

**2017-2018**

**Student**

**Handbook**

# **White River Valley High School**

## **Code of Conduct**

Students, staff, and all visitors are to conduct themselves in a manner, which aligns with our school mission, as well as to establish a positive, safe, and conducive learning environment. We will respect the right of all, including personal property, to be entitled to opinions and beliefs as they deem best fits their person. We will all “Walk - the - Talk” in modeling the motto of “Everyone Counts and Everyone Matters”.

Home of the Wolverines

2017-2018

5644 W. State Road 54

Switz City, Indiana 47465

Telephone (812) 659.2274

Fax (812) 659.2283

### **Mission Statement**

White River Valley High School promotes academic achievement through a curriculum focused on *rigor, relevance, and positive relationships*.

### **School Song**

“WAVE THE FLAG”

Wolverines we're here beside you

the silver, white, and blue.

Wolverines will be victorious

we are proud of you.

The Wolverines are never daunted

their spirit will not die.

Wolverines will fight to win

so let us shout for Valley High.

“We Are Wolverines”

Dear Students,

Always be proud to be a Wolverine! If you ever need anything, feel free to contact any teacher, administrator or other staff member. Everyone at WRV is here to help you be successful.

Sincerely,

LeAnne Kelley, Principal [lkelly@wrv.k12.in.us](mailto:lkelly@wrv.k12.in.us)

Troy Greenlee, Assistant Principal [tgreenlee@wrv.k12.in.us](mailto:tgreenlee@wrv.k12.in.us)

### **Everyone Counts/Everyone Matters**

With the White River Valley High School Mission Statement in mind, we commit and ensure that our focus remains on the three cornerstones of *rigor, relevance, and relationships* each and every day. Further, through this focus we will work to promote the philosophy that *everyone counts and everyone matters*.

#### **Rigor**

Our use of *rigor* is not meant to reference “difficult” or “hard”. We believe an effective curriculum must include an opportunity for students to be provided with advanced high school study in diverse areas of disciplines. For White River Valley High School, *rigor* is defined as a condition of the learning environment, which stretches the individual learner to move beyond his/her current comfort zone and grow as an independent learner (Hibbard).

## Relevance

Our goal is to provide the greatest possible lessons emphasizing skills of inquiry, problem solving, and analysis relevant to becoming a member of modern society.

## Relationships

The development of positive *relationships* is becoming increasingly important as it relates to the growth of our students. Students need to interact with adults, and peers, who both help them to focus on their futures and model the appropriate civic and social connectedness. We believe that students and adults alike, must be known as individuals, treated with respect and fairness in all situations, and celebrated when they meet and/or exceed expectations. It is our desire for all school community members to interact with a diversity of the population and have the potential to make connections within the overall community.

## WHITE RIVER VALLEY SCHOOL DISTRICT

### SCHOOL CALENDAR

2017-18

(Board Adopted, October 18, 2016)

Monday, August 7 New Teacher Orientation

Tuesday, August 8 Professional Day for Teachers

Wednesday, August 9 1st Student Day

Friday, September 1 Worthington Festival—No School

Monday, September 4 Labor Day—No School

Friday, October 6 End of 1st Nine Weeks

Friday, October 13 Fall Break—No School

Monday, October 15 Fall Break—No School

Wednesday, November 22 Thanksgiving Break—No School

Thursday, November 23 Thanksgiving Break—No School

Friday, November 24 Thanksgiving Break—No School

Friday, December 22 End of 2nd Nine Weeks/Semester 1

Monday, January 8 School Resumes—1st Student Day of Semester 2

Monday, February 19 Presidents' Day—No School

Friday, March 9 End of 3rd Nine Weeks

Thursday, March 22 Snow Day #1

Friday, March 23 Snow Day #2

Monday-Friday, March 26-30 Spring Break

Monday, April 2 Snow Day #3

Tuesday, April 3 Snow Day #4

Monday, April 30 Snow Day #5

Friday, May 25 End of 4th Nine Weeks/Semester 2

Graduation 7:30PM

\*Snow Days will be taken in numerical order, if needed.

\*If additional days are needed, they will follow Memorial Day unless the Indiana Department of Education grants the ability to add time to the school day upon permission of the Board of Education.

## White River Valley High School Profile

Accreditation: AdvancED

Faculty	School Campus
Teachers - 21	Opened - 1991
School Counselor - 1	Acres - 41
Administrators – 2	
Facilities	
Teaching Stations - 28	Gymnasium Capacity - 3000
Student Capacity - 380 (Current)	Cafetorium Capacity - 150

	Library Capacity – 50
School Colors	Navy, Silver, and White
Mascot	Wolverine
Conference	Southwestern Indiana Athletic
Website	wrv.k12.in.us
Twitter	@WRVwolverines

## White River Valley High School Time Schedules

### Regular Schedule

Period 1 ----- 8:05 – 8:56

Period 2 ----- 9:00 – 9:50



Period 3 -----9:54 – 10:44

Homeroom -----10:48 – 11:08

Period 4A -----11:42 – 12:31

Period 4B -----11:12 – 12:01

Period 5 -----12:35 – 1:24

Period 6 -----1:28 – 2:17

Period 7 -----2:21 – 3:10

Lunch A -----11:08 – 11:38

Lunch B -----12:01 – 12:31

## **2 Hour Delay**

Period 1 -----10:05 – 10:41

Period 2 -----10:45 – 11:21

Period 4A -----11:55 – 12:31

Period 4B -----11:25 – 12:01

Period 3 -----12:35 – 1:11

Period 5 -----1:15 - 1:51

Period 6 -----1:55 – 2:31

Period 7 -----2:35 – 3:10

Lunch A -----11:21 – 11:51

Lunch B -----12:01 – 12:31

\*\* Assembly schedule available upon request

							White River Valley High School Faculty and Staff
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Principal: LeAnne Kelley	Assistant Principal: Troy Greenlee
School Resource Officer: Ron Sparks	Athletic director: Troy Greenlee
School Counselor: Amy Ruxer, Guidance Director	Librarian: Kristi King

Mike Perigo, Counselor	
Rhoda Davis, Student Services	

<u>Language Arts</u>	<u>Foreign Language</u>	<u>Social Studies</u>
Denise Howell, Chair	Mary Puntney, Chair	Christine Brown
Tim Baker  Amy Wadhwan		Nate Raber

<u>Mathematics</u>	<u>Science</u>	<u>Physical Education/ Health</u>
Jason Walton, Chair	Kim Overman, Chair	Tracee Dixon

Lisa Mihlfeld  Nichole Shields	Nick Trabant	
Zach Gummersheimer	Tracy Morrison	

<u>FACS</u>	<u>Business</u>	<u>Fine Arts</u>
Betsy Misner	Ruan Fougerousse	
		Charles Hancock
		Sam Zuckschwerdt

<u>Special Needs</u>	<u>Technology</u>	<u>School Nurse</u>
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Samantha Mason	Shawn Brown	Cara Graves
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<u>Maintenance/Custodial</u>	<u>PLTW</u>	<u>Instructional Assistants</u>
Virgil Jackson	Jason Walton	Tasha Angell
Cindy Fields	Tracy Morrison	Heather Fulton
Bob Hancock		
Mark Woodruff		

White River Valley. High School

Clubs and Organizations

Class Sponsors:	
	Freshman: Ruan Fougrousse,
	Sophomore: Christine Brown, Tracy Morrison
	Junior: Travis Hutchens,
	Senior: Nicole Shields
Academic Team:	Jason Walton
Bass Fishing Club:	Jason Walton
BPA:	Ruan Fougrousse, Lisa Mihlfeld
Cheerleaders:	Linda Cornelius

Drama Club:	Travis Hutchens
FCA:	Steve Cornelius, Diana Cornelius
FCCLA:	Betsy Misner
FFA:	Sam Zuckschwerdt
Fang Gang:	Samantha Mason
Fine Arts Club:	
National Honor Society:	
Newspaper:	Ruan Fougerousse

Spanish Club:	Mary Puntney
STEM Club:	Barry Hoover
Student Leadership	Denise Howell
TLC	Kim Overman
Dance Marathon	
Yearbook:	Ruan Fougerousse

### Athletic Teams and Coaches

Athletic Director:	Troy Greenlee
Athletic Secretary:	Candace Clark



Baseball:	Chris Cornelius
Basketball (Boys):	Jimmy Beasley, Jr.
Basketball (Girls):	Mark Graves
Cross Country (Girls):	Claire Records  Conner Hill
Cross Country (Boys):	Claire Records  Conner Hill
Golf (Boys):	Jason Chestnut
Golf (Girls):	Jason Chestnut

Soccer:	Matt Settles
Softball:	Brock Hostetter
Tennis (Boys):	Jimmy Beasley Sr.
Tennis (Girls):	Jimmy Beasley Sr.
Track (Boys):	
Track (Girls):	
Volleyball:	Shawn Brown

# **Section One:**

# **General**

# **Information**

## **School Board**

## **Policy/Student**

## **Handbook Policy**

This student handbook provides a summary of the key points of WRV School Board Policy that applies to students while attending school, being transported to school, and attending or being involved with school-sponsored events. The board policy information

should be consulted for the full text. If the provisions of the handbook contradict board policy, the board policy prevails.

Any mention of policy numbers refers to established WRV School Board Policy.

By allowing a student to attend White River Valley High School, the parent consents to all school policies contained in the Student Handbook.

*Note: Where the term parent is used, within this handbook, this means legal guardian.*

# Announcements

A daily bulletin is published each school day and **will be distributed** through **email**.

# Building Hours

The building is open at **7:30** a.m. and will close at 4 p.m. **All students must be supervised while in the building**. Students who arrive at school early **must report to** the cafeteria. Students are not allowed in the academic wing of the building until the **7:55** a.m. bell. Upon arrival at school, students must **immediately** enter the building. Students should leave the school premises upon the end of the school day at **3:10** p.m. unless they are waiting for their bus, or have an extracurricular activity beginning **at 3:15**. Once arriving on school grounds, students are not permitted to leave the building and/or the grounds during the day unless they have signed out in the front High School office or have administrative approval. WRV is a closed campus. Students are not allowed to leave the building for lunch.

# Field Trips

Students involved with a field trip must have a permission form signed and returned to the respective instructor prior to the day of the event. Students not complying with this may be excluded from the field trip.

- Permission slips are required for all students on field trips
- Students ineligible for field trips include the following:
  - A student that is currently failing a class.
  - A student that has reached a level of excessive absences.
  - A student that has numerous referrals for acceptable behavior and/or discipline accumulation.

School rules apply during all field trips.

The Principal or designee reserves the right to approve all students attending a field trip.

## Senior Trip

In the event the senior class participates in a senior trip, the following guidelines may exclude a student from attending . Any student excluded will be required to be in attendance at school during the senior trip.

- Student must be on track to graduate with his/her cohort.
- Attendance- No more than 10 unexcused absences for the school year.

- Any major disciplinary situation that could pose a threat to themselves or others.
- Excessive tardiness to class

# Homework

For extended absences (3+ consecutive days) class assignments can be viewed on Harmony. Any additional material may be requested by the parent/student for pickup or electronic delivery. Please contact the school by 9:00 a.m. to request materials. Materials will be available by 3:05 the following day.

# Lost and Found

The lost and found area is maintained in the front office.

# Parking

Students **must** park in the west lot.

# Publication of Information Concerning Students

Any parent wanting his/her student's name excluded from any survey, a listing of honor rolls, athletic awards, or extra-curricular activities participation must notify the **school** office by **the first day of school**.

# School Closings and Delays

In **the** case of inclement weather, **or any other reason for a school delay or closing**, the Superintendent of Schools **or designee** will make the official announcement through the School Reach Telephone System. † Announcements may also be made via Twitter (@WRVwolverines), as well as other mediums as identified by the Superintendent of Schools. Do not call the school for this information.

# School Visitors

Visitors must sign in at the front office and **may** be escorted to their scheduled location. Only students enrolled in White River Valley High School may attend during the school day. Student visitors are not allowed during regular school hours **without prior approval of the Principal or designee.**

# Telephones

Telephones are available for school business use only. Students who need to use a telephone for school business must follow the rules listed below:

- All school business calls are to be made **under direct supervision of a school employee and all calls must be logged.**
- All long distance calls must **be made from the front office and** have prior approval of the Principal, Assistant Principal **or designee.**
- Students are not to make personal calls on school telephones unless **approved** by the Principal, Assistant Principal **or designee.** Each call must be logged.
- **Students will not be called** from class to answer **a telephone call,** except in case of emergency.



