

# OAK HILL UNITED SCHOOL CORPORATION

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In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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# INTRODUCTION

The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education at Oak Hill High School and Junior High.

In case of conflict between a Board policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail.

The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the corporation.

If policy changes are enacted during the school year, the administration will communicate the changes immediately to students, staff, and parents/guardians.

## 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**

### 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

# **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.

## **ADMISSION/TRANSFER/PLACEMENT OF STUDENTS**

The following School Board Policies pertain to Admission, transfer, and placement of student:

**Eligibility of Resident/Non-Resident Student**

<https://docs.google.com/document/d/1j1wl0yldN2kM5fgQuWWNszy9SnFL67q9oBYr4emaFlo/edit>

**Entrance Requirements**

[https://docs.google.com/document/d/1OtuzZnuiPWPvmOIEd68QKt\\_0rJPmT2gNlgprS2bS1xk/edit](https://docs.google.com/document/d/1OtuzZnuiPWPvmOIEd68QKt_0rJPmT2gNlgprS2bS1xk/edit)

**School Choice**

[https://docs.google.com/document/d/1WfC4-11m-7ZHUWAKun8cJ-B93XNhsNgHPnv\\_5\\_4RzMQ/edit](https://docs.google.com/document/d/1WfC4-11m-7ZHUWAKun8cJ-B93XNhsNgHPnv_5_4RzMQ/edit)

**Assignment Within the Corporation**

<https://docs.google.com/document/d/1nyxAka7-f3cA3dGvHMj9uYffsxS78a3x39IUz2GBeVU/edit>

**Withdraw From School**

[https://docs.google.com/document/d/1altx\\_odchz4BT6jgo13yE2CByQ9UzrXvp28MVy8fVwE/edit](https://docs.google.com/document/d/1altx_odchz4BT6jgo13yE2CByQ9UzrXvp28MVy8fVwE/edit)

**Transfer Out of the School District**

<https://docs.google.com/document/d/1dj2K7V5oj6lgcavTyWNvDIgTiyYPLMOpY3IHqKwEzo/edit>

# **ATHLETIC DEPARTMENT HANDBOOK**

## **(Revised 2011)**

### **PHILOSOPHY**

The philosophy of the Oak Hill Athletic Department is to provide the best opportunities for its student-athletes to excel in teamwork, sportsmanship, self-discipline and moral character. The purpose is to provide each participant with experiences that will be positive, memorable and will help them to develop the capacity for commitment to a cause, acceptance of responsibility and loyalty towards any chosen endeavor.

For his/her part in this endeavor, the student-athlete is expected to abide by the following Honor Code and Standards of Conduct.

### **HONOR CODE**

#### **HONESTY**

I WILL NOT TAKE UNFAIR ADVANTAGE OF MEMBERS OF MY TEAM, MY SCHOOL OR MY COMMUNITY. I WILL BE TRUSTWORTHY, BOTH TO MYSELF AND OTHERS.

#### **PRIDE**

I WILL LET THE FOUNDATION OF MY SPIRIT BEGIN WITH PRIDE IN MYSELF, MY TEAM, MY SCHOOL, AND MY COMMUNITY. I WILL LET MY PRIDE SWELL MY HEART, NOT MY HEAD.

#### **LEADERSHIP**

I WILL NOT ABUSE NOR TAKE ADVANTAGE OF MY POSITION OF LEADERSHIP. I WILL SET A POSITIVE EXAMPLE FOR OTHERS THROUGH DEDICATION AND COMMITMENT TO MY TEAM, MY SCHOOL AND MY COMMUNITY.

#### **RESPECT**

I WILL CONDUCT MYSELF IN A MANNER THAT PORTRAYS SELF-RESPECT AND DIGNITY. I WILL BE OPEN-MINDED TO OTHERS' OPINIONS, IDEAS AND POINTS OF VIEW.

### **STANDARDS OF CONDUCT**

\*The good of the team is first and foremost. Once a team is eliminated, the individual becomes the most important.

\*No player(s) will ever employ illegal tactics to gain an undeserved advantage. All athletes will devote themselves to being a true sportsman.

\*All athletes will care for all equipment as though it was their own personal property. If equipment is destroyed through practice, it will be replaced by the school. If equipment is lost or stolen, the athlete(s) will fulfill their responsibility by paying for replacement of item(s).

\*All athletes will obey the specific training and practice rules of their team as given to them by the coaching staff.

\*Athletes should not engage in doing negative things. Drinking or possessing alcohol, taking or possessing controlled drug substances, using or possessing tobacco products, using profanity and being disobedient are harmful to athletes and their team.

Maximum effort and performance cannot be attained doing these things.

\*Athletes and support students of the team must pass five credits each grading period to be eligible to participate in athletics. Team members should plan their time so that they devote energy to their studies to insure passing grades which represent their true abilities.

\*Athletes should be a positive influence in all they attempt to do. They are to work for the betterment of Oak Hill High School and set a good example by doing what is right and good.

\*Officials and opponents deserve respect. All must realize that officials do not lose a game or contest and that opponents simply have the same goal of winning the contest.

\*Athletes should appreciate that coaches, teachers, and school officials have the best interests of all athletes in mind as they equip, schedule and conduct the athletic program.

\*Any Oak Hill High School student-athlete that does not comply with the Honor Code, the Standards of Conduct, school rules, and team rules will be subject to disciplinary action, including suspension or dismissal from a team, as determined by the rules, coaching staff, Athletic Council, athletic director, and/or principal of Oak Hill High School.

