



**Randolph Southern**

**Jr./Sr. High School**

**2017-2018**

**STUDENT HANDBOOK**

**& CALENDAR**

**2 REBEL DR.  
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# **RANDOLPH SOUTHERN JR./SR. HIGH SCHOOL**

## **INTRODUCTION**

This handbook was prepared so that students and their parents will have an understanding of the rules, regulations and procedures of Randolph Southern Jr./Sr. High School.

Remember that these rules and regulations are here as guidelines that maintain the order needed so that education can take place.

**OUR SCHOOL BELONGS TO THE COMMUNITY AND OUR YOUNG PEOPLE ARE OUR FUTURE. WE ALL NEED TO WORK TOGETHER FOR THEIR FUTURE AND THE BETTERMENT OF OUR COMMUNITY.**

D.J. Knotts

Randolph Southern Jr./Sr. High School

## **MISSION STATEMENT**

The Randolph Southern Jr. Sr. High School Community will enable students to reach their potential in a safe and nurturing environment using a team approach that involves students, parents, and community resources. The staff of Randolph Southern will work to provide equal opportunities for every student, a school climate that is achievement oriented, social interaction that is positive and welcomes diversity of opinion, and a curriculum that is both relevant and challenging.

### **RANDOLPH SOUTHERN SCHOOL CORPORATION**

#### **2017-2018 SCHOOL CALENDAR**

Thursday,, August 3, 2017	First Day for Teachers
Friday, August 4, 2017	First Day for Students
Monday, September 4, 2017	Labor Day Holiday
Monday, Oct. 9 through Friday, Oct. 13, 2017	Fall Break
Wednesday, Nov. 22 through Friday, Nov. 24, 2017	Thanksgiving Holiday
Wednesday, December 20, 2017	End of First Semester
Thursday,, December 21, 2017	Christmas Break Begins
Tuesday, January 2, 2018	Teacher Work Day
Wednesday, January 3, 2018	School Resumes
Monday, January 15, 2018	Martin Luther King-Make up Day (#1)
Monday, February 19, 2018	Presidents Day – Make up Day (#2)
Monday, March 26 through Friday, March 30, 2018	Spring Break
Friday, March 30,, 2018	Good Friday
Monday, April, 2 through Friday, April, 6, 2018	Spring Break-Make up Days (3,4,5,6,7)
Thursday,, May 24, 2018	Last Student Day
Friday, May 25, 2018	Teacher Record Day*
Monday, May 28, 2018	Memorial Day
Saturday, June 2, 2018	Graduation

Additional make up days will be added after May 24

\*Teacher Record Day will occur on first weekday after last weather make-up day.

## BUILDING HOURS

The building is open from 7:45 a.m. until 4:00 p.m. Any student or student group remaining in the building after this hour must be under the supervision of a faculty member and/or extracurricular sponsor. Students are not permitted in the building unsupervised.

If you must enter before 7:45 a.m., you are required to go to the **CAFETERIA** and remain there until 7:45 a.m. Do not go to your locker before 7:45 a.m.

No student is to be in the locker area(s) after 3:30 p.m. Students involved in extracurricular activities are to take their coats and books with them to that activity. You are not to return to the locker area(s) for any reason without permission from the administration or your activity supervisor.

The school grounds are off-limits to the community and students from 10:00 p.m. to 6:00 a.m. daily. The exception to this is when school related events give cause for being on the grounds.

### VISITORS

The school principal will meet with parents and other interested adults as time permits. Making an appointment is encouraged as there are times when the principal may be out of the building or attending meetings. Appointments can be made by calling the school office at: 765-874-2541. To schedule a meeting with a teacher, please give at least 24 hour notice. Friends of students will not be allowed to visit during school hours nor will they be allowed to park on school property and be visited by our students during school hours. The principal must approve any exception to this policy.

NOTE: EVERYONE ENTERING THE SCHOOL BUILDING DURING SCHOOL HOURS MUST REPORT TO THE MAIN OFFICE TO OBTAIN A GUEST PASS TO BE WORN WHILE IN THE BUILDING.

BELL SCHEDULE	
Period 1	8:00 - 8:53
Period 2	8:57 - 9:48
Period 3	9:52 - 10:42
Homeroom	10:42 - 10:56
A Lunch	10:56 - 11:26
B Lunch	11:50 - 12:20
Period 4	11:00 - 12:20
Period 5	12:24 - 1:14
Period 6	1:18 - 2:08
Period 7	2:12 - 3:02

1. The doors adjacent to the high school office will be the only unlocked doors during school hours. It should be noted that all doors in the building are equipped with panic bars and are accessible for exit anytime during the school days. Teachers assigned to the doors from the north and south parking lots and the green locker areas will unlock them at 7:45 a.m. and lock them at 8:15 a.m.

2. Guest passes will be worn by anyone who is not in the building on a daily basis. This will include counselors from mental health agencies, repair persons, teachers-of-record, and visiting parents or students.
3. Guest teachers will wear identification.

### **EQUAL OPPORTUNITY AND NONDISCRIMINATION**

The Randolph Southern School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

Any individual who feels that they have experienced discrimination shall forward to the Superintendent in writing a statement detailing the alleged discrimination. The Superintendent's Office is located at One Rebel Drive, Lynn, IN 47355, PH: (765) 874-1181.

Title IX (gender) Coordinator is the Superintendent. Superintendent's Office is located at One Rebel Drive, Lynn, IN, PH: (765) 874-1181.

Section 504 (handicapping conditions) Coordinator is the Jr./Sr. High School Principal. Principals' Office is located at Two Rebel Drive, Lynn, IN, PH: (765) 874-2541.

Americans With Disabilities Act (ADA) Coordinator is the Superintendent. Superintendent's Office is located at One Rebel Drive, Lynn, IN, PH: (765) 874-1181.

## **RANDOLPH SOUTHERN CRISIS INTERVENTION PLAN**

The purpose of this plan is to help meet the needs of students, staff, and community during times of crisis. A crisis is defined as a situation, which is out of the norm and/or has the potential of causing extreme disruption to a school community. We at Randolph Southern want to be prepared and have a plan of action in place.

### **ATTENDANCE PROCEDURES**

*STUDENTS SHOULD BE IN SCHOOL EVERY DAY THAT THEY ARE PHYSICALLY ABLE TO ATTEND. The Attendance Policy outlines specific details that are required. Read it carefully and ask any questions that arise!!*

#### **ABSENCE PROCEDURE**

When a student misses a day of school, the student's parent must notify the office by e-mail at [mcreynolds1@rssc.k12.in.us](mailto:mcreynolds1@rssc.k12.in.us), [cowenc@rssc.k12.in.us](mailto:cowenc@rssc.k12.in.us) or telephone 874-2541 anytime and leave a message giving the reason for the student's absence. If it is impossible for the parents to telephone or e-mail the school, it is permissible to substitute a signed written statement from parents explaining the absence. The student should give this statement to the Attendance Secretary on the morning he/she returns to school, before the first warning bell. The absence will be unexcused unless contact has been made. When a student is only absent for part of the day, he/she still must have the absence verified by their parents via a telephone call or e-mail. A half-day absence is considered to be the following: 8:00 am. – 11:30 a.m. or 11:30 a.m. – 3:00 p.m. To participate in extracurricular activities, the student must be in attendance by 12:00 of that day.

#### **ABSENT FROM SCHOOL DUE TO ILLNESS:**

Parents should telephone the school prior to 8:15 a.m. on the day(s) their children will be absent due to illness. When parents cannot telephone, students that have been ill must submit a written excuse from their parents to the main office the first day back to school. If a student fails to do so, the absence will be considered unexcused.

#### **ILLNESS AT SCHOOL:**

Students who become ill should report to their teacher who will send them with a pass to the office. From the office they will sign out to go to the nurse. The school nurse will then sign their pass, adding

the time they left the clinic before the student returns to the office to sign back in. The office will then initial the pass and place the time the student left the office on the pass. If the nurse is not in, the student is to see a principal, counselor or office secretary. Students are not permitted to spend more than 60 minutes in the clinic. Before a student is permitted to go home due to an illness, communication with a parent by one of the people mentioned above must occur. STUDENTS ARE NEVER TO LEAVE SCHOOL WITHOUT AUTHORIZATION FROM THE PRINCIPAL OR OFFICE SECRETARY. STUDENTS MUST SIGN OUT BEFORE LEAVING SCHOOL.

### **MEDICAL APPOINTMENTS:**

When leaving school during the day for a medical (doctor, dentist, optometrist, etc.) appointment, all *students (regardless of age) must bring a written excuse from their parents or their parents must contact the office and state the time they will be leaving school and the reason.* Students must be signed-out prior to leaving the building.

