



Winchester Community High School

Student Handbook

2025-2026

VISION STATEMENT

Winchester Community High School will prepare our students to excel in an ever-changing world.

MISSION STATEMENT

Winchester Community High School will set high standards, and expect high achievement from everyone every day.

WELCOME

The faculty, staff, and administration welcome you to Winchester Community High School. It is our sincere hope that you will find this year challenging, exciting, and rewarding. Your success in school will depend upon the development of effective study habits, regular attendance, and self-discipline. The goal of WCHS is for each student to achieve his/her greatest potential. To reach this goal, there must exist a cooperative effort on the part of students, teachers, administrators, parents, and the community. We urge your cooperation in this venture and assure you that the results will be well worth the effort. It is generally recognized that participation in school activities increases one's academic success and generates a sense of loyalty and pride. For this reason all of us at WCHS encourage you to become involved in a wide variety of activities. Remember, this is YOUR school. Plan to attend extracurricular events and show your school spirit. The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school. Each student should read this handbook and be knowledgeable of its contents. Please allow your parents to read this handbook as well. If you or your parents have questions or concerns about the procedures outlined in this handbook, please feel free to contact a teacher, counselor, or administrator for an explanation.

Karla Reed, Principal
Amber Hines, Assistant Principal
Jaelyn Winkle, Assistant Principal for Early College
Dustin Baldwin, Athletic Director
Mark Hendrickson, Grade 10-12 School Counselor
Sadie Wright, Grade 9 School Counselor
Christine Stewart, WCHS Secretary
Kim Collins, Bookkeeper/ Treasurer
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A WORD ABOUT THIS STUDENT HANDBOOK

This handbook forms the core of the rules, regulations, understandings, and guidelines under which we will operate this year. Please read it carefully, share it with your parents, and keep it where you can refer to it. This material is presented in an effort to be fair with everyone involved. Failure to read the packet will not be accepted as a valid excuse in any situation.

“FIGHT SONG”

Let us go, you Golden Falcons. Let us fight to win this game. With a victory you will bring fame and honor to your name. Let's fight! Let's win! We will cheer our Mighty Falcons and our colors gold and white, remaining always loyal to Winchester Community High. Fight!

2025-2026 CALENDAR

First Student Day	August 6, 2025
Labor Day Holiday	September 1, 2025
Fall Break	October 6-10, 2025
Thanksgiving Break	November 26-28, 2025
Christmas Break	December 22, 2024 - January 5, 2026
Martin Luther King Day	January 19, 2026
President's Day	February 16, 2026
Spring Break	March 23-27, 2026
Last Student Day	May 21, 2026
Graduation	May 30, 2026

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I. GENERAL INFORMATION

ACTIVITIES/ORGANIZATIONS

Academic Team	Archery Club	Art Club	Band	Cheerleading	Chess Club	Choir
Class Officers	Color Guard	Earth Club	FCA	FCCLA	FFA	German
Club Intramurals	Key Club	Model Leg.	ESports	Spanish Club	Student Council	History
Club YANA-BC2M	National Honor Society	Amateur Radio Club	Called to Greatness			

APPLICATION OF POLICY

All school rules apply to any student attending school during the normal school year or summer school or any other session.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. We have had a fine tradition of being courteous to our guests.

ASSIGNED AREAS (ARRIVAL TO SCHOOL AND LUNCH)

ARRIVAL TO SCHOOL

No students will be admitted into the school prior to 8:00 AM unless there is a scheduled meeting/study session. Upon arrival at school, all students are to utilize their lockers and report to their first period class. The following exceptions should be noted:

1. Students with a club activity or attending a teacher led study session will be allowed to attend in good faith.
2. Students who desire to eat breakfast may report to the commons to pick up a breakfast to take to their first period class..

ASSIGNED AREAS/LUNCH

1. The restrooms in the south C wing hall and outside the HS gym are available for use during lunch.
2. Since it is a closed campus, students must stay in the commons or other designated areas during lunch. Students are not to be outside the assigned area of teacher supervision. Students may not leave the building during lunch.

ATHLETICS

Winchester Community High School provides a variety of athletic activities in which students may participate, providing they meet any eligibility requirements that may apply. Student athletes must pass five (5) classes to be eligible. Athletes must be enrolled as full-time students. For further information, contact Scott Hargrave, the Athletic Director, at 584-8201.

BELL SCHEDULE

Doors Open	8:00
Warning Bell	8:21
First Period	8:22-9:09
Second Period	8:13-9:59
Third Period	10:03-10:50
PRIDE	10:54-11:14

1 st Lunch	11:14-11:44
Fourth Period	11:48-12:44

Fourth Period	11:18-12:14
2 nd Lunch	12:14-12:44

Fifth Period	12:48-1:34
Sixth Period	1:38-2:24
Seventh Period	2:28-3:15
Dismissal to Buses & to Main Hallway	3:15
Dismissal-Drivers/ Walkers/Activities	3:21

WEDNESDAY BELL SCHEDULE

Doors Open	8:00
Warning Bell	8:21
First Period	8:22-9:00
Second Period	9:04-9:41
Third Period	9:45-10:22
PRIDE	10:26-10:46

1 st Lunch	10:46-11:16
Fourth Period	11:20-12:16

Fourth Period	10:50-11:46
2 nd Lunch	11:46-12:16

Fifth Period	12:20-1:01
Sixth Period	1:05-1:42
Seventh Period	1:46-2:23
Dismissal to Buses & to Main Hallway	2:23
Dismissal-Drivers/ Walkers/Activities	2:29

TWO-HOUR DELAY SCHEDULE

Doors Open	10:00
Warning Bell	10:21
First Period	10:22-10:49
Second Period	10:53-11:19
Third Period	11:23-11:50
PRIDE	11:54-12:14

1 st Lunch	12:14-12:44
Fourth Period	12:48-1:44

Fourth Period	12:18-1:14
2 nd Lunch	1:14-1:44

Fifth Period	1:48-2:14
Sixth Period	2:18-2:44
Seventh Period	2:48-3:15
Dismissal to Buses & to Main Hallways	3:15
Dismissal-Drivers/ Walkers/Activities	3:21

SYNCHRONOUS LEARNING DAY SCHEDULE

First Period	10:00 AM -10:20 AM
Second Period	10:25 AM -10:45 AM
Third Period	10:50 AM -11:10 AM
Fourth Period	11:15 AM -11:35 AM
Fifth Period	11:40 AM -12:00 PM
Sixth Period	12:05 PM - 12:25 PM
Seventh Period	12:30 PM - 12:50 PM
Open Office Hours	12:50 PM - 1:00 PM

*Students should go to teachers' Google Classroom to access their Zoom meeting.

BEVERAGES

Each classroom teacher will determine if drinks will be allowed in his/her classroom.

BOOK RENTAL

At the beginning of each school year, students must pay rental fees, which are a percentage of the cost of the books/Chromebook used in their courses. Reminder statements are mailed throughout the school year and assistance may be available through the "Application for Free and Reduced Meals." A list of names and addresses will be submitted to the Superintendent of Schools, he then can proceed with any court action that is necessary to obtain the late book rental. A student is responsible for all of their textbooks/Chromebook. If a book has had excessive wear, the student is charged an additional fee.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents. Damage or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards.

CLINIC - INJURY AND ILLNESS

All injuries must be reported to a teacher. If minor, the student will be treated and may return to class. If medical attention is required, a member of the office staff will follow the school's emergency procedures. A student who becomes ill during the school day should request permission (pass) from the teacher to go to the clinic/office. The school nurse or a member of the office staff will determine whether or not the student should stay in the clinic. After that time, nurse/staff will send the student back to class or call the parent to send home.

CLOSING INFORMATION

In the event that it becomes necessary to cancel or delay school because of severe weather conditions or any other emergency, school officials will notify local television and radio stations by 7:00 AM and use the automated phone calling system to notify families. Please do not call the high school for this information.

CLUBS AND ACTIVITIES (SCHOOL SPONSORED)

Winchester Community High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be necessary for credit, required for a particular course, and/or contain school subject matter. The school has many student groups that are authorized by the school. It is the corporation's policy that the only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member. Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

CLUBS AND ACTIVITIES (NON-SCHOOL SPONSORED)

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal or his designee. The application must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with the school rules and must provide equal opportunity to participate. No non-district sponsored organization may use the name of the school or school mascot.

DANCE RULES

1. All Guests must be signed in by a WCHS student, and no middle school students are permitted at high school dances.
2. Once a student leaves the building, they may not re-enter.
3. Once a student leaves the dance, they are to leave school property.
4. No inappropriate dancing will be permitted.
5. Dress Code should be followed based on provided information from dance sponsors. Semi-formal and formal attire is expected at Sweetheart Dance and Prom.
6. Students who are suspended, who do not consent to the drug testing program and/or are on the loss of privileges list are not permitted to attend dances.
7. All attendees of school dances, including PROM, must be under the age of 21.

DEFIBRILLATOR

Defibrillators, located by the main office door, outside of the WCHS gym, and on the football field bleachers, are available for extreme emergency situations.

EMERGENCY INFORMATION (FIRE AND TORNADO)

EMERGENCY AND DRILL BEHAVIOR

Students are expected to:

1. remain quiet and orderly
2. help maintain a safe school environment
3. follow all directives of the teachers, school personnel, and police

If a student violates the above-mentioned expectations he/she will be removed from the situation as quickly as possible and will face disciplinary action.

FIRE EVACUATION

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students should immediately stand and leave the room. Running is not permitted. The first students to reach an outside door are to hold it open until all have left the building. Students are to remain at least 50 feet away from the building until the signal is given by the principal or his authorized representative to return the building.

TORNADO INSTRUCTIONS

When a tornado watch or warning is issued in the area, the following procedures will be followed:

1. The office personnel will monitor the radio.
2. Designated persons will watch for signs of a tornado.
3. Office personnel will notify all teachers.
4. A possible approach of a tornado will be signaled by a series of short rings on the bell system. In case the bells do not function, a blast from various air horns will be sounded.
5. Students should read the evacuation plans for the rooms in which they have classes. Students will leave rooms according to posted instructions.
6. If an alert is sounded when students are loading buses, students should return to the building.
7. Students moving from their classrooms to their assigned positions should walk, remain calm and quiet, and keep their hands to themselves. All students are to sit against inner walls and cover their heads with their arms.
8. Students instructed to remain in their classrooms should also sit against masonry inner walls and cover their heads with their arms.

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance district in which they live. Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling a student, the following information will be needed:

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

In some cases, temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete. Students enrolling from another accredited school must have an official transcript from the school (from which they are transferring) in order to receive credit from that school. The principal or his designee will assist in obtaining the transcript if it is not presented at the time of enrollment. Adult students (18 years of age or older) may enroll themselves, but, if residing with their parents, they are encouraged to include them in the process. An adult student does carry the responsibilities of both student and parent.

Enrollment: Returning to School

The Randolph Central School Corporation Board of Trustees has adopted a policy which allows the administration to determine whether persons 18 or older will be allowed to register for classes at Winchester Community High School. It further allows the withdrawal of such persons if they fail to make satisfactory progress as explained below. Students who have withdrawn from school are encouraged to return to school to complete their education; however, ultimately it is the responsibility of the school administration and attendance officer, to determine whether a person 18 or older may return to continue his or her education.

1. A person who has been expelled or withdrawn from school three (3) times may not be considered for further attendance.
2. Any person who re-enters school must be making satisfactory progress toward completion of his or her high school education. A person who has poor attendance or who is failing at least four or 50% of his/her classes will not be considered to be making satisfactory progress.

ENROLLMENT GUIDELINES

1. All students who were in school the previous year and new students must be registered for attendance on the first day unless prior arrangements have been made with the administration.
2. Any student who has previously withdrawn from school and still resides in the corporation must be registered for attendance on the first day.
4. The administration RESERVES the right to enroll or deny students 18 or older following a review of each individual circumstance.

ENROLLING FOREIGN EXCHANGE STUDENTS

Foreign exchange students must be registered with the school on or before June 1st prior to the school year for which they are enrolling. The school expects contact from the exchange program representative at registration and enrollment.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without a parent consent form signed. All school attendance and disciplinary rules apply to all field trips.

FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds. No student may participate in fund-raising activities off school property without the written consent of his/her parents. Any fund-raiser that requires students to exert themselves physically beyond their normal pattern of activity, such as "runs for...", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm. No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

GRADING PERIODS (Nine Weeks)

First Semester

First Nine Weeks: August 6 - October 14

Second Nine Weeks: October 15 - December 19

Second Semester

Third Nine Weeks: January 6 - March 11

Fourth Nine Weeks: March 12 - May 21

NATIONAL HONOR SOCIETY

1. Membership shall be based upon scholarship, service, leadership, and character.
2. In selecting new members the above-mentioned categories will be considered as follows:
 - Scholarship
 - Character
 - Leadership
 - Service
3. A candidate must be a member of the junior or senior class.
4. Candidates must have a cumulative scholastic average of at least a 3.7 (on a 4.0 scale). Candidates shall then be evaluated equally on the basis of service, leadership, and character.
5. Students who meet the above- mentioned criteria will be considered for possible membership after they have completed an information sheet which includes information about their various activities.
6. The final selection will be made by a faculty council which will be comprised of administration and faculty members.
7. A description of the selection procedure shall be published in an official school publication which is widely available to all students and parents in the school. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the National Honor Society.

STUDENT EMPLOYMENT

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

STUDENT INSURANCE

There are no provisions for the Randolph Central School Corporation to carry general medical payments insurance on its students at taxpayers' expense. Student insurance may be purchased by parents at low cost through a private company approved by the Board of School Trustees.

REMAINING AFTER SCHOOL

The only students who should remain at school after dismissal are those with a practice immediately after school or those who are remaining under the direct supervision of a teacher. If a student practice or game is scheduled for later, the student must leave when the school day ends and return at the time of the student's practice or game. Students must be under the supervision of a teacher when at school after regular hours.

SUBSTITUTE TEACHERS

Substitute teachers allow the continued smooth operation of school when the regular teacher is absent. When a substitute teacher is conducting a class, students are expected to behave themselves as well or better than they would for a regular classroom teacher. Failure to do so will be considered a major violation of the discipline policy.

VALUABLES

Items of great value and large amounts of money are not to be brought to school. Do not store valuables in lockers or cars. Winchester Community High School does not have insurance to cover lost or stolen valuables, articles, etc.

VISITORS

Visits by parents or guardians of Winchester Community High School students are encouraged at the parents' convenience. While making prior arrangements would be appreciated, notice of a visitation by a parent/guardian is not required. Visits for educational purposes or business related purposes are acceptable. Visits that may cause educational disruption will not be approved by the administration. Visitors that are here for other reasons may not be approved to stay or visit by the administration. All visitors to Winchester Community High School must register and pick up a visitor's badge in the main office as soon as they arrive in the building.