### **Hazing, Initiations and Bullying**

Hazing, initiations, or bullying of student-athletes by other team members is not acceptable, and any such practice of this type of behavior will not be tolerated. Hazing is defined as any action that is intended to or cause intimidation, embarrassment, or discomfort to a team member in public or private. Any person who believes he or she has been the victim of hazing or any person with knowledge of conduct that may constitute hazing shall report the alleged acts immediately to the coach or athletic director. Those participating in such activities or purposely withhold knowing information of such incidents could face, but not limited to, suspension and/or removal from athletic teams, school discipline, and/or loss of athlete awards. Appropriate cases will be forward to local law enforcement for possible prosecution.

## **Constitution and Bylaws**

### **Indiana High School Athletic Association Handbook (Rule 3-Section 1)**

The principal of each member school is recognized as the representative of his or her school and as such is accountable to the association for the conduct of the athletic program of that school.

The members the Athletic Council of Oak Hill High School are: Superintendent, Principal, Assistant Principal, Director of Athletics, Assistant Director of Athletics, Athletic Trainer, and all head coaches of high school sports. All assistant coaches of high school sports are non-voting members of the Athletic Council.

### **Oak Hill Athletic Award System**

All awards (such as medals, ribbons, certificates, trophies, and other items given for athletic excellence) won by an athlete as an individual, will become his or her property immediately.

#### **1. AWARD NUMERALS (1/2 point)**

- A. The numeral will be a three inch high chenille numeral (vegas gold in color on a navy blue background and border).
- B. Upon recommendation of his or her coach, athletes will be presented numeral following the completion of their first sport.
- C. Only one set of numerals will be awarded per athlete.
- D. If the numerals become unwearable, a new set will be issued.

#### **2. PARTICIPATION AWARD (1/2 point)**

Upon recommendation of his or her coach, any athlete who does not meet letter requirements for a sport, will be awarded participation points beginning with the completion of the second sport he or she competes in.

#### **3. AWARD LETTER (1 point)**

- A. The letter is a seven inch high chenille letter (vegas gold in color on a navy blue background and border).

B. A letter will be awarded in the following sports: football, soccer, volleyball, cross country, swimming, basketball, wrestling, track, golf, baseball, softball, fall cheerleading, winter cheerleading, and athletic training.

C. The following requirements must be met in order to earn a varsity letter in a sport.

1. *Baseball* - participate in 1/2 the varsity games played, certify for the sectional tournament, and/or recommendation of the coach.
2. *Basketball* - participate in 1/2 the number of games played that year by the varsity team, certify for the sectional tournament, and/or recommendation of the coach.
3. *Cheerleading* - participate in 1/2 the varsity games as a varsity cheerleader and/or recommendation of the coach.
4. *Cross Country* - letters will be given to the top five (maximum of ten) runners, based on the season performance, and/or recommendation of the coach.
5. *Football* - participate in 1/2 the number of quarters played that year by the varsity team, certify for the sectional tournament, and/or the recommendation of the coach.
6. *Golf* - participate in 1/2 the varsity matches, certify for the sectional, and/or recommendation of the coach.
7. *Soccer* - participate in 1/2 the varsity games played, certify for the sectional tournament, and/or recommendation of the coach.
8. *Softball* - participate in 1/2 the varsity games played, certify for the sectional tournament, and/or recommendation of the coach.
9. *Swimming/Diving* - score two times as many points as there are dual, triangular, and quadrangular meets, and/or recommendation of the coach.
10. *Track and Field* - score two times as many points as there are dual, triangular, and quadrangular meets, and/or recommendation of the coach.
11. *Volleyball* - participate in 1/2 of the varsity matches, certify for the sectional tournament and/or recommendation of the coach.
12. *Wrestling* - wrestle in 1/2 the varsity matches; certify for the sectional tournament, and/or recommendation of the coach.
13. *Student Trainers* - recommendation of the head trainer and/or head coaches in season.
14. *Student Managers* - recommendation of the head coaches in season.
15. *Student Statisticians* - recommendation of the head coaches in season.

D. Only one chenille letter will be awarded per athlete and if it becomes unwearable, a new one will be issued.

E. Final decision as to who will receive a letter will be in the hands of the coach in season with the approval of the athletic council. Each head coach will present his/her list of letterwinners to the athletic council for approval/review at least one week prior to the presentation of the letters.

#### F. **Defending Letters**

1. An athlete must defend a letter **every year** following the issuing of such letter or forfeit all letter credit and prior participation credit in that sport. (Definition of "Defend"-an athlete must go out for the sport and satisfy the coach of that sport with his/her effort and attitude in a genuine attempt to defend the letter) If the athlete goes out for the sport, but is removed from the squad for insubordination, he/she has **not** defended his/her letter. An athlete may be excused by action of the coach with the approval of the athletic council.

2. In the event an athlete wishes to try out for a sport other than the one he/she has earned previous points or letter credit after the freshman year, he/she must take the following steps:

- a. Obtain prior recommendation, in writing from all coaches involved.
- b. Seek and receive approval of the Athletic Council if he/she wishes to request credit for previous points earned in that specific sports season is retained.

G. Letters will be awarded at the conclusion of each sport season.

#### 4. **AWARD JACKET LETTER**

The letter is a seven inch high chenille letter (vegas gold in color on a white background and border.)

#### 5. **CHAMPIONSHIP PATCHES**

A. The patch will be a chenille patch (vegas gold in color). The sport, year, and the championship won will be stitched into the patch in navy blue.

B. Patches will be offered to all letterwinners of teams winning ; Conference Championships, County Championships, Sectional Championships, Regional Championships, Semi-State Championships, State Championships, or State Participant.

C. Patches will be offered to Student Trainers upon recommendation of the head trainer, with the approval of the athletic council.

