

1474 N 800 W – 27  
P.O. Box 550  
Converse, Indiana 46919  
Phone (765) 395-3341  
Fax (765) 395-3343  
Joel Martin, Superintendent  
Email ([joelma@ohusc.k12.in.us](mailto:joelma@ohusc.k12.in.us))

### **BOARD OF SCHOOL TRUSTEES**

Dana Biggs	395-1150	Kevin Pearson	384-5547
Doug Daugherty	662-7446	Jerry Smith	384-7034
Scott Dubois	251-4225	Ryan Smith	384-7506
Steve Fagan	922-7731		

### **OAK HILL HIGH SCHOOL**

7756 W Delphi Pike – 27  
P.O. Box 550  
Converse, Indiana 46919  
Phone (765) 384-4381  
Fax (765) 384-5414  
Mike McDivitt, Principal  
Email ([mikemc@ohusc.k12.in.us](mailto:mikemc@ohusc.k12.in.us))  
Shane Edwards, Assistant Principal  
Email ([shaneed@ohusc.k12.in.us](mailto:shaneed@ohusc.k12.in.us))  
Ryan Fagan, Athletic Director/Trainer  
Email ([ryanfa@ohusc.k12.in.us](mailto:ryanfa@ohusc.k12.in.us))

### **OAK HILL JUNIOR HIGH SCHOOL**

7760 W Delphi Pike – 27  
P.O. Box 550  
Converse, Indiana 46919  
Phone (765) 384-4385  
Fax (765) 384-4386  
Greg Perkins, Principal  
Email ([gregpe@ohusc.k12.in.us](mailto:gregpe@ohusc.k12.in.us))

### **ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

Education services, programs, instruction and facilities will not be denied to anyone within Oak Hill United School Corporation regardless of race, color, creed, disability, culture, religion, gender, ancestry, national origin, place of residence, or social or economic background. For further information, clarification, or complaint, please contact:

Joel Martin, Superintendent  
Civil Rights Compliance Officer  
P.O. Box 550  
Converse, Indiana 46919  
Phone (765) 395-3341

School Colors: Navy Blue and Vegas Gold  
School Mascot: Golden Eagle

## **JUNIOR & SENIOR HIGH SCHOOLS COMBINED**

### **WELCOME**

Welcome to Oak Hill Jr-Sr High School. We hope that you will make your experience both profitable and enjoyable. It is up to each of you to continue to build upon the fine traditions of Oak Hill Jr-Sr High School through your participation in the many school activities.

The rules and regulations in this handbook are intended for the welfare of all students. Your cooperation with these regulations will contribute greatly to the success of our school and in maintaining a pleasant atmosphere within the school.

The classroom teacher welcomes the opportunity to confer with students not only concerning the subject matter of classroom work, but also other phases of the student's welfare that includes such matters as their special interests, work experiences, and other educational opportunities. Your teachers are here to help you in any and every way they can. Take advantage of the opportunity.

### **OAK HILL UNITED SCHOOL CORPORATION VISION STATEMENT**

We believe the ability to learn exists in all people. Maximizing that ability is the principal responsibility of the Board and staff, with the participation of students and the support of parents and community. The learning environment should be organized, creative, nurturing and challenging.

### **OAK HILL UNITED SCHOOL CORPORATION MISSION STATEMENT**

The mission of the Oak Hill United School Corporation is to work together with the community to empower each student with the knowledge, skills, and high standards which prepares them to be successful, contributing members of a changing global society.

### **ATTENDANCE ELIGIBILITY**

Indiana law states that a student is to attend school in the district where his/her parents or legal guardian resides. Any deviation from this must have official approval of the school district he/she wishes to attend. The Oak Hill United School Corporation operates according to this law. The following written requests will be considered:

1. Children whose parents move from the district may be given permission to finish the semester in the school where they are enrolled.
2. Children whose parents plan to move into the district during the first nine weeks of school may want to enter the child in the school district of their future home. Permission will be granted on a tuition basis if the parents can show reasonable proof that they will move during the first nine weeks.
3. Students request cash transfers into the district by paying cash tuition or through permission of the school district of legal residence.
4. Students who have completed the eleventh grade and have changed legal settlement may complete the twelfth grade at Oak Hill tuition free.

5. Students who have one custodial parent living in Oak Hill but the student resides with another custodial parent outside of Oak Hill: an enrollment of this type is tuition free, but the enrollment must be completed at the time of official student registration prior to the start of school and must be for the full school year.

## **EXPECTATIONS**

Your son or daughter will spend a large part of his/her formative years in school. We hope that during this time your son or daughter will grow not only in academics but also in maturity. Growth in these areas will depend upon the successful combination of all these factors: the student's own initiative; the student's innate abilities; intelligent and diligent guidance from the school, your ultimate influence over your child; and the student's acceptance of greater responsibility as his/her maturity and freedom increase. We believe that the above ends can best be met if the parents, students, and the school cooperate with one another.

### **A. What the parents should be able to expect from the school**

1. That the school be operated in a businesslike manner, with both requirements and regulations being reasonable and understandable.
2. That the student's progress in studies is the primary priority of the school.
3. That parental inquiries, visits, and complaints receive prompt and courteous attention and that the schools response to these inquiries reflects a constructive and helpful attitude.
4. That teacher' grading be fair, impartial and understandable.
5. That the teachers' assignments be definite and that a reasonable amount of assistance be given in class and individual help be provided when necessary.
6. That the school will do its best to maintain a wholesome school atmosphere and wholesome student behavior.

### **B. What the school should be able to expect from the parents**

1. That the students' attendance is regular and punctual.
2. That the parents encourage and promote both good study habits and acceptable behavior in their children.
3. That the parental inquiries be first registered with the teacher, counselor, assistant principal and finally the principal.
4. That the parents demonstrate a positive attitude toward the school. A negative home climate toward school will too often damage the student's outlook and affect his/her behavior and success.
5. That the parents call the school for an appointment with a teacher, counselor, or the principal in the event of a serious problem or misunderstanding that has not been satisfactorily resolved between the child and the school.
6. Parents and students must finalize course selections by the given deadline.

### **C. What the student should be able to expect from the school**

1. That his/her voice be heard as long as he/she expresses himself/herself courteously.
2. That each teacher's grading and treatment of the student be fair and understandable.
3. That the correction of each student's behavior be fair and be done with thought to the best interest of both the individual student and total school.

4. That extra help in a subject, beyond what can be given during the class hour without depriving the group of the teacher's time, should be on the student's own time.
  5. That the student's voice in student government be through the elected student council.
- D. What the school should be able to expect from the student
1. That the student's attendance be regular and punctual.
  2. That the students exhibits reasonable behavior and not disrupt the normal learning processes.
  3. That the student will make a reasonable attempt to complete assigned work.
  4. That the student will deal with teachers and staff courteously.
  5. That the student will dress in a reasonable manner which will not draw attention to himself/herself.
  6. That the student will become aware of rules and regulations as outlined in the student handbook.
  7. That the student will be respectful of school property as well as others' personal property.

E. What the parent and student should be able to expect from homework

Homework is important. The purposes of assignments to be completed outside the classroom or school day are:

1. To provide for the practice and/or review of concepts in order to reinforce those concepts.
2. To provide an opportunity to assist students to organize their thoughts and document that fact.
3. To provide further opportunity for the differentiation of learning experiences.
4. To provide optimal learning experiences within the classroom and/or school day.
5. To provide experiences that reinforces the need to be able to work independently and complete tasks in a timely manner.

Teachers will assign homework in an appropriate manner, for appropriate reasons, and with consideration for the amount of time needed to complete the assignments and recognition of other demands of the student's time. Parents and students should view homework as an important component of the full learning experience of each student, and should set aside an appropriate amount of time and focus to devote to this component. In addition, parents, students, teachers, and school administrators should understand that the assignment of appropriate homework activities is a legitimate part of the learning process.

There is help through the Rose Hulman homework hotline at [www.askrose.org](http://www.askrose.org) or 1-800-ASK-ROSE.

## **STANDARDS OF STUDENT BEHAVIOR**

The entire foundation and success of any society, including the community of a public school population, is the basic concept of self-discipline. Self-discipline allows all individuals to co-exist and be afforded individual rights at the same time. Oak Hill attempts to instill the concept of self-discipline within all students. Responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and the community at large. The following information is meant to advise students and parents of those actions by students that may cause the student to face consequences from the school. The spirit of this

information is to foster the concept of self-discipline. It is expected that students at Oak Hill will not find these concepts to stifle each individual's rights, but will find them to enhance the environment of the school. Any action that disrupts the educational atmosphere of the school can cause disciplinary consequences. Disruption of the educational atmosphere includes, but is not limited to, the following specific infractions.

All actions by school officials related to disciplinary consequences will follow due process procedures as outlined by Indiana Law (I.C. 20-33-8) and Oak Hill United School Corporation policies included in the appendix of the student handbook.

Disciplinary consequences assigned by the school apply when the disruptive action takes place when a student is on school grounds at any time, off school grounds at a school-sponsored activity on school provided transportation.

The infractions and consequences listed are guidelines and will, in most cases, be followed. On the rare occasion that extenuating circumstances make the consequence unreasonable, the administration reserves the right to change the disciplinary action in order to meet the needs of the student, the school, and the community.

Again, every case will be considered on an individual basis. Depending on the specifics of infraction and/or number of infractions, the administration may skip or reduce levels. This may include, but is not limited to, suspension and/or expulsion. **A student's discipline record will carry over from first semester to second semester. (see discipline grid for exceptions)**

## **INFRACTION DEFINITIONS AND EXPLANATIONS**

**Action Endangering Others/Yourself**—having the intent to “just play” but it is not appropriate and may endanger yourself or others

**Aggressive Behavior**—intentionally acting in a way which the recipient may be harmed

**\*Alcohol/Controlled Substances or Look Alikes**—possession and/or under the influence

**Alternative Program Not Served**- failure to serve assigned days in alternative program

**\*Arson**—starting a fire

**\*Assault**—any attack on an individual to cause intentional physical harm to them

**Cell Phone/MP3, IPOD, or CD players**- may not be in use or in plain view during regular school hours without permission of the school (this includes the headphones).

**Cheating and/or Falsification**—this includes homework, projects, tests, passes, parent notes, lying etc...

**Computer Use Violation**—violation of the computer usage agreement (Appendix B) and/or use of unauthorized email, chat rooms, instant messaging, social networking sites (facebook, twitter, myspace), and inappropriate websites.

**Dangerous Objects**—chains, small pocket knives, or anything that could be considered dangerous

**Detention (Not Served)**—absent from detention without school permission

**Disrespectful Behavior**—inappropriate behavior directed toward an individual or group.

**Disruptive Behavior**—any behavior that interferes with or interrupts the educational atmosphere

**Dress Code**—no clothing allowed which promotes or reflects sexual activity, contains writing or pictures that are derogatory, offensive, or uses slang terms for body parts which includes the implicit meaning of sayings or wording on clothing, promotes the use of alcohol, tobacco, or drugs;

has vulgar pictures or sayings; is shorter than six inches from the middle of the knee; no clothing with unpatched holes, no hats, no athletic headbands, no hoods worn on the head, bandannas, no sunglasses in use or plain view, see-through blouses, bare midriffs, low cut tops, sagging clothes (pants will be worn at the waist), chains, and similar attire. Shirts and dresses must have a sleeve that covers the shoulders. Students must wear shoes (no Heelys or house slippers).

**\*False Alarms**—pulling the fire alarm or dialing 911, or calling in a bomb threat

**Fighting**—an act whereby students inflict or attempt to inflict physical harm to one another with the exception of actions taken in self-defense. Self-defense is defined as an action taken to protect ones self against physical injury initiated by another student. Students who urge others to fight or in some manner prevent school personnel from reaching the fight scene are subject to suspension.

**Friday School (Not Served)**—absent from Friday school without school permission

**Harassment/Bullying**—Bothering a person with acts or gestures, including:

1. verbal or written communications transmitted;
2. physical acts committed or
3. any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

**Insubordination**—any direct and immediate refusal to comply with a reasonable request from a staff member

**Lack of Materials or Homework**—arriving to class without items expected by the teacher...such as textbook, pen or pencil, homework, etc.

**Misbehavior on bus**—not following school or bus rules

**Parking Lot/Driving Violations**---violation of the “Driving Expectations”.

**Profanity/Inappropriate Language**—are remarks spoken, written, gestures, worn, or drawn which are offensive to prevailing notions of decency

**Public Display of Affection**—holding hands, hugging, kissing, etc...(including on school grounds before and after school)

**Restricted Area**—being in a place where you do not have permission to be

**Tardy to class (By Semester)**—defined by individual teacher

**\*Theft**—taking what is not yours

**\*Threats**—any verbal, non-verbal or written communication which threatens another student or staff member

**\*Tobacco**—possession

**Truancy**—absent from class without the consent of the school or absent from school without parent knowledge or consent.

**\*Unexcused Absence**—see attendance policies

**\*Vandalism**—behavior that damages or destroys personal or school property

**\*Weapons**—possession

## **6 PILLARS OF CHARACTER**

### **Caring**

Showing understanding of others by treating them with kindness, compassion, generosity and a forgiving spirit.