Student must then bring verification from the place of the appointment to the school upon their return. Try to make appointments when school is not in session!

### **ABSENCES FROM SCHOOL OTHER THAN ILLNESS:**

Other absences must be prearranged and excused by the principal in accordance with the adopted school policy. Any non-medical absences must be pre-arranged. See **Attendance Policy** for more details.

### **LATE TO SCHOOL:**

You will need a pass to enter your first class of the day. Get the pass from the main office.

### **LEAVING SCHOOL:**

Students leaving the building during the school day must sign out in the office. Students will not be allowed to leave school during the school day without verbal or written permission from their parent/guardian, Principal or designee. Even if a student is 18, they still need permission from their parents to leave school. The only student who does not need a note to leave school for appointments, etc. is a student who has been declared emancipated. In addition, students who leave school grounds at any time during the school day must have the permission of the principal, or the principal's designee. Failure to do this will result in the student being considered truant. Students returning to school must sign in at the office. Written verification from a doctor, dentist or other professional needs must be presented upon entering school. Students will not be allowed to leave school or miss class to run errands such as returning home to get clothes, books and other materials, without permission.

### **EXTRA-CURRICULAR INVOLVEMENT:**

Students may not participate in or attend school events on the days they are absent from school. Any exceptions must be approved by the principal. Medical appointments and other emergencies will be considered on a case-by-case basis.

### **PERFECT ATTENDANCE:**

Semester Perfect Attendance Awards are issued to students who have not been absent or tardy.

## **ATTENDANCE POLICY**

### **A. INTRODUCTION**

Randolph Southern School Corporation insists that students be punctual and regular in school attendance. The State of Indiana and/or school policy lists the only legal excuses for absences from school to be personal illness, death in the immediate family, observance of religious holidays, service as an assistant for a political candidate during an official election and service as a page in the Indiana State Legislature.

### **B. LEGAL POLICIES & GUIDELINES GIVEN TO SCHOOLS UNDER INDIANA LAW**

### **Indiana Law I.C. 20-33-8-10 Disciplinary powers of principals**

Sec. 10. (a) A principal may take action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

(b) Subsection (a) allows a principal to write regulations that govern student conduct.

### **Indiana Law I.C. 20-33-2-28 Compulsory attendance; duties of parent; sending child to public school for full term**

It is unlawful for a parent to fail, neglect, or refuse to send their child to a public school for the full term as required under this chapter unless the child is being provided instruction equivalent to that given in the public schools.

### **Indiana Law I.C. 20-33-2-25 Habitual absence from school; report to juvenile court or department of child services**

The superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services.

### **Indiana Law I.C. 20-33-2-44 Penalty**

A person who knowingly violates this chapter commits a Class b misdemeanor.

- C. INDIANA LAW I.C. 20-33-2-11** - The minimum requirements for qualifying for the issuance of an operator's license or a learner's permit, an individual who is 1) At least 13 years of age, but less than fifteen 2) A habitual truant under the definition of habitual truant established under subsection (b); and ( 3) Identified in the information submitted to the bureau of motor vehicles under subsection (f); may not be issued an operator's license or learner's permit under IC 9-24 until the individual is at least (18) years of age. The definition of habitual truant is: A student who is chronically absent by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

### **D. PHILOSOPHY**

The Randolph Southern School Corporation feels very strongly that student performance and achievement is directly proportional to school attendance and punctuality. We also feel that the responsibility for attending school is that of the student and their parents. This policy has been adopted to encourage student school attendance and punctuality, while taking into consideration unavoidable illnesses and emergencies.

A student may have a maximum of eight (8) absences per year. If the student has a doctor's note, those days will not be counted against the eight absences. The ninth and tenth absence will be unexcused unless there is a doctor's note. The tenth absence and every five additional absences will result in the student being assigned to Friday detention. Letters, informing parents of absences, will be sent home after the fourth and eight absences. Any extended illness may qualify the student for alternative instruction. A student may appeal his/her case to a panel of teachers. Any high school student with an absenteeism greater than 10 and not verified with a Doctor's note will need to come before a panel of three teachers & two administrators as to why they should continue to attend classes for a credit. Junior high students will automatically be recommended to the Principal's office as a truant upon his/her 11th absence.

Truancy and tardiness will require a parental conference with a school administrator and/or result in disciplinary action up to and including suspension from school. Habitual truancy can result in legal action at any grade level, which may include a referral to Randolph County Juvenile Probation.

### **E. EXCUSED ABSENCES**

1. Personal illness.
2. Illness in the family
3. Quarantine of the home
4. Death of a relative.



5. Required court appearances or probation appointments
6. Observance of religious holiday
7. College visitation or military recruitment

#### **F. UNEXCUSED ABSENCES**

Unexcused absences are those that are not excused absences.

Examples of unexcused absences are:

1. Absences for reasons such as personal shopping trips, hair appointments, working, etc.
2. Missing the school bus, car not starting, etc. and not being able to attend school.
3. Truancy. This is when a student misses school and does not have the approval of the parent or the school.

#### **G. IN-SCHOOL DETENTION**

Students are sometimes disciplined by being placed in In-School Detention for one or more periods. When a student is assigned to in-school detention, he/she is counted present at school. Work for each class will be completed in the Extended Learning Center at school.

#### **H. MAKE-UP WORK FOR ABSENCES**

*Class work missed because of excused absences shall be made up. The student is responsible for contacting the teacher for make-up work and assignments immediately upon return to school.*

1. A student shall make up work missed if the absence is excused.
2. For absences that are unexcused, a student will be encouraged to complete the assignments; however, no grade will be recorded for missed homework, quizzes or tests.

#### **I. OUT-OF-SCHOOL SUSPENSION**

Students serving out-of-school suspension are permitted to make-up work missed during the term of the suspension.

#### **J. TARDY TO SCHOOL AND CLASS**

Tardiness is undesirable and will not be tolerated. Teachers will keep track of tardies and report students to the office when tardies become excessive. When a student has received 5 tardies he/she will be required to attend a Friday after school detention. Each 3 additional tardies will also result in a Friday after school detention. Excessive tardies may result in an out of school suspension.

Friday Evening School will meet every Friday starting August 21. It will not meet on October 16, November 27, December 25, January 1, March 25, and April 1.

# TRUANCY

Truancy is when a student misses a school day or part of a school day without permission of both the principal and the parent.

## ATTENDANCE AT SCHOOLS OTHER THAN R. S.

Students enrolled in the Richmond Area Career Center must attend according to the respective school calendars, except when we have school delays or closing due to weather.

## GENERAL STUDENT BEHAVIOR STATEMENT

### SCHOOL RULES

1. Be where you are supposed to be when you are supposed to be there and doing what you are supposed to be doing.
2. There will be no use or possession of tobacco, alcoholic beverages, and /or illicit drugs on school property at any time. This includes matches, lighters, etc.
3. There will be no damage to the school, property in the school, or property of school employees.
4. Everyone will make every effort to ensure the safety of all persons in the building and on school grounds at all times.
5. Verbal or physical threats that indicate physical or mental harm to students, faculty, or staff will result in charges being filed with the appropriate law enforcement agency.
6. There will be no excuse for disrespect: Be it teacher to student, student to teacher, teacher-to-teacher, or student-to-student.
7. Everyone will dress in a manner that reflects decency and is appropriate. (See section on school dress code.)
8. Students with permission to visit the nurse's office in the elementary building must first sign out from the H.S. Office and sign back in.

NOTE: Discipline for rule violations during school hours will be treated according to the student handbook. However, violations of the school rules during any time not covered by the student handbook will be covered through extra-curricular activities, unless the offense is by a habitual offender or the offense is of a nature that may require expulsion from school.

## BEHAVIOR REGULATIONS

The Randolph Southern Board of School Trustees has determined that the following acts are inappropriate at Randolph Southern Jr. Sr. High School. Any student who engages in any of the activities is subject to discipline, which may include, but is not limited to: teacher-student conference, teacher-parent conference, counselor-student conference, teacher-student-parent conference, administrator-student conference, administrator-student-parent-teacher conference, behavior modification agreement, temporary removal from class, detention after school, corporal punishment, financial restitution, denial of bus privileges, in school detention, referral to a community agency, out of school suspension, recommendation for expulsion, and incidents that violate a law will be reported to law enforcement agencies.

1. Students are prohibited from using/possessing tobacco. A violation occurs when:
  - a. Student is observed inhaling/exhaling smoke from tobacco.
  - b. Smoke is detected in, or coming from, a restroom stall occupied by a student.
  - c. Student is in possession of tobacco or related items.
  - d. Student uses and/or is in possession of any form of electronic cigarettes
2. Students are expected to keep hands off the other person's body, with the exception of

handholding. No kissing is allowed at any time.

