

**Riverton Parke
Junior/Senior High School**

Principal

Kyle Kersey

Assistant Principal

Chet Dickey

Guidance Director

Annette Cox

School Social Worker

Alexis Joyner-Kirby

Athletic Director

Charlie Martin

**4907 S. Coxville Road
Montezuma, Indiana 47862
(765) 569-2045**

Riverton Parke Junior-Senior High School Mission:

***“Our mission is a continuous commitment to creativity, collaboration,
and doing what’s best for kids.”***

School Colors

Navy, Burgundy & White

Nickname

Panthers

Athletic Conference

Wabash River Conference

School Song

Riverton Parke Victory March

*Cheer, Cheer for Riverton Parke,
The mighty “Panthers” are on the march!*

Sing we now for loyalty

Fly high our flag for all to see.

Colors of burgundy, navy, and white!

Cherish tradition, display our might!

Show your pride in cheering for

our “Panthers” forever more.

(chant)

P-P-P-A-N-T-H-H-H-E-R-S—P-A-N-T-H-E-R-S

Panthers, Panthers, Panthers

STUDENT HANDBOOK
adopted by the Board of School Trustees

PRINCIPAL'S MESSAGE

The faculty and staff at Riverton Parke Junior/Senior High School are looking forward to the start of the 2020-2021 school year. Research shows that parental involvement is the key to student success. We sincerely want your input and hope you will feel free to participate in your child's educational experiences at home and at school.

We appreciate the opportunity to begin the year together - students, parents, and the school. Please read and discuss the handbook with your child. If you have any questions, comments, or suggestions please contact us.

COVID-19 HEALTH GUIDELINES

The Indiana State Department of Health has given guidelines for schools to follow regarding Covid-19. We must work together to keep our schools, students, and staff members as healthy and safe as possible. There is a State statute (I.C. 20-34-3-9) that gives public schools the authority to exclude students who have a contagious disease (such as Covid-19) or who are liable to transmit it after exposure. It also gives the local health department authority to exclude students from school, and may order students and others to isolate or quarantine themselves (I.C. 16-4-9-1-6.)

Signs and symptoms that will impact consideration for exclusion from school:

A fever of 100.0 F or greater

Cough

Shortness of breath or difficulty breathing

Chills

Repeated shaking with chills

Muscle pain

Headache

Sore throat

New loss of taste or smell

The current CDC guidelines recommend screening all students for COVID-19 symptoms, and history of possible exposure. This can be done by the following:

*Self screening: Students exhibiting symptoms (as listed above) which are not otherwise explained, are prohibited from coming to school, and if they do come to school, should be sent home immediately. They will be recommended to self-quarantine for 14 calendar days, as well as recommended to see their healthcare provider. Parents should call the school to inform the secretary or health care personnel that their child is showing symptoms of COVID-19.

*Students should also remain home if someone in their household has COVID-19 symptoms or is being treated for it. It is recommended that you stay home for a minimum of 72 hours before returning to school (if you remain without symptoms.)

*School based screening: If students report to the health office that they are not feeling well, then health office personnel will follow the screening guidelines for symptoms as listed above. If the health office personnel believes the person's symptoms may be COVID-19 related, they will be sent home. The student will be placed in a different area outside of the main health office (if space is available) until they are able to be picked up from school. The student will be recommended to wear a mask until he/she has exited the building. If a separate room is not available to hold the student until they are picked up, a vinyl curtain or other type of divider (plexiglass if available) can be used to "isolate" the student.

Remember, some people can be infected with COVID-19, but show no signs of illness even though they are contagious and can spread the disease to others.

We will follow the State guidelines when we suspect someone may be ill from Covid-19. Students who exhibit one or more of these symptoms should be excluded, and it is recommended that they be evaluated by a medical professional.

Once a student has been excluded, they may return if they satisfy the recommendations of the CDC, which include:

If someone has been in “close contact” with an infected person they are to be isolated at home for 14 days, and must be fever free for 72 hours without the use of medication, before they can come to school. If a household member tests positive, everyone in the household must be quarantined for 14 days, and the school should be notified if any school age child is symptomatic.

(Close contact is defined as being closer than 6 feet from someone for longer than 15 minutes)

If the person has not been tested for COVID-19, but had experienced symptoms, they may return if the following three conditions are met:

1. Ten (10) calendar days have passed since your symptoms first appeared.
2. They have not had a fever for at least 72 hours (three full days without the use of fever reducing medicines)
3. Other symptoms have improved (cough or shortness of breath)

If the person tested positive and had symptoms, they may return if:

1. The person no longer has a fever (without the use of medicine)
2. Other symptoms have improved
3. At least 10 calendar days have passed since symptoms first appeared, or the person has received two (2) negative tests at least 24 hours apart.

If the person tested positive but did not have any symptoms, they may return when:

1. They have gone 10 calendar days past their test date, without symptoms
2. They have been (preferably) released to return by their healthcare provider.) Students may also return if they are approved to do so in writing by their healthcare provider.

We will work closely with our local health department for any new guidelines or procedures that will need to be followed.

*The Indiana Department of Health School Nurse liaison has stated that at this time, if a student is going to need to use a nebulizer treatment at school, then that student is probably too sick to attend school. It is recommended that the student check with their family doctor and try to get the medication changed to an MDI (multi-dose inhaler) if possible, to be used while the child is in school.

Indiana IN-CLASS Guiding Policies and Procedures for Reopening 2020 - 2021 School Year

Riverton Parke Jr./Sr. High School will follow the guidance found in the IN-Class document provided by the State of Indiana. Information and guidance in this document supersedes other policies and procedures currently in our handbook.

Link to the current and updated IN-CLASS document:

<https://docs.google.com/document/d/1T1nQj3BrQRtT5QXVcVLGel14bOd5dSCIWRggPuPE5dg/edit?usp=sharing>

POLICY NOTIFICATION STATEMENT

It is the policy of the Southwest Parke Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin including limited English proficiency, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1), I.C.20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973.

Southwest Parke Community School Corporation has a policy of providing equal opportunity. All Courses are open to all students regardless of race, color, sex, handicapping conditions, or national origin including limited English proficiency. Inquiries regarding compliance with Title IX, Section 504, or the Americans with disabilities Act should be directed to the coordinator of these programs. Southwest Parke Community School Superintendent, Dr. Philip Harrison, 4851 S. Coxville Road Montezuma, IN 47862, (765) 569-2073.

CIVIL RIGHTS NON-DISCRIMINATION GRIEVANCE PROCEDURE

This nondiscrimination grievance procedure applies to civil rights regulatory TITLE VI (race, color, national origin including limited English proficiency), TITLE IX (sex/gender), SECTION 504 of the REHABILITATION ACT OF 1973 (handicapping condition), and the Americans With Disabilities Act. Interested parties include school corporation officers, employees, students and patrons. The nondiscrimination procedure applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, handicapping condition, and national origin including limited English proficiency.

The civil rights regulations require the identification and notification of employees, students, and patrons of the corporation's Civil Rights Coordinator(s).

1. The building principal or designee serves as the compliance coordinator for allegations of building level violations affecting students, employees, or building patrons.
2. The superintendent or designee serves as the compliance coordinator for violations at the corporate level such as policy or practice.

A CIVIL RIGHTS NONDISCRIMINATION GRIEVANCE PROCEDURE IS TO INCLUDE THE FOLLOWING:

THE PROCESS

A. Level One

1. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described above (building level or corporation level). The complaint shall stipulate the specific act or omission, the date of same, and parties involved.
2. The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
3. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complainant.
4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits such a statement in writing to the compliance officer, a level two procedure shall be enacted.

B. Level Two

1. The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.

2. The superintendent shall review all materials and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator, and the superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.
3. The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.

NOTE: By mutual agreement, circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.

If the alleged violation, interpretation or application is of a corporate nature such as a written rule, regulation, or policy, then Level Two is initiated immediately.

VISITORS TO SCHOOL

The Board welcomes the active interest of parents and citizens in their public schools and invites the community to visit at any time. However, since schools are a place of work and learning, certain visitation limits need to be exercised from time to time. The building principal is responsible for all persons in the building and on the grounds. For these reasons, the following policy applies to visitors to the school:

- A. Anyone who is not a regular staff member or student of the school will be termed a "visitor."
- B. Any visitor to the school must report to the main office upon arrival at the school.
- C. Parents or citizens who wish to observe a classroom while school is in session are urged to arrange such visits in advance with the teacher, so that class disruption may be kept to a minimum.
- D. Teachers are expected not to take class time to discuss individual matters with visitors.
- E. Parents who wish to consult with their students' teachers should contact the office and arrange for an appointment.
- F. Parent/Teacher meetings will be scheduled to take place during teacher prep periods with teacher agreement.
- G. A valid Identification Card is mandatory for anyone entering the building. Information from the ID card will be recorded for safety purposes.

FIRE, TORNADO, AND SAFETY DRILLS

The signal for a fire or a fire drill is the repeated ringing of the fire alarm.

Signs are posted near the doorway of each room indicating the proper route for leaving the building. In addition, students will be instructed on the procedures of that particular room they are in. This will be discussed in each one of their classes.

All students are to move quickly, quietly and to listen for any instructions that may be given during a drill. For safety reasons, students are required to stand 300 feet from the building (Go to the other side of the parking lot, back area to go to the back of the school yard). Students will return to their classes when the all clear signal has been given.

FIRE DRILL (Evacuation) PROCEDURES

A. SIGNAL

1. Repeated ringing of the fire alarm.

B. GENERAL INSTRUCTIONS

1. Books are to be left in rooms. Only valuables are to be taken.

2. Under no circumstances are students to go to their lockers.
3. All windows and doors are to be closed but not locked.
4. All electrical and gas equipment should be turned off.
5. Ignore any tones during the fire drill.

C. PROCEDURES

1. At the sound of the alarm, students are to file out of the classroom.
2. The teacher will direct their class to the exit (fire drill maps are posted in each room).
3. The teacher and class are to proceed to the designated area.
4. Absolute silence is to be observed throughout the entire drill.
5. While waiting for the signal to return to the building, teachers are to remain with their class at all times.
6. When given the signal to return to the building. Students are to go quietly to their classroom. When a drill is in process, all students, teachers, and visitors will exit the building.

TORNADO EMERGENCY PROCEDURES

ALERT SYSTEM -- The tone is sounded three consecutive times.

ASSIGNED AREA -- All students and staff will report to the gymnasium locker rooms.

SAFETY POSITION -- All students are to sit with their legs crossed and heads down with hands on back of head.

RESPONSIBILITIES

Teachers' responsibilities are:

See that their class has reached the designated area and are sitting in the safety position. Make sure all students are present. Notify administrators of missing students. Sit in the safety position and supervise students.

Students' responsibilities are:

Walk quickly and quietly to the assigned area.

Sit in the safety position and remain quiet.

Administrators' responsibilities are:

See that the tone is sounded three consecutive times

Check that staff and students are in the assigned areas and in the appropriate position.

Deliver instructions when needed.

Sit in the safety position in the assigned area.

Secretary and Treasurer's responsibilities are:

Report warning to administration as received through the weather alert system.

Alert students and staff by the three tones.

Sit in the safety position in the assigned area.

EARLY DISMISSAL PROCEDURES

An announcement is made over the public address system to inform the staff and student of an early dismissal.

RESPONSIBILITIES

Administrators' responsibilities are:

Notify the superintendent's office of need for early dismissal or to receive notification. Notify staff and students of an early dismissal. See that the news media are notified by the superintendent's office.

Secretary's responsibilities are:

Contact bus drivers.

Teachers' responsibilities are:

Prepare students for early dismissal.

Stay in the classroom until time of dismissal.

Custodians' responsibilities are:

Be available if any assistance is needed.

Students' responsibilities are:

Listen and follow directions.

Riverton Parke Jr./Sr. High School

Bell Schedule

<u>Junior High</u>	<u>High School</u>
<p>8:10am - 8:55am Period 1 8:55am - 8:59am Passing Period 8:59am - 9:44am Period 2 9:44am - 9:48am Passing Period 9:48am - 10:33am Period 3 10:33am - 10:37am Passing Period 10:37am - 11:22am Period 4 11:22am - 11:26am Passing Period 11:26am - 12:11pm Period 5</p>	<p>8:10am - 8:55am Period 1 8:55am - 8:59am Passing Period 8:59am - 9:44am Period 2 9:44am - 9:48am Passing Period 9:48am - 10:33am Period 3 10:33am - 10:37am Passing Period 10:37am - 11:22am Period 4</p>
<p>JH Lunch 12:11pm - 12:41pm</p> <p>12:41pm - 12:45pm Passing Period 12:45pm - 12:48pm - FOCUS Check In 12:48pm - 12:50pm Passing Period 12:50pm - 1:12pm FOCUS 1:12pm - 1:16pm Passing Period 1:16pm - 2:01pm Period 6 2:01pm - 2:05pm Passing Period 2:05pm - 2:50pm Period 7</p>	<p>HS Lunch 11:22am - 11:52am</p> <p>11:52am - 11:56am Passing Period 11:56am - 12:41pm Period 5 12:41pm - 12:45pm Passing Period 12:45pm - 12:48pm - FOCUS Check In 12:48pm - 12:50pm Passing Period 12:50pm - 1:12pm FOCUS 1:12pm - 1:16pm Passing Period 1:16pm - 2:01pm Period 6 2:01pm - 2:05pm Passing Period 2:05pm - 2:50pm Period 7</p>

TWO HOUR DELAY BELL SCHEDULE

<u>Junior High Two Hour Delay Schedule</u>	<u>High School Two Hour Delay Schedule</u>
First Bell - 10:04am	First Bell - 10:04
Warning Bell - 10:09am	Warning Bell - 10:09
Final Bell - 10:10am	Final Bell - 10:10
Period 1 - 10:10am - 10:43am	Period 1 - 10:10am - 10:43am
Passing Period - 10:43am - 10:47am	Passing Period - 10:43am - 10:47am
Period 2 - 10:47am - 11:20am	Period 2 - 10:47am - 11:20am
Passing Period - 11:20am - 11:24am	HS Lunch - 11:20am - 11:50am
Period 3 - 11:24am - 11:56am	Passing Period - 11:50am - 11:54am
JH Lunch - 11:56am - 12:26pm	Period 3 - 11:54am - 12:26pm
Passing Period - 12:26pm - 12:30pm	Passing Period - 12:26pm - 12:30pm
Period 4 - 12:30pm - 1:02pm	Period 4 - 12:30pm - 1:02pm
Passing Period - 1:02pm - 1:06pm	Passing Period - 1:02pm - 1:06pm
Period 5 - 1:06pm - 1:38pm	Period 5 - 1:06pm - 1:38pm
Passing Period - 1:38pm - 1:42pm	Passing Period - 1:38pm - 1:42pm
Period 6 - 1:42pm - 2:14pm	Period 6 - 1:42pm - 2:14pm
Passing Period - 2:14pm - 2:18pm	Passing Period - 2:14pm - 2:18pm
Period 7 - 2:18pm - 2:50pm	Period 7 - 2:18pm - 2:50pm

ATTENDANCE POLICY

Student absence from school is a major cause for poor work and/or failure. When a student is absent one day, he/she most generally loses two days' work; the day of the absence as well as the assignment due the day returned to school. With increased amounts of accountability, students cannot afford to miss school. If a student reaches a total of five (5) days of unexcused or excused absences during a semester, the parent will be contacted via letter or email and student will be verbally notified of their absence total.

