

## **HOME OF THE BEARCATS**

### **FREQUENTLY USED WEB SITES:**

#### **Math On-line** \_\_\_\_\_

- Math Websites:* 1.  
2.  
3.

For Math and Science Help:1-877-ASK-ROSE

[www.AskRose.org](http://www.AskRose.org)

#### **Science On-line** \_\_\_\_\_

- Science Websites:* 1.  
2.  
3.

#### **Social Studies On-line** \_\_\_\_\_

- S.S. Websites:* 1.  
2.  
3.

#### **Language Arts On-line** \_\_\_\_\_

- L.A. Websites:* 1.  
2.  
3.

#### **Health On-line** \_\_\_\_\_

- Health Websites:* 1.  
2.  
3.

For additional school information go to  
[www.union.k12.in.us](http://www.union.k12.in.us).

### **U.T.M.S. WELCOMING ADDRESS**

Welcome to Union Township Middle School. We welcome you back from your summer vacation and we look forward to working with you throughout the school year. Our school is just as good as our students help make it. You must make school spirit come alive, and you must work to make school the exciting adventure toward learning that it should be.

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

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

### **RESPONSIBILITY STATEMENT**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when

questions arise. Should you have any questions that are not addressed in this handbook, contact your building administrator. This handbook supersedes all prior handbooks and other written material on the same subjects. The handbook can also be accessed via the school webpage at [www.union.k12.in.us](http://www.union.k12.in.us).

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of the Union Township School Corporation to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the building principal. The complaint will be investigated and a response, in writing, will be given to the concerned person after the conclusion of the investigation. The building principal may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

## **MISSION STATEMENT**

Every Student... Every Day

## **VISION STATEMENT**

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

### **We believe:**

- every student will have the opportunity to reach their highest level of personal success;
- every student learns best when instructional practice is varied and accommodates individual learning styles;
- every student achieves through applying new skills, being fully engaged in classroom situations, and developing higher levels of thinking;
- parents/guardians are vital to the success of every student and our schools;
- in attracting, hiring, developing, and retaining highly effective employees;
- all personnel are valued contributors to student achievement; our schools are the focal point of the Union Township community;
- our schools must effectively communicate with our community;
- responsible budgeting and financing maximizes the educational investment in each student;
- facilities that are well-maintained enable the school corporation to offer exemplary programs;

### **We value:**

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

## **POLICY STATEMENT**

Full details of the rules, regulations, and adopted policies of the Union Township Board of Education are available upon request at the administration center located in UTMS (599 W. 300N.Suite A, P.O. Box 246, Valparaiso, IN 46385) and are available on the school website at [www.union.k12.in.us](http://www.union.k12.in.us)

## **UTMS-A SAFE SCHOOL ENVIRONMENT**

Union Township Middle School is proud to present itself as a safe school environment for students, staff, and visitors. At any time if there is a concern of a threat of safety at the school, please feel free to notify school personnel or the local law enforcement agency

regarding the concern. The notification will be considered seriously and kept in strict confidence. Another option that can be utilized is by contacting the Porter County Safe School Hotline at 1-877-559-9991. The Union Township School Corporation is committed to providing the safest possible environment for *our* students. We continue to seek out more effective practices to secure our schools. Additionally, UTSC has enhanced *our* lockdown procedure. *We*, as well as experts from across the State of Indiana and our nation, believe this will *enhance the safety of our children*.

## **PHILOSOPHY OF STUDENT CONDUCT**

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

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

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

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

## **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the attendance district in which they ***have legal settlement, unless other arrangements have been approved.***

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

1. A birth certificate or similar document
2. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
3. Proof of residency (2 Forms)
4. Proof of immunizations
5. Driver's License

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

## **SCHEDULING**

Schedules are provided to each student during registration or after registration. The schedule is based upon the state requirements and available class space. Any changes in a student's schedule should be handled through the counselor or principal. It is important to note that some student's requests for a change in class order may be denied. Students are expected to follow their schedules.

## **JURISDICTION**

The jurisdiction of the school with respect to the rules of conduct described in this handbook shall apply to misconduct:

1. on the school grounds, during and immediately before or immediately after school hours;
2. on the school grounds at any time when the school is being used by a school group;
3. off the school grounds at a school activity, function, or event;
4. on the way to and from school on a school day and during the lunch period and on the way to and from any school activity; or
5. at any location for purposes of rules prohibiting bullying

## **UNLAWFUL ACTIVITY**

A student may be suspended or expelled for engaging in unlawful activity during evenings, weekends, holidays, or other school breaks and the summer period when a student may not be attending classes or functions (IC 20-33-8-15) if:

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

## **DISCIPLINARY CONSEQUENCES**

### **DETENTION**

Detention is assigned to students for a variety of minor rule violations. Students will be told where and when to report for their detention. It is the student's responsibility to arrange transportation to and from detention. When students fail to report for detention as assigned, without prior approval, those students are required to serve double the time originally scheduled. If the student fails to serve the doubled detention, the student will be referred to the office for disciplinary action. It is the student's responsibility to serve the assigned detention or make satisfactory arrangements with the teacher.

1. The teacher is to state the time, date and place the student is to serve the detention under the teacher's immediate supervision.
2. The teacher is to give each student 24 hours notice prior to serving a detention.
3. Students with excessive detentions may be referred to the office.

### **DISMISSAL FROM CLASS BY THE TEACHER**

Teachers may remove a student from class for classroom misconduct. The student will be referred to the office for the remainder of the class period. Depending on the offense, the office may impose further disciplinary action.

### **AFTER SCHOOL OFFICE DETENTION**

Students referred to the office for disciplinary reasons, may be assigned an after school detention with office personnel. The time and length of the detention will be determined by the assistant dean, or principal, depending on the rule violation.

### **SOCIAL EXCLUSION**

Students may be placed on social exclusion for any rule violation, excessive referrals to the office, or misbehavior at any extracurricular event. Once placed on social exclusion, students may not participate in any extracurricular activities for a specified length of time to be determined by an administrator. Social exclusion guidelines include:

1. The student may not attend/participate in any extracurricular activity.
2. The student may only be on school grounds during school hours.
3. The student must leave school property by 2:50 P.M., unless arranged with the principal.
4. The student may not return until the next day of classes.

### **COMMUNITY SERVICE**

Depending on the rule violation, students may be asked to conduct community service as an alternative to school consequences. The service may be to the school or a charitable organization of the student's choice. There must be documentation provided by the organization indicating that the community service was completed. The agreement will be with parental approval.

### **IN-SCHOOL SUSPENSION**

In School Suspension (ISS) will be used whenever deemed appropriate by the principal. Students will be supervised in the ISS room by the office staff. Students are required to do their class work throughout the ISS day.

### **OUT-OF-SCHOOL SUSPENSION**

Out-Of-School Suspension (OSS) will be used whenever deemed appropriate by the principal. Students will be required to keep up with school work and they will get credit for work completed. Work should be completed while on suspension

### **RULE VIOLATIONS THAT COULD RESULT IN ISS OR OSS**

The principal may suspend a student from school attendance for a period of up to ten (10) school days. Students will be afforded the opportunity to make up all schoolwork while suspended. Ten (10) day cumulative OSS throughout the school year may result in recommendation for expulsion. A student may be suspended from attending school for any of the following acts:

1. Loitering on school grounds when school is not in session or at extracurricular activities.
2. Misbehaving at any school function.

3. Misbehaving while traveling to and from school.
4. Habitual tardiness to school or individual classes.
5. Habitual offender of rule violations.
6. The use or possession of tobacco products.
7. Insubordination – refusal to follow the directions of a supervisor (any school employee).
8. Using abusive, vulgar, and/or indecent language or gestures (including on paper).
9. Creating and/or possessing any abusive, vulgar, or indecent materials.
10. Theft of school property or personal property.
11. Gambling.
12. Actions, which have, or could have caused physical injury to another person, or to one's self.
13. Bullying, pranks, harassment, verbal and/or physical intimidation.
14. Indecent exposure.
15. Leaving the school, class, or class assignment without permission from authorized school authority (truancy).
16. Setting off fire alarms (prank) or tampering with emergency equipment.
17. Fighting, hitting, or attacking another person.
18. Disrespect towards any school personnel.
19. Conduct constituting an interference with school purposes.
20. Inappropriate physical affections between students.
21. Behaving in any manner which disrupts the educational process.
22. Endangering the safety of others.
23. Soliciting of funds for any purpose without approval from the principal.
24. Habitual cheating or plagiarism.
25. Mutilating, littering, defacing, or destroying of school property or another student's property.
26. Setting any fire in or on school property at any time.
27. Refusing to give identity or false identification to any UTSC employee and/or failing to justify his/her presence.
28. Forging or altering any note or pass **or inappropriate use of hall passes.**
29. Interference with school communications (phones, TV monitors, Promethean/Smart Boards, computers, fax machines, or copy machines).
30. Knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon.
31. Wandering in halls or other location in the building without authorized permission from a staff member.
32. Failure to attend Friday School or excessive Friday School assignments.
33. Possession and/or taking any substance, which is not in compliance with the medication policy.
34. Displaying of gang paraphernalia (symbols, types of clothing, signs, colors, etc.)
35. Use and/or possession of inappropriate electronic device (phone, personal laptop, nook, Bluetooth device, etc.) without authorized permission from a staff member.
36. Use of, or possession of incendiary devices (matches, lighters, etc.)
37. Refusal to participate in educational process.
38. Possession of stolen property.
39. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.
40. Throwing or propelling any object which might harm another student or distract a class or school activity. Permitted athletic activities shall not constitute a violation of this provision.