3. Students are prohibited from participation in, and/or encouraging other students to participate in activities that disrupt the orderly operation of school activities.
4. Students must abide by the corporation drug policy.  
(see policy for violation penalties)
5. Students are prohibited from using and/or possessing any type of explosive device. This includes matches and cigarette lighters.
6. Students are prohibited from threatening, starting, or participating in a shoving incident or fight.
7. Students are prohibited from possessing, handling, or transmitting any object that can be reasonably considered a weapon. (See policy on possession of a firearm and/or a weapon to include a knife.)
8. Students are prohibited from defacing, destroying, or stealing school property.
9. Students are prohibited from defacing, destroying, or stealing private property. Entering another student's locker without student permission is considered stealing.
10. Each student is expected to be dressed in such a way as to reflect credit to his/her person, family, and school. Headgear is not permitted. See dress code for more details.
11. Profanity and obscene gestures are prohibited.
12. Students shall comply with the directive of teachers or other school personnel during any time period when a student is properly under the school's supervision and should go where they say they are going.
13. Students may not use personal electronic devices in the classroom, study hall or ELC without teacher permission. All items should be stored away. If a cell phone is used or goes off during class for text messaging or a call, the phone will be confiscated and **a parent must pick up the phone**. The use of cell phones is prohibited the entire school day without teacher and/or administrator permission.
14. Students shall be disciplined for repetitious misconduct or being incorrigible.
15. Students shall not be in possession of any drug paraphernalia. (pipes, rolling papers, inhalants, etc.)
16. Water is the only beverage permitted in the classroom.
17. Horseplay is prohibited.
18. Students are expected to do homework assignments. Assignments are to be turned in on time. Failure to do homework assignments or turn in on the due date could result in suspension from class and or a Friday Night School..
19. Students are prohibited from academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

#### **Penalty –Failure of Test/Class, Detention**

20. Students are prohibited from taking pictures (digital or otherwise) without the consent of the students or staff member in a situation not related to a school purpose or educational function.
21. Students will be required to sign-out of all classrooms prior to going to the office, restrooms or lockers
22. Physical assault or causing bodily injury to an employee of the school corporation, a visitor or another student.
23. Verbal assault, threaten or harass an employee of the school corporation, visitor, or another student.
24. Defy the authority of a teacher, bus driver, or other school employee.

25. Texting or any use of the cell phone or electronic device in the classroom during a test or quiz will result in confiscation of device and a 0 for the quiz or test.

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

- **The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.**
  - It is “child exploitation”, a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
  - It is “child pornography”, a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
  - “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include 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 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.
26. 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.
27. A student may be suspended or expelled for 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.

Note: Administrators may elect to use corporal punishment as an alternative to any of the above stated penalties, depending on the seriousness of the offense (s). The administering of corporal punishment will always be by an administrator in the presence of a witness. (Parents may call the school and deny the use of corporal punishment, followed up by a letter -however, they must realize the only recourse is suspension from class or school.) Repeated disciplinary referrals will be subject to more severe penalties (repeated offenses are subject to more disciplinary action).

## **BEHAVIOR OF STUDENTS**

IC 20-33-8-14 Sec. 14 (b) allows for the discipline of students when a student is:

1. On school grounds during and immediately before, during or immediately after school hours.
2. At any other time when a school group is using the school.
3. Off school grounds at an educational function or event sponsored by the school corporation.

4. When a student is traveling in a corporation contracted vehicle to or from a school sponsored event.
5. To or from school.

## **ANTI-GANG POLICY**

Indiana Code 20-26-18-2 requires that Indiana Schools establish a policy (5840) to address criminal gangs and gang activity in schools. This policy meets all of the requirements for the department’s model criminal gang policy set forth by Indiana Code 20-19-3-12(d).

## **BULLYING**

Indiana Code 20-33-8-13.5 requires that Indiana Schools establish a policy (5517.01) directed toward bullying in schools.

No student in the Randolph Southern School Corporation should be subjected to bullying. Bullying will be defined as engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes, coercion, harassment, hazing or other comparable conduct and includes using computers, email and social media sites. Acts of bullying will not be tolerated and disciplinary actions will result. Under Indiana Code 20-33-8-13.5 subsection (b) students may be disciplined for acts of bullying 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 a school corporation; and (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.

## **HARASSMENT**

No one should be subjected to harassment at school for any reason. Therefore, it is the policy of the Randolph Southern School Board that all employees, volunteers, parents and students will deal with all persons in ways which convey respect and consideration for individual regardless of race, color, marital status, national origin, creed, religion, gender, age or disability. Acts of harassment, hostility, or defamation, whether verbal, written, or physical will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal agencies may be contacted.

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile or offensive school or work environment.

Harassment can include:

1. Sexually suggestive looks or gestures.
2. Sexual jokes, pictures or teasing.
3. Pressure for dates or sex.
4. Sexually demeaning comments.
5. Deliberate touching, cornering or pinching.
6. Attempts to kiss or fondle.
7. Threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances.

For counsel and assistance in resolving matters of this nature contact the principal or the Title IX/EEOC Officer (Superintendent) at 874-1181

## **AFTER SCHOOL DETENTION**

This policy is intended to give the principals an option to in-school detention.

1. Detention may be used for the following examples:
  - a. Habitually failing to submit homework;
  - b. Excessive unexcused absences or tardiness
2. Detention will be structured as follows (as needed):
  - a. Scheduled detentions are from 3:10 until 5:00 p.m.
  - b. School employee monitored
  - c. Task oriented
3. Parent Involvement
  - a. Parents will be notified via phone call, letter, or email
  - b. Parents will be responsible for picking up their student(s) promptly at 5:00
4. Students who do not report or report late will be assigned additional consequences

## **IN-SCHOOL DETENTION**

Students shall understand that In-School Detention may prevent them from participating in/or attending any extracurricular event for those days of In-School Detention. Missed days/classes do not count toward the eight day/class per semester attendance total. Students who are assigned to In-School Detention will be sent to room A-6 and report to the supervising instructor. Here the student will be assigned a workstation and if they have no work assigned by any of their teachers, the supervisor will assign work to be completed. Students may be assigned to the In-School Detention for one period or for several days. In-School Detention is assigned through the high school office.

## **SUSPENSIONS**

Students shall understand that out-of-school suspension prevents them from participating in/or attending any extracurricular event for those days of suspension. Students are afforded the opportunity to complete any assignments missed during the term of the suspension. Missed classes/days do count toward the eight day/class per semester attendance total.

- NOTE: A student who is suspended from school is not permitted on school property on the days he/she is suspended. This includes field trips, extra-curricular activities, etc. A student would also be ineligible for the Jr./Sr. Prom and the Senior Trip if he/she is suspended during this time period.

### **RANDOLPH COUNTY DAY REPORTING CENTER PROGRAM**

**This program will mandate that any student in grades 7-12 suspended from school be required to attend the Day Reporting Center during the time of the suspension. The student and parent may be required to appear in front of the Randolph County Circuit Judge depending upon the severity of student misconduct and/or disobedience.** The high school principal will make a referral and provide documentation to the Randolph County Probation and Circuit Court if warranted. Parents will be responsible for transporting students to and from the Day Reporting Center for each day suspended. Students will be required to complete homework, serve community service, and participate in life skills training. The intent of this program is to provide a supervised alternative to suspension, provide early intervention via probation/court system, maintain academic involvement, strengthen student accountability, and increase parent involvement. The Day Reporting Center will be located in at 335 S. High St. in Winchester. The Greater Randolph Interlocal Consortium will facilitate day to day operations.