Absences are to be counted in half day increments. If a student is absent for three (3) periods, it will be marked as a half day absence.

If a student misses more than twenty (20) minutes of a period, it will be marked as an absence.

Should a student reach ten (10) days of unexcused or excused absences during a semester, the student will be placed on an attendance agreement for the duration of the semester. See Attendance Agreements section for additional consequences if the student continues to have non-certified absences.

If there is a pattern or frequency of excused absences, additional verification may be requested by school personnel to validate such absences.

A. Definition

Unexcused absence: Student is marked absent and a report is not made regarding the reason for the absence by the parent or guardian.

Excused absence: Student is marked absent and a report is made by parent and/or guardian regarding the reason for their absence. Excused absences must be reported within 24 hours of the conclusion of the school day in which the student was not in attendance.

Certified absence: Those verified by doctors, dentists, court officials, and/or school officials. Medical statements should include the dates and times to be covered.

Student absences for the following reasons will not be included in the absence accumulation, but require proper documentation submitted to the school office:

1. Certified absence: Those verified by doctors, dentists, court officials, and/or school officials. Medical statements should include the dates and times to be covered.
2. Death in the family
3. Indiana State Fair - one day only
4. Religious activities as outlined by the state law

5. Page at the general assembly
6. Suspensions

B. Absence Reporting Procedure

Parents or guardians are urged to call the Riverton Parke office (765-569-2045) between 7:30am and 9:00am. If the student is going to be absent, tardy, or leave school for an appointment. If the parent explains that the student will be gone for an extended period of time, there is no need to call back daily. A written note must be presented to the attendance officer on the day that the student returns to school. The purpose of the call is to notify the school that the parent is aware of the student's absence. If a call is not received by the school on the day of the absence, the school will attempt to verify the absence.

C. Make-up Privileges

1. Students must remember that the initiative for seeking make-up work missed while absent MUST originate with the student within two days of return to school.
2. Absences due to suspensions (disciplinary action) will have make-up privileges.
3. If a student is absent for any part of the day, it is up to the student to get assignments for the classes missed plus turn in any work that was due.

NOTE: Students must be in school at least $\frac{1}{2}$ of the school day in order to attend or participate in school related activities later that night. Exception: certified absences as allowed by the principal.

D. Early Dismissal

Request for early or intermediate dismissal are granted for the following:

1. Doctor or dental appointment.
2. Personal or family emergency.
3. Parent/guardian comes to school to request student.
4. Approved school activity.

Students are not permitted to leave the school grounds at any time during the school day without a permit from the school office. If you must leave the building because of illness or any other emergency, you must sign out at the office. Failure to follow the proper procedure will be considered an unexcused absence and possible truancy.

E. Truancy/Habitual Truancy

1. Indiana Code 20-33-2-11 provides that any person, while of the ages of 13 and 14, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18, or attendance record has improved as determined by the school board upon review of the student's record.
2. A student is "truant" when an absence from school or class is without the knowledge and approval of a school official or parent.
3. IDOE recommends that truancy be defined as "when a student is absent from school without the permission of parent/guardian." Under I.C. 20-33-2-11, a child who is designated a habitual truant is defined as "a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year."

Under SEA 1, the “Superintendent or an attendance officer having jurisdiction **shall** report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court **or the department of child services**. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 30-40.” The definition of “habitually truant” may still be defined locally under the district Attendance Policy.

4. A student who has withdrawn from school for a reason other than financial hardship will not be issued a driver’s permit or license until the age of eighteen. The amendment also requires that during the exit interview, a determination must be made by the principal as to whether or not the student is withdrawing due to financial hardship. The parent and student are to receive a copy of the determination and information about whether the student’s name will be submitted to the bureau of motor vehicles.
5. In general, Truancy will be handled as an unexcused absence. The parent or guardian will receive written or verbal verification of each offense and penalty. These penalties are as follows:
 - 1st offense – time will be made up during two after school detentions
 - 2nd offense – 3 days suspension
 - 3rd offense – 5 days suspension and Habitual classification as detailed above
 - Subsequent offenses – may lead to due process and expulsion.

ATTENDANCE AGREEMENTS

When a student has missed 10 or more days (combination of unexcused and excused), the administration will review the attendance agreement with the student and both will sign the agreement.

A letter describing the signed attendance agreement will be e-mailed or mailed home to the parent/guardian of the student. A copy of this attendance agreement is available in the RPJHS/RPHS office.

Students who are placed on an attendance agreement must have all further absences documented as certified.

A student who has entered an Attendance Agreement will not be allowed to participate in any extra-curricular activities at RPJHS/RPHS including the following but not limited to: attending and participating in any school sponsored events, homecoming activities, dances and prom.

Students who violate the attendance agreement for the first time will be placed in after school detention for one day. A second violation will result in after school detention for two days, a third violation will result in ASAP suspension. A violation is any absence that is not supported with documentation as a certified absence as he/she has already used their allotted absences for the semester. A student who continues to violate the RPHS attendance policy is subject to further disciplinary action up to and including suspension, Parke County ASAP program, a loss of credits and expulsion from RPJHS/RPHS for 1 semester.

TARDY POLICY

It is our intention to teach our students to be prompt and dependable. One means of doing this is to insist that they are on time and not be tardy to their classes. We believe that parents will recognize the importance of developing this character trait in their son or daughter and will help us in our effort to get the job done. For the purpose of this policy, any student not in their seat when the bell sounds, ready to start class, will be considered tardy. Tardiness will be calculated on an individual class basis. Tardy totals will reset at the beginning of each quarter. A student is considered tardy when he/she enters the classroom after the start of class through 20 minutes after the start of class. When a student is tardy to any class, the following procedures will be enforced:

1st and 2nd Tardy (to the same period): Teacher will record tardy.

3rd Tardy: Teacher will record tardy. The administration will notify the student and parents and assign the student to one after school detention.

4th Tardy: Teacher will record tardy. The administration will notify the student and parents and assign the student to one after school detention and one Friday lunch detention.

5th Tardy: Teacher will record tardy. The administration will notify the student and parents and assign the student to two after school detentions.

6th Tardy: Teacher will record tardy. The administration will notify the student and parents and assign the student to one day out-of-school suspension (ASAP Program).

****Students earning seven or more tardies could be suspended from school for multiple days and may face removal from class and/or expulsion.**

NOTE: Missing lunch detention or after school detention will result in either in-school or out-of-school detention.

ENROLLING IN SCHOOL

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. (See Nonresident Student Admission.)

Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate or similar document
- court papers allocation parental rights & responsibilities or custody (if appropriate)
- proof of residency
- record of immunizations

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures.

HOMELESS STUDENTS - Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment.

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

Eligibility of Resident/Non-Resident Students

The School Board establishes the following residency policy for determining eligibility to attend the schools of this Corporation.

- A. The Board will educate, tuition free, students who have legal settlement in the Corporation, and students enrolled in the Public Elementary and Secondary Schools Transfer Program according to the requirements of I.C. 20-26-11.
- B. Where the legal settlement of a student cannot reasonably be determined and the student is being supported by and living with a person whose residence is within the School Corporation, the student may be enrolled.
- C. Foreign students participating in a foreign-exchange program approved by the State School Board and living with a resident host family will be admitted.
- D. The Corporation will provide a free education to those students who are considered by Federal law to be illegal aliens, if the student's parent or legal guardian has legal settlement within the Corporation, or considered to be homeless by criteria established by the State (see Policy 5111.01).
- E. Students who have completed the eleventh grade and have changed legal settlement to another school corporation may complete the twelfth grade in this Corporation.
- F. A married student living with a spouse or an emancipated minor is eligible to attend school.
- G. Children of Divorced Parents

Children of divorced parents may attend school in this Corporation if one (1) parent has legal settlement in this Corporation and a timely election is made. Not later than fourteen (14) days before the first student day of the school year for which the parent seeks enrollment, the parent with physical custody must notify the Superintendent of the school corporation in which the parent seeks to have the student enrolled of the election. The election may be made only once a year. Students who do not have legal settlement may be enrolled in the special education program of this Corporation pursuant to the provisions of a Cooperative agreement.

- 1. Nonresident students may be accepted into the Summer School Program provided by this Corporation.
- 2. Non-Resident Student Admission

Requests by parents, guardians, or custodians of Indiana students who do not reside in the School Corporation but who wish to enroll their child in the school system will be considered for enrollment provided they are in good standing from their previous school at the time of request and must follow the policy listed under non-resident student admission.

Should the School Board approve the request, the parents, guardians, or custodians will agree to provide transportation to and from the school.

Students transferring to the Corporation from other schools or school systems shall be placed in those classes or at those grade levels for which their previous educational experiences appear to qualify them. The School Corporation reserves the right to change or modify such placements on the basis of later information, testing or investigation. Legal References: I.C. 20-26-11-2 / I.C. 20-26-11-6

Non-Resident Student Admission

The Board of School Trustees recognizes that a child must be a legal resident of the Southwest Parke Community School Corporation in order to attend its schools. It is the intent of the Board that all applicable policies and laws in regard to student transfers shall be strictly enforced.

The Superintendent of Schools shall develop the operational procedures and forms necessary for the implementation of this policy.

Requests by parents, guardians, or custodians of Indiana students who do not reside in the Southwest

Parke Community School Corporation, but who wish to enroll their child in the school system, will be considered for enrollment if:

- Request is made prior to the start of the school year.

The Board further recognizes that extenuating circumstances often arise and it is for these cases that the following regulations have been adopted.

- The parent/student will apply for permission to enroll with the school.
- The building level administrator or his/her designee will interview the parent/student.
- The building level administrator or his/her designee may make a recommendation to the Superintendent of Schools to approve the request.
- The Superintendent of Schools shall have the final authority to grant or deny request

Should the Superintendent of Schools approve request the parent will agree to the following:

- Parents, guardians, or custodians agree to provide transportation to and from the school.
- When applicable, the parents, guardians, or custodians agree to pay the transfer tuition in a timely manner as established by the Southwest Parke Community.

PANTHER CODE OF CONDUCT — RIGHTS, RESPONSIBILITIES, AND REGULATIONS

Student Behavior

The school has developed rules, regulations, policies, codes of conduct, and/or other reasonable and appropriate guidelines as a frame of reference. Students should remember that ALL school personnel do have supervisory control over students while on school property and in a school-sponsored function away from school. Any student ignoring directions or instructions from a supervisor will be dealt with accordingly. Students should also understand that acceptable behavior begins with the practice of self-discipline on his/her part. Students will be expected to maintain a reasonable level of behavior in all school activities. Should anyone be referred to the office for corrective action, it will be assumed that early measures have had little or no effect, and that the problem is at a very serious point.

SEA 73 - ADDITIONS TO ALTERNATIVE DISCIPLINARY ACTIONS

SEA 73 (P.L. 157-1996) amends Indiana Code 20-8.1—5-18. This section of the student due process code provides for alternative disciplinary actions to be taken against students who have violated student conduct rules. Two additional bills have been added. The first item provides that a principal may assign a maximum of 120 hours of community service and assignment of such service suspends the student's suspension or expulsion. If the student completes the assignment to the satisfaction of the principal and the organization such suspension or expulsion is terminated. The second item added provides that the student may be referred to the juvenile court. Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C. 20-8.1-5.1, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** A junior high or high school teacher will have the right to remove a student from his/her class or activity for a period of up to 1 school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - ADMINISTRATOR:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.
3. **IN- SCHOOL DETENTION:** Certain instances call for in-school detention (ISD) instead of out of school suspension. Students assigned to ISD will be subject to the rules for after school detention that appear under "After School Detention".
4. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rules 13 listed under the Grounds for Suspension and Expulsion in this policy.

DISCIPLINE CHART

Discipline violations and penalties are based upon the entire school year. The chart below does not encompass all potential violations of the disciplinary code. Some example infractions and normal penalties are shown, but the known facts of a violation may alter the final penalty assessment. The school administration reserves the right to change/alter any discipline violations and penalties in a situation not involving state or federal statutes. Law enforcement officials will be contacted on any instances deemed necessary.

<u>Minor Infractions</u>			
Infraction	1st Offense	2nd Offense	3rd Offense
Dress Code Violation	Warning/Asked to Change	1 day LD	1 ASD
Cell Phone/Personal Communication Device Violation ***4th Offense*** Suspension/ Additional Disciplinary Action as determined by the Administration	Cell phone confiscated and returned at end of school day, 1 day ASD	Cell phone confiscated and returned at end of school day to parent, 2 day ASD, cell phone must be turned into the front office every day once student enters the building	Cell phone confiscated and returned at end of school day to parent, 3 day ASD, cell phone must be turned into the front office every day once student enters the building
Inappropriate Language	1 day LD	1 day ASD	2 day ASD
Vandalism (Minor)	1 day ASD	2 day ASD	2 day ASAP
Uncooperative with school personnel/insubordination	1 day ASD	2 day ASD	2 day ASAP
Sleeping in Class	2 day LD/Parent contact by teacher	1 day ASD	2 day ASD
<u>Disruptive Behaviors</u>			
Infraction	1st Offense	2nd Offense	3rd Offense
Excessive Tardies See Tardy Violation Section for additional consequences.	(3 or more to one class per quarter) 1 day ASD	(4 or more to one class per quarter) 1 ASD and 1 LD	(5 or more to one class per quarter) 2 day ASD
Leaving Class Without Permission	2 day LD	1 day ASD	2 day ASAP
Failure to Receive Office and/or Parent Permission to Leave Building	2 day ASD	2 day ASAP	10 day suspension pending expulsion

Not Reporting to Scheduled Class Without Permission	2 day ASD	2 day ASAP	10 day suspension pending expulsion
Writing Fictitious Attendance Notes and/or Phone Calls	Parent Contact	1 day ASD	2 day ASD
Attending Extra Curricular Activities Without Attending School	1 day ASD	2 day ASD	3 day ASAP
<u>Failure to Serve</u>			
Infraction	1st Offense	2nd Offense	3rd Offense
Failure to Attend/Serve LD	Makeup LD and assign 1 more day LD	Makeup LD and assign 1 day ASD	Makeup LD assign 2 ASD
Failure to Attend/Serve ASD	Makeup ASD and assign 1 more day ASD	Makeup ASD and assign to one day ISD	Makeup ASD and assign 2 day ASAP
Failure to Attend/Serve ISD	Makeup ISD and assign 1 more ISD	Makeup ISD and assigned to two day ASAP	10 day suspension pending expulsion
Failure to Attend/Serve ASAP	10 day suspension pending expulsion		
Additional Failure to Attend/Serves will range from ASAP, OSS, or recommended for expulsion at the discretion of the building level administrators.			
<u>Miscellaneous Offenses</u>			
Infraction	1st Offense	2nd Offense	3rd Offense
Cheating and/or Plagiarism	Grade of "0" for assignment, parent contact	Grade of "0" for assignment, parent contact, 1 day ASD	Grade of F for 9 weeks, parent contact
Violation of Computer Policy	See Responsible Use Policy.		
Bus Infraction	See Bus Violation Section.		
Horseplay Resulting in Injury	Ranges from ASD to 10 day suspension and pending expulsion		

<u>Language and Violent Behavior Offenses</u>			
Infraction	1st Offense	2nd Offense	3rd Offense
Conduct or Language Directed at a Student	Ranges from LD to ASAP/OSS		
Conduct or Language Directed at Staff Member	Ranges from LD to 10 day OSS pending expulsion		
Disrespectful/Insubordinate to School Personnel	1 day ASD	2 day ASAP/OSS	10 day OSS pending expulsion
Bullying Any Student, Teacher, Other School Employee, or Visitor	Documented, Parent Contact, Principal Meeting	Documented, Parent Contact, Ranges from 2 day ASD to 10 day pending expulsion	
Threatening or Intimidating any Student, teacher, Other School Employee or Visitor	Ranges from ASD to 10 day OSS pending expulsion		
Threats/Harassment to School Personnel	Ranges from ASD to 10 day OSS pending expulsion		
Physical Attack of a Student	Ranges from ASD to 10 day OSS pending expulsion		
Physical Attack on a Staff Member	Ranges from ASD to 10 day OSS pending expulsion		
Fighting	3 day ASAP/OSS	10 day OSS pending expulsion	
<u>Prohibited Substance Offenses</u>			
Infraction	1st Offense	2nd Offense	3rd Offense
Possession/Use/Sale of Tobacco or Look-Alike Subs/Including E-Cigarettes	3 day ASAP/OSS/Ticket from SRO	10 day OSS pending expulsion	
Possession/Use/Sale and/or Under the Influence of Alcohol (or Look-Alike Substance)	10 day OSS pending expulsion for up to two semesters See Substance Abuse Policy.		
Possession/Sale of Drug Paraphernalia	10 day OSS pending expulsion for up to two semesters See Substance Abuse Policy.		
Drug Use/Huffing/Possession/Sale/Under the Influence or Look-Alike Substance	10 day OSS pending expulsion for up to two semesters See Substance Abuse Policy.		