## **Citizenship**

Being law abiding and involved in service to school, community and country.

## **Fairness**

Practicing justice, equity and equality. Cooperating with one another. Recognizing the uniqueness and value of each individual within our diverse society.

## **Respect**

Showing high regard for an authority, other people, self and country. Treating others as you would want to be treated. Understanding that all people have value as human beings.

## **Responsibility**

Being accountable in word and deed. Having a sense of duty to fulfill tasks with reliability, dependability and commitment.

## **Trustworthiness**

To be honest and reliable. To have a good reputation and full of loyalty.

# **LOCKER INSPECTION PROCEDURES AND RULE**

## **LOCKERS (Students are to only use the locker the school has assigned to them.)**

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms and the art classrooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to 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.

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 its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

## **LOCKER RULES**

In order to implement the School Corporation's policy concerning student lockers, the school board adopts the following rules and regulations:

### **A. Locks**

The School Corporation will retain access to students' lockers by keeping a master list of combinations and retaining a master key. Combination locks are available from the office for a \$5 returnable deposit. Students may not use their own locks to prevent access to locker by school officials, and any unauthorized locks may be removed without notice and destroyed.

### **B. 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 contraband which are items that cause, or can be reasonably 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, drug paraphernalia, beverage containing alcohol, weapon, any volatile substance, bomb or explosive device, and

any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewing articles or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner. Lockers are not to be written in or on.

C. Decoration guidelines

1. Decorations can be placed in the area between the door latch and the upper locker vent. Please refrain from covering the latch or vent.
2. Magnetic adhesive strips should be used, as an alternative to tape, to hang decorations.
3. "Gift wrapped" lockers are not permitted. No material should be placed in between the door and door jam.
4. Decorations shall be restricted to the lockers and not on the wall above the lockers or on the floor in front of the lockers.
5. Do not use crepe paper or curly ribbon as decorations.

D. Authority to inspect

The School Corporation retains the right to inspect lockers to insure they are being maintained in accordance with the condition of Rule B. All inspections of student lockers shall be conducted by the principal or member of the administrative staff designated in writing (hereinafter referred to as "designee") by the principal. (The principal may give the following staff members authority to inspect lockers: central office administrators, assistant principal, junior high principal, elementary principals, deans, guidance counselors, athletic director, etc...)

E. Inspection of individual student's lockers

1. The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains contraband.
2. Before a particular student's locker is inspected, the student, if present on school premises, shall where possible, be contacted and given the opportunity to be present during the conduct of inspection unless circumstances require that the inspection be concluded without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or her designee shall notify the student and parent/guardian of such inspection as soon as practicable thereafter.

F. Inspection of All Lockers

1. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or business manager reasonably believes that such inspection is necessary to prevent, impedes substantially reduce the risk of:
  - a. an interference with school purposes or an educational function.
  - b. a physical injury or illness to any person
  - c. damage to personal or school property, or
  - d. a violation of state law or school rules

Examples of circumstances justifying a general inspection of a number of lockers are:

- a. When the school corporation receives a bomb threat.

- b. When evidence of a student drug or alcohol use creates a reasonable belief of a high level of student use.
  - c. At the end of a grading period, and before or during school holidays to check for missing library books, or lab chemicals or school equipment.
  - d. Where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers.
2. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
- G. Involvement of law enforcement officials
1. The principal, superintendent or business manager may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies.
  2. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection.
  3. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such official, the request shall be denied. However, upon request of law enforcement officials, school official may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.
- H. Locker maintenance
- Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (1) lockers from time to time in accordance with a posted general housekeeping schedule, (2) the locker of a student no longer enrolled in school, or (3) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.
- I. Publication of rules
- A copy of these rules shall be provided to each student and his parents or guardian at the start of each school year or as soon as practical after the student's enrollment in school.

## **BUS TRANSPORTATION RULES**

Riding a school bus is a privilege, not a right. This riding privilege is extended to students as long as they obey the rules and regulations and cooperate with the school bus driver. The conduct of students on a school bus has a direct relationship to their safety. No act or conduct that distracts the driver from safely maneuvering the school bus through traffic and operating the bus safely, will be condoned or tolerated. Swift and firm action will be taken by the driver to solve and correct these problems.

Special Rules governing the behavior of students riding on buses have been established by the School Bus Safety Committee, State of Indiana. The Oak Hill United School Corporation has supplemented these rules to meet the local needs. Each student is expected to abide by these rules. In addition, all other behavior expectations are in force on the school bus.

- A. Each student shall be seated immediately upon entering the bus in the place assigned by the driver.
- B. No student shall stand or move from place to place during the trip.

- C. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
- D. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet or body in any other objectionable manner.
- E. No windows or doors will be opened or closed except by permission of the driver.
- F. No students shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
- G. The child should be waiting at his/her boarding station when the school bus arrives. In case of an emergency late arrival by the student at his/her station, the school bus driver will be required to wait a reasonable length of time. Continuous late arrival to the boarding stations will not be allowed.
- H. Upon recommendation of the bus drivers, school authorities may deny the privilege of riding on the school bus to any student who refuses to conduct himself or herself in a gentlemanly or lady-like manner on the bus.
- I. Pupils riding the school bus during the morning or afternoon bus schedules to Converse, Swayzee, and Sweetser are not permitted to leave the bus and then return to that bus or board another bus.
- J. Food, drinks, and candy are not to be consumed on the bus. Exceptions to this would be for extra-curricular events approved by the sponsor or coach, field trips which require food to be consumed on the bus during the trip, and permission given by the bus driver.
- K. No water guns or water device are allowed on the bus.

### **HEARTLAND BUS RULES**

If a student misses the bus to Heartland, he/she will stay at Oak Hill in the alternative room.

### **PARENT AND/OR GUARDIAN PICK UP / DROP OFF RULES**

Drop off: All students should be dropped off at the buildings south entrances.

- High school students should be dropped off in the 1<sup>st</sup> lane of car parking spaces (prior to the bus spaces). Students should not be dropped off along the curb.
- Junior high students should be dropped off along the curb directly in front of the junior high entrance.

Pick up: Students may be picked up after school by the pool entrance on the north side of the building or in the south parking lot by parking in the first row of parking spaces designated for parents.

## **RIGHTS AND PRIVACY ACT**

The Board of School Trustees has adopted to implement the "Family Educational Right and Privacy Act of 1974" as amended in 1976. A copy of the policy, the act, and all associated forms are on file and available for inspection at the superintendent's office.

## **PARENT CONFERENCES**

Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office, (High School 384-4381, Junior High 384-4385). Parents interested in visiting classes should schedule their visit through the principal's office.

**OAK HILL UNITED SCHOOL CORPORATION**  
**EXTRACURRICULAR ACTIVITIES DRUG TESTING**  
**PROGRAM FOR ATHLETES,**  
**CLUB MEMBERS AND DRIVERS**

**THE MISSION OF OAK HILL UNITED SCHOOL CORPORATION**

The Oak Hill community recognizes and supports the uniqueness of each student through a learning atmosphere that achieves maximum growth in all areas.

**INTRODUCTION**

The effective date of this program is August 1, 1998. This program does not affect the current policies, practices, or rights of Oak Hill United School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Oak Hill United School Corporation reserves the right to test any student whom at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

**REASONABLE CONCERN**

Oak Hill United School Corporation has a strong commitment to the health, safety, and welfare of its students. Results in studies throughout the United States indicate that education alone as a preventative measure is not effective in combating substance abuse. Our commitment to maintaining the extracurricular activities in Oak Hill United School Corporation as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

**PURPOSE**

The drug testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free participation. No student shall be expelled or suspended from school as a result of any verified "positive" test conducted by his/her school under this program other than stated therein.

**SCOPE**

Participation in extracurricular activities is a privilege. This policy applies to all Oak Hill United School Corporation students in grades 7 - 12 who wish to participate in extracurricular activities that are listed in the current student 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.

**LEGAL OBLIGATION**

Indiana Code 20-8.1-7 sets forth health measures to be governed by school officials. Most specifically, Indiana Code 20-8.7-2 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

## **DRUG EDUCATION**

The sponsor or coach of each extracurricular activity will require the attendance of all prospective participants at one or more drug education sessions. Each prospective participant shall receive a copy of this policy and the policy will be explained to them at that time. An educational presentation will also be made to educate the students about the harmful effects and consequences of alcohol and other drug abuse. 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 participates in extracurricular activities sign and return the "consent form" prior to participation in any extracurricular activity. Failure to comply will result in non-participation. Each extracurricular participant shall be provided with a "consent form", a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at Oak Hill Jr/Sr High School.

## **TESTING PROCEDURES**

1. The selection of participants to be tested will be done randomly by the testing agency and testing will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different 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 a number that will be placed in the drawing.
2. If the student shows signs of reasonable suspicion, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested. Factors will include, but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of his/her student.
3. 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.
4. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, 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.
5. 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/guardian 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 to be reinstated for eligibility.
6. All specimens registering below 90.5 degrees or above 99.8 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, another specimen must be given by the student.
7. 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.

8. Immediately after the specimen is taken, the student may return to class with the escort of a principal/administrative designee.
9. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also "performance enhancing" drugs such as steroids may be tested.
10. 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 directions to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise 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 principal/administrative designee 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.)
3. Before the student's urine is tested by the laboratory, students will agree to fill out, sign and date any form that may be required by the testing laboratory. If a student chooses, he/she may notify the principal/administrative designee that he/she is taking a prescription or non-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 upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.
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 activities subsequent to a retest.
6. The collecting agency obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervision 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 restroom 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 that contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the 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 sheet.

## 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 extracurricular activities.
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 analyses). 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 urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.

3. If the 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 want to contact for help. The student will be prevented from participating in extracurricular activities until after a "follow up" test is requested by the principal/administrative designee and the results are reported. The length of the suspension will be dependent upon the time the drug may stay in the system in accordance with the following schedule:

Marijuana	1 month
All other drugs	1 - 2 weeks

Detection periods vary; rates of metabolism and excretion are different for each drug and user. Detection periods should be viewed as estimates. Cases can always be found to contradict these approximations. The detection period will also depend on the amount consumed.

4. A "follow up" test will be requested by the principal/administrative designee after such an interval of time that the substance previously found (alcohol, nicotine, "street drugs" - which may include all drugs listed as controlled substances under the laws of the state of Indiana, and "performance enhancing" drugs such as steroids) would normally have been eliminated from the body. If this "follow up" test is negative, the student will be allowed to resume extracurricular activities. 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. In addition, the Oak Hill United School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make satisfactory explanation.
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 "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 that only the principal/administrative designee has access to.

## FINANCIAL RESPONSIBILITY

1. Under this policy, Oak Hill United School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow up" drug tests. (Once a student

has a verified "positive" test result and has subsequently tested positive from a "follow up" test, any future "follow up" drug test that must be conducted will be paid for by the student or his/her parent/guardian.)

2. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

## **CONFIDENTIALITY**

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

## **PENALTIES FOR TESTING POSITIVE**

1. A student testing positive a first time will be suspended from all activity (athletics, clubs, driving) until they are retested by the agency doing Oak Hill's random drug testing and are found to not have anything in his/her system.
2. A student testing positive a second time will be suspended from all activity (athletics, clubs, driving) for one calendar year (365 days) from the time the school has received the test results. At the conclusion of the 365 day suspension the student must submit to be retested and if he/she is found to not have anything in his/her system will be eligible for full participation.
3. A student testing positive a third time will be banned from participation from all activity (athletics, clubs, driving) for his/her high school career.
4. A student who has tested positive will not be able to attend practice, participate in practice, or be with the team as a part of the team on game night.

## **OTHER RULES**

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

This document will be reviewed every year from the date of Board approval or on an as needed basis.

## **GENERAL INFORMATION**

### **HONOR ROLL**

The honor roll is published in the OAK HILL TIMES and the CHRONICLE TRIBUNE for the nine weeks and the semester. A list of all recipients will be posted at school prior to being in the papers. Students should check these posted lists for accuracy so that errors may be corrected before the information is released to the newspapers.

A scholastic honor roll is issued each nine weeks. In order to attain this honor, a student must have a "B-" or better in all grades and be enrolled in four solid subjects. The honor roll is divided

into the following classifications: honor roll with distinction (all A's), honor roll with excellence (A- or better), and regular honor roll (B- or better). The honor roll will appear on the bulletin board and in the local newspapers.

Every good student desires his/her name to appear on the honor rolls and further honor may be attained by becoming a member of the National Honor Society or Junior National Honor Society, which uses scholarship as one of its basic criterion for membership.

### **GRADING SCALE**

A	93 – 100%	C	73 – 77%
A-	90 – 92%	C-	70 – 72%
B+	88 – 89%	D+	68 – 69%
B	83 – 87%	D	63 – 67%
B-	80 – 82%	D-	60 – 62%
C+	78 – 79%	F	0 – 59%

### **INTERIM REPORTS**

In order to keep you and your parents informed, the teachers will complete interim reports for each student during the middle of the nine week grading period. Interim grade reports will be handed out to students on the following dates:

Sept. 14, 2011

Nov. 16, 2011

Feb. 8, 2012

April 25, 2012

Interim reports will be sent to parents during the week following each of the above dates.