II. BEHAVIOR/DISCIPLINE POLICY

EXPECTED BEHAVIORS

Each WCHS student shall be expected to:

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

EXPLANATION OF DISCIPLINARY TERMS

Parent and Student Conferences

Conferences with one or both parties and a teacher are always beneficial. This method of counseling and discipline is used most and resolves many problems. Parents are encouraged to call the school for a conference when they feel the need to talk with school personnel. The phone number is 765-584-8201.

In-School Restriction

This discipline is utilized to isolate a student but not send him/her home. Students are supervised, may do homework, and will receive credit for their work. Tests are allowed to be taken, and attendance is counted.

After School Detention

Students assigned to After School Detention will attend from 3:20 to 4:00 pm. Students must bring suitable school materials to study.

Friday Night Detention

Students assigned to Friday Night Detention will attend from 3:20 to 6:00 p.m. Students must bring suitable school materials to study.

Out-of-School Suspension

Students may be suspended from school for disciplinary reasons. 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 ten (10) school days. This disciplinary procedure is used when students fail to respond to other efforts, when a serious problem has occurred, or when removal is necessary for a cooling-off period. Work missed may be made up. Suspension starts immediately. Students are suspended from all school activities and may not attend any activities on or off school property nor be on school property during their suspension. Any student suspended from Friday to the following Monday will not be eligible to participate in any school activities and this includes activities over that weekend. Any student suspended on Friday only - can participate in a school activity on Saturday. He/she is not eligible to attend or participate in any activities on that Friday. Students suspended out of school will attend suspension day school.

Expulsion

The principal or his designee has the authority to recommend to the superintendent of schools that a student be expelled from school for a longer period of time. Loss of credit will occur during expulsions. **Note:** Students who have been suspended or expelled from

the regular school setting will not be permitted to attend or participate in any extra-curricular activity on or off school grounds during the period of the suspension or expulsion. **Note:** After a student has a combined total of four (4) out-of-school suspensions during a school year, expulsion will be recommended for the rest of the school year. In compliance with state law, the board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a corporation building or on corporation property, including school buses and other school vehicles. For the purposes of this policy, a dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles,” or other devices designed to or likely to inflict bodily harm, including, but not limited to air guns and explosive devices. Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board policy 5605 and Federal due process rights appropriate to disabled students. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal’s office.

DUE PROCESS RIGHTS

Before a student may be suspended, expelled, or excluded from school, there are specific procedures that must be followed.

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,
 - (c) the student will be provided an opportunity to explain his/her conduct.
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, a description of the student’s misconduct, and the action taken by the principal.

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 may 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 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 the expulsion meeting. Failure by a student or a student’s parent 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 request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery. The request will contain the reasons for the expulsion and the date, time, place, and purpose of 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.
6. An expulsion agreement in lieu of expulsion may be offered at or prior to the expulsion hearing, at the discretion of the expulsion examiner and if approved by the Superintendent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (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 the school administration and the student and/or the student’s parents. The board will then take any action deemed appropriate. Legal Reference: 20 U.S. C. 8001

STUDENT DISCIPLINE

Students Rights and Responsibilities

The purpose for which school exists is the proper education of children and youth. Any type of activity or behavior which interferes with such purpose shall be construed as misconduct.

Disciplinary methods will include legal action, corporal punishment, in-school restriction, detention, out-of-school suspension and expulsion. Length and type of punishment are to be determined after an investigation by the administration.

Student behavior at School-Related Functions: All school discipline policies apply at school-related functions. This includes school-related functions which occur off school grounds. Students possessing, transmitting, or who are under the influence of alcoholic beverages, drugs, or tobacco and or nicotine (synthetic or natural) products at any extracurricular event, including dances, and athletic contests, both home and away, will be subject to the same regulations and penalties outlined under those sections in the handbook. Under certain conditions students may be denied attendance to future extracurricular activities based upon their misbehavior at similar activities.

The Board of School Trustees of the Randolph Central School Corporation has declared as school board policy that students engaging in any activity forbidden by laws of the State of Indiana which constitutes an interference with school purposes shall be subject to suspension or expulsion from school. These guidelines will be followed:

1. School rules apply to all school functions.
2. Students may make up work when suspended out-of-school. Students will be given no longer than the number of days they were suspended to hand in make-up work.
3. ISR means In-School Restriction. All other suspensions are out of school.
4. Friday Night Detention may be assigned by the administration.
5. The administration reserves the right to determine the extent of the discipline to be used.

Expulsion or Suspension

The grounds for expulsion or suspension in the following section apply when the student is:

1. on school grounds immediately before, during, and immediately after school hours and at any time when the school is being used by a school group;
2. off school grounds at a school activity, function, or event;
3. traveling to or from a school activity, function, or event;
4. 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.

Grounds for Expulsion or Suspension

The following types of student conduct constitute grounds for expulsion or suspension from school:

1. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting and interfering with school purposes, or urging other students to engage in such conduct. For example:
 - a. Occupying any school building or school grounds without the permission of the school corporation.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or substantially damaging any school building property.
 - d. Possessing, firing, displaying, or threatening use of firearms, explosives (fireworks), or other weapons on the school premises for any unlawful purpose.
 - e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any other lawful meeting or assembly on school property.
 - f. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with any teacher's ability to conduct the education function under his supervision.
 - g. Students will be held accountable for any written or verbal threats.

This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of the United States.

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

- value, or repeated damage or theft involving school property of small value.
3. Causing or attempting to cause substantial damage to valuable private property or stealing or attempting to steal valuable private property, or repeatedly damaging or stealing 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 provision.
 5. Threatening or intimidating any student, staff member, or visitor for any reason, including when the purpose or intent is gaining money or anything of value from the targeted individual.
 6. Possessing, handling, or transmitting any knife or object with a blade is considered a violation of school rules and may result in a suspension. Possessing, handling, or transmitting any knife or object with a blade longer than 3" is considered a dangerous weapon and may result in expulsion.
 7. Possession, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, THC in any form, Delta-8, alcoholic beverage, or intoxicant, any kind of drug or paraphernalia: Use of a drug authorized by medical prescription from a physician is not a violation of this subdivision. (See the section entitled "Tobacco-Alcoholic Beverages-Drugs" in this handbook for specific regulations.)
 8. 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 educational function.
 9. 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 such failures constitute an interference with school purposes or the educational function.
 10. Engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school purposes or the educational function.
 11. Willfully absent or truant from school without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade School Attendance Law.
 12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted under sections 2 and 3 of Indiana Code 20-8. 1-5-4.
 13. Engaging in sexual harassment of another person, which includes sexually-related verbal statements, gestures, or physical conduct.
 14. Engaging in voluntary or consensual sexually-related conduct with another person.
 15. Engaging in speech or conduct, including wearing clothing, jewelry, or hair-style, which is profane, indecent, lewd, or offensive to school purposes.
 16. Possessing, using, providing, or transmitting to another person or being under the influence of any substance which is, looks like, or which is represented to be a tobacco and or nicotine (synthetic or natural) product (including e-cigarettes and vapor pens), narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily-based caffeine product, substance containing phenylpropanolamine (PPA) steroid, stimulant, depressant, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
 17. 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:
 1. any weapon that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive.
 2. the frame or receiver of any weapon described above
 3. any firearm muffler or firearm silencer
 4. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 5. any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
 6. 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
 7. an antique firearm
 8. a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes

9. ammunition

- 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.

OTHER DISCIPLINE OFFENSES

- 1. Direct disobedience of a teacher's request or order is absolutely forbidden in any case. If a pupil feels that an order is unreasonable, he or she may appeal to the administration at the end of class.
- 2. Any student who defaces, writes on, or damages school property (including lockers) will pay for the damage and be subject to further school discipline.
- 3. Inappropriate display of affection on school grounds will not be allowed. ("Inappropriate" will be defined as anything more than holding hands.)
- 4. Students are expected to walk in the building.
- 5. Students should take pride in their school property. Notify the office if there is a problem with your locker, and it will be fixed as soon as possible.
- 6. Cheating/Plagiarism (Including AI)
 - 1st Offense (per course, per school year) = "0% on the assignment"
 - 2nd Offense (per course, per school year) = "0% on the assignment" AND a 9 weeks grade of 59% or lower (i.e. If a student earned an 80% for the 9 weeks, their final quarter grade percentage would be calculated as 80% of 59.)
 - 3rd Offense (per course, per school year) = "0% for semester in which the third offense occurred"
 - Dual Credit Course: If the offense occurs while a student is taking their semester exam, the student will receive a 0% on the semester exam, and the 6% bump will not be added to the exam score"
- 7. Sleeping in class is not permitted.
- 8. A student must report to class with books, study materials and assignments that are due. Consistent failure to do this will be considered classroom disruption/minor insubordination.
- 9. Use of profanity, or possessing pornographic material is strictly forbidden.
- 10. Vandalism to school property and/or staff's personal property is considered a major offense.
- 11. Students are not allowed to carry matches and/or lighters.
- 12. Students may be recommended for expulsion for false fire alarms.
- 13. Students who use profanity directed at school employees may be recommended for out-of-school suspension.
- 14. Laser pens are forbidden at school and at all school functions.
- 15. Lying to an administrator: A student who lies to an administrator when being interviewed about discipline issues will face harsher consequences.
- 16. Students are not allowed to bring mace or other similar chemical agents into the school building.
- 17. Students are not permitted to bring handcuffs to school.
- 18. Students are prohibited from possessing, using, or distributing caffeine pouches on school property or at school-sponsored events.

STUDENT APPEARANCE

The appearance and dress of any student is the primary responsibility of both the student and the parent. Winchester Community High School students are expected to maintain an appearance that is appropriate for school and conducive to the education atmosphere. Whenever a school official considers a student's appearance to be inappropriate, immodest, or disruptive of the educational environment, the student will be asked to make the necessary accommodations.

The following are examples of clothing or items that are considered to be **inappropriate**:

- Clothing which reveals undergarments or the lack of undergarments
- "Sagging" pants or shorts worn more than two inches below the hips or naval
- Mesh shirts, strapless, backless (lower than the bra-line or showing the bra), spaghetti straps, or tank tops that are less than 2" wide at each shoulder, or expose cleavage
- Tops which are transparent must have a shirt underneath which meets the 2" wide at the shoulder rule. Spaghetti strap shirts will not be allowed under "see through shirts".
- Sleeveless shirts and blouses that are "cut off" and do not have finished arm holes
- Shorts, skirts, and dresses need to be of an appropriate length. A good guide to use is the length of the fingers as the arms hang down at the side. The "Finger Tip Rule" requires shorts and skirts must extend beyond the fingertips when worn at the waistline. Many "sport" type shorts will not qualify to be worn to school or during Physical Education or Advanced Fitness classes.
- Tights, leggings, or yoga pants must be school appropriate and cover thoroughly. Pants that are too tight or too revealing will not be permitted. The final decision of dress will be up to the administration.
- Holes/tears in jeans and all other pants will not be permitted above the "fingertip length."
- Clothing revealing bare midriffs. Shirts and tops must be "tuckable".
- Clothing or accessories displaying messages not appropriate for school. Examples would be messages containing profanity, sexual innuendo, the Confederate or Rebel flag, references to drugs, alcoholic beverages, tobacco and/or nicotine products (natural or synthetic), or weapons.
- Studded or spiked items, chains, or any item that might cause a concern for school safety.
- Hats, hoods, headwear such as bandanas and do-rags, sweatbands, etc. will not be worn in the building.
- Sunglasses, unless prescribed by a physician.
- At all school functions, acceptable attire is to be worn (Example-at all home and away games or activities, shirts are to be worn.)
- The final decision of dress is up to the administration.

Students who violate the dress code will face disciplinary action and/or may be required to change.

BOOK BAGS/BACKPACKS

If brought to school, any bags/backpacks/purses/lunch boxes/fanny packs/drawstring bags must be kept in lockers at all times. The exception will be to transport clothing to physical education class. Trapper Keepers/Folders/Binders are permitted.

BULLYING

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

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

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

- A. places the targeted student in reasonable fear of harm to the targeted student's person or property;
- B. has a substantially detrimental effect on the targeted student's physical or mental health;
- C. has the effect of substantially interfering with the targeted student's academic performance; or
- D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

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

However, Indiana law exempts the following from the definition of "bullying":

- A. Participating in a religious event.
- B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- C. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- E. Participating in an activity undertaken at the prior written direction of the student's parent.
- F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Staff members who fail to report bullying or who fail to conduct an investigation when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be promptly investigated according to the timeline established by the Superintendent's administrative guidelines.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the behavior wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.

The parents of the targeted student and the reported bully shall be notified of the alleged bullying incident, the findings of the investigation at the conclusion of the investigation, and, as appropriate, any remedial action that has been or will be taken to the extent disclosure is permitted by law. In addition to discipline, remedial action may include support services for the targeted student and bullying education for the bully, among other actions.

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

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

The Corporation shall maintain a link on its internet website to the internet website resource page maintained by the Indiana Department of Education that provides parents and school officials with resources or best practices regarding the prevention and reporting of bullying and cyberbullying.

CELL PHONES/ELECTRONIC DEVICES

1. Cell Phones and other similar devices (iPods, mp3 players, Kindles, etc.) may be used before or after school and/or during non-instructional time such as passing periods and lunch. PRIDE is considered instructional time and cell phones should not be used except at the discretion of the classroom supervisor or teacher. Students may be required to remove ear buds during class or other presentations.
2. The use of cameras or any other electronic devices to capture pictures, audio recordings, or video on cell phones/Chromebooks or similar devices is strictly prohibited unless the student has direct authorization from a teacher or administrator. This would include taking photographs or video of anyone with or without their knowledge. Such use may result in automatic out of school suspension.
3. Use of a cell phone or similar device during a test (i.e. text messaging) will be considered cheating and proper action will be taken in accordance with the cheating policy at Winchester Community High School.
4. Should a student refuse to hand over a cell phone or similar device when requested to do so by school personnel the consequence may be automatic out of school suspension.
5. Students bring these devices to school at their own risk. Winchester Community High School, its faculty and staff are NOT responsible for any damaged, missing, or stolen cell phones. If a student has a cell phone and it is damaged or stolen, WCHS will not utilize administrative time to investigate the incident nor will the corporation take any financial responsibility for the cell phone or cell phone chargers.
6. Students must not circumvent office/health procedures by using their cell phone to call home to report illness; this will be done by office personnel or the school nurse.
7. The use of a cell phone or any other electronic devices to capture pictures, audio recordings, or video of any type of student altercation, fight, attack, etc. is prohibited. Such use may result in automatic out of school suspension.
8. In accordance with requirements set forth by the State of Indiana, WCHS has adopted a Cell Phone Policy. All students must abide by the adopted cell phone policy that can be found on the WCHS school website.