## **EXPULSION**

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

1. Interfering with the normal operation of the school.
2. Knowingly possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons.
3. Causing, or attempting to cause, damage to school or personal property.
4. Stealing or attempting to steal, school or personal property.
5. Actions, which have, or could have caused physical injury to others.
6. Illegally obtaining money, or any item of value, from any student.
7. Selling, possessing, using, transmitting, or being under the influence of any illegal or mind-altering substance, or imitation of above behavior.
8. Failing in a number of instances to comply with the direction of staff members. This includes being disruptive in a way, which interferes with a teacher's ability to conduct his/her assigned duties.
9. Excessive absences.
10. Engaging in any activity forbidden by Indiana law.

## **DUE PROCESS RIGHTS**

Before a decision is made as to whether or not to suspend or expel a student from school, the School will follow specific procedures.

### **SUSPENSION FROM SCHOOL**

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified, in writing, of the reason for and the length of the suspension.

### **THE APPEAL PROCESS**

The suspension may be appealed after receipt of the suspension notice, to the principal. The request for an appeal must be in writing and made within two (2) days after notification. During the appeal process, the student shall not be allowed to remain in school. When a student is suspended, s/he may make up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.

### **EXPULSION FROM SCHOOL**

If, in the Principal's opinion, the alleged infraction warrants a longer period of removal from school, s/he shall refer the case to the Superintendent for consideration for expulsion. The Superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

### **NOTICE OF EXPULSION MEETING**

The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the Superintendent, will issue a written decision following the expulsion meeting.

### **APPEAL OF AN EXPULSION**

Upon receipt of a written appeal, the Board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The Board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary. The student or his/her parents may appeal the Board's decision to the appropriate court.

### **BUS BEHAVIORAL POLICIES**

Students are expected to conduct themselves in a safe and orderly manner while riding the school bus. Bus drivers are authorized to handle discipline problems and will report misbehavior to the assistant dean via a school bus incident report. All school rules and regulations will be enforced.

1. The first time a "bus report" is issued, a verbal warning will be given.

2. The second bus report may be an office detention or Friday School, depending on the violation.
3. Should a third bus report be given, that student will be suspended from the bus for an extended period of time. Depending on the violation, the student could also be suspended from school.

\* Students who choose to ride a bus, other than the bus that they normally ride will be required to have a note signed by a parent giving permission. That note must be signed by an administrator and presented to the bus driver. Permission will not be granted via phone calls.

## **CHEATING/PLAGIARISM**

1. Any student who submits work (test, homework, project, etc.) that is not his/her own receives no credit for that work.
2. The student will receive a letter grade of "F" or a numerical grade of zero (0) for the work, depending on the teacher's method of evaluation.
3. Parents will be notified of the dishonesty by written or verbal communication.
4. Repeat offenders will be referred to the principal for disciplinary actions along with an "F" or "0".
5. Aiding or assisting in the submission of dishonest work will be treated in a similar manner. Examples include: making your work accessible to others before, during or after class; passing of test information etc.
6. No plagiarism from internet sites or other resource materials.

## **CLASSROOM MANAGEMENT PLANS**

Classroom teachers will issue classroom management plans, which have been approved and are supported by the administration. Students will abide by these plans in addition to general school rules.

## **DRESS CODE**

The administration expects students to come to school dressed appropriately for education. **Any student whose appearance interferes with or disrupts the educational atmosphere within the school will be referred to the office and denied access to the school until such time as appropriate changes have been made.**

1. Backpacks, gym bags, or any large bags are permissible only to carry materials to and from school. (Backpacks are NOT to be carried from class to class.)
2. No hats or headgear shall be worn inside the building during normal school hours.
3. No outerwear, coats, jackets, capes, flags or blankets may be worn during normal school hours unless granted permission by a staff member.
4. Students should wear no item of clothing which displays profanity, vulgarity, or **is disruptive to the educational environment.**
5. **Hairstyles** that create problems of health and sanitation, obstruct vision, or are designed to call undue attention to the individual are not acceptable.
6. Students should not wear items of clothing which promote or advertise illegal or inappropriate products or activities.
7. Students should not wear:
  - A. Sagging pants that display a student's underwear or bare skin
  - B. Skirts or shorts should be no shorter than mid-thigh or fingertip length.
  - C. Spaghetti strap or low tank tops, midriff shirts, muscle shirts, tops that expose shoulders, back, or cleavage
  - D. Pants with large holes or tears above mid-thigh that expose excessive skin.
  - E. Pajamas or slippers unless allowed as a Spirit Day activity
8. All students shall wear footwear at all times.
9. Clothing items or attire creating a possible safety hazard will not be acceptable.

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

## **DRUGS AND ALCOHOL**

It is a violation of the disciplinary code of U.T.M.S to:

1. Possess, provide to another person, use, or be under the influence of any substance which is or contains: amphetamines, alcohol, barbiturates, narcotic drugs, stimulants, an intoxicant of any kind, a depressant, marijuana, or a hallucinogen; whether prescription or sold over the counter (without a prescription) or any other substance represented by the provider to be any of the listed substances:
  - a. on the school grounds at any time or
  - b. at any school sponsored activity at any location including the school bus.

Any substance for which a student has a prescription or written permission from a parent allowing use must be brought to the school nurse or designee in the health clinic and administered or taken there.

2. To possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery, or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants or hallucinogens:
  - a. on school grounds at any time or
  - b. at any school sponsored activity at any location including the school bus.

Examples of things, which are not to be possessed or provided to another person, are: matches, lighters, pipes, rolling papers, clips, or other devices.

3. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing **phenylpropanolamine** (PPA), or stimulants of any kind, be they available with or without a prescription.

#### 4. **DISCIPLINARY ACTION:**

**DRUGS:** First Offense - Five - ten day suspension with a recommendation for expulsion.

**ALCOHOL:** First offense - Five -ten day suspension.

Second offense – Five -ten day suspension with a recommendation for expulsion.

### **FIGHTING**

Fighting is not an acceptable way to deal with conflict. Intentionally doing bodily harm to any student or school employee on the school grounds immediately before, during, or after school hours, on the school grounds at any other time the school is being used by a school group, off the school grounds at any educational function or event in which the school is a participant or which a student is traveling to or from school in a school-provided conveyance will not be tolerated.

The following factors will be considered when punishing offenders:

Who was the aggressor?

The severity of the fight.

The amount of property damage, if any.

The severity of injuries, if any.

The number of offenses.

1. First Offense: 1-5 days OSS
2. Second Offense: 3-5 days OSS
3. Third Offense: 5-10 days OSS with possible recommendation for expulsion

### **HARASSMENT/BULLYING**

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

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and



- B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

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

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

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors. Bullying committed...Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through...any computer system, any computer network, **or any cellular telephone or other wireless or cellular communications device.**

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

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

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

Any student(s) found to be involved in any such form of harassment to a staff member or student may be subject to the following consequences:

- 1st Offense: Student is warned. A letter is sent home stating the behavior.
- 2nd Offense: Student will be suspended a minimum of one day and a two week social exclusion (including lunch) for the behavior.
- 3rd Offense: Student will be suspended a minimum of three days and a month social exclusion (including lunch) for the behavior.
- 4th Offense: Recommendation for expulsion for the remainder of the school year.

## **PUBLIC AFFECTION**

School is not the place to conduct your private romance in a manner that makes your actions a public spectacle. Therefore, there should be no inappropriate physical contact between students during the school day or extracurricular function.

## **SMOKING AND /OR POSSESSION OF TOBACCO PRODUCTS**

Smoking and or possession of tobacco (cigarettes, cigars, snuff, chewing tobacco, e-cigarettes, vapes and vape juice, juul devices, etc.) by students is forbidden in the school building, on school grounds, and on school buses at all times. Possession means in the immediate area of your person.

Disciplinary Action Smoking and Tobacco:

1. First Offense: two day suspension.
2. Second Offense: five day suspension.
3. Third Offense: five day suspension and possible expulsion.

UNION TOWNSHIP SCHOOLS ARE SMOKE FREE ZONES.

## **THEFT**

Theft is the unlawful taking of property belonging to the school or another person on school grounds, during an education event or function off school grounds, or when traveling to or from a school or an education event or function. Parents of students involved in such activities will be notified and students will be subject to the following disciplinary action.

1. First Offense: One to Five day suspension.
2. Second Offense: Five-day suspension or recommendation for expulsion.
3. Third Offense: Expulsion from school.

## **TRUANCY**

Anytime a student is absent or unaccounted for without school and parent permission they will be considered truant. Parents of students involved in such activities will be notified and students will be subject to the following disciplinary action.

1. First Offense: In-School Suspension.
2. Second Offense: Two day Out of School Suspension.
3. Third Offense: Recommendation for Expulsion.

## **VANDALISM/MISCHIEF**

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

## **ATTENDANCE**

### **PHILOSOPHY OF ATTENDANCE**

Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after-school instruction. Consequently, many pupils who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. Many pupils in these circumstances are able to achieve only mediocre success in their academic programs. **The school cannot teach pupils who are not present.** The entire process of participation in well-planned instructional activity under the tutelage of a competent teacher is vital to this purpose. This is the well-established principle of education, which underlies and gives purpose to the requirement of compulsory school in this and every other state in the nation. Administrative consideration may be given when extenuating circumstances deem it advisable. Under the compulsory attendance law, it is the duty of the parent or guardian to ensure their child attends school (IC 20-33-2-28).

### **ATTENDANCE INCENTIVES**

Individual awards will be presented to students who achieve the following categories:

Perfect Attendance: 100% attendance

Exemplary Attendance: 98% attendance

### **STUDENT RESPONSIBILITIES WITH REGARD TO ATTENDANCE**

1. **Students who arrive at school after the start of the school day must sign in at the office.**
2. **Students who must leave school during the school day must report to the office, receive administrative approval to leave, and sign out.**
3. **It is the student's responsibility to make all arrangements with his/her TEACHERS TO COMPLETE MAKE-UP WORK. Upon returning to school, the student is to make arrangements for make-up work with the teacher. Students will have one (1) day for each day's absence beyond their initial return to school to do required work. Assignments/projects given prior to**

the student's absence are due on the day of return. Extenuating circumstances should be discussed with teachers.

