**DRIVER MIDDLE SCHOOL**

**STUDENT HANDBOOK**

**2019-2020**



**RANDOLPH CENTRAL VISION STATEMENT**

The mission of Randolph Central School Corporation is building foundations that prepare students for a lifetime of opportunity.

**RANDOLPH CENTRAL MISSION STATEMENT**

The vision of Randolph Central School Corporation as a premier school community is to educate, inspire, and challenge students with an innovative and engaging curriculum. An energetic and professionally-growing staff provides college and career-ready opportunities in a safe, nurturing, and student-centered environment. A strong foundation of curricular, co-curricular, and extra-curricular experiences is supported by the responsible management of resources and assets. Fostering community support and engagement are integral to student achievement, responsible citizenship, moral strength, and future vocation.

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**A Word About This Student Handbook**

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

*The Driver Middle School student handbook provides key provisions of board policy and the Board Policy Manual should be consulted for the full text of a particular policy. If the provisions of the handbook contradict board policy, the board policy will prevail.*

**Randolph Central PRIDE Program**

Driver Middle School practices Positive Behavior Intervention and Support (PBIS). Our procedures are guided by the acronym PRIDE that stands for Persistence, Respectfulness, Initiative, Dependability and Efficiency. Students may earn Driver Dollars for demonstrating preferred behaviors. Students may cash in the Driver Dollars in the PRIDE Store or used them to “purchase” privileges and incentive opportunities throughout the year.

The Driver Middle School Passport will be a tool used to develop the Positive Behavior Intervention and Support initiatives of our building. Students will stay organized with the use of the agenda and tracking their Driver Dollars. Students will also use this book as we monitor hallway traffic, tardy policy, basic procedures, and some parent communication. If a student loses or defaces a Passport, a student could face disciplinary action and/or lose privileges.

**DMS Regular Schedule**



**DMS Two-Hour Delay**



**Driver Middle School Course Offerings**

**2019-2020**

Driver students will take **seven** classes. Each class will last about 46 minutes. In addition, each student will have a 16 minute homeroom (PRIDE) and a 30 minute lunch.

**ACADEMIC CORE (ALL GRADES)**

1. MATHEMATICS
2. SCIENCE
3. SOCIAL STUDIES
4. LITERATURE
5. WRITING

**6TH Grade**

**EXPLORATORY**

6. **Computers**, **Health and Coding**, **Industrial Technology, PE** (Nine week rotations)

**Band or Choir**

7. **7th and 8th Grade**

**PRACTICAL ARTS**

6. **Physical Education** every other day:

 One semester PE will alternate with **Computers**

 One semester PE will alternate with **Health**

**FINE ARTS** (student’s choice if schedule allows)

7. 7th Grade-**Art and Industrial Tech** (every other day), **Choir** (every day), **or Band** (every day)

8th Grade-**Agriculture and Industrial Tech** (every other day, **Choir** (every day), **or Band** (every day)

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F.C.A.

S.A.D.D.

AMBASSADORS

STUDENT COUNCIL

SCIENCE CLUB

HISTORY CLUB

ART CLUB

ARCHERY CLUB

INDUSTRIAL TECHNOLOGY CLUB

ROBOTICS

**CO-CURRICULAR**

BAND

CHOIR

WASHINGTON, D.C. TRIP

**APPLICATION OF POLICY**

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

**ASSEMBLIES**

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

**ASSIGNED AREAS**

**ARRIVAL TO SCHOOL**

No students will be admitted into the school prior to 7:30 AM unless there is a scheduled meeting/study session. Upon arrival to school, all students are to report to the middle school gymnasium. The following exceptions should be noted:

1. The restroom in the gym entrance is available for use in the mornings.
2. Students who are to meet with a teacher must have a pass from that teacher to go to his/her room. There will be no students in any room without a pass from their teacher.
3. Students with a club activity or attending a teacher led study session will be allowed to attend that on good faith.
4. Students who desire to eat breakfast may report to the commons for breakfast.

If a parent is dropping a student off in the morning he/she is to use Door 21 near the HS gymnasium on the east side of the school. Students will be dismissed from the middle school gymnasium at 7:52 AM. School begins at 8:00 AM.

**ASSIGNED AREAS/LUNCH**

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

**BEVERAGES**

Drinks will only be permitted in the commons area with the exception of water in clear plastic containers with twist on lids. Each classroom teacher will determine if water will be allowed in his/her classroom. Vending machines will only be available before school, during the lunch hour and after school. Students who violate this rule will face disciplinary consequences. An exception may be made for items approved by the classroom teacher and an administrator.

**BOOK RENTAL**

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

**CARE OF PROPERTY**

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

**clinic - INJURY AND ILLNESS**

All injuries must be reported to a teacher. If minor, the student will be treated and may return to class. If further medical attention is required, a member of the clinic/office staff will follow the school’s emergency procedures. A student who becomes ill during the school day should request permission (clinic referral) from the teacher to go to the clinic. The clinic staff will determine whether or not the student should stay in the clinic, be sent home, or return to class. Students are not permitted to visit the clinic during passing periods but should first get a pass from their teacher.

**CLOSING INFORMATION**

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

**CLUBS AND ACTIVITIES (School SPoNSORED)**

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

**CLUBS AND ACTIVITIES (NON-SCHOOL SPONSORED)**

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

**EMERGENCY INFORMATION**

**EMERGENCY AND DRILL BEHAVIOR**

Students are expected to:

1. Remain quiet and orderly
2. Help maintain a safe school environment
3. Follow all directives of the teachers, school personnel, and police

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

**DEFIBRILLATOR**

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

**FIRE DRILL**

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

**TORNADO INSTRUCTIONS**

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

1. The office personnel will monitor the radio.

2. Designated persons will watch for signs of a tornado.

3. Office personnel will notify all teachers.

4. A possible approach of a tornado will be signaled by a series of short rings on the bell system. In case the bells do not function, a blast from various air horns will be sounded.

5. Students should read the evacuation plans for the rooms in which they have classes. Students will leave rooms according to posted instruction.

6. If an alert is sounded when students are loading buses, students should return to the building.

7. Students moving from their classrooms to their assigned positions should walk, remain calm and quiet, and keep their hands to themselves. All students are to sit against inner walls and cover their heads with their arms.

8. Students instructed to remain in their classrooms should also sit against masonry inner walls and cover their heads with their arms.

**ENROLLING IN THE SCHOOL**

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

- a birth certificate or similar document

- court papers allocating parental rights and responsibilities or custody (if appropriate)

- proof of residency

- proof of immunizations

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

**FIELD TRIPS**

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

**FUND-RAISING**

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

**STUDENT INSURANCE**

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

**REMAINING AFTER SCHOOL**

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

**STATEMENT ON THE USE OF SUPPLEMENTS**

DMS does not condone or promote the use of supplements to aid the body in weight gain, weight loss, and gain of muscle mass or endurance. Studies on the use of these substances, especially natural or artificial Creatine, are inconclusive as to the short and long term effects of these supplements. Students are not permitted to possess these supplements on school grounds.

**SUBSTITUTE TEACHERS**

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

**SIGNS AND BULLETIN BOARDS**

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

**VALUABLES**

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

**VISITORS**

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

1. **BEHAVIOR/DISCIPLINE POLICY**

**Expected Behaviors**

Each DMS student shall be expected to:

1. abide by national, state, and local laws and follow state standards as well as the rules of the school

2. respect the civil rights of others

3. act courteously to adults and fellow students

4. be prompt to school and attentive in class

5. work cooperatively with others when involved in accomplishing a common goal regardless of the other’s ability, gender, race, or ethnic background

6. complete assigned tasks on time and as directed

7. help maintain a school environment that is safe, friendly, and productive

**EXPLANATION OF DISCIPLINARY TERMS**

**Parent and Student Conferences**

Conferences with one or both parties and a teacher are always beneficial. This method of counseling and discipline is used most and resolves many problems. Parents are encouraged to call the school for a conference when they feel the need to talk with school personnel. The phone number is 765-584-4671.

**In-School Restriction**

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

**After School Detention**

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

**Friday Night Detention**

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

**Out-of-School Suspension**

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

**Expulsion**

The principal or his designee has the authority to recommend to the superintendent of schools that a student be expelled from school for a longer period of time. Loss of credit will occur during expulsions. **Note:** Students who have been suspended or expelled from the regular school setting will not be permitted to attend or participate in any extra-curricular activity on or off school grounds during the period of the suspension or expulsion. **Note:**  If a student receives a fourth (4) out-of-school suspension during a school year, expulsion will be considered. In compliance with state law, the board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a corporation building or on corporation property, including school buses and other school vehicles. For the purposes of this policy, a dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles,” or other devices designed to or likely to inflict bodily harm, including, but not limited to air guns and explosive devices. Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board policy 2461 and Federal due process rights appropriate to disabled students. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the principal’s office.

Students will be assigned to detention and Friday night school by school administration. If a student does not attend his/her scheduled time, he or she will be assigned an additional detention or Friday night school as a consequence. (The student would then serve two nights instead of just one.) Suspension may occur if not attending scheduled disciplines.

Specific policies and penalties may be found in other parts of this handbook. Students who are suspended from school may also be eliminated from school activities such as Washington DC or 8th grade Celebration.

**DUE PROCESS RIGHTS**

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

**SUSPENSION PROCEDURES**

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:

(a) a written or oral statement of the charges;

(b) if the student denies the charges, a summary of the evidence against the student will be presented; and,

(c) the student will be provided an opportunity to explain his/her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, a description of the student’s misconduct, and the action taken by the principal.

**EXPULSION PROCEDURES**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:

a. legal counsel

b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.

2. An expulsion will not take place until the student and the student’s parents are given notice of their right to appear at the expulsion meeting. Failure by a student or a student’s parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery. The request will contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.