First offense punishment for students who are caught with a cell phone out or on during class will be to have their cell phone confiscated and then they may pick it up from the assistant principal at the end of the day. **Second offense** is one After-School Detention and parents may pick up cell phone. **Third offense** is one Friday Night Detention and parents may pick up cell phone. **Fourth offense** would be one day of Out-of-School Suspension and parents may pick up cell phone. Any student violating the cell phone policy who refuses to hand over his/her cell phone when requested by a teacher or administrator will receive an Out-of-School suspension.

INAPPROPRIATE USE OF CELL PHONES

Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device MAY BE GROUNDS FOR SUSPENSION OR EXPULSION.

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

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

CODE OF CONDUCT

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

STUDENT DRIVERS

All students requesting to drive to school are to follow the regulations below:

1. Every student must register the vehicle each school year as soon as the student drives a particular car to school. Student vehicle regulations and registration forms may be obtained from the office.
2. The registration form is to be signed by the student and one of his or her parents.
3. Students shall enter and leave the school grounds in a proper driving manner. The speed limit while on school grounds is 15 m.p.h.
4. The vehicle will be parked in the student parking area in the east side of the 1st bay, the 2nd bay, and 3rd bay.
5. No student may enter any vehicle or loiter in the parking lots during the school day without written permission from the principal or his designee.
6. Students are to leave their vehicles and the parking area immediately upon arrival at school.
7. Violations of the above regulations are considered a violation of the discipline policy and will result in suspension and, if flagrant, may result in the loss of driving privileges.
8. Violations of regulations will result in suspension of driving privileges. **First offense**— the student will receive a written warning, **Second offense**—the student will lose his or her driving privileges for two (2) weeks, **Third offense**—the student may lose his or her driving privileges for the remainder of the school year.
9. Parking a vehicle on public streets during school hours is prohibited.
10. All students are to park in the designated student parking area which is the south side of the building.
11. Students are not to park in any faculty parking area during school hours.
12. All student automobiles must be registered and the student parking permit placed inside the vehicle so that it is clearly visible from the outside of the vehicle. No vehicles may be parked in the lot unless properly registered.
13. Motorbikes, etc., must also be registered.
14. All vehicles are to be parked within designated parking lines.
15. In all cases pedestrians have the right-of-way.
16. Students may drive automobiles, ride motor scooters, or other self-propelled vehicles, or ride bicycles to and from school provided they have the approval of their parents; however, the vehicle must be parked in a designated area and must remain parked there throughout the school day.
17. The school corporation reserves the right to establish reasonable rules for the use of such vehicles, including the right to examine contents of any such vehicles while parked on school premises when an administrator has reasonable suspicion to believe that the contents of any such vehicles may include items or elements which are illegal to possess, have been lost or stolen, or present a

threat to the health, safety, or welfare of students or staff.

18. Vehicles in violation of parking lot regulations may be towed at the expense of the owner.

19. Repeated violations of parking lot regulations by a student will be addressed through the discipline plan at WCHS.

20. Insubordinate or defiant behavior may result in suspension and expulsion from school.

Driver's License

An operator's license may be revoked, or a learner's permit may not be issued to a person under (18) years of age who meets any of the following conditions:

1. Is a habitual truant under IC 20-33-2-11.
2. Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
3. Is under expulsion from school under IC 20-33-2-14, IC 20-33-2-15. or IC 20-33-2-16.
4. Is considered a dropout under IC 20-33-2-28.5.

STUDENT EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, and banners; and audio and video materials. All items must meet school guidelines. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal or his designee 24 hours prior to display.

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

FIGHTING

Students are not allowed to fight, make threats or harass other students or school employees. The local police will be notified as a result of a fight. Students involved in a fight may be charged with assault and battery. Students causing a fight may be charged with provocation.

Fighting may result in a three to five day out-of-school suspension upon the first offense. A five to ten day out-of-school suspension and recommendation for expulsion may result if a second offense occurs. A third fighting violation within a school year will result in a ten day out-of-school suspension and a recommendation for expulsion will be made to the superintendent. Any medical or property damage may result in expulsion regardless of previous offenses. Students and parents may be liable for any medical and/or property damage caused by a fight.

HARASSMENT

Randolph Central School Corporation believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. Harassment of other students or members of the staff or any other individuals is not permitted. This includes any speech or action which creates a hostile, intimidating or offensive learning environment.

Any student who believes that he/she is the victim of any type of harassment by another student, staff member, or other person associated with the corporation should take the following steps:

- A. If the alleged harasser is a student, staff member or other person associated with the Corporation other than the student's Principal, the affected student should, as soon as possible after the incident, contact the Principal.
- B. If it is the student's principal who is the alleged harasser, the affected student should, as soon as possible after the incident, contact Mrs. Julie Northcutt, at 765-584-1401, or at the Randolph Central Superintendent's Office, 103 N. East St., Winchester.

HAZING

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm.

Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer or an informed supervisor of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

LOSS OF PRIVILEGE LIST

When a student is placed on this list, he or she is restricted from participating in specified extra-curricular activities for the remainder of the semester.

These activities include:

*Dances (All Dances including Homecoming, Sweetheart, Prom, etc.)

*Field Trips

*Special Activities (i.e. pep sessions, convocations)

Students will be assigned to the Loss of Privilege List for the following offenses:

*A 2nd Out-of-School Suspension for the school year

*Loss of credit in a course (10 or more unexcused absences)

*Habitual offender for referrals (more than 10 referrals per semester)

*11th tardy to classes

*Students who fail the voluntary drug and substance abuse program and do not have a clean test or have not served their consequence

***Students will be placed on a list accessible by staff members through a Google Doc. It will be the teacher's responsibility to check the list prior to taking a field trip.

***The administration will update the "Loss of Privilege List" throughout the school year.

INAPPROPRIATE CONDUCT, SPEECH, DRAWINGS, OR WRITING

Students are entitled to a school environment free from lewd, vulgar, obscene, or sexually explicit language or actions. Conduct that is offensive to the values and standards of the school and community and/or causes a substantial disruption to the school purposes is prohibited. Violations including, but not limited to, satanic drawings, symbols, and references, sexual, racial, or other disruptive expressions may be punishable by disciplinary actions, including suspension or expulsion. False and malicious statements and/or defamation of character or reputation in writing by any student toward any other person will not be tolerated. Such conduct will be subject to appropriate disciplinary action, including suspension or expulsion.

INAPPROPRIATE PUBLIC SHOW OF AFFECTION

Students displaying inappropriate degrees of affection during school or at school functions will be referred to the principal, his designee, or a counselor. Students repeatedly engaged in an inappropriate public show of affection may be suspended and, if at a school function, directed to leave. ("Inappropriate" is defined as more than holding hands.) **Any WCHS student holding hands or displaying inappropriate degrees of affection with a Driver Middle School student during school hours** will be referred to the school administration.

Inappropriate Public Show of Affections with a DMS student:

1st Offense-1 Friday Night Detention

2nd Offense-2 Friday Night Detentions

3rd Offense-O.S.S.

INCORRIGIBLE OR HABITUAL OFFENDERS

Students who continually and habitually violate valid adopted school rules and disrupt the educational function of the school (during the academic year) will be subject to increasingly serious punishments. These punishments, based upon the accumulated seriousness and nature of the offenses, may eventually lead to a recommendation for expulsion.

INTIMIDATION

Students who attempt to intimidate other students, faculty, or staff by being hostile in speech or action or by making threats may face out of school suspension for 1-10 days. A second offense could result in a 10-day out of school suspension and a recommendation for expulsion which may be a class D felony.

PASSES

Any time a student is out of a class or an assigned area, the student must have a pass. Students are to use the regular passing period to use restroom facilities, visit lockers, or go to the office. Any student in the hall during class time without a pass will be handled as outlined in the discipline policy.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is a reasonable suspicion that a student has violated the law or school rules. Lockers are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. As used in this section, "reasonable suspicion" means circumstances which would cause a reasonable person to suspect that the search of a particular person, place, or thing will lead to the discovery of:

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

The principal or his designee may search the person of a student during a school activity if the principal or his designee has reasonable suspicion for a search of that student. Searches of the person of a student shall be limited to:

1. Searches of the pockets of the student.
2. Any object in the possession of the student such as a purse or briefcase.
3. A "pat down" of the exterior of the student's clothing.
4. The use of a metal detecting scanning wand.

Some searches by the principal or his designee or by a law enforcement officer are based on probable cause. Searches of the person of a student which require the removal of clothing other than a coat, jacket, or shoes shall be done only with probable cause and with the cooperation and consent of the student. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. Where a student remains uncooperative and unwilling to consent to personal search, the matter shall be referred to a law enforcement officer. As used in this section, "probable cause" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will more than likely lead to the discovery of:

1. Evidence of a violation of the student conduct standards contained in the student handbook;
2. Anything which because of it presents an immediate danger of physical harm or causes illness to any person.

TOBACCO-ALCOHOL-DRUGS-VAPES

The following regulations address tobacco, alcoholic beverages, and drugs in and during the following locations and times:

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

Tobacco

Students are not permitted to possess, use, or transmit any tobacco and/or nicotine products (including e-cigarettes or vapor pens) on school grounds or under any of the conditions above. Students found to be possessing, using, or transmitting tobacco and or nicotine (natural or synthetic) products will be assigned two (2) days Out-of-School Suspension for the first violation of this rule. A second violation will result in a four (4) day Out of School Suspension. Any student accumulating a third tobacco violation within a school year will be suspended from school for ten (10) days, and a recommendation for expulsion will be made to the Superintendent.

Alcohol

Students are not permitted to possess, use, transmit, or be under the influence of an alcoholic beverage under the conditions listed above. Students found using, possessing, transmitting, or being under the influence of alcohol will be subject to the following procedures: The student will be suspended from school and a recommendation for expulsion will be made to the Superintendent.

Drugs

- A. A student found possessing, using, transmitting, or being under the influence of any illegal drug will be subject to the following procedure: A student will be suspended from school for 10 days and recommended for expulsion for the rest of the semester or up to a full year.
- B. A student found acting under the belief or with the intent of possessing, using, transmitting, an illegal drug will be subject to the above.
- C. A student found possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of ANY KIND without a prescription will be subject to the above procedure.
- D. A student in the possession of unprescribed medication, under the influence of unprescribed medication, or under the influence of other chemicals will be subject to the above procedures.

TOUCHING IN THE UNDERWEAR ZONE

Aggressive horseplay (ie: bagging, spanking, touching in the underwear zone) will not be tolerated. Touching in the underwear zone may result in an out of school suspension and could be viewed as battery.

III. CURRICULUM AND GRADUATION INFORMATION

**Winchester Community High School
Graduation Requirements
Class of 2023 and Beyond (Until Class of 2029)**

I. DIPLOMA TYPES

- A. Indiana Core 40 with Academic Honors Diploma
- B. Indiana Core 40 with Technical Honors Diploma
- C. Indiana Core 40
- D. General Diploma (opt out)
- E. Class of 2029 - New High School Diploma (https://drive.google.com/file/d/1-EJXzl5jGlaAoDA3dqnZbK1frYhiv_ig/view)

II. STATE OF INDIANA HIGH SCHOOL/WCHS DIPLOMA REQUIREMENTS - the following criteria must be met to receive the diploma:

A. The credits of high school work necessary for graduation must include 34 credits in the following required subjects with a total of 44 credits (A credit is one credit per class successfully completed per semester):

- | | |
|---|-----------|
| 1. English - English 9, 10, 11 and 12 | 8 credits |
| 2. Science – Biology and Physical (ICP or Chem. I) | 6 credits |
| 3. Math (Algebra I, II, Geometry) | 6 credits |
| 4. Social Studies U.S. History, World History,
U. S. Government, Economics | 6 credits |
| 5. Personal Finance/Health | 2 credit |
| 6. Physical Education I & II | 2 credits |
| 7. Career and Academic Sequence | 6 credits |
| 8. Flex credits | 5 credits |
| 9. Electives | 9 credits |

B. Learn and Demonstrate Employability Skills (Students must complete at least one of the following:)

- 1. Project-Based Learning Experience
- 2. Service-Based Learning Experience
- 3. Work-Based Learning Experience

C. Postsecondary-Ready Competencies (Students must complete at least one of the following:)

- 1. Honors Diploma
- 2. ACT (College-ready benchmarks)
- 3. SAT (College-ready benchmarks)
- 4. ASVAB (Complete benchmark score)
- 5. State- and Industry-recognized Credential or Certification
- 6. Career-Technical Education Concentrator (Must earn a C average or higher in at least 6 high school credits in a career sequence)
- 7. AP/IB/Dual Credit/Cambridge International courses or CLEP exams (Must earn a C average or higher in at least three courses)
- 8. Locally created pathway

III. Pathway List 2024 and Beyond

- Ag Mechanical and Engineering
 - Principles of Agriculture
 - Ag Power
 - Ag Structures
- Agriscience: Animals
 - Principles of Agriculture
 - Animal Science
 - Food Science OR ALS Animals
- Agriscience: Plants
 - Principles of Agriculture
 - Plant and Soil Science
 - Food Science OR ALS Plant and Soil Science

- Computer Science
 - Principles of Computing
 - Topics in Computer Science
 - Computer Sciences
- Culinary Arts
 - Principles of Culinary and Hospitality
 - Nutrition
 - Culinary Arts
- Education Professions
 - Principles of Teaching
 - Child and Adolescent Development
 - Teaching and Learning
- Fine Arts
 - Beginning Choir or Beginning Band
 - Intermediate Choir or Intermediate Band
 - Advanced Choir or Advanced Band
 - Principles of Teaching Music
- Precision Machining
 - Principles of Precision Machining
 - Precision Machining Fundamentals
 - Advanced Precision Machining
- Welding
 - Principles of Welding & Shielded Metal Arc Welding (Year 1)
 - Gas Welding Processes & Welding Technology Capstone (Year 2)

IV. INDIANA CORE 40

This diploma is required for regular admittance to any four-year college in the State of Indiana. The following course credits are required:

Language Arts- English and Speech	8 credits
Math- Algebra I, Algebra II, Geometry	6 credits
Students must take a math or quantitative reasoning course each year in high school	
Science- 2 in Biology, 2 in Chemistry or ICP 2 additional credits from any CORE 40 Science	6 credits
Social Studies- 2 World Geography or 2 World History and Civilization, 2 U.S History, 1 U.S Government, 1 Economics	6 credits
Directed Electives (World Language, Fine Arts And/or Career/Technical)	5 credits
Physical Education I & II	2 credits
Health Education	1 credit
Personal Finance	1 credit
Electives (Career Academic Sequence recommended)	5 credits

V. CORE 40 WITH ACADEMIC HONORS

For the Core 40 with Academics Honors diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits
- Earn 6-8 Core 40 world language credits (6 credits in 1 language or 4 credits in two languages).
- Earn 2 Core 40 fine arts credits
- Earn a grade of “C-” or better in courses that will count toward the diploma:
- Have a G.P.A. of 3.0 “B” or better and

- Complete one of the following:
 - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
 - C. Earn two of the following:
 - a. A minimum of 3 verifiable transcribed college credits from the priority course lists,
 - b. 2 credits in AP courses and corresponding AP exams,
 - c. 2 credits in IB standard level courses and corresponding IB exams.
 - D. Earn a composite score 1290 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section.
 - E. Earn an ACT composite score of 26 or higher and complete written section
 - F. Earn 4 credits in IB course and take corresponding IB exams.