### **DRIVER EDUCATION**

Driver Education is offered each year to those students that are 15 and 6 months by July 1<sup>st</sup>. The classroom portion is offered during the summer. The driving portion is also offered during the summer; however, those not 15 years and 6 months old at that time may take the driving portion in the fall or spring after the classroom portion has been completed. Announcements will be made in the spring of each year regarding this and other possible summer classes. If additional information is needed, contact the guidance office or the main office.

### **BOOK BAGS, BACK PACKS, COATS, & GYM BAGS**

All book bags, coats, backpacks, gym bags and any other type of bag used to carry books or school supplies in must be left in your locker. None of these are allowed to be taken to class. Gym bags may be taken to physical education class only.

### **CELL PHONES/MUSIC DEVICES (CD PLAYER/IPOD/MP3 PLAYER)**

If a student is found to be using a cell phone, cd player, iPod, mp3 player, etc., the device will be confiscated and turned into the office. Discipline actions will be taken (see discipline grid) along with the confiscation.

- High School students: The device will remain in the office until a parent/guardian comes to pick it up. It will be the responsibility of the student to notify their parent/guardian of the confiscation.
- Junior High students: The device will remain in the office until the end of the day.

In addition, see Appendix B for unlawful activities with cell phone inappropriate use/content.

## **CONVOCATIONS**

The programs are scheduled not only to entertain the student body but also to improve the educational, moral and cultural background of students.

Respect and courtesy will be the key words for each student's behavior at all convocations.

Whenever the speaker or person in charge steps to the microphone, this is the signal for immediate quiet and attention. This attention and quiet is to be maintained until the student body is dismissed.

Students who cannot abide by this simple request will be barred from all further convocations and assemblies.

## **DIRECTORY INFORMATION**

Each year the corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; photograph; major field of study; participation in officially recognized activities and sports; height and weight; is a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to any organization for profit-making purposes.

Lists of student names which may be compiled by the Corporation shall be made available only for school related purposes.

Parents and students of legal age may refuse to allow the Corporation to disclose any or all such "direction information" upon written notification to the Corporation within fifteen (15) days after receipt of the Corporation's public notice.

Whenever parental consent is required for the inspection and or release of a student's health or educational records for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may not disclose "directory information" on former students without student or parental consent.

The Superintendent shall prepare procedures to ensure that students and parents are adequately informed each year concerning their right to:

- A. Inspect and review the student's education records;
- B. Request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. Consent to disclosures of personally identifiable information contained in the student's education records, except for unauthorized disclosures allowed by the law;
- D. File a complaint of Corporation non-compliance with the Department of Education;
- E. Obtain a copy of the Corporation's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. The proper storage and retention of records;
- B. Informing Corporation employees of the Federal and State laws concerning student records.

No liability shall attach to any member, office, or employee of this Corporation specifically as a

consequence of permitting access or furnishing students' records in accordance with this policy and administrative guidelines.

### **PHOTOGRAPHING/VIDEOTAPING**

We often have visitors from the media and other schools in our building. We encourage these opportunities in order to share about our school. However, we are also sensitive to the fact that some families may not want their child to appear in the media. If this is a concern for you, please contact the principal to fill out the appropriate form. If we do not hear from you, we will assume that you give us permission to use your child's image, name, and/or voice in any informational or educational presentation sponsored by our school.

### **VIDEO SURVEILLANCE**

There are surveillance cameras located in both the Junior High and High School. The potential exists for these cameras not to be functioning at all times and they are not monitored 24-hours a day. Viewing of video will be reserved for school administrators (or designee) and law enforcement personnel involved in an investigation. Due to confidentiality guidelines/expectations students and parents will not be permitted to view video.

## **EMERGENCY PLANS – SCHOOL DELAYS AND CANCELLATIONS**

The Board has delegated to the superintendent or his designee the authority to dismiss or delay school due to weather or other emergencies. The decision to delay or cancel school will be made as early as possible. If conditions are such that a delay or cancellation is necessary the superintendent will contact the following radio stations:

**WBAT - 1400 AM (Marion)**

**WXXC - 106.9 FM (Marion)**

**WGOM – 860 AM (Marion)**

**WWKI - 100.5 FM (Kokomo)**

**WCJC - 99.3 FM (Marion)**

and television stations:

**Channel 21 - Ft. Wayne**

**Channel 8 - Indianapolis**

The Oak Hill Internet web site will also have delay and cancellation information ([www.ohusc.k12.in.us](http://www.ohusc.k12.in.us)).

Radio and television announcements will be made as to the decision on school postponement or cancellation. Parents and students should listen for announcements pertaining to the Oak Hill United School Corporation Schools on these radio stations and should not attempt to call the schools, radio stations or superintendent. Parents should also listen to the radio if weather conditions worsen during the school day as a decision might need to be made to dismiss school early or delay of dismissal.

The Indiana legislature passed HB 1360 in 1987 which mandates that all Indiana schools have 180 student days of school per year. Therefore, if Oak Hill misses a day of school due to weather or other conditions that day will have to be rescheduled at a later time to obtain the 180 days required. See the school calendar for the order of make-up days.

## **FIRE/TORNADO AND DISASTER DRILL ASSIGNMENTS**

Each room has information posted as to the safe area for any disaster Oak Hill Jr-Sr High School might incur. Their teachers will make every student aware of these areas the first day of school.

## **INCOMPLETE AND MAKE-UP WORK**

A student, upon returning from being absent, should check with all of his/her teachers as to his/her make-up work. A student will be given the same number of days to make up the work missed that he/she was absent, unless other arrangements are deemed necessary by the instructor.

A student whose work is incomplete at the close of a semester will be granted through his/her teacher, a maximum of two weeks from the close of such semester to make up a satisfactory completion of that work. Failure to complete the work within that time will cause the incomplete work to be recorded as a zero.

A student who goes on a field trip, is on a pre-arranged absence, or misses school with permission of the administration is responsible to see that academic obligations are complete in all classes.

In the event of at least 2 consecutive absences, school work may be requested via phone by a parent or guardian and be picked up at the office at the end of the school day.

## **OAK HILL SCHOOL FIGHT SONG**

### **(UNIVERSITY OF MICHIGAN)**

Hail to the Eagles - valiant, hail!

To the conquering heroes, hail, hail!

To Oak Hill High - the leader and best

Hail to the Eagles - valiant, hail!

To the conquering heroes hail, hail!

To Oak Hill High - the Champions of the League

## **LOST AND FOUND**

Lost and found articles are handled through the office. Inquiries should be made through the secretaries. Found articles should be turned in to the office for placement in the lost and found.

## **FRIDAY SCHOOL**

Friday school assignments are made for many different reasons. This is a form of discipline, one that is designed to keep the students in school rather than be out of class. If a student is assigned to a Friday School he/she must report to the high school library by 3:15 P.M. Dismissal time is 5:45 P.M. A list of Friday School expectations will be mailed to the parent with the Friday School date assignment. (See the discipline grid for consequences of missing Friday School) Students are expected to attend if in attendance at school the afternoon of the Friday school. If the student is absent from Friday school without administrative consent, then they will not be allowed to attend/participate in any school related activities that Friday evening and/or the Saturday after.

## **THE FOLLOWING GUIDELINES WILL GOVERN FRIDAY SCHOOL.**

1. Friday School begins at 3:15 P.M. and ends at 5:45 P.M. Report to the High School library. **If a student is not there on time, the door will be locked and he/she will be considered absent.**
2. Each student is responsible for bringing enough work to remain busy the entire time. Homework, extra-credit work, and reading are acceptable work items. Students will not be allowed to go to their lockers, so all materials must be brought with them to Friday School.
3. There will be no talking except when you ask the teacher in charge a question.
4. Students are to stay in assigned seat. If you need to leave your seat, raise your hand and ask permission.
5. There will be a five minute restroom break at 4:30.
6. No student may leave the building during Friday School.
7. Students will not be allowed to have visitors in the building during Friday School.
8. Students are expected to stay awake, stay busy, and not be disruptive.
9. **Students that do not meet these expectations will be subject to the same rules as those who have missed Friday School.**
10. **All expectations of the supervising teacher must be met to successfully complete Friday School.**

## **SUSPENSIONS**

These are absences that do not count toward the maximum number of days absent.

### **A. Suspension out of school/Alternative Program. (see appendix "A", Motor Vehicle Law and Student discipline/Attendance)**

Students who are suspended out of school may not be on school property or attend school sponsored events (on or off school property) during the suspension. (This includes weekends)

### **B. In school suspension (Alternative Room).**

Students who are assigned to the Alternative Room are not eligible to participate in extra-curricular activities on that day. The student may attend a practice or event as an observer but may not participate. Students will have class work provided so that he/she will not fall behind.

#### **ALTERNATIVE ROOM EXPECTATIONS**

1. Students are expected to only speak when permission is given.
2. Students are expected to stay awake and alert.
3. Students are expected to refrain from consuming food or drink.(except lunch)
4. Students are expected to remain in assigned seat.
5. Students are expected to complete all assignments that are provided (including the 150 word essay) during the Alternative Room time.
6. Students are expected to do all work in a neat manner, following directions.
7. Students are expected to bring all textbooks and necessary classroom materials.

8. Students are expected to be cooperative, respectful, and non-disruptive.
9. Students who are assigned to the Alternative Room are not eligible to participate in extra-curricular activities on that day. The student may attend a practice or event as an observer but may not participate.
10. Failure to successfully fulfill room expectation could result in extended assignment days to the Alternative Room or other consequences appropriate for the circumstance.

### **ALTERNATIVE PROGRAM GUIDELINES**

The expectations of students for this program are:

1. Students will participate in the program. (required)
2. Student will be present from 8:30AM until 2:30PM.
3. Student transportation will be provided/arranged by parent/guardian.
4. Student will be signed in and out each day by a parent/guardian or designee.
5. Student absence will be reported by phone (by parent/guardian)
6. Student will stay off school property except for the school day.
7. Student will not attend school events at any location.
8. Student will adhere to current Alternative Room (In-School Suspension) behavior expectations.

### **TELEPHONES**

The telephones in the office are used to carry on the essential business of the school. These phones are available for student use only in emergency cases.

No students will be called to the phone during class periods. Calls from parents will be taken and the student notified to call back when he/she has free time.

Calls may be made during lunch period. We strongly discourage calls being made during passing periods because it causes the student to be late to class.

### **VISITORS AND GUESTS**

Students are requested not to bring guests to school while school is in session. Parents and other guests approved by the administration are welcome to visit during lunch time. Visitors to classrooms must be prearranged with a teacher and/or the office. All visitors are expected to report to the office before beginning their visitation.

### **WITHDRAWING FROM SCHOOL**

When a student finds it necessary to withdraw from school, there are certain procedures, which need to be followed. On the day prior to the student's last day of attendance, the student should report to the office. At this time all necessary paperwork will be initiated. The student should make sure all his/her records are updated with his/her teachers, the bookkeeper, the librarian, and the office. He/she should turn his/her books into the main office before departing. The student must also have an exit interview with his/her guidance counselor or principal before withdrawing.

## **WORK PERMITS**

If you are under 18 years of age, you must obtain a work permit in order to accept employment. The law has certain requirements concerning the type of work you may do, the hours, and under what conditions you may work. Applications and all necessary information may be obtained at the principal's office. Work permits may be revoked due to academic and/or attendance concerns (according to the Indiana Department of Labor).

Good judgment must be exercised in seeking employment. A student's first responsibility is his/her schoolwork.

## **MEDICALLY RELATED INFORMATION**

### **ACCIDENTS**

All accidents in the school building, on the school grounds, at practice sessions, or at any event sponsored by the school (home or away) should be reported immediately to school personnel sponsoring the activity.

**Oak Hill Jr-Sr High School does not furnish accident insurance for its students.**

### **CHILD ABUSE**

All public employees are required to report suspected physical and/or sexual child abuse to an agency authorized to investigate such matters. Concerns of this nature should be directed to the guidance department. This will be reported by the school district in accordance with the Statutes of the State of Indiana.

### **FIRST AID/NURSE'S OFFICE/ HEALTH REQUIREMENTS**

The nurse's office is located next to the offices. Since the nurse has responsibility in the elementary building as well as the Jr-Sr High School, she is available only at certain hours.

Limited first aid services are available when necessary. Cots are available for illness; lavatory and toilet facilities are in the room. Serious illness will be reported to the student's parents and arrangements will be made to send him or her home.

The 1980 amended immunization law states that all children enrolled in schools (through grade 12) must meet immunization requirements. A child will not be permitted to attend school more than 20 days without furnishing a written statement indicating that the child has been properly immunized.

All kindergarten students are recommended to have a preschool physical and dental exam. A birth certificate must be presented for verification of all kindergarten students. All new students enrolling in the Oak Hill school system will need to furnish the above information.

In order to protect the health and welfare of children, Indiana law requires that schools observe certain safeguards in administering medication to students. If we are to administer medicine to your child, the following procedures will be observed:

- A. Prescription medication must be brought to school and kept in the original container with the pharmacy label on it. The label will serve as written consent of the physician. The medication must be taken to the office upon entering the building where it will be kept in a secure location.
- B. Parents must send written authorization regarding the proper administration of the medication while in school. This will be kept on file in the office. Parent's permission forms may be picked up in the office. This includes both prescription and non-prescription medication.
- C. In order to administer non-prescription (over-the-counter) medication we must have written

authorization from parents. This will be kept on file in the office. Parent permission forms may be picked up in the office. The medication must be sent in the original container and taken to the office upon entering the building where it will be kept in a secure location.