4. Students absent on consecutive days may request homework on the second day of absences.

## PARENT RESPONSIBILITIES WITH REGARD TO ATTENDANCE

It is the parent's responsibility to call the school to report the child's absence by 9:00 A.M. on the day of the absence and to send appropriate verification of the child's school attendance on the day the child returns (IC 20-33-2-18). If verification is not received within 2 days after absence, the absence will be unexcused. If a call is not received by 9:00 A.M. school personnel will make a reasonable attempt to call the parent to assure the child's safety.

**PARENT EXCUSED: (Parent Verification)** Students are permitted eight (8) days of parent excused absences per year before they will be considered unexcused, unless exempt excused with professional verification. A parent note or parent phone call is required for the absence. Parent excused absences include personal illness, religious observance, death and funerals of extended family, planned absence (only granted two days per year), emergency family illness, state fair attendance (fair verification required), and take your daughter/son to work day (if given at least one week notification).

If a student exceeds the eight days parent excused absences per year, parents will be notified and students will need to make up the time missed: After the 9th day of absence, and any further day after the 9th, the student will be required to serve 5 hours of make-up time for each day missed. Students can serve one to two hours each day after school until they reach 5 hours.

If a student exceeds the eight days parent excused absences per year, a referral may be sent to Project attend.

**PROFESSIONAL EXCUSED (DOCTOR/DENTIST Verification):** Absences exempt from the eight day limit include personal illness (verified by a doctor for each absence, IC 20-33-2-18), medical and dental appointments (required doctor verification), death in the immediate family (verification required), dismissal from school by the nurse or principal, quarantine, hospitalization, homebound instruction, and all state absences which count as days of attendance (IC 20-33-2-14 through IC 20-33-2-17.5), service as a page, service on an election board, court summons, and duty with the Indiana National Guard.

**UNEXCUSED:** Any absence without proper documentation or exceeding the allowable eight (8) days of **parent excused** absences. Truancy, leaving the school without permission, vacations, absence due to missing the bus or loss of bus privilege, and any absence determined that the student missed school for no legitimate reason.

## EARLY DISMISSALS

No student will be allowed to leave school prior to dismissal time without either a.) A written request signed by the parent, or a person whose signature is on file in the School office or b.) The parent coming to the school office to request the release. No student will be released to a person other than appointed adult without a permission note signed by the custodial parent(s) or other legal authorization.

## VACATIONS

**Vacations during regular school days are discouraged.** Five school days will be considered Parent Excused for vacations. If students miss more than five school days due to vacation, they will be considered unexcused. Parents who choose to take students out of school for this purpose must notify the school and students will follow the make-up work policy as outlined for extended absences. Arranged absence forms must be turned into the office 4 days prior to the planned vacation to give teachers time to prepare work that will be missed.

## PROJECT ATTEND

This program is in place in all Porter County schools. Project Attend is a combined effort between the schools, the Juvenile Court, the Prosecuting Attorney's Office, and the Office of Family and **Children's** Services. It will focus on attendance issues with elementary and middle school students. These agencies may be called to meet with parents in order to eliminate truanancies and excessive absenteeism when the school's efforts alone are not successful. Parents will receive notification regarding their child's absences after 5 days and after 8 days (**excused or unexcused**). **After 10 total days absent (excused or unexcused) a referral will be sent to Project Attend.**

\*Long-term illnesses or hospitalizations will not be included and a health plan will be provided.

## TARDINESS

Tardiness occurs when students are late to class. Discipline for inappropriate tardiness will be handled by the individual teacher and, if excessive, by the principal. Students arriving to 1st period after 7:50 must have an admit pass from the office. Students tardy to 1st period class after 7:45 up to 7:50 will be marked tardy by the teacher.

- ❖ 1st Tardy: Teacher Warning
- ❖ 2nd Tardy: Teacher Warning
- ❖ 3rd Tardy: Teacher Detention

- ❖ 4th Tardy: Teacher Detention
- ❖ 5th Tardy: Office Detention
- ❖ 6th Tardy: Friday School
- ❖ 7th Tardy: Friday School
- ❖ More than 7: In School Suspension

## **EXCLUSION**

Grounds for exclusion of any student from school are:

1. If he/she has a dangerous, communicable disease, which poses a substantial threat to the health and safety of the school community.
2. When the immediate removal is necessary to restore order or to protect persons or school corporation property. This includes conduct off school property where on account thereof the student's presence in school would constitute an interference with school purposes.
3. If tuition payment or residential paperwork is not submitted by the designated due dates.

## **GRADES**

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

The School uses the following grading system:

Grade	Percentage	G.P.A.
A+	100%	4.33
A	93%-99%	4.00
A-	90%-92%	3.67
B+	87%-89%	3.33
B	83%-86%	3.00
B-	80%-82%	2.67
C+	77%-79%	2.33
C	73%-76%	2.00
C-	70%-72%	1.67
D+	67%-69%	1.33
D	63%-66%	1.00
D-	60%-62%	0.67
F	below 60%	0.00

I= Incomplete

## **HOMEWORK DEFINITION**

Homework is schoolwork that is assigned and intended to be completed during study time allotted in class or at home. Homework can include tasks that create a readiness for learning, review or reinforce information and skills presented in class, material that expands or enhances knowledge, exercises that combine concepts and ideas into larger project and activities that help prepare for a test or quiz.

## **STUDENT EXPECTATIONS**

Students are expected to complete homework assigned by their teachers. Students can expect this homework to be an integral part of the instructional program and will contribute to the educational development of all students. Students should expect homework nightly. Weekend homework will be limited in most cases to projects or assignments necessitating additional time.

## TEACHER EXPECTATIONS

Teachers will discuss homework expectations with students on a periodic basis. Students can expect homework assignments to be evaluated on a regular schedule, and students will understand from each teacher how the homework is coordinated into the teacher's grading plans. Administrators and counselors will assist in the reinforcement of these expectations.

## PARENTAL EXPECTATIONS

Homework provides an opportunity for parents to become informed about the curriculum being studied. It is anticipated that parents will provide an environment of support and encouragement that will promote homework as an extension of the formal education system. Parent's questions and concerns regarding homework are welcomed. Parents may request homework on the second day of any extended absences.

In summary, the faculty of U.T.M.S. encourages all families to make learning and education their main priority during their middle school years. We encourage all students to come to the realization that success they enjoy in school will be a key to their future. We firmly believe diligent and consistent study habits will enable them to become better students and have a better future.

## RELEASE OF RECORD STATEMENT

1. Union Township Schools maintain records on all students K-12. These records may include directory information such as:
  - A. Name, address, telephone, name of parent.
  - B. Date and place of birth.
  - C. Participation in school activities and athletics.
  - D. Dates of school attendance.
  - E. Honor and awards.
  - F. School grades data records
2. This information may be released **WITHOUT** consent unless the parent/student files an objection with the building principal. Student records may also be released without consent as follows:
  - A. A transcript of student records will be forwarded to other public or private schools and post-secondary educational institutions to which a student transfers or applies for admission or in which a student enrolls.
  - B. A transcript of student records will be forwarded to scholarship or financial aid sponsors to whom the student is making or has made application.
3. The release of ANY records, other than in the areas specified, require the written consent of the parent or eligible student.

## STUDENT ASSESSMENT

To Measure student progress, students will be tested in accordance with State standards and Corporation policy. Unless exempted, each student will be expected to take the **ILearn** Test. Make-up dates are scheduled, but unnecessary absences should be avoided.

## RETENTION

For each student, progress of **ILearn** scores, Star Reader test scores, attendance, and daily work will be closely monitored, and a committee of teachers and the principal will meet during the last trimester to discuss the option of retention. A decision will then be made to determine the student's status for the next school year.

## SEARCH AND SEIZURE

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

1. the pockets of a student.
2. a "pat down" of the exterior of the students clothing.
3. any item in the possession of the student such as a purse, gym bag, and/or
4. any object such as a locker, desk, or automobile.

Searches of the person of a student as provided above shall be conducted by an administrator or designee, in a private room by a

person of the same sex as the student being searched. A witness shall be present during the search. If incriminating evidence is found a determination shall be made whether or not to involve the police authority have jurisdiction of the area. Anything found in the course of a search, which is evidence of a violation of the student conduct standards, may be:

1. seized and admitted as evidence in any suspension or expulsion proceeding.
2. returned to the parent or guardian of the student.
3. destroyed if it has no significant value or
4. turned over to the Police.

The parent or guardian of any student searched shall be notified as soon as is reasonably possible. Refusal by a student to have his/her person or property searched shall be subject to suspension and or expulsion.

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

## **WITHDRAWALS**

When you know that you will no longer be a student at U.T.M.S., report to the school office upon arriving at school on your last full day of attendance and report to the secretary who will give you instruction on "check-out" procedures. You need to be prepared to return all books, **chromebooks, or any school property**, and pay any outstanding bill you may owe the school. If you have pictures, year-book, or other articles ordered, check with the sponsor involved and make arrangements for cancellation of the order or for the article to be forwarded to your new address.

## **STUDENT SERVICES**

### **MIDDLE SCHOOL SUPPORT STAFF**

Support services are available for all students. Students may request to see a school administrator or school counselor. The staff person providing the support may also request to see students at various times through the school year. The goal is to work with students, whether individually or in small groups, helping them to develop academically, socially and emotionally.

The staff is available to:

1. assist you with school-related problems or concerns you may be having.
2. help you work on personal problems you may be experiencing.
3. help you discover your talents and abilities.
4. help you plan your education.
5. help you develop positive attitudes and in decision-making.

### **FOOD SERVICE**

**BREAKFAST:** Breakfast is an optional meal served before school in the U.T.M.S. commons area.

**LUNCH:** U.T.M.S. offers a "Class-A" type lunch, which is a hot meal with milk. Students are given a choice usually of meat, vegetable, and dessert. All students are given a 30-minute lunch period. Ala cart, with individually priced items, is available to the middle school students. Lunch accounts are encouraged to be established with the food service department.

