



# **Randolph Southern**

## **Jr./Sr. High School**

**2018-2019**

STUDENT HANDBOOK  
& CALENDAR

2 Rebel Dr.  
P.O. Box 305  
Lynn, IN 47355

## Contact Information

HS Office	765-874-2541	Secretary email	mcreynoldsl@rssc.k12.in.us cowenc@rssc.k12.in.us
Principal	mangusr@rssc.k12.in.us Two Rebel Drive Lynn, IN 47355	Asst. Principal/ AD email	hallattj@rssc.k12.in.us
Superintendent Office	765-874-1181 One Rebel Drive Lynn, IN 47355	Guidance Counselor	glecklerg@rssc.k12.in.us
Food Service Director, Jenna Marquis	765-874-2541 ext. 228.		

## 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.

## 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.

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## 2018-2019 School Calendar

Wednesday, August 8, 2018	First Day for Teachers
Thursday, August 9, 2018	First Day for Students
Monday, September 3, 2018	Labor Day Holiday
Wednesday, Oct. 17 & Thursday, Oct. 18, 2018	Parent/Teacher Conferences
Friday, Oct. 19 through Tuesday, Oct. 23, 2018	Fall Break
Wednesday, Nov. 21 through Friday, Nov. 23, 2018	Thanksgiving Holiday
Wednesday, December 21, 2018	End of First Semester
Monday, December 24, 2018	Christmas Break Begins
Monday, January 7, 2019	Teacher Work Day
Tuesday, January 8, 2019	School Resumes
Monday, January 21, 2019	Martin Luther King-Make up Day (#1)
Monday, February 18, 2019	Presidents Day – Make up Day (#2)
Monday, March 25 through Friday, March 29, 2019	Spring Break
Friday, April 19, 2019	Good Friday- Make up Day (#3)
Thursday, May 23, 2019	Last Student Day
Friday, May 24, 2019	Teacher Work Day
Monday, May 27, 2019	Memorial Day
Saturday, June 1, 2019	Graduation

\*\*Additional make up days will be added after May 23

## 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).

## Attendance Policy

### 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.

### Policy

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.

### **\*Guidelines given to schools under Indiana Code\***

#### **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.

#### **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.

**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.

**I.C. 20-33-2-44 Penalty**

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

**Indiana Law I.C. 20-33-2-11 Operators license or learner’s permit for habitual truants** 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.

**Absences**

Excused Absences	Unexcused Absences
<ol style="list-style-type: none"> <li>1. Personal illness.</li> <li>2. Illness in the family</li> <li>3. Quarantine of the home</li> <li>4. Death of a relative.</li> <li>5. Required court appearances or probation appointments</li> <li>6. Observance of religious holiday</li> <li>7. College visitation or military recruitment</li> </ol>	<ol style="list-style-type: none"> <li>1. Absences for reasons such as personal shopping trips, hair appointments, working, etc.</li> <li>2. Missing the school bus, car not starting, etc. and not being able to attend school.</li> <li>3. Truancy: this is when a student misses school and does not have the approval of the parent or the school.</li> </ol>

**Attendance at schools other than R.S.**

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

**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.

**Make-up Work**

Class work missed shall be made up. The student is responsible for contacting the teacher for make-up work and assignments immediately upon return to school. Students have one (1) day to make up work for each day absent per board policy [\(5200\)](#).

**Out-of-school suspension**

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

**Perfect Attendance**

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

## **Tardy to School and Class**

Tardiness is undesirable and will not be tolerated. Teachers will keep track of tardiness and report students to the office when tardiness becomes 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 tardiness may result in an out of school suspension.

## **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.

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 or Child Protection Services.

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 (8) absences. The ninth and tenth absence will be unexcused unless there is a doctor's note. The tenth (10th) absence and every five (5) additional absences will result in the student being assigned to Friday detention. Letters, informing parents of absences, will be sent home after the fourth (4th) and eighth (8th) 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 ten (10) and not verified with a doctor's note will need to come before a panel of three (3) teachers & two (2) 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 eleventh (11th) absence.

# **Attendance Procedures**

## **Alerting School of Absence**

The student's parent/guardian must notify the office giving the reason for the student's absence. If it is impossible for the parents to call or email the school, it is permissible to substitute with a signed, written statement from parents explaining the absence. Students should take this statement to the high school office when they return. If a student fails to submit a written excuse, the absence will be considered unexcused. When a student is only absent for part of the day, he/she still must have the absence verified by his/her parents. A half-day absence is considered to be the following: 8:00 am. – 11:30 a.m. or 11:30 a.m. – 3:02 p.m.