**RANDOLPH SOUTHERN JR. SR. HIGH SCHOOL  
DISCIPLINARY CHART**

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

VIOLATION	FIRST REPORT	SECOND REPORT	THIRD REPORT
Alcohol Violation	OSS & Rec. Expulsion		
Classroom Disruption Insubord.	1 Pd. ELC	1 Friday Detention	1 Day ELC
Cheating/Plagiarism	"0" on assignment	Failure for grading period	Failure for semester
Defacing Property	Restitution & 1 F.S.	Restitution & OSS	Restitution, OSS & Rec. Expulsion
Driving Violation	Warning	2 weeks no driving/F.S.	Loss of driving priv./ 2 Days ELC
Drug Violation/ Paraphernalia	OSS & Rec. Expulsion		
False Attendance Call	1 F.S.	1 Day ELC	OSS
Fighting	2-4 Days OSS	4-10 Days OSS	OSS & Rec. Expulsion
Food or Drink Violation	Warning	1 F.S.	1 Day ELC
Forgery or misuse of a pass	1 F.S.	1 Day ELC	OSS
Inappropriate Affection	1 F.S.	1 Day ELC	OSS
Inappropriate Dress	Change &/or ELC	Change ELC rest of day	OSS
Inapp. Lang./ Gesture to Employee	2-4 Days OSS	4-10 Days OSS	10 Days OSS & Rec. Expulsion
Leaving Class Without Permission/Out Of Area	1 F.S.	1-2 Days ELC	OSS
Leaving School Without Permission	ELC 2 Days	2-4 Days OSS	10 Days OSS & Rec. Expulsion

Major Theft	Restitution & 5 days OSS	OSS & Rec. Expulsion	
Minor Theft	Restitution & F.S.	Restitution & 2 Days OSS	Restitution & 5-10 Days OSS
Cell Phone/ Electronic Device	Device Confiscated	F.S. & Parent Pickup	ELC & Parent Pickup
Physical Attack on Staff/Student	OSS & Rec. Expulsion		

Possessing a Weapon	OSS & Rec. Expulsion		
Serious Defiance/ Insubordination	1 Day of ELC	3-5 Days OSS	5-10 Days OSS
Serious Disruption in School	1 Day of ELC	3-5 Days OSS	5-10 Days OSS
Skipping Class/Tuancy	1 F.S.	ELC	OSS
Threat to an Employee	OSS & Rec. Expulsion		
Tardiness	Warning by Teacher	Warning by Teacher	1 F.S.
Tobacco Violation	2 Days OSS	4 Days OSS	OSS & Rec. Expulsion
Unintentional Property Damage	Restitution		

\*Class D. Felony and Police will be called

LEGEND:           O.S.S.    Out of School Suspension  
                       F.S.        Friday School  
                       ELC        Extended Learning Center



## **DRESS CODE**

While students may generally dress in a manner most suiting the desires of the individual, it should be noted that clothing worn inappropriately may reflect upon the general appearance of the school and eventually downgrade the social and scholastic reputation of the entire student body.

As a matter of good school policy, students are asked to observe common rules of personal cleanliness and appropriate dress. The following rules will be observed in the interests of health, safety, morality, and general welfare of all students and is not all inclusive:

1. All students must wear some kind of soled footwear (this does not include house slippers).
2. Bare midriffs, bare-backs, see-through and low cut blouses, tank tops, and halter tops are not allowed. Shirts and blouses must have a type of sleeve.
3. Shorts, skirts and dresses are to be a length longer than the fingertips as the arms hang down to the side normally.
4. Torn or ripped clothing or any wearing apparel that is vulgar, offensive or disruptive.
5. Hats, visors, bandanas, and sunglasses (any headgear) are not to be worn in the building from 7:45 until 3:02.
6. Hooded sweatshirts can be worn, but the hood is not to cover the head or face.
7. Proper attire includes extra-curricular and inter-curricular activities and events at Randolph Southern or when visiting another school corporation. The school believes that each student should be attired in a way that reflects credit to him or herself, his or her family, and the school. Those who deviate be not wearing a shirt or not complying with rule #2 of the dress code will be asked to comply or leave the building or premise.
8. Special dress and appearance will be recognized for special activities.
9. Students will be expected to comply with dress code. The second offense will result in detention or suspension. Repeated violations will result in expulsion.
10. Yoga pants/leggings are not permitted unless worn with a shirt or sweater that reaches mid-thigh.

## **POSSESSION OF A FIREARM POLICY**

- A. No student shall possess, handle or transmit any firearm on school property.
- B. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
  - the frame or receiver of any weapon described above.
  - any firearm muffler or firearm silencer.
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
  - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. This includes look alike devices.
- C. The penalty for possession of a firearm is 10 days suspension and expulsion from school for 1 calendar year. The superintendent may reduce the length of the expulsion 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. The grounds for suspension and expulsion listed above apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school;
- b. Off school grounds at a school activity, function, or event, or
- c. Traveling to or from school or a school activity, function, or event.

## **SUBSTANCE ABUSE POLICY**

### **PURPOSE FOR POLICY**

Because the use of drugs, alcohol, and other chemicals among young people has become a major problem in our country and because the use and availability of these substances on school campuses interferes with the educational process, this policy is being adopted and implemented. The policy is designed to help eradicate the influence of drugs, alcohol and other chemicals within the school environment. It is designed to act as punishment, deterrent, help and protection for the students.

### **WHEN AND WHERE APPLICABLE**

This policy applies to any student who is on school property, who is in attendance at school or at a school-sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the safety or welfare of students or employees.

### **PROHIBITED ACTIVITIES**

It shall be against school policy for any student:

1. to sell, supply or give, or attempt to sell, supply or give to any person any of the substances listed in this policy or what the student represents or believes to be any of the substances listed in this policy.
2. to possess, procure or purchase, to attempt to possess, procure or purchase, to be under the influence of (legal intoxication not required), or to use or consume, or attempt to use or consume, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.

### **PROHIBITED SUBSTANCES**

Any drug, legal or illegal, over-the-counter, prescription, narcotic, hallucinogenic, amphetamines, barbiturate, marijuana, look alike, alcoholic beverage, inhalant, or intoxicant of any kind.

### **PROCEDURES**

Substance Abuse - The following applies to all secondary students attending school or school-sponsored events, i.e., field trips, athletic events, etc. Due process procedures will be followed. Proper authorities will be notified. The principal shall have the discretion in any case to implement this program or to follow normal disciplinary procedures.

- I. WITNESSED OFFENSE: Student is found to have violated the Substance Abuse Policy.

1st Offense:

- A. Student is suspended from school and recommendation of expulsion to the Superintendent.
- B. Proper legal authorities will be notified. Parents/ guardian will be notified.
- C. Expulsion from school may be waived if the student and parents meet the following criteria.
  1. Parents and student must meet with designated school official for assessment of the situation and to make possible recommendations to help the student. These recommendations may include any combination of the following:
    - a. Return to school after suspension.
    - b. Completion of a licensed educational program dealing with the problem. Parent is responsible to enroll student.
    - c. Chemical use assessment from professional drug/alcohol counselor, and compliance

with recommendations, which may include outpatient or inpatient treatment.

- d. Development of a contract that defines expectations of the student's academic, behavioral, and attendance performance as he/she returns to school.

2nd offense

- A. Student suspended from school and recommendation of expulsion to the Superintendent.
- B. Parents and proper legal authorities notified.
- C. Parents and student meet with designated school official to discuss help for student as he/she returns to school following the expulsion, and possible recommendations during the expulsion from school

II. SUSPECTED SUBSTANCE ABUSE: Teacher or other staff member suspects student of violating the substance abuse policy.

- A. Staff member refers the student to the proper school official.
- B. School official may choose to talk to student and assess possible needs.
- C. School official may choose to talk with the parents.
- D. Recommendation for referral to an assistance program or outside counseling agency may be made.

## **VANDALISM**

Damage to school property, property of the school, and /or property of persons in the school will not be tolerated and will be handled with severe punishment.

Vandalism includes:

1. Defacing school property at any time.
  2. Damaging property of school employees and/or students on school property.
  3. Damaging property of school employees off school property.
  4. Taking property of school employees and/or students.
  5. Getting in teacher's desks, filing cabinets, closets, or rooms without permission.
  6. Getting in another student's locker.
- NOTE: Violation of the above will result in suspension and, if necessary, restitution.

## **HALLS**

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class time must have passes. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls is never permitted.

## **LOCKER RULES**

All students are assigned a locker to store books, P.E. clothing and personal items. Each student is responsible for keeping his or her assigned locker clean and tidy. Do not use tape to adhere objects to your locker, please use sticky tack.

1. **Locks** - the school corporation provides combination locks for hall lockers. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and discarded.
2. **Use of lockers** - lockers are to be used to store school supplies and personal items necessary for

use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs (prescription drugs must be kept in the office), drug paraphernalia, beverages containing alcohol, weapons, any flammable substances, bombs or explosive devices, any pungent acids or nauseous chemicals, any library books not properly checked out or overdue, unreturned gym or athletic equipment, any obscene materials or tobacco products.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

## **DANCES**

School sponsored dances are for the benefit of Randolph Southern High School students. The following rules apply to dances:

1. All normal school rules apply at dances including dress code.
2. Students that leave the building will not be allowed to reenter and must leave the school grounds immediately.
3. Dances will be closed 1 (one) hour after they begin. No one will be permitted to enter unless special permission has been prearranged.
4. Dances are open to current Randolph Southern students. Any other guests must be approved by the administration. The administration has the right to deny entrance to anyone.
5. The principal may make any exception to the above rules.
6. Junior High students will not be permitted to attend the Junior-Senior Prom.
7. High school students and 6th graders will not be allowed to attend the 7th & 8th grade Spring Fling.
8. Dances are to be held on Fridays, exception is Prom and Jr. High Spring Fling.