U.T.M.S. is a closed campus school and therefore no one is permitted to leave the school grounds. **All food, whether purchased at school or brought from home, should be consumed in the cafeteria or commons area.** Water bottles are permitted in the classrooms. If parents desire to bring food to school they should first report to the school office. Students are not allowed in any area designated as "off limits" during their lunch period. Failure to follow the direction of the lunch supervisor will result in loss of privilege to participate, lunch detention, after school detention, or **Friday** school. Students may be required to clean tables if they are deemed to have been throwing items in the cafeteria or creating excessive mess.

### **CHARGING SCHOOL MEALS POLICY**

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

The district will allow students who come to school without lunch or breakfast money to charge up to \$5.00 in type A meals. Students that have charges cannot purchase an ala carte item. If a charge occurs, parents will be notified by **EMail** or phone call of negative balances. Repayment is expected as soon as possible in full. An on-line payment program offers parents the opportunity to pay for meals in advance through credit cards or the student can bring checks or cash to be put on their account. Allowing charges to continuously accumulate can lead to the district revoking the charging privilege if it becomes excessively abused.

A free or reduced meal application may be completed. Every effort will be made to help any family that is in need. If payment is not

made and the student's account has been charged to the full amount, an alternative meal, such as a cheese or peanut butter sandwich will be provided.

## **AFTER SCHOOL HOURS**

Students **MAY NOT** wander around the school after hours unsupervised. They are not allowed to remain in the building after school unless involved in a school related activity. If an unsupervised student is found in the building after school hours, parents will be notified and expected to pick up their child immediately.

## **HEALTH SERVICES**

### **1. MEDICATION:**

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

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

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

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

All medications must be dispensed from the nurse's office. Students must not carry any medication in purses, backpacks, pockets, lockers, etc.

Those students with asthma or life threatening allergies may carry their own inhaler or Epipen, but must have an emergency action plan and written authorization from their physician and parent/guardian that states the student's name, medication, dose, intent for the student to carry the medication and the ability of the student to safely self-administer the medication.

Medication equipment and drug supplies will be accepted by the school nurse only from a parent/guardian.

Medication must be picked up at the end of the school year.

### **2. STUDENT ILLNESS**

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

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

- 3. IMMUNIZATIONS:** Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse. For current immunization requirements, see school website

### **4. Medical Exclusions**

In the event of an outbreak of a vaccine preventable disease for which a student had a medical/religious exemption to vaccination and is not fully immunized the student may be excluded from school and school sponsored activities, to protect his/her health and the health of students and staff. Incompletely vaccinated students can be excluded from school due to cases of measles, chicken pox, pertussis, mumps, and meningitis, or any other vaccine preventable disease.

## **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a School has a high concentration of people, it is necessary to take specific measures when the health or safety of the group

is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as specified in the School's administrative guidelines.

### **CONTROL OF NON CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of **non casual**-contact, communicable diseases, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in School unless there is definitive evidence to warrant exclusion.

**Non Casual** contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal Law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at School and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **MEDIA CENTER**

Students are encouraged to use the Media Center either to complete classroom assignments or for personal enrichment and enjoyment. Materials located in the Media Center are for the use of everyone and should be treated with care and respect. All items should be returned to their proper place or checked out with the Media Center staff. Failure to check out materials properly constitutes theft and is ample reason for a student to be suspended. Fines are assessed when materials are not returned on time.

### **TUTORING**

Tutoring services are available in the form of peer (student) or teacher tutors. Interested students should contact the **Counselor** for specific details.

### **EXTRACURRICULAR ACTIVITIES**

#### **PHILOSOPHY**

All students are encouraged to participate in extracurricular activities. Extracurricular activities offer valuable experiences, which help students build character. Obligations such as grades, family, and community should be considered before a commitment is made to participate.

#### **EXPECTATIONS**

It is expected that students participating in extracurricular activities be passing all subjects at all times. This means passing trimester and progress reports. If a student participating in an extracurricular activity receives an "F" on the grading report prior to the extracurricular activity and/or during participation in the activity, then the student will be placed on academic probation. If the student receives more than one "F" grades in that same time period they will be ineligible to participate in that activity for the rest of that grading period. Third trimester grades will affect the next year's eligibility. Academic probation means that the student will only be able to participate in the extracurricular activity if he/she attends after school resource period. Additionally, students must display good citizenship and remain in good standing behaviorally. Any student who violates these principles may lose the privilege to participate if the building principal determines such action is necessary. Specific information regarding individual organizations is available upon request.

#### **FOLLOWING ARE SCHOOL- SPONSORED EXTRACURRICULAR ACTIVITIES AT U.T.M.S.**

Academic Team - Spell Bowl Team

Yearbook Club

News Production Club

Photography Club

Board Game Club

National Junior Honor Society

Student Council

Drama Club



Athletics - Cheerleading

Band - Choir

Dances – Lock-In

Students must be in attendance at least three (3) core class periods on the day of an activity to be eligible to participate. Advisory is not considered a class period. Students are not permitted to bring guests to dances. Special permission may be granted to previous UTMS students who moved away. Administrative approval must be obtained.

### **NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

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

## **GENERAL INFORMATION**

### **ACCIDENTS**

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

### **ANNOUNCEMENTS**

Announcements will be made over the P.A. system each day. Cancellations and other necessary announcements will be made just prior to the end of the school day.

### **BACKPACKS**

Backpacks may be carried to and from school and **MUST** remain in lockers during the school day. Students are not allowed to carry backpacks throughout the school day.

### **BOOK RENTAL**

Book rental fees are due at the beginning of each school year. Payment plans can be set up with the school bookkeeper in ensure debts are paid by May 1. Outstanding debts after this time will be referred to small claims court for collection.

### **BUILDING ACCESS**

Exits on the south side of the building are for normal student use. Students should use other exits only with permission from a faculty member or in the case of an emergency. **Drop off and pick up before and after school by parents is at the Grand entry of the high school building (Circle Drive).** All students must leave the building immediately after school unless they are involved in an activity with adult supervision.

### **CHANGE OF ADDRESS OR PHONE**

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

### **CLASSROOM PARTIES**

Classroom parties, including refreshments, are not to be held in classroom during the school day unless permission is granted by the administration.

### **CLOSED CAMPUS**

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

### **CONVOCATIONS**

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

## FIELD TRIPS

As an integral part of the instructional program, various classes take field trips to supplement classroom work. These trips vary in length and students may be charged a fee for transportation. To participate in any trip away from school, students must return a parental permission slip to their instructor by the day designated. If a permission slip is not on file in time or the transportation fee is not paid, the student will attend his regular classes. All missed classroom work shall be made up and will be due the day following the field trip. Teachers reserve the right to deny a student participation.

Remember, U.T.M.S. is judged by the impression its students make while on field trips. School policies are the same on field trips as they are while students are on school grounds.

## FIRE DRILLS

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

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

## SEVERE WEATHER DRILLS

Severe weather drills are required by law and are especially stressed during the spring months. Unlike a fire drill, during a severe weather drill students remain in the building. The alert is signaled by the continuous on/off sound of the P.A. system. Severe weather drill directions are posted in each room and should be reviewed by the teacher in each class. It is essential that directions be closely followed and students remain silent during the severe weather alert. Students are to avoid standing near glass areas and may return to their rooms when the bells are sounded unless other directions are given over the public address system.

## CRISIS MANAGEMENT DRILL

Each year the school will conduct crisis management drills to promote the safety and general welfare of the student body. Those drills will include: evacuation, lock down, and shelter in place procedures. It is imperative that our student body, faculty, and administrative staff be fully prepared to respond appropriately in the event of a crisis situation.

## HALL LOCKERS

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

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

Students are encouraged to follow the suggestions below in order to insure the security of possessions.

1. Do not reveal your combination to anyone.
2. Never leave books or other possessions in a friend's locker.
3. Always inform the office if you feel someone has tampered with your locker or has removed some of your possessions.
4. Keep your locker locked at all times, as the school shall assume no responsibility for articles missing from lockers.
5. Do not post stickers or items on the outside of your locker.

## ADVISOR/ADVISEE

Advisor/Advisee will be scheduled during first period. Each day the students will be engaged in various activities, along with Channel One News and announcements.

## HONOR ROLL

Students will receive Principal's Honor Roll greater than or equal to 3.85. "A" Honor Roll recognition when their total grade point average (GPA) is in the range of 3.45 to 3.84. Certificates will be awarded to students during award ceremony at end of school year.

## POINT SCALE AND FORMULA FOR G.P.A.

See Grades pg. 13

Total points for courses divided by number of courses = GPA

## **LOST AND FOUND**

Any article found should be turned in to the office. Students may reclaim lost possessions at the office by properly identifying the article. After two weeks, items will be given to charitable organizations.

## **NON-CUSTODIAL PARENTS**

If one (1) parent has been awarded custody of the student by a court order, the parent of custody shall provide to the principal of the school a copy of the custody order and inform the school in writing of any restrictions and/or limitations in the rights of the non-custodial parent.

A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary actions. In the absence of a court order to the contrary, a non-custodial parent will be permitted to participate in school conferences related to the student.

The non-custodial parent may not visit with the student during the school day, nor may the student be released to the non-custodial parent unless written permission is given by order of the court or by the custodial parent.

## **PROGRESS REPORTS**

Progress report weeks are listed on the school calendar. Students must have parents sign their name in the agenda book on the respective date of the progress reports for parent verification that they saw the report.

## **PARENT/GUARDIAN INITIATED OUTSIDE TESTING WITH A DOCTOR OR SPECIALIST**

Outside medical assessment data request: If an outside assessment is being conducted for a student and data sheets are required to be completed by the staff, the staff will have a minimum of 3 business days to complete the forms. Weekend days are not considered business days.