VI. CORE 40 WITH TECHNICAL HONORS

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

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

AREA VOCATIONAL SCHOOL-MUNCIE (MACC)

A WCHS student attending the Muncie Area Career Center makes an application based upon his desire and interest towards a vocational job-related program. Monies are spent by the corporation on each individual attending this program. To eliminate problems which may arise, we will adhere to the following rules:

1. No one will drive to Muncie. Exceptions will be made only by the administration; permission must be granted in advance. The person then may not take riders.
2. The bus driver will be in charge of the bus. His/her rules will be followed.
3. Students returning from Muncie will report directly from the bus into the school. They are not to go to their vehicles.
4. Any suspension at W.C.H.S. or Muncie also means suspension from the other school.
5. If a student is removed from classes at WCHS or MACC that puts him/her at 50% or below, he/she will be suspended from school and recommended for expulsion for the rest of the semester.

Any violation will mean suspension or termination from this part of the school program. The safety of all students is a priority.

EARLY GRADUATION

A student who wishes to be considered for early graduation (completing all state and local requirements) must make arrangements with his/her school counselor. Students seeking Early Graduation must also complete: (1) The Indiana Core40 Requirements (Class of 2029 and beyond must earn an Indiana Seal.) https://drive.google.com/file/d/1-EJXzl5jGlaAoDA3dqnZbK1frYhiv_ig/view and (2) an Early Graduation Intent form signed by the parent or guardian before the end of the school year prior to the intended year of graduation.

EMANCIPATED STUDENT

A student is emancipated when the student does all of the following:

1. furnish the student's support from the student's own resources
2. is not dependent in any material way on the student's parents for support
3. files or is required by applicable law to file a separate tax return, and
4. maintains a residence separate from that of the student's parents.

ENROLLMENT IN COLLEGE AND UNIVERSITY PROGRAMS

Any student may enroll in a post-secondary program providing he/she meets the requirements established by law and the corporation. An interested student should contact the counselor to obtain the necessary information.

GRADES

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

GRADING POLICY

All teachers shall be responsible for consistent evaluation and reporting of student progress. Written reports shall be issued for students enrolled in grades nine-twelve on a nine week and semester basis. The semester grades will be determined by averaging the nine-weeks and final examination/semester project percentage grades and then using the grading scale value assigned to the comparable percentages. High school students will be given a final examination at the end of each semester or the teacher's option of a semester project. The final semester grade in each course will be an average of the nine weeks grades and a semester final examination or project. Each nine weeks grade will count for 3/7 of the semester percentage and the final exam will count for 1/7 of the semester percentage. A percentage semester average ending in a fraction of .5 or more will be rounded up to the next highest number. Decimal points of less than .5 will be dropped. The grading scale is:

A.....100-95	B+.....89-87	C+.....79-77	D+.....69-67
A-.....94-90	B.....86-83	C.....76-73	D.....66-63
	B-.....82-80	C-.....72-70	D-.....62-60

Grade Point Averages

A GPA can be calculated for the semester (semester GPA) or for your entire high school career (cumulative GPA). Each letter grade a student receives will be equated to a point value indicated in this chart,

A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
D-	.67
F	0

HONOR ROLL

Two categories will determine those listed on the honor roll:

1. All "A" Honor Roll: no grade less than 90%
2. "A-B" Honor Roll: no grade less than 80%

An incomplete in any course will make a student ineligible for any honor roll.

PLATO

Winchester Community High School recognizes that some students need additional help to successfully complete graduation requirements. PLATO is offered to provide students lacking in course requirements for graduation the opportunity to fulfill those requirements. PLATO is an online credit recovery program where students work at their own pace to complete high school credits.

Eligibility:

Placement in the PLATO (credit recovery program) is determined by the principal and/or guidance department. The following criteria are considered for placement in PLATO:

1. A student must be on a diploma track and referred to the program by a school administrator and/or school counselor
AND
 - a. Has attempted and failed to complete the traditional academic course at least once prior to consideration
OR
 - b. As a third or fourth year student, is in jeopardy of not graduation with his/her class due to a lack of credits
 - c. Has been removed from a course for extenuating circumstances (i.e.: a case conference decision, medical issue, or other circumstances deemed necessary by the administration).
 - d. Is a senior unable to resolve a scheduling conflict for a required course or for college preparation.
2. A conference must be conducted with an administrator or school counselor and the student to discuss expectations.

Behavioral Expectations:

A student's participation in PLATO is a privilege and opportunity to regain credits and complete requirements for graduation. Failure to follow the attendance/tardy policies and behavior/conduct rules will result in the students not earning credit. There are limited openings in the program and only students who are serious about meeting the attendance and behavior rules will be admitted. Success in the program is contingent upon the student being at school every day and on time.

REPEATING COURSES

Students will be permitted to retake courses when (1) the student previously failed one or both semesters of the course, (2) the student previously received a grade lower than a C- in the course and is on the academic honors diploma program, or (3) the student is working to improve his/her NCAA eligibility. Anytime a student retakes a course, old and new grades will appear on the student's transcript and will count for purposes of class rank and GPA. Re-taking a course under any other circumstance requires the approval of the principal.

SCHEDULING AND ASSIGNMENT

Schedule changes will not be made except for the following reasons: for course conflicts, failure to meet graduation requirements, courses required for Core 40, Core 40 with Academic Honors, college entrance, or for other administratively approved reasons. Within five (5) days of the beginning of the first semester and prior to leaving for winter break for the second semester, students with reasons deemed legitimate by their counselors, teachers, and/or administrators may withdraw from a course. Students may only withdraw from the course after the fifth (5th) day of the semester with a medical reason certified by a physician's statement and/or administrative approval, and will receive a grade of W or W/F at that time. The student will receive a W if they are passing the class at the time of removal. They will receive a W/F if they are failing the class at the time of removal.

SENIOR CHECKOUT

All seniors will need to complete the senior checkout list prior to graduation. If any part of this list is incomplete, students may be denied participation in graduation. Requirements include:

1. Paying library fees
2. Paying book rental fees
3. Paying class dues
4. Paying outstanding cafeteria debts
5. Paying band dues

6. Turning in all technology and paying any associated fees
7. Turning in the commencement signature sheet.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and Corporation policy. Unless exempted, each student will be expected to pass the state-mandated tests. Additional group tests are given to students to monitor progress and to determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are given by the Guidance staff. College entrance testing information can be obtained from the guidance office. Depending on the type of testing, specific information and/or parent consent may need to be obtained. Winchester Community High School will uphold the rights of consent and privacy of a student participating in any form of evaluation.

SUSPENSION DAY SCHOOL

Any Randolph Central secondary student in grades seven through twelve who is suspended from school for one school day or more shall be assigned to attend the suspension day school operated by the Greater Randolph Interlocal Cooperative and located in Winchester, Indiana. Parents/guardians must provide transportation to and from the Suspension Day School. Students are not permitted to drive themselves to the Suspension Day School, and school transportation will not be provided. Students should take their school books/Chromebooks and assigned homework with them when leaving school at the beginning of the suspension. Students who are assigned to attend suspension day school may also be ordered to appear before the Judge of the Randolph Circuit Court, depending on the offense leading to the suspension. If students are ordered to appear in Court, a parent or guardian must attend with them.

Students who refuse to attend Suspension Day School will not be permitted to return to the regular school setting until assigned days at Suspension day School have been completed. In addition, proceedings against the student may be initiated with Juvenile Probation. Students who exhibit disorderly or disobedient conduct may be referred to law enforcement and/or Juvenile Probation.

TRANSFER OUT OF THE DISTRICT

If the student plans to transfer from Winchester Community High School, the parent must notify the school office. School records shall be transferred within fourteen days to the new school district. (Fourteen (14) days is required by Missing Children laws.) Parents are encouraged to contact the principal or his designee for specific details.

VALEDICTORIAN & SALUTATORIAN

To be named the valedictorian or salutatorian, a student must be a full-time student for both semesters of his/her senior year. The valedictorian and salutatorian, and final class rank for all graduating students will be determined by the rank of graduating students at the end of the eighth semester.

WEIGHTED GRADES

Randolph Central School Corporation will “weight” grades students earn in college level classes (AP or dual credit courses) taken at WCHS. The weight or bonus will be awarded internally. Students will receive a 6% bonus added to the final semester grade. The final grade shall not exceed 100%. The adjusted grade will be used for WCHS transcripts and class rank. In a dual credit course the weights will only apply to the high school transcript, not to the grade reported back to the university.

WITHDRAWAL FROM SCHOOL

No student under the age of 18 shall be allowed to withdraw from a school without an exit interview with the principal, who must agree to the withdrawal.

V. ATTENDANCE

ABSENCE AND EXTRA CURRICULAR ACTIVITIES

Students must be in attendance by 12:00 PM on any given school day in order to participate in or attend any extra-curricular activity, contest, event, practice, or meeting held after school on that day.

ALTERNATIVE SCHOOL

Alternative school is for at-risk students. WCHS students attending the Alternative School will be held accountable to WCHS Handbook Rules. However, the administration reserves the right to deal with at-risk Alternative School Students on an individual basis.

ATTENDANCE POLICY

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Winchester Community High School has an attendance policy to avoid these negative consequences.

ATTENDANCE PROCEDURES FOR PARENTS AND STUDENTS

Parents are required to call the school by 10:00 a.m. to account for their student's absence. If the school has not been notified of the absence by the parent by 10:00 a.m., the school will call the parent or guardian or the student to verify the legitimacy of the absence. No absence will be allowed to go unverified. The school phone number is 584-8201(ext. 1500) or for calling long distance within Randolph County 1- 800-215-8201. At the discretion of the principal or his designee, the school may choose to verify the legitimacy of absences by calling home. Any student not there to receive the call and verify the fact that he or she is indeed home, will be considered truant, pending a hearing with an explanation from the parent or guardian.

CHRONIC ILLNESSES

A student is considered to have a "Chronic Illness" if he/she accumulates ten (10) or more days of doctor's excused absences in a semester. In order for WCHS to honor physician statements and excuse absences beyond the ten (10) day limit he/she must have a "Chronic Illness Verification" form on file. This form may be secured from the school office and must be completed and signed by a medical doctor or a person licensed to practice osteopathic medicine or chiropractic medicine. A "Chronic Illness Verification" form is valid for one (1) semester of school.

In order for WCHS to honor physician's statements regarding chronic medical conditions resulting in absences from school, the following conditions must be met:

1. The statement must appear on the letterhead of a physician or medical practice.
2. Excuse slips or scripts will not be accepted.
3. The statement must be written and signed by a medical doctor or a person licensed to practice osteopathic medicine or chiropractic medicine. Excuses from counselors, psychologists, nurses or other persons are not acceptable excuses under Indiana law.
4. The statement should detail the nature of the condition resulting in chronic absence, as well as state specifically how the condition adversely impacts the student's ability to attend school. In addition, steps of treatment to improve the condition and student attendance should be addressed.
5. The statement should acknowledge that the physician is aware of the number of absences that the student has accumulated and that such absences should be expected with a condition of the nature being described. In addition to the submission of the medical statement, the parent or guardian must call the school each day of an absence to advise school officials of the reason for the absence.
6. The statement will not be valid for more than one calendar year.

EXCUSED ABSENCES

With proper documentation, the following absences are excused and carry no penalties, and therefore, do not count toward the 5, 7, and 10 day limits. Proper documentation is defined as submitted on the clinic letterhead and from a licensed provider.

1. Absences certified as necessary by a doctor
2. Professional appointments: doctor, dentist, etc.
3. Absences due to funeral/bereavement
4. Absences due to legal appointment or court hearing
5. Absences due to religious observation
6. Absences due to being suspended from school
7. Absences due to scheduled 4-H events (exception Indiana State Fair as it is an exempt absence)
8. Weather related absences
9. School nurse/health aide requests that parent pick up student
10. Parent removal of student for Education Related Non-Classroom Activity, approved in writing by the building principal. This does not apply to school-sponsored field trips.
11. Illness verified by the parent (limited to 5 per school year)

Doctor's notes will ONLY be honored if submitted to the school office within 48 hours of returning to school.

EXEMPT ABSENCES

A student is exempt from attending school under some circumstances. Those circumstances would include:

1. Serving as a Page or Honoree of the General Assembly
2. Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary, or general election
3. Subpoenaed to testify in court
4. Serving with the National Guard for no more than 15 days
5. Serving with the Civil Air Patrol for up to 5 days
6. The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes
7. College Days OR Career/Professional Days (2 days per year for juniors and 2 days per year for seniors with appropriate documentation from the college/university/employer)

In each of these circumstances, the student is excused from school, will not be recorded as absent, and will not be penalized in any way by the school. Verification is required for exempt absences.

EXTRACURRICULAR ATTENDANCE

When students are absent, the school expects them to remain home except when visiting a doctor. This means that they will NOT BE PRESENT AT AN "EXTRACURRICULAR" ACTIVITY during the evening when they have not been in school during the day. Should the absence be pre-arranged for reasons other than illness, special permission must be obtained from the administration for extra-curricular attendance. If a student is too ill to come to school, he is too ill to go to work.

LATE ARRIVALS TO SCHOOL

Students arriving late to their first period class must report to the office before reporting to their classroom. All late students must enter through Door #2 and sign-in with the office if they arrive after the first bell. For the purpose of attendance, any student more than 15 minutes late to a class will be counted absent in that class. Car problems and oversleeping are never acceptable excuses for absences or tardiness to school and will be dealt with in accordance with the attendance policy.

LIMITS

If a student accumulates ten unexcused absences from any class during a semester, the student will receive no credit for that class. To be withdrawn from a class, the student must be approved by the administration. If the student is passing the course at the withdrawal date, the student will be withdrawn with a "W" on his/her transcript. If the student is failing the course at the withdrawal date, the student will be withdrawn with an "F".