D. Patches will be ordered through the athletic department and be paid for by the Adult Booster Club.

## 6. CHEVRONS

A. Chevrons will be navy blue in color and will be awarded to the following sports: Football, Volleyball, Girls Cross Country, Boys Cross Country, Girls Swimming, Boys Swimming, Boys Basketball, Girls Basketball, Wrestling, Boys Track, Girls Track, Golf, Baseball, Softball, Boys Soccer, Girls Soccer, Fall Cheerleading, Winter Cheerleading, and Student Training.

B. Chevrons will be awarded to all letterwinners.

## 7. LETTER JACKETS & HONOR JACKETS

The jacket for athletes will be navy blue with gold sleeves and vegas gold collar and waist trim.

A. The athlete may buy his/her letter jacket after being awarded two (2) letters.

B. The earliest an athlete may buy a jacket will be the end of the fall sports season his/her sophomore year.

C. An athlete who earns a total of seven (7) points (one letter equals one point, one participation (for each sport) during the freshman, sophomore, junior, and senior years equals 1/2 point) will receive reimbursement for their jacket at the Spring Sports Awards Program during his/her senior year. The athlete must be in good standing with the Athletic Council.

D. In an effort to recognize those athletes that earn seven (7) points the athletic department will present those athletes with an "Honor Jacket Patch" at the conclusion of the season in which the 7th point is earned. The honor patch will be vegas gold in color.

## 8. SENIOR PLAQUE AWARD

A. The plaque will be wooden with a vegas gold chenille letter along with the athlete's name and total points earned.

B. This award will be presented to our athletes who earn a total of ten (10) points. Manager, trainer, and statistician points will not count toward this award.

C. This award will be presented at the Spring Sports Awards Program.

D. The athlete must be in good standing with the Athletic Council.

## 9. SUSPENSION OF ATHLETES

A. **First Suspension**-An athlete who is suspended for his or her first “major” violation (buying, selling, under the influence of, possession of, or use of alcohol, tobacco, e cigarettes, hookah pipes, or non-prescription drugs and/or certain law violations)\*will be suspended for a total of 50% of a regular scheduled season’s contests. If the suspension cannot be met in the current season, the remainder of the suspension will be served in the next sport season in which that athlete participates. For example-If an athlete is suspended for the remaining 20% of the season in which he or she is participating, he or she will also miss the first 30% of the next sport hat he/she also participates.

**First Suspension Option:** An athlete who admits to one of the major violations may have his/her suspension reduced to 25% of a season by choosing one of the following options;

1. Counseling by a member of the Oak Hill Ministerial Association totaling five sessions of at least one hour each. (No cost)
2. Private or public counseling by a licensed professional organization. It must be at least three sessions that total at least five hours. (Cost to be paid by athlete.)

During the suspension, it will be up to the coach in season whether the athlete will continue to practice. When an athlete has satisfied his/her suspension, in the same season in which the suspension occurred, the coach may elect to dismiss the athlete for the remainder of that season.

\*Violation of the Law-Such cases will be handled on an individual basis by the Athletic Council.

B. **Second Suspension**-An athlete who is suspended for a second “major” violation will not participate in any sports at Oak Hill High school for 365 days (1 calendar year) from the date it is determined by the athletic department that he/she committed a “major” violation.

During the 365 day suspension the athlete will not be allowed to participate with any team or squad in contests, practices, open facilities or conditioning.

C. **Third Suspension**- An athlete who is suspended for a third “major” violation will not participate in any sports for the remainder of his/her high school career

D. Each athlete and/or his/her parents may have the opportunity to appear before the athletic council after the incident causing suspension.

E. The suspension policy, which is set by the athletic council, will remain in effect 365 days a year. Once a student-athlete has received or been offered a copy of the OHHS Dept. of Athletics and Athletic Council Constitution, Policy and By-Laws or has participated as a player, manager, or statistician for a team he/she remains under these guidelines for the entirety of his/her high school career whether or not he/she continuously participates in athletics.

#### **10. SURRENDER OF POINTS DUE TO FAILURE TO DEFEND**

A. An athlete must defend a letter every year following the issuing of such letters, or forfeit all letter credit and prior participation credit in that sport. (Definition of Defend-An athlete must go out for the sport with his/her best effort and attitude in a genuine attempt to defend the letter.) If the athlete goes out for the sport but is removed for insubordination he/she has not defended the letter.

B. An athlete may ask the Athletic Council to be excused from this requirement of defending his/her varsity award. The following steps must be followed if a student-athlete is seeking an exception:

1. A meeting between the athlete and the coach of the sport involved.
2. Written approval statement from the coach to the Athletic Director.
3. Final approval by the Athletic Council.

#### **11. QUITTING or BEING DISMISSED FROM A TEAM**

Any athlete that quits or is dismissed from a team, after participating for two weeks, will not be permitted to go out for any other team during that sport season or attend conditioning, open facility, weights etc.... with any team/individuals. He/she may start practicing/trying out for a team for the next season on the first official practice date for that next season/sport.

Any questions or extenuating circumstances will be handled by all coaches involved and the athletic office.

#### **12. OAK HILL SPORTS SEASON POLICY**

In the best interest of the athletes at Oak Hill, and to maintain our policy of cooperation in the use of athletes in the various sports, we find it necessary to establish the following limitations.

A. All sports will begin practice according to the IHSAA Guidelines and will end when the individual or team is eliminated from the State tournament.

B. All sports may condition during their sport season and during the summer. When fall practice starts there will be no winter or spring sport conditioning/open facility until after Labor Day. There will also be no spring or fall sport conditioning/open facility between the second sectional football game and the Monday following Thanksgiving. No fall or winter sport conditioning/open facility can be held between the boys' basketball sectional championship and April 1st

**Exceptions:** An exception can be made for a state, regional, or national event by appealing to the Athletic Council.

C. If a player quits one sport, he/she may not enter another sport during that season without the mutual agreement of both coaches.