# **Section Two:**

# **School**

# **Policies and**

# **Discipline**

  

## **Attendance**

Attendance shall be required of all District students, except those exempted under Policy 5223 or by other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

### **ADMINISTRATIVE ABSENCES**

Exceptions to compulsory attendance that shall be recognized by the School District as provided by state statute are

1. Service as a page or honoree of the general assembly (I.C. 20-33-2-14).
2. Service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15).
3. Subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16).
4. Service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17).
5. Participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2).
6. Participating in an educationally related non-classroom activity which is consistent with and promoted by the educational philosophy and goals of the School District, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5).

7. \*\* WRV addition - College visits, not to exceed two (2) days in number, unless approved by the Principal or designee.

The above exceptions will be counted as an administrative absence, and shall not count against the student's attendance record.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate absence.

### **EXCUSED ABSENCES**

\*\* Parent must notify the school by 8:45 a.m. on the day of the absence or they may receive a phone call from the automated attendance line.

The Board considers the following excused absences:

1. Illness verified by a note or phone call from the parent (Maximum of 10 accumulating per year; which is split 5 per semester).
2. Illness verified by a note from a physician upon return to school.
3. Required court attendance (documentation required).
4. Professional appointments - parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc. Failure to provide documentation may result in the absence being Unexcused.

5. Death in the immediate family or of a relative.
6. Observation or celebration of a bona fide religious holiday (in accordance with Policy 5223).
7. Maternity (attendance plan approved by Principal or designee).
8. Military connected families' absences related to deployment and return (must be pre-approved by Principal or designee).
9. Any suspension from school

Such other good cause as may be acceptable to the Superintendent or permitted by law

Excused absences will count toward the annual accumulation. Days allowed to make-up missed work shall be equal to the number of days missed.

### **UNEXCUSED ABSENCES**

An unexcused absence is any absence not covered under the definition of administrative or excused absence. Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Unexcused absences will count toward the annual accumulation.

### **TRUANCY**

Truancy is defined as absence from school without permission of the parent.

Habitual Truant is defined as a student who has been found to be truant for the 10th time in a school year.

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

1. Identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year
2. Investigates the cause(s) of his/her truant behavior;
3. Considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
4. Ensures that truant students are disciplined in accordance with the District's policies and administrative guidelines on student discipline;
5. Provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.

The Superintendent shall also ensure that the Board's policy on attendance and the District's administrative guidelines are made available to all parents and adult students.

I.C. 20-33-2-3.2, I.C. 20-33-2-4 et seq., 511 IAC 1-3-1, 511 IAC 6-2-1(c)(12)

### **ABSENCES RELATED TO SCHOOL ACTIVITIES**

- Students who participate in extra-curricular groups/clubs at WRV are ineligible for participation in athletics that day if they are absent from school the entire day. **Unless approved by the Principal or designee. To participate in any extra or co-curricular activity, the student must be in attendance 4 full periods of the day.** In this instance, a certified note...i.e....doctor's excuse...may be required. For weekend or non-school day participation, the athlete is eligible for participation after an absence the day prior only if that has been an excused absence.

### **Leaving School (Early Dismissal)**

- Students may leave the school building or school grounds during the regular hours of school when written permission from a parent (licensed physician, etc...) and approval of the school principal has been obtained.
- Students must check out at the office, prior to leaving the building.

### **CERTIFICATE OF INCAPACITY**

#### **{IC 20-33-2-18) Sec. 18**

1. If a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is demanded.
2. The certificate required under this section must be signed by:
  - an Indiana physician;
  - an individual holding a license to practice osteopathy or chiropractic in Indiana;
  - a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal. *As added by P.L. 1-2005, SEC. 17.*

# Student Absences

## During the School Year

1. Absence must be pre-approved by Principal **and the request must include the pre-arranged form filled out to its entirety.**
2. Student absence for a vacation will only be approved when s/he will be in the company of his/her own parent, unless there are extenuating circumstances deemed appropriate by the Principal.
3. **Approved absence will be excused BUT will count toward annual accumulation.**
4. The time missed will be counted as an **Administrative**, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

# Notification and Penalty for Attendance Violations

## Due Process for Accumulated Absence

When a student has accumulated five (5) **unexcused** absences he/she, as well as the parents/guardians, may be contacted by the Principal (letter, phone call, conference) in order to identify opportunities for attendance improvement.

## Due Process for Unexcused Absence

1. 1 Day Unexcused Absence
  - **Automated phone call**
2. 3 Days Unexcused Absence
  - Written notice to the parent from the Principal or designee.
3. 5 Days Unexcused Absence



- Written notice to the parent from the principal.

#### 4. 6 Days Unexcused Absence

Conference with the Principal and notice sent to Greene County Prosecutor's office.

#### 5. 10 Days Unexcused Absence (within one school year)

- Conference with the principal to consider non-promotion, or loss of credit (High School). A student may be placed into non-credit status with an opportunity for re-instatement. Such disciplines steps as suspension, expulsion, Form 16, etc... will be considered at this point in a student's attendance level.
- Certified notification from the principal.
- Notification to the Juvenile Probation Office, **Greene County Prosecutor's Office** and contact to **Division of Child Services**.

# Truancy (IC 20-33-2)

A student shall be considered truant each day, or part of the day s/he is unexcused from his/her assigned location. Absence is defined as non-presence in the assigned location any time beyond the tardiness limit. A student will be considered tardy, rather than absent if s/he is in his/her assigned location within ten (10) minutes after the official start of the school day.

Truancy is defined as an absence from school without permission of the parent.

In accordance with State law, the building principal and/or his/her designee shall use Form 5200F to keep the Bureau of Motor Vehicles informed of each student whose truancy has resulted in at least two (2) suspensions, an expulsion, or an exclusion from school, or if the student has withdrawn from school in an effort to circumvent the loss of his/her learner's permit or application for a driver's license.

### **Due Process for Truancy Violations**

1. 1 Day Truant
  - Personal contact with parent/guardian and assignment to **after School Detention**
2. 2 Days Truant
  - Personal contact with parent/guardian and one (1) day **Alternative to Suspension**
3. 3 Days Truant
  - Two (2) days **Alternative to Suspension**, revocation of work permit, when applicable, Truancy Affidavit filed with the Greene County Juvenile Probation Officer.
4. 4 Days Truant
  - Conference with parent for possible Form 16,-**Wolverine Academy** placement, **and/or** revocation of driving privileges (when applicable).

## 5. 5 Days Truant

- Automatic Form 16, or expulsion of student.

*Note: Continued issues with Unexcused Absences, Student Accumulated Attendance, and/or Truancy may be penalized in a manner to be determined by the building principal, and/or his/her designee, up to and including Out -of -School Suspension, and Expulsion.*

## Tardiness

The term “tardy” means being late to school, class, or an activity, with or without permission of parents/guardians, or school personnel. All teachers will inform their respective classes of the building’s definition of being late to school, class, or an activity. The teacher will counsel with those students who are developing a pattern of being tardy.

The teacher will refer to a school administrator those students who in the teacher’s judgment are not making progress towards correcting the problem.

Students late to class must have a pass to enter.

## Tardy Policy

Teachers will be responsible for tardies in their classroom up to ten (10). Additional tardies and the resulting discipline will be under the discretion of the administration and may include but is not limited to

- Revocation of work permit
- Alternative to Suspension
- Out of School Suspension

## Absences During Final Examinations

Students may not be absent during Final Examination time **without prior approval of the Principal or designee**. Students missing final exams will be required to make up finals at a school set time. Please do not schedule family trips during this time. **Absences not preapproved by the building administration may result in a 0 on the final exam.**

## Progressive Discipline

The following chart will provide examples of how White River Valley High School utilizes Progressive Discipline. Although the following chart contains examples of how Progressive Discipline is handled, administrators must also take into consideration the severity of each offense as well as the prior discipline record of each individual student.

*Note: As discipline issues with individual students increase in number and/or severity, the likelihood of suspension and/or expulsion will also increase.*

The following are example of Category I, II and III offenses. These may include, but are not limited to

1. Category I: Minor classroom, cell phone violation, electronic device violation, cafeteria, and/or gymnasium disruptions; dress code violations, minor profanity, PDA, failure to follow school rules, cheating/plagiarism, computer/internet violations.
2. Category II: Theft, vandalism, property damage, fighting, bullying, hazing, harassment, tobacco, repeated or major insubordination, lying to school personnel, misconduct (sexual behavior), repeated category I or II offenses, failure to show up for detention, defiance, disrespect, failing to report actions that could result in damage or harm to students, staff, or the building, or providing false information to school personnel and/or forgery, intimidation.
3. Category III: Alcohol, drugs, weapons, verbal aggression, extreme profanity, major insubordination, false fire alarms, bomb threats, physically assaulting school personnel, **physical assault on a student**, repeated category I, II or III offenses.

## **Progressive Discipline Category Scale**

	First Offense (May include, but not limited to)	Second Offense (May include, but not limited to)	Third Offense (May include, but not limited to)
Category 1	Warning; After School Detention; ISS-Period; Clothing Change; Failing Grade; Loss of Access	<b>ATS</b> ; After School Detention-2 Hours; Failing Grade; Loss of Access	After School Detention-2 Hours; ISS; Expulsion; Failing Grade; Loss of Access
Category 2	<b>After-School Detention</b> ; OSS; Restitution; Authorities Notified	<b>ATS</b> ; Expulsion; Restitution; Authorities Notified	Expulsion; Restitution; Authorities Notified
Category 3	OSS and/or Expulsion, Authorities Notified		

## Bullying

Bullying is overt, repeated acts, including physical, verbal, or any other behaviors that are committed by a student or group of students against another student, with intent to harass, ridicule, humiliate, or intimidate the other student. Bullying shall be prohibited on

school grounds, on a school bus, at a school bus stop, or any school-sponsored activity. All school discipline rules apply in regard to this type of student activity.

White River Valley School District shall not tolerate any bullying on district grounds or at any school activity and/or school function, on or off campus.

Reference School Board Policy 5517.01.

Reference Indiana Codes: I.C. 5-2-10.1, 20-20-8-8, 20-30-5-5.5, 20-33-8-0.2, 20-33-8-13.5, 20-34-6-1

# Cell Phone/Electronic Device Usage

Unless approved by the respective instructor, for **specific** educational purposes, cell phones are not to be taken into the classroom. Cell phones may be used before school starts, and during lunch period. Students who do not comply will be subject to the following discipline:

1. 1st Offense - Student is issued a classroom warning by the instructor.
2. 2nd Offense (1st Office Referral) - Phone taken from the student and a detention will be assigned. The phone will be returned to the parent/guardian in person.

3. 3rd Offense (2nd Office Referral) - Phone taken from the student and an extended detention will be assigned. The phone will be returned to the parent/guardian in person with a warning of suspension with the third infraction.
4. 4th Offense (3rd Office Referral) Phone taken from the student and a suspension assigned.
5. Subsequent offenses shall be treated as administrative insubordination and will be dealt with accordingly.

Any inappropriate use of the cell phone, including, but not limited to, inappropriate photographs, inappropriate text messaging and recording/videotaping will result in confiscation of the phone: further consequences include possible police referral. Failure of a student to comply with a faculty/staff request to turn over a cell phone or electronic device may result in suspension. If a student loses cell phone privileges and continues to use the device, he/she will be subject to suspension or expulsion from school.

The administration may use its discretion to allow or prohibit use of any of the devices discussed here as conditions may warrant. A student may lose the right to use of item for up to the remainder of the school year.

## **Important Notice to Students and Parents Regarding Cell Phone/Computer/**IPAD** Content**



Indiana Code 35-42-4-4 provides direction for school personnel to report to law enforcement, or child protective services, whenever there is a reason to believe that any person/student may be involved with “child exploitation” or “child pornography”, as defined by the Indiana Criminal Statutes.

“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.

## **Computer Usage/IPAD**

Users should not expect that files stored on school-based **electronic devices** will be private. Electronic messages and files stored on school-based **electronic devices** may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

1. The following uses of school-provided Internet access are not permitted
  - A. To access **or transmit** uploads, download, or distribute pornographic, obscene, or sexually explicit material:
  - B. To violate any local, state, or federal statute;
  - C. To vandalize, damage, or disable the property of another individual or organization;
  - D. To access another individual's materials, information, or files without Permission;
  - E. To violate copyright or otherwise use the intellectual property of another individual or organization without permission; and,
  - F. To conduct personal business transactions.

Any violation of corporation policy and rules may result in loss of access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved. The White River Valley School District makes no warranties of any kind, either expressed, or implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on corporation diskettes, hard drives, flash drives, any

other device used for storing information, or servers; nor for the accuracy, nature, or quality of information gathered through corporation-provided Internet access. The corporation will not be responsible for personal property used to access corporation computers or networks or for corporation-provided Internet access. The corporation will not be responsible for the loss or damage to personal cell phones brought into, or on, school-owned property. The corporation will not be responsible for unauthorized financial obligations resulting from corporation-provided access to the Internet.

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

# Fighting

Battery (IC 35-42-2-1) resulting in injury.