Unexcused Absence Consequences

5th unexcused absence in any period: Letter sent home to parents

7th unexcused absence in any period: Letter sent home to parents and attendance meeting with the student

10th unexcused absence: Letter sent home to parents; loss of credit and referral of parents to Prosecutor

*Students will only receive a consequence for the first time they have an unexcused absence at the limits of 5 or 7 in any class. If they accumulate a 5th in a second class they will not receive a second consequence.

MAKE-UP WORK

All work missed in class because of absence may be made up. It is the student's responsibility to arrange for making up the work. As a rule, the student will have 1 day to make-up work for a 1 day absence, 2 days for a 2 day absence, etc. If a student misses more than 5 days of school in a row the student should request make-up work to be done prior to returning so the student can have all work turned back in within 5 days. In the case of work or projects assigned one week or more before the due date, the project may be due the day the student returns to school. In the case of a planned absence, the arrangements to determine when the work will be due should be made with the teacher before the absence. A student dual-enrolled in any college course should refer to the Course Syllabus for the policy regarding late work.

PERFECT ATTENDANCE

A student will be awarded a perfect attendance award if he or she is present every period school is in session.

PLANNED ABSENCE

If a student is aware that he/she will be missing school days for a reason other than illness, a professional appointment, or bereavement, the absence should be prearranged with the office. The student should obtain a Planned Absence form and submit it back to the office prior to the absence.

TARDY POLICY

Being on time to class:

*Minimizes disruption to the learning environment

*Develops a practical discipline (punctuality) that will be expected in the "real world"

*Demonstrates respect for the people in the school community

*Promotes a culture of academic and vocational integrity

Tardy Policy

Goal: To encourage students to be to class on time every day

Deterrents

Hall Sweeps:

*Hall sweeps will be conducted periodically (when necessary).

*Any student in the hallway without a legitimate pass will be counted tardy, taken back to class to obtain a pass, or to the office, as needed..

*Teachers will allow students into class once the tardy bell has sounded and will mark them tardy, unless they have a legitimate pass.

*Any student not in class when the tardy bell rings will need a legitimate pass or will be counted tardy.

*When a student reports late to class, he/she will be documented as tardy, unless they have a legitimate pass. The assistant principal or designee will monitor tardies and will submit the appropriate documentation/referral when the student is to receive a consequence.

GRACE PERIOD: The first 5 days of classes each semester will be a grace period. No students will be assigned tardies but will be verbally warned by the teacher.

Tardy Consequences (per semester/cumulative across classes)

1st – 6th tardies--warning

7th tardy--discipline referral including a lunch detention

8th tardy-- discipline referral including 2 lunch detentions

9th tardy--discipline referral including an After School Detention

10th tardy- discipline referral including 2 After School Detentions

11th tardy--discipline referral including being placed on the "Loss of Privileges List"

12th tardy--discipline referral including a full day of ISR

13th tardy—discipline referral including a Friday Night Detention

14th tardy— discipline referral including 2 Friday Night Detentions

15th tardy--discipline referral including an Out of School Suspension (Must attend the Suspension Day School)

16th+ tardy-The administration will meet with parents to determine appropriate consequences

ROLES AND RESPONSIBILITIES

Administrators-will monitor the hallways during passing periods; they will assign consequences when deemed necessary.

Teachers-will monitor the hallways during passing periods, greet students at the door, keep the student traffic moving and be a positive adult presence. Teachers' responsibilities include:

- *Providing "on task" activities, and recording attendance promptly at the beginning of each period
- *Not allowing students out of class without a proper hall pass
- *Not allowing late students to enter the classroom after the tardy bell unless the student presents a legitimate pass
- *Being a positive role model by showing up to class on time themselves
- *Encouraging students to move quickly to their next class (not detaining students to discuss and/or complete work in your class and thereby making them late to another class)

Students-will arrive to each and every class on time. They will comply with the policy if they are assigned consequences.

Definition-A student is considered tardy if he or she is not in the classroom when the bell sounds.

Accounting period-The number of tardies will be reset to zero at the beginning of each semester.

TRANSPORTATION HOME BECAUSE OF ILLNESS

Before a student who has become ill or injured can be sent home, the office will notify the parents or guardian to arrange for transportation. In case of an injury which needs medical attention, an attempt will be made to contact the parent for advice. Under no circumstances will the school allow another student to transport the ill student. If the parent cannot be reached, the student will be taken to a doctor or the hospital. The school does not assume responsibility for payment of these bills.

TRUANCY

Truancy is when a student is absent without the consent and/or knowledge of the school and/or parents. Severe disciplinary action will result when students "skip school" and intentionally violate the state law of compulsory school attendance. The skipping of any part of the school day is considered truancy.

Randolph Central Schools are considered CLOSED CAMPUSES. No student will be allowed to leave the school building while school is in session without permission from the administration. Leaving the building without administrative approval will be a truancy including leaving the building to go to the parking lot.

In case of accident or illness, the student should report to the office before calling home. All students are to sign out in the office before leaving school. When returning to school, the student is to once again sign in at the office before going to class. As a rule, students will not be allowed to leave school or miss class, get lunch, or run errands such as returning home to get books and materials.

First Offense: Friday Night Detention; **Second Offense:** Two Friday Night Detentions and student's name reported to probation;

Third Offense: Two days out-of-school suspension;

Fourth Offense: A recommendation for expulsion for the remainder of the semester. Any absence because of truancy or skipping counts toward the ten-day unexcused limit. Subsequent offense in the second semester constitutes automatic expulsion for the school year.

Habitual Truancy: A habitually truant student is described as a student who misses 10 or more unverified school days. A student who is habitually absent from school will be reported to the juvenile court.

UNEXCUSED ABSENCES

If a student is absent from school for all or a part of the day and the absence does not qualify as one of the 10 previously mentioned excused reasons, it shall be considered unexcused. All unexcused absences will count toward the 5, 7, 10 day limits, and may carry additional consequences (i.e. removal from class). Any student who misses more than 15 minutes of a class will be counted absent.

VI. OTHER POLICIES AND REFERENCES

ALTERNATIVE MEANS TO OBTAIN PHYSICAL EDUCATION CREDIT

The board approved policy will be included in the student handbook.

The Indiana State Board of Education has provided flexibility to adapt the high school physical education requirements for students who demonstrate proficiency through other means. Schools are allowed to use multiple means of determining proficiency for students completing the required Physical Education I and II courses.

Program and requirements:

1. A student may obtain a **maximum of one (1) credit** for physical education for a **complete season** of a WCHS sponsored IHSAA sanctioned sport, cheerleading, marching band, or color guard.
NOTE: Serving as a manager for an athletic team does not qualify for physical education credit.
 2. Retroactive credits will not be granted for activities prior to **June 1, 2016**.
 3. Alternative physical education credits must be earned **by the end of the sophomore year**.
 4. A complete season is defined as: **first practice to final event**.
 5. Disciplinary suspensions from the team, activity or band may result in forfeiture of credit, as determined by the administration with input from the coach or director.
 6. At the conclusion of the season or activity, the coach or director will provide a list of eligible students to the guidance office. The students must:
 - A. Successfully **completed the season**
 - B. Participate in a minimum of **75 hours** of the activity
 - C. Submit a completed **Alternative Physical Education Credit Contract** form.
 7. All students who have met the requirements of alternative physical education will receive a grade of "A" for the semester.
- NOTE: A student must complete a second Physical Education credit through traditional means (PE taught during the school year or summer session). Students should obtain a contract form from the guidance office.

AMERICANS WITH DISABILITIES ACT - SECTION 504

Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the School to ensure that no individual is discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities. Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed by the school staff. Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the principal or designee at 584-8201.

THE ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect their buildings for asbestos-containing building materials, and develop, maintain, and update an asbestos management plan. School districts must annually notify parents, teachers, and employee organizations in writing of the availability of the management plan and planned or in-progress inspections, reinspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities. 40 C.F.R. §§ 763.84(c), (f), 763.93(g)(2).

STUDENT ATHLETES: CONCUSSIONS AND HEAD INJURIES

In compliance with IC 20-34-7 Winchester Community High School has adopted the following guidelines regarding concussions and head injuries:

1. The Athletic Department will disseminate guidelines, information sheets and forms to educate and inform coaches, parents and student athletes of the risk of concussions and head injuries to student athletes. The information will include the risks of continuing to participate after a concussion or head injury.
2. Student athletes and parents must return a signed form acknowledging the receipt of this information before the athlete will be permitted to begin practicing for an interscholastic or intramural sport. A new form must be signed each school year.
3. Any student athlete who is suspected of sustaining a concussion or head injury during a practice or game must be removed from competition at the time of the injury and may not return until a licensed health care provider has examined the athlete and has given written clearance for the athlete to return to competition.
4. Any student athlete who sustains a concussion or head injury outside of athletic competition must notify the athletic department of such injury and must be medically cleared to return to competition.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the cases of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will keep students and staff in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Humanimmunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or transient pest, such as lice or bed bugs. If live lice are confirmed by an approved examiner, the student's parent/guardian will be contacted that day by phone (or a note sent with the child if there is no phone or no one reached) informing about the lice and treatment options. If a parent wishes to take their child from school on the day of notification to perform a treatment, the child's absence will be excused since it is school-initiated. The child will be expected to return to school the following day with a treatment option. Any days missed for lice after the notification day will be considered unexcused for the student. Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

It is the policy of the Randolph Central School Corporation to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions.

It is the policy of the Randolph Central School Corporation to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity or similar destructive or illegal group behavior.

A "criminal gang" is defined (per IC 35-45-9-1) as a group with at least three (3) members that specifically:

(1) either:

(A) promotes, sponsors, or assists in; or

(B) participates in; or

(2) requires as a conditions of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1)

"Gang activity" is defined as activity by a person who knowingly or intentionally actively participates in a criminal gang, or an activity by a person who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Model procedures for reporting suspected gang activity are presented as a guide that by no means limits the Corporation from implementing additional procedures for reporting acts of suspected gang activity or similar destructive or illegal group behavior.

Per IC 20-33-9-10.5, a school employee shall report any incidents of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the procedures of this policy is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one (1) school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator's safety. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall submit the report to the Superintendent of the School Corporation within ten (10) school days of the completion of the investigation. The Superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.

Each school within the School Corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by July 1 of each year.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

The Superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation's code of student conduct. The School Board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the School Corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

The Superintendent of the School Corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The Superintendent shall ensure that notice of the Corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

Information about the types of services, including family support services, for a student suspected of participating in gang activity.

The School Corporation, through its principals and school counselors, should provide information about the supports and services available for students who are 'at risk' for and/or suspected of participating in gang activity and their families. Information about other available supports and services should be consistent with the policies and procedures of the School Board.

1. Gang awareness education (for students, parents, school faculty/personnel, law enforcement, and community stakeholders) that at the least shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities

Recommendations concerning the mandated gang prevention and intervention services programs for students that maximize community participation.

These recommendations are presented as a guide that by no means limits the School Corporation from collaboration with community stakeholders to provide additional services. Schools are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs according to the policies and procedures of their local boards of education. These strategies are based on evidence proven models for gang awareness as outlined by the Office of Juvenile Justice and Delinquency Prevention.

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Integrate School Resource Officer Programs when available.
5. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

DISCRIMINATION INFORMATION

The regulations implementing the above statutes require school districts to notify students, parents, and others that they do not discriminate on the basis of race, color, ethnicity, national origin, sex, pregnancy, disability, and age, and that they provide equal access to the Boy Scouts and other designated youth groups. Title VI, 34 C.F.R. § 100.6(d); Title IX, 34 C.F.R. § 106.9; Section 504, 34 C.F.R. § 104.8; Age Discrimination Act, 34 C.F.R. § 110.25; Title II, 28 C.F.R. § 35.106; Boy Scouts Act, 34 C.F.R. § 108.9. The regulations contain minor differences relating to the required content of the notices and the methods used to publish them.

DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Randolph Central Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Randolph Central Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with the District procedures. The primary purpose of directory information is to allow Randolph Central Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
- Photos and/or video clips.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Randolph Central Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 2 weeks of registration and enrollment. During the course of the school year, information relating to Randolph Central students may be disclosed to individuals or to the media. For example, photographs or videos may be taken by the School Corporation or by the media for use in various publications or for use in local media. This publicity provides the community with information about various school programs and achievements. The School Corporation may also disclose additional directory information relating to students for various reasons to military recruiters, post-secondary educational institutions and potential employers. Randolph Central Schools has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

Student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, and grade level

Participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent educational agency or institution attended, Student ID number, user ID, or their unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

VOLUNTARY DRUG/SUBSTANCE ABUSE TESTING POLICY

MISSION STATEMENT

The Winchester Community High School/Driver Middle School drug/substance abuse-testing program has three primary objectives.

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

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

INTRODUCTION

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

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

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

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

PURPOSE

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

OBLIGATION TO GOVERN THE MEDICAL CONDITION OF STUDENTS

The Legal obligation is set forth in Indiana Code 20-8.1-7 which sets forth health measures to be governed by school officials and most specifically, Indiana Code 20-8.7-3 establishes the responsibility of school to assist children to be ill or in need of treatment.

SCOPE

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

DRUG EDUCATION

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

CONSENT FORM

It is Mandatory that each student who drives or participates in extracurricular or co-curricular activities sign and return the "consent form" prior to participation in any extracurricular or co-curricular activity. Failure to comply will result in denial of driving privileges and or in non-participation. Any Winchester Community High School/Driver Middle School student and his/her parent/guardian must submit by the first Monday in September of each school year the consent form (attached) in order to be eligible to participate in any of the following activities.

1. Extracurricular Activities
2. Co-curricular Activities
3. Driving a vehicle to school
4. School sponsored Dances (including W.C.H.S. Prom)

Special circumstances may dictate exceptions to the September deadline and must be approved by the building administration. A student enrolled in the "testing program" remains in the program for the duration of their education at that level (Driver Middle School or Winchester Community High School).

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

TESTING PROCEDURE

1. The random selection of participants will be coordinated by the principal or administrative designee and selections will be made from time to time throughout the school year. Student identification numbers specific to this program will be assigned to each participant. Identification numbers for each random testing will be drawn from one large pool of those agreeing to be tested. There will be only one copy of the listing of students consenting to be tested and their identification numbers. This copy will be maintained by the building principal. Testing may occur any day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned to a number that will be placed in the drawing.
2. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
3. Upon being selected for a urinalysis test under this policy by random draw or a follow-up test, a student will be required to provide a sample of “fresh” urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
4. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal’s office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardians will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date, or the option of the Randolph Central nurse taking the sample and sending it to Witham, to be reinstated for eligibility.
5. All specimens registering below 90.5 degrees or above 98.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
6. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the “extracurricular activities” for the remainder of the school year. This will be reported to the parent/guardian.
7. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass. Submitting to random drug testing will be considered an excused absence from class and there shall be no penalty to grades.
8. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine/cotinine (natural or synthetic), and “street drugs” (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also “performance enhancing” drugs such as steroids may be tested.
9. The school will select one or more laboratories to conduct the testing. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

CHAIN OF CUSTODY

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

contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.

7. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/administrative designee.
8. In order to maintain confidentiality the container, which contains the urine specimen to be tested, will not have the name of the student on it. Instead, the student's random identification number will appear on the container. Also the results sheet for the urinalysis will be mailed back to the principal/administrative designee with no names attached; only the student's random identification number will appear on the results sheets.

TEST RESULTS

1. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participating in co-curricular or extracurricular activities or from driving to, from, and at school.
2. The principal/administrative designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information, which will be considered in determining whether a "positive" test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the certified laboratory, at a cost to the student or his/her parent/guardian, test the urine specimen again.
3. If the initial test is verified "positive", the principal/administrative designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may contact for help. The student will be prevented from participating in co-curricular and extracurricular activities until after the principal/administrative designee requests a "follow-up" test and negative results are reported. This non-participation includes attendance at practices, meetings, trips, and any other activities of that group. The principal/administrative designee will request a "follow-up" test after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume "limited participation" in co-curricular and extracurricular activities. "Limited participation" allows a student to participate in practices and/or attend meetings. A student under limited participation may not participate in contests or activities as a representative of school. If a second "positive" result is obtained from the "follow-up" test, or any later test of that participant, the same previous procedure shall be followed. If a student's only school activity is driving to school, a positive nicotine test will not result in a loss of driving privileges.
The non-participation/limited participation period shall start on the date that positive test results are received by the building administration.
4. Students who have tested positive without satisfactory explanation and who have provided a negative follow-up test will be granted "limited participation" in co-curricular and extracurricular activities for 25% of the season or calendar of each activity in which the student is involved. For clubs and organizations that meet the entire year, the period for "limited participation" shall be for the next nine weeks. For activities such as athletics that have defined seasons, the 25% period will be defined as 25% of the scheduled contests for that activity. If a student is placed on limited participation with less than 25% of the calendar or season remaining, the remainder of the 25% will be served at the beginning of the next season or calendar in which the student has previously participated. On a student's second positive test without satisfactory explanation, the period of limited participation shall be one full year. This period of limited participation can be decreased to 50% of a season or calendar by the building principal if the student produces documentation of satisfactory assessment/counseling by a school approved agency. On a third unsatisfactory positive result the student will lose eligibility to participate the remainder of their middle or high school career depending on the student's grade level. A student who has tested positive three times in grades 6-8 would lose eligibility in middle school but would regain eligibility upon entering high school. Offenses under this policy will not accumulate from middle school to high school. In addition, Winchester Community High School/Driver Middle School reserves the right to continue testing any participating student who at any time during the school year tested "positive" and did not make satisfactory explanation.
5. Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of the "negative" tests will be kept confidential to protect the identity of all students being tested.

Drug testing result sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal/administrative designee has access.

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

EQUAL EDUCATION OPPORTUNITY

It is the policy of the corporation to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the corporation, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to Julie Northcutt, the school corporation's Compliance Officer. The complaint will be investigated and a response, in writing, will be given to the concerned person within twenty (20) business days. The Compliance Officer can provide additional information concerning this issue.

GUIDELINES FOR STUDENTS INVOLVED IN MULTIPLE ACTIVITIES

Athletic / Cheerleading / Performing Arts: Band, Choir, Drama

The directors and coaches at Winchester Community High School encourage and support students choosing to participate in multiple activities. With this, scheduling conflicts undoubtedly will occur between organizations. The following guidelines will assist in the process of resolving scheduling conflicts.

When a scheduling conflict occurs, the first step is to see if it is feasible for the student to still participate in both activities.

Accommodations such as a parent driving a student to and from the two events can often resolve a scheduling conflict and coaches / directors should be flexible with arrival or dismissal times when this is the case. We will not put a student in a dangerous or liable situation when trying to make two different events on the same day. It is expected that there be proper communication between the student, parents, coaches, and directors in resolving conflicts. When scheduling conflicts occur, a minimum time frame of two weeks should be given to all parties involved when possible. It is expected that students, parents, coaches, and directors adhere to the following guidelines:

- 1.) If two activities are practicing/rehearsing at the same time, the director and coach must communicate and attempt to share the student. (either split the time on a given day or attend each every-other time)
- 2.) For activities that practice twice a day and there is a conflict, students should attend one practice session involving each activity on the same day.
- 3.) Any athletic competition or performing arts department competition/performance takes priority over a practice/rehearsal in another activity.
- 4.) When the scheduling conflict is an athletic competition vs. a performing arts competition/performance, the conflict must be resolved by the two individuals in charge of the programs (coaches / directors) using the following chart: (i.e., a level 1 event takes precedence over a level 2, etc.)

<u>LEVEL</u>	<u>ATHLETIC</u>	<u>CHEERLEADING</u>	<u>CO-CURRICULAR or COMPETITIVE SCHOOL ACTIVITY</u>
1	IHSAA Tournament Events	State Competitions / IHSAA Tournament Events	State Music Association Events: (State Fair Band Day / ISSMA / IMEA / IHSCGA / IPA / MEPA) Major Performances / Trips (such as National Parades with television coverage) School activities with state level competitions Such activities may include: State Academic Meet / State Archery / State FFA Contest / State FCCLA Contest
2	Conference &/or County Events	Regional Competitions / Conference &/or County Events	Invitational Competitions / Festivals: (Marching Band / Concert Band / Winter Guard / Indoor Percussion) School activities with county/regional level competitions Such activities may include: County Archery / District FFA or FCCLA Events / Regional Academic Meet
3	Regular (Non-Conference / County) Athletic Events	Regular (Non-Conference / County) Athletic Events	Regular Concerts / Performances (including Pep Band events, local parades) School activities with competitions Such activities may include: Regular Archery Meet / Academic Meet
4	Practice	Practice	Rehearsal / Practice

- 5.) Grades will not be lowered (performing arts classes) if a student misses a rehearsal or performance because of an athletic competition as long as proper communication of the conflict was given to the director. A minimum notice of two weeks should be given to the director concerning a scheduling conflict between an athletic event and a music/drama event (exception: when athletic events have been rescheduled due to weather postponements, notice should be given as soon as possible in accordance to the above chart). Students that miss a performing arts performance for an athletic event may be asked to complete make-up work as assigned by the director to substitute for the performance points.
- 6.) Coaches / Directors will not penalize a student when he/she misses due to attending the other activity provided these guidelines have been followed and the minimum notice has been given.
- 7.) In the event scheduling conflicts are at the same level on the above chart and it is not possible for the student to participate in both, ultimately a decision has to be made by the student / parent without consequences from the coach/director of the activity not chosen. Students that miss a performing arts performance for an athletic event may be asked to complete make-up work as assigned by the director to substitute for the performance points.
- 8.) The administration reserves the right to evaluate each conflict if an unusual circumstance occurs.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary injections or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State Law. Any questions about immunizations or waivers should be directed to the school nurse.

Immunization Requirements

1. 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT)(4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose).
2. 4 doses of any combination of IPV or OPV by age 4-6(3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday).
3. 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age).
4. 2 doses of measles (rubeola) vaccine on or after the first birthday
5. 2 doses of mumps vaccine on or after the first birthday
6. 1 dose of rubella (German measles) vaccine on or after the first birthday.
7. 2 doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval or written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.
8. 1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age.
9. 1 dose of meningococcal conjugate vaccine (MCV4) is required for grades 9-11.
1 dose of meningococcal conjugate vaccine (MCV4) and one booster dose is required for students in grade 12.
10. 2 doses of Hepatitis A vaccine (Hep A) are required for all students.

Any student who is not properly immunized or has not provided documentation of immunizations, even for religious reasons, may be excluded from school for reasons of quarantine, if quarantine is ordered by local, state, or federal officials.

Meningococcal Disease 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. The U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 or 12 years old. For teenagers, immunization is recommended at both high school and college entry.

INDOOR AIR QUALITY

Randolph Central's designated indoor air quality coordinator is Mike Stump, Maintenance Director. He may be contacted at mstump@randolphcentral.us.

LICE POLICY

Head lice is a universal problem and is particularly prevalent among youth. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. Head lice are spread most commonly by direct head-to-head (hair-to-hair) contact and are not known to spread diseases. However, much less frequently they are spread by sharing clothing or belongings onto which lice have crawled or nits attached to shed hairs may have fallen.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.

The school nurse and his/her designee shall be the only ones authorized to conduct examinations of students for head lice. If a student in the Corporation is found to have head lice, the student's parent will be contacted to have the child treated and to pick him/her up at the end of the school day.

After treatment and upon returning to school, the student will be examined by the school nurse or designee, which may include the principal. To the extent possible the Corporation practices a policy of "no live lice" and will work with parents that are engaged in a vigorous treatment plan. The Superintendent shall prepare administrative guidelines to provide for the implementation of the policy.

LOCKERS: INSPECTION and CONDITION

Locker searches by school officials do not require a reasonable grounds-justification. A student locker is the property of the school corporation. A student has no expectation of privacy in the locker or its contents. IC 20-8.1-5.1-25(b). All lockers made available for student use on the school premises are the property of the school corporation. These lockers are made available for the students to use in storing books and coats. Students will use those lockers that have been assigned to them. The school retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, to eliminate fire or other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials, such as, but not limited to, weapons, illegal drugs, or alcohol. Students will be held responsible for the contents and condition of their lockers. Students participating in a gym class, or sport season may be assigned a locker in the gym hallway. The gym hallway must remain clear of bags and gear. **Students are not to write on the inside or outside of any school locker. NO DUCT TAPE OR PACKING TAPE may be used on the outside or inside of a student locker.**

LUNCH

As a matter of policy, students are not allowed to leave Winchester Community High School during their lunch period. In addition, all students will remain in the building during lunch. Students cannot have lunch from local restaurants delivered to school. Students who return to school after an appointment with fast food or who have parents deliver fast food will have to eat their meal in the office. Permission to go outside for any reason must be secured from an administrator or lunch area supervisor. Visitors other than parents are not permitted during lunchtime. Students are discouraged from charging for lunches. Students may only charge for full, regular lunches, not ala carte items or specialty drinks. Students may not charge for more than one lunch per day. After an established amount of charges is reached, the school corporation may initiate legal proceedings to recover unpaid lunch charges.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT LUNCH

The McKinney-Vento Homeless Assistance Act requires homeless student liaisons to provide public notice of the education rights of homeless students. 42 U.S.C. § 11432(e)(3)(C)(i). Such notice is to be disseminated in places where homeless students receive services under this Act, including schools, family shelters, and soup kitchens. The notice must be in a "manner and form" understandable to homeless students and their parents/guardians, "including, if necessary and to the extent feasible," in their native language. 42 U.S.C. § 11432(e)(3)(C)(iii).

MEDICATION POLICY

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to healthcare procedures which require special training, such as catheterization.

Before any medication or treatment may be administered by school personnel to any student during school hours, the Board shall require written prescription from the child's physician for all prescription drugs accompanied by the written authorization of the parent. In the case of non-prescription drugs, preparations, or remedies, a written authorization from the parent must be on file prior to administration of the treatment. These documents shall be kept on file in the main office.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by the physician and parents, may administer medication or treatment but only in the presence of another adult. Morning medications should be given at home unless absolutely unavoidable and will not be given on delay days.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training. Students who may require administration of an emergency medication may have such medication, identified and aforementioned, stored in the building principal's office and administered in accordance with this policy.

STUDENT MEDICATION

The following guidelines have been established regarding medications at school.

- All prescription and over-the-counter medication must be FDA approved and will be kept in the school office, unless a student has written physician permission to possess and self-administer the medication according to IC 20-8.1-5.1-7.5. Students should not keep medication on their person, in their possessions (IE - book bags, purses, clothing, etc.) and/or in their locker.
- Written instructions from the parent/guardian are required for all prescription and OTC medications. **The instructions must include: name of medication, reason for medication, amount to administer, and time to be administered.** OTC medication amounts must be age appropriate per product label, and may not be given more frequently than stated on label except with physician prescription.
- Pharmacy and OTC medications **must be in the original container affixed with a current pharmacy or package label.**
- Medication ordered three times a day or less should be given before and after school and at bedtime. Prescription medication with a specific time ordered during school hours will be given as directed.
- Morning medications will **NOT** be given on days where there are one/two hour delays and lunch time meds will **NOT** be given on half days unless otherwise specified.
- Medications must be picked up in the school office, and will be released to the parent or a designee who is at least 18 years old with written permission from the parent. OTC or non-controlled medication may be returned home by the student with written permission by the parent. **Controlled substances (stimulants, prescription pain medications, anxiety medications etc.) can NOT be sent home with a student.**
- Failure to follow this medication policy may result in serious consequences up to and including suspension and/or expulsion.



**RANDOLPH CENTRAL SCHOOL CORPORATION
NETWORK AND INTERNET ACCEPTABLE USAGE
POLICY STUDENT AGREEMENT**
Policy Approved on June 19, 2014



1.0 Overview

Access to computers and the Internet through the Randolph Central School Corporation computer network comes with the responsibility to use this network in a productive and ethical manner. Randolph Central School Corporation is in compliance with the Children's Internet Protection Act (CIPA) and has installed technology protection measures for all computers in the school corporation.

The Internet can contain information that may be judged as inaccurate, abusive, profane, sexual-oriented, or illegal. Randolph Central School Corporation does not condone or permit the use of this material. 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, 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.

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.

2.0 Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Randolph Central School Corporation. These rules are in place to protect the user and Randolph Central School Corporation. Inappropriate use exposes Randolph Central School Corporation to risks including virus attacks, compromise of network systems and services, and legal issues.

3.0 Scope

This policy applies to students, teachers, substitutes, contractors, consultants, temporaries, and other persons at Randolph Central School Corporation, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Randolph Central School Corporation.

4.0 Policy

4.1 General Use and Ownership

1. Users should be aware that the data they create on the corporate systems remains the property of Randolph Central School Corporation. Because of the need to protect Randolph Central School Corporation's network, Randolph Central School Corporation does not and will not guarantee the confidentiality of information stored on any network device belonging to Randolph Central School Corporation.
2. For security and network maintenance purposes, authorized individuals within Randolph Central School Corporation may monitor equipment, systems and network traffic at any time, for any reason, without prior notice.
3. Randolph Central School Corporation reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

4.2 Security and Proprietary Information

1. 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.
2. Passwords should not be shared. Authorized users are responsible for the security of their passwords and accounts. 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.
3. System level and user level passwords may be changed as needed.
4. All PCs, laptops, iPads, and Chromebooks should be logged-off or locked when left unsupervised.
5. Users must use extreme caution when opening email attachments received from unknown senders, which may contain viruses, email bombs, or Trojan horse code.