D. An athlete may participate in two sports in the same season, with the approval of both coaches. The athlete will determine a major and minor sport between the two sports he/she will be participating and the coaches involved will work out practice and events in which the athlete will participate.

1. Only an athlete who participates in two (2) sports in the same season will be eligible to receive two (2) varsity letters.

2. A manager, trainer, or statistician who participates in two (2) sports in the same season (even if he/she competes as an athlete in one of the sports) will be eligible to receive a maximum of 1 1/2 points.

## **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.

## **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 him or herself in a gentlemanly or ladylike 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 1st 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.

## **CHARACTER**

### **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.

## DISCIPLINE

### 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 (SEE POLICY 5530)

**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

\***Bullying**—please refer to anti-bullying policy 5517.01 found in the handbook appendix.

**Cell Phone/electronic device**- may not be in use 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, etc), 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 holes that expose skin or have excessively large holes, no excessively, no hats, no pajama bottoms, 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, no excessively tight clothing should be worn (if leggings are worn a shirt must be long enough to cover the the buttocks and must also be as long in the front). Shirts and dresses should have a sleeve that covers the shoulders (shirts that are designed with openings on the top of the shoulders are permissible). Students must wear shoes.

**\*False Alarms**—pulling the fire alarm, dialing 911, and/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 one's 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**—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 (cigarettes, electronic cigarettes, cigars, etc)** —possession (SEE POLICY 5530)

**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

## 2018-19 Junior High School Infractions and Consequences

[Click here for enlarged view of the Junior High Infractions and Consequences:](#)

JUNIOR HIGH SCHOOL													
INFRACTION	CHAR. TRAIT					CONSEQUENCES							
	TRUSTWORTHINESS	RESPECT	RESPONSIBILITY	FAIRNESS	CARING	CITIZENSHIP	1st	2nd	3rd	4th	5th	6th	7th
Action Endangering Others/Yourself	X	X	X	X	X	X	Detention	Friday School	Alt. Program/OSS	Alt. Program/OSS	Expulsion		
Aggressive Behavior	X	X	X	X	X	X	ISS	Alt. Program/OSS	Change/Fri. School	Expulsion			
*Alcohol/Controlled Substances/Look Alikes	X	X	X	X	X	X	Expulsion						
*Arson	X	X	X	X	X	X	Expulsion						
*Assault	X	X	X	X	X	X	Expulsion						
Bullying	X	X	X	X	X	X	ISS	Alt. Program/OSS	Expulsion				
Bus Misbehavior	X	X	X	X	X	X	Off Bus 1 Day	Off Bus 3 days	Off Bus 5 days	Expel from bus			
Cell Phone (During school hours)	X	X	X	X	X	X	Warning	Detention	Friday School	ISS	Alt. Program/OSS	Expulsion	
Cheating and/or Falsification	X	X	X	X	X	X	"0" grade or Detention	"0" or Detention	"0" or Friday School	"0" or ISS	"0" or Alt. Prog./OSS	Expulsion	
Computer Use Violation	X	X	X	X	X	X	Detention	Friday School	ISS	Alt. Program/OSS	Expulsion		
Dangerous Objects	X	X	X	X	X	X	Detention	Friday School	ISS	Alt. Program/OSS	Expulsion		
Detention (not served)	X	X	X	X	X	X	Reassign 2 Detentions	Friday School	ISS	Alt. Program/OSS	Expulsion		
Disrespectful Behavior	X	X	X	X	X	X	Friday School	ISS	Alt. Program/OSS	Expulsion			
Disruptive Behavior	X	X	X	X	X	X	Detention	Friday School	Friday School	ISS	Alt. Program/OSS	Alt. Program/OSS	Expulsion
Dress Code	X	X	X	X	X	X	Change/Warning	Change/Call Parent	Change/Fri. School	Change/ISS	Change/OSS	Expulsion	
*False Alarms	X	X	X	X	X	X	Alt. Program/OSS	Expulsion					
Fighting	X	X	X	X	X	X	Alt. Program/OSS	Expulsion					
Friday School (not served)	X	X	X	X	X	X	Reassign FS + Detention	ISS + Fri. School	Alt. Program/OSS	Alt. Program/OSS	Expulsion		
Harassment	X	X	X	X	X	X	Detention	Friday School	ISS	Alt. Program/OSS	Expulsion		
Insubordination	X	X	X	X	X	X	ISS	Alt. Program/OSS	Alt. Program/OSS	Expulsion			
No Homework - per nine weeks per class	X	X	X	X	X	X	Teacher Warning	Teacher Lunch Det.	Office Detention	Friday School	Friday School	Fri. School	Alt. Prog./OSS
Profanity/Inappropriate Language	X	X	X	X	X	X	Detention	Friday School	ISS	Alt. Program/OSS	Expulsion		
Public Display of Affection	X	X	X	X	X	X	Warning	Detention	Friday School	ISS	Alt. Program/OSS	Expulsion	
Restricted Area	X	X	X	X	X	X	Detention	Friday School	ISS	Alt. Program/OSS	Expulsion		
Tardy to class (by semester)	X	X	X	X	X	X	Teacher Warning	Teacher Reprimand	Office Detention	Friday School	Friday School	Fri. School	Expulsion (class)
*Theft	X	X	X	X	X	X	Restitution/Alt. Prog./OSS	Restitution/Expulsion					
*Threats	X	X	X	X	X	X	ISS	Alt. Program/OSS	Alt. Program/OSS	Expulsion			
*Tobacco	X	X	X	X	X	X	Alt. Program/OSS	Alt. Program/OSS	Expulsion				
Tuancy (from class)	X	X	X	X	X	X	Double Time Detention	Friday School	ISS	Alt. Program/OSS	Expulsion		
*Tuancy (from school)	X	X	X	X	X	X	Friday School	ISS	Alt. Program/OSS	Expulsion			
*Unexcused Absence (by semester)	X	X	X	X	X	X	Phone call to Parent	Friday School	ISS	Alt. Program/OSS	Alt. Program/OSS	Alt. Prog./OSS	Expulsion
*Vandalism	X	X	X	X	X	X	Restitution/Fri. School	Restitution/ISS	Restitution/Alt. Prog./OSS	Restitution/Expulsion			
*Weapons	X	X	X	X	X	X	Expulsion						
<b>*AUTHORITIES INVOLVED</b>													
<b>OSS-Out of School Suspension, ISS-In School Suspension, Detention-time added before/after school or at lunch</b>													
												2017-18	