## **SCHOOL CLOSING OR DELAY INFORMATION**

In the event that an emergency or weather conditions require that the school be closed or delayed, the following sources are available for information and instructions:

WLJE Valparaiso 105.5 FM

[www.union.k12.in.us](http://www.union.k12.in.us)

[www.cancellations.com](http://www.cancellations.com)

You may also download the Union Township School Corporation app for your smartphone for all notifications and news.

## **SIGN UP FOR "NOTIFICATIONS" ON THE DISTRICT WEBSITE FOR TEXT MESSAGING**

## **KINDLES/NOOKS/IPADS**

Electronic reading devices will be allowed in the middle school under the following conditions:

1. Students must complete the registration form for electronic reading devices.
2. Students are not to access anything other than their books during reading time or throughout the day.
3. Parents and students understand that the school will not be held responsible for any damages or loss of the device between home and school and during the school day.
4. The student will remain responsible for the proper use and care of the device at all times.
5. Any improper use will result in the device being confiscated and the parent will need to pick it up and the student will lose the privilege of having the device in the building for the rest of the year.

## **TELEPHONES/CELLULAR PHONES**

Telephones located in the building and classrooms are for school communications only. Students should contact the office in emergency situations. An office phone is available to contact parents after extra-curricular events.

Recognizing the need for ease of communication with home concerning transportation, Union Township Middle School establishes the following policies concerning cell phones:

1. Students must store their cell phones in their lockers during school hours. No student is to have a cell phone or smartwatch on his/her person during the school day.
2. Cell phones must be turned off in lockers.
3. Union Township Middle School is not responsible for lost or stolen cell phones.

4. Students may use cell phones at the conclusion of an activity or extracurricular event to arrange for transportation.

Consequences for not following cell phone policies will be at the discretion of the principal.

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

- \* The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- \* It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a **digitized** image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- \* It is “child pornography” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, **digitized** image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- \* “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or another 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.

### **SAFETY PROTOCOLS**

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

### **SUBSTITUTE TEACHERS**

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

### **SUGGESTIONS FOR NEW STUDENTS**

We welcome all new students to Union Township Middle School. If you have any questions concerning the routine of the school, feel free to ask your advisor, teacher, or come to the office for information.

We recommend that you get involved in your new school. Get involved in at least one of the clubs, sports, or activities. It will make getting acquainted with peers and the school easier. It will also make you feel a part of your new school.

### **VISITORS**

All visitors to UTMS must report to the office for information and to obtain a visitor’s pass.

### **WORK PERMITS**

Work permits are issued from the office and are necessary for any student between 14-17 years of age who have a part time job other than babysitting, yard work, newspaper carrier, or corn detasseling. The steps to follow in obtaining a work permit are:

1. Meet academic and attendance standards as defined in UTMS permit requirements.
2. Pick up an intent-to-employ form in the WHS office.
3. Fill it out completely, and have it signed by **your parent**, employer, and yourself.
4. Return it to the WHS office with a copy of your birth certificate.

Failure to comply with item 1 above will result in loss of work permit as per Indiana Department of Labor guidelines.

## **ATHLETICS**

### **BEARCAT ATHLETIC PROGRAMS**

The following competitive teams are offered at U.T.M.S. and are listed by the season in which they are offered:

	<b>GIRLS</b>	<b>BOYS</b>
<b>FALL</b>	Cross Country Volleyball Cheerleading	Cross Country Football
<b>WINTER</b>	Basketball Cheerleading	Basketball Wrestling
<b>SPRING</b>	Track	Track Football

### **ACADEMIC ELIGIBILITY STANDARDS**

If a student participating on an athletic team receives two or more "F's" on a progress report or report card during participation in the activity, then the student will be placed on academic probation for two weeks. During academic probation they may not participate in an athletic contest but may remain part of the team and practices. If at any time during the two week probationary period all "F's" are raised to passing grades, then the student has earned full participation. If not, probation will continue until the end of the next progress report or report card.

### **SOCIAL NETWORKING**

Extreme caution should always be used when using social media. Union Township Middle School Athletics Department reserves the right to use a variety of methods to investigate potential Athletic Code of Conduct violations. These include, but are not limited to, legal notifications, public records, Internet websites, parent communication, and other personal contacts. Violations of the Code of Conduct have no statute or period of limitations and will be dealt with as discovered by coaches or administrators. Each year athletes and their parents will be required to sign the "**Guidelines for Use of Social Networking Media**" agreement.

### **ATHLETIC HANDBOOK**

#### **GENERAL RULES FOR ATHLETES**

The following are general athletic rules to be followed by all athletes at U.T.M.S. Additional rules will be given to athletes by the coach in each specific sport.

For a more complete list of the rules found in the IHSAA Bylaws, contact the Athletic Director.

#### **PREAMBLE**

The principals of the middle schools of Indiana, recognizing the need to plan, organize, and direct a wholesome, amateur program of interschool, athletic competition in which middle level schools would participate, hereby acknowledge and agree to **IMPLEMENT** the following guidelines.

#### **PURPOSE**

The purpose of these guidelines shall be to encourage, unify, and give direction to wholesome amateur interschool athletic competition between middle level grade students. All such interschool athletic competition coming under the suggested guidelines shall be subservient to and complementary to the academic or curricular functions of the schools, which are their primary purposes. To assure that the program of interschool athletic competition remains steadfast to the principles of wholesome amateur athletics and subservient to its primary academic or curricular functions of education of the middle level school, schools should cooperate with agencies vitally concerned with the health and educational welfare of school students; furnish protection against exploitation of schools or their students; determine guidelines for qualifications of individual contestants, coaches, and officials; and provide written communications to establish guideline standards for eligibility, competition, and sportsmanship.

#### **ADMINISTRATIVE RESPONSIBILITY**

1. These guidelines apply to all contestants enrolled in middle level schools participating in **inter school** athletic contests, tourneys, and/or meets.
2. The principal is school representative, and as such is accountable for conduct of the athletic program of that school.

3. The principal has the authority to designate a faculty member employed in that school system to act as a director of the teams representing the school.
4. It is understood that any school corporation may narrow the scope or athletic activities.
5. Principals should institute adequate team and crowd control measures at all contests in which their school participates, and assure that their school's participants and fans conduct themselves in a proper and sportsmanlike manner.

### **CERTIFICATION OF ELIGIBILITY**

1. The eligibility of all contestants must be certified to by the principal of the school in accordance with the guidelines.
2. Students should not be allowed to participate only in a specific grade level sport no more than two semesters.
3. Each school should establish their own guidelines toward scholastic eligibility.
4. When eligibility is in question, a student may practice, but should not be allowed to participate in **inter school** contests.

### **CONSENT AND RELEASE CERTIFICATES**

Students, prior to their first practice, should have had

- a. A physical examination by a physician holding an unlimited license to practice medicine; and
- b. Written consent of parent for such participation.
- c. Written consent of parent for student/athlete to participate in the schools drug testing program.

Evidence of each, included on the Consent and Release Certificate, should be on file in the principal's office prior to the student's first practice. Physical examination must be on or after May 1 for the following school year. Such certification may suffice for the entire school year. **This guideline should not be waived within their respective school district.**

Students who are physically unable to practice for five consecutive days due to illness or injury should present to their principal or director a statement from a physician licensed to practice medicine that they are again physically fit to participate in interschool athletics.

### **AGE**

Students participating in sixth grade, seventh grade, and/or eighth grade athletic contests should be eligible within the following guidelines:

1. Sixth grade: Student whose thirteenth birthday occurs on or after September 1 of that school year, should be eligible for **inter school** athletic competition.
2. Seventh grade: Student whose fourteenth birthday occurs on or after September 1 of that school year, should be eligible for **inter school** athletic competition.
3. Eighth grade: Student whose fifteenth birthday occurs on or after September 1 of that school year, should be eligible for **inter school** athletic competition.

### **AMATEURISM**

1. All contestants in middle level school sponsored contests should be amateurs.
2. Students should not play under assumed names nor accept remuneration, directly or indirectly, for playing in athletics.
3. Students should not be considered as violating their amateur standing if they participate in any sport, out of season, sponsored by professionals.
4. Schools having students who have violated their amateur standing should notify any school against whom competition occurred which involved that student's participation.
5. Reasonable meals, lodging, and transportation may be accepted by a student if such are accepted in service rather than money or in some other material form.

### **AWARDS, PRIZES, AND GIFTS**

1. The giving and receiving of awards should:
  - a. Be kept within reasonable bounds;
  - b. Have symbolic value only; and
  - c. Be with the consent and under the supervision of the school principal.
2. The giving and receiving of awards with the consent and under the supervision of the school principal concerned should mean that the school principal in each school should have real control and supervision without pressure of any kind from outside persons or groups of persons.

3. Awards such as trophy, plaque, metal football, metal basketball, metal track shoe or similar articles of symbolic value may be given.
4. Schools belonging to athletic conferences may make awards to winning schools or winning participants.
5. Suitable awards may be accepted by schools and/or students from such local organizations as service clubs, patriotic organizations, civic groups, dads' and mothers' clubs, and the sports departments of a newspaper or a radio station.
6. Athletic equipment is considered as merchandise. Any student who accepts or attempts to evade the rule by "purchasing" a merchandise prize for a nominal or token sum should be considered as having forfeited his amateur standing.

### **COACHES**

Coaches should be regularly certified to teach in schools in Indiana and:

- a. All remuneration for coaching should be from the Board of Education of the school employing the coach.
- b. No school should be permitted to employ a coach, girls' sports director, or athletic director who receives extra pay, salary, gifts, or trips from outside sources for coaching.
- c. Regularly employed teachers doing at least three periods of teaching or supervision daily in the school or in the parent school corporation attendance area.
- d. Where it is impossible to obtain women coaches, male coaches may be used. The male coach must be thoroughly knowledgeable with standards of conduct and game rules for girls' athletics.
- e. Emergency coach (part-time teacher or non-teaching adult) may be employed in case of emergency.