4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student’s position.

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student’s parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student’s parents. The board will then take any action deemed appropriate. Legal Reference: 20 U.S. C. 8001

**STUDENT DISCIPLINE**

**Students Rights and Responsibilities**

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

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

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

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

1. School rules apply to all school functions.

2. Students may make up work when suspended out-of-school. Students will be given no longer than the number of days they were suspended to hand in make-up work.

3. ISR means In-School Restriction. All other suspensions are out of school.

4. Friday Night Detention may be assigned by the administration.

5. The administration reserves the right to determine the extent of the discipline to be used.

**Expulsion or Suspension**

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

1. on school grounds immediately before, during, and immediately after school hours and at any time when the school is being used by a school group;

2. off school grounds at a school activity, function, or event;

3. traveling to or from a school activity, function, or event;

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

If a student is suspended or expelled from school he/she is unable to attend school functions during that time frame.

**Grounds for Expulsion or Suspension**

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

1. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting and interfering with school purposes, or urging other students to engage in such conduct. For example:

a. Occupying any school building or school grounds without the permission of the school corporation.

b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.

c. Setting fire to or substantially damaging any school building property.

d. Possessing, firing, displaying, or threatening use of firearms, explosives (fireworks), or other weapons on the school premises for any unlawful purpose.

e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any other lawful meeting or assembly on school property.

f. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with any teacher’s ability to conduct the education function under his supervision.

g. Students will be held accountable for any written or verbal threats.

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

2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeated damage or theft involving school property of small value.

3. Intentionally causing or attempting to cause substantial damage to valuable private property or stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.

4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.

5. Threatening or intimidating any student, staff member, or visitor for any reason, including when the purpose or intent is gaining

 money or anything of value from the targeted individual.

6. Possessing, handling, or transmitting any knife or object with a blade is considered a violation of school rules and may result in a suspension. Possessing, handling, or transmitting any knife or object with a blade longer than 3” is considered a dangerous weapon and may result in expulsion.

7. Possession, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant, any kind of drug or paraphernalia: Use of a drug authorized by medical prescription from a physician is not a violation of this subdivision. (See the section entitled “Tobacco-Alcoholic Beverages-Drugs” in this handbook for specific regulations.)

8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or educational function.

9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where such failures constitute an interference with school purposes or the educational function.

10. Engaging in any activity forbidden by the laws of the State of Indiana, which constitutes an interference with school purposes or the educational function.

11. Willfully absent or truant from school without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade School Attendance Law.

12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted under sections 2 and 3 of. Indiana Code 20-8. 1-5-4.

13. Engaging in sexual harassment of another person, which includes sexually-related verbal statements, gestures, or physical conduct.

14. Engaging in voluntary or consensual sexually-related conduct with another person.

15. Engaging in speech or conduct, including wearing clothing, jewelry, or hair-style, which is profane, indecent, lewd, or offensive to school purposes.

16. Possession, using, providing, or transmitting to another person or being under the influence of any substance which is, looks like, or which is represented to be a tobacco and/or nicotine (natural or synthetic) product (including e-cigarettes and vapor pens), narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily-based caffeine product, substance containing phenylpropanolamine (PPA) steroid, stimulant, depressant, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.

17. Possessing a Firearm

a. No student shall possess, handle or transmit any firearm on school property.

b. The following devices are considered to be a firearm under this rule:

1. any weapon that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive.

2. the frame or receiver of any weapon described above

3. any firearm muffler or firearm silencer

4. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device

5. any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter

6. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled

7. an antique firearm

8. a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes

c. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

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

**SUSPENSION DAY SCHOOL**

Any Randolph Central secondary student in grades seven through twelve who is suspended from school for one school day or longer shall be assigned to attend the suspension day school operated by the Greater Randolph Interlocal Cooperative and located in Winchester, Indiana. Parents/guardians must provide transportation to and from Suspension Day School. Students are not permitted to drive themselves to Suspension Day School, and school transportation will not be provided. Students should take their schoolbooks and assigned homework with them when leaving school at the beginning of the suspension.

Students who are assigned to attend suspension day school may also be ordered to appear before the Judge of the Randolph Circuit Court, depending on the offense leading to the suspension. If students are ordered to appear in Court, a parent or guardian must attend with them. Offenses that may result in an appearance in Court include but are not limited to assault, theft, battery, bullying, drug and alcohol offenses, habitual truancy, and others at the discretion of school administration or juvenile probation.

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

**OTHER DISCIPLINE OFFENSES**

1. Direct disobedience of a teacher’s request or order is absolutely forbidden in any case. If a pupil feels that an order is unreasonable, he or she may appeal to the administration at the end of class.

2. Any student who defaces, writes on, or damages school property (including lockers) will pay for the damage and be subject to further school discipline.

3. Inappropriate display of affection on school grounds will not be allowed. (“Inappropriate” will be defined as anything more than holding hands.)

4. Students are expected to walk in the building.

5. Students should take pride in their school property. Notify the office if there is a problem with your locker, and it will be fixed as soon as possible.

6. A student involved in cheating will be assigned a zero on the test or homework. A second offense may result in failure for the 9 weeks. Parents will be informed in writing of this action.

7. Sleeping in class is not permitted.

8. A student must report to class with books, study materials and assignments that are due. Consistent failure to do this will be considered classroom disruption/minor insubordination.

9. Use of profanity, or possessing pornographic material is strictly forbidden.

10. Vandalism to school property and/or staff’s personal property is considered a major offense.

11. Students are not allowed to carry matches and/or lighters.

12. Student may be recommended for expulsion for false fire alarms.

13. Students who use profanity directed at school employees may be recommended for out-of-school suspension.

14. Laser pens are forbidden at school and at all school functions.

**REPEATED BEHAVIORS**

The following considerations may be recommended for a student with excessive behavior concerns (all referral include documentation between school and home):

10th Referral- Begin a Check-in/ Check-out with a Teacher/ Administrator

15th Referral- A call home from student, 2 full days of ISR

Every 5th referral after 15 will include a phone call from the student to home

20th Referral- Parent Meeting and 2 days at Suspension School and Court appearance (if age allows)

25th Referral- Parent Meeting and additional suspension/referred to Alternative School (if age allows)

Students with excessive infractions will be considered for one of our alternative settings. This could include a placement off site or an intensive behavior intervention program within the building. Students will be removed from the traditional setting for a determined length of time.

**REGULATION ROOM**

Aligned with a multi-tiered system of support for the social and emotional wellbeing of students, Driver Middle School uses a regulation room. This room is a supportive and preventative measure for students to briefly visit with a goal of returning to a classroom ready to learn. Students may use this room with a defined set of parameters which might include the following:

* Time to de-escalate to avoid conflict/disruption
* Scheduled breaks
* Facilitating check-in and check-out
* Self-reflection

**STUDENT APPEARANCE AND DRESS CODE**

The appearance of any young person is primarily the responsibility of that individual and his/her parents. We expect students to maintain an appearance that is not distracting to teachers or other students or to the detriment of the educational process. The following items are **NOT ALLOWED:**

* Excessively short skirts and shorts (including PE shorts) (general guideline for measurement “fingertip rule” – tips of the individual’s middle finger when the arms are relaxed at his/her sides regardless of undergarment i.e.: leggings, tights or gym shorts)
* Clothing with holes is discouraged. Holes above the “fingertip rule” or holes of large size are prohibited.
* Tights and leggings, items designed to be worn as undergarments, and other form fitting clothing is not acceptable unless worn under shorts/skirts, tops that meet the dress code requirement.
* Pants/shorts below the waist. Undergarments visible. Student may be asked to wear a belt if needed.
* Sleeveless tops are permitted if the strap is at least 2" wide and has finished armholes (small enough so as not to reveal midriff area)
* Tops that expose cleavage, back, or midriff (Transparent shirts must have a shirt underneath which meets the dress code.)
* Tops that are not “tuckable”
* Clothing or other items advertising illegal substances, alcohol, or tobacco products
* Clothing or other items with obscene, suggestive, or questionable printing (violence, blood, weapons, etc.)
* Chains, pins, animal collars, studded or spiked items, dangling lanyards and other items that could cause a school safety concern
* Sunglasses (unless prescribed by physician)
* Shoes or boots with metal cleats, taps, spurs or wheels
* Headgear including caps, hats, bandanas, hoods, and sweatbands
* Outerwear (coats, jackets or other lined or insulated garments) (during school day)
* Extreme hair-dye colors or styles are strongly discouraged
* The final decision of a dress violation is given to the administration.

Students who are representing Driver Middle School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups.

Students who violate the dress code will face disciplinary action and/or may be required to change. Students who violate the dress code will first be asked to change if they have other clothing with them. Students may use a school phone to contact home for compliant wear. Students will remain in In-School Restriction until their clothing meets the dress code.

**Dressing and Grooming Guidelines**

While fashion changes, the reason for being at school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that is not consistent with community standards and expectations or presents a safety risk will not be permitted, including body piercing and body writing.If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, he or she may be removed from the educational setting.

**BOOK BAGS/BACKPACKS**

If brought to school, book bags/backpacks/purses/drawstring bags must be kept in lockers at all times. Any item that is large enough to transport a book is considered a book bag. The exception will be to transport clothing to physical education class. Trapper Keepers/Folders/Binders are permitted.

**bullying**

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.

The discipline rules of the Randolph Central School Corporation and this school prohibit bullying as defined above. The principal of each school shall ensure that these rules are published in the student handbook and are distributed to teachers and support staff of each school. They shall also provide copies of these rules to parent-teacher organizations and make them available to any member of the public upon request.