## **Extracurricular 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. To participate in extracurricular activities, the student must be in attendance by 11:30 of that day.

## **Illness Absence**

Parents should call the school prior to 8:15 a.m. on the day(s) their children will be absent due to illness.

## **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, a parent will be notified by the school nurse or high school office.

## **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. Students must then bring written verification from a doctor, dentist or other professional needs that must be presented to the main office upon entering school.

## **Late to School**

Students will need to sign in at the high school office if they are late to school. A pass will be required to enter their first class of

the day. When tardiness becomes excessive, disciplinary action will be taken. ([See Discipline Chart](#))

## 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. This applies to all students regardless of age. 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 obtain permission will result in the student being considered truant. 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.

## Other than Illness

Other absences must be prearranged and excused by the principal in accordance with the adopted school policy.

# 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 to be in the appropriate location according to their schedules unless they have a pass.
2. 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
3. Students are prohibited from using and/or possessing any type of explosive device. This includes matches and cigarette lighters.
4. Students must abide by the corporation substance abuse policy. ([see policy](#))
5. Students shall not be in possession of any drug paraphernalia. (pipes, rolling papers, inhalants, etc.)
6. Students are prohibited from possessing, handling, or transmitting any object that can be reasonably considered a weapon. ([see policy](#))
7. Students are prohibited from threatening, starting, or participating in a shoving incident or fight.
8. Physical or verbal assault that threatens, harasses, or causes injury to an employee of the school corporation, a visitor or another student will not be tolerated. ([see discipline chart](#))
9. Vandalism of school or private property is not tolerated. ([see policy](#))
10. Profanity and obscene gestures are prohibited.
11. Hand holding is the only permissible contact in the school building. No kissing is allowed at any time.
12. Each student is expected to follow dress code. ([See dress code](#))
13. Students shall comply with the directive of teachers or other school personnel.
14. Be respectful of other students, teachers, and staff members.
15. As per board policy [5136](#), students will follow teacher guidelines within each classroom for electronic devices. Only the other times deemed acceptable within said policy for electronic device use are permissible.
16. 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.
17. Water is the only beverage permitted in the classroom.
18. Students are expected to do homework assignments. Assignments are to be turned in on time. Late policies will vary according to class and teacher. 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.
20. 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.
21. Students will need a pass to be in the hallway during class hours.



## 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.

<b>Bell Schedule</b>	
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

## Visitors during the School Day

Everyone entering the school building during school hours must enter the building through the doors adjacent to the main office and report to obtain a guest pass to be worn while in the building. 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, guest teachers, and visiting parents or students.

Anyone who wishes to visit the school building will need to meet the school principal. The principal will meet with parents and other interested adults as time permits. If you would like to meet with the principal, it is encouraged to make an appointment by calling the school office. 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 students during school hours. The principal must approve any exception to this policy.

If you would like to meet with a teacher, please schedule a meeting that gives at least 24 hour notice.

Note: All doors in the building are equipped with panic bars and are accessible for exit anytime during the school day.

## Bullying

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.

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

Furthermore, in subsection (b) it states that 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.



<p>contain less than fifty percent real fruit or vegetable juice or contain additional caloric sweeteners.</p> <ul style="list-style-type: none"> <li>• Except for low fat and fat free chocolate milk drinks that contain caffeine.</li> </ul>	<ul style="list-style-type: none"> <li>• Water and seltzer water that do not contain additional caloric sweeteners.</li> <li>• Low fat and fat free milk, including chocolate milk, soy milk, rice milk, and other similar dairy and nondairy calcium fortified milks</li> <li>• Isotonic beverages</li> </ul>
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### Lunch Procedures

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.

## Cell Phones/ Electronic Devices

As per board policy [5136](#), students will follow principal and teacher guidelines within each classroom for electronic devices.

### 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.

## Closing/ Delay

In the event that hazardous weather makes it necessary to either close school or delay it’s opening, the automated dialer system will be utilized local radio and TV stations will be given the information for broadcasting. **Please listen to the radio/TV and do not call the school or school personnel.**

<p><b>Radio</b>  WZZY - Star 98 (Winchester)      FM: 98.3  Kicks 96 (Richmond)              FM: 96.1  WLBC (Muncie)                      FM: 104.1</p>	<p><b>TV</b>  Channels 4/59, 6, 8, and 13 (Indianapolis)  Channel 7 (Dayton, OH)</p>
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### 2-Hour delay schedule

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

### **Automated Notification System:**

Students and teachers who have completed the proper form will be notified by the automated notification system of school delays, cancellations, or other pertinent information. Notifications may be sent in the form of voice, text, Twitter, or Facebook.