- D. Over the counter drugs containing aspirin are not recommended for children 18 years old and younger. Parents should consult with their physician before sending aspirin containing products to school.
- E. Written consent of the parent shall be valid for one school year only and must be renewed if any changes occur in medication, dosage, or schedule.
- F. Medication can be sent home with students in grades K– 12 if the student's parent has given written permission.
- G. The school does not provide any medication.

## **SCHOOL LUNCH/BREAKFAST**

The Oak Hill United School lunch/breakfast program is a service provided to our students and is solely supported by the purchase of meals by our students and the government reimbursement associated with these sales. The school cafeteria is operated under the direction of the principal and Lunch Manager.

The Junior/Senior High provides a breakfast and a regular school lunch menu each day. Along with the school lunch, a variety of ala-carte items are also offered. Students may bring their lunch and purchase drinks from the cafeteria.

Students are to remain in single file while waiting in the lunch line. Students are not permitted to go ahead or save places for other students. Students are to go to the end of the line if they want to make a deposit on their account. It is your responsibility to take utensils and plates up to the wash window. Any exception to this procedure must be cleared through the office administration.

The Jr-Sr High School offers a hot 'A' style lunch and an 'ala carte' style lunch every day. The prices are set by the school board and will be posted in the building during the year.

A school lunch account number will be provided to a student. Students will be expected to know their number. The account number will be used to purchase a meal or ala carte item from the cafeteria.

A student will only be allowed to use the account number to purchase meals (no checks or cash unless you use the listed procedures below on an emergency basis.) The lunch account number will be used each time a purchase is made. Parents or students may deposit money into the student's lunch account. Money will be collected and deposited daily before 8:30 a.m. Deposits made after this time will not be posted into the student's account until the following collection day. Money is to be placed in an envelope with the student name and ID number on the outside and placed in a box in the Food Service Director's office for all High School students and Junior High Office for all Junior High students. Elementary students will continue to place them in their envelope in their room where they will be collected. However, payments will be posted daily at 8:30 am.

We encourage all deposits to be made in the form of check so that the deposit can be easily tracked. Deposits can also be made through the Café Prepay internet site after appropriate paperwork has been filled out. (See separate letter to explain the Café Prepay process. There is typically a three to five day delay before payment is posted.)

Students will only be allowed to charge three lunch meals or the equivalent of \$5.10. No ala carte items may be charged. After a second meal is charged the students will be told verbally by the cashier that they only have one charge left. After the third lunch has been charged, (or up to \$5.10) then they will be offered peanut butter, jelly and milk until a deposit is made on their account. No other meal charges will be accepted until the current charge has been cleared. Please keep in mind all unpaid lunch balances roll over to the next year.

## **GUIDELINES FOR CARBONATED BEVERAGES**

In compliance with the School Nutrition Program and Oak Hill Wellness Policy, foods made available to students on campus during the normal school day will comply with the current United States Department of Agriculture Guidelines for Americans. Oak Hill students will not be provided or have access to purchase carbonated beverages during the times that meals are being served (breakfast or Lunch). Parents are discouraged from sending or bringing in carbonated beverages for students during meal times.

## **INCOME GUIDELINES TO BE ELIGIBLE FOR FREE/REDUCED MEALS**

Application can be made for school lunch assistance through each school office for those who meet the qualifications. It is important that all students “pay as they go” to help Oak Hill control the cost of operation and ultimately the cost of student meals.

Information is handed out to the parent of each child at registration and may also be obtained at any school building in the corporation at any time during the year.

# HIGH SCHOOL INFORMATION ONLY

## GENERAL INFORMATION

### ANNOUNCEMENTS

Daily announcements are posted on the school web-site ([www.ohusc.k12.in.us](http://www.ohusc.k12.in.us)) and available in the office. Announcements are read to the students during third period.

### BOOKSTORE

Expendable materials for your classes can be purchased at the bookstore. The bookstore also provides school supplies, such as pencils, paper, note books, erasers, etc. Please see Mrs. Arthur in the Guidance Office when bookstore supplies are needed.

### SCHOOL DAY AND STUDENT ARRIVAL

The school day will begin at 8:10 a.m. and end at 3:10 p.m. Any student arriving in the building before 8:00 a.m. should remain in the commons, main office entry, or cafeteria. The ONLY exceptions to this procedure should be if the student is reporting to a specific teacher in the building or a scheduled school organization meeting.

### LUNCHTIME REGULATIONS

Oak Hill operates on a closed noon hour policy. Therefore, students are not to leave the school building or grounds during school hours without the consent of the principal. The high school students are allowed to be in the cafeteria or the gym lobby.

**RESTRICTED AREAS:** All other areas are restricted to student traffic during the lunch period.

Students may stay in the cafeteria or the gym lobby. The front hallways are closed to students during the lunch period. Students may not go to their lockers, classrooms, and/or the office. The only exception would be if the student has an authorized pass from a faculty or staff member. Restrooms are in the gym lobby.

**FOOD AND DRINKS:** During regular school hours food and drink should only be consumed at lunch. All drinks should be in a sealed bottle or can. Fountain drinks are not permitted.

### PASSES

Oak Hill High School has a "no pass policy." Students are expected to remain in the classroom the entire period. In the event of an emergency, students are expected to be in possession of a lanyard pass issued by each teacher. Students should understand that a pass issued by a teacher is a privilege, not a right. Students that abuse pass privileges will face appropriate disciplinary consequences.

### STUDENT ORGANIZATIONS

- |                           |                            |
|---------------------------|----------------------------|
| A. ART CLUB               | G. FCA                     |
| B. GERMAN CLUB            | H. DRAMATICS AND THESPIANS |
| C. NATIONAL HONOR SOCIETY | I. "O" CLUB                |

- |                                     |                    |
|-------------------------------------|--------------------|
| D. FELLOWSHIP OF CHRISTIAN ATHLETES | J. SPANISH CLUB    |
| E. FFA                              | K. STUDENT COUNCIL |
| F. FORENSICS (debate)               | L. ACADEMIC TEAMS  |

## LIBRARY USAGE

The purpose of the library is to provide good reference material, both books and periodicals, as well as the Internet to supplement the courses of study and to supply adequate recreational reading.

Students are allowed to come to the library from study hall and from classes each day; however, they need to check in with the study hall teacher before the class period starts for attendance and in order to see if there are classes in the library. If the library is full, they will need to return to study hall or to their classes.

Students will be allowed to read newspapers and magazines as well as books, and they will be allowed to work on computers on the upper level of the library only. The lower lab is reserved for classes with a teacher present.

Lunch students will be allowed to come Monday, Wednesday, and Friday during 4 C. It will be open Tuesday and Thursday during 4 A.

**BEFORE AND AFTER SCHOOL:** If librarian is here, you may come to the library before and after school any day; otherwise, the library will be open for tutoring before school for one hour on Tuesdays and Thursdays, and after school for one hour on Mondays and Wednesdays. Watch the student announcements for information on who will be available for tutoring on those days.

Books on the regular shelves may be checked out for two weeks, and they may be renewed for two weeks unless someone has the needed items reserved. Students are required to return all library materials to the circulation desk. They should not attempt to return materials to bookshelves or files.

Reference books are to be used only in the library. Books may be placed on reserve at the request of a teacher.

Reserved books may be used in the library or be checked out for overnight use. All overnight materials are to be returned the following morning before first period. Magazines, newspapers, and pamphlet file materials are also available and may be used in the library.

All other audio-visual materials or equipment, whether used by students or teachers, are to be checked out at the circulation desk.

### Computer Rules for Library

1. Students may use the computer on the upper level of the library during study hall or lunch.
2. Students are not to use the computers in the lab unless they are with a class and their teacher is present. Students may use the lab computers if the library is open for the evening, and if there is a teacher present in the lab. **NOTE: As soon as a student signs in for a computer, he or she should immediately notify the teacher in charge if there is any foreign software on the computer. Otherwise, the student who is sitting at that computer when the teacher discovers it will be responsible if he or she is caught.**
3. Students will be allowed to use the Internet during the school day. Students may be asked to move if they do not have a classroom assignment and someone else does.

4. Students may use the Internet during lunch to work on school projects; however, they may not use e-mail.
5. Students may not use e-mail accounts during the school day. E-mail accounts may be accessed before and after school; however, no instant messaging will be allowed.
6. Students may not use MySpace, Facebook, or other such programs at Oak Hill.
7. **Under no circumstances will students be allowed to download any software to the school's computer. This includes games and any type of instant messenger software.**
8. Students will not be allowed to play games on the library computer during the school day.

### **Penalty For Abuse of Computers:**

If students are caught using e-mail, downloading any type of software, or using the Internet for non-school purposes, we will follow the consequences in the student handbook for student violations.

### **HOMEWORK GUIDELINES**

1. Oak Hill High School classroom teachers will individually define "homework" within their classroom setting.

2. Teachers at Oak Hill High School will have a choice to deal with a lack of student homework in one of the following ways...

- a. A teacher may assign a discipline consequence based on the approved discipline grid under "*Lack of Materials or Homework*"
- b. A teacher may record a grade of zero for the homework

\*Teachers may not choose to use both "a" and "b" above concerning the same specific student work. They must choose one or the other. However, teachers may choose the other option on the next offense.

## **ATTENDANCE POLICY**

### **PHILOSOPHY**

The process of education requires continuity of instruction, classroom participation, learning experiences and study. Regular attendance is an essential part of the educational process.

The characteristics of punctuality, dependability and reliability are personal habits that are respected in our society and, therefore, are a part of the educational process. In order to develop responsible behavioral and social patterns, the Oak Hill United School Corporation insists that students be punctual and regular in school attendance.

The fundamental responsibility for a student being present and punctual in school rests with the student, parents, and/or guardians.

Success in school is directly related to daily attendance. Although students may be given the opportunity to make up assignments they have missed due to an absence, it is impossible to make up the total classroom experience. A day absent from the classroom can never be replaced and the learning that has taken place between the teacher and the student can never be duplicated.

In addition, regular and punctual attendance in school helps students develop habits necessary for the work world they will enter upon leaving school.

### **REPORTING OF ABSENCES**

**Any Day, or part of a day, that a student is absent from, late to, or leaves early from, the**

school building, THE PARENT OR GUARDIAN MUST CALL THE SCHOOL or VERIFY THE ABSENCE IN PERSON. Handwritten notes from a parent or guardian are **NOT** accepted. If the school does not receive such contact on the day of absence, or the next school day, the absence will be counted as unexcused. (see unexcused absence consequences on discipline grid)

A STUDENT WHO IS ABSENT FROM SCHOOL PERIODS 3-7 OR LEAVES SCHOOL ILL DURING THAT TIME, IS NOT TO ATTEND AFTER SCHOOL ACTIVITIES/EVENTS. THE EXCEPTIONS WOULD BE A DR. NOTE, AN EXCUSED FUNERAL ABSENCE, A PRE-ARRANGED ABSENCE, OR AN ABSENCE WITH APPROVAL FROM THE ADMINISTRATION.

## **DEFINITION OF ABSENCES**

### **PRE-ARRANGED ABSENCE PROCEDURE**

- A. THE PRE-ARRANGED ABSENCE PROCESS WILL BEGIN WITH A PHONE CALL FROM A PARENT OR GUARDIAN.
- B. THE PRE-ARRANGED ABSENCE FORM MUST BE COMPLETED AND TURNED IN AT LEAST TWO DAYS IN ADVANCE OF THE ABSENCE.
- C. WRITTEN VERIFICATION OF THE STUDENT'S WHEREABOUTS ON THE PRE-ARRANGED DAY(S) MUST BE PROVIDED TO THE SCHOOL.

