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ELIGIBILITY OF RESIDENT / NONRESIDENT STUDENTS

Only in the following cases is there a continuing, annual right to enrollment in the Randolph Central School Corporation:

- A. Those students who have legal settlement in the Corporation Legal settlement must be based on the need for housing and not for educational purposes.
- B. Where the legal settlement of a student cannot reasonably be determined and the student is being supported by and living with a person whose residence is within the School Corporation.
- C. Foreign students, participating in a foreign-exchange program approved by the State Board of Education and living with a resident host family, will be admitted, tuition free.
- D. Those students who are considered by Federal law to be illegal aliens or considered to be homeless by criteria established by the State.
- E. A student who has been expelled or excluded from another school corporation or expelled from an out-of-state school may be denied admission for the period of the expulsion or exclusion unless s/he and his/her parents agree to the stipulations established by the Superintendent. Such stipulations should prevent, to the extent possible, behavior that would constitute a threat to the safety and well-being of staff and other students. The legal settlement policy of the Board will apply to such students.
- F. Students whose parents do not have legal settlement within the Corporation but who present evidence that they will move into the Corporation within a short period of time may enroll in the schools of this Corporation as tuition students for the time not in residence.
- G. Students who have completed the eleventh grade and have changed legal settlement to another school corporation may complete the twelfth grade in this Corporation.
- H. Students who do not have legal settlement may be enrolled in the special education program of this Corporation pursuant to their educational plans.
- I. Nonresident students may be accepted into the Summer School Program provided by this Corporation.

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- J. A married student living in or an emancipated minor shall be eligible to attend school without payment of tuition provided they reside in the Corporation.
- K. Except students placed in school-approved alternative or special placements, the Board prohibits students from enrolling for less than a full school day.

Children of Joint Custody Decrees

Children of Joint Custody Decrees may attend school without payment of tuition in this Corporation if one (1) parent has legal settlement in this Corporation.

If the student resides in another school corporation but attends school in this Corporation (where one (1) parent has legal settlement), it is the obligation of the parents to provide transportation for the student from the home of the nonresident, custodial parent.

I.C. 20-26-11-2 et seq., 20-26-11-9 et seq., 20-33-2-12, IC 20-18-2-18.3

Revised 10/8/96, 7/9/2013

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ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT

The Randolph Central School Corporation may enroll students who do not meet the requirements of legal settlement in the Randolph Central School Corporation. The School Board shall annually establish: (1) the number of transfer students the school corporation has the capacity to accept in each grade level; and (2) the date by which requests to transfer into the school corporation must be received by the Superintendent as the Board's designee. After establishing the date, the governing body shall: (1) publish the date on the school corporation's Internet web site; and (2) report the date to the Indiana Department of Education.

If the number of requests to transfer into the Corporation received by the date established above exceeds the capacity established for the Corporation, each timely request must be given an equal chance to be accepted, with the exception that a student described in the fourth paragraph of this policy shall be given priority. The governing body must determine which students will be admitted as transfer students to each school building and each grade level within the school corporation by a random drawing in a public meeting.

Except as provided below, the School Board may not deny a request for a student to transfer into the Corporation based upon the student's academic record, scores on ISTEP tests, disciplinary record, or disability, or upon any other factor not related to the school corporation's capacity. Except as provided, the School Board may not deny a request for a student to transfer into the Corporation if the student requesting to transfer: (1) is a member of a household in which any other member of the household is a student in the transferee school; or (2) has a parent who is an employee of the school corporation.

The School Board may limit the number of new transfers to a school building or grade level in the school corporation: (1) to ensure that a student who attends a school within the school corporation as a transfer student during a school year may continue to attend the school in subsequent school years; and (2) to allow students who are members of the household of other transferee students or children of employees to attend a school within the school corporation.

Notwithstanding the provisions above, the School Board authorizes the Superintendent to deny a request for a student to transfer to the school corporation or establish terms or conditions for enrollment that prevent a student from enrolling in a school, if the student has been suspended (as defined in IC 20-33-8-7) or expelled (as defined in IC 20-33-8-3) during the twelve (12) months preceding the student's request to transfer: (1) for ten (10) or more school days; (2) for a violation under IC 20-33-8-16 (possession of firearms, deadly weapons or destructive devices); (3) for causing physical injury to a student, a school employee, or a visitor to the school; or (4) for a violation of a school corporation's drug or alcohol rules. For purposes of subdivision (1), student discipline received under IC 20-33-8-25(b)(7) for a violation described in subdivisions (2) through (4) shall be included in the calculation of the number of school days that a student has been suspended.

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The School Board may require a student who transfers to the school building with a special program to meet the same eligibility criteria required of all students who attend the school building that offers the special curriculum. The parent of a student for whom a request to transfer is made is responsible for providing the Corporation to which the request is made with records or information necessary for the school corporation to determine whether the request to transfer may be denied.

Requests for transfer made by any school employee for his or her own child(ren) will be accepted prior to any other requests for student transfer provided there is capacity in the grade level in the building as determined annually by the Board of School Trustees for the school corporation's employee's child(ren). If there is not adequate capacity in a grade level to accept all of the transfer requests, a random drawing will be conducted in a public meeting of the school board to determine who will be accepted.

If an employee's child who does not have legal settlement in the school corporation is enrolled, the employee will not be charged transfer tuition. Should the employment of a non-resident employee terminate for any reason after that employee's child has been accepted for enrollment under this policy, the child shall be allowed to finish the semester in which the employment ended. The child will continue to be eligible to be a cash transfer student with the requirement that transfer tuition be paid, if required.

In order to enroll, the parent/guardian of students seeking enrollment shall complete an application for enrollment as a transfer student and shall provide a copy of all educational records. The student and parent shall then meet with the principal or his/her designee of the school in which the student seeks enrollment.

The School Board may act to end the practice of accepting transfer students at the close of a school year.

Legal Reference:       IC 20-26-11-2  
                              IC 20-26-11-6  
                              IC 20-26-11-6.5  
                              IC 20-26-11-32

Adopted 12/9/2008  
Amended 7/9/2013  
Amended, 10/13/2015

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ENTRANCE REQUIREMENTS

The School Board shall establish student entrance requirements which are consistent with Indiana law and sound educational practice and which ensure equitable treatment and proper placement.

A. Kindergarten

Each child of legal settlement shall be eligible for kindergarten providing that s/he has attained the age of five (5) on or before August 1st. This requirement shall also apply to children who transfer into the School Corporation and who may have attended private or public kindergarten in another locality.

B. The entrance requirement for kindergarten may be waived if an appeal by the parents is approved by the Superintendent.

The Superintendent shall establish administrative guidelines which ensure compliance with State law, proper documentation of birth as well as a certified copy of any custody order or decree, appropriate screening, placement, and periodic assessment of children in kindergarten and first grade programs, and certification that proper immunization is completed or in process. These guidelines shall also include an appeal procedure for early entrance to kindergarten or first grade that is in accordance with any guidelines promulgated by the State Department of Education.

Administrative guidelines should also be established to ensure that students enrolling in the Corporation for the first time, at whatever level, submit the proper documentation and that records are promptly transferred. Any indication that a student might be a missing child should be reported immediately to the Superintendent who, in turn, shall communicate with the appropriate authorities.

I.C. 20-33-2-6

Revised 8/11/92 and 3/9/2010



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POSTGRADUATE STUDENTS

The School Board will extend the privilege of postgraduate study to high school graduates of this Corporation upon proper application and the satisfaction of the following conditions:

- A. candidate's past scholastic and behavioral conduct predict success in the selected postgraduate course
- B. needs of regularly enrolled students are being met
- C. classroom space and staff are available
- D. continued attendance, satisfactory performance in the program, and appropriate conduct

The Board will not assume responsibility for the transportation of students pursuing postgraduate studies.

The Board requires that each postgraduate student pay tuition to attend classes unless the student meets the requirements for the Corporation to receive State aid for his/her participation.

The Superintendent shall prepare administrative guidelines to implement such programs and include eligibility requirements for participation in both curricular and extra-curricular programs.

No student enrolled as a postgraduate student may participate in any athletic program unless s/he meets the requirements of the State and the Indiana High School Athletic Association.

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**FOREIGN AND FOREIGN-EXCHANGE STUDENTS**

The School Board recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having foreign students as members of the student body of this Corporation.

The Board will permit the admission of foreign students and foreign-exchange students (from student exchange programs approved by the State Board of Education) whose host family resides in this Corporation. All students in both categories, whose host family does not reside in the Corporation, shall be eligible for admission on the same basis as other nonresident students.

The number of resident or nonresident foreign-exchange students shall be determined in the Superintendent's administrative guidelines.