4.3. Unacceptable Use

The following activities are, in general, prohibited. Users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances is a user of Randolph Central School Corporation authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Randolph Central School Corporation owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

4.4 System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Randolph Central School Corporation
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Randolph Central School Corporation or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, email bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others.
6. Using a Randolph Central School Corporation computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any Randolph Central School Corporation account.
8. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
9. Port scanning or security scanning is expressly prohibited.
10. Executing any form of network monitoring which will intercept data not intended for the user.
11. Circumventing user authentication or security of any host, network or account.
12. Interfering with or denying service to any user (for example, denial of service attack).
13. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's session.

4.5 Email and Communications Activities

1. Use of non-corporation issued email accounts is prohibited unless needed for an individual course, applying to a college or a similar circumstance that has been approved by the administration.
2. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
3. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
4. Unauthorized use, or forging, of email header information.
5. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
6. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type that involve money.

5.1 Enforcement

Student Rights

Students' right to free speech applies to communication on the Internet. Randolph Central School Corporation'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.

5.2 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 acceptable use policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation to 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 acceptable 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.

Any user found to have violated this policy may be subject to disciplinary action.

RANDOLPH CENTRAL SCHOOL CORPORATION STUDENT CHROMEBOOK USAGE GUIDELINES

Adopted – 2018

1.0 GENERAL INFORMATION

The policies, procedures, and information within this document apply to all student Chromebooks used at the Randolph Central School Corporation, including any other device considered by the Administration to come under this policy. Teachers may set additional reasonable requirements for use in their classroom.

1.1 Receiving your Chromebook

Chromebooks will be distributed during the first week of school. Parents and students must sign and return the Technology Acceptable Usage Agreement, Chromebook Student Pledge, and Chromebook Protection Plan documents before the Chromebook can be issued to their child.

1.2 Returning your Chromebook

Chromebooks with accessories will be returned back to the School Corporation during the final week of each school year. If a student transfers out of the Randolph Central School Corporation during the school year, the Chromebook will be returned at that time. Students who withdraw, are suspended, are expelled, or terminate enrollment at Randolph Central School Corporation for any other reason must return their individual school Chromebook with accessories on the date of suspension, expulsion, or termination unless he/she has permission to use the device for homebound instruction or suspension school.

Furthermore, the student will be responsible for any damage to the Chromebook, consistent with the Corporation's Chromebook Protection Plan and must return the computer and accessories to the technology office in satisfactory condition. The student will be charged a fee for a lost, damaged, or stolen Chromebook charger.

2.0 CARE OF THE CHROMEBOOK

The Chromebook is school property, and all students will follow this policy and the Randolph Central School Corporation Acceptable Use Policy for this technology. Students are responsible for the general care of the Chromebook they have been issued by the corporation. Chromebooks that malfunction or are damaged must be taken to the media center. The school corporation will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, or neglect will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally. Chromebooks that are stolen must be reported immediately to the school.

2.1 General Precautions

- Only use a soft, dry cloth or anti-static cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are affixed by the Randolph Central School Corporation.
- Chromebooks must never be left in a locker, unlocked car or any unsupervised area.
- **Chromebooks should never be left in an extremely cold or hot environment.**

2.2 Chromebooks Care

- Chromebooks must be in the case provided by Randolph Central or an approved protective case.

- Care should be taken if backpacks that hold other objects (such as folders and textbooks) are used to transport Chromebooks to avoid placing too much pressure and weight on Chromebook screens.
- Be careful not to “bump” the Chromebook against lockers, walls, car doors, etc, or drop on the floor.
- Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

3.0 USING YOUR CHROMEBOOK AT SCHOOL

3.1 Chromebooks Left at Home

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebooks at school.

3.2 Chromebooks Undergoing Repair

If your Chromebook has a warranty related issue or has been accidentally damaged, a loaner Chromebook will be issued to students when they leave their Chromebooks for repair in the technology office. There may be a delay in getting a Chromebook should the school not have enough to loan. Students who have intentionally damaged their Chromebook or owe money for a repair will have a longer waiting period while Chromebooks are repaired.

3.3 Screen Savers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes, but is not limited to, the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions.

3.4 Sound, Music, Games, or Programs

Sound must be muted at all times unless earbuds are used or is necessary for a classroom activity. All software, Apps, and music must be school appropriate and follow all regulations in the student handbook. Data Storage will be through apps on the Chromebook and email to a server location. **NOTE: Only one earbud may be used at any one time. Students must be able to hear instructions or directions at all times.**

3.6 Home Internet Access

Students are allowed to set up wireless networks on their Chromebooks. Printing at home would require a specific make/model printer at this time, proper settings on the Chromebook, and the correct app. Home wireless Internet access is not required by Randolph Central School Corporation. All student devices will have off-site filtering installed and cannot be bypassed intentionally, or the user will be subject to disciplinary action.

4.0 MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Chromebook/Home Directory

Students may save work directly on the Chromebook, but it is suggested that they use cloud storage. If they save work directly on the Chromebook, it is recommended that students have a method of backing up their information personally, in the Cloud. They may also use their existing Google Drive for cloud storage. It is the student’s responsibility to ensure that work is not lost due to mechanical failure, not backing it up, or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work. Randolph Central School Corporation makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the Corporation will not be responsible for lost or missing data.

5.0 SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

The software/Apps originally installed by Randolph Central School Corporation must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps or added apps that are not school-appropriate as defined by the student handbook, acceptable usage policy, and all applicable laws.

5.2 Additional Software

Randolph Central School Corporation will provide access to synchronize the Chromebooks so that they contain the necessary apps. All items contained on the Chromebook must be school appropriate and follow all school guidelines whether personal or not. Students must remember the Chromebook is the property of Randolph Central School Corporation.

5.3 Inspection

Students **must** provide their Chromebook for inspection at any time as requested by a teacher, administrator or tech staff.

6.0 ACCEPTABLE USE

6.1 Statement of Responsibility

The use of the network is a privilege. The user is responsible for what he/she says and does on the network. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

6.2 Parent/Guardian Responsibilities

Talk to your student about values and the standards that your student should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio.

6.3 School Responsibilities

- Provide Internet and Email access to its students for school purposes.
- Provide Internet blocking of inappropriate materials to the degree possible.
- Provide network data storage areas. These will be treated similar to school lockers. Randolph Central School Corporation reserves the right to review, monitor, and restrict information stored on or transmitted via Randolph Central School Corporation owned equipment and to investigate any inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the Acceptable Use Policy.

6.4 Students' Responsibilities:

- ***Chromebook batteries must be charged and ready for school each day.***
- Using Chromebooks/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to network use and according to the Randolph Central School Corporation Acceptable Use Policy.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students' own negligence, errors, or omissions. Use of any information obtained via Randolph Central School Corporation's designated Internet System is at your own risk. Randolph Central School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Randolph Central School Corporation protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring activity on their account(s).
- If a student should receive email or other electronic messages containing inappropriate or abusive language or if the subject matter is questionable, he/she is instructed to immediately notify the technology department or an administrator.
- Returning their Chromebook to the School Corporation at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Randolph Central School Corporation for any other reason must return their individual school Chromebook computer on the date of termination.

6.5. Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of sites selling term papers, book reports, and other forms of student work
- Messaging services and chat rooms (i.e.: MSN Messenger, iMessage, Facetime, ICQ, Zoom etc.) without prior staff permission
- Internet/Computer Games against corporation policy
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)

- Downloading non-school appropriate apps
- Sharing passwords or gaining unauthorized access to another person's password
- Sharing apps and programs which were specifically purchased for only one person
- Spamming-Sending mass or inappropriate emails
- Gaining access to another student's accounts, files, and/or data
- Posing as school personnel or *as another student* to any technical support or related department in order to gain access to corporation restricted material or devices
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the Randolph Central School Corporation's web filter through a web proxy
- Un-enrolling or refusing to enroll in the corporation approved mobile device management system
- Other activities deemed inappropriate by Randolph Central School Corporation.

6.7 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to Randolph Central School Corporation's Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.8 Student Discipline

The discipline procedure in the Winchester Community High School Student Handbook addresses serious and major offenses such as stealing and destruction of school or personal property; cell phone user policy; possession of improper images on any electronic device; or any other violation of the school discipline policy will apply to the Chromebook device. Depending on the seriousness of the offense students may lose Chromebook and/or network privileges as well as being held for detention, suspension, or expulsion in extreme cases.

7.0 PROTECTING & STORING YOUR CHROMEBOOK COMPUTER

When students are not using their Chromebooks, they should be in the student's possession or in a locked locker. Nothing should be placed on top of the Chromebook, when stored in the locker. Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks should not be stored in a student's vehicle while at school or at home. If a student needs a secure place to store their Chromebook, they may check it in for storage in the WCHS library.

8.0 LOST OR STOLEN

Once a school owned device has been reported as lost or stolen the device will be rendered inoperable by Google, Inc. This means that the device is deactivated and will no longer function.

PESTICIDE NOTIFICATION REGISTRY

The Randolph Central School Corporation practices integrated pest management, a program which combines preventative techniques, non-chemical pest control methods and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. Applications of pesticides are made only when deemed necessary to control a pest problem and after trying other means to control the problem. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. A registry is being established of persons who wish to be notified 48 hours prior to pesticides application. To be included in this registry, a form is available in the main office. This form should be completed and returned to the corporation office.

PROM AND OTHER DANCES

All prom and other dance attendees must be younger than 21 years old. Chaperones are not included in this rule.

PURSUANT TO THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Pursuant to the Family Educational Rights and Privacy Act (FERPA), school districts must provide parents/guardians and eligible students (students at least 18 years of age) with annual notice of their rights to inspect and review education records, amend education records, consent to disclose personally identifiable information in education records, and file a complaint with the U.S. Department of Education. 34 C.F.R. § 99.7(a)(2). The notice must include the procedure to request and review education records; as well as a statement that records may be disclosed to school officials without prior written consent. This statement should define a school official and also what constitutes a legitimate educational interest. 34 C.F.R. § 99.7(a)(3). Notice may be provided in any way that is reasonably likely to inform parents of their rights, and must effectively notify parents who have a primary or home language other than English and parents/guardians or eligible students who are disabled. 34 C.F.R. §

SCHOOL BUS SAFETY RULES/REGULATIONS

1. Students will follow directions of the driver.
2. Students will observe classroom conduct.
3. Students will be at the bus stop at least five minutes before the bus arrives, waiting in a safe place, clear of traffic and 10 feet from where the bus stops.
4. Students will wait in an orderly line and avoid playing.
5. Students will cross 10 feet in front of the bus after the bus has stopped, and they have looked both directions for traffic, left, right, left.
6. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up an object.
7. The bus driver has the right to assign seats for discipline reasons or to make the bus route more efficient.
8. Students will go directly to an available or assigned seat when entering the bus. Keep aisles and exits clear.
9. Students will remain properly seated, back against back of seat, bottom against bottom of seat, and keep hands to themselves.
10. Students will not eat, drink, or chew gum on the bus.
11. Students will not bring tobacco and/or nicotine (natural or synthetic), alcohol, drugs, or any controlled substance on the bus. Students will be subject to school rules regarding tobacco, alcohol, and drugs.
12. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only items that can be held on their laps.
13. Drinks brought on the bus shall be in a soft container (preferably resealable), 20 oz. maximum. No glass or aluminum please.
14. Students will refrain from using loud voices, profanity and/or profane gestures, and must respect the rights of others.
15. Students will not extend their heads, arms, or objects out of bus windows.
16. Students will be totally silent at railroad crossings.
17. Students will stay seated until time to get off the bus. The open door is the signal to get up from the seats.
18. Students must provide a written note, signed by a school administrator, giving permission to ride a different bus, or get off the bus at a different bus stop. The administrator, or designee, must have a note from the parent, or be able to confirm the request.
19. Students will keep their bus clean and in good, safe condition. (No litter on the floor.)
20. Students should not arrive at in-town bus stops any more than 15 minutes before pick-up times, as there is no supervision, and students will need to stay outside.

SEX-OFFENDER INFORMATION

IC 35-42-4-14 Unlawful entry of school property by a serious sex offender Sec. 14. (a) As used in this section, "serious sex offender" means a person required to register as a sex offender under IC 11-8-8 who is: (1) found to be a sexually violent predator under IC 35-38-1-7.5; or (2) convicted of one (1) or more of the following offenses: (A) Child molesting (IC 35-42-4-3). (B) Child exploitation (IC 35-42-4-4(b)). (C) Possession of child pornography (IC 35-42-4-4(c)). (D) Vicarious sexual gratification (IC 35-42-4-5(a) and IC 35-42-4-5(b)). (E) Performing sexual conduct in the presence of a minor (IC 35-42-4-5(c)). (F) Child solicitation (IC 35-42-4-6). (G) Child seduction (IC 35-42-4-7). (H) Sexual misconduct with a minor (IC 35-42-4-9). (I) A conspiracy or an attempt to commit an offense described in clauses (A) through (H). (J) An offense in another jurisdiction that is substantially similar to an offense described in clauses (A) through (I). (b) A serious sex offender who knowingly or intentionally enters school property commits unlawful entry by a serious sex offender, a Level 6 felony. As added by P.L.235-2015, SEC.4

SIGNS AND BULLETIN BOARDS

All signs, posters, and notifications must be approved by the administration before being displayed. This includes signs and decorations on student lockers. Signs and posters shall not be displayed using duct tape or other materials that may harm walls or surfaces.

STATEMENT TO PARENTS REGARDING SCHOOL'S ABILITY TO MAKE DECISIONS GOVERNING THE CHILD

(Source Dave Emmert, General Counsel, Indiana School Boards Association)

When the parent chooses to send his or her child to a public school, Indian's laws and courts recognize that school officials and teachers "take the place of the parent" with regard to decisions pertaining to the child during the time of the school's supervision of the child. This concept is often referred to as "in loco parentis," and is expressed by the Indiana Legislature in the Education Code pertaining to student discipline as follows (with emphasis added in italics):

I.C. 20-33-8-8. Duty and powers of school corporation to supervise and discipline students
Sec.8.

(a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:

- (1) A school corporation; and
- (2) The students of a school corporation.