<u>Weapon Offenses</u>			
Possession/Use/Sale of Weapons Other than Firearms/Deadly Weapons	Ranges from ASAP/OSS to 10 day OSS pending expulsion		
Possession/Use/Sale/Threat with Deadly Weapon Other Than a Firearm	10 day OSS pending expulsion		
Possession/Use/Sale/Threat with handgun or destructive devices	Required expulsion		
Possession/Use/Sale/Threat with rifles or shotguns (or other firearms) or destructive devices	Required expulsion		
Possession/Use/Sale/Threat with Firecrackers and/or Other Explosives	Ranges from ASAP/OSS to 10 day OSS pending expulsion		
<u>Other Major Offenses</u>			
Infraction	1st Offense	2nd Offense	3rd Offense
Vandalism (neglect)	Restitution and 1-2 day ASD	Restitution and range from ASAP/OSS to 10 day OSS pending expulsion	
Vandalism (major)	Restitution and 3-5 day ASAP	Restitution and 10 day OSS pending expulsion	
Theft	Restitution and 3-5 day ASAP	Restitution and 10 day OSS pending expulsion	
Failure or Refusal to Identify Yourself to School Personnel	2 day ASD	3-5 day ASAP/OSS	10 day OSS pending expulsion
Gang Activity	Ranges from ASAP/OSS to 10 day OSS pending expulsion		
Falsely Pulling Fire Alarm	Ranges from ASAP/OSS to 10 day OSS pending expulsion		
<u>Habitual Offender Protocol</u>			
Infraction	1st Offense	2nd Offense	3rd Offense
Excessive ASD	(8 or more ASD) 3 day ASAP	(10 or more ASD) 5 day ASAP	10 day OSS and pending expulsion
Excessive ASAP	Two or more incidents of ASAP/OSS or an accumulation of more than 10 days of ASAP/OSS may result in a recommendation for expulsion		
Excessive OSS	Two incidents of OSS/ASAP will result in the recommendation for expulsion. Also, by State Law, the		

	second OSS will result in the school filing to have the student's license invalidated.
Habitual/Repeat Offender	An accumulation of 10 disciplinary referrals constitutes a continual disruption to the educational process and will be grounds for expulsion at the discretion of the principal and/or the principal's designee.
Habitual Failure to Serve	An accumulation of five failure to attend/serves (LD, ASD, ISD) the assigned discipline consequences will result in three days of ASAP or OSS.
Key	
<p>LD = Lunch Detention ISD = In-School Detention ASAP = Alternative Suspension and Advancement Program (Suspension Program) OSS = Out-of-School Suspension Expulsion = Student cannot return to school until expulsion is served. The length of expulsion can range from the remainder of the semester, two semesters, 365 days, or as deemed appropriate by school administrators.</p>	

DISCIPLINARY ACTIONS

After School Detention

Riverton Parke utilizes an after school detention program for school policy infractions. After-school detentions are conducted one or two days per week. After-school detention will run from 2:50pm to 3:50pm.

Expectations for After School Detention

1. No talking or communicating with others during study time.
2. Sit with head in the upright position. No sleeping is allowed.
3. No gum or candy or drinks are permitted in after school detention.
4. School dress code applies (specifically - no hats or sunglasses).
5. Remain seated at all times. If you need the supervisor, raise your hand.
6. Remain busy the entire time. If the student completes all assigned work from teachers, the supervisor may assign additional work.

Additional rules may be invoked as deemed necessary by the supervisor.

Major Student Infractions (IC 20-33-8)

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to room from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule. NOTE: Anyone refusing to cooperate with school officials and acts in such a way as to prolong a fight is also subject to suspension or expulsion from school.

5. Arguments and fighting are areas that are oftentimes confused in interpretation. There are fights, scuffles, mutual verbal abuse, instances, shoving matches, and severe disagreements. An incident will be considered a “fight” when one or both parties exchange blows or when one person hits another without physical provocation. Fighting will result in a 3-day suspension from school. If a student is involved in a second fight, he/she will receive a 5-day suspension from school. A third fight will result in expulsion. If it can be determined which party started the fight, two degrees of punishment will be administered. All other incidents will be dealt with by other disciplinary alternatives.
6. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student (Example: Bullying / Harassment and Sexual Harassment). by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. THREATS as determined by Section 3 IC 20-33-8-0.2. A person who communicates a threat to another person with the intent that the other person engage in conduct against the other person’s will or that the other person be placed in fear of retaliation for a prior lawful act; or of causing a dwelling, building, or another structure or a vehicle to be evacuated is committing a Class A misdemeanor. However, the offense is a Class D felony if the person to whom the threat is communicated is an employee of a school corporation or the threat is communicated using property, including electronic equipment or systems, or a school corporation or other governmental entity. “Threat” means an expression, by words or actions, of an intent to unlawfully injure another person or damage property; unlawfully subject a person to physical confinement or restraint; commit a crime; expose the person threatened to hatred, contempt, disgrace, or ridicule; cause the evacuation of a dwelling, a building, another structure or vehicle.
7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. “Any object” includes any item that is considered a weapon but is not a firearm as defined in rule #14 below.
8. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this rule.
9. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
11. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. possessing, using, transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage,

- stimulant, depressant, or intoxicant of any kind;
- e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
 - f. engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
13. Knowingly possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.
14. Possessing a Firearm
- a. No student shall possess, handle or transmit any firearm on school property.
 - b. The following devices are considered to be a firearm under this rule:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assemble
 - an antique firearm
 - a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
 - c. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
 - d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
 - e. Possessing a "dangerous weapon" or "look-alike weapon" with or without intent to threaten or cause bodily harm to others or to cause property damage will be considered a violation of district policy. Parents/guardians, law enforcement, and superintendent of any student found in violation will be notified, and depending upon the severity of each individual incident, the student could be subject to suspension and/or expulsion from school. Additional safety procedures will be followed as deemed necessary.

The grounds for suspension or expulsion listed above (#1-13) apply when a student is:

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

c. Traveling to or from school or a school activity, function, or event.

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

Suspension Procedures

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. a written or oral statement of the charges;
 - b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, described the student's misconduct, and the action taken by the principal.

Out of School Suspension Policy

The Southwest Community School Corporation has established an out of school suspension program in conjunction with the court system, prosecutor's office, the probation department, and Parke-Vermillion ASAP. The program was established in an effort to reduce the frequency of suspensions, establish greater accountability for student conduct, and create a program in which suspended students remain in a school setting.

Upon being suspended from school attendance; in accordance with the procedures listed above, the student will be required to appear before the Parke County Circuit Judge on the next school day. The parent(s) or guardian(s) are required to attend with the student and to present themselves to the Bailiff of the Parke County Circuit Court by 8:00 am to determine the time and place of the appearance before the Judge. Failure to appear could result in a pick up order and/or summonses to the parents.

Throughout the suspension, the student will be placed in the Parke-Vermillion ASAP (Alternative Suspension and Advancement Program). The student will be under the supervision of an instructional assistant and complete community service and work on school related materials. Completed work may be turned in for credit.

Expulsion Procedures

When a principal (or designee) recommends to the superintendent (or designee) that a student be

expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reason for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

20-8.1-51-14 MAXIMUM TERM OF EXPULSION; RE-ENROLLMENT IN ALTERNATIVE PROGRAM AFTER EXPULSION OR EXCLUSION; REINSTATEMENT REVIEW

Sec. 14. (a)A student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. Whenever a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body.(b)An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester.(c)An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year.

BULLYING

IC 20-8.1-8.1-5.1-0.2 DEFINITION OF BULLYING

As used in this chapter, “bullying” means overt, repeated acts or gestures, including:

1. verbal or written communications transmitted;
2. physical acts committed; or
3. any other behavior committed; by a group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Bullying will be handled as a discipline issue and addressed as such. The bullying policy follows:

1st Report	Teacher Warning
2nd Report	Principal consultation and parent contacted by principal
3rd Report	Parent contacted and student suspended
4th Report	Parke County Sheriff’s office notified and possible suspension or expulsion

TOBACCO

Students are not permitted to have on their person or to use in any manner, tobacco of any type or any substance represented to be a tobacco product on school property at any time. Failure to comply with this policy will result in a suspension or a penalty of similar consequences.

1st offense - Three (3) day suspension from school

2nd offense - Five (5) day suspension and recommendation for due process hearing for expulsion for the remainder of the semester or year

****Tobacco** Includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering devices (e-cigarettes), chemicals or devices that produce the same flavor or physical effect of nicotine substances: and any other tobacco or nicotine innovations.

Note: All students in violation of the tobacco policy will be referred to the sheriff's department with a complaint of violation. This will result in contact to the parents by the sheriff's department with an accompanying fine.

SUBSTANCE ABUSE POLICY IN IC 20-8.1-5-4

Any student who knowingly possesses, uses, provides, or transmits to another person or who is under the influence of any substance which is, looks like, or which is or was, represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, caffeine-based pills, substance containing phenylpropanolamine (PPA), steroids, stimulants, depressants, or intoxicants of any kind, will result in suspension and/or expulsion following the guidelines of the first offender's policy shown below. Parents will be notified, and the legal authorities will be called. The above violations are in effect on the school grounds, busses, traveling to or from school, and/or school-sponsored activities, and at the activities themselves. Use of a drug authorized by a physician is not a violation of this rule. In addition the following policies are in effect regarding "look-alike" drugs. Aside from being potentially dangerous, student involvement with counterfeit drugs and look-alikes tend to perpetuate a drug culture. Additionally, look-alike drugs can cause modifications of behavior that interfere with school purposes. The school, therefore, has legitimate interest in prohibiting such involvement. Therefore:

1. No student may provide, by sale or otherwise, any substance which is represented to be a narcotic drug, hallucinogenic drug. Amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, intoxicant, or inhalant of any kind.
2. No student may possess or use any substance which the student has reason to believe is, or which has been represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, intoxicant, or inhalant of any kind.
3. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind unless they are prescribed by a medical doctor.
4. Any substance for which a student has a prescription or written permission from a parent allowing use, must be brought to the school nurse or designee in the health clinic and administered or taken there. This includes cough drops and throat lozenges.
5. Students who engage in the sale of, or possession of paraphernalia, "look-alike drugs" will be subject to disciplinary action to include suspension and/or expulsion.

FIRST OFFENDERS

Any student violating the above drug and/or alcohol policy will be suspended by the principal for ten (10) days and recommended for expulsion.

Should substance abuse occur for the second time during the school enrollment (k-12), the principal and superintendent must recommend expulsion.

DRESS CODE

Riverton Parke Jr./Sr. High School is a climate-controlled building. All students are expected to follow the guidelines below:

1. Good taste in wearing apparel. Clothing advertising tobacco, alcohol, drugs, or improper sexual innuendos will not be allowed.
2. Show discretion and modesty. Tank tops, sleeveless shirts, thin strap tops, low-cut shirts and blouses are not acceptable. Shorts, dresses, and skirts will be no shorter than fingertip length. Pants will not have holes in them above fingertip length. T-shirts, which are cut-off at the sleeve, will not be allowed.
3. Shoes or sandals are to be worn at all times during the school day.
4. No bare midriff. Shirts and blouses must extend below the beltline. Shirts must be worn under zip-up shirts and sweatshirts.
5. Show neatness, cleanliness, and be well groomed.
6. Does not disrupt or distract from normal school processes or pose health threats or show undergarments. Pants are to be worn at the waist. Baggy pants are not acceptable because of safety issues.
7. Hats and hoods are not to be worn in the building during school hours. Upon entering the school building, students are expected to remove their hats.

Teachers are to send students to the principal or assistant principal's office if any of the above guidelines are violated. There are obviously varied interpretations concerning dress, if students exercise reasonable judgment as spelled out in the above guidelines, there should be no problem. See the Disciplinary Chart for violation consequences.

Jacket Rules

1. Classrooms where the room temperature is 65 degrees or cooler are identified as being too cool for adequate education. At the teacher's discretion, jackets may be worn in these rooms.
2. FFA, Athletic, and Academic letter jackets may be worn with the approval of the sponsor.
3. At 50 degrees or colder, consideration will be made to either discontinue school or make other arrangements for making the lost time up.

PUBLIC AFFECTION

Students are expected to use moderation concerning their affectionate expressions toward others while in school. Disciplinary action will be taken against students who ignore or refuse to cooperate with this reasonable rule.

CELL PHONE

Cell Phones are to be stored in school issued lockers with the exception of student lunch time. See the Disciplinary Chart for violation consequences.

POSSESSION OF FIREARM ON SCHOOL PROPERTY-P.L. 140-1994,SEA 410

This law changes the Indiana Criminal Code with respect to the possession of firearms in and on school property. It is a Class C felony to carry a handgun without possession of a license in or on school property, within 1,000 feet of school property, or on a school bus. "Handgun" is defined in the statute as any firearm designed or adapted so as to be aimed and fired with one hand; or any firearm with a barrel less than 16 inches or an overall length of 26 inches.(I.C. 35-47-1-6.)