I.C. 20-26-11-1

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ASSIGNMENT WITHIN THE CORPORATION

The School Board directs that the assignment of students to schools within this Corporation be consistent with the best interests of students and the best use of the resources of this Corporation.

The Board shall determine periodically the school attendance areas of the Corporation and shall expect the students within each area to attend the school so designated.

The Superintendent shall periodically review existing attendance areas and recommend to the Board such changes as may be justified by financial and administrative efficiency.

The Superintendent may assign a student to a school other than that designated by the attendance area when such exception is justified by circumstances and is in the best interest of all students.

The building principal shall assign students to his/her school to appropriate grades, classes, or groups. This action shall be based on consideration of the needs of the student as well as the administration of the school.

I.C. 20-36-1-3

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WITHDRAWAL FROM SCHOOL

Under Indiana law, no student may automatically withdraw from school prior to graduation before reaching eighteen (18) years of age. Students between the ages of sixteen (16) years and eighteen (18) years of age may withdraw only under the following circumstances: (1) by obtaining a court order authorizing the student to withdraw, (2) by providing a medical excuse valid under Indiana law authorizing the student to withdraw from school due to illness, or (3) by providing verification of a financial hardship in accordance with Indiana law demonstrating that the student must engage in fulltime employment in support of his or her family and/or dependents.

Students who have not graduated and seek to withdraw from school should complete an exit interview and complete the requisite form during the interview. Randolph Central School Corporation designates the following personnel to conduct exit interviews: (1) Winchester Community High School Principal or (2) Winchester Community High School Assistant Principal.

The Superintendent shall establish administrative guidelines including a withdrawal form which is to be signed by the student and his/her parent in accordance with the guidelines for the exit interview.

I.C. 20-33-2-9, 20-33-2-21 and 22

Revised 3/9/2010

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ATTENDANCE

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all Corporation students, except those exempted by other provisions of State law, during the days and hours that the school is in session.

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

Repeated infractions of the Board's policy on attendance may result in the suspension or expulsion of a student.

The Board authorizes, but does not encourage, the building principal to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence.

The Superintendent shall develop administrative guidelines for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. ensure that any student who, due to a medically-documented physical or mental impairment, exceeds or may exceed the Corporation's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned except when a student

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is removed from a class for reasons of poor attendance.

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

- A. identifies and categorizes student absences as exempt, excused, or unexcused and defines them as follows:
  1. Exempt absences: serving as a page or honoree of the General Assembly, participating in an election, participating in an election, when subpoenaed to testify in court, when serving for the National Guard for no more than ten (10) days, or when serving with the Civil Air Patrol for no more than five (5) days.
  2. Excused absences: absences certified as necessary by a doctor, professional appointments: doctor, dentist, etc., absences due to bereavement, absences due to legal appointment or court hearing, absences due to religious observation, absences due to being suspended from school, college days as approved by the principal or designee, other days approved under administrative rule or decision
  3. Unexcused absences: absences not qualified as exempt or excused
- B. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) days of school in one (1) year.
- C. investigates the cause(s) of his/her truant behavior;
- D. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
- E. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
- F. provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.
- G. provides for the reporting to the intake officer of the juvenile court or the department of child services a child who is habitually absent without excuse from school for more than ten (10) days in one (1) year.

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

I.C. 20-33-2  
Revised 8/11/92  
Revised 10/8/96  
Revised 7/12/2011

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LATE ARRIVAL AND EARLY DISMISSAL

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the Corporation.

The School Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this Corporation, the Board shall require that the school be notified in advance of such absences by written or personal request of the student's parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the building principal.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone or excused from school unless the authorizing signature is on file in the building.

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IMMUNIZATION

The School Board requires that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, hepatitis B, chicken pox, meningitis, and other communicable diseases designated by the State Board of Health. Immunizing doses and the child's age and appropriate intervals for administering each vaccine shall be those currently recommended by the United States Public Health Services Advisory Committee on Immunization Practices (ACIP) and published by the CDC in the Morbidity and Mortality Weekly Report (MMWR). According to state law, the school corporation shall provide information regarding meningococcal vaccine and disease to all students. The school corporation shall also provide information regarding the vaccine against cervical cancer to the parents of all sixth grade female students.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the Superintendent's administrative guidelines on immunization.

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

I.C. 20-34-2,3, and 4

Revised 10/27/93 and 3/9/2010



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**USE OF MEDICATIONS**

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

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

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

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by the physician and parents, may administer medication or treatment but only in the presence of another adult.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication, identified as aforesaid, stored in the building principal's office and administered in accord with this policy.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

I.C. 34-4-16.5-3.5

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STUDENT ACCIDENTS

The School Board believes that school personnel have certain responsibilities in case of accidents which occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.

The administrator in charge must submit an accident report to the Superintendent on all accidents which required or may require medical attention.

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EMERGENCY MEDICAL AUTHORIZATION

The Corporation will distribute annually to parents or guardians of all students the Emergency Medical Authorization form. In the event emergency medical treatment for a student is necessary, the Corporation will adhere to the instructions on the authorization form.

Emergency medical authorizations will be kept in a separate, easily accessible file in each school building during the school year. At the end of the school year, the authorization will be stored with the student's cumulative records.

Any time a student or group of students is taken out of the Corporation to participate in a school event, the staff in charge of the event must take the Emergency Medical Authorization for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include students spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent's administrative guidelines and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.

Revised 10/27/93

Revised 5/19/94

Revised 10/8/96

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**STUDENT SUICIDE**

The School Board recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student who suffers the psychological disability of depression cannot benefit fully from the educational program of the schools, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students.

The Board directs all school personnel to be alert to the student who exhibits signs of unusual depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.

The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

Step 1 - Stabilization

Step 2 - Assessment of the Risk

Step 3 - Use of Appropriate Risk Procedure

Step 4 - Communication with Appropriate Parties

Step 5 - Follow-up

Throughout any intervention, it is essential that Board policies and Corporation guidelines regarding confidentiality be observed at all times.

767 F 2d 651 (1985)

Adopted 8/11/92

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HEAD LICE

This policy was established with regard to the most current information about the lifecycle and treatment of lice and with consideration for the social, emotional, and academic treatment of all students.

1. Accurate and current information regarding the life cycle and treatment of head lice shall be sent home with every student in the corporation at the beginning of the school year (i.e. registration, newsletter, etc.). Information shall be shared or distributed to administrators, teachers, and support staff (who work with children on a daily or regular basis) as well.
2. If a student presents symptoms of a possible outbreak of lice, the student will be discretely sent to the school clinic for an examination by the school nurse, nurse's aid, school principal, or principal's designee. All checking shall occur in the clinic or another discrete area of the building.
3. If live lice are confirmed by an approved examiner, the student's parent/guardian will be contacted that day by phone (or a note sent home with the child if there is no phone or no one reached) informing about the lice and treatment options. If a parent does not choose to remove the child from school that day, a good faith effort will be made by the examiner to remove live lice from the child's head before he/she returns to the classroom.
4. Upon the confirmation of live lice, parents will receive information about treatment options, treatment procedures, information about help from outside resources, and instructions for inspecting other members of the household. The school must never recommend a specific treatment nor administer a treatment for a student at any time. Examiners should be disseminating information to and communication with parents about lice, not teachers or other personnel.
5. If a parent wishes to take their child from school on the day of notification to perform a treatment, the child's absence will be excused, since it is school-initiated. The child will be expected to return to school the following day with a treatment option. Any days missed for lice after the notification day will be considered unexcused for the student.
6. Follow-up phone calls, home visits, and/or written information will be provided by the school nurse to assist parents with information concerning inspection for live lice, nits, and follow-up treatment with regard to the life cycle of lice.
7. A schedule for monitoring the outbreaks of lice will occur by the school nurse or nurse's aide (or principal) on the following schedule:

Elementary

- After Labor Day
- After Christmas Break
- After Spring Break

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- Upon request by the teacher to the school principal or designee

Middle School

- Upon request by the teacher to the school principal or designee
- 2 weeks prior to the Washington, DC, trip

High School

- Upon request by the teacher to the school principal or designee

8. In addition to other health-related events, a log will be kept and maintained in the school clinic for the nurse, nurse's aide, and the school administration to monitor the following dates and times of events:

- a. Individual students checked for lice
- b. Re-check dates for students returning after a confirmed outbreak
- c. Classrooms checked for lice
- d. Individual teacher requests for classroom checks outside of the established checking schedule.

9. The school nurse shall send home information, similar to the information at the beginning of the school year, with all elementary students at the conclusion of the first semester or the beginning of the second semester. The school nurse shall remind students at the secondary level either through a newsletter or other means of communication that is acceptable to the building principal.