A person who knowingly or intentionally touches another person in a rude, insolent, or angry manner commits battery, a Class B misdemeanor.

*Note: A physical attack is an incident where one student, with little or no provocation, attacks another student, staff member, or visitor who is unable to escape the attack.*

A student guilty of a physical attack faces

1. A 10-Day Out-of -school Suspension.
2. Possible recommendation for expulsion.
3. Law enforcement will be notified with each occurrence.

# Student Disruptive Behavior

The following Indiana codes, considered as disciplinary decisions, are made by the administration.

IC 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 are the responsibility of

1. A school corporation.
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.
2. Have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter.

3. Have qualified immunity with respect to a disciplinary action taken to promote student conduct under subdivision (2) if the action is taken in good faith and is reasonable.

(c) Students must

1. Follow responsible directions of school personnel in all educational settings.
2. Refrain from disruptive behavior that interferes with the educational environment.

*As added by P. L. 1-2005, SEC.17. Amended by P.L.121-2009, SEC.12.*

IC 20-33-8-14 Grounds for suspension or expulsion

Sec. 14.

(a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules

1. Student misconduct.
2. Substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is

1. On school grounds immediately before or during school hours, or immediately after school hours, or at any other 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 school activity, function, or event.

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

IC 20-33-8-15 Unlawful activity by student

Sec.15.

a) In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if

1. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.
2. The student's removal is necessary to restore order or protect persons on school property

including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

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

Sec. 17.

a) Although it is impossible to list all kinds of disruptive behavior, the following examples will not be tolerated and could result in any type of disciplinary action permitted by law.

The list below is not to represent every situation that may occur. Other situations may also be included.

1. Harassment of any student, visitor, or staff member where that harassment is abusive, intimidating, or degrading in any way. This includes, but is not limited to, verbal harassment, written harassment, and phone harassment.
2. Engaging in theft, possessing stolen property, or vandalism.
3. Refusing to report or failing to report to proper school personnel as directed.
4. Carrying deadly weapons or firearms, which can do bodily harm.
5. Leaving the classroom without proper authorization.
6. Being in an automobile or parking lot during school hours without authorization.
7. Any disruptive behavior that interferes with educational purposes and procedures.
8. Open displays of affection.
9. There is no authorized Senior Skip Day.
10. The use of vulgar, obscene, or indecent language, writings, or acts.
11. Failure to follow directions of school personnel.
12. Gambling in any form.
13. Fighting, pushing, shoving, or scuffling of any type.
14. Physical contact. (ie: touching in any fashion by and of anyone).
15. Headwear except when authorized by the Principal.
16. Setting off or possessing fireworks on school premises.
17. Unauthorized loud and/or boisterous activity while in the school building.
18. Throwing of unauthorized objects on school premises.
19. For reasons of safety, students are prohibited from running in the building.

20. Taking, recording, displaying, and/or distributing pictures, video, or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
21. Violation of the school corporation's policy on district provided access to electronic information, services, and networks. May also include loss of Internet access and/or use of school owned electronic devices. Second offense: Recommend expulsion.
22. Use of laser pointers of any kind.
23. Electronic and battery operated devices (such as but not limited to: CD players, electronic video games, MP3 players) may be used as authorized by the instructor and/or the Principal. Items, such as, but not limited to: cameras and camcorders are not permitted to be used in the school building, without prior approval by the Principal. Note: Requests for such usage will only be considered when such use is tied directly to an educational assignment/reason. Electronic readers, tablets, and laptop computers are permitted at the discretion of the classroom teacher for school appropriate activities only. The school is not responsible for non-essential items brought to school. All content and apps on these devices should be relevant to the educational process and in keeping with the school policies.
24. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies.
25. Misbehavior for a Guest Teacher.
26. Possession of lighter or matches.
27. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature.



28. Insubordination.
29. Failure to follow classroom rules.
30. Violation of student driving guidelines.
31. Failing to report to an assigned detention or Night School assignment.
32. Failing to properly identify oneself to school personnel.
33. The use or possession of lewd or explicit media.
34. Engaging in any type of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable act.
35. Backpacks, bags of any kind, totes, and purses are to be stored in student lockers upon arrival in the building. These items are not allowed out of student lockers until the end of the school day.
36. The school administration reserves the right to intercede in any situation in which a White River Valley student posts any information on any electronic information source (i.e. the Internet, text messages, blogging, websites or others) that bullies, slanders, or interferes with the school climate in any way. The discipline policy may be enforced in such cases as needed.

# Student Discipline

Reference School Board Policy 5600.

# Indiana Code 20-33-8-1 “Principal” defined

1. Sec. 1. As used in this chapter, “principal” includes a principal designee.

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

*Disciplinary powers of teachers and school staff members,(IC 20-33-8-9);*

Sec. 9.

(a) This section applies to an individual who

1. Is a teacher or other school staff member.
2. Has students under the individual's charge.

(b) An individual may take any action that is reasonably necessary to carry out or to prevent an interference with an educational function that the individual supervises.

(c) Subject to rules of the governing body and the administrative staff, an individual may remove a student for a period that does not exceed five (5) school days from an educational function supervised by the individual or another individual who is a teacher or other school staff member.

(d) If an individual removes a student from a class under subsection (c), the Principal may place the student in another appropriate class or placement or into in-school suspension. The Principal may not return the student to the class from which the student was removed until the Principal has met with the student, the student's teacher, and the student's parents to determine an appropriate behavior plan for the student. If the student's parents do not meet with the Principal and the student's teacher within a

reasonable amount of time, the student may be moved to another class at the Principal's discretion.

*As added by P.L. 1-2005, SEC. 17. Amended by P.L. 121-2009, SEC. 13.*

*Unlawful activity by student, (IC 20-33-8-15);*

Sec. 15.

In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if

1. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.
2. The student's removal is necessary to restore order or protect persons on school property.

This includes an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

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

## **IC 20-33-8-7 Suspension Defined**

Sec. 7.

(a) As used in this chapter, "suspension" means any disciplinary action that does not constitute an expulsion under section 3 of this chapter, whereby a student is separated from school attendance for a period of not more than ten (10) school days.

(b) The term does not include a situation in which a student is

1. Disciplined under section 25 of this chapter.
2. Removed from school in accordance with IC 20-34-3-9.
3. Removed from school for failure to comply with the immunization requirements of (IC 20-34-4-5).

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

## **IC 20-33-8-3 Expulsion**

Sec. 3.

(a) As used in this chapter, "expulsion" means a disciplinary or other action whereby a student

1. Is separated from school attendance for a period exceeding ten (10) school days.
2. Is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester, or current year.
3. Is separated from school attendance for the period prescribed under section 16 of this chapter, which may include assignment to attend an alternative

school, an alternative educational program, or a homebound educational program.

(b) The term does not include situations when a student is

1. Disciplined under section 25 of this chapter.
2. Removed from school in accordance with IC 20-34-3-9.
3. Removed from school for failure to comply with the immunization requirements of (IC 20-34-4-5).

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

*Note: The administration reserves the right to handle each discipline problem individually and make punishments more or less severe as deemed to be to the best interest of the student and the educational process.*

As agreed upon in a Memorandum of Understanding with local law enforcement organizations and all county schools, we will report the following incidents

1. Fighting(Battery)resulting in injury.
2. Possession/use of a weapon.
3. Possession/use or sale of any controlled substances without a valid prescription/alcohol.
4. Serious threats or harassment.
5. Arson.
6. Any other illegal act(s).

If students are over the age of 18, Law Enforcement will be notified of any fights on school property.

## Student Due Process

The law will be followed to enforce these proceeding rules and regulations. Students failing to follow school rules, including disruptive manner, may be subject to the following procedures and penalties.

1. A first offense may result in a 1 - 5 day suspension. Notification of the suspension will be given to the parents by ~~certified~~ mail, and a conference with the parents **may** be arranged before the student is reinstated.

*Note: Assignment(s) to In-school Suspension is an option at the discretion of the Principal.*

2. A second offense may result in a 1 - 10 day suspension. Notification of the suspension will be given to the parents by mail, and a conference with the parents, student, and principal **may** be arranged before the student is reinstated.

3. Continued offenses will result in a recommendation to the Superintendent for expulsion. The Principal **or designee** will recommend the disruptive student be placed on suspension until the expulsion completion of due process.

Suspension shall mean any disciplinary action where a student is suspended from school, or class attendance, for no more than ten (10) school days.

The school reserves the right to issue a suspension or expulsion for violators of the school's rules that are deemed serious, without following the above procedure.

# Disciplinary Definitions

**After School Detention:** Students may be subject to detention before, during, or after school hours, as assigned for correction purposes. After School Detention will extend as follows

- 30 Minutes - 3:10 p.m. to 3:40 p.m.
- 60 minutes (1 Hour) - 3:10 p.m. to 4:10 p.m.
- 120 minutes (2 Hours) - 3:10 p.m. to 5:10 p.m.
- Until dismissed by the **person** in charge.

Any student who does not attend his/her assigned school detention will be reported to the Assistant Principal-for additional discipline.

**Alternative to Suspension Program (ATS):** This program requires a student to attend school, as an alternative to Out-of-School Suspension. The student will be required to attend ATS as assigned by school administration. The site of the Alternative - to - Suspension program may be off - campus, where students will be under direct supervision. Students assigned to ATS must work on assignments as directed by their respective classroom instructors.

Transportation to and from this program **may** be the responsibility of the parents of the student suspended. Students may not drive themselves to the Alternative to Suspension Building. Students will be required to take their lunch and all necessary textbooks and materials.

If a student is suspended and does not attend the program, the student and parent(s) will be required to appear in court. Students not attending the program when suspended will not receive credit for work missed during the suspension period.

**In School Suspension (ISS):** This occurs when a student's behavior is determined to warrant such action. A student may be assigned ISS for repeated acts that violate behavioral expectations while at school, attending a school event, or while riding a bus to/from school. A student may be assigned to ISS for a period, a number of periods, or a number of days. During this time a student will be required to work on assignments as identified by the respective classroom teacher, while under supervision.

**Lunch Detention:** This type will be used for minor offenses. Students are assigned to a supervised location for lunch.

**Out of School Suspension(OSS):** The Principal may deny a student the right to attend school and take part in any school function for a period of up to ten (10) school days. Such suspensions may take place after a principal has conducted a thorough investigation and determines that suspension is necessary in order to help the student, further school purposes, or to prevent an interference with school purposes. Suspension may also be imposed for student misconduct, substantial disobedience, violation of the school's rules, or for violation of any of the regulations constituting grounds for expulsion. When a student is suspended for a specified number of days, he/she will miss that exact number of days. If school is cancelled for any reason, day(s) will be added to the scheduled suspension.

Students who are assigned Out-of-School Suspension will be allowed to make-up work, and/or tests, assigned and / or missed during the period of OSS, in a timely manner

**Period Detention** - Period detention occurs anytime a classroom teacher assigns it to a student due to behavior occurring which is disrupting educational activities. The student



will be referenced to administration and remain in the assigned area working on assignments, as provided by the instructor, until the end of the respective period.

## Philosophy for Expulsion

1. As teachers and pupils are brought together so that learning may take place in the White River Valley School District, an environment which permits an orderly and efficient operation of the school must be provided.
2. This environment, most of all, comes through consideration and self-discipline so that individuals do not allow themselves to infringe upon the rights of others as they seek expressions for their own just and legal privileges as members of the school and society. The responsibility for development and maintenance of this self-discipline falls to a combined effort of students, parents, teachers, administrators, and to the community. When self-discipline fails, however, regulations for management of school behavior must be outlined by those responsible for the operation of the schools. The White River Valley School District has this legal responsibility. The Board has set policies and has appointed administrative officers to carry them out. Authority for such Board responsibility is included in the School Powers Act and Student Due Process Code of the Indiana General Assembly, and in the Policy Manual of the White River Valley School District. A breach of discipline may result in reprimand, probation, referral to special personnel in the school, parent conferences, suspension, or expulsion. The maximum term of an expulsion may not be for longer than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. Whenever the student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year.

Expulsion may be imposed for student misconduct, substantial disobedience, or violation of the school's rules. The following are grounds for expulsion from school.

- Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, bullying, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision.
  - a.) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b.) Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c.) Setting fire to or damaging any school building and/or school or private property.
  - d.) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e.) Continuously and intentionally making noise or action in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
    - Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
    - Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

- 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.
- Threatening or intimidation of any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
- Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
- Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.
- Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
- Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision where the failure constitutes an interference with school purposes or an educational function.
- Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- Violation or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including but not limited to

a.) Engaging in sexual behavior on school property.

- b.) Disobedience of administrative of administrative authority.
- c.) Willful absence or tardiness of students.
- d.) Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
- e.) Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
- f) Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plan.
- g) Aiding, assisting, or conspiring with another person to violate these student conduct rules, state law, or federal law.
- h) Failing to tell the truth about any matter under investigation by school personnel.