This law also adds a new felony to the Indiana Criminal Code. It is a Class D felony for a person to possess a firearm in or on property that is being used by a school for a school function or on a school bus. The statute exempts the following people from the law:

1. A federal, state, or local law enforcement officer.
2. A person who has been employed or authorized by a school, or another person who owns or operates property being used by a school for a school function, to act as a security guard, perform or participate in a school function, or participate in any other activity authorized by a school.
3. A person who may legally possess a firearm and possesses the firearm in a motor vehicle that is being operated by the person to transport another person to or from a school or a school function. Firearm" is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosive.(I.C. 35-47-1-5) A violation of this law will be reported to law enforcement officers.
4. No student shall possess, handle or transmit any firearm on school property.
5. The following devices are considered to be a firearm as defined in Section 92 of Title 18 of the United States Code:
 - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
 - b. the frame or receiver of any weapon described above
 - c. any firearm muffler or firearm silencer
 - d. any destructive devices 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
 - e. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - f. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. Possessing, handling, using, transmitting, selling weapons, dangerous instruments, or explosives is prohibited and offenders will be subject to suspension and/or expulsion for such misconduct

STUDENT CELL PHONE/PERSONAL COMMUNICATION DEVICE(S) POLICY

Students may use personal communication devices (PCDs) before and after school, during their lunch break, and during passing periods as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment. Use of PCDs, except those approved by a teacher or administrator or as required by a student's IEP, at any other time is prohibited. All PCDs must be stored out of sight during the class period. The use of PCDs during instructional time are to be completely banned during the academic blocks. See the cell phone/personal communication devices infraction on the discipline chart for consequences.

TECHNOLOGY USE GUIDE/POLICY

This prohibits knowingly possessing or using on school grounds during school hours an electronic paging device, musical headsets, or a handheld cellular telephone in a situation *not related to a school purpose or an educational function* (teacher/staff discretion). In addition, students will not possess or use a laser pointer while on school property or while attending a school-sponsored activity on or off school property unless under the supervision of a staff member and in the context of instruction. See discipline chart for consequences for technology infraction.

If school officials suspect a cell phone was used inappropriately they may search the phone for evidence. If illegal activity is found to have occurred on that phone, it will be turned over to the appropriate authorities.**

**Inappropriate photos, text messages, sexting, e-mailing, etc.

Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or another electronic device is grounds for suspension or expulsion.

SOUTHWEST PARKE COMMUNITY SCHOOL CORPORATION RESPONSIBLE USAGE POLICY

The corporation may modify these rules and guidelines at any time by publishing modified rules on the website. The signatures on the Responsible Use Policy at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

Southwest Parke Community School Corporation (SWPCSC) is pleased to be able to offer our students access to computer technology, including access to the Internet as well as SWPCSC applications and information technology network. The computer system is the property of the corporation, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet, e-mail, school accounts on both Google Application for Education and other curriculum providers, computers, and network. The system is designed to keep a record of all activity on and off the Internet, and this information is also corporation property. It is important for all users to understand that no use of the Internet or e-mail can ever be guaranteed private, even if it is not owned by SWPCSC. For the purposes of this program/policy, the term "device" also includes any similar product owned by SWPCSC and provided for student use as well as any technology equipment that accesses our network.

General Guidelines:

1. In order to utilize the SWPCSC network (specifically school provided devices, Internet access and related applications), students and a parent or legal guardian must review and sign the Responsible Use Policy.
2. The student is responsible for the condition of any school-provided device, including being charged and ready for the school day.
3. Devices may only be used in certain approved areas of the school. Students may not use any device in parts of the school designated as no technology zones or any other areas where devices are not permitted.
4. Students may not use any device or service for non-educational purposes during school hours, unless granted permission by a school administrator or teacher.
5. Students must use the SWPCSC's network when at school. Students may not use a cell phone or service provider's data network (3G, 4G, LTE, etc.) or any other wired or wireless network other than the corporation's network.
6. SWPCSC is not responsible for any data charges that a student may incur from a service provider as a result of not following our policy of only using the SWPCSC network while at school.
7. SWPCSC is not responsible for any data charges that a student may incur from a service provider as a result of using the school provided device while outside of our network.
8. No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from SWPCSC, except for approved projects with the express permission of the teacher.
9. If an administrator has credible, specific, and reasonable suspicion that evidence exists of a violation of this agreement, SWPCSC policy and/or law may have occurred, or is about to occur, the student's device may be inspected and/or confiscated. This also applies to situations in which there is a reasonable, credible, and specific belief that a student's safety and/or well-being may be at risk. The search itself must be reasonable in scope and not excessively intrusive in light of the age and gender of the student and the nature of the suspected infraction.
10. Disciplinary action that may arise from a credible, specific, and reasonable search involving a handheld or other device and/or the misuse of technology may lead to the loss of technology privileges or any

other action deemed appropriate by the Corporation under the circumstances related to any such disciplinary action taken.

11. These guidelines are consistent with the provision set forth in the Code of Conduct found in the Student Handbook.

School Curriculum

Students will be accessing several online programs/software, including, but not limited to the following: McGraw-Hill software, Clever, iReady, SAS Curriculum Pathways, Studies Weekly, BrainPOP, Google Apps for Education (GSuite products). This list is not an exhaustive list and may include any additional software/program deemed necessary by a teacher and approved by an administrator. Software and programs may change as curriculum needs change and by agreeing to this policy, you are agreeing to changes throughout the school year. This signed policy is also considered a waiver in order to allow student use of apps that require a waiver for students under age 18.

School-Owned Devices

Students will be held responsible for maintaining devices and keeping them in good working order while used in the classroom, on loan from the school library, or off of school premises if applicable. Devices that malfunction or are damaged must be reported to the appropriate staff designated by administrators at Riverton Parke Jr./Sr. High School and to a teacher or administrator at the elementary schools. The school corporation will be responsible for repairing the devices that malfunction. Punishment for devices that have been damaged from student misuse or neglect will be as follows:

1. first offense – \$50 or the cost of the repair (if cost to repair the device if less than \$50);
2. second offense - \$100 or total cost of the repair if it exceeds \$100;
3. third offense or if it is intentionally damaged – total cost of the device; student forfeits technology privileges for an amount of time determined by the Administrator and Director of Instructional Technology

Internet Safety - Children's Internet Protection Act (CIPA)

Southwest Parke Community School Corporation (SWPCSC) is in compliance with the Children's Internet Protection Act (CIPA) and has installed technology protection measures for all computers in the school corporation in order to aid in restricting access to materials that are harmful for minors. School personnel will monitor online activities of students and will educate them on safety/security measures when using e-mail, chat rooms, and other direct electronic communications. School personnel will also provide education about appropriate online behavior, including interacting with individuals on social networking sites and cyberbullying awareness and response.

User Account Passwords

All users, staff and students, are given an account upon their entry into the district. Any person to whom an account is given is the only person to use that account. Each user is responsible for the security of the system. Passwords should not be shared. If a user shares a password with another, that user is as responsible for any ensuing action as the person actually performing the action, and will be held accountable.

Internet Access

The Internet can contain information that may be judged as inaccurate, abusive, profane, sexually oriented or illegal. SWPCSC does not condone or permit the use of this material and has a content filter in place to prevent what is reasonably possible from being viewed. The use of technology within the school setting is a privilege, not a right and it is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet.

Parents and guardians must be aware that while at school, although content filtering is in place the direct supervision by school personnel of each student using the computers is not always possible. Thus, students are expected to use the resources in a manner consistent with this contract and will be held responsible for their use. Additionally, parents should discuss with their children their own expectations for their child's Internet use.

Electronic Mail (E-Mail)

Students will be assigned internal e-mail addresses by the corporation through Gmail through our participation in Google Apps for Education. All e-mail must follow the rules of appropriate use. The only external email students will have access to is from colleges or universities, or programs designed to aid in college or planning for the future at the request of a student and approved by an administrator.

Activities that Are Not Permitted

- searching, viewing, sending or retrieving materials (including social media sites) that are not related to school work, community service, employment or college information (hence, searching or viewing sexually explicit, profane, promotion of violence or hate, or illegal materials is not permitted);
- plagiarism, copying, saving or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted); Source, author, website source and date accessed, etc. must be present on any printed copy or inclusion in any paper, on the same basis as using quotes from a text book or periodical;
- subscription to any services;
- any use of district computers for financial gain;
- sharing of the user's or another's home address, phone number or other personal information;
- playing games or using other interactive sites such as chats, unless specifically assigned by a teacher;
- unauthorized access, including "hacking", and any activity that violates a school rule or a local, state or federal law;
- offenses such as threats, theft, and violation of another person's rights will result in prosecution to the full extent of the law;
- forging electronic mail messages or using an account owned by others;
- gaining or attempting to gain unauthorized access to the files of others, or vandalizing the data of another user;
- invading the privacy of others;
- posting anonymous messages.

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Student Rights

Students' right to free speech applies to communication on the Internet. SWPCSC's electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons.

An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

The district will cooperate with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network. In the event there is an allegation that a student has violated the district responsible use policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before an administrator.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the responsible use regulation and policy may result in a loss of access as well as other disciplinary or legal action.

If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account. Users granted access to the Internet through the Corporation's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying procedures.

Limitation of Liability

The corporation makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The corporation is not responsible for the accuracy or quality of the information obtained through or stored on the network. The corporation will not be responsible for financial obligations arising through the unauthorized use of the network.

PARENT OR GUARDIAN

By signing below I certify that: I have read the Responsible Use Policy for School Technology and I understand its significance. I have discussed the rules for technology use with my child. I understand that access to technology is designed for educational purposes and it is the student's obligation to use the resources in a responsible manner. I recognize it is impossible for the school district to totally restrict access to controversial materials and I will not hold them responsible for materials my child may acquire on the network. I accept full responsibility for supervision of my child's technology and internet use outside of school. I hereby give my permission for my child to use school technology and certify that the information contained on this form is correct.

STUDENT LOCKERS

All lockers made available for student use are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student may not expect to have privacy in a locker or its contents. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol. No stickers allowed on lockers. Masking tape may be used to attach pictures, etc. No decorations on outside of lockers. Each school shall develop rules and procedures for the inspection and maintenance of school lockers. Reference: I.C. 20-8.1-5-17

APPENDIX I IC-20-8.1-5-17

1. A student using a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or its contents.
2. A principal or other member of the administrative staff of a school designated in writing by the principal may, in accordance with the rules of the governing body of that school corporation, search such a locker and its contents at any time. The school corporation shall provide each student rules regarding searches of such lockers and their contents.
3. Other than a general search of lockers of all students, any search conducted under this section shall be, where possible, conducted in the presence of the student whose assigned locker is the subject of the search.
4. A law enforcement agency having jurisdiction over the geographic area in which is located the school facility containing such a locker may, at the governing body of that school corporation, assist the school administration in searching such a locker and its contents.

SECTION 1 SEARCH AND SEIZURE, PROCEDURE, USE OF EVIDENCE

As used in this section, “reasonable cause for a search” means circumstances that would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of the following:

1. Evidence of a violation of the student conduct standards contained in the student’s handbook.
2. Anything, which because of its presence, presents an immediate danger of physical harm or illness to any person.

All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students, subject to inspection. Access to any locker or storage area except with a lock provided by or approved by the principal or the school in which the locker or storage area is located is prohibited. Unapproachable locks shall be removed and destroyed.

1. The principal, or a member of the administrative staff designated in writing by the principal, may search a locker and its contents where the person conducting the search or the principal designating the person to search has reasonable cause for a search of the locker. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.
2. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for the search.

The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle, and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by a student, parent, or guardian of the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or a member of the administrative staff, designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection of this section. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the student handbook may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal’s designee until it is presented at the hearing.
2. Returned to the parent or guardian of the student from whom it was seized.
3. Destroyed if it has no significant value.
4. Turned over to any law enforcement officer in accordance with subsection F.

The principal, or a member of the administrative staff, designated in writing by the principal, may request the assistance of a law enforcement officer to:

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

RIGHTS CONCERNING EDUCATION RECORDS

Education records are governed by federal and state regulations. The requirements of these laws and regulations are contained in the school board policy entitled Student Records. Generally, this 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 in the policy.
3. Parents have the 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 examine their records at reasonable times.
5. Before education records are disclosed to third-parties, the school requires a signed and dated written consent of (a) parent of a student who is less than 18 years of age or attending a non post-secondary institution, or (b) a student who is at least 18 years of age or attending a post-secondary institution.
6. Certain persons may examine education 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 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 Southwest Parke Community School Corporation designates the following as Directory Information: name of student, address, parent's/student's home and work telephone numbers(s) if listed, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, motor vehicle description (including license plate number), hair and eye color, race and sex, grade level, dates of attendance ("from and to" dates of enrollment), degrees and awards, most recent previous school attended, date of birth photograph, videotape not used in disciplinary matter, student work for display at the discretion of the teacher (no grade displayed). The corporation may disclose any of those items without prior consent, unless notified in writing to the contrary within ten (ten) days of the start of each school year.

Upon registration of a student into the Southwest Parke School Corporation, parents will be provided with a document entitled, "Denial of Permission to Release Certain Directory Information Without Prior Written Consent". Said document must be returned to the school principal within ten days after the start of each school year and/or enrollment of the student.

STUDENT RECORDS / RELEASE OF INFORMATION ON STUDENTS

Content and custody of records/information

Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations, and reports of serious or recurrent behavior patterns.

Education records do not include records maintained by a law enforcement unit of the school or school district that are created by that unit for the purpose of law enforcement.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge of observation and not derived from a student's education records.

All requests for inspection and review of student education records and requests for copies of such records as well as disclosure of personal identity information except as provides by law shall be maintained as part of each student's record.

The principal is the official custodian of student records in his or her building.

Access to records by parent

A parent/guardian ("parent") and any student 18 years old or older, has the right to inspect and review the student's education files. If a student is 18 years old or older ("eligible student"), the parent or guardian may not inspect or review the student records without written permission from the student. However, if an eligible student is a dependent for federal income tax purposes, parents/guardians are entitled along with the student to access to student educational records.

During inspection and review of student records by a parent or eligible student and when requested by them, the principal will provide personnel necessary to give explanations and interpretations of the student records.

In all cases where access to student records is requested, except as provided in this policy, a written request to see the files must be made by the parent or eligible student. The principal, upon receipt of the written request, shall provide access to inspect and review the records and set a date and time for such inspection and review. In no case will the date set be more that three working days after the request has been made.

The parent or eligible student shall examine the student's records in the presence of the principal and/or other person(s) designated by the principal.

Only licensed personnel such as the vice principal or counselor may be so designated.

The record itself shall not be taken from the school building. However, upon request, one copy of the record shall be provided within a reasonable time to the parent or eligible student.

Requesting records from other school districts

When a student transfers to this school district from another district, the principal of the receiving school shall ask the parent or eligible student to sign a form requesting the other school district to transfer the student's records. This form will be completed by the principal and forwarded to the school of previous attendance. The receiving school shall request the student's records from the transferring district if the records have not already been forwarded to the receiving school.

Transferring records to other school districts

Student records, including disciplinary records, may be transferred without consent to officials of another school, school system, or post secondary institution that has requested the records and in which the student seeks or intends to enroll. The district will provide a copy of the record to the eligible student or student's parents if so requested.

Requesting and receiving information and records from state agencies

Within the bounds of state law, school district personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities, including protecting public safety and the safety of the student.

School district personnel receiving such information shall use such information only in the performance of their legal duties and responsibilities and shall otherwise maintain the confidentiality of all information obtained.

If such information is shared with another school or school district to which a student may be transferring, it shall only be shared in compliance with the requirements of federal law, including the Family Education Rights and Privacy Act of 1975 ("FERPA").