10. The school nurse shall prepare an informational sheet pertaining to sporting events and the prevention of lice outbreaks. Coaches will be expected to distribute the information during organizational meetings at the beginning of a sport or contact activity.

Adopted 6/10/2008

**WELLNESS POLICY**

**I. COORDINATED SCHOOL HEALTH ADVISORY COUNCIL AND COMMUNICATION**

- A. In accordance with Indiana Code, the school corporation will form and maintain a corporation level Coordinated School Health Advisory with the required membership positions.
- B. The School Health Advisory Council will report annually to the superintendent on the implementation of the wellness policy and include any recommended changes or revisions.
- C. The School Wellness Policy will be made available to students and families by means of school registration, the student handbook, and/or the corporation's website.
- D. For the purposes of the wellness policy, a school day is defined as midnight the night before to 30 minutes after the end of the school day.

**II. NUTRITION EDUCATION AND PROMOTION**

- A. Staff will become more knowledgeable about nutrition education and healthy choices.
  - 1. The school corporation will provide nutrition education training opportunities to teachers and staff, as needed.
  - 2. Nutrition education will include lessons that cover topics such as how to read and use food labels, choosing healthy options, and portion control.
  - 3. Nutrition education resources will be provided to parents/guardians through handouts, website links, school newsletters, presentations and/or any other appropriate means available to reach parents/guardians.
  - 4. Nutrition labels will be provided on all foods in the school lunch and breakfast programs to allow students to easily identify healthier foods.

**III. STANDARDS FOR USDA CHILD NUTRITION PROGRAMS AND SCHOOL MEALS**

**A. School Meal Content**

- 1. Meals served through the National School Lunch and Breakfast Programs will:
  - a. Meet, at a minimum, the nutrition requirements established by the USDA for federally funded programs;
  - b. Contain 0 percent trans fats;
  - c. Offer a variety of fruits and vegetables;
  - d. 100% of the grains offered are whole grain-rich.
- 2. All cooked foods will be baked or steamed. Proper procurement procedures and preparation methods will be used to decrease excess fat, calorie, and sodium levels in food.
- 3. Documented special dietary needs of students with life-threatening conditions will be considered when planning meals or alternatives will be offered as needed.
- 4. The food service department will share information about the nutritional content of meals with students, parents, and guardians. The information may be in a variety of forms including: handouts, menus, websites, and newsletters.

**B. School Meal Participation**

- 1. To the extent possible, schools will offer the USDA School Breakfast Program to all students.
- 2. To the extent possible, schools will utilize methods to serve school breakfast meals that encourage participation.
- 3. If offered, schools will inform families of the availability and location of Summer Food Service Program meals, in accordance with the Healthy, Hunger-Free Kids Act of 2010.

Schools in which more than 50 percent of students are eligible for free or reduced-priced school meals will sponsor the Summer Food Service Program, when feasible.

**C. Mealtimes and Scheduling**

1. Adequate time will be provided to students to eat lunch (20 minutes or more) and breakfast (10 minutes or more) unless there are rare, extenuating circumstances.
2. Students will have access to handwashing or sanitizing stations prior to eating breakfast and lunch.
3. Appropriate supervision will be provided in the cafeteria for enforcing procedures for safe behavior

**D. Professional Development**

1. Professional development will be provided to food service personnel about proper food handling techniques and healthy cooking practices.
2. Training will be provided, as needed, for cafeteria supervisors about the procedures for enforcing safe behavior without compromising a pleasant environment in which to eat school meals.

**IV. NUTRITION STANDARDS FOR COMPETITIVE AND OTHER FOODS AND BEVERAGES**

**A. Approved Nutrition Standards, based on the nutrition standards of the Institute of Medicine (2007) and the standards of the USDA Smart Snacks.**

1. K-12 à la carte, school vending machines, and other foods outside of school meals shall be limited to:

- Equal to or less than 35 percent of total calories from fat
- Less than 10 percent of total calories from saturated fats
- 0 percent trans fats
- Equal to or less than 35 percent of calories from total sugars
- Equal to or less than 230 milligrams of sodium per portion as packaged
- Equal to or less than 200 calories per package
- 100 percent of the grains offered are whole grain-rich; have as the first ingredient a

fruit, vegetable, a dairy product, or a protein food or a combination that contains at least ½ cup of fruit and/or vegetable; or contain 10% of the Daily Value of one of the nutrients in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber).

2. K-12 à la carte, school vending machines, and other beverages outside of school meals shall be limited to:

- Water without flavoring, additives, or carbonation except for the flavored water offered to high school students only in the vending machines.
- Unflavored low-fat and nonfat milk (in 8- to 12-ounce portions) or milk alternatives permitted by NSLP/SBP
- 100% fruit juice or vegetable juice, no added sweeteners, in 8-ounce portions as packaged for elementary and 12 ounces for middle school and high school students.

**B. Availability**

1. If vending machines are accessible at the elementary schools, only beverage items containing up to 8 ounces of plain water, flavored and unflavored lowfat milk (or milk alternatives), and 100% vegetable and fruit juice without added sweeteners will be sold.
2. The vending machines at the middle school and high school may sell 12 ounces of plain water, flavored or unflavored lowfat milk (or milk alternatives), and 100 percent fruit and



vegetable juices without added sweeteners; they are permitted to sell more than 12 ounces of plain water. High school students may purchase up to 12 ounces of flavored water.

3. Vending machines for school staff will not be accessible to students.
  4. Students and staff will have free, potable (drinking) water for consumption available in water fountains throughout the buildings.
- C. Concession Stands
1. Recommendations for healthier snack items, meeting the approved nutritional standards, that are sold at concession stands will be provided to the sponsoring organization for their consideration;.
  2. Food items sold at concession stands are exempt from the USDA standards.
- D. Classroom Celebrations
1. Recommendations for focusing on activities (e.g., free time, extra recess, reading time) will be given first consideration rather than focusing on food.
  2. Food items used for classroom celebrations, like birthdays, must be pre-packaged, and arrangements will be made for students with documented dietary restrictions due to life threatening conditions. Parents and students will be asked to make sure that any food items brought to school will meet the approved nutritional standards and at the discretion of the building principal.
  3. Schools will inform parents/guardians of the classroom celebration guidelines prior to any celebration activity.
  4. Schools will not be encouraged to use food as a reward or a punishment.
  5. School staff will not withhold food or drink at mealtimes as a form of punishment. Staff may follow the district guidelines for providing alternative lunches if excessive charges are incurred.
- E. Fundraisers
1. Schools are encouraged to consider non-food items for fundraisers. For any food or beverage item to be sold as a fundraiser, and is to be eaten at school, will follow the approved nutritional standards.
  2. Fundraisers that include food or beverage items that can be consumed at school and do not meet the nutritional standards (suckers, cooked or baked items, ice cream, etc.) are limited to two per school year (per building) and only one day per event.
  3. There are no limits on fundraisers that include food or beverage that meet the nutritional standards.
  4. Fundraisers for foods or beverages to be consumed outside of school hours (frozen cookie dough, frozen pizzas, etc.) are exempt from the nutritional standards.

V. PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

A. Physical Activity K-12

1. Students will participate in physical education classes in order to meet the physical education standards.

B. Daily Recess and Physical Activity Breaks

1. All teachers will be encouraged to use physical activity breaks during classroom time, as appropriate, to provide students with a brief break and for the purpose of re-engaging in classroom activities.

2. Schools will offer intramurals, clubs, interscholastic sports, and voluntary activities, as appropriate and feasible, to increase opportunities for physical activity before and after school.
3. Students will not be removed or excused from physical education to receive instruction in other content areas unless there are rare, extenuating circumstances that are approved by the building principal.
4. Schools should discourage extended periods of inactivity (2 or more hours) without a break. During such events, like statewide testing, teachers will give students appropriate breaks for moving, stretching, or moderate physical activity.
5. To the degree possible, schools will accommodate students walking or bicycling to school.

**VI. EVALUATION**

**A. Implementation and Impact on Students**

1. The evaluation of the wellness policy and implementation will be directed by the superintendent's administrative designee who will chair the Coordinated School Health Advisory Council and report to the superintendent.
2. The schools will use an evaluation tool, as directed by the superintendent or designee, to assess their compliance with the wellness policy.
3. The principals will annually report their compliance with the corporation's wellness policy to the superintendent.
4. The superintendent will review the schools' compliance with the corporation's wellness policy and will report to the Board in public.
5. Policy language will be assessed each year and revised as needed.

Adopted, 7/15/2014 to replace a policy adopted 5/14/2013 to replace policy adopted 5/9/2006.  
Amended, 9/8/2015

*Policy*

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PROMOTION, PLACEMENT, AND RETENTION

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

A student will be promoted to the succeeding grade level when s/he has:

- A. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- B. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- C. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's I.E.P.