## **Convocations**

Convocations 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 the student body be respectful. Inappropriate behavior conducted by students will not be tolerated. The Principal will direct seating assignments for convocations.

## **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.

## **Disciplinary Chart**

The chart below is to serve as a guide to students as to the recommended disciplinary procedures which may be used at Randolph Southern Jr. Sr. High School. Students who choose to misbehave will 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./Sr. High School.

<b>VIOLATION</b>	<b>FIRST REPORT</b>	<b>SECOND REPORT</b>	<b>THIRD REPORT</b>
Alcohol Violation	OSS & Rec. Expulsion		
Cell Phone/ Electronic Device	Device Confiscated	F.S. & Parent Pickup	ELC & Parent Pickup
Cheating/Plagiarism	“0” on assignment	Failure for grading period	Failure for semester
Classroom Disruption Insubordination	1 Pd. ELC	1 Friday Detention	1 Day ELC
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
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
Skiping Class/Truancy	1 F.S.	ELC	OSS
Threat to an Employee	OSS & Rec. Expulsion		
Tardiness	Warning by Teacher	Warning by Teacher	1 F.S. 5 tardies= F.S. Each 3 additional tardies =F.S. Excessive tardies may result in an out of school suspension.
Tobacco Violation	2 Days OSS	4 Days OSS	OSS & Rec. Expulsion
Unintentional Property Damage	Restitution		

\*The principal reserves the right to adjust discipline from the discipline chart.

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

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 criteria in the appendix, 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. IC 20-33-8-14 Sec. 14 (b) gives grounds for suspension or expulsion.

**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).

## Dances

School sponsored dances are for the benefit of Randolph Southern Jr-Sr 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 re-enter 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 pre-arranged.
4. Dances are open to current Randolph Southern Jr./Sr. High School students. Any other guests must be approved by the administration. The administration has the right to deny entrance to anyone.
5. High school students and 6th graders will not be allowed to attend the 7th & 8th grade Spring Fling.
6. Junior High students and below will not be permitted to attend the Junior-Senior Prom.
7. Dances are to be held on Fridays; exception is Prom and Jr. High Spring Fling.
8. The principal may make any exception to the above rules.

## 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. Guest must meet with the principal.
3. Music cannot be vulgar.

## Dress Code

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. Rips or holes in clothing should be below the knee.
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. Yoga pants/leggings are not permitted unless worn with a shirt or sweater that reaches mid-thigh.
8. Special dress and appearance will be recognized for special activities.
9. Dress code policies apply to extra-curricular and inter-curricular activities and events at Randolph Southern or when visiting another school corporation.
10. Students will be expected to comply with dress code. The second offense will result in detention or suspension. Repeated violations will result in a loss of dress code privileges.

## 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. The following regulations must also be followed:

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. Student parking will begin with senior assigned parking.

10. 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.
14. Violation of above rules will result in loss of driving privileges or other disciplinary measures.

## Emergency Drills

Emergency 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. Students should walk, not talk, and move quickly to the designated area. There will be two tornado drills per year, one lockdown drill per year, one earthquake drill per year, and a fire drill each month.

## Friday Evening School

Reasons for Detention	Structure of Detention	Parent Involvement
<ul style="list-style-type: none"> <li>● Habitually failing to submit homework</li> <li>● Excessive unexcused absences or tardiness</li> </ul>	<ul style="list-style-type: none"> <li>● Scheduled detentions are from 3:05 p.m. until 5:00 p.m.</li> <li>● School employee monitored</li> <li>● Task oriented</li> </ul>	<ul style="list-style-type: none"> <li>● Parents will be notified via phone call, letter, or email.</li> <li>● Parents will be responsible for picking up their student(s) promptly at 5:00.</li> </ul>

\*\*Students who do not report or report late will be assigned additional consequences ([see discipline chart](#)).

## 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

## 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.

### 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.

### Audit/Retake of a Class

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). Students 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	B+ 3.334	C+ 2.334	D+ 1.334
A 4.000	B 3.000	C 2.000	D 1.000
A- 3.667	B- 2.667	C- 1.667	D- 0.667

## Credits for Grade Classification

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

## 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 pre-arranged with the guidance office.

## End of Course Graduation Qualifying Exam

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 the following:

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.

## **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 he/she has experienced discrimination shall forward to the Superintendent in writing a statement detailing the alleged discrimination.

Title IX (gender) Coordinator is the Superintendent.

Americans With Disabilities Act (ADA) Coordinator is the Superintendent.

The Superintendent's Office is located at 1 Rebel Drive, Lynn, IN. PH: (765) 874-1181.

Section 504 (handicapping conditions) Coordinator is the Jr./Sr. High School principal.