## 2018-19 High School Infractions and Consequences

[Click here for enlarged view of the Senior High School Infractions and Consequences:](#)

INFRACTION	CHARACTER TRAITS						CONSEQUENCES									
	TRUST	W	O	S	P	N	R	I	M	1st	2nd	3rd	4th	5th	6th	7th
Action Endangering Others/Yourself		X	X			X	X			Friday School	ISS	Ait. Program/OSS	Expulsion			
Aggressive Behavior		X	X			X	X			ISS	Ait. Program/OSS	Expulsion				
*Alcohol/Controlled Substances/Look Alikes		X	X					X		Expulsion						
Ait. Program Not Served	X		X							OSS	Expulsion					
*Arson	X	X	X			X	X			Expulsion						
*Assault		X	X			X	X			Expulsion						
Bullying		X	X			X	X			ISS	Ait. Program/OSS	Expulsion				
Cell Phone/iPod/Electronic Device			X					X		Confiscated/Warning	Confiscated/Detention	Confiscated/Friday School	Confiscated/ISS	Confiscated/OSS	Expulsion	
Cheating and/or Falsification	X		X	X				X		"0" grade or Detention	"0" or Friday School	ISS	Ait. Program/OSS	Expulsion		
Computer Use Violation	X	X	X					X		Detention	Friday School	ISS	Ait. Program/OSS	Expulsion		
Dangerous Objects			X			X	X			Detention	Friday School	ISS	Ait. Program/OSS	Expulsion		
Detention (not served)	X		X							Friday School	ISS	ISS	Ait. Program/OSS	Expulsion		
Disrespect Shown to Adults	X	X	X	X	X	X	X			ISS	ISS	Ait. Program/OSS	Expulsion			
Disruptive Behavior		X	X			X	X			Detention	Friday School	ISS	Ait. Program/OSS	Ait. Program	Expulsion	
Dress Code			X					X		Change/Warning	Change/Detention	Change/Friday School	Change/ISS	Change/Ait. Program/OSS	Expulsion	
*False Alarms		X	X					X		Expulsion						
Fighting		X	X			X	X			Ait. Program/OSS	Expulsion					
Friday School (not served)	X		X							ISS/Friday School	ISS/Friday School	OSS/Friday School	Expulsion			
Harassment		X	X			X	X			Friday School	ISS	Ait. Program/OSS	Expulsion	Expulsion		
Insubordination		X	X			X	X			ISS	Ait. Program/OSS	Ait. Program/OSS	Expulsion			
Lack of Materials or Homework	X	X	X					X		Warning	Detention	Detention	Friday School	ISS	Ait. Program/OSS	Expulsion from class
Misbehavior on bus		X	X			X				Off Bus 1 day	Off Bus 3 days	Off Bus 5 days	Expulsion from bus			
No Dress PE		X	X	X	X					Warning	Detention	Detention	Friday School	ISS		Remove from PE
Parking Lot/Driving Violations	X		X					X		Warning	3 Days No Drive	10 Days No Drive	No Drive for year			
Profanity/Inappropriate Language		X	X			X	X			Detention	Friday School	ISS	Ait. Program/OSS	Expulsion		
Public Display of Affection		X	X					X		Detention	Friday School	ISS	Ait. Program/OSS	Expulsion		
Restricted Area		X	X					X		Detention	Friday School	ISS	Ait. Program/OSS	Expulsion		
Tardy to class (by semester)			X					X		Warning	Detention	Detention	Friday School	Friday School	Expulsion from class	
*Theft		X	X			X	X			Restitution/Ait. Prog./OSS	Restitution/Expulsion					
*Threats		X	X			X	X			ISS	Ait. Program/OSS	Ait. Program/OSS	Expulsion			
*Tobacco			X					X		Ait. Program/OSS	Expulsion					
*Truancy from class	X	X	X					X		Friday School	ISS	ISS	Ait. Program/OSS	Expulsion		
*Truancy from school	X	X	X					X		ISS	Ait. Program/OSS	Ait. Program/OSS	Expulsion			
*Unexcused Absence (by semester)	X		X							Warning	Friday School	ISS	ISS	Ait. Program/OSS	Expulsion	
*Vandalism	X	X	X					X		Restitution/Friday School	Restitution/ISS	Restitution/Ait. Program/OSS	Restitution/Expulsion			
*Weapons			X					X		Expulsion						

\*AUTHORITIES INVOLVED, OSS-Out of School Suspension, ISS-In School Suspension, Detention-time added before/after school or at lunch 2017-18  
 In situations of Alternative Program, OSS- Expulsion, see Appendix 'A', Motor Vehicle Law and Student Discipline and Attendance

# DRUG TESTING

## 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 nonprescription 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.

## **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 school's 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 1-877-ASK-ROSE.

## **GENERAL INFORMATION**

### **BOOK BAGS, BACKPACKS, 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 (IPOD/ELECTRONIC DEVICE, ETC.)**

Oak Hill United School Corporation recognizes the usefulness of cellular phones and other electronic devices as a means of supplementing educational instruction under staff supervision. Cell phones may only be used during school hours (8:10 AM – 3:10 PM) at teacher and/or administration discretion. If a student is found to be using a cell phone or electronic device without teacher and/or administrator consent, the device will be confiscated, turned into the office, and the student will receive a referral (see discipline grid).