A child's promotion or retention may be affected by his/her performance on the ISTEP. The promotion or retention will be in accordance with ISTEP guidelines as promulgated by the State Department of Education.

No student who has completed a grade successfully shall be retained or allowed to repeat a grade in order to improve his/her ability to lengthen his/her eligibility to participate in extra-curricula athletic programs.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. require the recommendation of the professional staff for any promotion, placement, or retention:
- B. assign to the building principal the final responsibility for determining the promotion, placement, or retention of each student.

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REPORTING STUDENT PROGRESS

The School Board believes that the cooperation of school and home is a vital ingredient to the growth and education of the whole child. It recognizes its responsibility to keep parents informed of student welfare and progress in school.

The Board directs the establishment of a system of reporting student progress which shall include written reports and parent conferences with teachers and shall require all appropriate staff members to comply with such a system as part of their professional responsibility.

The Superintendent, in conjunction with appropriate staff members, shall develop administrative guidelines for reporting student progress to parents which:

- A. ensure that both student and parent receive ample warning of a pending grade of "failure" or one that would adversely affect the student's status;
- B. specify the issuance of report cards at intervals of not less than nine (9) weeks in elementary school and six (6) weeks in secondary schools;
- C. ensure that one (1) or more orientation sessions, established in accordance with State guidelines, are held for parents of students who will attend a summer ISTEP remediation program and for those whose children are participants in the Corporation's program for at-risk students.

Revised 8/11/92

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GRADING

The School Board recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents determine properly how well the student is achieving the goals of the Corporation's program.

The Board believes that the Corporation's grading system should be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelve.

The Board directs the Superintendent to develop administrative guidelines for grading which:

- A. develop clear, consistent criteria and standards particularly when grades are based on subjective assessment;
- B. help each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;
- C. provide frequent opportunities for each student to obtain information as to his/her progress toward the learning goals of his/her courses or programs;
- D. provide for a pass/fail grade in programs for which it is appropriate.

The grading system should not inhibit the professional staff member from assessing the strengths and weaknesses of each student on an individual basis.

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**HIGH SCHOOL AND MIDDLE SCHOOL SEMESTER GRADING**

1. All teachers shall use the grading chart to determine the letter grade to be recorded on report cards:

100-95	A
94-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
59-0	F

2. To average nine-week grades in order to calculate a semester final grade each teacher shall use the percent grade.

3. If a semester test is administered, or if a semester project is required; it will count as one seventh of a student's final semester grade.

4. In determining a student's final grade, teachers will round up at .5 or above.

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5. At the high school level:

- a. Teachers will administer a final exam or assign a semester project. A copy of the final exam or the guideline for the semester project will be filed in the principal's office.
- b. High school students must pass at least two grades of the following; first nine weeks grade, second nine weeks grade, and semester test/project, in order to pass for the semester.
- c. A teacher may request a waiver from the principal of the requirement to administer a semester test/project.
- d. If there is no semester test/project, a student would not be required to obtain two passing grades (both nine weeks) in order to pass for the semester.

Adopted 11/14/2006, Revised 3/9/2010

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CLASS RANK

The School Board acknowledges the usefulness of a system of computing grade point averages and class ranking for high school students, both to inform students of their relative academic placement among their peers and to provide students, prospective employers, and institutions of higher learning with a predictive device so that each student is more likely to be placed in an environment conducive to success.

The Board authorizes a system of class ranking by grade point average with weighted grades taken into consideration, for students in grade(s) 9-12.

The Superintendent shall develop procedures for the computation of grade point averages and the assignment of class rank to implement this policy which shall include:

- A. a provision for students graduation before their class;
- B. a statement of the methods for such computation and assignment to be made available for those to whom a student's grade point average or rank in class is released.



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STUDENT RECOGNITION

The School Board values excellence and wishes to inculcate in students the desire to do their best in all things. It shall be the policy of this Board, therefore, to recognize outstanding accomplishment in both curricular, and extra-curricular areas.

The Board authorizes the Superintendent to develop a plan for recognition of outstanding student achievement based on well-defined, consistent criteria and standards.

GRADUATION REQUIREMENTS

It shall be the policy of the School Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of Corporation goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

The Board shall award a regular high school diploma to every student enrolled in this Corporation who meets the requirements of graduation established by this Board as provided by the State.

Special education students who properly complete the programs specified in their I.E.P. and have received the recommendation of the Case Conference may participate in graduation activities and shall be awarded a diploma or certificate.

The Board shall award a high school equivalency certificate to any individual who meets the criteria established by law.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal. Foreign exchange students that have completed a year of attendance at Winchester Community High School in compliance with School Board Policy 5114 and Administrative Guideline 5114A but have not completed all requirements for graduation may participate in the graduation ceremony as guests of the School Board.

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct or other reasons so warrants.

Legal References: I.C. 20-32-4, 511 IAC 6-7-1, 511 IAC 5-1-1 to 6  
Revised, 08/11/1992  
Revised, 03/10/2009  
Revised, 12/28/2017

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**CREDITS FROM NONPUBLIC SCHOOLS, HOME SCHOOLS, CORRESPONDENCE SCHOOLS,  
AND ON-LINE SCHOOLS**

In recognizing its responsibility to uphold the minimum educational standards of the State of Indiana, the School Board establishes the following policy and criteria regarding the acceptance of credits from nonpublic schools, including home schools, correspondence schools, and on-line schools.

For credit or course-work to be accepted for courses taken in a nonpublic school there must be verification that:

- A. the course was taught by a certified teacher;
- B. the course met the requirements established by the State if a regular academic course.
- C. course content is comparable to Corporation-established courses of study.

All students, grades 1 through 12, entering from a nonpublic school may be given an individual achievement test which will be used as an aid in placing these students.

Recognition of credits or course-work from a nonpublic school shall be granted when the above-state criteria are met and upon satisfactory completion of any achievement tests given by the administration.

Although credits from nonpublic schools may be granted and placed on a student's transcript, no grades will be entered on the transcript or considered for class ranking. Only grades awarded for courses taken at the Corporation or from a school accredited by the Indiana Department of Education or such departments in other states shall be considered in class ranking and for entering on the transcript.

Students who are enrolled in the Randolph Central School Corporation may not take courses from correspondence schools or on-line schools for Randolph Central credit without prior, express, written permission of the Randolph Central school principal. Credits awarded by Randolph Central School Corporation from correspondence schools or on-line schools shall be entered on the student's transcript but shall not be considered in class ranking.

Revised 10/27/1993, 10/8/2013

Legal References: 511 IAC 6-7-7, 511 IAC 6-7.1-8

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**EARLY GRADUATION**

The School Board acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class.

Students may not use correspondence, on-line, or alternative school courses for early graduation without prior, express, written permission of the Winchester Community High School Principal. Generally, correspondence, on-line, or alternative school courses shall not be used to allow students to graduate early, except in extreme cases as determined by the principal.

Application for early graduation shall be submitted to the principal. The principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.

The student may participate in the graduation ceremonies with his/her designated class.

Legal References: 511 IAC 6-7-7, 511 IAC 6-7.1-8  
Revised, 10/8/2013

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STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this Corporation.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools and on school vehicles.

Discipline on Corporation vehicles shall be the responsibility of the driver on regular bus runs. When Corporation vehicles are used for field trips and other Corporation activities, however, the teacher, coach, or advisor shall be responsible for student discipline. If a student becomes a serious discipline problem on the vehicle, the Superintendent may suspend the transportation privileges of the student providing such suspension conforms with due-process.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed periodically.

I.C. 20-27-10-2

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DRESS AND GROOMING

The School Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except with their choices interfere with the educational program of the schools.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

The building principal may establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the Corporation at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

- A. designate the building principal as the arbiter of student dress and grooming in his/her building;
- B. instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

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USE AND/OR POSSESSION OF TOBACCO

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

For purposes of this policy, use and/or possession of tobacco shall mean all tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco.

The administration of each school building will take appropriate action in cases involving students who use and/or possess tobacco in violation of this policy.

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**VOLUNTARY DRUG/SUBSTANCE ABUSE TESTING PROGRAM**

**MISSION STATEMENT**

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

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

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

**INTRODUCTION**

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

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

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



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

**PURPOSE**

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

**OBLIGATION TO GOVERN THE MEDICAL CONDITION OF STUDENTS**

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

**SCOPE**

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

**DRUG EDUCATION**

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

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**CONSENT FORM**

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

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

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

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

**TESTING PROCEDURE**

1. The selection of participants to be tested will be done randomly by the Principal/administrative designee, and selections will be made from time to time throughout the school year. Student identification numbers specific to this program will be assigned to each participant. Identification numbers for each random testing will be drawn from one large pool of those agreeing to be tested. There will be only one copy of the listing of students consenting to be tested and their identification numbers. This copy will be maintained by the building principal. Testing may occur any day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned to a number that will be placed in the drawing.
2. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
3. Upon being selected for a urinalysis test under this policy by random draw or a follow-up test, a student will be required to provide a sample of “fresh” urine according to the quality control standards and policy of the laboratory conducting the urinalysis.