A student who believes that has he/she has been the victim of bullying should immediately report the alleged misconduct to a school teacher, school counselor, or school administrator. A report of alleged bullying may also be made by the parent or guardian of the alleged victim to a school teacher, school counselor, or school administrator in the school the student attends. Reports made to teachers or counselors should be immediately (within one school day) be reported to the building principal. Each school shall also make available a form that may be obtained, completed, and submitted to the principal’s office anonymously.

Upon receiving a report alleging bullying, the principal shall commence an investigation immediately (within one school day). Principals shall, depending upon the cognitive level of the alleged victim, ask students to make a written report of the alleged bullying. Principals and/or their designees may interview alleged victims, alleged bullies, witnesses, and others in order to determine if bullying occurred. Alleged bullies have the right to due process. Principals and/or their designees may not make a final determination of fact until they have met with the alleged bully. At this meeting the student will be entitled to: (1) a written or oral statement of the charges; (b) if the student denies the charges, a summary of the evidence against the student will be presented; and, (c) the student will be provided an opportunity to explain his/her conduct.

If the principal determines that bullying has occurred, he/she may use school discipline to punish, correct, and deter misconduct. Such discipline may be progressive based on repeated incidents. Discipline up to and including expulsion may be used for those students who are determined to be bullies under this policy.

Principals shall make an oral or written report of their finding to the Superintendent no later than two (2) school days after the conclusion of their investigation. The school retains the right to make a report to law enforcement if school officials have reason to believe that a crime has been committed in addition to the act of bullying. The principal or his/her designee shall also make an oral or written report of findings of fact to the parents of both the targeted student and the alleged bully no later than two (2) school days after the conclusion of his/her investigation.

School teachers, school counselors, and school administrators have an obligation to respond to allegations of bullying and to report bullying behaviors that they observe. Failure by teachers or counselors to report allegations of bullying to the building principal may result in disciplinary action against the employee. This action may include oral reprimand, written reprimand, suspension, or other disciplinary action.

Students who falsely report bullying may be subject to school discipline. This may include discipline up to expulsion and shall be dependent upon the nature of the false allegation. Students who allege bullying by another student may not be automatically exempt from counter allegations of bullying by that student or another student.

At the conclusion of the investigation by the principal, he/she shall require the victim and the bully to meet, separately or jointly, with the school counselor. The services of the school counselor will remain available to all students and parents. The school may also suggest outside counseling agencies to assist in resolving bullying issues at the expense of the parents.

The discipline rules described in this section 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.

**CELL PHONES/ELECTRONIC DEVICES/TOYS**

Electronic devices, such as iPods, cell phones, or cameras are not to be used at school (7:30-3:15). During the AM time in the gym students may ask supervisor for possible permission to contact parent if needed. Toys or collectibles such as sports cards, laser pens, fidget spinners or video games should not be brought to school. Students may not display or use an electronic or telecommunication device without administrative permission. This includes the capturing of video. These devices must be turned off during the school day. Students may not access the Internet through personal devices during the school day or during other school activities without administrative permission. Students are responsible for the care of their own personal property. The school will not be responsible for lost, damaged or stolen personal property and money. The school may confiscate such items and return them to the student’s parents. The refusal to comply with the request for confiscation of devices may result in automatic out of school suspension for the student.

The use of cameras to capture pictures or video on cell phones/ipads or similar devices is strictly prohibited unless the student has direct authorization from a teacher or administration. This would include taking photographs or video of anyone with or without their knowledge. Such use may result in automatic out of school suspension.

Student owned Kindles, Nooks, iPads, laptops, etc. may be used for appropriate reasons related to the curriculum when allowed by the classroom teacher.

**\*1st offense**: Items will be confiscated for the remainder of the school day with warning issued.

**\*2nd offense**: Items will be confiscated and parents must pick up the items at the main office. Student will receive one after school detention.

**\*3rd offense**: Items will be confiscated and parents must pick up the items at the main office. Student will receive one Friday Night School.

**\*4th offense:** Items will be confiscated and parents must pick up the items at the main office. Student will receive out of school suspension.

**INAPPROPRIATE USE OF CELL PHONES**

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

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

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

**STUDENT EXPRESSION**

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

1. Material cannot be displayed if it:

a. is obscene, libelous, indecent or vulgar;

b. advertises any product or service not permitted to minors by law;

c. intends to be insulting or harassing;

d. intends to incite fighting or presents a likelihood of disrupting school or a school event;

2. Material may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations as long as exits are not blocked and there is a proper access to and exit from the building.

**FIGHTING**

Students are not allowed to fight, make threats or harass other students or school employees. The local police will be notified as a result of a fight. Students involved in a fight may be charged with assault and battery. Students causing a fight may be charged with provocation. Fighting may result in a three to five day out-of-school suspension upon the first offense. A five to ten day out-of-school suspension and recommendation for expulsion may result if a second offense occurs. A third fighting violation within a school year will result in a ten-day out-of-school suspension and a recommendation for expulsion will be made to the superintendent. Any medical or property damage may result in expulsion regardless of previous offenses. Students and parents may be liable for any medical and/or property damage caused by a fight.

**HARASSMENT**

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

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

1. Verbal:

The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation.

1. Nonverbal:

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the Corporation.

1. Physical Contact:

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member or other person associated with the Corporation.

Gender/Ethnic/Religious/Disability Harassment

1. Verbal:
	1. Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation.
	2. Conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the Corporation by refusing to have any form of social interaction with the person.
2. Nonverbal:

Placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation.

1. Physical:

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the Corporation.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation should immediately take the following steps:

1. If the alleged harasser is a student, staff member or other person associated with the Corporation other than the student’s principal, the affected student should, as soon as possible after the incident, contact his/her principal.
2. If the alleged harasser is the student’s principal, the affected student should, as soon as possible after the incident, contact Lisa Chalfant, Director of Curriculum and Personnel.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in as timely and confidential a manner as possible. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law, a collective bargaining agreement, or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Such discipline may include any of the following: oral warning, written warning, in-school restriction, out-of-school suspension, restriction of privileges, restriction of access, or expulsion.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

**HAZING**

Hazing shall be defined for the purpose of performing any act or coercing another including the victim to perform any act of initiation into any class, group or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing by any school group, club, or team is not permitted. Any person who believes that he/she is the victim of hazing or has observed what he/she believes is hazing to another person should report it to the administration. Teachers and coaches are expected to fully follow this policy, no exceptions.

**INTIMIDATION**

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

**INAPPROPRIATE CONDUCT, SPEECH, DRAWINGS, OR WRITING**

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

**INCORRIGIBLE OR HABITUAL OFFENDERS**

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

**PASSES**

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

**SEARCH AND SEIZURE**

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

1. Evidence of a violation of the student conduct contained in the student handbook.

2. Anything which because of its presence presents an immediate danger of physical harm or causes illness to any person.

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

1. Searches of the pockets of the student.

2. Any object in the possession of the student such as a purse or briefcase.

3. A “pat down” of the exterior of the student’s clothing.

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

1. Evidence of a violation of the student conduct standards contained in the student handbook;

2. Anything which because of it presents an immediate danger of physical harm or causes illness to any person.

**TOUCHING IN THE UNDERWEAR ZONE**

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

**TOBACCO-ALCOHOL-DRUGS**

The following regulations address tobacco and/or nicotine (natural or synthetic), alcoholic beverages, and drugs in and during the following locations and times:

1. On school grounds immediately before, during, and immediately after school hours and at any time when the school is being used by a school group.

2. Off school grounds at a school activity, function, or event.

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

**Tobacco**

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

**Alcohol**

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

**Drugs**

A. A student found possessing, using, transmitting, or being under the influence of any illegal drug will be subject to the following procedure: A student will be suspended from school for 10 days and recommended for expulsion for the rest of the semester or up to a full year.

B. A student found acting under the belief or with the intent of possessing, using, transmitting, an illegal drug will be subject to the above.

C. A student found possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of ANY KIND without a prescription will be subject to the above procedure.

D. A student in the possession of unprescribed medication, under the influence of unprescribed medication, or under the influence of other chemicals will be subject to the above procedures.

### WASHINGTON, D.C. TRIP

Each eighth grade class will participate in a trip to Washington, DC. We expect the trip fee to be approximately $750 per student. Your child’s Washington, DC account opens upon enrollment to Driver Middle School. Your contributions may begin as soon as possible.Many families find it helpful to have their child earn as much of the trip fee as possible. Driver has Washington, DC fundraisers. We hope to offer two opportunities during your child’s sixth grade year and two opportunities during his/her seventh grade year.

The **first payment** of the trip is due during your child’s seventh grade year. Please begin planning for the expense of the trip early so your child is able to take part in this **valuable** experience to Washington, DC.

**RULES AND REGULATIONS**

The following four guidelines were established by the Randolph Central School Board of Trustees at their March 12, 1991 meeting. These rules govern Driver's travels to our nation's capital beginning with the 1992 trip.

**A.** All Driver Middle School students are encouraged to attend the Washington, D.C. trip, and every effort will be made to accommodate deserving students. Only eighth grade students are eligible to attend the trip.

**B.** Students may be prohibited from attending the Washington, D.C. trip for poor behavior, lack of academic progress (less than a 1.67 G.P.A. /D+), medical concerns, or other reasons deemed necessary by the school building administration. A student who has received an out-of-school suspension during the calendar year of his or her trip, will be strongly considered for elimination from attending the trip.

**C.** Finances

* Money earned by students through school-supported fund-raisers cannot be returned, refunded or transferred to other students.
* Any student not making a deadline for payment may be eliminated from trip attendance.
* Deposits will only be refunded if requested before the final trip roster is established with the travel company. (Approximately 9/15 the year of each trip)
* This means that if a student cannot go on the trip for some reason, any money earned as part of a school fundraiser cannot be refunded. Deposits paid by a family may be refunded if the school is notified in time.