## **Possession of a Firearm**

- a.) No student shall possess, handle or transmit any firearm on school property.
- b.) The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code.

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

c.) The penalty for possession of a firearm is 10 days suspension and expulsion from school for calendar year. The superintendent may reduce the length of the expulsion, if the circumstances warrant such reduction.

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

- The use of rude, lewd, vulgar or obscene language, writings, or acts directed toward students, staff or others.
- Fighting, pushing, or shoving of any type.
- Gambling in any form.
- Truancy and/or skipping school.

- Leaving the school or classroom without permission.
- Possession or use of tobacco.
- Excessive tardies.
- Violation of the policy on District-Provided Access to Electronic Information, Services, and Networks.
- Threatening student or school safety.

## Adopted Gang Policy

Pursuant to Indiana Code 20 - 19 - 3 - 12 (b) White River Valley School District has **an** adopted Gang Policy: **A copy of the WRV Gang policy is on file in the at the WRV Corporation office.**

## WOLVERINE ACADEMY

The administration has at their discretion the **Wolverine Academy** available for students who need an alternative program. All placements must be approved by the building administration. **The decision for placement to Wolverine Academy may be made** after a disciplinary decision, consultation as part of a case conference committee, upon evaluation and consultation with a physician, **or any other situation that would warrant this placement based on the unique need of an individual student.** Students may be offered the alternative education program in lieu of an expulsion on some occasions. An Indiana Form 16 alternative to expulsion contract may need to be signed before a student can be enrolled into this program. This program is not a guaranteed right for students facing an expulsion. Information on this program is available in the school office upon request.

## Search and Seizure

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

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

b) All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students, are subject to inspection, to be accessed for maintenance, and search pursuant to this section. No students shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the Principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.

1. The Principal, or member of the administrative staff designated in writing by the Principal may search a locker and its contents where the person conducting the search, or the principal (designee), has reasonable cause for a search of respective locker. When the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.

2. The Principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.

c) The Principal, or another member of the administrative staff designated in writing by the Principal and acting at the direction of the Principal, may search the person of a student during a school activity if the Principal has reasonable cause 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 students clothing.

Searches of the person of a student which require removal of clothing other than coat or jacket shall be referred to a law enforcement officer in accordance with subsection G of this section; pat down searches and other searches of the person of a student shall be conducted in a private room with 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. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible following the search.

d) The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent of the student driver, the owner of the motor vehicle, and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search Refusal to agree to a search of the vehicle



allows the or designee to request a law enforcement officer to search the motor vehicle on school premises, subject to subsection G of this section.

e) Anything found in the course of a search conducted in accordance with this section, which is evidence of a violation of the student conduct standards contained in the student handbook, may be

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

f) Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and

1. Returned to the parent or guardian of the student whom it was seized.
2. Destroyed.
3. Turned over to any law enforcement officer in accordance with subsection G.

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

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

## h) Search Policy

General searches conducted by law enforcement officers and with the assistance of canines or other means may be made of lockers, storage area, classrooms, and all other school property, as well as student's person and student's personal property, at any time, with or without notice.

If, after the general search, reasonable cause exists for search of a particular person or property, then the school administration may search the person or property in accordance with this policy. Before law enforcement may conduct a search of a student or the student's property, the principal will request that the law enforcement officer, prior to the search, obtain a search warrant.

# Student Attire (Dress Code)

Students are expected to meet **the following** guidelines. Should a student choose not to follow these expectations, he/she will be asked to change, remove, or cover questionable item (s). Continued offenses will be handled as insubordination. The following guidelines are in effect for student dress. The guidelines listed are not to imply that this is the complete list and may include any item deemed inappropriate and/or in bad taste by the administration. If a student/parent/guardian has a question about a particular item, please contact the school administration before wearing the item.

1. Headwear, including but not limited to hats and bandanas, unless approval has been given by building administration (Spirit Days).
2. Shorts and skirts or dresses must reach the top of the ipad when turned horizontally and held at the top of the knee. No rips or tears above this length will be acceptable.
3. Clothing items that advertise alcoholic beverages, tobacco, illegal drugs and/or clothing with suggestive or obscene messages are prohibited. This also includes phrases with dual meanings.
4. Shoes are to be worn at all times.
5. For safety reasons, chains or clothing with excessive metal objects and/or straps are not to be worn. This includes wallet chains, dog collar necklaces with sharp points, and neck chains.
6. Sunglasses, unless approved for medical reasons, are not to be worn in the building.
7. All pants must be worn at the waistline. No undergarments shall be visible through or outside any clothing.
8. Book bags, gym bags, purses, coats, and athletic jackets are not to be taken to classrooms. Teacher discretion if classroom temperature is an issue.

*Note: Certain academic area classes may require a more stringent requirement regarding dress. The school reserves the right to impose other reasonable requirements due to health or safety concerns while involved in certain activities.*

## **Tobacco Policy**

In order to protect students who choose not to use tobacco from an environment that might be harmful to them, the School Board prohibits the use and/or possession of tobacco by students in school buildings, on school grounds, on school buses, or

participating in any school-related event. White River Valley School District is a tobacco-free environment.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms **that could be considered look a likes.**

The administration of **the** school building will take appropriate action in cases involving students who use tobacco in violation of this policy.

I.C. 7.1-5-12 Prohibition of Smoking in Public Places and on School Buses

I.C. 16-41-37.5 Indoor Air Quality in Schools

20 U.S.C. 6083(a) Nonsmoking Policy for Children's Services

U.S.D.O.E. Memorandum, 1995

## **State Law**

Indiana Code 35-46-1-10.5 bans the purchase or acceptance of tobacco by minors. "A person less than eighteen (18) years of age who: (1) purchases tobacco; or (2) accepts tobacco for personal use commits a Class C infraction." Any law enforcement officer or court of law may enforce this law.

# Consequences of Possession or Use of Tobacco by Students

Students who are found in possession of or who have been found to have been using tobacco in violation of School Board policy and State Law are subject to the following disciplinary measures.

1st Offense: Assignment to **after school detention** and referral (if under 18 years of age) to the Greene County Prosecutor; Tobacco violation report filed.

2nd Offense: Five (5) Days of Out - of - School Suspension; and referral (if under 18 years of age) to the Greene County Prosecutor; Tobacco violation report filed.

3rd Offense: Ten (10) Days OSS and Recommendation for Expulsion; and referral (if under 18 years of age) to the Greene County Prosecutor; Tobacco violation report filed.

All disciplinary actions will be in accordance with the student due process procedures.

Additional offenses would result in consequences as determined by the administration, including the likelihood of the implementation of a Form 16.

# Policies Related to Use of Drugs and Alcohol

White River Valley School District believes that maintaining an environment that is safe, free from substance use/abuse, and conducive to learning is an important goal for the school and the community. Students are not permitted to possess, use, be under the influence of, or sell drugs, alcohol, or tobacco products, **electronic cigarettes, or any device that could be considered a look-alike** on the school premises at any time, at any school-sponsored activity, or when a student is traveling to and from school. We recognize our responsibility to address drug and alcohol problems in the school and of our students. We believe that parents, guardians and the school must work together to educate, encourage, and support students in an attempt to prevent their illegal use of drugs and alcohol. As part of our attempt to achieve the above, the schools will utilize the following policies

1. No student may provide any substance to any other student, by sale, or any other means, which is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, depressant, or intoxicant of any kind. This includes, but is not limited to, any synthetic substance that may closely resemble any of the above substances or items.
2. No student may possess, use, or be under the influence of any substance which that student has reason to believe is, or which has been represented to be, a narcotic drug, hallucinogenic drug, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, depressant, or intoxicant of any kind. This includes, but is not limited to any synthetic that may closely resemble any of the above substances or items.
3. Students are prohibited from possessing, using, sharing, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind with or without a prescription.

4. Any substance for which a student has a prescription, or written prescription from a parent, must be brought to the school nurse, or school administrator and be administered/taken in the nurse's station.

## Indiana Law

The following conduct is criminal under Indiana Code, and school officials are required to report such conduct - on school grounds, or within 1000 feet of school grounds - in writing to a law enforcement officer:

1. Knowingly or intentionally manufacturing or delivering cocaine, a narcotic drug, or other controlled substances except marijuana, hash oil, or hashish, or possessing with intent to manufacture, or deliver, the above named substances, except marijuana, hash oil, or hashish.
2. Knowingly or intentionally delivering any substance that is represented to be a controlled substance.
3. Knowingly or intentionally manufacturing, advertising, distributing, or possession with intent to manufacture, advertise, or distribute a controlled substance.
4. Knowingly or intentionally possessing a controlled substance.
5. Knowingly or intentionally creating or delivering a counterfeit substance or possessing with intent to deliver a counterfeit substance.
6. Knowingly possessing, without a valid prescription, cocaine or a narcotic drug.
7. Knowingly possessing, without a valid prescription, a controlled substance, except marijuana or hashish.

8. Knowingly or intentionally manufacturing, designing, keeping for sale, offering for sale, delivering, or possessing an instrument, device or other object, that is intended to be used primarily for introducing a controlled substance into the human body, testing the strength, effectiveness, or purity of a controlled substance, or enhancing the effect of a controlled substance.
9. Knowingly or intentionally manufacturing or delivering, or possessing, with intent to manufacture, or deliver, marijuana, hash oil, or hashish.

Violation:

Should the above occur, the following disciplinary penalties will apply

1. 1st Offense - Out-of-school Suspension, with recommendation for expulsion to the superintendent.

*Note: Expulsion may be waived with the filing of a Form 16 contract (See Below) if the following criteria are met by the student and the parent/guardian*

- Student will be suspended for a minimum of five (5) days
- Student cannot return to school until he/she meets with an officially recognized substance abuse counselor for a preliminary assessment of chemical use, and is in compliance with the recommendations set forth as a result of the assessment and recommendations of school officials following the assessment. Any costs associated with the assessment will be paid for by the student/parent/guardian.



Possible recommendations may include

- a. Conditional return to school after the suspension.
  - b. Chemical use assessment administered by professional outpatient drug/alcohol counselor (s).
  - c. Assessment by outpatient drug-alcohol counselor (s), plus outpatient and/or drug education for student and/or parents via certified counselor.
  - d. Inpatient treatment commensurate with the family's ability to pay for service.
  - e. Inclusion in the randomly drawn student drug-testing program for one calendar year at the expense of the student/parent/guardian.
  - f. Assignment of a number of community service hours.
2. 2nd Offense - School officials will recommend expulsion to the superintendent.

*Note: A Form 16 waiver is a vehicle for the student to return to school, either in his/her regular classes or in alternative school as decided upon by the school administration, on the condition that the student/parent/guardian signs off on the agreement to waive their due process rights. Should further disciplinary action of any kind and time be needed, the student loses his/her opportunity to attend school and the original expulsion takes place without a review of the case.*

## Dealing/Distribution

Dealing is defined as selling or sharing alcohol, or other unauthorized drugs or narcotics

Distribution is defined as passing substances on to other students for holding, using, or selling.

1. First Offense - Recommendation of expulsion to the superintendent.

## Drug Testing

The policy is not intended to be solely disciplinary or punitive in nature, for the educational opportunities offered in the various building will continue to direct students away from drugs and alcohol and toward a healthy, safe, and substance-free life. It is the right of every parent/guardian to expect that each student is receiving the best education that can be provided by White River Valley School District.

## Drug Testing Programs

Our school encourages all students who hold a valid driver's license to drive on school grounds and to participate in activities and programs, but also believes that these opportunities are not an absolute right. Privileges are offered to students who meet both the scholastic and physical conditions of eligibility.

A condition for participation in activities at White River Valley High School shall be an agreement by the student to submit to probable cause and/or random testing for the use of drugs - natural and/or synthetic, **tobacco products** and alcohol. Probable cause

(reasonable suspicion) drug testing will apply to all students enrolled at White River Valley High School. The WRV Board of Education has declared that the school will participate in the random drug-testing program. The building Principal or designee is authorized to administer a drug-testing policy and procedure, and to impose sanctions for violations.

## Reasonable Suspicion Drug Testing

Administrators of White River Valley School District are authorized to require any student to submit to a chemical test of the student's breath, saliva, or urine if the administration has "reasonable suspicion" that the student is issuing or is under the influence of alcohol, marijuana, or any other prohibited substance while

- a. On school grounds.
- b. Off school grounds at a school activity, function event, or any other school sponsored event.
- c. When traveling to or from school by bus, or other corporation vehicles.

Reasonable Suspicion may arise from the following actions

- d. A student's behavior, in conjunction with physical appearance, actions, and/or odor, indicating the possibility that the student has used or is in possession of alcohol, marijuana, or any other behavior altering substance.

e. The student possesses drug paraphernalia, alcohol, marijuana, or any controlled substance.

f. Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any other prohibited substance. Any such report will be investigated by the school's administration and will be substantiated by other physical indicator or physical appearance, if deemed necessary.