Request to amend education records

A parent or eligible student may ask the district to amend a record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student by writing the school principal (or appropriate school official) clearly identifying the part of the record they want changed and specifying WHY it is deemed inaccurate, misleading or otherwise violates the privacy rights of the student. The request to the principal to amend a student's records must be made in writing within TEN (10) school days of the date the records were first examined.

If the principal, after consulting with any other person having relevant information, decides not to amend the record as requested by the parent or eligible student, the principal shall notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures shall be provided to the parent or eligible student when notified of the right of a hearing.

A request for a formal hearing must be made in writing and addressed to the superintendent of schools. The response to the request shall be mailed within ten (10) school days. The hearing shall be held in accordance with the following:

- a. The hearing will be held within 15 school days after receipt of the request. Notice of the date,

place and time of the hearing will be forwarded to the parent or eligible student by certified mail.

- b. The hearing will be conducted by a principal or higher administrative official as designated in writing by the superintendent. The official conducting the hearing shall not be the principal who made the initial decision nor shall it be anyone with a direct interest in the outcome of the hearing.
- c. Parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of the choice their own expense.
- d. The official designated above shall make a decision in writing within ten (10) school days following the conclusion of the hearing and shall notify the parent or eligible student of that decision by certified mail.
- e. The decision of the official shall be based on the evidence presented at the hearing and shall include a summary of the evidence and the reason for the decision.
- f. The decision shall include a statement informing the parents or eligible student of their right to place in the student records a statement commenting upon the information in the records and/or setting for any reason for disagreement. Any explanation placed in the records shall be maintained by the school district. If the student record is disclosed by the school to any other party, the explanation shall also be disclosed to that party.

Disclosure with written consent

Whenever the district is required by law or policy to seek written consent prior to disclosing personally identifiable information regarding a student, the notice provided to the parent/guardian or eligible student shall contain the following:

- a. The specific records to be released
- b. The specific reasons for such release
- c. The specific identity of any person, agency, or organization requesting such information and the intended uses of the information
- d. The method or manner by which the records will be released
- e. The right to review or receive a copy of the records to be released

Parental consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity special education program or in any other school program shall not constitute the specific written consent required. All signed consent forms shall be retained by the school district.

Disclosure without written consent

The school district will disclose personally identifiable information from student records without written consent of the parent or eligible student only to those persons or entities allowed under federal or state law to receive such information.

The school district may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.

Disclosure of disciplinary information to school personnel

The principal, or designee is required to communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to

any counselor who has direct contact with the student. The purpose of this requirement is to keep school personnel apprised of situations that could pose a risk to the safety and welfare of others.

For the purpose of this policy, “disciplinary information” means confidential records maintained by or in the possession of the principal or designee on an individual student which indicate the student has committed an overt and willful act which constitutes a violation of the district’s code of student conduct and/or there is reasonable cause to believe, through information provided to the principal from another credible source, that the student could pose a threat to the health and safety of other student and school personnel based on prior misbehavior.

“Disciplinary Information” is intended to include only that information of a serious nature that is not otherwise available to teachers and counselors as parent of the education records maintained on students or other reports of disciplinary actions. It is appropriate for instructional staff members to request disciplinary information from the principal or designee on students in their classrooms. If there is concern that the student poses a threat to the safety of other students or school officials.

Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. The principal or designee is required to inform the student and the student’s parent/guardian when disciplinary information is communicated and to provide a copy of the disciplinary information. The student and/or the student’s parent/guardian may challenge the accuracy of disciplinary information through the administrative regulations, which accompany this policy.

Disclosure to military recruiting officers

Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers within 90 days of the request unless a student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the district furnishing this information will be paid by the requesting service.

Disclosure to criminal justice agencies

The superintendent or designee is authorized by law to share disciplinary and attendance information with a criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the school district when necessary to effectively serve the student prior to trial. Such information shall only be shared upon written certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student’s parent/guardian.

Disclosure to other parties

Except as noted in this policy, student records will not be released to other individuals and parties without a written request and authorization of the parent or eligible student.

Personal information will only be released to a third party with the assurance it will be kept confidential.

Disclosure of directory information

The school district may disclose directory information without written consent of the parent or eligible

student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than ten (10) days after the start of the school year.

Annual notification of rights

The district will notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. The notice will be in the student handbook. For notice to parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

Legal Reference:

10 U.S.C. 1232g (Family Educational Rights and Privacy Act)

34 C. F.R. 99.1 et seq. (FERPA regulations)

Valedictorian/Salutatorian Determination

The Riverton Parke Valedictorian and Salutatorian will be determined at the end of the graduating classes seventh (7th) semester.

“CHILD EXPLOITATION,” I.C. 35-42-4-4 (b) & CHILD PORNOGRAPHY, IC 35-42-4-4 (c)

Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form is a ground for suspension or expulsion.

A practical example of “child exploitation” involving a cell phone would be a student of any age who used the phone to (1) take a picture, (2) show a picture, (3) send a picture, or even offer to show or send the picture of any person under the age of 18 engaged in “sexual conduct” and/or the display of inappropriate nude pictures.

Important Notice to Students & Parents Regarding Cell Phone Content & Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under IC 35-42-4-4(b) to exhibit, photograph, or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under IC 35-42-4-4© for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.

HEALTH SERVICES

Students who become ill while at school will be referred to the health office for assessment. If a student is too sick to remain in class, the parent/guardian or emergency alternate will be notified and the child will be sent home. If your child has been ill during the night, or appears ill in the morning, keep him/her home from school. Be alert for fever, headache, sore throat, flushed cheeks, glazed eyes, upset stomach, frequent cough, and runny nose. Consult your physician for diagnosis and treatment, if necessary.

The following guidelines for a few common conditions/diseases may help you determine when your child is ready to return to school.

- GENERAL ILLNESS: Child should be fever free for 72 hours before returning to school.
- CHICKENPOX: Child may return to school when all eruptions (pox) are dry and/or scabbed.
- CONJUNCTIVITIS: Commonly referred to as "Pink Eye" Child may return to school 24 hours after treatment with prescribed eye medication and no drainage from the eye(s).
- SCABIES: Child may return to school 24 hours after treatment with lotion prescribed by physician and a note from the physician verifying treatment.
- IMPETIGO: Child may return to school after being on medication for 24 hours and if areas are dry and well crusted.

ADMINISTRATION OF MEDICATIONS AT SCHOOL

Students who may become ill at school-you have the option of giving consent for Tylenol; Ibuprofen; and Roloids/Tums to be given at school. If your child has a headache or slightly elevated temperature (less than 100 degrees F) then designated school personnel can give appropriate medication if consent is on file. Note: If your child has a temperature above 100 degrees F they will be sent home.

Students who must take medication at school must have on file a "Consent for Administration of Medication" statement that has been signed by a parent and/or physician. No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All prescription medicine, including medicine to be injected, and all blood glucose tests by finger to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medicine is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.

In addition, two additional policies have been enacted under Indiana Code: Section 3.IC20-8.1-5-1-7.5 and Section 4 IC-8.1-7-22

SELF-ADMINISTRATION OF MEDICATION FOR ACUTE OR CHRONIC DISEASE OR MEDICAL CONDITION

SECTION 3. IC 20-8.1-5.1-7.5 (Effective, July 1, 2001).

A student who has a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition **if**:

- The parent/guardian of the student files a written statement with the student's principal granting permission for the student to possess and self-administer the medication.
- Along with the parent's/guardian's written statement the parent must also provide **written authorization from a physician** stating:
 - a. that the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 - b. a statement that the student has been instructed in how to self-administer the medication;
 - c. the nature of the disease or medical condition requiring the emergency administration of the medication.

NOTE: This DOES include inhalers for asthma patients.

The parent's/guardian's written authorization and the written physician's statement must be filed with the student's principal annually.

SENDING MEDICATION HOME WITH STUDENTS

IC 20-34-3-18 RELEASE OF MEDICATION:

Sec. 18.

This section does not apply to medication possessed by a student for self-administration under IC 20-33-8-13.

Medication that is possessed by a school for administration during school hours or at school functions

for a student *may* be released to:

1. the student's parents; or
2. an individual who is at least eighteen (18) years of age; and designated in writing by the student's parent to receive the medication.

A school corporation *may* send home medication that is possessed by a school for administration during school hours or at school functions with the student if the student's parent provides written permission for the student to receive the medication.

As added by P.L.I.-2005, Sec. 18. Amended by P.L. 76-2005, SEC. 4.

INDIANA LAW SECTION 808

Teachers shall immediately send home any pupil who shows indication of being ill, unclean, emits offensive body odors, or is infested with vermin. The truant officer shall arrest and prosecute parents or guardians who, when notified to do it, do not bathe or cleanse their children or wards, or do not rid their children or wards of vermin. Accordingly, the Southwest Parke School Corporation has established the following procedure for those students who are sent to school unclean. Some guidelines for determination include: unwashed skin, offensive body odor, clothes that are consistently visibly dirty.

PROCEDURE:

1. The teacher privately discusses with child corrective hygiene measures. The teacher will refer the child to the school nurse if there is a problem with hot water in the home, no soap, or unusual circumstances.
2. On second complaint of uncleanliness, the teacher will refer the child to the school nurse, who will discuss hygiene measures and contact parents or guardian. For those circumstances where phone contact is not possible, a letter will be mailed to the parent/guardian. Child will be sent home if the situation warrants.
3. In the event of a third incident of uncleanliness, the Parke County Welfare Office will be notified. The child will be sent home from school and each successive report will be treated as outlined in step three.

IMMUNIZATIONS

IC 20-34-4-5

Statement of immunization history; waiver; rules:

Sec. 5.

(a) Each school shall require the parent of a student who has enrolled in the school to furnish not later than the first day of school a written statement of the student's immunization, accompanied by the physician's certificates or other documentation, unless a written statement of this nature is on file with the school.

(b) The statement must show, except for a student to whom IC 20-34-3-2 or IC 20-34-3-3 applies, that the student has been immunized as required under section 2 of this chapter. The statement must include the student's date of birth and the date of each immunization.

(c) A student may not be permitted to attend school beyond the first day of school without furnishing the written statement unless:

1. the school gives the parent of the student a waiver, or
2. the local health department or a physician determines that the student's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school.

The waiver referred to in subdivision (1) may not be granted for a period that exceeds twenty (20) days. If subdivision (2) applies; the parent of the student shall furnish the written statement and a schedule, approved by a physician or the local health department, for the completion of the remainder of the immunizations.

In summary:

1. Children may not be prevented from enrolling in school due to lack of immunizations.
2. Once enrolled, proof of immunization or evidence of immunity or a medical or religious exemption or documentation of a "catch-up" immunization schedule by a health care provider must be presented by the first day of school.
3. If a parent or guardian has failed to provide the above documentation by the first day of school for an enrolled child, the school may give the parent or guardian a waiver not to exceed 20 days to allow the parent or guardian to comply with the regulations.
4. At the end of the waiver period, the school must verify with the parent or guardian that there has been compliance with the above criteria or completion of the required immunizations or documentation of appropriate medical exemption or religious objection.

IMMUNIZATION REQUIREMENTS

Immunization requirements for the 2022-2023 School Year per the Indiana Department of Health:

Required for Grades 7 through 11:

DtaP	five (5) doses
Polio	four (4) doses
MMR	two (2) doses
Varicella	two (2) doses
Hepatitis B	three (3) doses
Hepatitis A	two (2) doses
Meningitis (Meningococcal/MCV4)	one (1) dose (regular meningitis, NOT meningitis B)
Tdap	one (1) dose

Required for seniors:

DtaP	five (5) doses
Polio	four (4) doses
MMR	two (2) doses
Varicella	two (2) doses
Hepatitis B	three (3) doses
Hepatitis A	two (2) doses
Meningitis (Meningococcal/MCV4)	two (2) doses (regular meningitis, NOT meningitis B)
Tdap	one (1) dose

Recommended vaccines (but not required):

Annual influenza vaccine, $\frac{2}{3}$ HPV vaccines, 2 MenB (Meningococcal), COVID-19

Please note:

For the Dtap vaccine: four doses are acceptable if the fourth dose was given on or after the child's fourth birthday.

Polio: three doses are acceptable for all grade levels if the third dose was given on or after the child's fourth birthday but must be at least six months after the previous dose.

Varicella: Physician documentation of disease history, including month and year, is needed for proof of immunity in children from pre-school through 12th grade. Parent report of disease is not acceptable.

Hepatitis A: The minimum interval between first and second dose is six calendar months. Two doses are required for ALL grade levels.

The State of Indiana does allow a 20 day grace period from the start of school to have all required immunizations completed. If immunizations are NOT completed by the end of this grace period, students CAN BE EXCLUDED from school until proof of completed immunizations is given to the school nurse.

Information about Meningitis

A new Indiana law requires each year that parents/guardians be informed “about meningococcal disease and its vaccine” (IC 20-30-5-18). Please read the following information. Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose.

The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. Please talk with your child’s healthcare provider about meningococcal disease and vaccination.

HEAD LICE

PEDICULOSIS: (Commonly referred to as “head lice.”) The Centers for Disease Control no longer recommend that students be sent home for an active (live) case of head lice. They also do not promote checking every student in the classroom if a student does have head lice. If a student is suspected of having head lice he/she will be sent to the health clinic or office for evaluation. A thorough inspection for live lice will be completed by the nurse or designee. If live lice are found then we will attempt to notify the parent/guardian of the findings. If the parent/guardian is able to pick up their student, we will send them home. However, if no one is available to pick up their student we will be allowed to return them to the classroom. Information regarding head lice and methods to eliminate the lice will be given to the student before he/she goes home. The student may return to school the next day but should provide proof of treatment (send package of treatment used) when they return. They may be checked again upon their return to school.

PEST CONTROL POLICY

The school corporation is committed to providing students with a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children. For the purpose of this policy a pesticide is defined as a fungicide used on plants, an insecticide, an herbicide, or a rodenticide. Manufactured enclosed paste or gel bait insecticides are not subject to provision of this policy when used where students and staff members do not have access to the bait. The corporation will: 1) Inform annually parents and staff members of the corporation's pest control policy at the time of student registration by a separate memorandum or a provision in the student handbook. 2) Provide the name and phone number of the person to contact for information regarding pest control. 3) Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice. 4) Provide notice of planned pesticide applications to parents and employees who have requested advance notice. 5) Provide notice of all pesticide applications to the school nurse. 6) Maintain written record for at least 90 days of any pesticide applications.

The corporation will provide notice at least two (2) school days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information.

In case of emergency pesticide applications, due to immediate threat to public health, the school shall give notice as soon as possible. The corporation may provide for training of school employees to become certified pest control applicators. Financial support for training may be provided by the corporation subject to budgetary constraints of the corporation. The Superintendent shall prepare and disseminate regulations for the implementation of this policy. ADOPTED: March 21, 2001

ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the Southwest Parke Community School Corporation considers its own stated educational mission, goals and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The Corporation expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing Corporation-provided Internet access must first have the permission and must be supervised by the Southwest Parke Community School Corporation's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of Corporation-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Southwest Parke Community School Corporation. Access is a privilege, not a right. Access entails responsibility.