**D.** Only adults assigned as chaperones will be allowed to attend the trip. All adults going on the trip will have responsibilities.

**III. CURRICULUM**

**GRADES**

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

**GRADING POLICY**

Teachers may use a variety of methods to establish nine-weekgrade percentages. All teachers shall use the Driver Middle School grading chartto 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

* To average nine-week grades in order to calculate a semester final grade each teacher shall use the percent grades.
* In determining a student’s final grade, teachers will round up at .5 or above.
* Students must have an average of at least 60% (rounded) to pass for the semester.

**MAKE UP WORK**

Requesting assignments:

If your child is absent you may wish to come to the school to collect your child’s assignments and books.

ANY SCHOOL WORK MISSED DUE TO ABSENCE CAN AND SHOULD BE MADE UP.

School policy states that students are allowed one school day for each day of absence to complete make-up work after returning to school. A student absent one day will have one day for make-up, two days for two absences, and so on, up to a maximum of five days. Exceptions may be made to this by the administration due to long periods of serious illness. Students are encouraged to take work home and complete assignments while absent. It is the student’s responsibility to see the teacher, concerning make-up work, the first day back in class.

It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student’s grade.

Parents are encouraged to utilize “A Week at a Glance” found on the Driver Middle School website. Each grade level has a link as well as related arts teachers. You may find this weekly listing to be a helpful tool in assisting your child with daily work.

#### PROMOTION, PLACEMENT AND RETENTION

Promotion to the next grade is based on the following criteria:

1. current level of achievement

2. potential for success at the next level

3. emotional, physical, social maturity

4. statewide testing results

5. attendance

6. case conference decisions

* A student receiving four semester F’s will be a candidate for retention. Strong consideration will be given to improvement made during the second semester.
* A student having 10 or more non-exempt absences in a semester may be at risk of failing all classes for that semester, thus resulting in retention.

**STUDENT ASSESSMENT**

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

**SUSPENSION DAY SCHOOL**

Any Randolph Central secondary student in grades seven through twelve who is suspended from school for one school day or more shall be assigned to attend the suspension day school operated by the Greater Randolph Interlocal Cooperative and located in Winchester, Indiana. Parents/guardians must provide transportation to and from the Suspension Day School. Students are not permitted to drive themselves to the Suspension Day School, and school transportation will not be provided. Students should take their school books/ipad and assigned homework with them when leaving school at the beginning of the suspension.

Students who are assigned to attend suspension day school may also be ordered to appear before the Judge of the Randolph Circuit Court, depending on the offense leading to the suspension. If students are ordered to appear in Court, a parent or guardian must attend with them.

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

**TRANSFER OUT OF THE DISTRICT**

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

**IV. ATTENDANCE**

**ABSENCE AND EXTRA CURRICULAR ACTIVITIES**

Students must be in attendance during the last three periods of his/her school day in order to participate in any extra-curricular activities, contests, dances, events, practices, rehearsals, or meetings held after school on a given day. Exception to this policy must be made by the principal or his designee. Students who are absent because of a funeral, doctor/dentist appointment will usually be given permission to participate in events on that date, depending upon the circumstances.

**ALTERNATIVE SCHOOL**

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

**ATTENDANCE POLICY**

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

**ATTENDANCE PROCEDURES FOR PARENTS AND STUDENTS**

Parents are required to call the school by 10:00 a.m. to account for their student’s absence. If the school has not been notified of the absence by the parent by 10:00 a.m., the school will call the parent or guardian or the student to verify the legitimacy of the absence. No absence will be allowed to go unverified. The school phone number is 584-4671(ext.: 1000) or for calling long distance within Randolph County 1- 800-215-8201. At the discretion of the principal or his designee, the school may choose to verify the legitimacy of absences by calling home. Any student not there to receive the call and verify the fact that he or she is indeed home, will be considered truant, pending a hearing with an explanation from the parent or guardian.

**CHRONIC MEDICAL CONDITIONS**

A student is considered to have a “Chronic Medical Condition” if he/she accumulates ten (10) or more days of doctors’ excused absences in a semester. In order for DMS/WCHS to honor physician statement beyond the ten (10) day limit we must have a “Chronic Medical Condition” form on file. This form may be secured from the school office and must be completed and signed by a medical doctor or a person licensed to practice osteopathic medicine or chiropractic medicine. A “Chronic Medical Condition” form is valid for one (1) semester of school.

**EXCUSED ABSENCES**

The following absences are excused (with proper documentation), carry no penalties, and therefore, do not count toward the 5, 7, 10 day limits.

1. Absences certified as necessary by a doctor

2. Professional appointments: doctor, dentist, etc.

3. Absences due to funeral/bereavement

4. Absences due to legal appointment or court hearing

5. Absences due to religious observation

6. Absences due to being suspended from school

7. Absences due to scheduled 4-H events (exception Indiana State Fair as it is an exempt absence)

8. Weather related absences

9. School nurse/health aide requests that parent pick up student

10. College Days (1 day for juniors and 2 days for seniors with appropriate documentation from the college/university)

11. Parent removal of student for Education Related Non-Classroom Activity, approved in writing by building principal. This does not apply to school-sponsored field trips.

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

**EXEMPT ABSENCES**

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

1. Serving as a Page or Honoree of the General Assembly

2. Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary, or general election

3. Subpoenaed to testify in court

4. Serving with the National Guard for no more than 10 days

5. Serving with the Civil Air Patrol for up to 5 days

6. The student or a member of the student’s household exhibits or participates in the Indiana State Fair for educational purposes

7. Participating at the Indiana State Fair.

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

**EXTRA-CURRICULAR ATTENDANCE**

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

**LATE ARRIVALS TO SCHOOL**

Car problems and oversleeping are never acceptable excuses for absences or tardiness to school and will be dealt with in accordance with the attendance policy.

**PLANNED ABSENCE**

If a student is aware that he/she will be missing school days for a reason other than illness, a professional appointment, or bereavement, the absence should be prearranged with the office.

# TARDINESS TO SCHOOL

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, he/she is to report to the office before going to his/her first assigned location. Students who are late to first period will be considered tardy or truant to school. These tardies will result in school disciplinary action and will be recorded on a student’s report card.

The following punishments will be administered as a result of multiple tardies in a semester:

* 3 tardies: Written warning
* 4 tardies: 1 after-school detention
* 6 tardies: 2 after-school detentions
* 8 tardies: Friday night school
* 10 or more tardies: Additional Friday night school or possible suspension

**TARDINESS TO CLASS**

Tardies to class will become consecutive and the first consequence will follow after 3 total, instead of 3 per class.

**TRANSPORTATION HOME BECAUSE OF ILLNESS**

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

**TRUANCY**

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

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

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

First Offense: Friday Night Detention; Second Offense: Two Friday Night Detentions and student’s name reported to probation; Third Offense: Two days out-of-school suspension;
Fourth Offense: A recommendation for expulsion for the remainder of the semester. Any absence because of truancy or skipping counts toward the ten-day unexcused limit. Subsequent offense in the second semester constitutes automatic expulsion for the school year.

Habitual Truancy: A student will be considered a habitual truant if they accumulate 10 or more unverified unexcused (as defined in prior section) absences from school during the school year. Driver Middle School shall report habitual truants to the juvenile court or Department of Child Services.

The following punishments may be administered as a result of a student being truant.

* In-school restriction
* Friday night school
* Suspension
* Legal Action

**UNEXCUSED ABSENCES**

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

# Warning Letters / Absenteeism-

1. 5 Day Letter – After a student misses 5 unexcused days in a semester a letter will be sent notifying the family of these absences.
2. 7 Day Letter – After a student misses 7 unexcused days in a semester a letter will be sent requesting that the parent contact the school to discuss their child’s attendance record.
3. 10 Day Letter – After a student has missed 10 unexcused days in a semester the school will consider retention for that student. Legal authorities or Department of Children’s Services may also be contacted. The school will send a letter requesting a conference to discuss the child’s attendance record.

**V. OTHER POLICIES AND REFERENCES**

**SECTION 504**

American’s with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the School to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation’s programs and facilities. Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed by the school staff. Parents who believe their child may have a disability that interferes substantially with the child’s ability to function properly in school should contact the principal or designee at 584-4671.

**THE ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

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

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

In the cases of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The school will keep students and staff in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Humanimmunideficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child’s blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality. The Corporation is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency (HIV) in the work place. These regulations are designed to protect employees of the Corporation who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the Corporation is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the mandated procedures include a requirement that the Corporation request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child’s blood, but it does require the Corporation to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading. If you have any questions or concerns, please contact Mrs. Lacey Hummel, Randolph Central School Nurse, at (765) 584-4671 or 1-800-550-4671.

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

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk.  The school’s professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease.  Any removal will be only for the contagious period as specified in the school’s administrative guidelines. Specific diseases include; diphtheria, scarlet fever, strep infections, hand foot and mouth disease, fifths disease, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

To prevent disease transmission to other students please do not send students to school with a fever, diarrhea, vomiting, or other contagious illness symptoms.  Students may return to school after these symptoms have resolved, the child is fever free without the use of OTC meds for 24 hrs or at the recommendation of your family physician.  If you have any questions about whether or not your child is permitted to return to school please feel free to contact the clinic staff.

Randolph Central School Corporation has a lice policy established with regard to the most current information about the lifecycle and treatment of lice.  If live lice are confirmed by an approved examiner, the student’s parent/guardian will be contacted that day by phone (or a note sent with the child if there is no phone or no one is reached), informing about the lice and treatment options.  If a parent wishes to take their child from school on the day of notification to perform a treatment, the child’s absence will be excused since it is school initiated.  The child will be expected to return to school the following day with a treatment option.  Any days missed for lice after the notification day, will be considered unexcused for the student.  Additional information will be sent home with students periodically, in reference to this policy.

**CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY**

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

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

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

 (1) either:

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

 (B) participates in; or

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

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

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

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

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

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

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

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

 Each school within the School Corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

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

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

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

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

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

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

 1. Gang awareness education (for students, parents, school faculty/personnel, law enforcement, and community stakeholders) that at the least shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.

2. Culturally and/or linguistically appropriate services/supports for parents and families.

3. Counseling coupled with mentoring for students and their families.

4. Community and faith-based organizations and civic groups.

5. Viable, sustainable after-school programs developed in collaboration with other

stakeholders.

6. Job training and employment opportunities as both a deterrent to gang involvement

and an incentive to leave gang involvement.

7. School sanctioned/facilitated extra-curricular activities

**Recommendations concerning the mandated gang prevention and intervention**

**services programs for students that maximize community participation.**

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

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.

2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.

3. Coordinate resources and funding opportunities to support gang prevention and

intervention activities.

4. Integrate School Resource Officer Programs when available.

5. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

**DISCRIMINATION INFORMATION**

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

**DIRECTORY INFORMATION**

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

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

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

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

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

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

**VOLUNTARY DRUG/SUBSTANCE ABUSE TESTING POLICY**

MISSION STATEMENT

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

1. To ensure student safety: Safety is a necessity any time students are at school, en route to or from school, and en route to or from a school-sponsored activity.

2. To provide a positive learning environment for students: A successful and productive learning environment cannot exist if students’ minds are dulled by drug/substance abuse.

3. To ensure that those students who represent Winchester Community High School/Driver Middle School are free from drugs and other dangerous substances: Students who are free from drugs and other dangerous substances are essential to a successful and productive learning environment in classrooms, athletic fields, and other competitive areas.

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

INTRODUCTION

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

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

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

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

PURPOSE

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

OBLIGATION TO GOVERN THE MEDICAL CONDITION OF STUDENTS

The Legal 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.

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.

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.

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

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

4. Students who have tested positive without satisfactory explanation and who have provided a negative follow-up test will be granted “limited participation” in co-curricular and extracurricular activities for 25% of the season or calendar of each activity in which the student is involved. For clubs and organizations that meet the entire year, the period for “limited participation” shall be for the next nine weeks. For activities such as athletics that have defined seasons, the 25% period will be defined as 25% of the scheduled contests for that activity. If a student is placed on limited participation with less that 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.

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

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

**EQUAL EDUCATION OPPORTUNITY**

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

**GUIDELINES FOR STUDENTS INVOLVED IN MULTIPLE ACTIVITIES**

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

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

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

1.) If two activities are practicing/rehearsing at the same time, the director and coach must communicate and attempt to share the student. (either split the time on a given day or attend each every-other time)

2.) For activities that practice twice a day and there is a conflict, students should attend one practice session involving each activity on the same day.

3.) Any athletic competition or performing arts department competition/performance takes priority over a practice/rehearsal in another activity.
4.) When the scheduling conflict is an athletic competition vs. a performing arts competition/performance, the conflict must be resolved by the two individuals in charge of the programs (coaches / directors) using the following chart: (i.e., a level 1 event takes precedence over a level 2, etc.)

Priority order is the following:

 1. Tournaments

2. Competitions or Games

3. Practices

5.) Grades will not be lowered (performing arts classes) if a student misses a rehearsal or performance because of an athletic competition as long as proper communication of the conflict was given to the director. A minimum notice of two weeks should be given to the director concerning a scheduling conflict between an athletic event and a music/drama event (exception: when athletic events have been rescheduled due to weather postponements, notice should be given as soon as possible in accordance to the above chart). Students that miss a performing arts performance for an athletic event may be asked to complete make-up work as assigned by the director to substitute for the performance points.

6.) Coaches / Directors will not penalize a student when he / she misses due to attending the other activity provided these guidelines have been followed and the minimum notice has been given.

7.) In the event scheduling conflicts are at the same level on the above chart and it is not possible for the student to participate in both, ultimately a decision has to be made by the student / parent without consequences from the coach / director of the activity not chosen. Students that miss a performing arts performance for an athletic event may be asked to complete make-up work as assigned by the director to substitute for the performance points.

8.) The administration reserves the right to evaluate each conflict if an unusual circumstance occurs.

**IMMUNIZATIONS**

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

**Immunization Requirements**

1. 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT)(4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose).

2. 4 doses of any combination of IPV or OPV by age 4-6(3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday).

3. 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age).

4. 2 doses of measles (rubeola) vaccine on or after the first birthday

5. 2 doses of mumps vaccine on or after the first birthday

6. 1 dose of rubella (German measles) vaccine on or after the first birthday.

7. 2 doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval or written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.

8. 1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age.

9. 1 dose of meningococcal conjugate vaccine (MCV4) is required for grades 9-11.

 1 dose of meningococcal conjugate vaccine (MCV4) and one booster dose is required for students in grade 12.

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

**Meningococcal Disease Information**

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.

Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. The U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 or 12 years old. For teenagers, immunization is recommended at both high school and college entry.

**INDOOR AIR QUALITY**

Randolph Central’s designated indoor air quality coordinator is Brian Wagner, Maintenance Director. He may be contacted at bwagner@randolphcentral.us.

**LOCKERS: INSPECTION AND CONDITION**

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

**LUNCH**

As a matter of policy, students are not allowed to leave Driver Middle School during their lunch period. Students cannot have lunch from local restaurants delivered to school. Permission to go outside for any reason must be secured from an administrator or lunchroom supervisor. Visitors other than parents are not permitted during lunchtime. Students are discouraged from charging for lunches. Students may only charge for full, regular lunches, not ala carte items or specialty drinks. Students may not charge for more than one lunch per day. After an established amount of charges is reached, the school corporation may initiate legal proceedings to recover unpaid lunch charges.

Driver Middle School follows the Randolph Central Wellness Policy. Driver Middle School does not offer such drinks such as soda and energy drinks. Therefore, students packing their lunch may not pack such drinks in their lunchbox. Containers used for water or approved liquid must be in a clear container.

**MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

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

**MEDICATION POLICY**

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

For purposes of this policy, “medication” shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. “Treatment” refers both to the manner in which a medication is administered and to 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 written prescription from the child’s physician for all prescription drugs accompanied by the written authorization of the parent. In the case of non-prescription drugs, preparations, or remedies, a written authorization from the parent must be on file prior to administration of the treatment. These documents shall be kept on file in the office of the corporation nurse.

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 and aforenoted, stored in the nurse’s office and administered in accord with this policy.

STUDENT MEDICATION

The following guidelines have been established regarding medications at school.

* All prescription and over-the-counter medication must be FDA approved and will be kept in the school clinic, unless a student has written physician permission to possess and self-administer the medication according to IC 20-8.1-5.1-7.5.
* Written instructions from the parent/guardian are required for all prescription and OTC medications. The instructions must include: name of medication, reason for medication, amount to administer, and time to be administered. OTC medication amounts must be age appropriate per product label, and may not be given more frequently than stated on label except with physician prescription.
* Pharmacy and OTC medications must be in the original container affixed with a current pharmacy or package label.
* Medication ordered three times a day or less should be given before and after school and at bedtime. Prescription medication with a specific time ordered that is during school hours will be given as directed.
* Morning medications will NOT be given on days where there are one/two hour delays and lunch time meds will NOT be given on half days unless otherwise specified.
* Medications must be picked up in the school office, and will be released to the parent or a designee who is at least 18 years old with written permission from the parent. OTC or non-controlled medication may be returned home by the student with written permission by the parent. Controlled substances (stimulants, prescription pain medications, anxiety medications etc.) can NOT be sent home with a student.
* Students are not to be in possession of medication including vitamins **and emergency medications** without administrative approval **and the Authorization to Self-Carry form signed by a parent and prescribing physician.** This includes on their person, in their possessions (IE - book bags, purses, clothing, etc.) and/or in their locker. It is preferred that medication not be administered at school if it can be avoided. If it is absolutely necessary, however, school policy as well as Indiana State Board of Education standards require that medication cannot be dispensed at school unless the medicine is sent to the school in its original container labeled with the student’s name, name of the medicine, and the correct dosage. Most pharmacies will provide a second container, free of charge, to send to the school upon request. Students’ parents must fill out a medication policy form and have it on file in the office for medication to be dispensed. Students are to keep all medication, including **Ibuprofen** and Tylenol products, in the office where they can be taken under the direction of the school staff. All medication given during school hours will be administered according to the above policy. Parents may fill out forms allowing students to receive over the counter medications such as Tylenol and Ibuprofen.

Failure to follow this medication policy may result in serious consequences up to and including suspension and/or expulsion.

**RANDOLPH CENTRAL SCHOOL CORPORATION**

**NETWORK AND INTERNET ACCEPTABLE USAGE**

**POLICY STUDENT AGREEMENT**

Policy Approved on June 19, 2014

1.0 Overview

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

The Internet can contain information that may be judged as inaccurate, abusive, profane, sexual-oriented, or illegal. Randolph Central School Corporation does not condone or permit the use of this material. The use of technology within the school setting is a privilege, not a right, and it is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet.

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

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

2.0 Purpose

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

3.0 Scope

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

4.0 Policy

4.1 General Use and Ownership

1. Users should be aware that the data they create on the corporate systems remains the property of Randolph Central School Corporation. Because of the need to protect Randolph Central School Corporation 's network, Randolph Central School Corporation does not and will not guarantee the confidentiality of information stored on any network device belonging to Randolph Central School Corporation .

2. For security and network maintenance purposes, authorized individuals within Randolph Central School Corporation may monitor equipment, systems and network traffic at any time, for any reason, without prior notice.