- High School/Junior High Students: The device will remain in the office until the end of the day. Students will be allowed to pick up the device after 3:10 pm. However, students are responsible to go to the office after 3:10 pm to pick up the device. Students will not be reminded to pick up their devices.

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

No image of any students may be reproduced by means of pictures, video, or any other electronic means unless permission has been granted from a parent, teacher, or administrator. (or combination of the three). Students violating this rule will face possible discipline.

### **CONVOICATIONS**

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.

## 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.

## 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.

## **DRIVER EDUCATION**

Driver Education is offered each year to those students that are 15 by January 31<sup>st</sup> of the next school year. The classroom portion is offered during the summer. The driving portion is also offered during the summer; however, those not 15 years 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.

## **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.

## **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 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.**

## **GOOGLE STUDENT PASSWORDS**

Students are responsible to maintain the security of their log-in accounts and will be held responsible for documents created under their username. Students should never share their Google/School Password with anyone.

## **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%

## **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.

## **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.

## **INTERIM REPORTS/END OF 9-WEEKS**

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:

September 5, 2018  
 November 14, 2018  
 February 6, 2019  
 April 17, 2018

Interim reports will be made available to parents by email notification on or near the following above dates.

The end of the 9 weeks for each grading period will be on the following dates:

October 5, 2018  
 December 20, 2018  
 March 8, 2019  
 May 23, 2019

## **iPADS, TABLETS, and KINDLES**

iPads, tablets, kindles and other similar devices are permissible at school if the devices are being used for reading/educational purposes. Individual teachers may have varying policies regarding the use of these devices in their classrooms. Students should understand the risks of damage/theft before bringing these items to school.

## **LOCKER INSPECTION PROCEDURES AND RULES**

### **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.
6. Only school related decorations (athletic teams, clubs, etc.) are permitted on the outside of the lockers. Personal decorations are only permitted on the inside of school lockers.

**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.

## **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.

## **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/IMMUNIZATIONS

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. **See School Board Policy pertaining to Immunizations:**  
[https://docs.google.com/document/d/1rW\\_0gY-PJkHGrk\\_sOL\\_5xwH\\_UTmFGPQ\\_VMH9tsJ9Gzl/edit](https://docs.google.com/document/d/1rW_0gY-PJkHGrk_sOL_5xwH_UTmFGPQ_VMH9tsJ9Gzl/edit)

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, grades Kindergarten through 12<sup>th</sup>, 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 locked in a drawer or cabinet.
- 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. The medication permission form is available at each of the school offices or it can be downloaded from the Oak Hill web page.

C. In order to administer non-prescription (over-the-counter) medication we must also have written authorization from parents. ( Refer to form mentioned above.) This will be kept on file 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 locked in a drawer or cabinet.

D. Some over the counter medication is not advisable for children and parents should consult their physician before sending these medications to school. The package directions will be followed when administering medications to students, unless there is a signed physician's note providing different instructions.

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. Parents will be responsible at the end of the treatment to remove any unused medication from the school. If the medication remains at school at the end of the school year it will be disposed of by the school nurse.

G. Medication may be sent home with your student (grades K-12) only if parent provides written permission allowing the school to do so.

H. A student with an acute or chronic medical condition may possess and self administer medication on an emergency basis while the student is on school grounds (or off school grounds at a school event), if the parent has given their written permission and provided a written statement from the student's physician.

I. The school does not provide any medication for students.

## **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.

## **PARENTAL INVOLVEMENT POLICY**

It is the intent and desire for Oak Hill High and Junior to have a positive relationship with its parents/guardians, patrons, and students. The following board policies pertain to the relationships forged between the school and parents: School Board Policies 9210 and 9250.

<https://docs.google.com/document/d/1Cs1xeLghcKR0dTfyDijo5fZ3TREfMeaVyU5nHNQ2InE/edit>

<https://docs.google.com/document/d/18WbSF5ZVyoG0UCtcnPvImVXTS0LPtc4EH5toPD1b6TE/edit>

## **PASS PROGRAM (OHHS and OHJHS)**

The OHHS/OHJHS PASS Program is an online credit recovery program using the APEX platform. The three primary purposes of the program are: 1) provide HS students an alternative learning setting for students behind on credits and at-risk of not graduating on time to re-take courses in an attempt to help students “catch up” with their cohort groups; 2) provide HS students an educational setting for students serving an expulsion to continue earning credits during the expulsion period; and 3) giving Junior High students who are not having success in a traditional school setting (behavioral or academic), the opportunity to continue their learning in this controlled setting as a way to improve success.

The PASS program is not an alternative to normal suspension policies/procedures and students will be placed into the program by only HS/JH administrative consent.

## **PHOTOGRAPHY/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.

## **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.

## **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). Students are not allowed to make a purchase with another student's account number unless the student whose number the account belongs to inputs the number. 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. Online deposits may also be made through our online payment system after the appropriate paperwork has been completed. This will be done by means of credit or debit card deposits are made to the student's account the same day the deposit is made. There will be a one dollar charge (which is collected by eFunds) for each transaction. There will be a \$2.50 charge to the student's lunch account each time a non sufficient fund payment is made through eFunds. Any non sufficient fund check written to the school will be charged 18% of the amount of the check if the account is not cleared up with 10 days. A letter will be sent to the parent or guardian when the bank notifies the corp. of unavailable funds. After receiving 3 non sufficient checks the parent/guardian will no longer be permitted to write a check for their child's lunch account.