**\*FAILURE TO FOLLOW THE CORRECT PROCEDURE MAY RESULT IN AN UNEXCUSED ABSENCE.**

**\*STUDENTS ARE RESPONSIBLE FOR ALL CLASSROOM MATERIAL MISSED.**

**\*EXTRA TIME IS NOT GIVEN TO COMPLETE WORK**

### **PRE-ARRANGED ABSENCES**

1. Appearance in court (Do NOT count toward 8 days)
2. Approved Trips (DO count toward 8 days)
  - a. Must be approved by Principal or Assistant Principal
  - b. Not allowed for a student who has been absent 6 or more times, that count toward the 8 maximum, in any one class during that semester
3. College Visits (Do NOT count toward 8 days)
  - a. Juniors and Seniors only
  - b. Two per semester
  - c. Not to be taken in December or May
  - d. Must be approved by Principal or Assistant Principal
  - e. Student must have earned a minimum of 20 credits by the start of Junior year or 29 credits by the start of the Senior year.
  - f. Not allowed for a student who has been absent 6 or more times, that count toward the 8 maximum, in any one class during that semester  
(d and e apply for college representative visits at the high school as well)
4. Election Day Worker (counted as present)
  - a. Must be approved by Principal or Assistant Principal
5. Family Business Day (Do NOT count toward 8 days)

- a. One per semester
  - b. Not to be taken in December or May
  - c. Must be approved by Principal or Assistant Principal
  - d. Not allowed for a student who has:
    - been suspended (in school or out of school) at any time during the semester
    - been absent 6 or more times, that count toward the 8 maximum, in any one class during that semester
6. Job Shadowing (Do NOT count toward 8 days)
    - a. Juniors and Seniors only
    - b. Two per semester
    - c. Not to be taken in December or May
    - b. Must be approved by Principal or Assistant Principal
    - e. Student must have earned a minimum of 20 credits by the start of the Junior year or 29 credits by the start of the Senior year.
    - f. Not allowed for a student who has been absent 6 or more times, that count toward the 8 maximum, in any one class during that semester
  7. Ordered to active duty with the Indiana National Guard (counted as present)
  8. Religious Holiday (Do NOT count toward 8 days)
    - a. Must be approved by Principal or Assistant Principal
  9. Service as a page or Honoree of the Indiana General Assembly (counted as present)
  10. State Fair (Do NOT count toward 8 days)
    - a. Maximum of 3 days
  11. Subpoenaed to appear in court (counted as present)

## **DEFINITION OF ABSENCES**

### **I. Counted as present** (These are not counted as an absence)

\*WRITTEN VERIFICATION IS REQUIRED

- A. Service as a Page or Honoree of the Indiana General Assembly (See Indiana Code 20-8.1-3-18a) (\*pre-arranged)
- B. Service on the precinct election board or as a helper to a political candidate, to a political party, on the date of each election (See Indiana Code 20-8.1-3-18b) (\*pre-arranged)
- C. Being subpoenaed to appear in court as a witness (See Indiana Code 20-8.1-3-18c) (\*pre-arranged)
- D. Being ordered to active duty with the Indiana National Guard (See Indiana Code 20-8.1-1-18d) (\*pre-arranged)

### **II. Excused Absences**

#### **A. Excused absences that DO NOT count toward the 8 day maximum**

1. Family Business Days (\*pre-arranged)
2. College Visits/Job Shadowing (\*pre-arranged)
3. Personal illness/injury with a medical note (Note must be submitted to the office within

2 school days after returning to school from the illness/injury. Failure to do so may result in the absences counting toward the ten day limit.)

4. Death or funeral of a member of the household or immediate family. (parent, sibling, grandparent, niece, nephew, child, brother or sister in law)
5. Medical and/or dental appointment with a note. (Note must be submitted to the office within 2 school days after returning to school from the illness/injury. Failure to do so may result in the absences counting toward the ten day limit.)
6. Religious Holiday (\*pre-arranged)
7. State Fair participation (\*pre-arranged)
8. Restrained or delayed by law enforcement (other than a speeding ticket)
9. Appearance in court with written documentation from the court. (\*pre-arranged)
10. Suspension from school. (In school or out of school)

B. Excused absences that DO count toward the 8 day maximum

1. Getting driver's license or taking driving test.
2. Emergency (\*approval by administration required)
3. Speeding ticket (applies to all students in the vehicle)
4. Illness/injury/medical appointment/dental appointment with no medical note.
5. Approved trips (\*pre-arranged)
6. Death or funeral of someone other than listed on #4 of section "A"

III. Unexcused Absences (One or more periods of the school day - see consequences on discipline grid)

**\*THESE ABSENCES DO COUNT TOWARD THE MAXIMUM OF 8 ABSENCES**

- A. Absence for any reason not listed as an Excused Absence.
- B. Absence without a parent phone call or visit on that day or the next day.
- C. Absence in which the statement of reason is found to be false or deceptive.

IV. Attendance Quota, Attendance Review, and Disciplinary Action

It is the responsibility of the student, parent, or guardian to be aware of the number of absences, dates of absences and reasons for absences. Students will be limited to a maximum of 8 absences per class (that count toward the 8 quota), per semester. When a student reaches the 9<sup>th</sup> absence in a single class, he/she will be due processed from that particular class, placed in study hall and therefore not earn credit. If a student reaches the point of having 9 absences in a class and already has two study halls, due process will begin for all classes for the semester. No student's schedule may include more than two study halls.

- It is advised that a parent and/or student save copies of any physician's statements obtained during the year which could be used as documentation in case of a review of the absences. The school reserves the right to ask any student who has at least eight excused absences for doctor's notes. The school may require doctor's notes at any time during the year. **"Further, the school reserves the right as defined by state law (I.C. 20-8.1-3-20) to require a 'certificate of incapacity' to be completed when has accumulated five or more absences verified with a doctor's note."**
- The school reserves the right to place a student under an attendance contract if they have

6 total absences (whether they count towards the 8-day quota or not) and are having minimal academic success. The student will be placed under an attendance agreement where they will be asked to supply doctor's notes for all absences for the remainder of the semester. They will also be asked to demonstrate academic progress. If the student reaches 8 absences after the agreement, their attendance and academic progress will be evaluated by an attendance review board. This board will be comprised of the high school administration, guidance department, and teachers of the student. The board will decide if the student is adhering to the attendance agreement. If it is determined that the student is adhering to the agreement, he/she will be allowed to continue his/her daily schedule. If it is determined that the student is not adhering to the agreement, he/she will be due processed from the class(es) or expelled from school.

#### 4<sup>th</sup> absence

- letter sent home
- letter to student

#### 6<sup>th</sup> absence

- phone call to parent to schedule an attendance review meeting with Assistant Principal, guidance counselor, student, and parent. This is an attempt to clear up any disputes or questions concerning the attendance record and policy.
- letter to parent
- letter to student

#### 8<sup>th</sup> absence

- phone call to parent
- certified letter to parent
- letter to student

#### 9<sup>th</sup> absence

- phone call to parent
- certified letter to parent
- letter to student
- STUDENT REMOVED WITH LOSS OF CREDIT FROM CLASS OR STUDENT SUSPENDED FROM SCHOOL PENDING EXPULSION

### **V. Tardies**

A student will be considered TARDY when he/she arrives to first period class after 8:10 AM. Any student who is tardy to first period class must sign in at the office. A student will be considered absent for the first period if he/she arrives after 8:30 AM. If a student arrives at school after first period, or leaves school during the day, his/her TARDY or ABSENCE for period 2 through 7 will be determined by the amount of the period missed. A TARDY will be considered any length of time up to one half of the period. (See the discipline grid for consequences of tardiness by semester)

### **TRUANCY (I.C. 9-24-2-1) (SEE APPENDIX "A", DENIAL OF DRIVER'S LICENSE TO HABITUAL TRUANT)**

A student shall be considered truant each day or part of the day he/she is absent from class without the consent of the school or absent from school without parent knowledge or consent. A

student shall be considered a "habitual truant" when, in spite of warnings and/or his/her parents' efforts to insure attendance, he/she has accumulated 3 truancy absences.

## **PENALTY FOR TRUANCY**

Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter.

The building principal and/or assistant Principal shall keep the Bureau of Motor Vehicles informed of each student whose truancy has resulted in at least two suspensions or an expulsion from school, or if the student has withdrawn from school in an effort to circumvent the loss of his/her driver's license or learner's permit. The county probation office/truancy court will also be contacted.

## **DRIVING EXPECTATIONS**

### **(SEE APPENDIX "A", MOTOR VEHICLE LAW AND STUDENT DISCIPLINE/ATTENDANCE AND DENIAL OF DRIVER LICENSE TO HABITUAL TRUANT)**

The privilege given to students to drive to school has been granted by the school. A student driver is responsible for the conduct and safety of those who ride with him/her. If another person drives his/her vehicle and violates any regulation, the responsibility is that of the car owner, as well as the person driving.

- A. All student drivers are expected to obtain a parking sticker and properly register their vehicle. Parking stickers are to be displayed on the vehicle windshield. **Failure to obtain a parking tag could result in disciplinary action and/or loss of driving privileges.**
- B. Student vehicles may be parked in the front parking lot or in the east lot by the football building.
- C. Student drivers are expected to obey traffic rules and the posted speed limit on school property. ANY UNSAFE DRIVING IS INAPPROPRIATE. Student drivers are expected to refrain from playing loud and/or inappropriate music. Student drivers are NOT to drive in the lawn at any time.
- D. Students are expected to park vehicles facing the building and in marked parking spaces. Immediately upon arrival, a car is to be parked properly and all occupants are to exit the car and enter the school building. Loitering in or near cars while on school property will be prohibited at all times.
- E. Students who are parked in the front lot will be permitted to leave before buses at dismissal time. However, when the buses begin to leave, drivers shall wait until buses have gone.
- F. Students parked in the east lot must enter the lot through the south drive (along the baseball outfield fence) and exit from the north drive.
- G. Students should not use the drive along the east side of the building after school. This drive may only be used in the morning for those students entering school grounds from the north side of the building and wishing to park in the east lot.
- H. Students should not drive on elementary school grounds without permission of the building principal. Student drivers are not to pick up or drop off bus students.
- I. Students are not to go to their cars or drive from school grounds during the school day without permission from the school office.
- J. The school provides a student parking area, but assumes no responsibility for damage and/or theft.

K. ANY INFRACTION OF THE LISTED EXPECTATIONS MAY RESULT IN THE LOSS OF DRIVING PRIVILEGES. (see discipline grid)

## **ACADEMIC AND GUIDANCE INFORMATION**

### **COLLEGE VISITS/JOB SHADOWING**

These days are an opportunity to assist the student in making informed college and career decisions. No college visits/job shadowing should be planned during December or May. Juniors and Seniors who wish to make a college visit or job shadowing visit need to follow the pre-arranged absence procedure stated in this handbook. Juniors and Seniors are allowed 2 college visits per semester as well as 2 job shadowing days per semester.

### **CHANGE OF PROGRAM**

A student in the spring of the year will, with his/her counselor, make up a class schedule for the following year; this should be done with much thought and care. During the summer, there will be one week (the first 5 work days after graduation) that if it is necessary to change his/her program, the counselor will be available to make such changes.

### **SCHOLARSHIPS AND AWARDS**

Each year, organizations in the community award scholarships to deserving students. The honor of receiving these awards makes the competition keen. Scholarships processed by the Guidance Office may be found on the Guidance Department web page, in school announcements, and in the Scholarship Room.

### **NATIONAL HONOR SOCIETY SELECTION CRITERIA AND PROCESS**

#### **Criteria:**

- Membership open to juniors and seniors
- 3.3 or above grade point average
- Attend Oak Hill for at least one semester
- Submit an application
- Must meet the following four criteria
  - Character
  - Leadership
  - Service
  - Scholarship

#### **Selection Process**

- Student submits an application when notified that he/she is scholastically qualified
- Applications are studied by the faculty committee (6 members) appointed by the principal based on character, leadership, service since the scholarship requirement has already been met
- Students who are non-selected are notified as to the reason and are given the opportunity to make adjustments for consideration the next year if still eligible

#### **Appeal Process**

- Principal will listen to the complaint of the non-selected student and his/her parents
- If the principal believes a mistake (technical or judgmental) has occurred, he may ask the faculty committee to reconvene.

The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

### **GPA/GRADING PROCEDURE/CLASS RANK/COMPREHENSIVE EXAMS**

Grade points are assigned for each grade earned in the senior high school. The average is determined by dividing the total number of points earned by the credits attempted. At the end of each semester each student is ranked on the basis of scholarship.

A semester grade is based upon two 9-week grades & a semester exam. Each 9-week grade will count 2/5 (.4 or 40%) & the semester exam will count 1/5 (.2 or 20%) of the final grade. Semester grades will be figured by percentages.

The grading system is computerized using the standard five letter grading system plus other identifying marks. The explanation of the letters and other marks is as follows:

- |                            |                |
|----------------------------|----------------|
| A - excellent              | I - incomplete |
| B - above average          | F - failure    |
| C - average                | W - withdrawal |
| D - below average, passing |                |

### **COMPREHENSIVE SEMESTER EXAMINATIONS**

Comprehensive semester examinations are required in all courses. We realize an important part of our educational process is the learning that comes from the experience of taking such tests. Our educational staff deems comprehensive semester examinations important for our staff to check student comprehension; to once again emphasize key concepts of our subject matter; and to train our students for future competitive test taking. These examinations will be announced at the beginning of each course and a total schedule of course examination requirements will be available as soon as school begins each Fall.

### **GRADUATION REQUIREMENTS:**

See the guidance department for up to date graduation requirements, information, and to get answers to any questions you may have. You will find a complete listing of all classes and their course descriptions in our "course description book" which is given to each student during the scheduling process each year. You may also find a copy of this, as well as the diploma track worksheets, on the guidance department web-site.

**Consult board policy 5460 on page 45.**

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

(Click on the guidance page)

### **DIPLOMA TRACKS**

#### **GUIDANCE AND COUNSELING**

Oak Hill High School has guidance counselors who devote much time to individual and group guidance. They have access to all the available records of the student, have an opportunity to talk with the student daily, and therefore, are in an excellent position to advise and counsel with the student. The student should feel free to discuss curriculum, choice of subjects, vocation

opportunities, and items relating to his personal welfare and happiness with a guidance counselor. The guidance department also administers a testing program, which consists of achievement tests and various other tests.

