Certifying Scientist or Medical Review Officer.
- F. The Certifying Scientist or Medical Review Officer may use quantitative results to determine if positive results on repeat tests indicated recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substances from the body. If the Certifying Scientist or Medical Review Officer feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay then a negative result may be reported.
- G. The Certifying Scientist or Medical Review Officer will complete the final review on the drug testing custody and control form and return the appropriate copy to the Building Principal in a confidential manner.

## **OTHER RULES**

Apart from this drug testing program, Wheeler High School/Union Township Middle School and the coaching staff/sponsor of each sport/activity have their own rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

I.C. 20-26-3

I.C. 20-26-5-4

I.C. 20-30-15-6

Penn-Harris-Madison School Corporation v. Joy

Linke v. Northwestern School Corporation (763 N.E. 2nd 972)

## **CONFLICTS BETWEEN ACTIVITIES**

Students should only participate in simultaneous school activities when there are only occasional potential conflicts for practice, performances or contests for the two activities to which a student belongs, then the following criteria will be used to determine in which activity the student will participate.

- A. What is at stake for the individual and the two groups?
- B. What is the individual's role and relative importance to the success of the two groups? For example: If the individual is not a critical performer, or the contest is not a state tournament or conference tournament, then a regular academic program like Band, plays, orchestra, or chorus concert will take precedence (e.g. a band, orchestra, or chorus concert would take precedence over a regular season athletic contest, however, allowances for late arrival to an evening performance should be made.)
- C. What is the student's preference?

## **ORDER FOR DECISION-MAKING:**

- 1. Sponsors and coaches involved will meet to discuss application of above criteria to resolve the conflict and determine student's participation.
- 2. Assistant principal for extra-curriculars and the Athletic Director will meet to discuss.
- 3. High School Principal will make final decision if conflicts are at an impasse.



## **CONSEQUENCES**

Once an individual's participation has been decided, the group that lost the services will not give a punishment or withhold any awards. An alternative performance requirement may be assigned that is no greater than what was originally scheduled.

## **POLICY STATEMENTS**

### **NOTICE TO PARENTS AND STUDENTS OF THEIR RIGHTS CONCERNING EDUCATIONAL RECORDS**

Educational records for students of the Union Township School Corporation requirements of these laws and regulations are contained in school board policy, entitled Students Records. Generally, this policy provides for the following:

- (1) Records are confidential and may be disclosed only as provided in the policy.
- (2) The policy concerns both elementary and secondary student education records. (3) Parents have a right to examine their child's records at reasonable times if the child is less than 18 years of age and not attending a post-secondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue Code.
- (4) Students have a right to records at reasonable times.
- (5) Before education records are disclosed to third-parties, the school requires a signed and dated consent of (a) a parent of a student who is less than 18 years of age and not attending a post-secondary educational institution, or (b) a student who is at least 18 years of age or attending a post-secondary institution.
- (6) Certain persons may examine educational records without a parent's or student's consent as provided in the above paragraph. These include school officials (who have legitimate educational interests) and officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll. This school corporation forwards education records to another school corporation, school system, or institution of post-secondary education where the student seeks or intends to enroll without prior notification to the parent or student.
- (7) Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of parent or student as provided in paragraph 5 above. The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; e-mail address photograph major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; type of diploma awarded; awards received; honor rolls; scholarships. A parent of a student less than 18 years of age or a student who is at least 18 years of age may object to disclosure of any of the categories of directory information by filing form FERPA-1 (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the principal's office no later than 15 calendar days from the beginning of the school year.

### **COMPUTER TECHNOLOGY AND NETWORKS**

#### **ACCEPTABLE USE POLICY**

- The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Corporation operations. It also recognizes that safeguards have to be established to ensure that the Corporation's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.
- The Superintendent is directed to establish administrative guidelines not only for acquisition of technology but also to ensure that staff and students are making appropriate and ethical use of the computers and other equipment as well as any networks that may be established. The responsibility for the educational value of Internet access is the joint responsibility of school staff, the students with access to the Internet, and their parents. Such guidelines shall also ensure that parents are provided the option to request alternative activities not requiring Internet access.
- The Superintendent shall also ensure that both staff and students are adequately informed about disciplinary actions that will be taken if Corporation technology and/or networks are abused in any way, or used in an illegal or unethical manner.