An administrator and/or health services personnel trained to administer drug tests may conduct a test of a student's breath, saliva, or urine. The cost of one (1) school-initiated test will be paid for by the school corporation and utilized in purposes for school discipline. After reasonable suspicion has been established by the administration, a student's refusal to submit to drug testing may result in administration's proceeding as if the test were positive. If a parent or guardian refuses to allow any drug testing to be administered to his/her student, disciplinary action may be taken as if the test were positive.

Drug testing results shall be considered confidential by White River Valley School District. Results may be discussed with the school's guidance counselor or other school employees if deemed necessary by the administration in order to provide assistance to the student and/or for the safety of other students.

Any student who attempts to alter a drug test may be further disciplined by the administration. The student who possesses the drug test and/or who attempts to alter the results will be treated as if the test was a positive test.

# Random Drug Testing

The primary purpose of random drug testing is not intended to be disciplinary or punitive in nature, but rather is intended as an aid in discouraging or disclosing possible substance abuse problems. It is also an extension of the educational program in regard to substance abuse. It is our goal to help students make wise choices through education, through interventions, and through directing students away from unhealthy decisions. The implementation of a drug-testing program will not affect the policies, practices, or rights of the White River Valley High School in dealing with drug and alcohol use where reasonable suspicion is obtained by means other than the random sampling provided within the program.

Each student who is participating in the drug-testing program who intends to drive a vehicle on school property and/or participate in an extracurricular activity - club, sport, or activity - will need to complete a consent form complete with the parent/guardian signature before being allowed to participate in the activity in any way, including practice. This consent form will acknowledge participation in the random drug-testing program. Students who fail to take care of this responsibility become automatically ineligible for the activity. Students who are not mandated into the program may still participate in the drug-testing program if the parent/guardian so desires through the completion of the consent form, which will be made available in the Principal's office. Failure to comply at any time with the rules and regulations of the random drug-testing program may result in exclusion from and/or the revocation of parking permit privileges and/or participation in extracurricular activities.

## **Definitions:**

Club - A club is defined as any school sponsored group that meets in a non-curricular manner, either inside or outside the regular school day. A complete list of extracurricular clubs will be kept on file in the Principal's office for reference to this policy. Examples would include National Honor Society, FCA, Art Club, etc...

Athletics - An IHSAA recognized athletic team, sport, or group, including cheerleading and dance team, which represents, White River Valley Jr./Sr. High School outside of the regular school curriculum.

Activities - Activities are defined as groups of students, or individual student activities, where White River Valley High School is represented outside of the regular 8:05 am -3:10 pm school day. Examples would include band, academic teams, and drama productions.

#### Collection Procedures and Financial Responsibility

1. Under this policy, White River Valley School Corporation will pay for all random drug tests, all initial reasonable suspicion tests and initial "follow up" drug test. Once a student has a verified "positive" test result and has subsequently tested negative from a "follow up" test, any future "follow up" test that must be conducted will be paid for by the student or his/her parent/guardian.
2. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

## Testing Procedures

The section of students randomly tested and the collection of test specimen (urine) will be carried out by a certified testing agency who works in compliance with all federal and state statutes concerning random drug testing. Currently, White River Valley School Corporation uses Midwest Toxicology Services, Inc., to perform these duties. White River Valley School Corporation also uses Witham Health Services as the testing laboratory.

1. 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.
2. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, 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.
3. 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 that he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian 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 to be reinstated for eligibility.

4. All specimens registering below 90 degrees or above 98 degrees Fahrenheit will be invalid. A heat strip shall be placed on each specimen bottle indicating the validity of the urine specimen by temperature. If a specimen is invalid, another specimen must be given by the student.
5. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all “extracurricular activities” for the remainder of the school year. This will be reported to the parent/guardian.
6. 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.
7. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and “street drugs”, which may include all drugs listed as controlled substances under the laws of the state of Indiana. Also “performance enhancing” drugs such as steroids may be tested.
8. 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 Joint Commission of Accreditation of Healthcare Organization (JCAHO).
9. In the case of REASONABLE SUSPICION, the administration will administer the Rapid Drug Screen. The parent/guardian will be contacted when this is done.
10. The school reserves the right to use Quick-Dip tests in place of tests sent to the laboratory.

Rapid on-site drug testing kits are designed for immediate determination of marijuana, cocaine, opiates, PCP, and amphetamines in human urine. This type of test is used to



obtain a visual, qualitative result and is intended to be used for reasonable suspicion screening purposes. SAMHSA approved cut-off levels are used.

#### Chain of Custody:

1. The certified laboratory will provide training and direction to those who supervise the testing program, set-up the collection environment, 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.
3. Before the student's urine is tested by the laboratory, the student will fill out, sign, and date any form that may be required by the testing laboratory. If a student chooses, he/she may notify the administration 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 upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.
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 activities subsequent to a retest.

6. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the testing area. 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 testing area. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so that the water cannot be used to dilute a sample. The faucets in the restroom will be shut off.
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 the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed back to the Principal/administrative designee with no name attached: only the student's random identification number will appear on the results sheet.

### Needs Assessments and Interventions

A needs assessment will be performed to develop a rehabilitative plan for any student producing a positive drug test. Needs assessment participants will include, at a minimum, building administration, a school support staff member, student, and parent/guardian. All costs for any rehabilitation outside of the school district will be incurred by the parents/guardians. This includes any and all retests that student will

have to take and pass to be readmitted into the activity. These costs include, but are not limited to, counseling services, psychiatric services and/or admission to a hospital program. If requested, the guidance department may make information available to the student and parents/guardian about programs and services available in and around our area.

In the case of athletics, the athletic administrator may notify the head coach, if given approval by the building principal. Similarly, sponsors of extracurricular activities and clubs may be notified at the discretion of the Principal, but only when appropriate to secure the safety of other students or faculty members. The fact of testing and the results should be known to any other school official or employee only on a need to know basis.

A student who tests positive on a drug screen will be suspended from his/her activity or from driving on school property for a minimum of three weeks (21 calendar days). A student may not apply for reinstatement to the Principal until he/she can produce a negative test, which will be taken at the student's expense. Application may be made with the principal three (3) days prior the 21st day of the suspension period. Once submitted complete with a negative drug test and a letter of entrance, the Principal has three (3) calendar days to issue the reinstatement of privilege of participation. The reinstatement may not take place without the production of the negative test results. The reinstatement must be produced in writing by the building Principal to the student and the student's parent/guardian.

*Note: If a student has a second drug violation, resulting from either a failed follow-up random drug screen or a reasonable suspicion test, privileges may be restricted by the administration as outlined in any additional rules and regulation established by White River Valley School District, including rules established by the coach of a particular*

*sport which have been approved by the athletic director. During any period of ineligibility, the student will be required to continue participating in the random testing program as well as to participate in assigned student assistance programs as determined through the needs assessment session in order to determine the student's ability to maintain a substance-free lifestyle. The random drug-testing program does not override school discipline policy.*

#### Refusal to Submit to a Test:

A student's refusal to submit to random drug testing will constitute a positive drug test.

#### 1st Offense

A student's refusal to submit to a random drug test on a random drug-testing selection day will result in the administration's taking appropriate disciplinary action as if the test were positive. If a parent or guardian refuses to allow the random test to be administered on a testing day, disciplinary action will be taken as if the test were positive.

Participation may resume no earlier than 21 calendar days after the refusal to participate in the random drug-testing program, and then only after these two requirements are met:

§ The student provides written confirmation of a negative drug test completed by an officially licensed laboratory

§ The parent/guardian request to the principal, in writing, that the student be allowed to participate as a participant in the WRV random drug-testing program.

The request for reinstatement may not be submitted to the administration prior to 21 days following the refusal to submit. The student's request will be reviewed by the Principal within three (3) days from submission. If approved, another random drug test may be conducted during the next random drug-testing selected day. If at that time, the student produces a negative drug test, he/she may resume participation in privileged activities.

#### · 2nd Offense

A student who refuses a second random drug and alcohol test on a day his/her participation is required will be prohibited from participating in privileged activities for one (1) year from the date of the second refusal. Reinstatement will require submission of written consent to participate in the program following the suspension.

#### · 3rd Offense

If a student has a third drug refusal, the student will be prohibited (career ban) from participating in all privileged activities for the remainder of his/her tenure at White River Valley Jr./Sr. High School. After two (2) years of drug free activity, the student may request a review of his/her case by a committee composed of all building administrators, the student's guidance counselor, and the school nurse. A decision by the committee to reinstate must be unanimous. Students who are reinstated may be required by the building administrator to submit to testing for drugs and alcohol on a regular basis, at the student/parent/guardian's expense. If at any time a subsequent

positive test results, the student will be banned from all privileged activities for the remainder of their school career without any right of appeal.

#### Additional Random Drug Test Offenses

- 2nd Offense

A student who produces a second random drug and alcohol test on a day his/her participation is required, will be prohibited from participating in privileged activities for one (1) year from the date of the second negative test. Reinstatement will require submission of written consent to participate in the program following the suspension.

- 3rdOffense

If a student has a third drug offense, the student will be prohibited (career ban) from participating in all privileged activities for the remainder of his/her tenure at WRV School District.

After two (2) years of drug free activity, the student may request a review of his/her case by a committee composed of all building administrators, the student's guidance counselor, and the school nurse. A decision by the committee to reinstate must be unanimous. Students who are reinstated may be required by the building administrator to submit to testing for drugs and alcohol on a regular basis, at the student/parent/guardian's expense. If at any time a subsequent positive test results, the student will be banned from all privileged activities for the remainder of their school career without any right of appeal.

*Note: A student may be considered to violate the White River Valley School District drug-testing program outside of school by being arrested for involvement with illegal substances or by having police reports filed indicating the student was/has been/is involved with illegal substances. A student admission of such involvement, to a school administrator, will also be considered a violation of the program. In such instances, privileges will be revoked. The student will be tested on the next random drug test date to establish baseline levels. If the student tests negative, he/she will be considered to have a clean drug test and may resume extra-curricular activities and/or drive on school grounds upon the completion of the twenty-one (21) day suspension. However, if the student tests positive, she/he will still be considered to have one (1) prior violation and will be subject to the drug testing program's guidelines and procedures.*

#### Self-Report Option

In regard to the random drug-testing program, a student may choose to self-report prior to being tested at the testing site. The principal shall ask the student prior to being led if he/she would like to exercise that option. Should a **student choose to** self-report, the student may return to activity upon the following a) all qualifications of a positive test above, but the opportunity to return to activity after fourteen (14) days, provided a negative test be produced upon the application for reinstatement.

#### IC 20-26-3 Home Rule

#### IC 20-26-5-4 Specific powers enumerated

#### IC 20-30-15-6 Use of personnel to supervise non-session activities access

Sec. 6. (a) When public school is not in session a governing body may employ personnel to supervise the following

- (1) Agricultural education club work.
- (2) Industrial education club work.
- (3) Home economics education club work.
- (4) Music activities.
- (5) Athletics.

(b) Activities described in subsection (a) must be open and free to all individuals of school age residing in the attendance unit of the school corporation that is paying all or part of the cost of the activity.

As added by P.L.1 - 2005, SEC.14.

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



## Student Interview

- Students are occasionally victims of, or witnesses to illegal activities. Likewise, students are themselves, from time to time, suspected of criminal activity.

- Representatives from law enforcement or caseworkers from the Greene County Division of Family and Children may visit the school and ask to speak with a student.

- Representatives from the school administration, Greene County Prosecutor's Office, Greene County Division of Family and Children, and Greene County Probation Office have, after full and free discussion, established the following policies that shall apply to students

1. Student is suspected of committing a crime

- a. If a student is a criminal suspect and the student is likely to be taken into custody by law enforcement personnel, then every attempt will be made to notify a parent or legal guardian of law enforcement's intention.

- b. No member of law enforcement will interview a student suspect who is less than 18 years of age, in the school, unless a parent/guardian is present and, after disclosure of the student's legal rights to the parent, the parent and student consent to the interview.

2. Students who are victims of crimes allegedly committed by parents

Note: Most common examples are children who are sexually or physically abused by parents or guardians.

- a. When school officials are notified or receive a report that a student is the victim of a crime committed by a parent or guardian, then for obvious reasons, the suspect parent or guardian will not be informed of interviews of the student by officials from the school, law enforcement, or Greene County Division of Family and Children.
  - b. In all other cases where it is necessary to interview a student who is a victim of a crime, then reasonable attempts will be made to notify parents prior to the interview.
3. Student who are witnesses to illegal activity
    - a. School officials may interview students without advance warning to parents or guardians when the illegal conduct is directly related to school activities.
    - b. Every reasonable attempt will be made to notify and consult with parents or guardians in advance of student interviews by officials from the Greene County Division of Family and Children and law enforcement.
  4. The school does not desire to harass or intimidate students

The school must cooperate with the reasonable requests of government agencies. It is the goal of the school administration to establish good communications with students and student families.