The Principal and Assistant Principal as the administrative leaders of the school are responsible for the guidance program. Most of the individual conferences will be between students, teachers or guidance counselor. However, all students should feel that it is their privilege to ask for a conference at any time with the Principal or Assistant Principal, and any other person connected with the program.

The classroom teacher welcomes the opportunity to confer with students not only concerning the subject matter of classroom work but also other phases of their welfare that include such matters as their special interest, work experience, educational opportunities after high school, social relations, opportunities in armed service, and other problems. Your teachers are here to help in any and every way they can. Take advantage of the opportunity.

## **OUTSIDE CREDIT PROGRAMS**

An Oak Hill High School Student enrolled in an IWU course, School-to-Work Program, Cadet Teaching or Vocational School is expected to stay enrolled and participate throughout the semester. A student who removes himself/herself from any of these programs or acts in a way to cause removal will face the possibility of all the following actions.

- Discipline (possible expulsion)
- Loss of opportunity to earn credits
- Delay in graduation year
- Other appropriate consequences

Students in these programs are scheduled in the same manner as those attending our building for all periods. Any schedule changes involving the dropping of these programs must be done in the time frame advertised for any and all schedule changes for Oak Hill High School students.

## **ATHLETICS/EXTRA-CURRICULARS**

Oak Hill High School offers a well-rounded program of interscholastic athletic competition in which the students may take part. The sports which are included are baseball, basketball, cheerleading, cross country, football, golf, soccer, softball, swimming, track and field, volleyball, and wrestling. If a boy or girl wishes to participate in athletics, he/she must meet the requirements of the Indiana High School Athletic Association, which is the governing body of high school athletics in Indiana.

THE FOLLOWING ARE MINIMUM REQUIREMENTS TO PARTICIPATE IN OAK HILL HIGH SCHOOL EXTRA-CURRICULAR ACTIVITIES, BOTH ATHLETIC AND NON-ATHLETIC.

1. A student must be passing in five (5) solid subjects or a total of (5) five hours of solid classes. (ex. 3 hours college credit classes, School to Work Program, Cadet teaching, or Tucker/Heartland Career Center, plus classes at Oak Hill High School)
2. To participate in a day's activity (contest, game, practice, etc...) a student must be present periods 3-7 of the day. (exceptions: doctor appointments, funeral of immediate family, excused by principal)
3. Students who are suspended out of school may not be on school property or attend school

- sponsored events (on or off school property) during the suspension. (This includes weekends)
4. Students who are assigned to the Alternative Room are not eligible for extra-curricular activities on that day. The student may attend a practice or event as an observer but may not participate.
  5. A student athlete must have had an IHSAA physical form completed between May 1 and his/her first practice. A copy of the physical form, the Consent and Release form and the extra-curricular drug testing form must be on file with the high school office prior to a student participating in practices or contests.
  6. A student involved in a non-athletic extra-curricular must have the drug-testing form completed and on file with the high school office prior to participating in practices or events.

\*Further information concerning Oak Hill's Drug Testing Program can be found in this handbook.

\*Further information concerning athletic participation can be obtained by contacting the athletic director's office and by reading the Oak Hill Athletic Council Constitution, Policy and By-Laws.

## **DANCE EXPECTATIONS**

Dances held at Oak Hill High School or sponsored by an Oak Hill High School organization will abide by the following guidelines:

- Oak Hill High School students are permitted to attend and bring a guest. Junior High students (from any school, including Oak Hill) are not permitted.
- Non-Oak Hill High school student guests must be under the age of 20. If they are a high school student, he/she must be pre-approved by the high school administration.
- All handbook rules apply.

# **JUNIOR HIGH SCHOOL INFORMATION ONLY**

## **LIFESKILLS**

- Integrity:** To act according to a sense of what's right and wrong
- Initiative:** To do something of one's own free will, because it needs to be done
- Flexibility:** To be willing to alter plans when necessary
- Perseverance:** To keep at it
- Organization:** To plan, arrange, and implement in an orderly way; to keep things orderly and ready to use
- Sense of Humor:** To laugh and be playful without harming others
- Effort:** To do your best
- Common Sense:** To use good judgment
- Problem-Solving:** To create solutions in difficult situations and everyday problems
- Responsibility:** To respond when appropriate, to be accountable for your actions
- Patience:** To wait calmly for someone or something
- Friendship:** To make and keep a friend through mutual trust and caring
- Curiosity:** A desire to investigate and seek understanding of one's world
- Cooperation:** To work together toward a common goal or purpose
- Caring:** To feel and show concern for others
- Courage:** To act according to one's beliefs
- Pride:** Satisfaction from doing your personal best
- Resourcefulness:** To respond to challenges and opportunities in an innovative and creative way

## **ATTENDANCE POLICY**

### **ATTENDANCE**

(BOARD POLICY #5200)

### **PHILOSOPHY**

The process of education requires continuity of instruction, classroom participation, learning experiences and study. Regular attendance is an essential part of the educational process.

The characteristics of punctuality, dependability and reliability are personal habits that are respected in our society and, therefore, are a part of the educational process. In order to develop responsible behavioral and social patterns, the OAK HILL UNITED SCHOOL CORPORATION believes that it is essential for students to be punctual and regular in school attendance.

Ultimately, the fundamental responsibility for a student being present and punctual in school rests with the student, parents and/or guardians.

Success in school is directly related to daily attendance. Although students may be given the opportunity to make up assignments they have missed due to an absence, it is impossible to make up the total classroom experience. A day absent from the classroom can never be replaced and the learning that has taken place between the teacher and the student can never be duplicated.

In addition, regular and punctual attendance in school helps students develop habits necessary for the work world they will enter upon leaving school.

## **REPORTING OF ABSENCE**

If a student is going to miss school, the parent(s)/guardian(s) is to call the school to report the absence by 9:00 a.m. If the parent does not call the school, the school will attempt to contact the parent(s)/guardian(s) for the safety of the child. If a parent contact does not occur, a note explaining the absence will be required. If a note is not presented to the school within one day after the student's return, the absence will be counted as unexcused. (See consequences for unexcused absences.)

**A STUDENT WHO IS ABSENT FROM SCHOOL PERIODS 3 - 7, OR LEAVES SCHOOL ILL DURING THAT TIME, IS NOT TO ATTEND AFTER SCHOOL ACTIVITIES/EVENTS. THE EXCEPTIONS WOULD BE A DR. NOTE, AN EXCUSED FUNERAL ABSENCE, A PRE-ARRANGED ABSENCE, OR AN ABSENCE WITH APPROVAL FROM THE ADMINISTRATION.**

Excessive absences, for whatever reason, contribute to a student not being able to receive the learning experience needed. It is felt that more than eight (8) days of absence per semester is excessive. The exception to this statement would be due to extended illness or injury. Absences beyond the eight (8) days must be supported by a doctor's documentation. Indiana Code 20-8.1-3-20 states in part that it is unlawful for a parent to fail or refuse to produce a certificate of the incapacity for an attendance officer within six (6) days after it is demanded. Absences beyond the eight (8) days without the doctor's documentation will be counted as unexcused. (See consequences for unexcused absences.)

Parents will be notified by mail when students reach the following absences each semester:

4 (four) Days

6 (six) Days

8 (eight) Days (This letter will include the consequences for unexcused absences.)

9 (nine) Days (This letter will include the consequences for unexcused absences.)

Note: 1.service as a page for or as an honoree of the Indiana general assembly, 2.service on the precinct election board or as a helper to a political candidate or to a political party on the date of each general, city or town, special, and primary election at which the student works, and/or 3.having a subpoena to appear in court as a witness in a judicial proceeding will NOT be considered an absence from school. Refer to Indiana Code 20-8.1-3-18

Field Trips and other school related activities will also NOT be considered an absence from school.

Excused Absence: (Doctor's documentation does not count toward the eight (8) day limit.)

- a. Illness or injury to student.
- b. Death or serious illness of a family member.
- c. Medical or dental appointments. The school requires a note for each visit.
- d. Family or student emergency.
- e. Pre-arranged absence (See guidelines).

Unexcused Absence:

- a. Truancy (See definition – separate consequences).
- b. Failure to notify the school.
- c. Any absence for reasons other than is stated as “excused” above.

Unexcused Absences – refer to the Infraction/Consequence Grid

- 1. Phone call to parent/guardian
- 2. Friday School
- 3. ISS
- 4. Alternative Program
- 5. Alternative Program/Authorities notified
- 6. Alternative Program/Authorities notified
- 7. Expulsion

Truancy – refer to the Infraction/Consequence Grid

- 1. Friday School
- 2. ISS
- 3. Alternative Program/Authorities notified
- 4. Expulsion

Pre-Arranged Absence Guidelines:

- 1. Permission is to be requested in writing two (2) days prior to anticipated absence. Students will carry the form to each teacher for a signature.
- 2. Pre-arranged absences count towards the total of the eight (8) days and should be used only when absolutely necessary.

\*Students will be allotted an equal number of days as the absence to turn in any make-up work for full credit.

**DEFINITION OF TARDY**

A student will be considered TARDY when they arrive at school after the “tardy bell” but prior to 9:00 a.m. After 9:00 a.m., the student will be considered as absent for one half of a day.

If a student is late to any class including first period, he/she will be considered TARDY and will be subject to the penalties and procedures listed below per semester. Tardy to school will be excused by the same means as an excused absence from school. (Phone call or note for the same excused reasons.)

First Tardy	Warning
Second Tardy	Reprimand
Third Tardy	Detention
Fourth Tardy	Friday School
Fifth Tardy	Friday School
Sixth Tardy	Friday School
Seventh Tardy	Expelled from class

## **TRUANCY**

A student shall be considered truant each day or part of the day he/she is absent from school without parent knowledge or consent. A student shall be considered a "habitual truant" when, in spite of warnings and/or his/her parents' efforts to insure attendance, he/she has accumulated 3 days of absences due to truancy.

Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter. The following consequences will be implemented.

Truant from a class:

1. Double the time missed at a detention
2. Friday School
3. ISS
4. Alternative Program
5. Expulsion

Truant from school:

1. Friday School
2. ISS
3. Alternative Program/ Authorities notified
4. Expulsion

### **Perfect Attendance**

Perfect Attendance consists of being at school the entire day (8:10-3:10) that school is in session. Students who are suspended out of school are not eligible for perfect attendance.

## **ACADEMIC INFORMATION**

### **GPA/GRADING PROCEDURE**

Grade points are assigned for each grade earned in the junior high school. The average is determined by dividing the total number of points earned by the credits attempted.

A semester grade is based upon two 9-week grades & a semester exam. Each 9-week grade will count 2/5 (.4 or 40%) & the semester exam will count 1/5 (.2 or 20%) of the final grade. Semester grades will be figured by percentages.

The grading system is computerized using the standard five letter grading system plus other identifying marks. The explanation of the letters and other marks is as follows:

- |                            |                |
|----------------------------|----------------|
| A - excellent              | I - incomplete |
| B - above average          | F - failure    |
| C - average                |                |
| D - below average, passing |                |

### **COMPREHENSIVE SEMESTER EXAMINATIONS**

Comprehensive semester examinations are required in all core courses. We realize an important part of our educational process is the learning that comes from the experience of taking such tests. Our educational staff deems comprehensive semester examinations important for our staff to

check student comprehension; to once again emphasize key concepts of our subject matter; and to train our students for future competitive test taking. These examinations will be announced at the beginning of each course and a total schedule of course examination requirements will be available as soon as school begins each fall.

## **HOMEWORK GUIDELINES**

Teachers may use academic and/or behavior consequences for homework not being completed by a student. Each teacher will explain their individual homework policies to students within the first week of school, and a copy of the policy will be sent home with the student to be shared with parents.

Please refer to the discipline grid in the student handbook for possible behavior consequences.

## **LUNCHTIME STUDENT AREAS**

Students should remain in the cafeteria, gym lobby, or gym during lunch and are not permitted into the junior high building without permission.

**FOOD AND DRINKS:** During regular school hours food and drink should only be consumed at lunch. All drinks brought from home should be in a sealed bottle or can. Fountain drinks are not permitted.

**RESTRICTED AREAS:** All other areas are restricted to student traffic during the lunch period.

**PASSES:** Students in the halls during class periods must have a pass/handbook signed by an authorized individual. Passes/handbooks may be issued by the teacher in charge of a class or by another teacher or administrator who has authority to excuse students from class to do necessary work. Passes are issued for a specific purpose and are to be used for this purpose only. Abuse of this regulation will result in the loss of this privilege.

## **INCENTIVE PROGRAM**

Academic Passes – Given out each nine weeks

All "A" (Gold Card - Two entries to any home junior high event)

"A & B" (Blue Card - One entry to any home junior high event)

Pizza Party - All "A" Honor Roll – given out 1st through 3rd nine weeks

- \*Perfect Attendance
1. Homework Pass
  2. Homework Pass
  3. Movie passes
  4. \$25 gift certificate

Student of the Month - \$10.00 award given to one 7th and one 8th grade student per month from September to April

No Tardy Party –First semester there will be games and activities in the gym. At the end of the second semester there will be a field day outside.