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4. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardians will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date, or the option of the Randolph Central nurse taking the sample and sending it to Witham, to be reinstated for eligibility.
5. All specimens registering below 90.5 degrees or above 98.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
6. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extracurricular activities" for the remainder of the school year. This will be reported to the parent/guardian.
7. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass. Submitting to random drug testing will be considered an excused absence from class and there shall be no penalty to grades.
8. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also "performance enhancing" drugs such as steroids may be tested.
9. The school will select one or more laboratories to conduct the testing. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

**CHAIN OF CUSTODY**

1. The certified laboratory will provide training and direction to those who supervise the testing program, set-up the collection environment, and guarantee specimens, and supervise the chain-of-custody. To maintain anonymity, the student's number, not name will be used.

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2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class (participants may be called after school during activity time).
3. Before the student's urine sample is tested by the laboratory, the student shall fill out, sign, and date any form, which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed on the bottle. The student will sign that the specimen has been sealed. Only the lab testing the specimen may break the seal.
5. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular or co-curricular activities subsequent to a retest.
6. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
7. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/administrative designee.
8. In order to maintain confidentiality the container, which contains the urine specimen to be tested, will not have the name of the student on it. Instead, the student's random identification number will appear on the container. Also the results sheet for the urinalysis will be mailed back to the principal/administrative designee with no named attached; only the student's random identification number will appear on the results sheets.

TEST RESULTS

1. This program seeks to provide needed help for students who have a verified “positive” test. The student’s health, welfare, and safety will be the reason for preventing students from participation in co-curricular or extracurricular activities or from driving to, from, and at school.

2. The principal/administrative designee will be notified of a student testing “positive” (that is, if the test shows that drug residues are in the student’s system after using at least two different types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information, which will be considered in determining whether a “positive” test has been satisfactorily explained.

In addition, the student or parent/guardian may appeal by requesting that the certified laboratory, at a cost to the student or his/her parent/guardian, test the urine specimen again.

3. If the initial test is verified “positive”, the principal/administrative designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may contact for help. The student will be prevented from participating in co-curricular and extracurricular activities until after the principal/administrative designee requests a “follow-up” test and negative results are reported. This non-participation includes attendance at practices, meetings, trips, and any other activities of that group. The principal/administrative designee will request a “follow-up” test after such an interval of time that the substance previously found would normally have been eliminated from the body. If this “follow-up” test is negative, the student will be allowed to resume “limited participation” in co-curricular and extracurricular activities. “Limited participation” allows a student to participate in practices and/or attend meetings. A student under limited participation may not participate in contests or activities as a representative of school. If a second “positive” result is obtained from the “follow-up” test, or any later test of that participant, the same previous procedure shall be followed. If a student’s only school activity is driving to school, a positive nicotine test will not result in a loss of driving privileges.

The non-participation/limited participation period shall start on the date that positive test results are received by the building administration.

4. Students who have tested positive without satisfactory explanation and who have provided a negative follow-up test will be granted “limited participation” in co-curricular and extracurricular activities for 25% of the season or calendar of each activity in which the student is involved. For clubs and organizations that meet the

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entire year, the period for “limited participation” shall be for the next nine weeks. For activities such as athletics that have defined seasons, the 25% period will be defined as 25% of the scheduled contests for that activity. If a student is placed on limited participation with less than 25% of the calendar or season remaining, the remainder of the 25% will be served at the beginning of the next season or calendar in which the student has previously participated. On a student’s second positive test without satisfactory explanation, the period of limited participation shall be one full year. This period of limited participation can be decreased to 50% of a season or calendar by the building principal if the student produces documentation of satisfactory assessment/counseling by a school approved agency. On a third unsatisfactory positive result the student will lose eligibility to participate the remainder their middle or high school career depending on the student’s grade level. A student who has tested positive three times in grades 6-8 would lose eligibility in middle school but would regain eligibility upon entering high school. Offenses under this policy will not accumulate from middle school to high school. In addition, Winchester Community High School/Driver Middle School reserves the right to continue testing any participating student who at any time during the school year tested “positive” and did not make satisfactory explanation.

5. Information on a verified “positive” test result will be shared on a “need to know” basis with the student’s coach or sponsor. The results of the “negative” tests will be kept confidential to protect the identity of all students being tested.
6. Drug testing result sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal/administrative designee has access.
7. For athletes, the penalties outlined in this policy do not supersede any penalty that might result from an *Athletic Handbook* violation. A positive “drug” test will be considered a subsequent “Training Rules” violation if previous offenses have occurred under the *Athletic Handbook* policy. All “Training Rules” violations will be acted upon according to the guidelines in the *Athletic Handbook*.

Adopted 5/9/2006

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CARE OF SCHOOL PROPERTY

Basic to the philosophy of the School Board is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including school property. Each student should realize that vandalism to school property is costly to repair and is directly related to increased school taxes.

Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of school materials and equipment.

Students who cause damage to school property shall be subject to disciplinary measures and restitution for damages.

The Board authorizes the imposition of fines for the loss, damage, or destruction of school equipment, apparatus, musical instruments, library materials, textbooks, and for damage to school buildings.

The Board reserves the right to file a civil action in a court of competent authority against parents of a student who willfully destroys Corporation property.

The Superintendent shall develop procedures to implement this policy which include the requirement that all incidents involving the destruction of property be reported to the Board. The Superintendent may report to the juvenile authorities any student whose damage of school property has been serious or chronic in nature.

I.C. 20-33-5-11

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**NETWORK AND INTERNET STUDENT ACCEPTABLE USE**

**1.0 Overview**

Access to computers and the Internet through the Randolph Central School Corporation computer network comes with the responsibility to use this network in a productive and ethical manner

**2.0 Purpose**

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

**3.0 Scope**

This policy applies to students. This policy applies to all equipment that is owned or leased by Randolph Central School Corporation .

**4.0 Policy**

**4.1 General Use and Ownership**

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

**4.2 Security and Proprietary Information**

1. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly, user level passwords should be changed every six months.
2. All PCs, laptops and workstations should be logged-off when the host will be unattended.
3. Users must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.



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#### 4.3. Unacceptable Use

The following activities are, in general, prohibited. Users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is a user of Randolph Central School Corporation authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Randolph Central School Corporation -owned resources.

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

#### System and Network Activities

The following activities are strictly prohibited, with no exceptions:

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

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13. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's session.

Email and Communications Activities

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

5.0 Enforcement

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

In consideration for the privileges of using the Corporation and/or Network resources, and in consideration for having access to the information contained on the Network, or by the Network, I hereby release the Corporation, Network and their operators and administration from any and all claims of any nature arising from my use, or inability to use the Corporation and/or Network resources.

I agree to abide by such rules and regulations of system usage as may be further added from time-to-time by the Corporation and/or Network. These rules will be available in hardcopy form in the Principal's office.

(Sign and return to your Principal's Office/Teacher)

Printed Name of Student \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

For Office Use Only

User name (assigned by Corporate Network Director or designee): \_\_\_\_\_

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**INTERNET SAFETY INSTRUCTION**

The School Corporation shall employ filters on all computers used by students and used to educate students at all grade levels. The filters shall block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). The Superintendent and Director of Curriculum shall ensure that instruction is included at all grade levels on the appropriate use of the Internet and the safe use of social networking sites. The online activities of minors shall be monitored; and, as required by the Protecting Children in the 21st Century Act, minors shall be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and responses.

Children's Internet Protection Act  
IC 20-30-5.5

Adopted 4/12/2011  
Revised, 10/13/2015

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STUDENT USE OF MOTOR VEHICLES

The School Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students; a responsibility in the care of property; in the observation of safety rules; and in the display of courtesy and consideration toward others.

The Board will permit the use of motor vehicles by students, in accordance with the rules of this Corporation.

The Board will not be responsible for motor vehicles which are lost, stolen, or damaged.

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STUDENT HARASSMENT

Harassment of a student(s) by other students or any member of the staff in contrary to the School Board's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

The Superintendent is to ensure that the Student Code of Conduct contains language prohibiting any form of sexual harassment and any use of racial or ethnic verbal or physical harassment. It should also provide a means for a student to report any incidence of harassing behavior from a fellow student, staff member, or a school visitor, in a way that avoids embarrassment and protects the confidentiality of the student.