3. Randolph Central School Corporation reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

4.2 Security and Proprietary Information

1. All users, staff and students, are given an account upon their entry into the district. Any person to whom an account is given is the only person to use that account. Each user is responsible for the security of the system.

2. Passwords should not be shared. Authorized users are responsible for the security of their passwords and accounts. If a user shares a password with another, that user is as responsible for any ensuing action as the person actually performing the action, and will be held accountable.

3. System level and user level passwords may be changed as needed.

4. All PCs, laptops, iPads, and Chromebooks should be logged-off or locked when left unsupervised.

5. Users must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

4.3. Unacceptable Use

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

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

4.4 System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Randolph Central School Corporation

2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Randolph Central School Corporation or the end user does not have an active license is strictly prohibited.

3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal.

4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, 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).

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

4.5 Email and Communications Activities

1. Use of non-corporation issued email accounts is prohibited unless needed for an individual course, applying to a college or a similar circumstance that has been approved by the administration.

2. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

3. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.

4. Unauthorized use, or forging, of email header information.

5. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

6. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type that involve money.

5.1 Enforcement

 Student Rights

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

5.2 Due Process

The district will cooperate with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.

In the event there is an allegation that a student has violated the district acceptable use policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation to an administrator.

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

If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

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

**RANDOLPH CENTRAL SCHOOL CORPORATION**

**STUDENT CHROMEBOOK USAGE GUIDELINES**

**Adopted – 2018**

1.0 GENERAL INFORMATION

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

1.1 Receiving your Chromebook

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

1.2 Returning your Chromebook

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

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

2.0 CARE OF THE CHROMEBOOK

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

2.1 General Precautions

■ Only use a soft, dry cloth or anti-static cloth to clean the screen, no cleansers of any type.

■ Cords and cables must be inserted carefully into the Chromebook to prevent damage.

■ Chromebooks must remain free of any writing, drawing, stickers, or labels that are affixed by the Randolph Central School Corporation.

■ Chromebooks must never be left in a locker, unlocked car or any unsupervised area.

■ Chromebooks should never be left in an extremely cold or hot environment.

2.2 Chromebooks Care

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

■ Care should be taken if backpacks that hold other objects (such as folders and textbooks) are used to transport Chromebooks to avoid placing too much pressure and weight on Chromebook screens.

■ Be careful not to “bump” the Chromebook against lockers, walls, car doors, etc, or drop on the floor.

■ Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

3.0 USING YOUR CHROMEBOOK AT SCHOOL

3.1 Chromebooks Left at Home

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

3.2 Chromebooks Undergoing Repair

If you have purchased the school offered protection, a loaner Chromebook will be issued to students when they leave their Chromebooks for repair in the technology office. There may be a delay in getting a Chromebook should the school not have enough to loan. Students without school-offered protection will have a longer waiting period while Chromebooks are repaired.

3.3 Screen Savers/Background Photos

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

3.4 Sound, Music, Games, or Programs

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

3.6 Home Internet Access

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

4.0 MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Chromebook/Home Directory

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

5.0 SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

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

5.2 Additional Software

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

5.3 Inspection

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

6.0 ACCEPTABLE USE

6.1 Statement of Responsibility

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

6.2 Parent/Guardian Responsibilities

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

6.3 School Responsibilities

■ Provide Internet and Email access to its students for school purposes.

■ Provide Internet blocking of inappropriate materials to the degree possible.

■ Provide network data storage areas. These will be treated similar to school lockers. Randolph Central School Corporation reserves the right to review, monitor, and restrict information stored on or transmitted via Randolph Central School Corporation owned equipment and to investigate any inappropriate use of resources.

■ Provide staff guidance to aid students in doing research and help ensure student compliance of the Acceptable Use Policy.

6.4 Students’ Responsibilities:

■ Chromebook batteries must be charged and ready for school each day.

■ Using Chromebooks/devices in a responsible and ethical manner.

■ Obeying general school rules concerning behavior and communication that apply to network use and according to the Randolph Central School Corporation Acceptable Use Policy.

■ Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students’ own negligence, errors, or omissions. Use of any information obtained via Randolph Central School Corporation’s designated Internet System is at your own risk. Randolph Central School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through its services.

■ Helping Randolph Central School Corporation protect our computer system/device by contacting an administrator about any security problems they may encounter.

■ Monitoring activity on their account(s).

■ If a student should receive email or other electronic messages containing inappropriate or abusive language or if the subject matter is questionable, he/she is instructed to immediately notify the technology department or an administrator.

■ Returning their Chromebook to the School Corporation at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Randolph Central School Corporation for any other reason must return their individual school Chromebook computer on the date of termination.

6.5. Student Activities Strictly Prohibited

■ Illegal installation or transmission of copyrighted materials

■ Any action that violates existing Board policy or public law

■ Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials

■ Use of sites selling term papers, book reports, and other forms of student work

■ Messaging services and chat rooms (i.e.: MSN Messenger, iMessage, Facetime, ICQ, etc.) without prior staff permission

■ Internet/Computer Games against corporation policy

■ Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)

■ Downloading non-school appropriate apps

■ Sharing passwords or gaining unauthorized access to another person’s password

■ Sharing apps and programs which were specifically purchased for only one person

■ Spamming-Sending mass or inappropriate emails

■ Gaining access to another student’s accounts, files, and/or data

■ Posing as school personnel or as another student to any technical support or related department in order to gain access to corporation restricted material or devices

■ Use of the school’s internet/E-mail accounts for financial or commercial gain or for any illegal activity

■ Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger

■ Participation in credit card fraud, electronic forgery or other forms of illegal behavior

■ Vandalism (any malicious attempt to harm or destroy hardware, software, or data) of school equipment will not be allowed

■ Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients

■ Bypassing the Randolph Central School Corporation’s web filter through a web proxy

■ Un-enrolling or refusing to enroll in the corporation approved mobile device management system

■ Other activities deemed inappropriate by Randolph Central School Corporation.

6.7 Legal Propriety

■ Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

■ Use or possession of hacking software is strictly prohibited, and violators will be subject to Randolph Central School Corporation’s Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.8 Student Discipline

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

7.0 PROTECTING & STORING YOUR CHROMEBOOK COMPUTER

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

8.0 LOST OR STOLEN

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

**NETWORK/CHROMEBOOK STUDENT AGREEMENT **

**PURSUANT TO THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

**PESTICIDE NOTIFICATION REGISTRY**

The Randolph Central School Corporation practices integrated pest management, a program which combines preventative techniques, non-chemical pest control methods and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. Applications of pesticides are made only when deemed necessary to control a pest problem and after trying other means to control the problem. The term “pesticide” includes insecticides, herbicides, rodenticides, and fungicides.

A registry is being established of persons who wish to be notified 48 hours prior to pesticides application. To be included in this registry, a form is available in each elementary office. This form should be completed and returned to the corporation office.

**SEX OFFENDER INFORMATION**

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

**TRANSPORTATION**

BUS ASSIGNMENTS

* Each student is assigned a bus by the Transportation Department unless student’s address is deemed within walking distance of Driver Middle School.
* Each student riding a bus is expected to ride his/her assigned bus. Athletic practices

 may require students to ride alternate buses that would be assigned by the Driver office.

* If circumstances should occur which would require a student to ride a bus other than

 his/her assigned bus, a parent note must be submitted for approval by the Driver office.

##### USE OF MOTORIZED VEHICLES AND BICYCLES

* Bicycles are only to be parked in the bicycle rack between the E-wing and the Commons.
* Bike riders will be the last to leave the parking area – after the buses and cars have left the parking lot.

**SCHOOL BUS SAFETY RULES/REGULATIONS**

1. Students will follow directions of the driver.

2. Students will observe classroom conduct.

3. Students will be at the bus stop at least five minutes before the bus arrives, waiting in a safe place, clear of traffic and 10 feet from where the bus stops.

4. Students will wait in an orderly line and avoid playing.

5. Students will cross 10 feet in front of the bus after bus has stopped, and they have looked both directions for traffic, left, right, left.

6. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up object.

7. The bus driver has the right to assign seats for discipline reasons or to make the bus route more efficient.

8. Students will go directly to an available or assigned seat when entering bus. Keep aisles and exits clear.

9. Students will remain properly seated, back against back of seat, bottom against bottom of seat, and keep hands to themselves.

10. Students will not eat, drink, or chew gum on bus.

11. Students will not bring tobacco and/or nicotine (natural or synthetic), alcohol, drugs, or any controlled substance on bus. Students will be subject to school rules regarding tobacco, alcohol, and drugs.

12. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons on to the bus. Students may carry only items that can be held on their laps.

13. Drinks brought on the bus shall be in a soft container (preferably resealable), 20 oz. maximum. No glass or aluminum please.

14. Students will refrain from using loud voices, profanity and/or profane gestures, and must respect the rights of others.

15. Students will not extend head, arms, or objects out of bus windows.

16. Students will be totally silent at railroad crossings.

17. Students will stay seated until time to get off the bus. The open door is the signal to get up from seats.

18. Students must provide a written note, signed by a school administrator, giving permission to ride a different bus, or get off the bus at a different bus stop. The administrator, or designee, must have a note from the parent, or be able to confirm the request.

19. Students will keep their bus clean and in good, safe condition. (No litter on the floor.)

20. Students should not arrive at in-town bus stops any more than 15 minutes before pick-up times, as there is no supervision, and students will need to stay outside.

PARKING LOT INSTRUCTIONS

Driver Middle School is very concerned about the safety of its students and their families. With this concern in mind, the administration met with representatives of the transportation department to establish guidelines to better insure no student would be endangered when preparing to leave or enter the school building. These guidelines will make Driver’s bus boarding procedure more consistent with Randolph Central’s elementary school procedure and hopefully meet the needs and concerns of all the Driver Hawk families.