## **ATHLETICS**

Oak Hill Junior High School offers a well-rounded program of interscholastic athletic competition in

which the students may take part. The following sports are available for students:

Fall -	Football, Volleyball, Cross Country and Cheerleading
Early Winter –	Basketball and Cheerleading
Late Winter –	Wrestling and Swimming
Spring -	Track

## **OAK HILL JUNIOR HIGH SCHOOL ATHLETIC DEPARTMENT**

### **ATHLETIC AWARD POLICY**

A boy or girl must participate in the following number of athletic programs to be eligible and qualify for the four-inch block “O” award. Students may not participate or manage more than one sport per season.

<b>Boys -</b>	Must participate and complete five sports:
Fall	Cross Country or Football
Early Winter	Basketball
Late Winter	Wrestling or Swimming
Spring	Track
<b>Girls -</b>	Must participate and complete five sports:
Fall	Cheerleading, Cross Country or Volleyball
Early Winter	Cheerleading or Basketball
Late Winter	Swimming
Spring	Track

### **REQUIREMENTS FOR ATHLETIC ELIGIBILITY**

1. A manager or an athlete must have a C- average and must not have more than two Fs during the grading period in which he/she participates. The eligibility of an eighth grade student in the first nine weeks is determined by the fourth nine weeks of the student's seventh grade year. The athlete will be ineligible until the requirements are met for the next grading period. Midterm grades may count as the “next grading period.”
2. All athletes must have a physical examination form completed between May 1 and your first practice and on file in the office as well as a consent form for random drug testing before participating in any sport.
3. An athlete will not be able to participate in a contest or a practice if serving an out of school suspension or has been absent because of an illness for that day. Students assigned to the Alternative Room will not be eligible for events that day. The student may attend practice but may not participate. Coaches will have the authority to bench players for a reasonable length of time for disciplinary reasons. All athletes shall be neatly dressed for their contests.
4. To participate in a day's athletic activity (contest or practice) a student must be present periods 3-7 of the day. (Exceptions: doctor appointments, funeral of immediate family, excused by principal)

## **STUDENT ORGANIZATIONS**

### **FELLOWSHIP OF CHRISTIAN ATHLETES**

The membership of this club is composed of those who desire to join a club whose purpose is Christian fellowship.

### **STUDENT COUNCIL**

The Oak Hill Junior High Student Council is the students' representation to the faculty and administration of Oak Hill Junior High and as such is asked to make suggestions and recommendations to be considered by the school administration in making decisions. The student council's effectiveness is only as good as it collectively shows the ability to do constructive thinking and carry out responsible tasks. The council is responsible for organizing and supervising various events throughout the school year.

### **YEARBOOK**

The purpose of this group of students is to work together to create the junior high yearbook. The staff for the yearbook is made up of ten to twelve eighth grade student volunteers. Throughout the year, staff members take pictures of junior high events for possible use in the yearbook. During January and February the staff members work on the layout of the yearbook pages.

### **VOICES FROM THE HALLWAY**

Voices from the Hallway is a literary magazine published by the junior high English department. It is staffed by students and contains poetry, fiction, and non-fiction articles written by Oak Hill Jr. High School students. Every other year the magazine is published and sold in mid May.

### **SCREAMIN' EAGLE SCHOOL NEWSPAPER**

The purpose of this group of students is to work together to create the junior high school newspaper. The staff consists of 12-20 seventh and eighth grade students. Throughout the year, students have the opportunity to report news, interview students, staff, and community members, and highlight sporting, music, and drama events. Students also have the opportunity to photograph a number of things for the newspaper. The newspaper staff participates in a field trip to Ball State University for Junior High Journalism Day.

### **DRAMA**

The purpose of this group is to allow students to interact with each other building self-esteem, confidence and speaking skills through the performing art of acting. Both 7th and 8th grade students can belong to this group. The drama club performs 3 plays a year.

### **NATIONAL JUNIOR HONOR SOCIETY**

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character and to encourage citizenship.

### **FFA**

The Oak Hill Junior High FFA encourages students to explore both the nontraditional and the traditional areas of Agriculture. The group should consist of students who want to work together in order to develop leadership abilities, personal growth, and career interests. The goal of the group is to have monthly meetings that allow for both student and community growth.

## **APPENDIX A:**

### **STUDENT DUE PROCESS**

#### **INDIANA CODE**

#### **GROUND FORS SUSPENSION AND EXPULSION**

##### **IC 20-33-8-14**

- a. The following are the grounds for student suspension and expulsion, subject to the procedural requirements of this chapter as stated by school corporation rules:
  1. Student misconduct
  2. Substantial disobedience
- b. The grounds for suspension or expulsion listed subsection (a) apply when a student is:
  1. on school grounds before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
  2. off school grounds at a school activity, function, or event; or
  3. traveling to or from school or a school activity, function, or event.

##### **IC 20-33-8-15**

In addition to the grounds specified in section 8, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

1. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
2. The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

##### **IC 20-33-8-16 POSSESSION OF FIREARMS AND DEADLY WEAPONS**

- a. As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.
- b. As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include firearm.
- c. Notwithstanding section 14 of this chapter, a student who is:
  1. identified as bringing a firearm to school or on school property; or
  2. in possession of a firearm on school property; must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of one (1) year period.
- d. The superintendent may, on a case-by-case basis, modify the period of expulsion under subsection (c) for a student who is expelled under this section.
- e. Notwithstanding section 14 of this chapter, a student who is:
  1. identified as bringing a deadly weapon to school or on school property; or
  2. in possession of a deadly weapon on school property; may be expelled for a period of not more than (1) calendar year.
- f. A superintendent shall notify the prosecuting attorney of the county in which the school is

located if a student is expelled under subsection ( c ) or ( e ). Upon receiving notification under this subsection, the prosecuting attorney shall begin an investigation and take appropriate action.

- g. A student with disabilities (as defined in IC 20-1-6.1-7) who possesses a firearm on school property is subject to procedural safeguards under U.S.C. 1415. As added by P.L. 131-1995, SEC. 10. Amended by P.L. 61-1995, SEC. 4.

### **IC 20-33-8-17 STUDENT'S LEGAL SETTLEMENT NOT IN ATTENDANCE AREA**

A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

### **IC 20-33-8-32**

#### **SEC. 32.**

- a. A school corporation must provide each student and each student's parent a copy of the rules of the governing body on searches of students' lockers and locker contents.
- b. A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents.
- c. A principal may, in accordance with the rules of the governing body, search a student's locker and the locker's contents at any time.
- d. A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:
  - 1. at the request of the school principal; and
  - 2. in accordance with the rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker's contents.
  - 3. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** A teacher will have the right to remove a student from his/her class or activity for a period of up to one day if the student is assigned regular or additional work to be completed in another school setting.
  - 4. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal or designee may deny a student to take part in any school function for a period of up to five days.
  - 5. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester or the following semester, with the exception of a violation of I.C.20-8.1-5.1-10 and/or rule 11 listed under the grounds for suspension and expulsion in this policy.

### **SUSPENSION PROCEDURES**

#### **(SEE APPENDIX "A", MOTOR VEHICLE LAW AND STUDENT DISCIPLINE/ATTENDANCE)**

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

- 1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - A. a written or oral statement of the charges
  - B. if the student denies the charges, a summary of the evidence against the student will be presented; and
  - C. the student will be provided an opportunity to explain his or her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate approval. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the student's misconduct, and action taken by the principal.

## **EXPULSION PROCEEDINGS**

### **(SEE APPENDIX "A", MOTOR VEHICLE LAW AND STUDENT DISCIPLINE/ATTENDANCE)**

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

1. The superintendent, or designee, may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - A. Legal Council
  - B. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or student's parents to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion will be in writing, delivered by certified mail or personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal, or designee, will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present the evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten days of the receipt of the notice of action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parents. The board will then take action deemed appropriate.

**LEGAL REFERENCE**                    **20 U.S.C. 8001**  
    **20 U.S.C. 8002**  
    **I.C. 20-8.1-5.1-1 et seq.**

## **MOTOR VEHICLE LAW AND STUDENT DISCIPLINE AND ATTENDANCE**

### **9-24-1. INDIVIDUALS LESS THAN EIGHTEEN YEARS OF AGE - SCHOOL SANCTIONS**

A driver's license or learner's permit may not be issued to an individual less than eighteen (18)

years of age who meets any of the following conditions:

- A. Is under at least a second suspension from school for the school year under IC 20-8.1-5-4.
- B. Is under an expulsion from school under IC 20-8.1-5-4.
- C. Is under an exclusion from school due to misconduct under IC 20-8.1-5-4.
- D. In an effort to circumvent the sanctions listed under this subsection as determined by the superintendent of the school corporation in which the student is enrolled, withdraws from school before graduating.

**9-24-2-4. INVALIDATION OF LICENSE OR PERMIT UNDER IC 9-24-2-1-NOTICE OF INVALIDATION-APPEAL-INFORMATION REQUIRED FOR REINSTATEMENT-REVALIDATION OF LICENSE OR PERMIT.**

- A. If a person is less than eighteen (18) years of age and is under a suspension, an expulsion, or an exclusion or has withdrawn from school as described in section 1 [IC 9-24-2-1(4)] of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:
  - 1. The person becomes eighteen (18) years of age.
  - 2. One hundred twenty (120) days after the person is suspended.
  - 3. One hundred eighty (180) days after the person is expelled or excluded.
  - 4. The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-8.1-5.
  - 5. If section 1(4) [IC 9-24-2-1(4)] of this chapter applies, the student in good standing has re-enrolled in school.
- B. The bureau shall promptly mail a notice to the person's last known address that states the following:
  - 1. That the person's driving privileges will be invalidated for a specified periods commencing five (5) days after the date of the notice.
  - 2. That the person has the right to appeal the invalidation of license or permit.
  - 3. If an aggrieved person believes that:
    - a. The information provided was technically incorrect, or;
    - b. The bureau committed a technical or procedural error, the aggrieved person may appeal the invalidation of a license under IC 9-25.
  - 4. If a person satisfies the conditions for reinstatement of a license under this section, the person may submit to the bureau the necessary information certifying that at least one (1) of the events described in subsection (a) has occurred.
  - 5. Upon certifying the information received under subsection (d), the bureau shall revalidate the person's license or permit.
  - 6. A person may not operate a motor vehicle in violation of this section.

**9-24-2-5. JUDICIAL HEARING- COURT'S ORDER AS APPEALABLE FINAL JUDGMENT.**

- A. A person whose driving privileges have been invalidated under section 4 [IC 9-24-2-4] of this chapter is entitled to a prompt judicial hearing. The person may file a petition that requests a hearing in a circuit, superior, county, or municipal court in the county where:

1. The person resides, or
  2. The school attended by the person is located.
- B. The petition for review must:
1. Be in writing; and,
  2. Be verified by the person seeking review and:
    - a. Allege specific facts that indicate the suspension, expulsion, or exclusion was proper; or
    - b. Allege that due to the person's emancipation or dependents that an undue hardship exists that requires the granting of a restricted driving permit.
- C. The hearing conducted by the court under this section shall be limited to the following issues:
1. Whether the school followed proper procedures when suspending, expelling, or excluding affording the person due process under IC 20-8.1-5.
  2. Whether the bureau followed proper procedures in invalidating the person's license or permit.
  3. Whether an undue hardship exists that requires the granting of a restricted driving permit.
- D. If the court finds:
1. That the school failed to follow proper procedures when suspending, expelling, or excluding the person from school; or
  2. That the bureau failed to follow proper procedures in invalidating the person's license or permit; the court may order the bureau to reinstate the person's driving privileges.
- E. If the court finds that an undue hardship exists, the court may order a restricted driving permit limiting the petitioner to essential driving for work and driving between home, work, and school only. The restricted driving permit must state the restrictions related to time, territory, and route. If a court orders a restricted driving permit for the petitioner, the court shall do the following:
1. Include in the order a finding of facts that states the petitioner's driving restrictions.
  2. Enter the findings of fact and order in the order book of the court.
  3. Send the bureau a signed copy of the order.
- F. The prosecuting attorney of the county in which a petition has been filed under this section shall represent the state on behalf of the bureau with respect to the petition. A school that is made a party to an action filed under this section is responsible for the school's own representation.
- G. In an action under this section the petitioner has the burden of proof by preponderance of the evidence.
- H. The court's order is a final judgment appealable in the manner of civil actions by either party. The attorney general shall represent the state on behalf of the bureau with respect to the appeal.