All such reports are to be investigated by the Superintendent promptly. anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including suspension or expulsion from the Corporation.

Adopted 8/11/92

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DRUG PREVENTION

The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

The Board prohibits the use, possession, concealment, or distribution of any drug or drug paraphernalia at any time on Corporation property or at any school-related event. It further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for educational purposes.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

- A. emphasize the prevention of drug use;
- B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
  - 1. addresses the legal, social, psychological, and health consequences of drug and alcohol use; and
  - 2. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol.
- C. include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- D. provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
- E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;
- F. provide information about any drug and alcohol counseling and rehabilitation and re-entry programs available to students and provide procedures to direct students and their parents to the appropriate programs;

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- G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- H. require the notification to parents and students that compliance with the standards of conduct is mandatory;
- I. provide a biennial review of the School Corporation's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced.

The Superintendent shall develop a curriculum for instruction in the harmful effects and legal restrictions against the use of drugs of abuse, alcoholic beverages, and tobacco for students at each grade level and conduct such in-service training programs for staff members necessary to ensure effective teaching about drugs and assistance to students with drug problems.

I.C. 20-30-5-11

Public Law 101-226 (Drug-Free Schools and Communities Act as amended in 1989)

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STUDENT ASSISTANCE PROGRAMS

The Board seeks to maintain a balance between maintaining a proper educational environment and a compassion for students who suffer from or are victims of intemperate, immoral, or illegal behavior.

The Superintendent is authorized to establish one (1) or more assistance programs for students which provide for effective intervention in areas such as substance abuse, crisis situations, and other situations which may impact the emotional, mental, and/or social well-being of the students and affect their ability to benefit from the educational program.



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THE SCHOOLS AND GOVERNMENTAL AGENCIES

The School Board is committed to protect students from individuals not associated with the school system but also recognizes its responsibility to cooperate with law enforcement agencies and the Department of Welfare.

When such agencies request permission to interrogate a student at school, the building principal shall ensure that the agency has informed the parents, when appropriate.

Whenever it has been determined that an agency has a legitimate purpose in interrogating a student within the confines of the Corporation, the building principal or representative shall be present throughout the proceedings. S/He should also verify that the student(s) has been informed of his/her rights to refuse to answer questions, to be informed that anything s/he says may be used against him/her in court, and to consult with and be advised by legal counsel.

When an agency requests permission to remove a student from school, the building principal shall notify the Superintendent.

No student shall be released to an agency, other than a law enforcement or child protection agency, without proper warrant or written parental permission, except in the event of emergency or for the protection of life or property as determined by the building principal.

The Superintendent shall prepare guidelines to promote understanding and cooperation between staff members and students and these agencies.

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STUDENT DISCIPLINE

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this Corporation to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Superintendent shall publish to all students and their parents the rules of this Corporation regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due-process procedures that will be followed in administering the Code of Conduct. Parents and adult students shall be provided a form which is to be returned to the school principal confirming that the Code of Conduct has been read and is understood. Failure to return the form shall have no effect on the utilization of the disciplinary actions contained in the Code with that student.

A student who has been disorderly on a school vehicle may be excluded from transportation services in accordance with Board policies on transportation.

The building principal shall have the authority to assign discipline to students, subject to Corporation administrative guidelines and the student's due process right to notice, hearing, and appeal.

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Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained or other suitable transportation arrangements have been made.

I.C. 20-33-8

REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS

The School Board recognizes that removal from the educational programs of the Corporation, whether by emergency removal, suspension, or expulsion, is the most severe sanction that can be imposed on a student in this Corporation and one that cannot be imposed without due process since removal deprives a child of the right to an education.

No student is to be removed, suspended, and/or expelled from an activity, program, or a school unless his/her behavior represents misconduct as specified in the Student Code of Conduct and approved by the Board. The Code shall also specify the procedures to be followed by school officials. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, the procedures set forth in Policy 2461 shall apply to students identified as disabled under the IDEA and/or Section 504 of the Rehabilitation Act of 1973.

For purposes of this policy the following definitions shall apply:

- A. "Suspension" shall be the temporary removal of a student by the school principal from the Corporation's program for a period not to exceed ten (10) school days. A student may be suspended for a longer period of time in accordance with the provisions of I.C. 20-33-8 pending expulsion.
- B. "Expulsion" shall be the removal of a student from the schools of this Corporation for a period not to exceed the number of school days remaining in the school year in which the incident took effect, if the incident occurs during the first semester. If the incident occurs in the second semester, the Superintendent may expel the student for the remainder of the current school year, summer school, and the first semester of the next school year in accordance with the provisions of I.C. 20-33-8.

Any student who brings a firearm, as defined under I.C. 35-47-1-8, to school shall be expelled for at least one (1) calendar year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident.

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If the student brings a deadly weapon as defined in I.C. 35-41-1-8 onto Corporation property or is found to possess a deadly weapon on Corporation property or at a school-related activity, s/he shall be expelled for a period of not more than one (1) calendar year. The Superintendent shall notify the law enforcement agency designated by the Prosecuting Attorney when a student possesses a firearm or deadly weapon on school property or at a school-related activity.

The Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding any expulsions for the above-stated firearms or weapons offense together with the name of the school, the number of students so expelled, and the types of firearms or weapons that were brought on Corporation property. (20 USC 3351)

The Superintendent shall appoint an administrator in the Corporation who is not otherwise involved in the case to act as an expulsion examiner in the case of a recommendation for expulsion. The appointed expulsion examiner shall provide any student facing expulsion the opportunity for a hearing and shall preside over any such hearing. Students may call witnesses and present evidence at an expulsion hearing. Principals and/or their designees may appear, call witnesses, and present evidence at an expulsion hearing. Students do not have a right to be represented by legal counsel in an expulsion hearing. The expulsion examiner shall make a recommendation regarding expulsion to the Superintendent following the hearing. If the recommendation is to expel the student, the student may appeal to the Superintendent by requesting a conference with the Superintendent.

The Superintendent shall accept or reject the recommendation of the expulsion examiner. He may not increase the penalty recommended by the expulsion examiner. The ruling of the Superintendent is final. The Board of School Trustees of the Randolph Central School Corporation has voted not to hear any appeals of the expulsion process.

The Superintendent shall establish practices which provide appropriate procedures for implementing this policy and ensure compliance with applicable statutes. The Superintendent shall ensure that general procedures relating to suspension and expulsion appear in all student handbooks.

The Superintendent or his designee shall report all expulsions and second suspensions to the Bureau of Motor Vehicles in accordance with law and the Bureau's guidelines.

I.C. 20-339-1 et seq.

Revised 11/9/94

Revised 10/8/96

Revised 4/10/2012

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SATURDAY SCHOOL SUSPENSION

It is the purpose of this policy to provide an alternative to out-of-school suspension. The availability of this option is dependent upon the financial ability of the School Board to support such a program.

Saturday school suspension will only be offered at the discretion of the building principal for offenses found in the Student Code of Conduct.

The Superintendent shall establish administrative guidelines to implement this policy.

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**REMOVAL OF STUDENTS FROM CLASSROOM BY TEACHERS**

Randolph Central School Corporation has developed the following procedures to clarify issues surrounding the removal of students who interfere with an educational function from the classroom by teachers.

Randolph Central teachers have the right to require a student to leave their classrooms when it is necessary to prevent an interference with an educational function.

The classroom teacher may choose to place a student in an alternative setting not to exceed fifteen (15) minutes at the elementary level or the remainder of the class period at the secondary level. For the purposes of this policy, this will be defined as a “cooling off” period. At the end of the “cooling off” period, the student may re-enter the classroom and rejoin his or her class without further delay.

If the situation warrants, the teacher may choose to send a student to the principal’s office. At that time, the building principal or his/her designee will make a decision in regard to the appropriate form of discipline for the student.

Students will only be considered “removed” from the classroom if the building principal or his/her designee decides upon an out-of-school suspension at the request of the classroom teacher. In the event that a student is “removed” under this provision, his or her classroom teacher will be expected to assign the student regular or additional school work. In addition, the classroom teacher, building principal or his/her designee, and the student’s parent(s) or guardian(s) must participate in a meeting. This meeting may occur in person, through a phone conversation, or through written communication, and the principal or his/her designee may meet with the other parties separately. Finally, a behavior plan will be developed for the student. All three of these requirements must be met prior to the student returning to his or her classroom.

Behavioral incidents that occur outside of the classroom will be dealt with according to policies set forth in student handbooks and according to the expectations of the building principal or his/her designee.

IC 20-33-8-9

Adopted 11/10/2009

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DUE PROCESS RIGHTS

The School Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the Corporation's disciplinary procedures.