The following uses of school-provided Internet access are not permitted:

1. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
2. to transmit obscene, abusive, or sexually explicit language;
3. to violate any local, state, or federal statute;
4. to vandalize, damage, or disable the property of another individual or organization;
5. to access another individual's materials, information, or files without permission; and,
6. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of Corporation policy and rules may result in loss of Corporation-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Corporation and its staff makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The Corporation and its staff will not be responsible for any damages users suffer, including — but not limited to — loss of data resulting from delays or interruptions in service. The Corporation and its staff will not be responsible for the accuracy, nature, or quality of information stored on Corporation diskettes, hard drives, or servers; nor for the accuracy, nature or quality of information gathered through Corporation-provided Internet access. The Corporation and its staff will not be responsible for personal property used to access Corporation computers or networks or for Corporation-provided Internet access. The Corporation and its staff will not be responsible for unauthorized financial obligations resulting from Corporation-provided access to the Internet.

Parents of students in the Southwest Parke Community School Corporation shall be provided with the following information:

The Southwest Parke Community School Corporation is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for lifelong learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the Corporation's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the Corporation institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the Corporation's acceptable use policy. That notwithstanding, the Corporation believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Southwest Parke Community School Corporation makes the Corporation's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

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

MILITARY ACCESS TO STUDENT RECORDS

Indiana law requires a high school to provide access to student directory information to recruiting representative of the military services. Military services include the U.S. Air Force, the U.S. Army, the U.S. Coast Guard, the U.S. Marine Corps, the U.S. Navy, any reserve component of these military forces, the Indiana Air National Guard, and the Indiana Army National Guard. Student directory information for purposes of this requirement is the student's name, address and listed or published telephone number. A parent or student has the option to restrict the release of such information to the military services recruiting representative upon written request to the high school principal at the end of the student's sophomore year in high school. Legal reference: I.C. 5-14-3-4(c), I.C. 20-10.1-29-1 et seq.

TRANSPORTATION

School Bus Transportation

Bus transportation is a service provided by the School Board of Trustees as a convenience to those who live in rural areas beyond reasonable walking distance from school. Students who use this service come under the supervisory jurisdiction of the school from the time they board the bus on their way to school until they depart from the bus on the return home. Students are expected to maintain a level of behavior at least equal to that expected of them while at school. Students and parents are reminded that bus transportation to and from school is a privilege and students while riding as a passenger on a bus can and will be disciplined for unacceptable behavior. Those not responding to reasonable corrective action from the bus driver may be initially excluded for (1) day. If this exclusion and parent/driver conference does not solve the problem, school officials can and may exclude students from riding the bus for a period of time up to one semester through the normal student due process procedures. This does not exclude the student from school attendance; however, it does shift the responsibility for transportation to and from school to the student and/or parents, totally. Exclusion from one bus is considered to be exclusion from all school owned and/or contracted buses for the period of time specified. Any student absence resulting from bus exclusion will be deemed unexcused and could result in exclusion from school on the six (6) day absence policy. Students must board and depart from their assigned school bus only at pre-designated stops as assigned by the superintendent's office. Any variation from this procedure must be cleared in advance with the assigned driver and supported in writing to the assigned driver from the parent within 24 hours.

The bus drivers are responsible for the transportation of those assigned students from their home to their school and return in the evening. A case in point: A student rides from home to a school shuttle point on his assigned bus, then the students decide to ride from the shuttle point to school with a friend in a private automobile, the driver and the school must be relieved of responsibility for the student initiated action.

BUS RULES FOR STUDENTS

Riding the school bus is a privilege extended to students that can be taken away for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and must obey his/her requests.

- Each student shall be located immediately, upon entering the bus, in the place assigned by the driver.
- No student shall stand or move from place to place during the trip.
- Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
- No windows or doors will be opened or closed except by permission of the driver. Students are responsible for closing windows before exiting the bus.
- Students shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any other objectionable manner.
- No students shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
- The child should be waiting at his/her boarding station when the school bus arrives. In case of an emergency causing late arrival by the pupil at his/her station, the bus driver will be required to stop and make a reasonable attempt by looking for the student approaching the bus without causing the route to be delayed.

- Upon recommendation of the bus driver, school authorities may deny the privileges of riding on the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or ladylike manner.
- A student who boards a bus in the morning will ride the full route to school. This holds true en route from the school to his/her home.
- A driver may dismiss a student to another scheduled stop ONLY with the written request of a child's parent or guardian, AND consent from the school.
- Students experiencing problems should report them to the bus driver.
- All school rules apply to bus pick-up and drop-off points, and while riding on the bus.
- The bus driver shall be responsible with issuing verbal warnings to students as well as documentation of a disciplinary report if unacceptable behaviors continue. The driver will also verbally notify a student if a disciplinary report will be submitted to the school.
- Other violations as determined by driver, owner, principal, and Indiana Law.

Minor Bus Infractions

- Chewing gum (Driver Discretion)
- Food and beverages (Driver Discretion)
- Loud, boisterous, distracting voices and behavior
- Opening windows or doors
- Not staying seated, or in assigned seats
- Annoying and teasing of other riders
- Inappropriate behavior
- Arrival at bus stop at appropriate time.
- Proper exit procedures (As directed by bus driver)
- Not following instructions (As directed by bus driver)
- Other violations as determined by driver, owner, principal, and Indiana Law.

Discipline Procedures for Minor Infractions

*Discipline reports shall be cumulative each semester.

- 1st – School Disciplinary Plan
- 2nd - School Disciplinary Plan
- 3rd – School Disciplinary Plan
- 4th – 1 Day Off Bus
- 5th - 3 Days Off Bus + Meeting with Driver, Parent, Child, Administrator
- 6th – 5 Days Off Bus
- 7th – Semester Suspension (Dec. & May = next semester)

Major Bus Infractions

- Profanity and obscene gestures
- Bullying/Harassment
- Throwing objects
- Disrespecting the driver
- Fighting
- Vandalism
- Inappropriate display of affection
- Weapons
- Possession/simulation of drugs, alcohol, tobacco, weapons
- Head/Hands out of the windows/doors
- Defiance

- Other violations as determined by driver, owner, principal, and Indiana Law.

Discipline Procedures for Major Infractions

*Discipline reports shall be cumulative each semester.

1st – 1 Day Off Bus

2nd - 3 Days Off Bus + Meeting with Driver, Parent, Child, Administrator

3rd – 5 Days Off Bus

4th – Semester Suspension (Dec. & May = next semester)

STUDENT DRIVING AND SAFETY REGISTRATION

All students who live in rural areas are provided transportation by the school system. When a student drives to school instead of using the school bus, the responsibilities of the parent increase greatly. Likewise, students who ride in a private car or motorcycle driven by another teenager are the responsibility of the parents and of the automobile or motorcycle driver. The use of private vehicles as a means of school transportation does create some school problems. Therefore, the school prefers and recommends that students do not drive automobiles or motorcycles to school. However, in activities which immediately follow after school, such as athletic practices and games, the student will be allowed to drive to school providing he/she agrees to abide by the following:

1. Students who drive a car or motorcycle to school will be required to leave that car or cycle parked on the school premises for the entire day and will not move that car or cycle until the close of school. The only exception will be with the principal's approval or a statement from a physician, or a family emergency.
2. A student who leaves the parking lot at reckless speeds or drives in front of the school premises at reckless speed will be a violator. Violators will be warned once, the second infraction will subjugate them to a loss of the driving privilege.
3. Since the corporation does provide transportation that is available to all students, all tardies and absences arising from car trouble will be unexcused.
4. Students who choose to drive to school must also submit to random drug testing procedures as outlined in this handbook.

Driver's License/Permit Restriction Policy

Pursuant to P.L. 121-1989, the school corporation adopted this policy regarding the restriction of drivers' licenses and permits. Indiana law provides that when a student less than eighteen (18) years of age under a second suspension, an expulsion, or an exclusion, the Indiana Bureau of Motor Vehicles shall, upon written notification by the student's principal, invalidate the student's license or permit.

REGISTERED SEX OFFENDERS POLICY

Recognizing that the safety and welfare of students is of paramount importance, the Southwest Parke Community School Board hereby declares that, except in limited circumstances as defined below. The Southwest Parke Community School Board will not permit registered sex offenders, to be on school property.

If any school administrator becomes aware that a sex offender is on school property, the administrator/designee shall direct the sex offender to leave the area immediately, except under limited circumstances as directed below. A registered sex offender may not attend school functions that are held on school property. The school board authorizes a Southwest Parke administrator to request the assistance of the appropriate law enforcement authorities to secure the removal of any registered sex offender from the school property. Violations of this policy may subject a person to prosecution of the crime of criminal trespass.

A student who is on the sex offender registry may be assigned alternative education, as deemed appropriate by school officials and consistent with State and Federal laws.

This policy shall apply only when principals/designees are aware that the person in question is a Sex Offender Registry.

The provisions of this policy prohibiting a registered sex offender from coming on school property shall not apply in the event that a sex offender's name has been expunged from the Registry.

Limited Circumstances:

Limited circumstances may occur when a registered sex offender has either a right or a legitimate educational need to come upon school property. In such a case, prior to entering school property, the registered sex offender must contact the school to establish a written Individual Access and Child Protection Plan. An IACPP will be established by discussion with the school administrator or his/her designee. The plan and approval will be in writing with signatures of the involved parties. Only after there is an approved IACPP may the registered sex offender enter school property and may only do so within the restrictions of the IACPP. In the case of an emergency situation involving the welfare of a child, a person who is on the sex offender registry may be invited to school for that particular purpose under monitoring established for that event by the administrator of the school site.

ACADEMIC POLICY

Report Cards

The achievement by each student in each individual class will be reported to the student and parents/guardians on a nine (9) weeks' basis as set by the school calendar each year. The grade report or card will be distributed to students to take home the week following the end of each grading period.

GRADING POLICY

Students are encouraged to work to their individual capability in each of their classes. Students should recognize that no two people are alike, and that they possess varying strengths and weaknesses. Therefore, earned grades in the various classes can and will be different. Teachers are responsible for assigning individual students grades. This will be done by applying the teachers' grading system to the students' class achievement. The teachers' classroom grading system will be explained to the students at the beginning of each semester. Copies of teachers' classroom grading system will be made available upon request.

Grading Scale

The following scale will be used for calculating student grades:

9 WEEKS GRADES		SEMESTER AVERAGE GRADES			
GRADE	PERCENT		GRADE	VALUE	GRADE RANGE
A	95-100		A	11	10.5-11.0
A-	90-94		A-	10	9.5-10.49
B+	88-89		B+	9	8.5-9.49
B	83-87		B	8	7.5-8.49
B-	80-82		B-	7	6.5-7.49
C+	78-79		C+	6	5.5-6.49
C	73-77		C	5	4.5-5.49
C-	70-72		C-	4	3.5-4.49
D+	68-69		D+	3	2.5-3.49
D	65-67		D	2	1.5-2.49
D-	63-64		D-	1	1.0-1.49
F	0-62		F	0	0.0-.099

Semester Grades

To Calculate Semester Grades:

Without final exams: 9 weeks letter grades will be given the point value then added together and divided by 2.

With final exams: each 9 weeks grade will be given the point value and multiplied by 2, then added to the final test grade and divided by 5. Grades are not to be averaged up.

NOTE: Possible modifications in the grading policy for special education students will be addressed at the initial or annual case conference review.

Grade Point Average

The following scale will be used for calculating a student's **Grade Point Average** (GPA). Grade point averages will be documented on the student's transcript.

Semester Grade Point Value

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Incomplete Grade Policy

An incomplete grade (I) may be used in situations where a student has been unable to complete requirements in a timely fashion and arrangements have been made for work to be completed beyond the end of the grading period. A contract will be initiated by the teacher and submitted to the guidance counselor prior to assigning a student an incomplete grade.

Incompletes will be issued when: 1) a student is recovering from an extended illness or surgery, or 2) it is warranted by other extenuating circumstances. It is the student's responsibility to see that all incomplete grades are made-up and removed. Unless emergency conditions are present, all incomplete grades are to be made up and/or converted by the date specified on the contract. For students in grades seven through twelve, failure to complete the contract will result in referral to the academic rigor review panel.

Teachers will inform the guidance counselor of their desire to assign an incomplete to the student. A contract will be filled out showing pertinent information that will remove the incomplete from the student's record. Upon satisfaction of the contract's requirements, the teacher will assign the appropriate grade and the office will send out a revised report card.

ACADEMIC RIGOR POLICY

Southwest Parke Community School Corporation has the responsibility to develop and implement a curriculum that will provide all students with an opportunity to acquire a basic set of proficiencies necessary for future learning. In order to accomplish such a charge, we must ensure that students have been exposed to learning experiences of adequate scope and depth. In order to help make sure students have been given the opportunity to acquire these basic skills, we, as educators, are obligated to ensure that students have demonstrated that they are working to their potential. This can be done by holding students accountable for all work assigned by the classroom teacher and that the students are given a grade only when they are making an honest effort to learn the concepts presented.

Students are expected to complete all assignments when requested and follow staff directives at all times while striving for academic success. In an effort to support these beliefs a policy of academic rigor has been established. When a student fails to turn in work or turns in work that the teacher determines to be below the student's ability, the student will be assigned a grade of "I" as opposed to a traditional letter grade. A student faces the possibility of retention when the grade "I" is established as a semester grade. A student may not graduate with a grade "I" on an educational record. An "I" may be nullified by successfully completing the course requirements and/or retaking the course. If the course is no longer offered, a comparable substitute shall be assigned.

Once a teacher feels that a student is not pursuing academic rigor, contact with the parent will occur. In determining whether or not a student is working at his/her potential, the teacher will make a referral to a review panel that consists of the teacher involved, principal, and guidance counselor. Information sources shall include the student, parents and other relevant school personnel. The guidance director and principal are qualified to review and interpret standardized test scores and other pertinent information in rendering a final decision of the student's capabilities. The review panel must meet prior to assigning a student the grade "X" as a final grade.

Cheating Policy

If a student is caught cheating (Cheating is defined as one who copies or looks at an assignment of another student or, one who willingly allows another to do the cheating.) on homework or a test the following policy will take effect:

Homework

- 1st offense: 0 on assignment and notify parents
- 2nd offense: 0 on assignment, notify parents, after school detention
- 3rd offense: F for nine weeks grade
- 4th offense: F for semester grade

Tests

- 1st offense: 0 on assignment and notify parents
- 2nd offense: F for nine weeks grade
- 3rd offense: F for semester grade

RESPONSE TO INTERVENTION (RTI)

At Riverton Parke we utilize focus time to assist students who are struggling, failing to turn in assignments, or who are successful learners. During focus, students report to an assigned location for attendance purposes. Students will either remain in their assigned location or report to a classroom to receive extra assistance if they are struggling with new concepts and/or need enrichment. Additionally, we will provide a classroom with instructors for students who fail to complete assignments.

We will also identify students who are struggling with Mathematics, Reading, and Writing and we will provide extra class time for assistance. These students will be assigned a block of time to attend one of our help classes during normal rotation periods. When a student is assigned a lab class they will remain in that class until they show proficiency in the subject matter.