#### **RIGHTS & RESPONSIBILITIES**

- The rights and responsibilities of school employees are fully protected including due process rights. School employees will not be held liable for improper student use of the Internet.
- School Employees may have censorship, intellectual property, academic freedom, and privacy concerns which are beyond those extending to students.
- The Association may have rights to use school corporation electronic networking and computer equipment and facilities in the same manner as other equipment and facilities.
- The Union Township School Corporation reserves the right to any material stored in files to which all users have access and will

edit or remove any material which Union Township School Corporation staff, in its sole discretion, believes may be objectionable. Users of the network will not use their account to obtain, view, download or otherwise gain access to such material.

- Students may not use the Internet to access any data base or service which charges a fee for access. The download of any file, including without limitation, software for which a fee is charged is prohibited. If any of the foregoing occurs, the user will be responsible for paying any fees so incurred and user privileges may be canceled.
- This policy and the guidelines and agreements established by the Superintendent are to be made available for review by parents, members of the staff, and members of the community.
- The provisions of this policy and associated guidelines and agreements are subordinate to local, State and Federal law.

#### **GUIDELINES FOR ACCEPTABLE COMPUTER/INTERNET USE:**

- The UNION TOWNSHIP SCHOOL DISTRICT provides Internet access for the purpose of promoting the use of telecommunication and networking technology as a tool to enhance classroom teaching and technology. All use of the network must be consistent with this purpose and be in accordance with this policy.
- The purpose of this policy is to ensure that those using the information resources will do so with respect for the public trust and in accordance with UNION TOWNSHIP School's mission and educational goals and the policy and regulations established from time to time by School Board or state and/or federal agencies.
- The Internet links computer networks around the world and provides access to a wide variety of computer and information resources. It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems and people. Because of the cost and sensitivity of computer equipment, and because of the unregulated nature of material found on the Internet, the rules for usage must be understood by all parents and students. Access to the network is a privilege which requires that each user adhere to the responsibility of acceptable use.
- Transmission of material in violation of any state or federal regulation is prohibited. This prohibition extends to, but is not limited to: copyrighted material, threatening, obscene or any unlawful material, and material protected by trade secret. Use of the network for illegal activities is prohibited.

#### **RESPONSIBLE USERS MAY:**

- Use the Internet to research assigned classroom projects.
- Use the Internet to send electronic mail (e-mail) to other users.
- Use the Internet to explore other computer systems.

#### **RESPONSIBLE USERS MAY NOT:**

- Use offensive or inappropriate language, or language that would promote violence or hatred, and do not respond to such.
- Reveal your (or other's) personal address, phone number, or credit card information.
- Use the network in such a way as to disrupt use of the network by others or abuse access time.
- Harass anyone by sending uninvited communications.
- Send electronic information from accounts that do not belong to you without the owner's authorization.
- Access unauthorized or inappropriate areas on the network and do not change or interfere with information found on the network.
- Misrepresent yourself or your age.
- Access the network at Union Township Schools without a signed Internet Use Agreement.
- Harm or destroy data of another user or make a computer inoperable for another user.
- Union Township Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Union Township Schools reserve the right to modify the Acceptable Use Policy at any time. It is the responsibility of the user to check for policy changes. Teachers and/or administrators will determine what inappropriate use is.

#### **SECTION 504**

##### Parent/Student Rights in Identification, Evaluation and Placement

IN COMPLIANCE WITH THE PROCEDURAL REQUIREMENTS OF SECTION 504 OF THE REHABILITATION ACT OF 1973, THE FOLLOWING NOTICE OF PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT SHALL BE UTILIZED BY THE UNION TOWNSHIP SCHOOL CORPORATION.

THE FOLLOWING IS A DESCRIPTION OF THE RIGHTS GRANTED BY FEDERAL LAW TO STUDENTS WITH DISABILI-

TIES. THE INTENT OF THIS HANDOUT IS TO KEEP YOU FULLY INFORMED CONCERNING DECISIONS ABOUT YOUR CHILD AND TO INFORM YOU OF YOUR RIGHTS IF YOU DISAGREE WITH ANY OF THESE DECISIONS.