## **PROM**

In addition to the general dance rules the following rules apply to Prom:

1. All guests must be under the age of 21 to attend
2. Guests who aren't current high school students must have a criminal history check completed by the high school principal
3. Outside guests and their accompanying Randolph Southern student must meet with the principal

## **CAFETORIAM AND LUNCH HOUR**

Children need healthy meals to learn. Randolph Southern Jr-Sr High School offers healthy breakfast and lunch meals every school day. The breakfast regular price is \$1.35 and lunch is \$2.45. Your children may qualify for free or reduced price meals. Reduced price breakfast price is .30 and .40 for lunch. Adult breakfast \$1.35 and adult lunch is \$3.05.

**Breakfast serving time:** 7:45 – 8:05

**Lunch serving times:** A Lunch 10:56 – 11:26

B Lunch 11:50 – 12:20

All children in households receiving Food Stamps, TANF or Foster children can get free meals regardless of income. Also, if your household income is within the limits on the Federal Income Chart, your children can get free or reduced price meals. If at any time during the school year you believe your income may be within the Federal Income Guidelines, applications are available at the beginning of every school year during registration, on our web site, and in the Principal's office. Only one application per household is necessary. We must have an application on file unless you receive a letter stating you

have already been approved and do not need to fill one out. If you have any questions or need assistance concerning the application please contact our Food Service Director, Jenna Marquis, at 765-874-2541 ext. 228.

Randolph Southern School Corporation has a pre-pay computerized lunch system that allows students and parents to prepay for meals. Parents should send in money to cover all meals and extras that your child will be purchasing. Lunch money is accepted anytime during the week. Meal charges are discouraged. However, an occasional emergency makes it necessary to charge a lunch. A student may only charge five (5) lunches, which is a total of \$12.25. Emails and letters are sent when children get close to or exceed the charging limit. If a parent does not communicate with the Food Service Director,, Jenna Marquis (874-2541 ext. 228) as to when charges will be paid, students will be served an alternate meal consisting of a peanut butter sandwich and juice. Alternate meals will only be provided for two (2) days. After that time period, parents must provide lunch including drinks for their children until the charges are paid in full. Students are notified of their lunch balance daily.

Randolph Southern School Corporation promotes healthy food and beverage choices for lunch and follows IC 20-26-9-19. We ask that students follow this policy when bringing food from the outside to be consumed in school.

Per IC 20-26-9-19:

The following do not qualify as better choice beverages:

Soft drinks, punch, iced tea and coffee.

Fruit or vegetable based drinks that contain less than fifty percent real fruit or vegetable juice or contain additional caloric sweeteners.

Except for low fat and fat free chocolate milk drinks that contain caffeine.

The following qualify as better choice beverages:

Fruit or vegetable based drinks that: contain at least fifty percent real fruit or vegetable juice and do not contain additional caloric sweeteners.

Water and seltzer water that do not contain additional caloric sweeteners.

Low fat and fat free milk, including chocolate milk, soymilk, rice milk, and other similar dairy and nondairy calcium fortified milks

Isotonic beverages

Students are to enter the cafeteria through the double doors next to the Office and be seated at the tables. Students will be dismissed by table to form a single file line in front of the stage and enter the serving line at the southwest entrance nearest the Band room.

Students are not to be in the student locker area for any reason during the lunch period, without permission.

Students desiring to use the restrooms during a lunch period must request permission and use the PE restrooms.

Students are allowed to use the front walks during the lunch period. DO NOT stand in the shrubbery or flowerbeds. The gymnasium will be open for supervised activities. Students are not permitted in the student parking lot during lunch hour.

Lunches prepared at home and carried to school by the student or a lunch delivered to the school office by a parent or guardian prior to the lunch period is not considered a competitive lunch. The parent or guardian may only deliver a packed lunch for their child(ren), not for several unrelated children.

Students are expected to clean up and dispose of trash after eating. Glass containers are not permitted in the Cafeteria.

## **BUS REGULATIONS**

1. Bus drivers are knowledgeable regarding expectations of student behavior.
2. Drivers receive in-service regarding seating plans as well as bus disciplinary procedures and techniques.
3. Drivers are supplied with school bus discipline report forms. These forms will be used for the following misconduct:
  - a. Failure to remain seated while bus is in motion.
  - b. Refusing to obey the bus driver.
  - c. Fighting with or bothering the bus driver.
  - d. Other behavior that may jeopardize the safety of students or disrupts students or driver.
4. After a bus driver has exhausted the methods of correcting behavior on the bus, he/she will then utilize the written report, which will then be given to the building administrator and the central office. Some methods of correcting behavior may include but not be limited to such things as:
  - a. Assigned seats.
  - b. Use of the front seat as a disciplinary measure.
  - c. Verbal warnings.
  - d. One day suspension of riding privileges with notification to school central office, and parents.
5. If a student is written up for any of the above activities, the building administrator will usually employ the following actions:

First Offense - A warning to the student, with bus driver present and a report to the parents. It is hoped that the parents will help prevent a recurrence as school bus safety is a responsibility of all and parents are responsible for the behavior of minors.

Second Offense - One-day suspension of riding privileges and a conference with driver, student, and parents. A written report will then be issued notifying the parents of the consequence of a third offense

Third Offense - Automatic suspension of riding privileges. The length of time will depend upon the seriousness of the violation and the attitude of the student and parents. This includes a conference with bus driver, student, and parents. A copy will be given to the bus driver.

NOTE: Any flagrant violation, which jeopardizes the safety of children, will be dealt with as a third offense.

At any time, the building administrator may request the involvement of the Superintendent or Transportation Director.

6. Riding the school bus is a privilege. Improper conduct on the bus will result in that privilege being denied. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.

## **AUTOMOBILES AND DRIVING TO SCHOOL**

Students who desire the privilege of driving to school must register their vehicles. A completed driving form must be on file before a student is permitted to drive to school. Those properly licensed and registered students whose driving habits evidence sufficient maturity will be allowed to drive to school subject to the following regulations:

1. Driving from the school grounds during school hours is prohibited.
2. Sitting in cars during the school day is not permitted.
3. Students may not enter the parking lot during the day unless the principal gives permission.

4. Any parking lot accident is to be reported to both the principal and the proper authorities.
5. At no time should any student leave the building or a bus and enter a parked vehicle during the school day.
6. Reckless or dangerous driving on the school grounds at any time will result in suspension of driving privileges or suspension from school. Any school employee may report such an incident.
7. There is to be no smoking by students in any vehicle while on school property.
8. Student drivers with a chronic record of tardiness will lose their driving privileges.
9. Violation of above rules will result in loss of driving privileges or other disciplinary measures.
10. Student parking will begin with senior assigned parking. The front two rows are reserved for seniors. Under no circumstances are students to park in the administrative & guest parking area.
11. Vehicles on school property are subject to be searched by school administrators or law enforcement agencies. Refusal of authorized search will result in loss of driving privileges.
12. Students riding mopeds to school must be of sufficient age and must park the vehicle in the designated area. Mopeds must be registered with the school.
13. Unauthorized off-road vehicles are not permitted on school property anytime without authorization from the principal.

## **STUDENT CONDUCT AND DRIVING PRIVILEGES**

The Bureau of Motor Vehicles PROHIBITS issuing a driver's license or permit to a student less than 18 who is under:

1. at least a second suspension from school for the school year;
2. an expulsion from school; or
3. and exclusion from school due to misconduct.

The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons. A student whose license or permit has been denied or invalidated for the above reasons will be eligible for a license or permit or have a license or permit revalidated upon the earliest of one of the following events:

1. the student turns 18
2. the end of the semester in which the student is reinstated in school for a minimum of 30 days; or
3. the suspension, expulsion, or exclusion is reversed after a hearing conducted under IC 20-8.1-5.

Furthermore, the Bureau of Motor Vehicles may not issue a driver's license or permit to a student who is:

1. at least 13 but less than 15;
2. a habitual truant; and
3. identified in a list submitted to the Bureau of Motor Vehicles;

until the student turns 18. A student identified as a habitual truant is entitled to a review of the student's attendance record at least once a year to determine if the student's attendance has improved so that the student may become eligible for a driver's license or permit.