### **CONDUCT, CHARACTER, DISCIPLINE**

Contestants' conduct, in and out of school, should be such as a) not to reflect discredit upon their school; or b) not to create a disruptive influence on the discipline, good order, moral, or educational environment in the school.

### **CONTESTS**

1. No games, meets, or tourneys should be played by schools without the sanction of the principals.
2. Interschool athletic contest should follow the recommended guidelines for that contest.
3. In all contests, the decisions of the officials shall be considered final and binding.
4. Students may represent only one school in any sport during a tournament series.
5. Middle level school athletic contests should not be conducted as preliminaries, curtain raisers, or double headers to non-school sponsored athletic team sport events.
6. All boys' teams and all girls' teams should not participate against each other in interschool athletic contests.
7. Boys' contests and girls' contests may take place simultaneously or during the same session. With prior mutual consent, team, and individual scores may be combined.
8. There should be no interschool athletic contests played or practices or clinics held on Sunday. Calling one or more team members together on Sunday for the purpose of studying scouting reports or viewing films of games should be considered a violation.
9. In order to protect the health and safety of all participants, when a school is involved in a strike situation, suspension of students, etc., which prevents regularly scheduled supervised practice sessions of normal length and frequency, prior to participation there should be a) the required pre-season practices, if applicable; b) a minimum of four (4) separate days of school-approved practices following five (5) to ten (10) consecutive interrupted school days; c) a minimum of six (6) separate days of school-approved practices following eleven (11) or more consecutive interrupted school days.
10. Withdrawal of a school athletic team from an athletic contest in progress, unless by mutual consent of both schools, should jeopardize future scheduling considerations.
11. The use of audio-visual equipment for coaching purposes during athletic contests in any sports should be prohibited.

### **CONTRACTS**

The "Contract for Athletic Contests" should be used for all interschool athletic contests and countersigned by the principal or director of the schools involved.

### **ENROLLMENT AND ATTENDANCE**

In order to be eligible for athletic competition during any semester, a student should have entered a middle level school within the first fifteen (15) school days of the trimester in which the contest occurs.

## **OFFICIALS**

1. The officials in all interschool contests requiring officials should currently be licensed by IHSA.
2. All licensed officials should wear the current officials' insignia on the prescribed uniform.
3. Written contracts are recommended between schools and officials.

## **PARTICIPATION**

1. Participation in an athletic contest on any other similar team during the same season in which they represent their school in that sport, should cause students to be ineligible to compete on their school team in that sport for the remainder of that sport season.
2. A student who has played in one or more **inter school** games in any season should be regarded as having engaged in that sport for that season.
3. A student who participates in an **inter school** contest when ineligible, other than in scholarship, too many quarters, too many events, and similar oversights, should become ineligible only in that sport for the remainder of that sport season unless facts were purposely withheld or represented. Such deliberate action should make the student ineligible in all sports for the remainder of that semester and all of his/her next semester in school.
4. Participation of students in an organized athletic contest with or against players not belonging to their school constitutes a game. An organized "scrimmage" or practice by students with or against teams or players not belonging to their school is considered a game.
5. Students should not attend specialized or diversified sport camps, schools, clinics, or other similar programs involving coaching, instruction, and participation on days that school is in session.

## **SCHOLARSHIP**

1. Each school should establish their own scholastic requirements for students participating in their **inter school** athletic contest.

## **UNDUE INFLUENCE**

1. The use of undue influence by any person or persons to secure or to retain a student, or to secure or to retain one or both parents or guardians of a student as residents, should cause the student to be ineligible for interschool athletics.
2. No student should be eligible to participate in any **inter school** contest under the rules, if it should be shown that he/she or any member of his/her family is receiving any remuneration, either directly or indirectly, to influence them or their family to reside in a given school district or territory in order to establish eligibility on the team of said school.

## **ATTENDANCE AND SUSPENSION FROM CLASSES**

1. An athlete must be in school on the day of an athletic contest for a minimum of three (3) class periods. Exceptions for funerals or other personal emergencies will be granted at the discretion of the principal and athletic director.
2. Any student athlete placed on suspension, in or out of school, shall not be permitted to practice or participate in events on the days of suspension including weekends. That student will also not be allowed to attend as a spectator as well.

## **TRANSPORTATION**

1. All team members practicing or attending meets at locations other than UNION TOWNSHIP MIDDLE SCHOOL will be transported **on a team bus or in vehicles assigned and approved by the coach and/or school officials**. It is important that all athletes are transported safely to and from school, so please do not ask a coach to allow you to ride home with anyone else but the team.
2. An athlete who misses this transportation to the meet or game, he/she may be excluded from participation in that event at the discretion of the coach. If the return ride is missed, the athlete may miss the next contest. It is up to the coach's discretion as a first offense, but subsequent offenses shall result in exclusion from the contest.
3. The coach or school officials may use discretion to excuse an athlete from the assigned transportation in the case of a special situation. That athlete can only be released to a parent or guardian.

## **SUSPENSION FROM A TEAM**

The breaking of athletic policies and rules will result in an athlete's being suspended from an athletic team until the suspension can be reviewed by the Athletic Council. The Athletic Council will be made up of the Principal, Athletic Director, and Coach. All penalties are set by the administration. A coach, however, may invoke additional penalties provided that the coach has had his/her rules and the resulting penalties approved by the athletic director and all athletes on his/her team and their parents have been given a copy of these rules and consequences and have indicated that they have received a copy of the rules at the beginning of the season.

## **UNION TOWNSHIP SCHOOL CORPORATION STUDENT ACTIVITY CODE OF CONDUCT**

Violations—Students participating on school teams/clubs/groups are required to live according to the rules listed in the school handbook



rules and the Bylaws of the IHSAA. School rules and extra-curricular rules may be interrelated and may result in two different penalties since two different codes may have been violated. **EXTRA-CURRICULAR RULES ARE IN EFFECT 365 DAYS A YEAR.**

Enforcement Procedures - No penalties set forth below shall be imposed until the student is afforded an opportunity for an informal hearing conducted by the Administrator and/or designee that includes.

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

If the Administrator and/or designee decides that a penalty, set forth below, should be imposed against the student at the conclusion of the informal hearing, or such additional time as is reasonably necessary, The Administrator and/or designee will send a written statement to student's parents or guardian describing the conduct, misconduct or violation of the rule or rules, the reasons for the action taken by the Administrator and/or designee, and the penalty imposed.

Uses and/or possession of any form of tobacco:

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

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

Student Council - National Junior Honor Society - Yearbook - Drama Club

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

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

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

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

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

Spell Bowl competitions - Drama performances - Academic Teams

2nd Offense - The student/athlete will miss 40% of their entire athletic season schedule and must attend an approved workshop on the use of tobacco before returning to any activity. The Administrator and/or designee, prior to the student attending, must approve the workshop. If the season is near completion and the suspension cannot be carried out it will be served in the student's next activity/season.

Participants in the following activities will receive a 60 calendar day suspension and must attend a workshop on the use of tobacco before returning to any activity.

Student Council - National Junior Honor Society - Yearbook - Drama Club

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

Spell Bowl competitions - Drama performances - Academic Teams

3rd Offense - The student is ineligible to participate in **extracurricular** activities for 365 days from the date of the infraction. *(If a student joins a new activity just to serve suspension, they must remain in the new activity the entire season and finish the season in good standing in order for the suspension to have been legitimately served. If the student does not remain in the activity he/ she will serve their suspension in the next activity/season).*

### **Consumption and/or possession of alcohol:**

1st Offense - The student/athlete will miss 30% of their entire athletic season schedule and serve 6 hours of school service assigned by the Administrator and/or designee.

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

Student Council - National Junior Honor Society - Yearbook - Drama Club

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

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

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

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

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

Spell Bowl competitions - Drama performances - Academic Teams

2nd Offense - The student is ineligible to participate in **extracurricular** activities for 365 days. The student must attend a workshop on alcohol before returning to extra-curricular activities. The Administrator and/or designee, prior to the student attending, must approve the workshop. The student must also appear before the Extra-curricular Council.

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

Use of and/or possession of drugs:

Upon the first offense/positive test result: The student may not participate in **extracurricular** activities for 365 days. OPTION: The student has 30 days to enroll in an approved drug rehabilitation program and upon completion of the program they may ask for a hearing before the Extra-curricular Hearing Committee. (This Committee is made up of 1. an Administrator and/or designee 2. the head counselor/social worker, 4. a coach/sponsor representative 5. a faculty representative.) At this hearing the student may ask for reinstatement into the extra-curricular program and must show proof that they have attended the drug rehabilitation program as well as received "negative" results from an approved laboratory test proving they are drug free.

If the student is allowed to return to an activity:

The student/athlete will serve a 30% suspension before being allowed to participate as well as serve 6 hours of school service assigned by the Administrator and/or designee:

Participants in the following activities will serve a 60 calendar day suspension, before being allowed to return as well as serve 6 hours of school service assigned by the Administrator and/or designee:

Student Council - National Junior Honor Society - Yearbook - Drama

Participants in the following activities will serve the following suspension before being allowed to return as well as serve 6 hours of school service assigned by the Administrator and/or designee:

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

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

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

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

Spell Bowl competitions - Drama performances - Academic Teams

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

Breaking the Laws of Indiana

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

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

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

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

## **ATHLETIC AWARDS PROGRAM**

The Middle School Athletic program will be held by individual teams. Dates, times and awards will be at the discretion of the coaches and athletic director. UTMS will provide facilities and promotion of award winners. Parents/guardians/families will be welcome to attend team programs.