(b) *In all matters relating to the discipline and conduct of students, school corporation personnel:*

- (1) stand in the relation of parents to the students of the school corporation; and*
- (2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective education system, subject to this chapter.*

(c) Students must:

- (1) follow responsible directions of school personnel in all educational settings; and
- (2) refrain from disruptive behavior that interferes with the education environment.

RANDOLPH CENTRAL P.R.I.D.E PROGRAM

In Randolph Central, we believe all students need to learn and master the work ethic skills necessary to succeed in school and life. As a result, we are implementing the PRIDE© program, which teaches and positively reinforces Persistence, Respectfulness, Initiative, Dependability, and Efficiency to all of our students on a daily basis from kindergarten through the 12th grade. The PRIDE© program was developed by a team of educators in cooperation with business and community leaders. The goal of PRIDE© is to build students of strong character who will not only strengthen our school district, but eventually our entire community.

GOVERNOR'S WORK ETHIC CERTIFICATE

As a culminating acknowledgment of PRIDE©, Winchester Community High School will be presenting the Governor of Indiana's Work Ethic Certificate. The certificate, which can be earned by seniors, is recognized by many area employers and organizations who provide specific benefits to seniors who have earned the certificate. To earn the certificate, a senior must possess PRIDE© skills, have 98 percent attendance, have no more than one behavioral referral, have six hours of school or community service, and graduate with at least a 2.0 grade point average. The score measures a student's level of proficiency in Persistence, Respectfulness, Initiative, Dependability and Efficiency as determined by their classroom teacher.



PRIDE Matrix	CLASSROOM	HALLWAY	RESTROOM	COMMONS	BUS	TECHNOLOGY
P Persistence *Renewing through difficulties	1. Keep working until work is complete. 2. Give 100% effort always. 3. Ignore distractions.	1. Walk. 2. Keep moving towards the destination. 3. Arrive to class on time.	1. Wait your turn.	1. Wait patiently in line.	1. Patiently wait your turn to get on the bus.	1. Use available tools to help you figure out issues.
R Respectfulness *Accepting differences in others *Showing a positive attitude *Communicating clearly	1. Accept the differences of others. 2. Use kind and profanity free language. 3. Follow adult directions. 4. Keep hands, feet, and objects to self. 5. Ask for permission politely.	1. Use courteous language. 2. Keep hands, feet, and objects to yourself. 3. Use conversational voice levels. 4. Take care of lockers and keep them in working condition. 5. Use title such as Mr. & Mrs. when greeting adults.	1. Respect the privacy of others. 2. Wait in line if necessary. 3. Return to class promptly. 4. Use conversational voice levels. 5. Keep hands, feet, and objects to self.	1. Eat only your food. 2. Use conversational voice levels. 3. Keep hands, feet, and objects to self.	1. Keep aisles clear. 2. Speak at conversational level. 3. Keep hands, feet, and objects to yourself.	1. Take care of your technology to keep it in good working order. 2. Use your devices as teacher/staff requests. 3. Know when to put your personal devices away.
I Initiative *Self starting *Problem solving	1. Ask questions when needed for clarification. 2. Follow adult directions every time. 3. Meet deadlines. 4. Use problem solving skills.	1. Get all materials for your next class. 2. Use your passing period to get a drink and/or use the bathroom if needed.	1. Wash your hands. 2. Report any concerns to your teacher or the office. 3. Use your passing period time to use the restroom.	1. Start or join in on appropriate conversations with peers. 2. Invite someone new to sit with you.	1. Be ready at the bus stop before the bus arrives. 2. Have appropriate conversations with your peers.	1. Attempt to fix minor problems on your own first.
D Dependability *Showing responsibility, reliability, and teamwork	1. Arrive on time and stay in assigned area. 2. Contribute to group work. 3. Be prepared to learn.	1. Encourage others to walk and talk. 2. Pick up after yourself and keep the hallway clean. 3. Give others room to open their locker.	1. Use the closest restroom unless told otherwise. 2. Clean up after yourself. 3. Wash your hands. 4. Return to class promptly.	1. Clean up after yourself. 2. Stay in your seat until the bell rings. 3. Notify an adult if there are any spills.	1. Stay in your assigned seat. 2. Clean up after yourself.	1. Arrive to class with a charged device.
E Efficiency *Being organized and punctual *Using self-management	1. Have necessary materials ready. 2. Turn in assignments on time. 3. Arrive on time.	1. Take the shortest route to your destination. 2. Stay to the right side of the hallway. 3. Limit social interactions so you are on time to class. 4. Use your assigned locker.	1. Use the closest bathroom. 2. Use the bathroom and return to class promptly.	1. Have payment ready. 2. Balance your social conversations with finishing your lunch.	1. Arrive at the bus stop on time. 2. Go directly to the bus after school.	1. Use your technology for educational purposes.

Winchester Community High School

Governor's Work Ethic Certification Student Application

Student Name _____
(please print) First M.I. Last

Students wishing to obtain the Governor's Work Ethic Certification at Winchester Community High School (WCHS) will be measured in nine (9) areas of academic and work ethic competencies. Five subjective measures (PRIDE) will require his/her WCHS teachers to sign that the student has met these requirements. Four additional objective competencies will be obtained from the student management system to indicate competency in measurable areas.

I have received, read, and understand the standards and requirements for the Governor's Work Ethic Certification Program. I fully understand the guidelines for the successful completion of all established criteria necessary for awarding of the certificate. I am committing to pursue the Work Ethic Certification.

Student Signature: _____ Date: _____

By signing, I verify that I am a senior in high school, and I am eligible for participation in the Governor's Work Ethic Certification Program.

1. Academic Readiness

GPA _____ Meets the Requirement ☐ Yes or ☐ No

Student has a GPA of 2.0 or higher and will have met criteria for graduation.

2. Reliability

a. Attendance Rate _____ Meets the Requirement ☐ Yes or ☐ No

Student has a 98% or better attendance rate.

b. Tardies to 1st Period or Sign-ins & Sign-outs: Meets the Requirement ☐ Yes or ☐ No

Student has less than four (4) sign-ins or sign-outs or tardies to first period.

3. Responsibility

Discipline Referrals: Meets the Requirement ☐ Yes or ☐ No

Student has one (1) or less discipline referrals for the school year (not including tardy slips).

4. Teamwork

Community Service: Meets the Requirement ☐ Yes or ☐ No

Community Service log with verification signature is attached.

Student has completed a minimum of six (6) hours of approved community services this school year.

5. Persistence: Student is able to persevere through challenges and problem-solve.

Three teacher signatures required to verify regular evidence of this skill.

1.	2.	3.
----	----	----

6. Respectfulness: Student accepts and demonstrates service to others; possesses a positive attitude; and communicates clearly.

Three teacher signatures required to verify regular evidence of this skill.

1.	2.	3.
----	----	----

7. Initiative: Student is a self-starter and a critical thinker.

Three teacher signatures required to verify regular evidence of this skill.

1.	2.	3.
----	----	----

8. Dependability: Student is reliable and demonstrates responsibility and teamwork. Student also demonstrates academic readiness.

Three teacher signatures required to verify regular evidence of this skill.

1.	2.	3.
----	----	----

9. Efficiency: Student is organized, punctual, and demonstrates self-management.

Three teacher signatures required to verify regular evidence of this skill.

1.	2.	3.
----	----	----

Work Ethic Certificate Student Score: _____

A student must earn 9/9 Work Ethic Points to Obtain the Governor's Work Ethic Certificate.

DISCIPLINE MATRIX

The chart below is to serve as a guide to students and teachers as to the recommended disciplinary procedures which will be used at Winchester Community High School. Students who choose to misbehave bear the consequences of their actions. Offenses not addressed on the chart will be handled in a manner consistent with the overall disciplinary philosophy of Winchester Community High School.

Updated 05/28/2025

Violation	First Report	Second Report	Third Report
Alcohol Violation	O.S.S. & Recommendation of Expulsion (Police Called)		
Classroom Disruption/Insubordination	1 Period of I.S.R.	2 Periods of I.S.R.	1 A.S.D.
Cheating/Plagiarism (per course/per school year)	"0% on assignment"	"0% on assignment" AND Failure for the 9 weeks	"0% for the semester"
Defacing Property	Restitution and I.S.R.	Restitution & 1 Friday Night Det.	Restitution and O.S.S.
Driving/Parking Violation	Warning	2 Weeks No Driving	Loss of Driving Privileges
Drug Paraphernalia	O.S.S. & Recommendation of Expulsion (Police Called)		
Drug Violation	O.S.S. & Recommendation of Expulsion (Police Called)		
False Attendance Call/Note	1 A.S.D.	1 Friday Night Detention	2 Friday Night Detentions
Fighting (Police Called)	3-5 days O.S.S.	5-10 Days O.S.S.	O.S.S. & Recommend Expulsion
Food or Drink Violation	Warning	1 Lunch Detention	1 Period of I.S.R.
Forgery or Misuse of a Pass	1 Period of I.S.R.	1 A.S.D.	1 Friday Night Detention
Inappropriate Affection	2 Lunch Detentions	4 Lunch Detentions	1 Friday Night Detention
Inappropriate Affection w/ a DMS student	1 Friday Night Detention	2 Friday Night Detentions	O.S.S.
Inappropriate Chromebook Usage	Warning & 1 Lunch Detention	Restricted Group 1 & 2 Lunch Detentions	Restricted Group 2 & 1 A.S.D.
Inappropriate Dress	Change &/or I.S.R.	Change &/or I.S.R. rest of day	Change & I.S.R./A.S.D.
Inapp. Language/Gesture to Employee	1-3 days O.S.S.	2-4 Days O.S.S.	4-6 Days O.S.S.
Inapp. Language/Gesture to a Student	1 Period of I.S.R.	1 A.S.D.	1 Friday Night Detention
Intentional Chromebook Damage	2 Lunch Detentions & Restitution	1 A.S.D. & Restitution	1 Friday Night Detention & Restitution
Leaving Class Without Permission	1 Period of I.S.R.	1 A.S.D.	1 Friday Night Detention
Major Theft (Police Called)	Restitution & 2 days O.S.S.	O.S.S. & Rec. of Expulsion	
Minor Theft	Restitution & 1 day I.S.R.	Restitution & 1 Friday Night Det.	Restitution & 2-4 Days O.S.S.
Out of Area	1 period I.S.R.	2 periods I.S.R.	1 A.S.D.
Cell Phone	Warning	A.S.D./Parent Pick up phone	Fri. Night Det./Parent Pick Up
Physical Attack on Staff/Student	O.S.S. & Recommendation of Expulsion (Police Called)		
Possessing a Weapon	O.S.S. & Recommendation of Expulsion (Police Called)		
Serious Defiance/Insubordination	Period(s) of I.S.R.	A.S.D./Friday Night Detention	3-5 Days O.S.S.
Serious Disruption in School	Period(s) of I.S.R.	A.S.D./Friday Night Detention	3-5 Days O.S.S.
Skiping Class	1 A.S.D.	1 Friday Night Detention	2 Friday Night Detentions
Threat/Intimidation	1-10 days O.S.S.	10 Days O.S.S.-Recommend Expulsion Class D Felony	
Tobacco Violation	2 Days O.S.S.	4 Days O.S.S.	O.S.S. & Recommend Expulsion
Truancy/Leaving School w/o permission	up to 1-2 days OSS	1-3 days OSS (Probation Notified)	3-5 Days O.S.S.
Unintentional Property Damage	Restitution	Restitution	Restitution
Vandalism	Restitution & 1-3 Days OSS	Restitution & 3-5 Days O.S.S.	O.S.S. & Recommend Expulsion
LEGEND	O.S.S. A.S.D. I.S.R.	Out-of-School Suspension After School Detention* In-School Restriction	*Students who do not attend detention, may be suspended out of school



Winchester Community High School Telecommunication Policy 2025-2026

The Winchester Community High School telecommunication policy is established to remove barriers to learning, and to minimize student safety hazards. Telecommunication devices are defined in the Senate Bill 185 as cellular telephones, tablet computers, laptop computers, or gaming devices.

- Telecommunication devices are NOT permitted to be used in classrooms from bell to bell.
- Telecommunications devices are NEVER permitted to be used in restrooms/locker rooms at any time. With permission, students may use cell phones while in the office area.
- Telecommunications devices CAN be brought to school, but must be put away in lockers or if taken to a classroom must be placed in the provided pouches on silent mode.
- If a teacher has a specific educational activity (ie: using a cell phone for a two factor authentication for Ivy Tech), students may retrieve their devices from the pockets in order to complete the activity during class time.

When CAN a student use telecommunication devices at WCHS?

- In the morning prior to the 8:22 AM bell.
- When in hallways between classes (not during class periods) and in the cafeteria during lunch time.
- In the afternoon after the 3:15 PM bell.
- For documented medical reasons (ie: a diabetic student to check blood sugar) or in response to a students IEP/ILP/504 Plan (ie: to be able to use a Google translate device or a augmentative and alternative communication device)

Are smartwatches allowed at WCHS?

- No, students are prohibited from wearing and/or accessing a smartwatch that is connected via bluetooth to a personal communication device that is turned on or that is web enabled during any instructional time.

WCHS Staff Expectations

- If a personal telecommunication device is seen in the classroom, the staff member will tell the student to put his/her phone in the pocket. The staff member will write a referral and turn it into the WCHS office.
- If the student refuses to comply with the staff member, the student will be sent to the office.

Consequences for telecommunication device violation (resets every semester):

First Offense

- Discipline Referral
- If cell phone taken from student, student may pick up at the end of the school day from the office

Second Offense

- Discipline Referral
- If cell phone taken from student, student may pick up at the end of the school day from the office
- One day of Lunch Detention

Third Offense

- Discipline Referral
- If cell phone taken from student, parent may pick up at the end of the school day from the office
- One day of After School Detention

Fourth Offense

- Discipline Referral
- If cell phone taken from student, parent may pick up at the end of the school day from the office
- One day of Friday Night School

Fifth Offense

- Discipline Referral
- If cell phone taken from student, parent may pick up at the end of the school day from the office
- One day of In-School-Suspension
- Parent phone call with the administration & student will check cell phone into the office before 8:22 AM and will pick it up daily PM for the remainder of the 9 weeks

Sixth Offense

- Discipline Referral
- If cell phone taken from student, parent may pick up at the end of the school day from the office
- One day of Out-of-School-Suspension
- Parent Meeting with the administration & student will check cell phone into the office before 8:22 AM and will pick it up daily at PM for the remainder of the semester

Students who have more than six violations will have a plan for the remainder of the year made at the parent meeting.

REFUSAL to turn in cell phone to staff member or office

- Out-of-School-Suspension

The school does not assume responsibility for lost or stolen telecommunication devices when brought to school.

(Revised 6/7/2024)