## **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	10-12-2018	10-18-2018
2	12-21-2018	01-11-2019
3	03-13-2019	03-22-2018
4	05-23-2019	Mailed out to Parents

## **Homework and Class Participation**

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.

## **Incomplete Grades**

Incomplete grades will be issued when:

1. The student is recovering from an extended illness or surgery;
2. 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 (2) 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".

## **PLATO**

Randolph Southern Jr.-Sr. High School recognizes that some students need additional help to successfully complete graduation requirements. PLATO is offered to provide students lacking in course requirements for graduation the opportunity to fulfill those requirements. PLATO is an online credit recovery program where students work at their own pace to complete high school credits.

**Eligibility:**

Placement in the PLATO (credit recovery program) is determined by the principal and/or guidance department. The following criteria are considered for placement in PLATO:

1. A student must be on a diploma track and referred to the program by a school administrator and/or guidance counselor AND
  - a. Has attempted and failed to complete the traditional academic course at least once prior to consideration  
OR
  - b. As a third or fourth year student, is in jeopardy of not graduation with his/her class due to a lack of credits
  - c. Has been removed from a course for extenuating circumstances (i.e.: a case conference decision, medical issue, or other circumstances deemed necessary by the administration).
  - d. Is a senior unable to resolve a scheduling conflict for a required course or for college preparation.
2. A conference must be conducted with an administrator or guidance counselor and the student to discuss expectations.

**Behavioral Expectations:**

A student's participation in PLATO is a privilege and opportunity to regain credits and complete requirements for graduation. Failure to follow the attendance/tardy policies and behavior/conduct rules will result in the students not earning credit. There are limited openings in the program and only students who are serious about meeting the attendance and behavior rules will be admitted. Success in the program is contingent upon the student being at school every day and on time.

**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

**Remediation Program for Students Who Have Not Passed the Graduation Qualifying Exam, ISTEP Exam, or ILEARN Exam**

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.

**Requirements to Receive a High School Diploma**

To graduate or to earn a diploma from Randolph Southern High School, the RS 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.

**Schedule Changes**

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

## 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

School regulations require the following academic standards for eligibility in sports, clubs, dances, and other events:

1. 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.
2. 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.
3. 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.

## 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.

## Harassment

No one should be subjected to harassment at school for any reason. Therefore, it is the [policy \(5517\)](#) 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. For counsel and assistance in resolving matters of this nature contact the Principal or the Title IX/EEOC Officer (Superintendent).

Harassment can include the following:

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.

## In-School Restriction (ISR)

In-School Restriction is detention hosted at school. Students shall understand that ISR 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 ISR will be sent to a room designated by administration and report to the supervising instructor. Here the students 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 ISR for one period or for several days. ISR is assigned through the high school office.

## Insurance

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

## Internet Use at School

The Randolph Southern Jr./Sr. High School 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.

## Library

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

## Lockers

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.

- **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.
- **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.
- Entering in another student's locker is not permitted unless proper consent is given. Taking any item from another student's locker is considered stealing.
- 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.

## 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 donated or discarded.

## 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 and/or office. Students are not to keep any medication in their lockers or dispense medication to other students. Violations 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.
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; and
  - 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.

## 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.

## 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.

## Rebel Pride Program

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

### 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
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### 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.

### 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+	2nd semester of 4.0+	3rd semester of 4.0+	4th semester of 4.0+
certificate	Certificate	certificate and pin	certificate and sweatshirt

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

### Student of the Month

One student in each grade level will be honored each month as student of the month. Teachers will select these students and write a brief description about why the students were selected. These descriptions will be included in the Rebel News and will be published in the News-Gazette.

## 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.

## **Substance Abuse Policy**

### **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 - Due process procedures will be followed at all times. 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.

## **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, extracurricular 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.

## Textbooks & Chromebooks

All basic textbooks and Chromebooks 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 textbooks and Chromebooks.

Description of Textbook	Fine
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.

## Vandalism Policy

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 the following:

- Defacing school property at any time.
- Damaging property of school employees and/or students on school property.
- Damaging property of school employees off school property.
- Taking property of school employees and/or students.
- Getting in teachers' desks, filing cabinets, closets, or rooms without permission.

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

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

### **PURPOSE**

The purpose of this program is to provide a diagnostic aid in disclosing Drug/Substance Abuse among Randolph 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 if verified “positive”, the principal/administrative designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may contact for help. The student will be prevented from participating in co-curricular and extracurricular activities until after the principal/administrative designee requests a “follow-up” test and negative results are reported. This non-participation includes 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.

## **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

## **Work Permits**

Students under 18 who choose to be employed must see the guidance counselor 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 the guidance counselor 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.