Hopefully, the foregoing explanation of policy, which is standard throughout Greene Co., serves that goal.

# Section Three:

# Student

# Services -

# Guidance

## Guidance Services

The Counseling Department is available to provide career, academic, and personal crisis counseling to all WRV students. Counselors will meet with each student at least once per year to assist in developing his/her academic 4 year plan , including the graduation, career, and testing plans.

Representatives from colleges, vocational schools, armed services and industries may visit with approval of the administration in designated areas of the school to speak to interested students. Parents are welcome to meet with them.

Scholarship information and applications for students interested in a post-secondary education are available in the Counseling area and on the school website.

### **SCHEDULE CHANGE POLICY**

All scheduling and class changes must be arranged and approved by the Counseling Department and the parents of the involved student.

Students will have the opportunity to plan individual class schedules. Students will meet in the spring of the academic year to establish schedules for the following school year, and the schedules will be available for parent consultation and approval. Any necessary changes in schedules must be made by the last day of the school year. The administration reserves the right to change student schedules if necessary.

Schedules may be changed during the first 5 days of a semester. The reasons for schedule changes are as follows:

1. To meet a graduation requirement (i.e., make up a failed course)
2. To meet a documented college admission requirement. (Written documentation must be provided.)
3. A medical reason verified by a detailed, written medical doctor's report.
4. By teacher recommendation that the class is inappropriate for the student.

After the first week of a school semester, students may change their schedules only with the written approval of the student service team, 504 committee, and/or special education case conference committee.

Deletions or additions based on student preference will not be made. Students enrolled in six classes a semester will not be allowed to drop a class. Students who wish to drop a class after the first week of school without the written approval of those listed above will receive an "F" for the course .

# Communication of Student Progress

At the end of each grading period (nine weeks) and **and at 4 1/2 weeks parents will receive an e-mail through the student information system of their respective child's academic progress.** Students may expect to have weekly assignments and lesson objectives posted in the student information system, as well as in the respective classroom.

Parents/Guardians may access the Harmony data system in order to track their child's academic progress in real-time fashion. If interested please contact the school for an assignment of a user ID and a password.

At the end of each semester a student will have accumulated the following grades:

- Grading Period one (1) Grade (45% of semester grade)
- 
- Grading Period two (2) Grade (45% of semester grade)
- 
- Semester Test Grade (10% of semester grade)
- 

Note: Tests, quizzes, daily assignments, labs, projects, and other lesson work for the 9 weeks will be calculated by teacher discretion. Each teacher will be responsible to publicly define their grading practices and classroom policies by handing out a syllabus to students on the first day of school. The syllabus must be signed by the student and parent and a copy will be kept on file by each teacher. The syllabus shall include: the school wide grading scales, the way the course grade shall be constructed, including weights assigned for content mastery measures. It is our commitment, when making lesson assignments, to ensure they are meaningful and relevant for the individual student.

Course grades at the high school should reflect mastery of content. Mastery of content can be measured in many ways: tests, quizzes, projects, papers, demonstrations, and/or performances. Students learn in many ways; therefore, students should be evaluated in different ways.

All courses are not equal in skill level nor content difficulty, therefore will be left up to each individual teacher to determine at their discretion.

*Note: To successfully earn a credit in a class, a student must show a passing grade for at least two of the three categories - 9 weeks grade, 9 weeks grade, and final examination.*

# Final Exam Policy

White River Valley High School will administer final exams at or near the end of each semester. **Exception to this may be for semester 2 for seniors.** High school students will be required to take a final exam for each class enrolled.

# Honor Rolls

In order to recognize outstanding academic achievement, White River Valley High School will publish two honor rolls at the conclusion of each semester. They are

1. High Honor Roll - To make this Honor Roll, a student must receive straight "A's in all subjects.
2. Honor Roll - To make this Honor Roll, a student must receive all "A"s and "B"s (with no grade lower than a B-) in all subjects.

# Grade Placement

Students will be classified by graduation cohort.

# Grading Policies

White River Valley High School students will be using a “weighted” grading system, which grants extra point value to student grades earned in Advanced Placement, honors, and academic dual credit courses.

GPA Scale - **In effect for cohort 2019 and above**

Non-weighted (Regular)	Weighted (Honors)	
A+ = 4.7	5.7	98-100% A+
A = 4.3	5.3	93-97% A
A- = 4.0	5.0	90-92 % A-
B+ = 3.7	4.7	88-89% B+



B = 3.3	4.3	83-87%	B
B- = 3.0	4.0	80-82%	B-
C+ = 2.7	3.7	78-79%	C+
C = 2.3	3.3	73-77%	C
C- = 2.0	3.0	70-72%	C-
D+ = 1.7	2.7	68-69%	D+
D = 1.3	2.3	63-67%	D
D- = 1.0	2.0	60-62%	D-
F = 0	0	59% and below	F

*GPA scale - For the cohort 2018 only*

<i>Non-Weighted classes</i>	<i>Weighted</i>	93-100%	A
A = 4.0	5.2	92-90%	A-
A- = 3.7	4.8	89-88%	B+

<i>B+ = 3.3</i>	<i>4.3</i>	<i>87-83% B</i>
<i>B = 3.0</i>	<i>3.9</i>	<i>82-80% B-</i>
<i>B- = 2.7</i>	<i>3.5</i>	<i>79-78% C+</i>
<i>C+ = 2.3</i>	<i>3.0</i>	<i>77-73% C</i>
<i>C = 2.0</i>	<i>2.6</i>	<i>72-70% C-</i>
<i>C- = 1.7</i>	<i>2.2</i>	<i>69-68% D+</i>
<i>D+ = 1.3</i>	<i>1.7</i>	<i>67-63% D</i>
<i>D = 1.0</i>	<i>1.3</i>	<i>62-60% D-</i>
<i>D- = .7</i>	<i>.9</i>	<i>59% and below F</i>

The valedictorian and salutatorian for each graduating class from WRV High School shall be chosen from a weighted grade point average. The above is a list of the point values for non-weighted and weighted grades.

# Course

# Replacement/**Credit**

# **Recovery**

A grade replacement occurs when a student retakes a class that he/she has already taken to hopefully receive a better grade. A class may be retaken only if one or more of the following conditions exist

1. The student received a grade of C- or below and wishes to **improve** the grade for an Honors Diploma or GPA.
2. The student has not passed at least one of the end of course exams required for graduation and seeks to become eligible for waiver consideration.

A student seeking to retake **or recover** a class/**credit** will **complete** an application with the guidance department. The guidance department will review the application. The Principal shall have the authority to grant final approval for a student to retake a class.

The following conditions apply to retaking a class

1. No **online** classes will be accepted in replacement of high school courses used for an Honors Diploma(s) without administrative approval.
2. The grade earned (either higher or lower) when the class is retaken will be placed on the transcript and replace the original grade in the calculation of the GPA.
3. **Recovery courses must be completed within the semester period outlined by the guidance department schedule.**

The original grade will remain on the transcript with the credit for that class being transferred to the second class. A student may **retake a class for a higher grade** for a maximum of (2) **credits** in his/her high school career.

## Credit Recovery

Students who fail a required course may choose to make up the course through the White River Valley High School Credit Recovery program. This is done through the Internet. A student may not enter the recovery program until failing a respective class. Recovery courses must be approved and completed within the semester period outlined by the guidance department schedule.

## **Selection of Valedictorian and Salutatorian**

The selection and identification of the graduating class valedictorian and salutatorian shall be determined on grades earned at White River Valley High School. The naming of the valedictorian and salutatorian will occur only after the final semester of coursework has been completed. These students must have at least 47 credits earned to graduate.

To be eligible for class valedictorian and / or salutatorian a student is required to have completed eight (8) semesters of high school, with four (4) of them at White River Valley High School.

## **Commencement**

All seniors are required to attend commencement practice and the commencement exercises upon total completion of their academic work. The school dress code is enforced for graduation, including shirt and tie for gentlemen and dresses, or slacks for

ladies. No jeans, flip flops, tennis shoes, work shoes, etc... are allowed for this most solemn event.

# Policy in Regards to Student Records

- The School Board policy regarding student records is in accordance with Public Law 93-380, Section 348. Family Educational Rights & Privacy Act of 1974.
- Guidelines contained within the Student Record Act provides for the following
- The parent has a right to examine any student record until the student is 18 years of age. Thereafter, only the students have the right to so examine.
- The parent or student has a right to have the record corrected if it is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students.
- A record must be kept with each student record showing who examined it, on what date, and for what purpose.
- Certain persons may examine the record without a parent's consent: school officials, including teachers who have legitimate educational interests, officials of other school systems where a transfer is made, and certain representatives of the federal government with various limitations.

- Other persons may receive the records, if the parents specify the records to be released, the reasons for such release, and to whom. A copy must be sent to the parents if requested. The parent may also request and receive a copy of the record forwarded to another system with a transfer.
- A copy may also be furnished pursuant to a court order or subpoena, but only if the parent is given advance notice.

## **Release of Records**

White River Valley School District will not release any student records, or information, without a signed record release form or written request first being filed with the office.

This form must be completed and signed by a parent if the student is under 18. Persons 18 or older must personally sign for the release of the records.

## **Access to Student Information by Military Recruiters**

In accordance with Indiana State Law, (I.C. 20-10.1-29) the school will permit access to the high school campus and will provide student directory information to official representatives of the United States Armed Forces, the Indiana Air National Guard, the Indiana Army National Guard and the service academies. Student Directory Information is defined, by law, as follows: Student Name, Student Address, Student Telephone Number (if listed or published), e-mail.

## FERPA

(The Federal Law Regarding Privacy) permits parents, guardians, or custodians to submit a signed, written request at the end of a student's sophomore year that such student directory information NOT be released to military recruiters. Such written notice must be provided to the guidance office by no later than September 1 of each school year.

# National Honor Society

National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. Chapter membership not only recognizes students for their prior accomplishments, but also challenges further develop through active involvement in school activities and community service. Students in 10th grade will be invited to be apply for membership or as they rise to the 3.3 GPA requirement level in later grades. Students must be showing a 3.3 GPA or higher to be invited to apply and must maintain that through the remainder of their time in the organization, as well as being willing to commit to acquiring community service and activity points to keep membership active.

# Withdraws/Transfers

A student may not withdraw from school before graduation or his/her eighteenth (18th) birthday without written consent of his/her parent or guardian and the principal. An exit interview must be held with the student, the student's parent or guardian, and the principal before a student may withdraw. If the withdrawal is not due to financial hardship, the student's name must be reported to the Bureau of Motor Vehicles upon withdrawal from school; the student will be ineligible for a driver's permit or license or his/her driver's permit or license will be revoked until the student's eighteenth (18th) birthday.

Any student transferring to another school must bring a written note of explanation signed by the parents or legal guardian. All fines, fees, and obligations must be cleared before a transcript will be sent to the receiving school. The Principal and Guidance Counselor (s) will advise students of the proper withdrawal procedures.



# **Section 4:**

# **Student**

# **Supplemental**

# **Cafeteria**

The cafeteria is for the benefit of the students. Nutritious and well-cooked food is sold as near to cost as possible. All students must eat in the cafeteria whether they eat food prepared by the cafeteria or food brought from home. No one is allowed to leave the school during his/her lunch period.

A federally funded free and reduced price lunch program is available to eligible students. Information about the program is available in the general office. Meals may be paid for in the cafeteria or money may be placed on account in the cafeteria.

Each student will be assigned a lunch period. Students may go from the cafeteria to the library, with a hall pass from a teacher, or to the office. Students may also go to the gymnasium, as approved by the principal. Students are not to go into any part of the building, without approval by the principal, where classes are being conducted, or leave school grounds.

The White River Valley School Corporation has adopted a “NO Meal CHARGE” policy. Charging of meals by students or adults will not be permitted. Funds must be deposited into a student’s meal account prior to lunch for that day. It is the parent’s responsibility to see that their child’s meals are paid.

ANY student, regardless of paid, free or reduced status, that has reached a negative balance of \$10.00 or more will receive the following and be charged a reimbursable meal

*Breakfast:* Graham crackers, milk, and a 4 ounce fruit juice.

*Lunch:* Peanut butter sandwich, milk, and a 4 ounce fruit juice. If the child has food allergies, an alternate sandwich will be provided.

If sufficient funds have not been deposited, the building Principal will be notified so the next course of action can be determined. Please work with the food service director to ensure that this never happens. It is not the intent of White River Valley School Corporation to embarrass any person in any way. Students who carry negative balances on their lunch account will not be permitted to buy additional food items until the balance owed has been paid.