## **SPORTS OFFERED**

Middle School Level, Boys' Sports:

1. Cross Country (Fall) Grades 6, 7, 8

2. Basketball (A & B Team) (Winter) Grades 6, 7, 8
3. Track (Spring) Grades 6, 7, 8
4. Football (Fall) Grades 7, 8
5. Football (Spring) Grades 6,7
6. Wrestling (Winter) Grades 6, 7, 8

Middle School Level, Girls' Sports:

1. Volleyball (Fall) Grades 7, 8
2. Basketball (A & B Team) (Winter) Grades 6, 7, 8
3. Track (Spring) Grades 6, 7, 8
4. Cross Country (Fall) Grades 6, 7, 8

## **RANDOM DRUG TESTING POLICY**

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

A program of deterrence will be instituted as a **proactive** approach to a drug free school. Through driving or participation in **extracurricular** activities, students using drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is threefold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. Students involved in **extracurricular** activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extra-curricular activities while s/he has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. The program is non-punitive for the student's academic standing. It is designed to create a safe, drug free environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as result of any verified "positive" test conducted by his/her school under this program other than stated therein.

### **INTRODUCTION**

The effective date of this program is 12/08/2010. The program does not affect the current policies, practices, or rights of Union Township School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Union Township School Corporation reserves the right to test any student who exhibits cause or reasonable suspicion of drug and/or alcohol usage.

### **BANNED SUBSTANCES**

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

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

### **SCOPE**

Participation in **extracurricular** activities is a privilege. This policy applies to all Union Township Schools' students in grades 6 – 12 who wish to participate in **extracurricular** activities. These activities include but are not limited to the following:

- Athletics (Participants include but are not limited to athletes, cheerleaders, managers, and other athletic student personnel)
- Academic Teams
- Drama
- National Honor Society
- Student Government
- Student Council
- Pep Band
- Rosetta (Yearbook)
- Show Choir
- Newspaper

## Technology Club

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

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

### CONSENT FORM

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

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

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

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

### TESTING PROCEDURE

- A. The selection of participants will be done randomly by the outside testing agency. Each participant will be assigned a number upon entering the student pool. The outside testing agency will communicate a list of randomly selected numbers to the principal/administrative designee. The random selections will be made from time to time throughout the school year. Numbers will be drawn from one (1) large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep a student participant conscious of the possibility of being tested at any time during the year. Each student who indicates a desire to be in an extra-curricular activity and/or who drives to school, from school, or during school will be assigned a number that will be placed in the drawing for the remainder of the school year. Each student number may be drawn more than once.
- B. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
- C. Upon being selected for a urinalysis test under this policy, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
- D. If unable to produce a specimen, the student will be given up to twenty-four (24) ounces of fluid. The student will remain under school supervision until he/she has produced an adequate urine specimen. If still unable to produce a specimen within two (2) hours, the student will be sent to the school nurse to determine if there is a medical impediment to yielding a urine specimen. If no medical impediment, the test will be classified as a refusal and the test will therefore be considered a positive. In addition, the parent/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure. If the parent wishes to have the student reinstated immediately then they may take the student for testing, while having the subsequent urine sample sent to a **SAMHSA** (NIDA) certified lab, at parent expense, for a test to prove the student is free of substances being tested by this policy.
- E. All specimens registering below 90 degrees or above 98 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another sample.
- F. If tampering or cheating has occurred during the collection; the student will become ineligible for all the «extra-curricular activities» or driving to/from/during school, for the remainder of the school year. This will be reported to the parents/guardian.
- G. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time s/he exited the collection site. The principal/administrative designee must sign the pass and note the time the student is exiting to return to class.
- H. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol and "street drugs" (which may include synthetic cannabinoids, as well as all drugs listed as controlled substances under the laws of the State of Indiana). Also "performance enhancing" drugs such as steroids may be tested. I. The laboratory selected must follow the standards set by the Department of Transportation's **SAMHSA** (NIDA) certified laboratory, testing facilities.

### CHAIN OF CUSTODY

- A. The certified laboratory will provide training and direction to those who supervise the testing program, set-up the collection envi-

ronment, and guarantee specimens and supervise the chain of custody. To maintain anonymity, the student's number, not name, will be used.

- B. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. These students may be called during school or during their extra-curricular activity.
- C. Before the student's urine is tested by the laboratory, students will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, s/he may notify the administration that s/he is taking a prescription medication.
- D. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken in the lab when testing the specimen.
- E. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extra-curricular activities/driving subsequent to a retest.
- F. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself or herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The commode will contain a blue dye so that the water cannot be used to dilute a sample. The faucets in the restroom will be shut off.
- H. After it has been sealed, lab personnel will transport the specimen to the testing laboratory. The testing laboratory will report the results back to the principal/administrative designee.
- I. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also the result sheet for the urinalysis will be mailed back to the principal/administrative designee with no name attached; only the student's random number will appear.

## TEST RESULTS

- A. This program seeks to provide needed help for students who have a verified "positive" test. The student's and other students' health, welfare, and safety will be the reason for preventing students from participation in **extracurricular** activities and restrict him/her from driving to/or from school.
- B. The principal/designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two (2) different types of analyses). The principal/designee or medical review officer will notify the student and his/her parent/guardian of the positive test. The student or his/her parent/guardian may submit any documented prescription, explanation, or information, which will be considered in determining whether a "positive" test has been satisfactorily explained.
- C. If the test is verified "positive", the principal/designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.

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

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

- D. Information on a verified «positive» test result will be shared on a «need to know» basis with the student's coach or sponsor. The results of «negative» tests will be kept confidential to protect the identity of all students being tested.
- E. Drug testing sheets will be returned to the principal/designee identifying students by number and not name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/designee has access to.

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

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

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

## **FINANCIAL RESPONSIBILITY**

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

## **CERTIFYING SCIENTIST RESPONSIBILITIES**

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

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

## **OTHER RULES**

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

I.C. 20-26-3

I.C. 20-26-5-4

## **APRIL 2021**

### **AHERA ANNUAL NOTICE**

#### **AHERA ANNUAL NOTICE**

#### **UNION TOWNSHIP SCHOOL CORPORATION**

This information is being published to comply with the requirements of 40 CFR 763, Subpart E, Asbestos containing materials in Schools. This regulation, commonly known as the "AHERA" rule, requires local education agencies, such as this one, to perform certain tasks regarding the presence and control of asbestos containing materials in the buildings under the jurisdiction of the local education agency.

These include but are not limited to:

1. Developing an asbestos management plan which is designed to outline procedures and guidelines for the initial inspection, triennial re-inspections, and 6-month periodic surveillance of asbestos-containing materials that are present in the buildings.
2. Provide awareness training and additional training to selected school employees.
3. Periodically notify all workers and occupants, or their local guardians, parent teacher organizations, and collective bargaining organizations of the availability of asbestos management plans, the location of same and the times that the plans may be reviewed.

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teacher organizations, that the asbestos management plans required under this act are available for review upon request. The plans can be viewed by any person during normal business hours of the school. Interested parties wishing to inquire about the plans should contact the individual school office. Master copies of the plans for all buildings under the jurisdiction of this local education agency are available in the Administration Office, which is located at 599 W 300 North, Suite A, Valparaiso, IN 46385; telephone number (219) 759-2531. Inquiries regarding any facet of the regulation or the management plans should be directed to Mr. John Hunter at the above telephone number during regular business hours.

Union Township School Corporation school facilities and buildings which contain asbestos-containing materials (ACMs) and must comply with the 40 CFR 763, Subpart E (AHERA) regulations include:

#### **Union Township Middle School, Union Center and John Simatovich Elementary Schools**

Listed is a brief description of asbestos projects currently ongoing and completed at our facilities this past school year, as well as activities currently scheduled for the 2021/2022 school year. Detailed reports of each activity will become a part of each school's asbestos management plan and may be reviewed online.

- \* The next required triennial re-inspection will be conducted in August 2021.
- \* The required six-month periodic surveillance was performed in October 2020.
- \* The required six-month periodic surveillance is scheduled in February and August each year.
- \* Projects scheduled for 2021/2022 with possible asbestos abatement: Union Center Elementary

School facilities and buildings that are asbestos free and require no surveillance or re-inspection are:

#### **Wheeler High School and Administration Building**

#### **EXHIBIT A**

We would suggest that you consider printing the following:

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Union Township School Corporation is available for review and copying by students, staff and guardians during normal business hours.

## **COMPUTER TECHNOLOGY AND NETWORKS**

### **ACCEPTABLE USE POLICY**

The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of corporation operations. It also recognizes that safeguards have to be established to ensure that the Corporation's investment to both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

The Superintendent is directed to establish administrative guidelines not only for acquisition of technology, but also to ensure that staff and students are making appropriate and ethical use of the computers and other equipment as well as any networks that may be established. The responsibility for the educational value of Internet access is the joint responsibility of schools' staff, the students with access to the Internet, and their parents. Such guidelines shall also ensure that parents are provided the option to request alternative activities not requiring Internet access.

The Superintendent shall also ensure that both staff and students are adequately informed about disciplinary actions that will be taken if Corporation technology and/or networks are abused in any way, or used in an illegal or unethical manner (Indiana Code 20-8.1-5-3 as outlined in the student's handbook).

### **RIGHTS AND RESPONSIBILITIES**

The rights and responsibilities of school employees are fully protected, including due process rights. School employees will not be held liable for improper student use of the Internet. School employees may have censorship, intellectual property, academic freedom, and privacy concerns that are beyond those extending to students. The Association may have rights to use school corporation electronic networking and computer equipment and facilities in the same manner as other equipment and facilities.

The Union Township School Corporation reserves the right to any material stored in files to which all users have access and will edit or remove any material which Union Township School Corporation staff, in its sole discretion, believes may be objectionable. Users of the network will not use their account to obtain, view, download, or otherwise gain access to such materials.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. It is a monitored service.

Students may not use the Internet to access any database or service which charges a fee for access. The downloading of any files, including without limitation, software for which a fee is charged, is prohibited. If any of the foregoing occurs, the user will be responsible for paying any fees so incurred, and user privileges may be cancelled.

This policy and the guidelines and agreements established by the Superintendent are to be made available for review by parents, members of the staff, and members of the community.

The provisions of this policy and associated guidelines and agreements are subordinate to Local, State, and Federal Law.