The school board of trustees is required to report to the Bureau of Motor Vehicles before February 1 and October 1 of each year those students who are ineligible for a permit or license.

# **RANDOLPH SOUTHERN JR. SR. HIGH SCHOOL VOLUNTARY DRUG/SUBSTANCE ABUSE TESTING PROGRAM**

## **MISSION STATEMENT**

The Randolph Southern Jr. Sr. High 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 Randolph Southern Jr. Sr. High 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 Randolph Southern Jr. Sr. High 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.

Randolph Southern Jr. Sr. High School reserves to 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 Southern 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 Randolph Southern Jr. Sr. High 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 Randolph Southern Jr. Sr. High School students in grades 7-12 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 Randolph Southern Jr. Sr. High 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

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 Southern 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 name attached; only the student’s random identification number will appear on the results sheets.

## TEST RESULTS

1. This program seeks to provide needed help for students who have a verified “positive” test. The student’s health, welfare, and safety will be the reason for preventing students from participation in co-curricular or extracurricular activities or from driving to, from, and at school.
2. The principal/administrative designee will be notified of a student testing “positive” (that is, if the test shows that drug residues are in the student’s system after using at least two different types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information, which will be considered in determining whether a “positive” test has been satisfactorily explained.

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

3. If the initial test is verified “positive”, the principal/administrative designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may contact for help. The student will be prevented from participating in co-curricular and extracurricular activities until after the principal/administrative designee requests a “follow-up” test and negative results are reported. This non-participation includes 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. Student driving privileges will not be suspended for positive nicotine test. A student who only participates as a student driver will not be tested for nicotine.
4. Students who have tested positive without satisfactory explanation and who have provided a negative follow-up test will be granted “limited participation” in co-curricular and extracurricular activities for 25% of the season or calendar of each activity in which the student is involved. For clubs and organizations that meet the entire year, the period for “limited participation” shall be for the next nine weeks. For activities such as athletics that have defined seasons, the 25% period will be defined as 25% of the scheduled contests for that activity. If a student is placed on limited participation with less than 25% of the calendar or season remaining, the remainder of the 25% will be served at the beginning of the next season or calendar in which the student has previously participated. The period of limited participation upon a first offense may be waived by the building principal if the student produces documentation of satisfactory assessment/counseling by a school approved agency. The student and/or his/her parents would be responsible for any fees associated with the approved assessment/counseling. 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. The student and/or his/her parents would be responsible for any fees associated with the approved assessment/counseling. On a third unsatisfactory positive result the student will lose eligibility to participate the remainder of their middle or high school career depending on the student’s grade level. A student who has tested positive three times in grades 6-8 would lose eligibility in middle school but would regain eligibility upon entering high school. Offenses under this policy will not accumulate from junior high school to high school. In addition, Randolph Southern Jr. Sr. High School reserves the right to continue testing any participating student who at any time during the school year tested “positive” and did not make satisfactory explanation.
5. Information on a verified “positive” test result will be shared on a “need to know” basis with the student’s coach or sponsor. The results of the “negative” tests will be kept confidential to protect

the identity of all students being tested.

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

## **GUIDANCE INFORMATION**

The Guidance Department is available to students and parents throughout the school day. Guidance functions include academic scheduling, providing information about colleges, testing, career planning, and personal problem solving. All information is kept confidential.

## **END OF COURSE GRADUATION EXAMINATION/ISTEP+**

Every high school student to receive a general, Core 40 or Honors diploma has to pass the Algebra I End of Course Assessment and the English 10 End of course Assessment test. Students taking Biology I for the first time are required to take the ISTEP+ Science assessment as part of the on-going school improvement plan. Beginning with the class of 2019, students must take and pass the English 10 and Math ISTEP+ assessments to receive a high school diploma.

A student who has a disability shall be tested with appropriate accommodations in testing materials and procedures unless that student's IEP determines that End of Course Assessment testing is not appropriate for the student and that an alternate assessment will be used to test the student's achievement.

Students who expect to graduate are required to meet:

1. The academic standards tested in the End of Course Algebra I and English 10 exams/ISTEP+ Math and English 10 (Class of 2019 and beyond); and
2. Any additional requirements established by the Randolph Southern Board of Education.

A student who does not meet the academic standards tested in the End of Course Assessment/ISTEP+ Exams shall be given the opportunity to be tested during each semester of each grade following the grade initially tested until the student achieves a passing score.

All students have two additional methods of graduating without passing the graduation exam:

1. (a) A student successfully completes all components of the Core 40 curriculum. The principal has \_\_\_\_\_ to certify that Core 40 requirements are met within one (1) month of the graduation date; and,
  - (b) The student has to meet all other local graduation requirements.
2. (a) Takes the End of Course examination/ISTEP+ in each subject area in which the student did not achieve a passing score at least one (1) time every school year after the school year in which the student first takes the End of Course examination/ISTEP+; and
  - (b) Completes remediation opportunities provided by the school; and
  - (c) Maintains a school attendance rate of at least ninety-five percent (95%) with excused absences not counting against the student's attendance; and
  - (d) Maintains at least a "C" average in the courses comprising the credits specifically required by the State of Indiana. (These specific courses are 8 credits of English, 4 credits of Math, 4 credits of Science, 4 credits of Social Studies, 1 credit of Health and 1 credit of Physical Education); and

- (e) Obtains a written recommendation from a teacher of the student in each subject area in which the student has not achieved a passing score. The recommendation must: (A) be approved by the principal and (B) be supported by documentation that the student has attained the academic standard in the subject area based upon:
  - (i) Tests other than the End of Course examination; or
  - (ii) classroom work.

A student with a disability who does not achieve a passing score on the End of Course examination may be eligible to graduate if the case conference committee finds the following:

1. The student's teacher of record, in consultation with a teacher of the student in each subject area in which the student has not achieved a passing score, makes a written recommendation to the case conference committee. The recommendation must:
  - (a) Be concurred in by the principal; and
  - (b) Be supported by documentation that the student has attained the academic standard in the subject area based upon:
    - (1) Tests other than the End of Course examination; or
    - (2) Classroom work.

## **REMEDIATION PROGRAM FOR STUDENTS WHO FAILED THE END OF COURSE ASSESSMENT/ISTEP+**

Randolph Southern's goal is to reach a graduation rate of 100%. Students who have taken and not passed the End of Course Assessment in Algebra I and English 10 or ISTEP+ Math and English 10 shall attend the remediation programs offered by the school.

## **RELEASE OF DIRECTORY INFORMATION**

The public has access to directory information about students attending Randolph Southern. Directory information includes the student's name, address, and telephone listing; date and place of birth; major field of study, participation in officially recognized activities and sports; weight and height for members of athletic teams; dates of attendance; degrees and awards received and the most recent previous educational agency or institution the student attended. Federal and Indiana privacy laws require schools to release directory information, including recruiting representatives of the U. S. armed forces, the Indiana Air National Guard, the Indiana Army National Guard, and the service academies unless the parents or an 18 year old or older student gives the school written notice requesting the school not release this information. A written request has to be received prior to September 1st of the year the request becomes effective.

Videotapes made on buses or for security purposes are generally considered educational records and will not be shared with the public.

However, portions of a video tape that results in a student being disciplined may be shared with their parents.

## **SCHEDULE CHANGES**

The student may initiate schedule changes only during the first week of the school year. Any other changes must be by teacher recommendation.

## **COLLEGE DAYS**

Students may take up to 3 college days during their last 3 semesters prior to graduation. College days cannot be taken during finals week of first semester or the last 2 weeks of the school year. All college days have to be prearranged with the guidance office.

## CREDITS FOR GRADE CLASSIFICATION

Freshman	0 credits	Juniors	20 credits + 4 sem.
Sophomores	9 credits + 2 sem.	Seniors	30 credits + 6 sem.
		Graduation	44 credits

Senior students must be present for graduation practice in order to participate in the graduation ceremony.

Grade classification only occurs at the end of the school year, unless a student is beyond their eighth (8th) semester.

### INCOMPLETE GRADES

Incomplete grades will be issued when:

1. The student fails to hand in work;
2. The student fails to hand in work to the teacher's satisfaction;
3. The student is recovering from an extended illness or surgery;
4. Other extenuating circumstances warrant it.

It is the student's responsibility to see that all incomplete work is made-up and the incomplete is removed. UNLESS emergency conditions are present, all incomplete grades are expected to be made-up and/or converted to grades at the end of two weeks. Additional time may be granted with teacher and administrator approval of a written contract with the affected student. If the work has not been made up within the agreed upon timeframe, the grade will be converted to an "F".