WEIGHTED GRADE POLICY

The Southwest Parke Community School Corporation Board of School Trustees supports scholarship and encourages students to take challenging courses to meet their diverse needs. A weighted grade system has been established in order to recognize and reward academic rigor and excellence in high school. The goals for students taking courses with weighted grades will be 1) be better preparation for the demands and expectations of college; 2) an enhanced ability to analyze complex situations and communicate this analysis in a clear and concise manner; 3) a greater understanding of concepts as related to entire systems (systems of concepts) as opposed to a superficial knowledge of concepts which may have seemed separate and disjointed; and 4) a greater appreciation for the benefits and risks of facing intellectual challenges and meeting high standards of achievement.

The following current classes will be designated as weighted courses: American Studies, Mass Media/Film Literature, All Advanced Placement courses, Chemistry II, Physics, Biology Level II (Anatomy and Physiology), Humanities, College Composition, Classical Literature, Calculus, Trigonometry/Pre-Calculus, Spanish III and Spanish IV, French III and French IV, Computer Programming I and II, and Banking I, II, and III. Other classes may be designated as weighted courses if they meet the above criteria. The building principal shall make the decision as to whether or not to weight a class based on a written proposal submitted by the teacher making the request. This proposal will include a syllabus for the proposed class, a sample lesson plan, and a written synopsis of the course.

Each course identified as a weighted class will use the following point values for each letter grade based on a 4.0 scale: A = 5.0 points, A- = 4.67 points, B+ = 4.33 points, B=4.0 points,. A letter grade lower than a B in a weighted class will not receive the weighted amount. The weighted point value will be used to establish the student's GPA and used to determine class rank. Students entering Riverton Parke Jr-Sr High School with GPAs weighted from other schools will receive credit according to Southwest Parke Community School Corporation's policy only. This policy will be retroactive to the freshman class of 1999-2000 and GPAs will be adjusted accordingly.

HONOR ROLL

An honor roll, in recognition of those students achieving academic excellence, will be published after the close of each nine weeks grading period and after the close of each semester. The following guidelines must be met in order to achieve this recognition:

1. "Distinguished Honor Roll" - denotes those students who earned all "A's" during the period in question.
2. "Honor Roll" - denotes those students who earned all "B's" or a combination of "A's" or "B's" during the period in question.

ACADEMIC EXCELLENCE

For Riverton Parke Academic Excellence, the criteria is as follows:

For Riverton Parke Academic Excellence, the criteria is as follows:

1. The student must be in school full-time.
2. The student must be taking at least 7 credits during a semester.
3. Freshmen students must earn a GPA of 3.95. Sophomore students must earn a GPA of 3.85. Junior and Senior students must earn a GPA of 3.75.
6. The student will receive a Riverton Parke academic letter and a certificate the first time they attain the requirements. Each successive time they attain the criteria, they will receive a certificate and monetary reward.
7. Determination and discretion of awards will be at the guidance and administrative level.

NATIONAL HONOR SOCIETY / NATIONAL JUNIOR HONOR SOCIETY

Riverton Parke will follow the guidelines and constitution set by the National Honor and National Junior Honor Society for admittance and dismissal from the programs. A copy of the process can be obtained by contacting the advisor or principal.

SEMESTER EXAMINATIONS

Semester examination may or may not be given at the option of the individual classroom teacher, and/or a semester project may be required in lieu of semester examination.

Final Exam Exemption Policy

Students may exempt the final exam in three classes of their choosing if they meet the required criteria. Students must have the following to be exempt from final exams (per semester).

1. Zero tardy infractions in all classes.
2. A limit of 2 days of absences (non-certified).
3. Must be passing the course with a B or high in each 9 week grading period.
4. Zero suspendable disciplinary actions.
5. Can not have any cell phone infractions.

RETENTION

Southwest Parke Community School Corporation is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally. Students will normally progress annually from grade to grade. However, some students need additional time and experience before proceeding to the next level of their education. When this concern exists, the building principal shall determine whether a student should be retained after consultation with the parents, teachers, guidance counselor, and other professional staff. Decisions regarding retention shall be based on emotional and physical maturity, ability, achievement, and review of supportive evidence, such as samples of student work, test results, progress reports, etc. Parent concern and input shall be considered in retention decisions, but the final placement of a child shall be determined by the building principal.

JUNIOR HIGH PROMOTION POLICY

All classes will count as 1 credit per semester. Junior high students will have the opportunity to receive 16 credits for the school year. If a student receives less than 14 total credits, they may be considered for retention. Any student failing a core class (English, Science, Social Studies, Math), regardless of number of credits earned, will be considered for retention review.

GRADUATION REQUIREMENTS

In order to receive a diploma and graduate, a student must pass all assessments or meet a Graduation Pathway required by the State Board of Education, meet requirements for basic coursework, and earn the total number of minimum credits. For students in special education, the Case Conference Committee will determine coursework and the extent of participation in state-mandated assessments. A student may participate in the graduation ceremony provided he/she meets the forty-two (42) credits required and has completed a minimum of 6 semesters of attendance. Students will not be allowed to graduate after no less than 8 semesters if they have not passed the assessments or Graduation Pathway requirements as required by the Indiana State Department of Education. Early graduates must apply by October 15 and have already passed all state required assessments.

Students in grades ten (10) through twelve (12) for the 2020 - 2021 school year will need to meet the following credit requirements to be eligible for graduation. Students are required to meet other State and School requirements based on their diploma track and graduation cohort.

Class of 2021 - Students must obtain 48 credits and meet State and School requirements for their chosen diploma track.

Class of 2022 - Students must obtain 46 credits and meet State and School requirements for their chosen diploma track.

Class of 2023 - Students must obtain 44 credits and meet State and School requirements for their chosen diploma track.

GENERAL INFORMATION

Cafeteria Procedures

Please observe the following policies and procedures so the lunch period can be enjoyable and relaxing for students and faculty members.

1. Move to and from the cafeteria in an orderly manner. Running, cutting in line, and boisterous behavior are unacceptable.
2. Food and drink is to be consumed in the designated eating area of the cafeteria.
3. Please do not bring soft drinks through the serving line. No chewing gum allowed.
4. Students are responsible for their own trays and everything on them. When finished eating, students will take trays to dish room and throw away disposables in the proper receptacles. Permanent trays will be placed on the dish counter. Do not leave trays or paper on the tables.
5. ID cards will be distributed at the beginning of the school year. Students are required to bring cards to the cafeteria and scan them for each purchase. Students may deposit money on account for meals and/or a la carte items.
6. Breakfast will be served 7:45 A.M. - 8:10 A.M. daily. Price for breakfast is \$1.60, reduced cost is \$.30.
7. Students may obtain a breakfast, lunch or a la carte items, in either line. Breakfast and lunch are nutritionally planned balanced meals with milk included in the price. Price for lunch is \$2.90. Reduced lunch price is \$.40.
8. This is a closed campus and our food service department is self-supporting. Please refrain from bringing in food from outside 'fast food' restaurants and support our food service department.
9. If a family is eligible for meal benefits, we encourage participation in that program. Applications are available at registration and in the office during the entire school year.
10. A student may charge up to \$10.00. Parents will receive automated phone calls on Monday, Wednesday and Friday alerting them if their child has a negative balance. Any outstanding charges MUST be paid by the end of the school year.

Full Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity

provider.

Noon Hour Conduct

No student is permitted to leave the school grounds without the approval of an administrator or his/her designee. The parking lot is off limits at all times during the day except with school personnel approval. Classes are in session at all times. Stay out of halls except at passing time. Students are encouraged to use proper etiquette in the cafeteria at all times. A proper eating behavior atmosphere is the responsibility of all those who use the cafeteria. Immature and irresponsible behavior will not be permitted. Failure to follow the noon hour policy will result in disciplinary action.

New Students

The principal shall review the attendance and discipline record of a newly enrolled student's previous school(s) and shall treat documented absences or misbehavior as if they had occurred in our corporation.

Telephone

Students will not be called to the telephone during class time except in an emergency. If a message is important, the student will be asked to return the call at some free time. **Do not use the school phone for personal calls.**

Citizen Complaints

It shall be the policy of the Board to direct citizens' complaints to the superintendent's office. Any complaints that the superintendent cannot settle satisfactorily shall be submitted to the entire board. Any complaint or suggestions by a citizen or group of citizens appearing before the board shall be in writing, and no action will be taken at the meeting in which they are made.

Student Change of Schedule

1. Students requesting to drop a class must do so before the end of the first week. Students will receive an F on their record if the class is dropped after the deadline. No refund will be given for any workbooks for the class dropped.
2. Students who request a year long course will be expected to remain in the class for the year.
3. Second semester schedule changes will be considered only if an elective course is failed the first semester, and is a suitable replacement course available.
4. Changes will only be made for valid reasons.

Library

The library will be open from 8:10 a.m. to 2:50 p.m. each school day. Most of the materials in the library circulate for specific period time. You will be notified on the length of time when you check the material from the library. The borrowing period is two weeks. You may then renew the material if no one else has reserved it. If a book or any other item that you wish to borrow is not on the shelf you may put in reserve card and we will attempt to obtain the material as soon as possible for use. It is essential that all materials are returned on time for the benefit of everyone who uses the library. You will be issued an overdue notice if the material has not been returned on time. A fine will be charged for any overdue books. Any lost or damaged materials must be replaced at the expense of the borrower.

Study Hall

Study hall procedures conform generally to that of the regular classroom. To ensure a suitable atmosphere for study, the following regulations apply to study hall:

- Attendance procedure is the same as that of the regular classroom.
- Students are to be in the study hall or the library when the bell rings.
- Students must have something to work on or read for the entire time that they are in study hall. This means that adequate materials must be brought with them to study hall.
- Students are not to be dismissed to any part of the building unless they have a written pass.
- No sleeping.
- No talking.
- In areas such as the cafeteria, students are to each have their own table.
- Sitting together with other students and talking are allowable only for specific class group projects.

Insurance

Each year there is student insurance available for Southwest Parke Students. Pamphlets describing the program are available at the beginning of school. Parents are urged to read this carefully and take advantage of the protection.

In the event of an injury covered under the policy notify the school promptly. The school will furnish a benefit form and give you the necessary information. All claims must be reported to the company within a very short time after the occurrence of the accident. All students should either have insurance coverage at home or student insurance through the school.

Substitute Teachers

On several occasions throughout the year, there will be a need to have substitute teachers. They are extended the same courtesy and respect that should be given to the regular teacher.

Hall Passes/Planner

No student shall be in the hall during class time without a signed planner from faculty or administration.

Collection and Forgiveness of Debt

The Board understands it is required to collect all monies owed to it by patrons, employees, parents and students, including money owed through student lunch accounts and other extracurricular accounts. Every effort should be made by the school administration to collect the monies owed to the school corporation including collection procedures. Such efforts must be documented by school administration before the debt is forgiven, waived, or written off of the school corporation accounts and considered an uncollectible account.

The school corporation may forgive, waive, or write-off all or a portion of the debt if one of the following conditions is met:

1. The school administration determines that the student or the parent or guardian of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The cost to pursue and collect the debt from the student and his/her parents would cost more

than the potential total debt collected; or

4. There are mitigating circumstances as determined by the superintendent that preclude the collection of the debt.

Every decision to forgive, waive, or write-off a debt must be documented and include the specific facts for the decision relating to one of the above stated reasons. If the uncollectable debt is a student lunch account, it cannot be an expense to the school food service account and must be covered by non-Federal funds.

The superintendent may develop regulations addressing specific situations relating to the above conditions.

In the cases where a positive balance exists in the accounts, every effort must be made by the school administration to return the positive balance to the account holder when the person is no longer in the school corporation. If attempts made to refund the balance have been unsuccessful, the balance should be transferred to the corresponding school fund or if such transfer is not appropriate, to the school corporation general fund.

Drug Testing Policy

The Board of School Trustees of the Southwest Parke Community School Corporation recognizes the health risks and dangers associated with the use of unlawful drugs and/or alcohol. The abuse of tobacco, alcohol, and other drugs in the school is a threat to the safety and health of the students, faculty, and staff. It jeopardizes the efficiency and quality of our educational programs. The risks associated with drug abuse include impaired judgement, deterioration of the organs of the body, and addiction. These are conditions that substantially inhibit students from performing to their fullest natural ability. The Board of School Trustees encourages all students to participate in school athletics and allows students to drive to school, but believes the opportunity for such participation is not an absolute right, it is a privilege. The primary purpose of this policy is to educate and protect our students.

The Board of School Trustees has approved random drug testing for the following populations in grades 7-12:

- A. Students involved in school-sponsored athletics.
- B. Extra curricular activities.
- C. Student registered drivers.
- D. Students, with parent/guardian consent, who volunteer to participate in the Drug Testing Program.

Students who are exhibiting behaviors or are involved in activities, which give authorities just cause to suspect the student is under the influence of a controlled substance, or alcohol may be tested at the discretion of the building principal.

Each student who participates in school-sponsored athletics, extra curricular activities, or drives to school, must sign and return a consent form upon registration for school. Failure to comply will result in nonparticipation in athletics, extra curricular activities, and/or loss of driving privileges to school. Once consent is given, the student will remain enrolled in the program for subsequent years. Parents may choose to remove their student from the program by signing a release form, but must understand that this will preclude the student from driving and/or athletic/ECA participation privileges until such a time as the student is re-enrolled. Re-enrollment shall not occur until after a student has successfully

completed a re-test at the parent's expense.

All students who are part of the volunteer drug testing program during the current school year will automatically be in the drug testing pool during the next school year. Those parents who wish to withdraw their students from the volunteer drug testing program need to sign a release form.

A. Drug Testing Procedure

CONSENT FORM

All students shall be provided with a consent form, which must be signed by the student and a custodial parent or guardian before such student shall be eligible to participate in any school-sponsored athletics, extra curricular activities, or drive a vehicle on school grounds. Students who are 18 years of age or older may be included in the testing program at their own request.

SELECTION

Students to be tested will be selected randomly, except for those for whom there is a reasonable suspicion to believe that there is a controlled substance or alcohol in their system. Each student will be assigned a number. A cross-reference list of names and numbers will be maintained by the school. A verified system of random selection will be employed by the school administrator to determine which student will be tested at a particular time.

URINE TESTING PROCEDURE

Upon being selected for testing, each student will be required to provide a sample of his or her urine in a verifiable manner.

- The collection of the sample shall not be physically observed.
- The student's number and the date shall be written on the sample bottle.
- The student and school nurse or school designee shall date and initial the cross-reference list, establishing the sample container has the proper identification number.

The school nurse or school designee shall then be responsible for turning over the samples to the testing laboratory, maintaining a constant and secure chain of custody.

DRUGS TESTED

Testing shall be done by a certified laboratory through urinalysis. The Southwest Parke Community School Corporation will pay for only the testing that it requests.

Each sample will be tested for alcohol, tobacco, and those drugs which may include all drugs listed as controlled substances under the laws of the State of Indiana, as well as any performance-enhancing drugs such as steroids.

If there is the possibility that over-the-counter or prescription medications may contribute to a "positive" test result, then the student should inform the school nurse or administrator of this fact before the urine sample is taken. The student will be given 24 hours to produce the prescription in order to be verified by the school nurse.

LABORATORY REPORT

The laboratory will report the results of each test to the administrator by the numbers on each sample container.

The test results shall be made known to the student, the student's custodial parent(s) or guardian(s), the school nurse, school administrator, and any such

coach and/or sponsor as applicable. Results are deemed confidential.