### **GUIDELINES FOR ACCEPTABLE USE**

The Union Township School District provides Internet access for the purpose of promoting the use of telecommunications and networking technology as a tool to enhance classroom teaching and technology. All use of the network must be consistent with this purpose and be in accordance with this policy.

The purpose of this policy is to ensure that those using the information resources will do so with respect for the public trust and in accordance with Union Township School Corporation's mission and educational goals and the policy and regulations established from time to time by School Board or State and/or Federal agencies.

The Internet links computer networks around the world and provides access to a wide variety of computer and information resources. It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems, and people. Because of the cost and sensitivity of computer equipment, and because of the unregulated nature of material found on the Internet, all parents and students must understand the rules for usage. Access to the network is a privilege which requires that each user adhere to the responsibility of acceptable use.

Transmission of material in violation of any State or Federal regulations is prohibited. This prohibition extends to, but is not limited to: copyrighted material, threatening, obscene or any unlawful material, and material protected by trade secret. Use of the network for any illegal activities is prohibited.



## **RESPONSIBLE USERS MAY:**

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

## **RESPONSIBLE USERS MAY NOT:**

- o Use offensive or inappropriate language, or language that would promote violence or hatred, and do not respond to such.
- o Reveal your (or other's) personal address, phone number, log-in password, or credit card information.
- o Use the network in such a way as to disrupt use of the network by others or abuse access time.
- o Harass anyone by sending uninvited communications.
- o Send electronic information from accounts that do not belong to you without the owner's authorization.
- o Access unauthorized or inappropriate areas on the network and do not change or interfere with information found on the network.
- o Misrepresent yourself or your age.
- o Access the network at Union Township Schools without a signed Internet Use Agreement.
- o Harm or destroy data of another user or make a computer inoperable for another user.

Union Township Schools make no warranties of any kind, whether expressed or implied, for the service it is providing. Union Township Schools reserve the right to modify the Acceptable Use Policy at any time. It is the responsibility of the user to check for policy changes. Teachers and/or administrators will determine what inappropriate use is.

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

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

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

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

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

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

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

Recordings of students will be treated as confidential, to the extent allowed by law. Copies of video recordings containing personally identifiable information about students shall not be released except as required or authorized by law. Parents or guardians of minor

students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recording). Absent a clear legal obligation, confidential recordings will only be released through subpoena or court order.

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

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

The Superintendent is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Board.

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

FERPA, 20 U.S.C. 1232g

34 C.F.R. 99.1-99.67

Title I of the Electronic Communication Privacy Act of 1986

18 U.S.C. 2510-2521 Adopted 9/8/10

## **SCHOOL RESOURCE OFFICER**

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

### **GOALS AND OBJECTIVES**

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

### **DUTIES OF THE SCHOOL RESOURCE OFFICER**

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

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

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

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

### **DEFINITIONS**

- A. "Criminal organization," as used in this policy, means a formal or informal group with at least three (3) members that specifically:
1. either:
    - a. promotes, sponsors, or assists in,
    - b. participates in, or
    - c. has as one of its goals; or
  2. requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).
- B. "Criminal organization activity," as used in this policy, means to:
1. actively participate in a criminal organization;
  2. knowingly or intentionally commit an act:
    - a. with the intent to benefit, promote, or further the interests of a criminal organization; or
    - b. for the purpose of increasing the person's own standing or position within a criminal organization;
  3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal organization or remain in a criminal organization;
  4. knowingly or intentionally threaten another person because the other person:
    - a. refuses to join a criminal organization;
    - b. has withdrawn from a criminal organization; or
    - c. wishes to withdraw from a criminal organization; when engaged in by a student who attends a Corporation school.

### **PROCEDURES FOR REPORTING AND INVESTIGATING SUSPECTED CRIMINAL ORGANIZATION ACTIVITY**

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

A Corporation employee who in good faith reports an incident of suspected criminal organization activity in compliance with the procedures of this policy and any Corporation employee, parent, or student who in good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.

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

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

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

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

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

## **ANNUAL REPORTING OF INVESTIGATIONS TO THE STATE**

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

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

## **ESTABLISHMENT OF EDUCATION PROGRAMS**

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

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

## **INFORMATION ABOUT THE TYPES OF SERVICES, INCLUDING FAMILY SUPPORT SERVICES, FOR A STUDENT SUSPECTED OF PARTICIPATING IN CRIMINAL ORGANIZATION ACTIVITY**

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

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

## **RECOMMENDATIONS CONCERNING CRIMINAL ORGANIZATION PREVENTION AND INTERVENTION SERVICES AND PROGRAMS FOR STUDENTS THAT MAXIMIZE COMMUNITY PARTICIPATION AND THE USE OF FEDERAL FUNDING**

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

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

### **PUBLICATION OF THE POLICY**

The Superintendent shall ensure that this policy is posted on the Corporation's internet website and annually disseminate this policy to all parents who have children enrolled in a school within the Corporation. This may be done through distribution of student handbooks. The Superintendent shall ensure that notice of the Corporation's policy appears in the student handbooks and all other Corporation publications that set forth the comprehensive rules, procedures, and standards for schools within the Corporation.

The Superintendent shall appoint members of the advisory committee.

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

I.C. 20-18-2-2.8

I.C. 20-19-3-12

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

I.C. 20-33-9-10.5

I.C. 20-33-9-14

I.C. 35-31.5-2-27.4

I.C. 35-31.5-2-74

I.C. 35-31.5-2-264.5

I.C. 35-45-9-1

I.C. 35-45-9-3

I.C. 35-45-9-4

I.C. 35-45-9-5

Revised 11/96 - Revised 6/15/16 - Revised 11/9/16

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

## **CHROMEBOOK HANDBOOK**

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

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

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

### **GENERAL PRECAUTIONS**

1. No food or drink is allowed next to your Chromebook.

2. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
3. Students should never carry their Chromebook while the screen is open.
4. Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
5. Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.
6. Always bring your Chromebook to room temperature prior to turning it on.
7. When carrying the Chromebook be aware of the other students in the hallway or community spaces where horseplay may occur and always close the screen and carry close to your body.

## **STUDENT WITHDRAWAL AND CHROMEBOOK RETURN**

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

## **UPDATES TO THE CHROMEBOOK**

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

## **USERNAME AND PASSWORD SECURITY**

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

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

## **SCREEN CARE**

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

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

## **USING YOUR CHROMEBOOK**

### At School

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

### At Home

If students leave their Chromebook at home, parents will be contacted to bring the Chromebook to school. Repeat violations of this

policy will result in referral to administration and possible disciplinary action.

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

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

## **PRINTING**

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

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

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

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

## **PERSONALIZING THE CHROMEBOOK**

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

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

## **ORIGINALLY INSTALLED SOFTWARE**

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

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

## **VIRUS PROTECTION**

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

## **ADDITIONAL SOFTWARE**

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

## **INSPECTION**

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

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

If technical difficulties occur, technical support staff will likely restore the Chromebook to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external **mini SD** card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored.

**Chromebook Identification** - Under no circumstances are students to modify, remove, or destroy identification labels.

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

## **STORING YOUR CHROMEBOOK**

When students are not monitoring their Chromebook, they should be stored in their lockers with the lock securely fastened. Nothing

should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. It is recommended that students do not store Chromebooks in vehicle.

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

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

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

### **REPAIRING OR REPLACING YOUR CHROMEBOOK**

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

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

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

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

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

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

## **STUDENT CHROMEBOOK PLEDGE**

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



Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## **PARENT/GUARDIAN & STUDENT SIGNATURE PAGE**

### **DISCIPLINARY POLICY**

According to Indiana Code 20-811-5-3, all students and guardians are to acknowledge in writing that they have received the school corporation's disciplinary policy as outlined in the Union Township School's Handbook/Agenda. To comply with this law please sign and return this form to the school. Thank you.

I acknowledge that I have received a copy of the Union Township School Handbook/Agenda containing the school corporation's disciplinary policy and I understand the information included in this agenda is in compliance with the Union Township Board of Education Guidelines, Bylaws, Policies and Indiana State Law.

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### **ACCEPTABLE USE POLICY AND INTERNET USE AGREEMENT**

The undersigned acknowledges that he/she has read the Acceptable Use Policy of this school district before signing this Internet Use Agreement. The signatures within this document are legally binding and indicate the parties who signed have read the terms and condition of said policy carefully, understand their significance and agree to abide by all provisions of said policy.

I have read the Internet Use Agreement of Union Township School Corporation. I understand that this access is designed for educational purposes. I will not hold the school responsible for material acquired on the network. I recognize that it is impossible for the Union Township School Corporation to restrict and prevent access to controversial materials and I will not hold the District responsible for materials acquired on the network. I understand that there is information on the network that I otherwise might not want to have available to this student. Further, I accept full responsibility for my or my child's actions on the network in school as well as at other locations.

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### **ACCESS PRIVILEGES**

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who has access to the Internet or an account will participate in an orientation or training course with Union Township School personnel.

I further understand that any violation of the Acceptable Use Policy and/or this Internet Use Agreement may jeopardize my access privileges, and certain such violations may constitute criminal offenses. Should I commit any violation, my access privileges may be suspended or revoked, disciplinary action, including my being dropped from class, may result. In some cases, appropriate legal action may be taken against me. School personnel will decide what appropriate legal action may be taken against me. School personnel will decide what is inappropriate use as defined in this policy.

I have read and understand this provision.

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### **PERMISSIONS**

I give approval for posting of my son/daughter's picture or name on the school's website or shared newsletters. By saying no, I understand that my son/daughter's name will not appear for any recognition.

**Website/Newsletter:** \_\_\_\_\_ I GIVE APPROVAL  
\_\_\_\_\_ I DO NOT GIVE APPROVAL

**Field Trips:**

\_\_\_\_\_ I GIVE PERMISSION

\_\_\_\_\_ I DO **NOT** GIVE PERMISSION

Parent/Guardian Signature\_\_\_\_\_

Date\_\_\_\_\_