Students will only be allowed to charge \$5.00 to their lunch account. No ala carte items may be charged. The student will be told verbally by the cashier when he or she nears the \$5.00 limit. When the limit is reached the student will be offered peanut butter 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 unpaid lunch balances roll over to the next year.

Parents will be contacted about their student's lunch account balance if/when the balance reaches \$5.00 by means of an automated system in Skyward. This will occur either with an email or phone call. If parents do not want Skyward sending them emails or making phone calls they must notify either the HS or JH office. Parents may view their child's lunch balance at any time online after their access code for Skyward is obtained. Parents may pay for all the children in the household with one check as long as their name, ID number, and the amount they want deposited in each account is on the envelope. This may be done at any school.

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

Assistance application forms will be available online along with the enrollment packet prior to the beginning of the new school year. Once the application is received it will be reviewed and a letter of approval or denied mailed to each guardian. If a household has been approved through direct certification you will receive a letter from the Corporation Food Service Director on or about July 10th of the new school year and prior to registration. Those who are direct certified need not fill out the application for assistance.

### **ELIGIBILITY FOR FREE OR REDUCED MEALS**

All persons who wish to apply for free or reduced lunches and textbook assistance should fill out the form provided online. For those who do not have access to a computer at home a computer along with technical assistance will be provided at each school at any time throughout the school year. Applications for free and reduced lunches are subject to audit.

## **SCHOOL WELLNESS**

Students will not have access to vending machines during school hours which is defined as 12:00 Midnight until 30 minutes after school on each school day. Vending machines will be available from 3:40 PM until 12:00 Midnight each school day. They will also be available during the weekends. The School Board Policy for School Wellness can be found at the following link: <https://docs.google.com/document/d/1deCV5UbnaQGsnCE5YlwrCI-jKDK8W5BEzoyU3q3Tyc/edit>

### **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.

## **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 extracurricular 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 extracurricular 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.

### **VIDEO SURVEILLANCE**

There are surveillance cameras located in the Junior High, High School, and on most buses. 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.

## **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.

# HIGH SCHOOL INFORMATION ONLY

## ACADEMIC AND GUIDANCE INFORMATION

### 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 workdays after graduation) that if it is necessary to change his/her program, the counselor will be available to make such changes

### COLLEGE AND UNIVERSITY PROGRAMS

The School Board recognizes the value to students and to the Corporation for students to participate in programs offered by accredited colleges and universities in Indiana.

The Board will allow students in grades 11 and 12 who meet the criteria to enroll in approved postsecondary programs while in attendance in the Corporation. Students will be eligible to receive dual credit or be provided dual enrollment programs that meet the educational objectives of the School Corporation and are offered by State educational institutions as defined in I.C. 20-12-0.5-1.

No students may participate, however, without the written consent of the high school principal or if such participation would delay his/her graduation from high school.

The Superintendent will establish the necessary administrative guidelines to ensure that eligibility criteria are clearly defined and properly communicated to both the students and the institutions offering such programs to students of this Corporation. The Superintendent will also establish guidelines and procedures for the awarding of credit and the proper entry on a student's transcript and other records of his/her participation in a postsecondary program.

### 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. Sophomores, 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.

## **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.

## **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.

## **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. For the purpose of determining the valedictorian for each class, the final g.p.a. will be increased by .01 points for each semester a student does not take a study hall. This will begin with the class of 2016.

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	

### **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 website.

**Consult board policy 5460 on page 46.**

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

(Click on the guidance page)

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

#### **Criteria:**

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

#### **Selection Process**

- Student submits an application when notified that he/she is scholastically qualified
- Applications are studied by the faculty committee (5 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.

## **OUTSIDE CREDIT PROGRAMS**

An Oak Hill High School Student enrolled in an IWU course, Cadet Teaching or Vocational School is expected to stay enrolled and participate throughout the semester. A student enrolled in the School-to-Work Program makes a two semester commitment and is expected to stay enrolled and participate throughout the entire school year. 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.

## **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.

## **TRANSFER GRADES**

A student that transfers to Oak Hill High School from another school that issues weighted grades for courses Oak Hill High School does not weight grades will be assigned a G.P.A. equal to the grade they earned on a non-weighted scale.

## **ATHLETICS/EXTRACURRICULARS**

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 extracurricular 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 IHSA physical form completed between May 1 and his/her first practice. A copy of the physical form, the Consent and Release form and the extracurricular 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 Bylaws.

# 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.

## 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.
  - g. 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. Sophomores, 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 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 9th 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.

## BOOKSTORE

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

## DRIVING EXPECTATIONS

**(see appendix "A", motor vehicle law and student discipline/  
attendance and denial of driver's 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)

## **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.

## **HOMEWORK GUIDELINES (Also See School Board Policy #2330:**

[https://docs.google.com/document/d/1xKPBmilgoLwlhhCDPGKd71CBm18iVOx1T\\_SXqjHUdBA/edit](https://docs.google.com/document/d/1xKPBmilgoLwlhhCDPGKd71CBm18iVOx1T_SXqjHUdBA/edit) )

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.

## 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.

## MEDIA CENTER (Library)

The mission of the Oak Hill High School Library Media Program is to ensure that students are effective users of ideas and information. The library media center strives to provide a wide range of materials, both print and digital, that will encourage growth in knowledge, establish a lifelong love of reading, and foster information literacy.

### Hours:

If the librarian is here, you may come to the library before and after school any day; otherwise, the library will be closed to students before 7:50 am and after 3:15 pm.

Students are allowed to come to the library from study hall and from classes each day at the discretion of the media specialist; however, they must check in with their scheduled teacher before the class period starts for attendance. If the library is reserved, students must return to their classes.

### Circulation Policy:

- A. Students currently enrolled in Oak Hill High School may borrow books from any of the school libraries within the Oak Hill United School Corporation in accordance with the lending school’s library policy.
- B. Students may borrow up to **three** library books from the high school Simultaneously.
  - a. Additional items may be checked out with librarian approval if the student is in good standing with the library.