### AUDIT/RETAKE OF A CLASS POLICY

Grade Replacement - the only focus will be the C- to D- range. The policy focus is the desire to improve a grade NOT to improve class rank. The course in which replacement is sought must be completed at R.S.H.S. if the grade is to be considered toward selection of Valedictorian and Salutatorian. If a class builds on sequential knowledge, it must be taken the following year (Example: Spanish I or Algebra I). A student may audit a class to improve their foundation. Grades acquired in audit classes cannot count toward grade point average (G.P.A.) or class rank.

### CLASS RANK

Randolph Southern will determine class rank starting with the highest recognized diploma. The order is as follows: Honors+ (All academic/technical honors requirements plus four additional semesters of ACP/AP courses with an earned grade of C or better and an overall GPA of 3.0 or better), Honors and Core 40. Students attaining Honors+ will be ranked above students attaining an Honors Diploma. Students attaining an Honors Diploma will be ranked above students attaining a Core 40 Diploma. This criterion will be the determinant in choosing the class valedictorian and salutatorian. The student's overall GPA will be figured. Students must be in attendance at Randolph Southern Jr. Sr. High School during their last four semesters to earn the honor of being selected as the Valedictorian or Salutatorian.

## **GRADING SCALE**

A+	4.334
A	4.000
A-	3.667
B+	3.334
B	3.000
B-	2.667
C+	2.334
C	2.000
C-	1.667
D+	1.334
D	1.000
D-	.667

## **ACADEMIC/ATHLETIC PROBATION**

To avoid athletic and or academic probation, a student must be receiving credit in 5 classes at the end of the 1st nine weeks, at the end of the semester, at the end of the 3rd nine weeks and the end of the second semester (remember study halls and being a cadet does not count as a credit). Probation prohibits a student from participating in sports or attending extracurricular sponsored events such as school dances. Students on academic or athletic probation may attend athletic events as spectators. This probation is in effect until the next grading period or semester grades are given.

## **SCHOLASTIC ELIGIBILITY – HIGH SCHOOL**

The IHSAA and school regulations require the following academic standards for eligibility:

1. An athlete must be enrolled in and passing a minimum of 70% of the class periods offered. On a traditional seven period schedule, an athlete must pass a minimum of five classes.
2. Eligibility periods will begin or end the day that report cards are issued.
3. A Student who is twenty years of age on a scheduled date of the IHSAA state tournament in a sport shall be ineligible as to age for athletic competition in that sport.
4. Any student athlete who is ineligible at the conclusion of a respective school year will not be eligible when the next school year begins. Eligibility may begin when the first grade cards are issued.
5. Each coach is responsible for permitting only academically eligible athletes to participate. The Athletic Director will provide a list of all ineligible athletes to coaches the day that grade cards are issued.

## **SCHOLASTIC ELIGIBILITY – JUNIOR HIGH**

1. School regulations require the following academic standards for eligibility in sports, clubs, and other events including school dances.
2. A junior high student must pass classes to remain eligible. Students may restore eligibility if they are passing all classes when mid-term progress reports are issued; however students will be monitored closely to make sure that they are maintaining passing grades. Maintaining passing grades is necessary for students to remain eligible.
3. Any student athlete who is ineligible at the conclusion of a respective school year will not be eligible when the next school year begins. Eligibility may begin when the first progress reports are issued.

4. Each coach is responsible for permitting only academically eligible athletes to participate. The athletic director will provide a list of all ineligible athletes to coaches the day that grades are issued.
5. Junior High students must be passing all classes to attend school dances and the Spring Fling.

EXAMPLE OF PERMISSION FORM TO RIDE HOME WITH PARENTS AFTER EXTRA AND  
CO-CURRICULAR EVENTS

Randolph Southern School Corporation  
WAIVER OF TRANSPORTATION RESPONSIBILITY

The undersigned parents and/or guardian understands and acknowledges that they are providing

transportation for

on

(Name of Student)

(Date)

It is further understood that the parent/guardian signature indicates they have waived any and all responsibility delegated to Randolph Southern School Corporation for transporting the above named student to Randolph Southern Jr./Sr. High School or Randolph Southern Elementary.

Parent/Guardian Signature

## GRADE REPORTING

Students will receive report cards at the end of every 9 weeks-grading period. Report cards will be distributed to each student as per the following schedule: (1 week after grading period ends or after a school break or vacation)

Grading Period	Ends	Date of Distribution
1	10-6-2017	10-13-2017
2	12-20-2017	01-5-2018
3	03-9-2018	03-16-2018
4	05-24-2018	Mailed out to Parents

## HOMEWORK AND CLASS PARTICIPATION REQUIREMENTS

All students are expected to complete homework assignments, projects, etc. Students are also expected to participate in class when requested. Students that fail to do so will lose school privileges and be subject to further disciplinary action.

## GRADUATION COURSE, CREDIT, AND PROCEDURE REQUIREMENTS TO RECEIVE A HIGH SCHOOL DIPLOMA

To graduate or to earn a diploma from Randolph Southern High School the School Board has set the basic requirement of 44 credits. A graduate can earn a Core 40 honors diploma, a Core 40 diploma or a General diploma. A senior who has not passed the ISTEP+ or End of Course in Algebra I, English 10 or both has the opportunity to earn a Certificate of Completion or Certificate of Attendance. Whatever



diploma a candidate for graduation receives, the minimum requirement is to complete successfully the 44 basic credits. To participate in the graduation ceremony the requirement is that a student must have earned one of the above listed diplomas and be present at graduation practice.

## **GENERAL INFORMATION**

### **HEALTH PROCEDURES**

During the school year, the school nurse will conduct the following examinations:

Vision Screening	Grade 8	Hearing Screening	Grades 7 & 10
Scoliosis Screening	Grades 7 - 8 - 9		

### **INSURANCE**

The Randolph Southern School Corporation does not provide individual medical coverage for students. It is recommended parents review their own insurance coverage.

### **MEDICATION**

If it becomes necessary for a student to take any form of medication (prescription or over-the counter) at school, a signed note from a parent must be presented to the office. All medication will be kept in and dispensed through the clinic.

- NOTE: STUDENTS ARE NOT TO KEEP ANY MEDICATION IN THEIR LOCKER OR DISPENSE MEDICATION TO OTHER STUDENTS.

Violation may result in suspension or expulsion.

An exception to this policy will be made if the following conditions are met:

1. The parent has filed a request to permit their student to possess and self-administer medication; and
2. A physician states in writing that;
  - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
  - b. the student has been instructed in how to self-administer the medication; and
  - c. the nature of the disease or medical condition requires emergency administration of the medication.

An authorization is good for only one school year.

### **EMERGENCY DRILLS**

Fire and tornado drills are held at regular intervals throughout the school year. Check the instructions in each classroom (they are posted) indicating how to go to the designated area. WALK and NO TALKING. Move quickly to the designated area. There will be two tornado drills per semester and a fire drill each month.

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the office where the owner can claim them. Lost articles not claimed within a reasonable time period will be discarded.

### **PERSONAL PROPERTY**

Student owned items are not insured by the school system. Students and parents are encouraged to be sure that items brought to school are insured under individual insurance policies. Combination locks are provided on the hall lockers. Locks other than school issued ones will not be allowed.

## SCHOOL CLOSING/DELAY

Even with the assistance of the best information available, weather decisions are difficult. In the event that hazardous weather makes it necessary to either close school or delay its opening, local radio & TV stations will be given the information for broadcasting. **Please listen to the radio/TV and do not call the school or school personnel.**

<u>STATION</u>	<u>LOCATION</u>	<u>FM</u>
WZZY – Star 98	Winchester	98.3
KICKS 96	Richmond	96.1
WLBC	Muncie	104.1
Ch. 4/59, 6,8,13	Indianapolis	
Channel 7	Dayton, OH	

## SCHOOL DELAY SCHEDULES

On the days when we have a 1-hour delay due to inclement weather, the following schedule will prevail:

9:00 - 9:43	Period 1		
9:47 - 10:30	Period 2		
10:34 - 11:17	Period 3		
11:21 - 12:34	Period 4		
11:17 - 11:47	A Lunch	Classroom	11:51-12:34
12:04 - 12:34	B Lunch	Classroom	11:21-12:04
12:38 - 1:24	Period 5		
1:28 - 2:11	Period 6		
2:15 - 3:02	Period 7		

On the days when we have a 2-hour delay due to inclement weather, the following schedule will prevail:

10:00 - 10:35	Period 1		
10:39 - 11:14	Period 2		
11:18 - 11:53	Period 3		
11:57 - 12:32	Period 4		
11:53 - 12:33	A Lunch	Classroom	12:27-1:03
12:33 - 1:03	B Lunch	Classroom	11:57-12:33
1:07 - 1:42	Period 5		
1:46 - 2:22	Period 6		
2:26 - 3:03	Period 7		

## GLOBAL CONNECT

Students and teachers who have completed the proper form will be notified by Global Connect of school delays, cancellations, or other pertinent information.