YOU HAVE THE RIGHT TO:

1. Have your child take part in, and receive benefits from public education program without discrimination because of his/her disabling conditions;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate education in academics, non-academics, and extra-curricular activities. This includes the right to be educated with non-disabled students to the maximum extent appropriate. The provision of an appropriate education is the provision of regular or special education and related aids and services that are designed to meet the individual needs of handicapped persons as adequately as the needs of non-handicapped persons are met and are based upon adherence to procedures that satisfy the requirements of, and implementation of an individualized education program developed in accordance with the Individuals with Disabilities Education Act.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
6. Have your child receive special education and related services that he/she is found to be eligible for under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based on a variety of information sources, and by persons who know the student, evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in non-academic and extra-curricular activities offered by the district;
10. Examine all relevant records relating to decisions made regarding your child's identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's record;
13. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
14. Request mediation and/or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and be represented by counsel.

All hearing requests should be made to:

John Hunter, Superintendent  
Union Township School Corporation  
599 W. 300 North, Suite A  
Valparaiso, Indiana 46385

15. Ask for payment of reasonable attorney fees if you are successful on your claim.
16. File a grievance with the 504 coordinator.
17. The 504 coordinator for this district is:  
Assistant Superintendent - Union Township School Corporation  
599 W. 300 North, Suite A  
Valparaiso, Indiana 46385  
(219) 759-2531 (219) 759-3250 (FAX)

#### **7440.01 – VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

The school board authorizes the use of video surveillance and electronic monitoring equipment at various school

sites throughout the Corporation and on school buses. The video surveillance/ electronic monitoring equipment shall be used to protect board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

The Superintendent is responsible for approving where and when to install and operate fixed-location video surveillance/electronic monitoring equipment in the Corporation. The building principals and administrators responsible for other facilities shall be responsible for recommending use of video surveillance/electronic monitoring. The determination of where and when to use video surveillance/ electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/ electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas). The Superintendent shall carefully consider and consult with Corporation legal counsel before authorizing placement in, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms, or in individual classrooms during instructional times.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use. Signs shall be reasonably designed to notify people that their actions/behaviors are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools.

Any information obtained from video surveillance/ electronic monitoring systems may only be used to support the orderly operation of the School Corporation's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

The board will not use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring.

Recordings of students will be treated as confidential, to the extent allowed by law. Copies of video recordings containing personally identifiable information about students shall not be released except as required or authorized by law. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recording). Absent a clear legal obligation, confidential recordings will only be released through subpoena or court order.

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven (7) days of the event/incident. Unless an investigation is being conducted, recordings shall be destroyed after seven (7) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken.

This policy does not address or cover instances where school officials record a specific event (e.g., a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

The Superintendent is directed to develop administrative guidelines to address the use of video surveil-

lance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Board.

Video surveillance is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy

## **CHROMEBOOK HANDBOOK**

### **TAKING CARE OF YOUR CHROMEBOOK**

Students are responsible for the general care of the Chromebook which they have been issued by the school.

Chromebooks that are broken or fail to work properly must be taken to the designated repair location. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

### **GENERAL PRECAUTIONS**

1. No food or drink is allowed next to your Chromebook.
2. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
3. Students should never carry their Chromebook while the screen is open.
4. Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
5. Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.
6. Always bring your Chromebook to room temperature prior to turning it on.
7. When carrying the Chromebook be aware of the other students in the hallway or community spaces where horseplay may occur and always close the screen and carry close to your body.

### **STUDENT WITHDRAWAL AND CHROMEBOOK RETURN**

The school-owned Chromebook and charger must be returned immediately at the time a student is no longer enrolled at the school. Unreturned Chromebooks and chargers will be treated as stolen property. The full replacement cost of the Chromebook and charger will be charged. All available means to recover the Chromebook and charger or the replacement cost will be sought.