# Gymnasium

The gymnasium will be open during the lunch period for students to utilize. Students are to adhere to behavioral guidelines during lunch, just as they do during class periods.

## Vending Machines

Vending machines, located in the gymnasium, are available for student use after school only.

Students are not allowed to take food or drinks out of the cafeteria, except water in the original water bottle.

# Lockers (reference IC 20-33-8-32)

The use of the locker is a privilege granted to students. A student who uses a school locker is presumed by law to have no expectation of privacy in that locker or the locker's contents. The school administration has the authority to examine the contents of any

locker located on school property when there is reason to believe that the contents of the locker may include elements which (a) present an immediate threat to the health, safety, or welfare of the student body (b) are illegal to possess; (c) would contribute to the disruption of the normal educational program (d) have been reported lost or stolen.

A law enforcement agency may, at the request of the school administration, assist in searching a student's locker and locker contents.

# Textbook Rental/IPAD and Fees

For the convenience of students and parents, textbooks are provided on a rental basis at a very nominal cost. Textbook rental and instructional materials/supplies fees are to be paid at the beginning of each school year. The amount and schedule for obtaining books will be announced prior to the opening of each semester. Free and reduced textbooks are available to those who qualify. Students with questions about the application process should contact the office.

Textbooks and supplemental materials are the responsibility of the students to whom they are issued and must be returned in good condition, at the end of the semester. Lost or damaged books must be paid for at list price, less one dollar. Students who may have a problem concerning payment should contact the Principal's office.

# School Bus Information

While the White River Valley School District does furnish transportation, it does not relieve parents/guardians of students from responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

In view of the fact that a bus is an extension of the classroom, the School Board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

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

Each pupil shall be seated immediately upon entering the bus. No pupil shall stand or move from place to place during the trip. Loud, boisterous, or profane language or indecent conduct shall not be tolerated. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in an objectionable manner. No windows or doors will be opened or closed except by permission of the bus driver. No pupils shall enter or leave the bus until it has come to a full stop and the driver has opened the door. Smoking will not be permitted on the school bus. In an effort to keep the bus clean for

everyone, there should be no eating or drinking on the bus. The student should be waiting at the loading station designated by the driver, when the bus arrives.

Problems of discipline should be discussed early with the principal and parents and action planned before they become critical. Refusal to transport children or other punishment should be assigned in cooperation with the school authorities and enforced by the bus driver.

Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any student who refuses to conduct himself or herself in a respectful and professional manner.

**DON'T LOSE YOUR RIDING PRIVILEGE! FOLLOW THESE RULES:**

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the bus driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.

# Student Drivers

Students who elect to drive a motor vehicle (automobile, truck, van, motorbike, motorcycle, or scooter) to school at any time during the school year must comply with the following regulations.

1. The driver and vehicle must be legally licensed.
2. The vehicle must be operated in accordance with all state laws and regulations.
3. The vehicle must be parked in the students' parking lot.
4. The vehicle must be locked while parked in the students' parking lot.
5. The vehicle must display a WRV High School parking permit
6. The driver of the vehicle must register the vehicle in the Principal's office. Registration is accomplished by securing a registration blank from the office. Registration forms must be properly filled out and signed by the student driver and his or her parents.
7. Student drivers will be issued a numbered WRV High School Parking permit, which is to be displayed in the vehicle. Each motor vehicle, which is driven on campus, must have a numbered parking permit and park in the numbered spot, if assigned.
8. The vehicle will not be driven during school hours, with the following exception: (a) Student drivers may drive during school hours to keep a medical or dental appointment. This appointment must be verified by a note from home signed by his or her parents (b) A student driver may drive his vehicle if there is an emergency that has been verified by a phone call from a parent stating that the student is required to come home during school hours (c) Enrollment in off campus class.
9. A student driver may not occupy any motor vehicle during school hours.

10. Student drivers will be permitted to leave school grounds only after their last scheduled class or activity. Students in the parking lot without permission may receive detention.
11. The speed limit around and on school property is 15 miles per hour. Students may lose their privilege of driving to school if speeding or reckless driving occurs.
12. In the parking lots students are requested to park in straight rows facing north or south on the blue lines (east/west). Please help in avoiding double-parking and parking in a manner that blocks others.
13. The student parking lot is off limits to all students and visitors during the school day. Parking space is available in the school parking lot, west (students should park in spots away from the building) and east during school hours (6am to 3pm). The south parking lot(closed between 6am and 3pm each day) is to be used for after school parking during practices and events. Student drivers should park in designated areas. If the parking lot becomes overcrowded it will be necessary to limit parking to those students who must drive to school. Cars parked next to the building in the fire lane will be ticketed and hauled away at the owner's expense. The entrance and exit of the student parking lot must be kept free for access by fire equipment. Vehicles parked in unauthorized areas may be towed away at the owner's expense. Motorbikes and motorcycles shall be parked on the student parking lot and cannot be ridden during the school day. Students who operate a motor vehicle in an unsafe or an obnoxious manner will lose their privilege of driving the vehicle to school.
14. Students will not be allowed to drive to away student activities in which they are participating as a representative of White River Valley High School unless they have a signed permission slip on file and have been approved



by the Principal, or his/her designee. Approval will be granted on a case - by - case basis and only for extenuating circumstances.

## License/Permit

A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions

1. Is a habitual truant under IC 20-8.1-5.1-9.
2. Is under at least a second suspension from school for the last school year under IC 20-8.1-5.1-9 or IC 20-8.1-5.1-10.
3. Is under an expulsion from school due to misconduct under IC 20-8.1-5.1-8, IC 20-8.1-5.1-9, or 20-8.1-5.1-10.
4. Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-8.1-3-24 (a) before graduating.

If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion, or has withdrawn from school described in section 1, IC 9-24-2 (paragraph 3, 4 of the memorandum), the bureau shall, upon notification by the student's principal, invalidate the person's license or permit until the earliest of the following

- The person becomes eighteen (18) years of age.
- One hundred twenty (120) days after the person is suspended or the end of a semester during which the person returns to school.

# Work Permits

**Obtaining a work permit** A student can obtain a work permit by

- A. Presenting an intent to employ (which is obtained by the employer or Issuing Officer).
- B. Presenting also one of the following:
  - 1. Birth Certificate.
  - 2. Driver's License and /or Learner's Permit

*Note: White River Valley requires the following of all students with an active work permit*

- 1. *Pass 5 credited classes each scheduled report period at 9 and 18 weeks.*
- 2. *Student cannot exceed two (2) suspensions per semester.*

## Guidelines to termination of work permit

### Level 1- Probationary Work Permit

The issuing administrator will notify the parents and employers of a potential problem when a student is not passing five (5) credited classes each scheduled report period.

Probationary work permit means that the parents and employers are being asked to work with this student to see he/she is receiving enough study time to bring his/her grades or attendance back to an acceptable level.

### Level 2- Restriction of work permit hours

A student who has not passed 5 credited classes for two consecutive scheduled report periods will be restricted. A letter will be mailed to the parents and employers restricting hours of work during the school week (Sunday evening through Thursday evening) to 10 total hours. A student will be able to work Friday & Saturday as allowed by the guidelines set by the Indiana Department of Labor.

### Level 3- Termination of Work Permit

A student who has not passed 5 credited classes or exceeds the two suspensions per semester for a third consecutive scheduled report period will be terminated. A letter will be mailed to the parents and employers notifying them that the State Board of Labor is pulling the work permit. The student will not be eligible for another work permit until the next scheduled report period.

If a student fails to meet the guidelines for the 3rd consecutive time and it is the last report period prior to summer break, the student will be permitted to work through the summer and through the first 4 1/5 weeks of the next school year. Grades will be checked at that time, and a decision will be made.

# Bicycles

Students utilizing bicycles on school property are reminded of the following safety guidelines and school policy

- Avoid riding on sidewalks.
- Obey all traffic laws.
- Ride with traffic.
- Be alert; an automobile cannot always stop as quickly as you think.
- Do not dart into streets.
- Do not use your bicycle as a weapon by trying to run people down.
- Park bicycles in designated areas only on the south side of the gym using the bike rack. Students who park bikes in non-authorized areas will not be permitted to ride them to school.
- The school is not responsible for bicycles parked on school property. Lock them!

# Nurse's Office

The nurse's office is located in the high school office suite. The nurse is on call for emergencies.

Students will be admitted to the nurse's office only if they have a hall pass signed by a teacher, except in case of emergency or outside of assigned class time. When the nurse is not available, the student should report to the assistant principal's office.

In case of an emergency, a student should notify the nearest teacher. **STUDENTS ARE NOT TO USE THEIR CELL PHONES TO CALL OR TEXT PARENTS WHEN THEY FEEL ILL.** Students who violate this policy may receive a disciplinary consequence as identified by the Principal or his/her designee. All excused absences for illness should go through the nurse's office or administration.

A student who is too ill to report to class or to remain in class must report to the nurse's office immediately. It is not acceptable to remain in a restroom or other area while ill.

*All prescription and OTC medication must be brought to the nurse's office where it will be properly secured. Medication of any kind may not be sent to school in a student's lunch box, backpack, pocket, or other means on or about his/her person. Any medication brought in must be in the original container. Pharmacies will give you an extra bottle if you inform them you need it for school. Failure to follow this policy will result in disciplinary action including suspension.*

*Tylenol, Advil, Midol and Tums are provided by the nurse's office to be given only if the permission to give medication sheet is filled out and signed by the parent. This form is found in the registration packet.*

*Written parental permission and instructions for medication must be on file for any medication to be administered to a student. Physicians consent is required for prescription medication. The school nurse must be notified of any student requiring medication while at school. Self-administered medications will be allowed, with written parental and physician permission, instructions on file, and the medication is in its original container.*

*Any medication in the nurse's office at the end of the year will be discarded.*

## **Emergency Medical Treatment**

Each student must have on file in the office a form that indicates where parents or guardians can be reached in case of need for emergency medical treatment. Consent

may be given for emergency medical treatment in the event that any illness or accident occurs at a time when parents or guardians cannot be contacted.

## **Immunizations**

If students do not provide a complete immunization record, medical exemption, religious exemption or immunization schedule approved by a physician or the local health officer, the student cannot remain in school. The school may elect to give a student a 20-day waiver to meet this requirement.

## **Insurance**

THE BOARD OF SCHOOL TRUSTEES IS NOT GENERALLY RESPONSIBLE FOR INJURIES OF CHILDREN AT SCHOOL or at places under school auspices and cannot pay damages, hospital or medical bills, regardless of the seriousness of the case. A student protection plan has been approved.

At the beginning of the school year each student is given the opportunity to purchase student protection insurance. This is a voluntary plan, and parents may purchase it if they so desire.

# **Section 5: Extra - Curricular Opportunities and Athletics**

# Athletic Student Handbook

## Athletic Department Philosophy

The **philosophy of the** Athletic Department **is** consistent with the ~~educational~~ philosophy of the ~~total~~ educational program of **the** White River Valley School Corporation.

**Interested** students should have the opportunity to participate in competitive interscholastic athletics, provided that such activities do not interfere with ~~the~~ **a** student's educational development. The athletic program will provide a wide range of sports and give equal consideration to both boys and girls programs. The main purpose of ~~the total~~ athletics **is** to help prepare ~~the~~ students to meet the **inherent** challenges of our democratic society.

## Athletic Code-of-Conduct

Participation in the Athletic Program at White River Valley High School is an important part of the educational **experience** and ~~is~~ **can be** a very enjoyable and rewarding **endeavor**. Participation in athletics at White River Valley High School is a privilege, ~~and~~ not a right; a student-**athlete** is expected to **represent himself/herself and everyone associated with the WRV community in a positive manner both in and out of season**. Students-**athletes** who quit a sport during ~~the~~ **a** season (**Fall, Winter, Spring**) **cannot**



participate in a different sport during the same they are permitted to play a sport the following season.

This Athletic Code of Conduct is adopted for all White River Valley Jr./Sr. High School interscholastic sports, will be in effect for the entire calendar year, and will create uniformity of disciplinary action throughout the athletic program. This Code pertains to all student athletes, managers, and cheerleaders in grades 9 through 12.

1. The White River Valley athlete agrees to abstain at all times during the calendar year from the use of tobacco, alcohol, illegal drugs, unlawful use of prescription drugs, and any illegal or criminal activity that is incompatible with the goals and standards of the White River Valley School Corporation, and will be subject to the penalties outlined below. Under this code there are four circumstances when a student can be subject to the penalties established in this code

- Notification by a verified police report or court action.
- Determination of a positive result from saliva, urine, breathalyzer, or blood test.
- Direct observation of a violation by a member of the school staff.
- Any other method of proof deemed reliable by the school administration.

a. First offense:

1. Suspended from participation in 20% of the total of regularly scheduled events/contests (competitive) for the respective sport. If violation is out-of-season, the suspension would apply to 20% of the total of regularly scheduled events/contests of the next sport season in which the athlete participates.