TEST RESULTS

Tests are considered “positive” if the student’s system shows **any** level of tobacco, alcohol, or other drug residue substances from drugs already listed as being tested for. The school administrator, if the tests are “positive” will so advise the student and the student’s custodial parent(s) or guardian(s). The school administrator will explain the type of substance that was found, and the health/safety hazards involved. The student will then fall under the guidelines for positive tests through random and just-cause testing.

RE-TESTING OPTION

If the student or the student’s custodial parent(s) or guardian(s) desire, they may have a portion of the remaining urine sample re-analyzed by a school-approved laboratory.

The school corporation will provide a list of approved laboratories to the parent(s) or guardian(s).

The student and/or the parent(s) or guardian(s) may choose any laboratory from the school-approved list and will be financially responsible for any re-test under the provisions of this item.

The student and the student’s parent(s) or guardians may also submit any prescription or other information that will be considered in determining whether a positive test can be satisfactorily explained.

B. Drug Testing Program Guidelines for Positive Test Consequences

I. Just Cause – Drugs and/or Alcohol

A. First Offense

- Juvenile authorities notified if criminal offenses or probationary violations involved.
- Retest at a later date.
- Out of school suspension (3-day minimum) to obtain an assessment for re-admittance to school.
- No extra-curricular or athletic participation for five weeks, including loss of driving privileges.
- Handbook rules for athletes/ECA also applicable.
- Non-compliance may result in expulsion.

B. Second Offense

- Juvenile authorities notified if criminal offenses or probationary violations involved.
- Out of school suspension 10 days with recommendation for expulsion.
- Handbook rules for athletes/ECA also applicable.

II. Random Testing – Drugs and/or alcohol

A. First Offense

- Juvenile authorities notified if criminal offenses or probationary violations involved.
- Retest at a later date.
- No extracurricular or athletic participation for five weeks, including the loss of driving privileges.
- A school-approved assessment and retest must be obtained at the expense of the parent/guardian during the five-week exclusion.
- Handbook rules for athletes/ECA also applicable.
- Non-compliance will result in the loss of all athletic, ECA, and driving privileges for one

calendar year.

B. Second Offense

- Juvenile authorities notified if criminal offenses or probationary violations involved.
- No ECA or athletic participation for one calendar year, including the loss of driving privileges.
- Periodic re-testing during the exclusion period with one test during the month prior to reinstatement for participation at the parent/guardian's expense.
- Non-compliance will result in the loss of all athletic, ECA, and driving privileges during the remainder of the student's enrollment at Riverton Parke Jr./Sr. High School

C. Third Offense

- Juvenile authorities notified if criminal offenses or probationary violations involved.
- Loss of all athletic, ECA, and driving privileges during the remainder of the student's enrollment at Riverton Parke Jr.-Sr. High School.

III. Random Testing/Just Cause – Tobacco

- Juvenile authorities notified if criminal offenses or probationary violations involved.
- Parents notified.
- Athletes and ECA participants must also comply with their respective handbooks, guidelines, or rules for tobacco use.

RIVERTON PARKE'S ATHLETIC REQUIREMENTS

Student Eligibility - Extra Curricular Activities

The Board of School Trustees of the Southwest Parke Community School Corporation recognizes that extra-curricular activities are important enrichment experiences. However, it is the position of the Board that participation in such activities is a student's privilege and not a student right. This policy reflects the belief that academic achievement and responsible behavior must be emphasized over participation in extra-curricular activities. Therefore, students must be in good academic standing and have good citizenship before they devote time to extra-curricular activities. The following eligibility requirements must be met before a student can participate in activity clubs, athletics, student council, overnight trips, and/or trips consuming class time with the exception of authorized class field trips.

Extra-curricular activities are defined as those activities that students participate in outside the regular school day that are not mandatory to meet course requirements. The student's grade will not be determined by whether he/she participates in the activity. These activities may or may not be related to a specific course offering.

Co-curricular activities are defined as activities in which students can be involved in order to partially fulfill the requirements of a particular course. The student's grade may be determined by participation in the activity.

In order to participate in the above mentioned extra-curricular activities, a student must be in good standing with the school in an academic and behavioral sense. This means:

Students in grades 7 through 12

FOR ALL STUDENTS: Students must not be on an Attendance Agreement that prevents students from participating in ECA activities.

FOR HIGH SCHOOL STUDENTS ONLY: To participate in extra-curricular activities a student taking 7 classes must pass 5 of them. A student taking only 6 classes must pass 5 of them. A student taking only 5 classes must pass ALL CLASSES. A student taking only 4 classes for credit will NOT be eligible for athletic competition. A student may not fail any vocational class that is offered as more than one credit. Eligibility will be determined by the first nine-week grading period in each semester and the end of semester average. If a student does not meet this standard, he/she will not participate in extra-curricular activities during the next nine-week grading period. A student not meeting this standard during the last nine week grading period and semester of a school year will not participate in extra-curricular activities during the first nine week grading period of the next school year.

FOR STUDENTS IN GRADES 7 and 8: To participate in extra-curricular activities, a student must meet at least one of the following criteria:

- Pass ALL 'solid' courses and pass ALL 'rotation' courses each time they appear on the student report card.
- Pass ALL 'solid' courses but fail no more than TWO (2) 'rotation' courses each time grades appear on the student report card.
- Fail ONE (1) 'solid' course and pass ALL 'rotation' courses each time grades appear on student report cards.

Note: Junior High students with TWO (2) study hall periods MUST pass ALL courses (rotation and solid) to be eligible for extracurricular activities each time grades appear on student report cards.

Students who move from elementary to junior high school will start their junior high school careers with a fresh academic record. In other words, all seventh grade students will be eligible through the first grading period for all extra-curricular activities. As per IHSA guidelines, all incoming freshmen will also have automatic academic eligibility during the first grading period of their 9th grade year.

Students in Grade K through 12

1. When a student is serving after school detention for any disciplinary reason it is understood that the detention takes precedence over participation in extra-curricular activities.
2. In grades K through 6, students receiving in-school suspensions cannot participate in extra-curricular activities the night the in-school suspension is served.
3. Any student who is expelled from school for any disciplinary reason shall not be permitted to participate in extra-curricular activities for one (1) grading period following his/her return to school. During this time it is expected that the student will show intent to seriously pursue his/her academic education and fulfill his/her responsibilities as a student to the rules and regulations of the school. Students returning in the fall from a spring semester expulsion will not be permitted to participate in extra-curricular activities for the first nine weeks of the new school year.
4. None of the above is seen as a forfeiture of the right and responsibility of the school administration to protect the image of the school by removing a student from participation in any extra-curricular activity at any time that the student's participation is not in the best interest of the School Corporation.
5. None of the above is seen as a forfeiture of the right of coaches or sponsors of extra-curricular activities to set additional approved rules that regulates participation of students in extra-curricular activities.
6. A student who misses more than one-half of the regular school day must receive approval of the principal or his/her designee to participate in extra-curricular activities that evening.

Varsity Athletic Letters - Minimal Statistical Requirements:

FOOTBALL: Play in nine varsity quarters excluding the jamboree

CROSS COUNTRY: Score in 20% of the varsity meets

VOLLEYBALL: Play in half of the varsity matches

BASKETBALL: One-fourth of varsity quarters played

BASEBALL: 9 games or 3 pitching decisions

SOFTBALL: Play in one half of varsity games played

GOLF: Score in 20% of matches

TRACK: Score five points in competition. Attend the conference meet

Athletic Department Requirements for Varsity Letter

1. The athlete must be in good standing with the athletic department and coaching staff at the conclusion of the season.
2. Coaches' discretion may be used in specific cases regarding injuries, other special circumstances or borderline individuals. Coaches decisions are final.

General Training Rules Applicable to All Sports

Training rules are a matter of self-discipline. The best performance the individual is capable of producing comes only when that individual is willing to sacrifice his time and effort toward a conditioned training program, which will help discipline his or her daily habits during his or her lifetime.

The following code will be practiced by all athletes at Riverton Parke Jr/Sr High School and all students connected with the various teams, including cheerleaders, managers, etc.. If a student wishes to participate in any of these activities, he or she must follow this code.

Drinking, smoking and the use of drugs in any form are regarded as detrimental habits for all persons not just athletes. We hope that by restricting the use of these substances, we will help you to establish habits which will assure a profitable way of conduct, and example for all others to follow, particularly younger persons, and a carry over value in one's life after school is finished. Accordingly, the use, consumption, or possession of alcoholic beverages, tobacco products and drugs without a doctor's prescription is prohibited. Evidence of violation of this may be determined by established charges filed by law enforcement officials or agencies, observation by members of the athletic staff, faculty, administration, positive result from a drug test or by admission of the participant. Abstinence from the use of the substance is a 12 month a year job.

Alcohol, Drugs, or Any Controlled Substance (Including Possession):

The principal, athletic director and coaching staff have decided that violators of this rule will be punished as follows:

FIRST OFFENSE: Suspension from competition for 50% of the scheduled games for that season—starting immediately and carrying over until all suspended games have been completed.

SECOND OFFENSE: Suspension from competition for one calendar year. (365 days)

THIRD OFFENSE: Permanent expulsion from participation.

Tobacco Use

FIRST OFFENSE: 10% of the scheduled games for the season—starting immediately and carrying over until all suspended games have been completed.

SECOND OFFENSE: 50% of the scheduled games for that season—starting immediately and carrying over until all suspended games have been completed.

THIRD OFFENSE: One calendar year suspension. (365 days)

Athletic Equipment

1. Students who owe the Athletic Department money and/or equipment will be ineligible for interscholastic competition.
2. Students who lose equipment will be responsible for purchasing a comparable replacement or for the reimbursement to the Athletic Department.
3. Coaches may require athletes to wear similar attire (i.e. practice gear). This attire can be purchased through the Athletic Department at a significant savings. However, attire/equipment purchased through the Athletic Department must be paid in full prior to issuance.

Athletic Philosophy

It is the philosophy of the Southwest Parke Board of School Trustees that the elementary athletic program consists of organized interscholastic competitions. The Board recognizes that winning should be a goal for any interscholastic competition but it will not supersede the central focus of promoting the development of skills, self-discipline, good sportsmanship, and enjoyment of the sport. All students

who participate in the programs shall receive approximately equal amount of playing time over the course of the season. It is the Board's belief that everyone should play and students will only be cut from teams for disciplinary or academic reasons. The principal will have the final say in all disciplinary and academic matters.

At the secondary level (grades 7 through 12) it is the Boards' philosophy that the goal of winning take a more prominent role at this level of competition. However, the Board still believes that the overall emphasis should still focus on the development of skills, self-discipline, good sportsmanship, and enjoyment of the sport. The head coach of each varsity sport shall be given the responsibility for the establishment of the amount of playing time and the determination as to if and when cuts will be made on the various teams within that sports program. The head coach's determination in such matters shall be communicated to the Athletic Director. The building principal shall also have input into the final determination.

Transportation

With the exception of golf, the Athletic Department will provide transportation by bus to and from all away contests. Parents will be notified of departure and approximate return times. Parents must assume responsibility for delivering their athlete to Riverton Parke on time for departure, and be at Riverton Parke at the approximate return time for pick up.

Parents will be allowed to take their athletes home with them after a game under the following conditions:

1. An athlete will be released **ONLY** to his/her parent. A cousin, brother, uncle, grandparent or other student is **NOT** a legal guardian and **WILL NOT** be allowed to take a student home with them from an athletic contest. This point is **NON-NEGOTIABLE**.
2. The parent **MUST** give the coach a **SIGNED** and **DATED** note requesting that they be allowed to transport their own child home **AFTER** an athletic event. Coaches may choose to compose their own sign out sheets. **NOTE:** This request **MUST** come directly from the parent. Notes given to coaches from individuals other than parent/guardians will **NOT** be honored.
3. Students are **STILL** required to ride the **TEAM BUS** to all events.
4. Notes from parents allowing their children to ride home with another athlete's parents **WILL NOT BE ACCEPTED**. See #1 above.
5. Coaches will keep a file of all notes received and turn them in to the Athletic Director.

Retention and Red-Shirting

The Southwest Parke School Corporation does not allow the retention of any student who has successfully completed any grade, except upon the recommendation of the appropriate school personnel. Under no circumstances may a student be retained for the sole purpose of improving the student's ability to participate in a school corporation athletic program. Fair competition and safety of participants is served best when students of approximately the same age participate at any one grade level. Therefore, any student who repeats any grade in circumvention of this policy shall no longer be able to participate at the grade level in which she/he is currently enrolled. The student will be classified in athletics as if she/he had not been retained. For example, a seventh grader who repeats the seventh grade will have to participate in eighth grade athletics; this process continues until graduation.

LEGAL REFERENCE: I.C. 10-5-2-2(2); 511 IAC 6-2-1(C)(10).

Dual Participation

Students who wish to participate in more than one sport during a season may do so only if the following criteria are met:

- Coaches of both sports mutually agree to dual participation.
- The parent(s) of the student agrees to dual participation.
- The student declares a major sport in which precedence is given during scheduled contests and practices.
- The student is able to meet full practice requirement in each sport as required by the IHSA.

Inclement Weather Practice/Game Policy

There will be no extra-curricular practices or games of any kind when school is dismissed early due to inclement weather or if school is closed due to inclement weather. In the event of an early morning delay due to inclement weather, no morning practices or activities will take place.

VOCATIONAL

Vocational School Rules

The purpose of vocational education is to provide high school students an opportunity to acquire marketable skills, occupational knowledge and positive attitudes for entrance into and progress in a satisfying and productive work of their choice. Wabash River Career and Technical Education has several programs that students can enroll in during their junior and senior year. Any student interested in a vocational program should contact the guidance office for more information. Students who participate in vocational programs at a host school will be expected to abide by the rules and regulations of that school. Students will be made aware of the rules and regulations of the host during the first week of school.

Attendance

It is the position of the vocational cooperative that good attendance at school greatly increases students' chances for success in later life. Since vocation classes involve experience similar to actual "work settings", good attendance is expected of all students in order to earn high school credit and successfully complete 540 class hours in a one-year program or 1080 class hours in a two-year program.

Attendance Policy

Students will follow the same attendance policy as Riverton Parke Jr./Sr. High School.

Truancy Policy

A student is truant when he/she refused to attend school or is otherwise intentionally absent from class. Students who are known to be truant will be reported to the home school as a truant, and home school truancy rules will apply.

Attendance on Early Release days:

Students will not attend afternoon vocational class and will remain in the school building until dismissal or permission from parents is granted to leave.

Attendance on Delay days:

Morning vocational will be canceled. Afternoon vocational session will run as scheduled. If the student wishes to stay on campus instead of attending afternoon vocational, it must be approved by administrator(s) and the vocational teacher.

LAST WORD-A STATEMENT

Individual schools in the corporation will have additional school rules pertaining to that particular school building and administrative policy. Students will become aware of the rules and policies through announcements, bulletins, school assemblies and other forms of communication. You have often heard it said by others that your years in school are the happiest days of your life. Students seldom realize the truth of the above statement at the time but further days and years will normally confirm it. Every member of the Southwest Parke faculty wishes this to be a good year for you. This can only be achieved if we work together. Let us not settle for anything less than the best.