### **UPDATES TO THE CHROMEBOOK**

Updates to the Chrome Operating System, the Canvas learning management system, and learning applications occur constantly. To maintain the highest performance level on the Chromebook students should daily sign-out - shutdown - restart - login while on the school corporation Wi-Fi. Doing this process daily provides a consistent user experience for the learner and teachers so that the device is not a barrier to learning in the classroom.

### **USERNAME AND PASSWORD SECURITY**

Password security is a vital part of keeping student accounts safe and protected at all times. Because anything done under your username appears to have been done by you, you should protect your password.

1. Memorize your usernames and passwords.
2. Do not give you username or password to any other person.
3. Do not allow others to use your username and password. Any activity associated with your username (like visiting inappropriate websites) appears to have been done by you.
4. Do not allow others to use your accounts.
5. Hide your usernames and passwords. Do not post usernames and passwords on your Chromebook, inside your locker, or any other places visible to other students.

### **SCREEN CARE**

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on top of the Chromebook.
2. Do not place anything near the Chromebook that could put pressure on the screen.

3. Do not place anything in the carrying case that will press against the cover.
4. Do not poke the screen.
5. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
6. Clean the screen with a soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

## **USING YOUR CHROMEBOOK**

### **At School**

Chromebooks must be brought to school each day in a fully charged condition. The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

### **At Home**

If students leave their Chromebook at home, parents will be contacted to bring the Chromebook to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

## **SOUND**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

## **PRINTING**

At School: Students will not be able to print using the Chromebook.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

## **MANAGING YOUR FILES AND SAVING YOUR WORK**

All Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

## **PERSONALIZING THE CHROMEBOOK**

Chromebooks must remain free of any decorative writing, drawing, stickers (except ID sticker provided by school), paint, tape, or labels that are not the property of the Union Township School Corporation. Spot checks for compliance will be done by teachers, administration, or UTSC Technicians at any time.

Chromebooks are subject to inspection and must follow the Union Township School Corporation acceptable use policy.

## **ORIGINALLY INSTALLED SOFTWARE**

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

## **VIRUS PROTECTION**

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

## **ADDITIONAL SOFTWARE**

Students are unable to install additional software on their Chromebook other than what has been approved by Union

Township School Corporation.

## **INSPECTION**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

## **PROCEDURE FOR RESTORING THE CHROME OS**

If technical difficulties occur, technical support staff will likely restore the Chromebook to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been

synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored.

## **CHROMEBOOK IDENTIFICATION**

- Chromebooks will be labeled in the manner specified by the school.
- Chromebooks can be identified in the following ways:
  - Record of serial number and UTSC asset tag
  - Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

## **STORING YOUR CHROMEBOOK**

When students are not monitoring their Chromebook, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. It is recommended that students do not store Chromebooks in vehicles.

## **STORING CHROMEBOOKS AT EXTRA-CURRICULAR EVENTS**

Students are responsible for securely storing their Chromebook during extra-curricular events.

## **CHROMEBOOKS LEFT IN UNSUPERVISED / UNSECURED AREAS**

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, Commons areas, in a car, or any other entity that is not securely locked or in which there is not supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

## **REPAIRING OR REPLACING YOUR CHROMEBOOK**

### Chromebooks Undergoing Repair:

Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor. Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the designated repair location. If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.

Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

## **LOSS OR THEFT OF A CHROMEBOOK**

Union Township School Corporation will require a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

Union Township School Corporation will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

Parents/Students will be charged for full replacement cost of a device that has been lost or damaged due to intentional misuse or abuse.

## **STUDENT PLEDGE**

1. I will take good care of my Chromebook
2. I will never leave my Chromebook unattended in an unsecured or unsupervised location.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery to full capacity every night I have it at home.
6. **I will keep food and beverages away from my Chromebook since they may cause damage to the device.**
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
9. I will use my Chromebook in ways that are appropriate for education.
10. I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
11. I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Union Township School Corporation.
12. I will follow the policies outlined in the Chromebook Handbook and the UTSC Acceptable Use Policy while at school as well as outside the school day.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to pay the full replacement cost of my Chromebook, power cord and charger in the event that any of these items are lost or intentionally damaged.
15. I will not remove the case of my Chromebook.