AFTER SCHOOL DISMISSAL

Dismissal will begin at 3:15 PM. Buses will be in the front west bus loop, heading north. Students riding the bus may leave at 3:15 PM and exit through doors: #26, #1, #2, and #3. Students not riding the bus may exit through doors: #1, #2, #3, #26, #25, #21, and #15. All buses will wait in the front (west) bus loop, heading north. Parents must enter from the north (across from Silvertowne), through the south bay, or the middle bay of the parking lot.

BEFORE AND AFTER-SCHOOL TRANSPORTATION AND SUPERVISION

The only students who should arrive at school early or remain at school after dismissal are those who will be under the direct supervision of a supervisor. Students may stay after school for events that will begin immediately after dismissal. Students should report to school at a time designated by their coach or supervisor for events scheduled at earlier or later times. Students must be under the supervision of a supervisor when at school before or after regular hours.

**Statement to Parents Regarding School’s Ability to Make Decisions Governing the Child**

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

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

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

Sec.8.

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

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

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

*(1) stand in the relation of parents to the students of the school corporation; and*

(2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective education system, subject to this chapter.

(c) Students must:

 (1) follow responsible directions of school personnel in all educational settings; and

 (2) refrain from disruptive behavior that interferes with the education environme

**ATHLETICS**

**ATHLETIC RULES AND REGULATIONS**

GIRLS SPORTS

FALL: Cross Country (6,7,8); Volleyball (7,8); Cheerleading (6, 7, 8)

WINTER: Basketball (6,7,8); Cheerleading (6,7,8)

SPRING: Track (6,7,8)

SUMMER: Softball (6,7,8)

BOYS SPORTS

FALL: Cross Country (6,7,8); Football (7,8)

WINTER: Basketball (6,7,8); Wrestling (6,7,8)

SPRING: Track (6,7,8)

SUMMER: Baseball (7,8)

ATHLETIC AWARDS

Any student athlete who successfully completes his/her sport season will receive a certificate of participation.

ELIGIBILITY

1. LEGAL
* A certificate verifying an athlete has had a physical examination and is able to participate in extra-curricular activities must be completed each year. This “physical slip” must be signed by both the parent and the physician and must be on file in the principal’s office before the first day of practice.
* Each athlete must also complete a form which says he or she understands athletic department policies and will agree to follow DMS rules and regulations. These rules include the policies of the Student Assistance Program. This agreement must be signed by both the athlete and a parent and will be in effect for the entire time a student is at Driver Middle School.
1. ACADEMIC REQUIREMENTS
* A student’s primary responsibility is to his school work and studies. If an extra-curricular activity comes in conflict with school work, a student will be made to drop the extra-curricular activity.
* To be eligible for athletics, a student must have no F’s for the most current grading period.
* Eligibility for all activities will be based on the nine weeks grading period. The nine weeks grade takes precedence over the semester average both at the end of the first semester and at the end of the school year.
* Eligibility is determined by school work done at DMS. All incoming sixth graders and students new to Randolph Central School Corporation will be eligible to participate when they enroll.
* Special Education students will follow all school and athletic department policies, including pass/fail standards.
1. DISCIPLINE AND ATTENDANCE
* Teachers and coaches in charge of an extra-curricular activity have the right to decide, within the framework as outlined above, who will be included as members of an activity, club or sport roster.
* Disciplinary decisions concerning participation in extra-curricular activities are made by the administrative staff. Violations of the DMS rules for student behavior may result in a loss of the privilege to participate in practices and/or competition.
* The following policy defines DMS student/athlete’s attendance requirements:
* Any student/athlete who is absent during the school day cannot participate in extra-curricular activities later that day or evening.
* Any student who goes home sick during the day cannot participate in extra-curricular activities that day or evening.
* Any student who arrives at school after 11:00 a.m. (the start of first lunch period) will be considered absent for a half day and cannot participate in extra-curricular activities that day or evening.
* After school detention, Friday school or Saturday school takes priority over extra-curricular activities. A student will not be excused from punishment to go to practice or a game.
1. OTHER
* No Driver athlete is allowed to participate in two (2) sports at the same time (special circumstances may be considered by the administration). A cheerleader may participate in all sports except basketball. Immediately after the successful completion of a sport, a Driver athlete or cheerleader is permitted to begin another sport. Each coach may decide how many practices are required before an individual may begin competition.
* The following guidelines apply to any Driver student who is ineligible, whether it is because of academic reasons, disciplinary problems or Student Assistance violation:
* An ineligible student CANNOT participate in interscholastic competition during his/her suspension.
* At his/her coach’s discretion, an ineligible player MAY be included on a team roster and if he/she is to be considered part of the team, should attend athletic contests with his/her teammates in street clothes.
* An ineligible student is allowed, at his/her coach’s discretion, to participate in practice sessions during his/her suspension.
* Managers will follow all rules and policies an athlete does. If a manager is suspended, he/she would be allowed to attend practice, but could NOT attend athletic contests.

**STUDENT ATHLETES: CONCUSSIONS AND HEAD INJURIES**

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

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

**ATHLETIC AGE LIMITS**

At the spring meeting in 2006 the Randolph County Athletic Association adopted age restrictions for students participating in middle school athletics.

 GRADE AGE

 6 14

 7 15

 8 16

Any student that reaches the listed age for their given grade before or during a particular season will be ineligible to participate for that entire season.

**ATHLETIC HANDBOOK**

It is the belief of the Randolph Central School Corporation that students who choose to participate in athletic activities must uphold the high standards of their school and conduct themselves in a way that will always be a credit to the Corporation.

I. DEFINITION OF TERMS FOR THE ATHLETIC HANDBOOK

A. The Driver Middle School or Winchester Community High School student athlete includes all young men and women who represent a team that engages in interscholastic athletic competition and further includes cheerleaders, student managers, and statisticians. This would include all student athletes enrolled in Grades 6-12 in the Randolph Central School Corporation.

B. Athletes may be suspended for the use of any controlled substance or for various types of misconduct that can be criminal in nature.

1. Controlled Substance is any illegal substance or drug, in any form as defined under Indiana Law, including alcoholic beverages, tobacco, intoxicants, and marijuana. This also includes legal drugs which are illegally used and unlawful possession of controlled substances as defined by I.C. 35-48-1-9.

2. Criminal in Nature – examples include theft, vandalism, assault, battery, and other similar behavior.

C. Confirmed Violation (any of the following)

1. A communication from the office of the Prosecuting Attorney indicating probable cause to support the filing of criminal information or a petition of delinquency alleging possession, transfer, use of a controlled substance, or other criminal activity.

2. A finding by the administration based upon the preponderance of evidence that a violation of the handbook policy has occurred. Due process will be given before a decision is reached, including:

 a. A written or oral statement of charges;

b. If the student denies the charges, a summary of evidence against the student will be presented; and,

c. The student will be provided with an opportunity to explain his/her conduct.

 3. A positive test through the Randolph Central Voluntary Drug/Substance

Abuse Testing Program.

4. Self-Reporting—It is the intent of Winchester Community High School and Driver Middle School to assist students with the development of responsibility for their actions and to encourage honesty. Therefore, any student athlete who voluntarily reports his/her violation of the policy before becoming the subject of or a party to a pending investigation will be granted leniency on his/her first offense (with the exception of a felony charge). The student will serve a lesser penalty for the infraction than stated; he/she will be suspended for 10% of the contests (or at least one). The self-reporting clause may only be used one time during the student’s career at the school.

D. CONDUCT AND TRAINING RULES

 The following rules will apply to all boys and girls who are involved in the inter-scholastic athletic program at Driver Middle School or Winchester Community High School. These rules are in effect 365 days a year. It is the responsibility of all coaches to assist in the enforcement of these rules. Once a student and their legal guardian have signed the athletic policy acceptance form on the last page of this handbook that student is considered an athlete and will be held responsible to this policy for the remainder of their athletic career at Driver Middle School or Winchester Community High School.

II. SCOPE OF SUBSTANCE ABUSE POLICY

The provisions and penalties of this policy shall be imposed without regard to whether the violation was related to a school event and regardless of the day of the week on which the violation occurred. All provisions and penalties of the Substance Abuse Policy shall be cumulative in nature and shall apply throughout the student’s enrollment in middle school, whether continuous or not. When a student leaves middle school, eligibility will be restored and any violations which occurred during a student’s enrollment in the middle school shall not affect future high school eligibility; however the summer after the eighth grade year, the student shall remain under the jurisdiction of the SAP policy. Should a violation occur, the suspension/probation shall be administered at the high school. In high school, provisions and penalties shall again be cumulative in nature and shall apply throughout the student’s enrollment in high school, whether continuous or not.

# III. SUBSTANCE ABUSE RULE

No student shall use, consume, buy, sell or transfer any controlled substance at any time.

If an athlete is present at a party or gathering of people where alcohol, tobacco, or illegal drugs are being used or school rules and/or municipal laws are being violated, he/she is encouraged to leave immediately; otherwise he/she may be found guilty by association.

# IV. PROCEDURE AND GENERAL PROVISIONS

A. Any penalty imposed under this policy shall apply to any and all athletic activities in which the student is participating at the time such penalty is imposed, and to any athletic activity in which the student normally participates during the term of the penalty. In the event the student is not participating in an athletic activity at the time a violation of this policy is confirmed, the penalty will apply to any subsequent athletic activity in which the student normally participates and shall remain in effect until successfully served and the student successfully completes participation in an athletic activity for the full term of the activity and is in good standing.

B. Once a violation is confirmed; the suspension period shall begin immediately and last until the student regains eligibility.

C. If the penalty is not completed during the school year, the remainder will carry over into the following school year.

D. The Building Level Athletic Director shall be responsible for athletic teams and shall monitor the students involved in athletic activities.

E. It shall be the primary responsibility of the athletic director, coach and building principal to implement and follow the provisions of this policy.