The Superintendent shall establish administrative guidelines to ensure that all members of the staff follow due process procedures when dealing with students. In addition, a statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

I.C. 20-33-8



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**BULLYING**

Pursuant to IC 20-33-8-13.5 (a) the School Board is committed to providing a safe, positive, productive, and nurturing educational environment for students, employees, volunteers, and patrons. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Bullying, as defined in State law (IC 20-33-8-0.2), 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 that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that (1) places the targeted student in reasonable fear of harm to the targeted student's person or property; (2) has a substantially detrimental effect on the targeted student's physical or mental health; (3) has the effect of substantially interfering with the targeted student's academic performance; or (4) 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. The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following: (1) participating in a religious event; (2) acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger; (3) participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both; (4) participating in an activity conducted by a non-profit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults; (5) participating in an activity undertaken at the prior written direction of the student's parent; (6) engaging in interstate or international travel from a location outside Indiana to another location inside Indiana. 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, and marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling/slurs, taunting, threats, rumors, pranks, gestures/innuendos, drawing cartoons, physical attacks/actions, and hazing.

Each school within the Corporation shall include in its discipline rules the legal definition of bullying, a statement that bullying is prohibited, and the following: (A) provisions concerning education, parental involvement, and intervention; (B) a detailed procedure for the expedited investigation of incidents of bullying that includes (i) appropriate responses to bullying behaviors; (ii) provisions for anonymous and personal reporting of bullying to a teacher or other school staff; (iii) timetables for reporting of bullying incidents to the parents of both the targeted student and the bully, in an expedited manner; (iv) timetables for reporting of bullying incidents to school counselors, school administrators, the superintendent, or law enforcement, if it is determined that reporting the bullying incident to law enforcement is necessary; (v) discipline provisions for teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident; and (vi) discipline provisions for

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false reporting of bullying; and (C) a detailed procedure outlining the use of follow-up services that includes: (i) support services for the victim; and (ii) bullying education for the bully.

The discipline rules described in the previous paragraph may be applied regardless of the physical location in which the bullying behavior occurred; whenever: (1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the corporation; (2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. The discipline rules described in the previous paragraph must prohibit bullying through the use of data or computer software that is accessed through a:

(1) computer; (2) computer system; or (3) computer network.

According to IC 20-33-8-13.5, this policy may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.

A record made of an investigation, a disciplinary action, or a follow-up action performed under this policy is not a public record under IC 5-14-3.

Adopted 12/5/2005  
Amended, 7/9/2013

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CORPORAL PUNISHMENT

Professional staff, within the scope of their employment, may use and apply reasonable force and restraint to enforce school rules and regulations or property.

Corporal punishment may be administered only as a last resort and only in accordance with the Superintendent's administrative guidelines.

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USE OF SECLUSION AND RESTRAINT WITH STUDENTS

~~It is the policy of the Board that all students are to be treated with dignity and respect and to be free from abuse. The Board supports the promotion and training of appropriate student behavior as part of the Corporation's curriculum. It is the policy of the Board to use prevention, positive behavior intervention and support, and conflict de-escalation to eliminate or minimize the need for the use of seclusion or restraint with students. This policy applies to all students, regardless of the existence of a disability.~~

General Guidelines

~~Any behavioral intervention shall be consistent with a student's rights to be treated with dignity and respect and to be free from abuse.~~

~~Any behavioral intervention used shall be consistent with the student's most current individualized education program (IEP) and with the student's behavioral intervention plan (BIP), if applicable.~~

~~Every effort shall be made to eliminate or minimize the need for the use of seclusion or restraint with a student, including the use of prevention, positive behavior intervention and support, and conflict de-escalation prior to the use of seclusion or restraint, except in the case of an emergency, as defined in the seclusion and restraint plan.~~

~~Seclusion and restraint shall be used only: 1) as a last resort safety procedure employed after another, less restrictive procedure has been implemented without success; and 2) when there is an imminent risk of injury to the student, other students, school employees, or visitors to the school.~~

~~Seclusion and restraint shall be used only for a short period of time or until the imminent risk of injury has passed.~~

~~Regular training of appropriate school employees/staff members on the proper use of effective alternatives to seclusion and physical restraint and the safe use of seclusion and physical restraint in situations involving imminent danger of serious physical harm to the student, school employees or others is required, as indicated in the seclusion and restraint plan.~~

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~~The student shall be monitored by a staff member at all times during the use of seclusion or restraint to ensure the appropriateness of its use and the safety of the student and others.~~

~~Corporation employees shall never use mechanical restraints to restrict student's freedom of movement and shall never use a drug, medication or other chemical to control behavior or restrict freedom of movement, except as authorized by a licensed physician or other qualified health professional. Corporation employees shall never give a student any drug or medication that is not a standard treatment and dosage for the student's medical or psychiatric condition.~~

~~The seclusion and restraint plan shall apply to all students and not only students with disabilities.~~

~~Seclusion and restraint shall not be used as a means of punishment or discipline, coercion or retaliation, or as a matter of convenience.~~

~~Seclusion and restraint shall never be used in a manner that restricts a student's breathing or intentionally harms the student.~~

~~The use of seclusion or restraint, particularly when there is repeated use for an individual student, multiple uses within the same classroom, or multiple uses by the same individual, shall trigger a review and, if appropriate, revision of strategies currently in place to address behavior that imposes imminent risk of injury, including engaging in a functional behavioral assessment and reviewing and/or modifying the student's IEP or BIP. In positive strategies are not in place, Corporation employees shall consider developing them.~~

~~Behavioral strategies to address behavior that imposes imminent risk of injury that result in the use of seclusion or restraint shall address the underlying cause or purpose of the behavior.~~

~~Parents or guardians shall be informed of and have access to the plan on seclusion and restraint at the student's school or other educational setting, as well as applicable Federal, State or local laws.~~

~~A student's parent must be notified as soon as possible when an incident involving the student that includes the use of seclusion or restraint occurs. Schools must designate the employee who will be responsible for documenting every instance in which seclusion or restraint was used on a student. The documentation shall include a detailed account of the incident, including the circumstances that led to the use of restraint and/or seclusion.~~

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~~Any instance of seclusion or restraint must be documented as indicated in the seclusion and restraint plan. Such documentation shall, at a minimum, be in writing, include sufficient detail to provide for the collection of specific data that would enable teachers, staff and other personnel to review seclusion and restraint policies in order to implement modifications to the Corporation's plan. Data collected from the use of either seclusion or restraint shall be reviewed at least annually in order to improve prevention, positive behavioral intervention and support, and conflict de-escalation techniques in order to avoid the use of seclusion and restraint.~~

~~The Board directs the Superintendent or the local Director of Special Education to develop a seclusion and restraint plan that, at a minimum, incorporates these guidelines and specifies the training required, notification procedures, and timelines. The plan must be reviewed annually and updated as needed.~~

Adopted 1/13/2015

Revoked and replaced with Program Guidelines 5640, 4/14/2015

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SCHOOL SPONOSORED PUBLICATIONS AND PRODUCTIONS

The School Board may sponsor student publications and productions as means by which students learn, under adult direction, the rights and responsibilities of public expression in a free society.

For purposes of this policy, "publications" shall include any audio, visual, or written materials such as tapes, banners, films, pamphlets, notices, newspapers, books, or other like materials. "Productions" shall include theatrical performances as well as impromptu dramatic productions.

Such publications and productions also play a vital role in the school program by:

- A. interpreting students and the school to the community;
- B. serving as a public relations media;
- C. developing skills in communication via the mass media;
- D. developing acceptable methods for preserving the constitutional provision of free speech.

In sponsoring a student publication or production, the Board is mindful of the fact that it could be available to any student attending this school, and must, therefore, generally be suitable for all students.

Issues on which opposing points of view have been promulgated by responsible opinion may be introduced in a school sponsored publication provided equal opportunity is given to present each view and provided further that the material generally is acceptable to this community.

Advertising is permitted in school newspapers, yearbooks, programs, etc. which are published by student organizations. Permission should be given by the publication sponsor.

The Board reserves the right to designate and prohibit the publications or productions which are not protected by the right of free expression because they violate the rights of others.

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The Board also prohibits publications and productions which:

- A. fail to identify the student or organization responsible for distribution;
- B. solicit funds for nonschool organizations or institutions when such solicitations have not been approved by the Board.

The decision as whether or not something is published or produced shall be made by the advisor with appeal to the principal and Superintendent.



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PREPARING FOR VOTER REGISTRATION

The School Board believes that preparing students to assume the responsibilities which our democratic society places on each of its citizens is an important function of the schools. Supplying our high school students with all pertinent information regarding voter registration is one crucial means of meeting this goal.