## CONVOICATIONS

Convocations will be a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They will 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.**

Talking, whistling, yelling, or any other form of inappropriate convocation behavior will not be tolerated. Students that cannot behave properly at convocations or assemblies will not have the privilege to attend them. Applaud in keeping with the occasion. Applause should be generous and courteous. Attendance at convocations is not mandatory, as a supervised study hall is available for students wishing not to attend. Disruptive conduct will not be tolerated.

Seating at convocations will be:

- a. No student will be seated on the top four rows of the bleachers in the high school gym.
- b. The senior class will be in the middle, with the junior class seated to the north of the seniors followed by the freshmen. To the south of the seniors will be the sophomores followed by the eighth graders and then the seventh graders. This will be for all convocations.

## **HOME ROOM GUIDELINES**

- 1. Students must obey all Randolph Southern School Rules.
- 2. Students must bring materials to work on during Home Room. This can include homework, books or appropriate magazines.
- 3. Home Room may also be used for making up tests, quizzes, and homework. It may also be used for obtaining assistance from a teacher of a different class. A student must have a pass from the teacher to whose room they are going.
- 4. Home Room time may occasionally be used for school business or instruction in areas such as conflict resolution.
- 5. Meetings may be held on Monday, Tuesday, Thursday & Friday.

## **MEDIA CENTER**

The Media Center will be open throughout the day from 8:00 a.m. to 3:10 p.m. You are encouraged to use the library as much as possible. During class time a student must present a pass and sign in at the circulation desk. When the student leaves they must first sign out.

The use of the Media Center is a privilege. Those who do not follow the director's rules will be denied access to the Media Center.

## **TEXT BOOKS**

All basic texts are rented to students for their use during the school year. The student pays for workbooks and other supplies. Textbooks are to be kept clean and handled carefully. Please be sure your name is written on the label in case the book is misplaced. You will be required to pay for lost or damaged books.

<u>Description of Textbook</u>	<u>Fine</u>
Lost, stolen, or damaged beyond repair	Replacement Cost
Torn or defaced cover	\$3.00
Book out or nearly out of binder	\$3.00
Writing or drawing on pages	\$1.00 per page
Torn pages	\$1.00 per page
Bent or folded	\$5.00
Misc.	\$2.00

NOTE!!! No fine will exceed the replacement cost of the book. The principal may waive fines.

## WORK PERMITS

Students under 18 who choose to be employed must see Mrs. Cowen and obtain an Intention to Employ Form. If school is out for the summer, this form can be obtained from the Superintendent's office. A work permit is issued when the completed Intention to Employ Form is returned to Mrs. Cowen along with a copy of the student's birth certificate. The school may deny a work permit if the student has received a failing grade or grades and/or has poor school attendance. Only one work permit can be issued at a time. If a student is absent from school, the student is not permitted to work that day.

A work permit may be revoked if a student has poor attendance or a significant decrease in grade point average. If a student receives one or more F's, he/she is placed on probation for a grading period. If the student receives any F's at the end of the probationary period, the work permit is revoked.

## REBEL PRIDE PROGRAM

The Rebel Pride Program recognizes outstanding students that have excelled academically, socially, or athletically. The following activities make up this program.

### 1. HONOR ROLL

Recognition of academic achievement will be published at appropriate times following grade reporting. Semester grades will be used at the second and fourth reporting periods. Standards are:

#1 Honor Roll	=	4.0 GPA and above
#2 Honor Roll	=	3.999 to 3.5 GPA
#3 Honor Roll	=	3.499 to 3.0 GPA

### 2. TEST EXEMPTION

Semester exams will be given at two (2) different times during the year. For a student to be exempt from final exams they must meet the following criteria:

1. The student has accumulated two days absence in the semester. (Full Day = 1 absence, One period missed = ½ day absence, Tardy = ½ day absence)
2. The student has not received a grade lower than a B- on his/her report card for that semester.
3. Students who receive homebound training cannot be exempted from exams.
4. One day for Youth Salute pictures during the 6<sup>th</sup> semester will not count against semester exemptions
5. One college day during the 7th semester and one college day during the 8th semester will not count against semester exemptions.
6. Any In school detention or out of school suspensions will disqualify a student for exemptions.

\*\*Test exemption applies to students in grades 9-12 and students enrolled in Algebra I and Spanish I as 8th grade students.

### 3. FALL HONORS RECEPTION

In the fall, students that have achieved academically in the spring semester of the previous school year will be honored for their efforts. The date and time of the reception will be announced in early September. Parents, friends, and relatives are cordially invited.

### 4. SPRING HONORS PROGRAM

In the spring, students that have achieved academically in the fall semester of the school year will be honored for their efforts. The date and time of the reception will be announced in late April to be held in May. Parents, friends, and relatives are cordially invited.

### 5. SENIOR HONOR NIGHT

Near the end of May or the beginning of June depending on the graduation date, members of the senior class will be honored for academic, athletic, and social excellence. Local scholarships will

be awarded to students that have applied for a local scholarship and plan to attend a post-secondary school to further their education. All seniors receiving awards are expected to attend.

**6. FALL, WINTER, AND SPRING ATHLETIC AWARDS NIGHT**

Each Fall and Spring, students that have participated in a school-sponsored sport will be recognized at awards night. The public is invited.

**7. STUDENT-OF-THE-WEEK-AWARD**

A junior or senior will be named Student-of-the-Week in the Rebel News. A teacher or administrator will select this student. There will also be a Jr Hi Student of the week selected by a teacher or administrator.

**8. ACADEMIC EXCELLENCE AWARDS**

Any student in grades 9-12 that receives a 4.0 or higher semester G.P.A. will receive special recognition.

- 1st semester of 4.0+ - certificate
- 2nd semester of 4.0+ - certificate
- 3rd semester of 4.0+ - certificate and pin
- 4th semester of 4.0+ - certificate and sweatshirt

A student will receive a chevron for each additional semester of 4.0+ GPA.

**9. JUNIOR HIGH ACADEMIC INCENTIVE PLAN**

Junior High students who earn 80% of total points available may participate in a field trip. Students who earn 65% of total points available will be given a pizza party and have recreation time on a day at the end of school as a reward for excellent effort. Students may participate in the 9-week incentive trip by earning 80% of points possible. Points can be awarded for the following:

	<b>Gr. Pd</b>	<b>Total</b>
Attendance to school per 9 weeks:		
0 absence or tardy	20 pts.	80 pts.
1 absence or tardy - 15 points		
2 absences or tardy - 10 points		
3 absences or tardy - 5 points		
Chromebook charged & brought to class every day (3 points per class)	21 pts.	84 pts.
No damage to chromebook	20 pts.	80 pts.
All Homework Completed (3 points per class)	21 pts.	84 pts.
No Discipline Referral (2 points per class)	14 pts.	56 pts.
Participation & Completion of Extra-Curricular Activities	8 pts. / Activity each sem.	
(Band, Cheerleading, X-country, Volleyball, Basketball, Track, Wrestling & Student Council)		
Honor Roll or Improvement of GPA by .5 or more	10 pts.	30 pts.
Citizenship (0-3 points per class)	21 pts.	84 pts.

**PRIZES WILL BE AWARDED DURING THE SCHOOL DAY.**

**CELL PHONES/ELECTRONIC DEVICES**

Cell phones and all other unapproved electronic devices are to be turned off while in the school building from 8:00-3:05. The principal or his designee may give a student permission to make a call or use personal devices under certain circumstances.

## **SCHOOL PHONES**

School phones are for school business only. They are to be used by students only in case of emergencies. Students will not be called from classes, between classes or lunch for a phone call, unless it is an emergency. The office staff will take a message and have the message given to the student at the end of the day.

## **INTERNET USE AT SCHOOL**

The Randolph Southern Jr./Sr. High School now has Wi-Fi along with regular internet access. Before a student can use the Internet, we must have on file an Internet-Use Form signed by both the parent and student.

The penalties for misuse of the Internet are as follows:

1st Offense - Student will lose Internet privileges for 20-90 days in relation to the severity of the misuse. Consequences may be an additional discipline administered at the discretion of the principal.

2nd Offense - Student will automatically lose all Internet privileges for 1 year. (365 calendar days) Consequences may be an additional discipline administered at the discretion of the principal.