#### **9-24-2-1. DENIAL OF DRIVER'S LICENSE TO HABITUAL TRUANT.**

- A. Each governing body shall establish and include as part of the written copy of its rules and standard described in IC 9-24-2-1(c).
1. A definition of a student who is designated as habitual truant;

2. The procedures under which subsection (b) will be administered; and
  3. All other pertinent matters related to this section
- B. Notwithstanding IC 9-24 concerning the minimum requirements for qualifying for the issuance of an operator's license or learner's permit, and subject to subsections (c) through (e), a person who is:
1. At least thirteen (13) years of age but less than fifteen (15) years of age;
  2. A habitual truant under the definition of habitual established under subsection (a); and
  3. Identified in a list submitted to the bureau of motor vehicles under subsection (f); may not be issued a operator's license or learner's permit to drive a motor vehicle of motorcycle under IC 9-24 until the person is at least eighteen (18) years of age.
- C. A person described in subsection (b) is entitled to hearing under IC 20-8.1-5-10.
- D. Each person described in subsection (b) who is at least thirteen (13) years of age and less than eighteen (18) years of age is entitled to a periodic review of that person's attendance record in school in order to determine whether the prohibition described in subsection (b) shall continue. In no event may the periodic reviews be conducted less than one (1) time each year.
- E. Upon review, the governing body may determine that the person's attendance record has improved to the degree that the person may become eligible to be issued an operator's license or learner's permit.
- F. The governing body of the school corporation shall submit to the bureau of motor vehicles the pertinent information concerning a person's ineligibility under subsection (b) to be issued the license or permit.
- G. The department of education shall develop guidelines concerning criteria used in defining a habitual truant that may be considered by governing body in complying with subsection (a).

## **APPENDIX B:**

### **SCHOOL BOARD POLICIES**

#### **ADOPTION OF COURSES OF STUDY**

##### **POLICY #2220**

The School Board shall provide a comprehensive instructional program to serve the educational needs of the students of this Corporation. In furtherance of this goal and pursuant to law, the Board shall periodically adopt courses of study.

No course of study shall be taught in the schools of this Corporation unless it has been adopted by the Board. The Board shall determine which units of the instructional program constitute courses of study and are thereby subject to the adoption procedures of the Board.

The Superintendent shall recommend to the Board such courses of study as are deemed to be in the best interests of the students.

Each course of study is intended to provide a basic framework for instruction and learning. Within this framework, each teacher shall use the course of study in a manner best designed to meet the needs of the students for whom he/she is responsible. Any deviation from its content must be approved in accordance with the Superintendent's administrative guidelines.

Since one of the Corporation's goals is to prepare students to enter the world of work, the Board

directs that each course of study include as part of its learning outcomes; that students can demonstrate their willingness and ability to be punctual, to be present at the learning site each day unless absent for a legitimate reason, and to complete assignments on time and as directed. The Superintendent's guidelines should include recommendations to staff on how to instruct students in these important work ethics and how to include these learning's in the grades that student received. The Superintendent shall maintain a current list of all courses of study offered by the Corporation.

## **EQUAL EDUCATION OPPORTUNITY**

### **POLICY #2260, 3312, 4122**

The School Board declares it to be the policy of this Corporation to provide an equal opportunity for all students to learn through the curriculum offered in this Corporation regardless of race, color, creed, disability, culture, religion, sex, ancestry, national origin, place of residence, or economic background.

In order to achieve the aforesaid goal, the Board directs the Superintendent to (REF 1230.01):

- A. Curricula Content - review current and proposed curriculum guides and textbooks to detect any bias based upon the criteria listed above; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes, various races, ethnic groups, disabilities and religions toward the development of human society;
- B. Staff Training - develop an ongoing program of in-service training for school personnel designed to identify and solve problems derived from the criteria listed above in all aspects of the program;
- C. Student Access - review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the criteria listed above in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
- D. Student Evaluation - ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the criteria listed above.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

LEGAL REF.: I.C. 20-8. 1-2-1 et seq.

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681

20 U.S.C. Section 1702 et seq.

29 U.S.C. Section 794

42 U.S.C. Section 2000 et

## **HEALTH SERVICES**

### **POLICY #2413**

In compliance with law, the School Board may require students to submit to periodic health

examinations to protect the school community from the spread of communicable disease. The Corporation shall specify the need for services which may include, but not be limited to:

- A. student physical examinations
- B. athlete physical examinations
- C. dental examinations
- D. vision screening
- E. audiometric screening
- F. scoliosis

Any health services program should also include instruction to staff members on the observance of students for conditions that indicate physical defect or disability.

I.C. 20-8.1-7-et.seq

511 IAC 4-1-1 c; 4-1-7

## **REPRODUCTIVE HEALTH EDUCATION**

### **POLICY #2414**

The School Corporation believes that provision should be made for the teaching of reproductive health, as essential ingredients in a comprehensive school health education curriculum.

The Superintendent shall prepare administrative guidelines to implement these curriculum components in accordance with Indiana Code: (Ref: 1230.01)

## **COMMENCEMENT REQUIREMENTS**

### **POLICY #5460**

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

The Board shall award an Indiana High School Diploma or an Indiana high school Honors Diploma to every student enrolled in this corporation who meets the requirements established by this board and as provided by the state. State of Indiana requirements include:

- A successful score on the state's graduation qualifying exam, or
- Completion of courses designed as Core 40 with a grade of "C-" or higher in all required and directed elective classes, or
- Complete all of the following:
  - Comply with Oak Hill High School's attendance requirements.
  - Beginning with the Class of 2002, enroll, participate, and receive a passing grade in remediation opportunities offered by the Corporation. For the Classes of 2000 and 2001, enroll, participate, and complete the remediation opportunities offered by the Corporation.
  - Receive at least a 1.67 grade point average for the 22 credits required for an Indiana High School Diploma.
  - Participate in every opportunity to re-take the graduation qualifying examination unless excused by the high school principal.

- Receive a written recommendation from the Department Chair of the academic area(s) for which the student has not passed the graduation qualifying examination. The written recommendation must have the written concurrence of the high school principal.
- Successfully complete all other state and local requirements.

A student who does not have a successful score on the state's graduation qualifying examination, and who is enrolled in a special education program, shall have the alternative requirements, as outlined above, interpreted by the student's Case Conference Committee.

The Board shall award a Certificate of Completion to every student enrolled in this Corporation who has met every state and local requirement for graduation except a successful score on the state's graduation qualifying examination and has not met an alternative as outlined above.

The Board shall award a Certificate of Achievement to every student enrolled in this Corporation who has met the requirements of their Individual Education plan and have received the recommendation of the Case Conference Committee but have not met any of the requirements as outlined above.

Commencement exercises will include only those students who have successfully completed the requirements for a diploma or certificate as outlined above and as certified by the high school principal. No student who has completed these requirements for commencement shall be denied a diploma or certificate as a disciplinary measure. A student may be denied participation in the ceremony of commencement when personal conduct so warrants.

## **STUDENT CONDUCT**

### **POLICY #5500**

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

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

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools and on school vehicles. (reference 1230.01)

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

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed annually. (reference 1230.01)

The "Due Process Law" I.C. 20-8.1-5, is a process dealing with students who repeatedly exhibit behaviors that interfere with the normal school process. It is protection for both the students and the school, and a copy of the law has been placed in the school office for those who wish to read it in its entirety. The Oak Hill Board of Trustees endorses these procedures as a fair and equitable means of dealing with problems of a severe nature. I.C. 20-9.1-5.19

## **STUDENT DRESS GUIDELINES**

### **POLICY #5511**

#### **DRESS AND GROOMING**

Students are expected to dress in a manner which reflects a proper understanding of the overall learning objectives for the school. Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. Interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement;
- E. does not communicate to others a pride in personal appearance.

The Superintendent may establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the Corporation at a public event. Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the Corporation at a public event. The Superintendent shall develop administrative guidelines (reference 1230.01) to implement this policy which:

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

Students who violate the foregoing guidelines will not be admitted to class and may be suspended from school.

## **DRUG PREVENTION**

### **POLICY #5530**

The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means. For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Indiana statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. anabolic steroids;
- F. any "look-alike" substances;
- G. any other illegal substances so designated and prohibited by law.

The Board prohibits the misuse, possession, concealment, or distribution of any drug or drug paraphernalia at any time on Corporation property or at any school-related event. It further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for educational purposes. The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

- A. emphasize the prevention of drug use;
- B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
  - 1. addresses the legal, social, psychological, and health consequences of drug and alcohol use; and
  - 2. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol; and
  - 3. assists students to develop skills to make responsible decisions about substance abuse and other important health issues; and
  - 4. promotes positive emotional health, self-esteem, and respect for one's body; and
  - 5. meets the minimal objectives as stated in the essential performance objectives for health education as established by the state's Department of Education.
- C. include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- D. provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
- E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;

The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.
- F. provide information any drug and alcohol counseling and rehabilitation and re-entry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
- G. require that all students and parents be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- H. Require the notification to parents and students that compliance with the standards of conduct is mandatory;
- I. provide a biennial review of the School Corporation's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
- J. establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the Corporation's policy and administrative guidelines on Search and Seizure are complied with fully.

The superintendent shall develop administrative guidelines for the implementation of this policy,

(reference 1230.01) The Superintendent shall develop a curriculum for instruction in the harmful effects and legal restrictions against the use of drugs of abuse, alcohol beverages, and tobacco for students at each grade level. (reference 1230.01) The Superintendent shall take such steps as may be necessary to notify all students and their parents of the Board policy on the use of drugs.

I.C. 20-10.1-4-9.1

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

## **SEARCH AND SEIZURE**

### **POLICY #5771**

The School Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion.

The Board acknowledges the need for in-school storage of students' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct an inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles) of a student, with or without the student's consent, whenever they have reasonable suspicion to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, and only in exceptional circumstances when the health and safety of the student or of others is immediately threatened.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the building principal, who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The superintendent shall prepare administrative guidelines to implement this policy.

I.C. 20-8.1-5-17

## **WEAPONS**

### **POLICY #5772**

The School Board prohibits students from possessing, storing, making, or using a weapon in any

setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle.

The term "weapon" means any object which, in manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. **A "knife" is defined as "an instrument that : 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds.**

This policy also encompass such actions a **possession** of look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish administrative guidelines on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student also **may** be subject to disciplinary action, up to and including expulsion.

Items pre-approved by the building principal as part of a class or individual presentation or a theatrical prop used under adult supervision, if used for the purpose and in the manner approved, would be an exception to this policy; (Working firearms and any ammunition will never be approved as part of a presentation.)

I.C. 20-33-9-1 et seq.

I.C. 35-41-1-8

I.C. 35-47-9

I.C. 35-41-1-4.3

## **STUDENT FUND RAISING**

### **POLICY #5830**

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

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

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

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

Fund raising by students on behalf of school-related organizations whose funds are not managed

by the corporation may be permitted on school grounds by the Board.

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

The Superintendent shall establish administrative guidelines (reference 1230.01) for the solicitation of funds which shall:

- A. Specify the times and places in which funds may be collected;
- B. Describe permitted methods of solicitation which do not place undue pressure on students;
- C. Limit the kind and amount of advertising for solicitation;
- D. Ensure proper distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded;
- E. Ensure proper supervision of students during such activity.

The Superintendent shall distribute this policy and the guidelines which implement it to each organization granted to solicit funds.

## **VIOLENCE AND THREATS OF VIOLENCE**

### **POLICY #8465**

Actions or threats of actions with the focus of physically or emotionally assaulting any individual on school property or at a school-related function off school property shall not be tolerated. Disciplinary action and/or legal action shall be taken against violators.

Examples of prohibited actions include: fighting, intimidation, harassment (including sexual harassment), hazing, threats, assault and other actions with the intent to commit physical or emotional harm.

A student who commits such acts against another student, a teacher, or a staff member is subject to developmentally appropriate discipline that depends on the nature and intent of the offense, up to and including expulsion from school.

A teacher, administrator, staff member, or other employee of Oak Hill United School Corporation who commits such acts against another employee or a student is subject to disciplinary action appropriate to the nature and intent of offense, up to and including dismissal.

Any individual not directly connected to the school who commits such acts while on school property or at a school-sponsored activity off school property shall be referred to law enforcement authorities.

Any person (student, teacher, or staff member) who has any knowledge that such actions are being carried out must report that information to a school administrator. Failure to do so will result in disciplinary action.

## **COMPUTER USAGE POLICY**

Oak Hill United School Corporation views using computer technology as a privilege not a right. Therefore, any student found abusing computer software/hardware will be removed from the computer networks indefinitely. Reinstatement to the system will be considered on a periodic basis by the building administrator and its associated building coordinator. Also, the beginning of a new school year will not necessarily be considered as an automatic reinstatement on the building networks.

## **POLICY ON DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS**

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, Oak Hill United School Corporation considers its own stated educational missions, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways, which point students to those, which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other offensive media.

Students utilizing District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Oak Hill United School Corporation. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, sexually explicit, or threatening language;
- c. to violate any local, state or federal statute;
- d. to vandalize, damage, or disable the property of another individual or organization;
- e. to access another individual's materials, information, or files without permission; and
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Acceptable usage: The Corporation recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response. The Superintendent or designee shall provide age-appropriate instruction regarding

safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Oak Hill United School Corporation makes no warranties of any kind, neither expressed or implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including-but not limited to-loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

Parents of students in the Oak Hill United School Corporation shall be provided with the following information:

The Oak Hill United School Corporation is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. The computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate student's Internet access, those methods could not guarantee compliance with the District's acceptable use policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Toward that end, the Oak Hill United School Corporation makes the District's complete Internet policy and procedures available on request for preview by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

**NOTICE:** This policy and all its provisions are subordinate to local, state, and federal statutes.

## **STUDENT CELL PHONES AND “SEXUAL CONDUCT” UNDER CHILD EXPLOITATION AND CHILD PORNOGRAPHY LAWS**

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

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.