Accordingly, the Superintendent, using such resources as the high school administration, faculty and student body, local officials, and others, can provide and develop a nonpartisan, voter education program for the high school.

The administration of the high schools shall offer to all students who reach the age of majority the opportunity to register as voters.

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EQUAL ACCESS FOR NONCORPORATION-SPONSORED  
STUDENT CLUBS AND ACTIVITIES

The Board will not permit the use of school facilities by Corporation-sponsored, extra-curricular clubs and activities during instructional hours. During noninstructional time, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

An application for permission for nonCorporation-sponsored, student clubs and activities to meet on school premises shall be made to the building principal, who shall grant permission provided that s/he determines that:

- A. the activity has been initiated by students;
- B. attendance at the meeting is voluntary;
- C. no agent or employee of the Corporation will promote, lead, or participate in the meeting;
- D. the meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
- E. nonschool persons do not direct, conduct, control, or regularly attend the activity.

A student-initiated group granted permission to meet on school premises shall be provided the same rights and access and shall be subject to the same administrative guidelines that govern the meetings of student organizations sponsored by this Board, except as provided by this policy. Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's race, color, creed, religion, gender, national origin, disability, or social or economic status.

The Board will not permit the organization of a fraternity, sorority, or secret society. A student-initiated meeting may be attended by no more than one (1) outside resource person(s). The Superintendent may exclude nonstudents from directing, controlling, or attending any such meetings of students.

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A professional staff member may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity. No professional staff member shall be compelled to attend a student-initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

The principal may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and staff members.

20 U.S.C. 4071 et seq.  
Public Law 98-377

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MARRIED OR PREGNANT STUDENTS

Neither marriage nor pregnancy shall be limiting factors for the education of any student in the schools of this Corporation.

The School Board's responsibility for the education of all school-age children includes the education of pregnant students, whether married or unmarried. Any variation from continuing regular school classes shall be based upon the assessed needs of such students.

The school may request medical verification of a student's ability to continue in all classes in his/her program.

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SEARCH AND SEIZURE

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

**A. School Property**

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

**B. Student Person and Possession**

Prior to a search of a student's person and personal items in the student's immediate possession consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same sex as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the Board.

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

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Permission for a student to bring a vehicle on school property shall be conditioned upon consent the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

**Use of Dogs**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law, school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

The Superintendent shall promptly record in writing the following information for each search pursuant to this policy:

- A. the information upon which the search was based
- B. the time, date, location, students, or places searched, and persons present
- C. a description of any item seized and its disposition
- D. the time and date of notice to the parent or guardian in the case of the search of the person of a student

The Superintendent shall prepare administrative guidelines to implement this policy.

U.S. Constitution, 4th Amendment

Revised 10/27/93

Revised 10/8/96

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**DANGEROUS WEAPONS**

Indiana law states that any person who possesses a firearm in or on school property or on a school bus commits a Class D felony. Law enforcement officers, school resource officers, and other persons authorized by the Board of School Trustees are exempt from this prohibition.

The School Board will not tolerate the possession of weapons or other devices designed to inflict bodily harm by students while on Corporation property, at a school-related event, or while enroute to or from school on a school bus.

This policy shall also encompass such actions as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent shall prepare administrative guidelines to ensure immediate reporting to the parent or guardian and proper disciplinary action as provided in the Code of Conduct and reporting to the local law enforcement agency.

In accordance with the provisions of IC 34-28-7-2(b), the School Board prohibits school employees from bringing firearms into and upon school property. This provision does not apply to police officers hired to work for the Corporation or to administrative employees who might be specifically authorized to carry weapons by action of the School Board.

Procedures shall also include the immediate reporting to the appropriate law enforcement agency if a dangerous weapon is found or is suspected to be in the possession of a Corporation employee or a visitor.

Revised, 6/11/2013, 10/8/2013

Legal References: IC 20-33-8-16, IC 34-28-7-2(b)

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STUDENT RIGHTS

The School Board recognizes that students possess not only the right to an education but the rights of citizenship as well.

In granting students the education to which they are entitled, the Board shall provide them with the nurture, counsel, and custodial care appropriate to their age and maturity. At the same time, no student shall be deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts.

Attendant upon the rights guaranteed to each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the administrative guidelines of this Corporation.



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STUDENT GOVERNMENT

The School Board acknowledges the importance of offering students the opportunity to participate in self-government within the establishment of the schools.

Students shall have the right to organize, conduct meetings, elect officers and representatives, and consult with the administration.

The Board will recognize the Student Council as the official voice of the student body for students in grades 9-12 and for the purpose of:

- A. giving students practical experience in organizing, planning, and affecting outcomes;
- B. developing student leadership;
- C. providing a learning experience in democratic decision making.

The Superintendent shall establish administrative guidelines to implement this policy.

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STUDENT FUND RAISING

The School Board acknowledges that the solicitation of funds by or from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fund raising" shall include the solicitation and collection of money by or from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

The Board will permit student fund raising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools.

Fund raising by approved school organizations, those whose funds are managed by the Corporation, may be permitted in school by the principal. Such fund raising off school grounds may be permitted by the Superintendent.

Fund raising by students on behalf of school-related organizations whose funds are not managed by the Corporation may be permitted on school grounds by the Superintendent.

All other fund raising shall be done in accordance with Board Policy 9700.

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STUDENT GROUPS

It is the policy of the School Board that student groups be recognized as authorized school organizations only if they are approved by the school administration, sponsored by school personnel, composed of members of the current student body, hold the majority of their meetings at school, and have established aims which are educational in nature.

Membership in the organization or operation of any high school fraternity, sorority, or any other secret society as described by law is prohibited throughout the School Corporation. In addition, the Board shall not tolerate any type of gang or gang-related activity to occur on Corporation property or while students are under the auspices of the Board.

Revised 10/8/96

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SOCIAL EVENTS

The School Board recognizes the value of student social events in enhancing and enriching the educational experience for the children of this community.

The Board will make school facilities available and provide appropriate staff for the conduct of social events within the school facilities which have been approved by the building principal.

School social events which take place outside school facilities must be approved by the building principal.

As voluntary participants in school social events, students shall be held responsible for compliance with rules set forth for their conduct, and infractions of those rules will be subject to the same disciplinary measures applicable during the regular school program.

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the rules of the school.

The Superintendent shall develop administrative guidelines for the conduct of student social events which shall include:

- A. designation of a staff member who shall be the Board employee responsible for the event;
- B. provisions for chaperonage, adult supervision, and/or police protection required by the circumstances of the event;
- C. provisions for the safety of all students and adults involved.

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STUDENT PRODUCTION OF GOODS AND SERVICES

It is the policy of the School Board that students may produce goods and services for nonprofit community organizations or groups during school hours or in school activities only to the extent that such production furthers the educational development of those students. Care must be exercised by the administration in interpreting this policy to avoid exploitation of the students.

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**PUBLIC PERFORMANCES BY STUDENTS**

The School Board recognizes the value to students of sharing their talents and skills with the community through participation and performances in public events.

The Board endorses such performances when:

- A. they constitute a learning experience which contributes to the educational program;
- B. they do not interfere with other scheduled activities of the school;
- C. the circumstances of the event do not pose a threat to the health, safety, and well-being of the students who will be involved.

All requests for public performances by students require the approval of the principal.

The Superintendent shall develop administrative guidelines to implement this policy which require that:

- A. all requests for public performances by student groups shall be presented for approval;
- B. parental permission is sought and received before students participate;
- C. when public performances are scheduled as a regular part of a course of study taken for credit, students shall be informed in advance of the obligation to participate and will be excused from participation only in accordance with the administrative guidelines governing school attendance;
- D. when a request for a public performance is not part of the regular program, all students who are members of the group invited to perform may be polled for their willingness to do so and no request for a performance will be granted unless the faculty advisor believes a sufficient number will participate to represent the school fairly and will acquire a valuable learning experience;

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- E. no student, group of students, or employee of this Board may receive personal compensation for the performance in public by students organized for a school activity but may collect a donation to an approved student activity fund;
- F. the interests of our students be protected and guarded against exploitation;
- G. student behavior is governed by common courtesy and the Student Code of Conduct.

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STUDENT EMPLOYMENT

The School Board believes that attendance at school should occupy a student's full attention and should take precedence over nonschool-related employment.

If a student must work while attending school, s/he should receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with school studies and activities.

The Superintendent shall prepare guidelines which will ensure that:

- A. the student's employment complies with Indiana laws;
- B. all students employed in out-of-school jobs are closely monitored by staff regarding school attendance and achievement in order to determine the effects on school performance of the students assuming out-of-school work commitments.

I.C. 20-33-3



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