F. Upon receipt of information which would lead the athletic director to believe a violation has occurred, he/she shall take the following action:

1. Inform the student of the allegations constituting the grounds for invoking this policy.

2. Provide the student with an informal opportunity to explain the alleged conduct.

3. Notify the parents by telephone or by mail.

# V. PENALTIES FOR VIOLATION OF THE SUBSTANCE ABUSE POLICY OR OTHER MISCONDUCT

A. First Violation

1. The student shall:

 ∙ Be ineligible to participate in 25% of the regularly scheduled

 athletic activities (maximum of 5 games).

 ∙ (Along with parent) be given the names of counseling and assistance agencies

 that the family may contact for help.

 ∙ During the period of suspension remain on the team roster and is to attend

 games/practices (after gaining limited participation status with a clean drug test if

it is a DRUG TESTING POLICY infraction) if so instructed by the coach.

 ∙ Upon successful completion of the suspension period, regain full eligibility

 to participate in athletic activities without further intervention.

B. Second Violation:

1. The student shall:

 ∙ Be ineligible for participation for one full year. This period of time can be

 decreased to 50% of a season by the building principal if the student produces

 documentation of satisfactory assessment / counseling by a school approved

 agency.

 ∙ During the period of suspension remain on the team roster and is to attend

 games/practices (after gaining limited participation status with a clean drug test if

it is a DRUGTESTING POLICY infraction) if so instructed by the coach.

 ∙ Upon successful completion of the suspension period, regain full eligibility

 to participate in athletic activities without further intervention.

C. Third Violation:

1. The student shall lose eligibility to participate the remainder of their middle

or high school career depending on the student’s grade level.

D. Suspension or Expulsion from School

A student athlete who is suspended from school by school administration is automatically suspended and excluded from any athletic activities for the duration of the suspension. Any student athlete who is expelled from school is automatically suspended and excluded from any athletic activities for the term of the expulsion.

E. Right of School Administration to Impose Athletic Discipline

Notwithstanding the established penalties in this handbook, nothing in this handbook should be construed to limit the rights and abilities of school administrators to impose, after appropriate due process, athletic discipline of student athletes under their supervision. This may include exclusion from practicing, restriction of playing time, and other discipline that is determined to be appropriate by the school administration.

F. Right of Coaches to Impose Team Discipline

Notwithstanding the established penalties in this handbook, nothing in this handbook should be construed to limit the rights and abilities of coaches to impose team discipline on student athletes under their supervision. This may include exclusion from practicing, appropriate consequences during practices for minor misconduct, restriction of playing time, and other discipline that is determined to be appropriate by the coach.

# VI. INDIVIDUAL RESPONSIBILITIES

The Head Coach of each sport shall be responsible for the following:

1. An accurate inventory of uniforms, equipment and supplies with a copy submitted to the Athletic Director two weeks after the completion of their season.
2. Issuing and collecting uniforms, equipment and supplies to/from team members. Charging of athletes for lost or damaged uniforms or equipment. Keeping uniforms clean and in good repair
3. Following all IHSAA/school rules and regulations.
4. Submitting budget requests for the following year to the Athletic Director in a timely manner.

# VII. ATHLETIC PASSES

The Randolph Central School Corporation has established a free “Golden Age Pass” for patrons living within our district that are at least 65 years of age.

These passes may be used for all regular season home events. They are not valid for any away contests or tournaments.

Golden Age Passes can be obtained at the Corporation Central Office.

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| --- |
| Driver Middle School Disciplinary Chart |
| The chart below is to serve as a guide to students and teachers as to the recommended disciplinary procedures |
| which will be used at Driver Middle. It should be noted that all discipline is handled on a case-by-case basis. Students who choose to misbehave, bear the |
| consequences of their actions. Offenses not addressed on the chart will be handled in a manner consistent with |
| the overall disciplinary philosophy of Driver Middle School. Initial offenses often begin with verbal warnings, parent contact or consequences such as lunch detention. |
| **Violation** | **First Report/Minor Incident** | **Second Report/Moderate Incident** | **Third Report/Major Incident** |
|   |   |   |   |
| Alcohol Violation | O.S.S. & Recommendation of Expulsion (Police Called) |   |
| Classroom Disruption/Insubordination | 1 Period of I.S.R. | 2 Periods of I.S.R. | 1 A.S.D. |
| Cheating/Plagiarism | "0" and/or 1 Period of I.S.R. | Failure for the 9 weeks | No Credit for the Semester |
| Defacing Property | Restitution and I.S.R. | Restitution & 1 Friday Night Det. | Restitution and O.S.S. |
| Driving/Parking Violation | Warning | 2 Weeks No Driving | Loss of Driving Privileges |
| Drug Paraphernalia | O.S.S. & Recommendation of Expulsion (Police Called) |   |
| Drug Violation | O.S.S. & Recommendation of Expulsion (Police Called) |   |
| False Attendance Call/Note | 1 A.S.D. | 1 Friday Night Detention | 2 Friday Night Detentions |
| Fighting (Police Called) | 3-5 days O.S.S. | 5-10 Days O.S.S. | O.S.S. & Recommend Expulsion |
| Food or Drink Violation | Warning | 1 Lunch Detention | 1 Period of I.S.R. |
| Forgery or Misuse of a Pass | 1 Period of I.S.R. | 1 A.S.D. | 1 Friday Night Detention |
| Inappropriate Affection | 2 Lunch Detentions | 4 Lunch Detentions | 1 Friday Night Detention |
| Inappropriate Affection w/ a DMS student | 1 Friday Night Detention | 2 Friday Night Detentions | O.S.S. |
| Inappropriate Dress | Change &/or I.S.R. | Change &/or I.S.R. rest of day | Change & I.S.R./A.S.D. |
| Inapp. Language/Gesture to Employee | 1-3 days O.S.S. | 2-4 Days O.S.S. | 4-6 Days O.S.S. |
| Inapp.Language/Gesture to a Student | 1 Period of I.S.R. | 1 A.S.D. | 1 Friday Night Detention |
| Leaving Class Without Permission | 1 Period of I.S.R. | 1 A.S.D. | 1 Friday Night Detention |
| Major Theft (Police Called) | Restitution & 2 days O.S.S. | O.S.S. & Rec. of Expulsion |   |
| Minor Theft | Restitution & 1 day I.S.R. | Restitution & 1 Friday Night Det. | Restitution & 2-4 Days O.S.S. |
| Out of Area | 1 period I.S.R. | 2 periods I.S.R. | 1 A.S.D. |
| Cell Phone | Warning | A.S.D./Parent Pick up phone | Fri. Night Det./Parent Pick Up |
| Physical Attack on Staff/Student | O.S.S. & Recommendation of Expulsion (Police Called) |   |
| Possessing a Weapon | O.S.S. & Recommendation of Expulsion (Police Called) |   |
| Serious Defiance/Insubordination | Period(s) of I.S.R. | A.S.D./Friday Night Detention | 3-5 Days O.S.S. |
| Serious Disruption in School | Period(s) of I.S.R. | A.S.D./Friday Night Detention | 3-5 Days O.S.S. |
| Skipping Class | 1 A.S.D. | 1 Friday Night Detention | 2 Friday Night Detentions |
| Threat/Intimidation to an Employee | 1-10 days O.S.S. | 10 Days O.S.S.-Recommend Expulsion Class D Felony |
| Tardiness | Tardy Room-Warning | Tardy Room-Warning | Tardy Room-Lunch Detention |
| Tobacco Violation | 2 Days O.S.S.  | 4 Days O.S.S. | O.S.S. & Recommend Expulsion |
| Truancy/Leaving School w/o permission | 1 Friday Night Detention | 2 Fri. Night Det. (Probation Notified) | 2 Days O.S.S. |
| Unintentional Property Damage | Restitution | Restitution | Restitution |
| Vandalism | Restitution & 1-3 Days O.S.S. | Restitution & 3-5 Days O.S.S. | O.S.S. & Recommend Expulsion |
| LEGEND | O.S.S. | Out-of-School Suspension |  |
|  | A.S.D. | After School Detention |  |
|  | I.S.R. | In-School Restriction |  |
| Students who do not attend assigned detention may be suspended Out-of-School.PRIDE Resources |





**RANDOLPH CENTRAL SCHOOL CORPORATION**

**Driver Middle School**

**RC PRIDE Work Ethic Certification**

**Student Application**

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please print) First M.I. Last

Students wishing to obtain the RC PRIDE Work Ethic Certification at Driver Middle School (DMS) at the conclusion of grade eight (8) will be measured in nine (9) areas of academic and work ethic competencies. Five subjective measures (PRIDE) will require his/her DMS teachers to sign that the student has met these requirements. Four additional objective competencies will be obtained from the student management system to indicate competency in measurable areas.

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

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing, I verify that I am an eighth-grade student, and I am eligible for participation in the RC PRIDE Work Ethic Certification Program.

**1. Academic Readiness**

**GPA\_\_\_\_\_\_Meets the Requirement ▢ Yes or ▢ No**

Student has a GPA of 2.0 or higher and will have met criteria for promotion to ninth grade.

**2. Reliability**

**a. Attendance Rate\_\_\_\_\_\_ Meets the Requirement ▢ Yes or ▢ No**

Student has a 98% or better attendance rate.

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

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

**3. Responsibility**

**Discipline Referrals: Meets the Requirement ▢ Yes or ▢ No**

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

**4. Teamwork**

**Community Service: Meets the Requirement ▢ Yes or ▢ No**

**Community Service log with verification signature is attached.**

Student has completed a minimum of four (4) hours of approved community services this school year.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Work Ethic Certificate Student Score: \_\_\_\_\_\_\_**

A student must earn 9/9 work ethic points to obtain the RC PRIDE Work Ethic Certificate.