This suspension would include post-season contests, if applicable.

2. The student will be referred to the School Counselor for assessment and help.

Self - Report Option

- For the first offense, a student - athlete who self - reports a violation, before the administrative investigation into the respective individual begins, may have their suspension reduced by 50%, or 10% of the total of regularly scheduled events/contests (competitive) for the respective sport.

b. Second Offense:

1. Suspended from all sports for a full calendar year from the offense.
2. The student will be referred to the School Counselor for assessment and help.

c. Third Offense:

Permanent suspension from participating at White River Valley Jr./ Sr. High School.

2. Use of illegal drugs or abuse of the WRV Prescription Drug Policy.

a. First Offense:

Suspension from all athletic participation until a drug re-test shows negative results.

This re-test should be no sooner than 10 days following the initial report.

b. Second Offense:

Suspension for one (1) calendar year.

c. Third Offense:

Permanent suspension from ever participating at White River Valley Jr./Sr. High School.

3. Felony or misdemeanor - Possible suspension up to one (1) year. Each individual case will be reviewed by the administration and athletic director and will be acted upon.

4. A student athlete shall display exemplary attitude, behavior and citizenship throughout the school year; the determination of whether the student athlete has failed to maintain that standard of behavior and attitude shall rest on the judgment of the coach after consultation with the principal and athletic director. (Discipline by coach.)

5. The conduct of all phases of participation in interscholastic activity including practice sessions, trips to and from athletic contests, and residence away from home or participation in athletic contests and participating in the contest itself, shall be in accordance to the rules and dictates of the coach and White River Valley Jr./Sr. High School. Insubordination, abusive or critical language toward anyone, fighting, lack of full cooperation, and lack of maximum effort are all examples of misconduct, which are strictly prohibited. (Discipline by coach and/or athletic director.)

6. Due Process

No penalty will be assessed without affording the student an opportunity for an informal hearing.

At the hearing, the student is entitled to

1. A written or oral statement of the charges against him/her.
2. A summary of the evidence against him/her.
3. An opportunity to explain his/her conduct.

# Guidelines for Imposing Discipline

1. The coach, the Principal and athletic director should meet with the student and parents, if the parents desire, and explain, at one session, the nature of the infraction; the coach, athletic director, and Principal should receive and consider any explanation, defense, or mitigation offered by the student or parents. The coach, athletic director, and Principal should weigh all the information and assess the appropriate penalty.
2. The high school Principal/assistant principal has final authority on all matters relating to discipline for inappropriate behavior.
3. Students suspended for school related actions are not permitted to participate in any athletics during their suspension.

# Letter Requirements

Students should complete all of the items listed below the sport in order to qualify for a varsity letter in that sport each year.

## 1. Cross Country

1. Average finishing in top 10 runners for the season.
2. Be on the squad at the end of the season.
3. Be placed on the IHSAA tournament roster.

## 2. Soccer

1. Play in 1/3 of total season games.
2. Be on the squad at the end of the season.

3. Be placed on the IHSAA tournament roster.

### 3. Volleyball

1. Play in 1/3 of total season games.
2. Be on the squad at the end of the season.
3. Be placed on the IHSAA tournament roster.

### 4. Basketball

1. Play in 1/3 of quarters for regular season games.
2. Be on the squad at the end of the season.
3. Be placed on the IHSAA tournament roster.

### 5. Baseball

1. Play in 1/4 of all innings or be a relief pitcher.
2. Be on the squad at the end of the season.
3. Be placed on the IHSAA tournament roster.

### 6. Softball

1. Play in 1/4 of all innings or be a relief pitcher.
2. Be on the squad at the end of the season.
3. Be placed on the IHSAA tournament roster.

### 7. Track

1. Average 3 events per meet or average 2 points per meet.
2. Be on the squad at the end of the season.
3. Participate in the conference meet.

4. Be placed on the IHSAA tournament roster.
8. Golf
    1. Play in 1/4 of all of the matches.
    2. Be on the squad at the end of the season.
    3. placed on the IHSAA tournament roster.
  9. Tennis
    1. Must be certified on the sectional entry.
    2. Be on the squad at the end of the season.
    3. Placed on the IHSAA tournament roster.
10. Cheerleading
    1. Be a member of the Varsity Cheer Team.

Head coaches may recommend a varsity letter for an athlete who makes a special contribution to the team but does not meet the minimum standards. The coach and athletic director must approve all special recommendations.

## **Academic Requirements**

Each coach and extra-curricular sponsor will work with the athletic director and Principal to make sure each student is passing every class in order to be eligible to participate in ECA activities at White River Valley Schools. Grade checks will be taken starting in week three (3) of the nine (9) week grading period. Any student who is failing a class on Tuesday at 3:30pm will be ineligible to participate in any event between Wednesday of

that week through Tuesday of the next week. In order to be able to regain eligibility, the student must be passing every subject on Tuesday. Players may practice at the discretion of the coach, but will be unable to dress for any contests during that time. Students involved in non - athletic ECA activities may not participate in any ECA event during the identified period. It is highly recommended that each coach, ECA sponsor, and parent pay particularly close attention to the academic progress of students involved in ECA activities.

## **School Attendance**

Student-athletes, and students who participate in extracurricular groups/clubs at WRV are ineligible for participation in athletics that day if they are absent from school the entire day due to illness. Students who miss school for more than one half (1/2) of the school day because of illness or unexcused absence may not participate in after school activities the same day unless permission is granted by the Principal. In this instance, a certified note...i.e....doctors...may be required. For weekend or non-school day participation, the athlete is eligible for participation after an absence the day prior only if that has been an excused absence.

If an athlete has missed five consecutive days due to injury, or illness, he/she must present written verification from a physician stating that they are again physically fit to participate. No exceptions - An IHSAA rule.

## Awards in Each Sport

Individual awards will be given in the following sports: cross country, volleyball, basketball, baseball, softball, track, golf, tennis and cheerleading.

The specific awards to be given will be determined prior to the end of each sport's season during the current school year.

### Letter Awards

- When a student earns his/her 1st varsity letter they will be given a sleeve chevron indicating the sport.
- Any athlete earning further letters will receive
  1. A Certificate indicating the sport and year.
  2. A sleeve chevron indicating the sport.
  3. An additional bar when another letter is earned in the same sport.

## Athletic General Rules and Policies

### Eligibility:

An athlete must meet all the eligibility requirements of the Indiana High School Athletic Association as well as White River Valley Jr./Sr. High School. The rules will be posted in the locker room area. Also, the rules are on the detachable part at the bottom of the physical certificate form.

- a. Age:



Athletes whose 20th birthday occurs before the date of state finals in their sport shall be ineligible for interscholastic competition.

b. Scholarship

1. High school students:

To be eligible scholastically, athletes must have received passing grades at the end of the last grading period (semester grades take precedence) in at least five (5) solid subjects.

2. Equipment:

The athlete is responsible for all equipment issued to him/her. Therefore, the athlete must pay for any athletic equipment that is lost or damaged. School owned athletic equipment should be worn only for contests unless special instructions are given by the coach and is to be turned in after completion of final contest. Failure to do so will create ineligibility from next season's sport until items are turned in.

3. Insurance:

Each athlete is responsible for providing his/her insurance coverage. This must be attested to in writing by the parent or legal guardian. No student will be allowed to participate without medical insurance. The athlete and his/her legal guardian will be given a "Student Athlete Insurance Voucher" for this purpose. The form must be signed by the athlete and his/her parent or legal guardian and filed with the athletic director before the student will be allowed to participate in practices or games.

#### 4. Transportation:

All athletes are required to travel to and from away events on school provided transportation. Any exception to this will need to be made with the head coach prior to the date of the event. If parents wish to take their child home or have another adult transport the child, a note signed by the parent is required and should be given to the coach. Students will not be permitted to ride home with anyone other than an authorized adult.

## Parent Meetings

Each coach should hold a parent meeting prior to the first contest of the season. Each participant should be represented at this meeting. Failure to do so will result in ineligibility for that student-athlete until his/her parent either

- a. Attends the scheduled meeting.
- b. has a private documented meeting with the coach. At that meeting, all team rules should be reviewed, including emphasis on the chain-of-command for complaints and concerns; problems need to be solved at the lowest level possible of the chain. The athletic code of conduct should be reviewed with the parents as well. Ignorance of our rules will not be allowed as an excuse for anyone participating in athletics and/or extracurricular organizations. The athletic director will attend each varsity meeting to explain the 24-hour rule to eliminate confrontations following contests.

## 24-Hour Civility Rule

Athletics can be an emotional experience for athletes, coaches, parents, and relatives. In order to remove emotion from this setting, there is to be no contact between parents/guardians/relatives and the coach or administrator immediately following a contest. Calmer heads need to prevail on behalf of our student-athletes. Failure to follow this rule may limit the offending party's ability to attend athletic contests involving White River Valley athletic teams. Everyone is expected to serve as a role model.

## School Dances

Dances are good social occasions and an excellent means of raising money for school clubs and organizations. Some basic rules are in force for all dances. Students who enter and then leave a dance may not re-enter a dance, even if they offer to pay again. Most dances will begin at 8:00 p.m. and end at 11:00 p.m. The exceptions are dances after home basketball games and special dances. After-game dances end at 11:00 p.m., but may begin at 9:00 p.m.

All dances are chaperoned. Students are expected to be well mannered and follow all school rules. Students who appear at school dances in possession or show signs of having consumed alcohol or drugs are liable to all school disciplinary rules. Chaperones are directed to detain students only to a school official and then the city police. We will not tolerate abuse of alcohol or drugs. We strive to treat all students fairly and in a consistent manner. All students are expected to abide by the rules.

All persons attending White River Valley High School dances must be enrolled at White River Valley High School. Anyone not enrolled, and under the age of 21, wishing to attend a White River Valley High School Prom must **be invited by a WRV junior or senior and** have approval of school administration at least 7 days prior to the Prom.

# Section 6:

# References

# Non-Discrimination

# Policy

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self worth.

As such, the School Board does not discriminate on the basis of race, color, national origin, sex(including sexual orientation or transgender identity), disability, age(except as authorized by law), religion, military status, ancestry, or genetic information (collectively, “Protected Classes”) in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this corporation. Educational programs shall be designed to meet the varying needs of all students.

# 504

Programs for Students with Disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance.

Section 504 defines a person with a disability as anyone who . . . Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking,

breathing, learning, working, sleeping, standing, lifting, reading, concentrating, thinking, communicating, helping, eating, bending, or operation of a bodily function.

The school district has the responsibility to provide accommodations and services to eligible individuals with disabilities. The district acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

# School Safety Drills

An announced fire drill will be held monthly. Follow the “Rules for Safety” and “Fire Drills Schedule” that are posted in each room. It is the responsibility of each student to be familiar with the fire drill route in each of his respective classrooms. WALK QUIETLY. In case an exit is blocked, follow the directions of the teacher. In all cases, move quickly and quietly out of the building. Students are to remain outside of the building until a signal is given to return inside.

Severe weather drills will be held at regular intervals and are an important safety precaution. Follow the “Procedures for Emergencies Other Than Fire or Explosion” that are posted in each room.

Students will be trained on expectations related to other safety drills, such as lockdown procedures.

# Video Taping and Picture Taking

During School Day, unless approved by the principal for educational purposes.

Students are not allowed to videotape school or school related activities and/or take pictures in school without proper permission from a school authority (teacher or administrator). Posting unapproved video/pictures on YouTube, Facebook, or other Internet social networking site may lead to a student's suspension/expulsion from school.

# Title IX and Section 504

It is the policy and belief of WRV schools that education services, employment, programs, instruction, and facilities will not be denied to anyone as a result of one's race, color, religion, sex, limited English proficiency, national origin, or physical disabilities. Inquiries regarding compliance with Title IX and Section 504 may be directed to the building principal.

# **Weather Related Situations**

When weather is such that the regular school schedule is disrupted a decision will be made through communication with the superintendent's office regarding scheduled events on the calendar for after school hours. This will include a review of the status for athletic contests, practices, extracurricular events, and any other planned facility use and student participation. These decisions will be communicated through multiple means, including Twitter and School Reach. The safety of our students will be of utmost concern when making these decisions.

# **White River Valley School Corporation**



# Policy on Sexual Harassment

It is the policy of White River Valley School Corporation to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for a student to harass another student through conduct or communication of a sexual nature. It shall also be a violation of this policy for any employee or volunteer to harass another employee or student through conduct or communication of a sexual nature.

Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure in the policy or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation.

The complete Sexual Harassment Policy and Guidelines adopted by the White River Valley Board of Trustees including reporting forms is available in the administrative office for any student or employee use.

STUDENT NAME \_\_\_\_\_

GRADE \_\_\_\_\_

HOMEROOM TEACHER

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