- C. The loan period for a book is **three** weeks (**fifteen** school days) for no charge. If the item is not returned or renewed by the **fifteenth** day, the item is “overdue.”
- D. Once an item is overdue, there will be a grace period of **two** school days. During this grace period, students may return or renew the overdue item (one time) with no additional charge.
- E. After the grace period, if a student chooses to keep the item for an extended period without renewal, the rental charge is **\$ .10 per day**.

\*The first **three** weeks are free. After the first **three** weeks plus an additional grace period of **two** school days, the student will be charged a rental price of **\$ .10/day** for items not returned or renewed.

### EMAIL NOTIFICATIONS

Students will receive automatic reminders via email notification the day before their book is due, on the due date, and each day that the item is in “overdue” status.

Parents/guardians will receive an automatic email notification once weekly after the grace period has ended to notify them of the charge(s) for the missing item(s).

### MISSING/LOST OR DAMAGED ITEMS

If a borrowed item is lost or damage, the student is responsible for replacing the item by one of the following options:

- A. Option 1: The student must purchase and replace the item with a replica of equal or greater value.
  - a. The replacement item must be in equal or better condition of the item being replaced.
  - b. The replacement item must have the same or better binding [hardcover replaces hardcover, paperbacks may replace paperbacks only.]
- B. Option 2: The student must pay the amount to replace the item.
  - a. The replacement price is determined by the librarian based upon the current cost to replace the item plus shipping and handling from one of the librarian’s preferred OHUSC approved book vendors.

Students are required to return all library materials to the circulation desk or in the book return slot if the library doors are closed. They should not attempt to return materials to bookshelves.

Magazines, newspapers, and Reference books are to be used in the library. \*Some Reference books may be checked out by students at the discretion of the media specialist.

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

### **COMPUTERS/ELECTRONIC DEVICES IN THE LIBRARY**

The policy for usage of all electronic devices in the library will coincide with 1:1 Handbook.

### **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.

### **RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITERS**

The law (I.C. 20-10.1-29-3) requires each high school to provide to recruiting representatives of the various military services and their academies certain “directory information” regarding students. According to the law, directory information is defined as:

1. Name of Student
2. Address of Student
3. Telephone Number of Student, unless unlisted/unpublished

The law also allows a student or the student’s parent, **at the end of the student’s sophomore year** of high school, to decide whether they want this information provided to the military branches. By law, this decision is available only at this time. A student or parent may wish to not provide this information. This denial to student access must be submitted to the HS Principal by August 1, 2017. The School Board Policy to this is found at the following link: [https://docs.google.com/document/d/1PSc1bWrERCNdfc\\_LW9xledd4yKuujeGOxYoOiW65b50/edit](https://docs.google.com/document/d/1PSc1bWrERCNdfc_LW9xledd4yKuujeGOxYoOiW65b50/edit)

**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.

## **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.

## **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          |

# JUNIOR HIGH SCHOOL INFORMATION ONLY

## ACADEMIC INFORMATION

### 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.

### 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	

### HOMEWORK GUIDELINES (Also see School Board Policy #2330:

[https://docs.google.com/document/d/1xKPBmilgoLwlhhCDPGKd71CBm18iVOx1T\\_SXqjHUdBA/edit](https://docs.google.com/document/d/1xKPBmilgoLwlhhCDPGKd71CBm18iVOx1T_SXqjHUdBA/edit))

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 behavioral consequences.

## **INCENTIVE PROGRAM**

All “A” pizza party each nine weeks for all students on the “A” honor roll.

Gift card drawing for all students on the “A” or “A/B” honor roll (one per grade level) for each of the first three week grading periods.

NWEA Improvement Various activities/parties to reward NWEA performance

ISTEP Improvement Various activities/parties to reward ISTEP performance

- \*Perfect Attendance
1. Homework Pass
  2. Homework Pass
  3. Homework Pass
  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

Good Behavior Celebration - 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 and Golf                                       |

# 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.

Boys - Must participate and complete five sports:

Fall	Cross Country or Football
Early Winter	Basketball
Late Winter	Wrestling or Swimming
Spring	Track, Golf

Girls - Must participate and complete five sports:

Fall	Cheerleading, Cross Country or Volleyball
Early Winter	Cheerleading or Basketball
Late Winter	Swimming
Spring	Track, Golf

### 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 ISS 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)

## **ATTENDANCE POLICY**

### **ABSENCES (Reporting)**

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).

**Pre-Arranged Absence Guidelines:**

1. The pre-arranged absence process will begin with a letter, email or a phone call to the junior high office from a parent or guardian three (3) or more days in advance of the anticipated absence.
2. Students will carry a pre-arranged absence form to each teacher for a signature. This form should be completed and turned in two (2) days in advance of the absence.
3. Pre-arranged absences count towards the total of the eight (8) days and should be used only when absolutely necessary.

**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

\*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.

## **ATTENDANCE**

(BOARD POLICY #5200)

## **DANCE/OPEN GYM/SKATING PARTY EXPECTATIONS**

1. Students who are assigned to the alternative room (ISS or Alternative Program) or OSS on the day of a dance, evening open gym, or skating party are not permitted to attend the event.
2. Only Oak Hill Junior High School students are permitted to attend.
3. All handbook rules apply.

## **FOOD AND DRINKS**

Students are permitted to have water bottles in the classroom and in their lockers. All other food and drink should only be consumed during lunch. All drinks (other than water) should be in a sealed bottle or can. Fountain drinks are not permitted.

## **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 both innovatively and creatively.

## **LOCKER DECORATIONS GUIDELINES**

1. Decorations should be placed in the area between the door latch and the upper locker vent. There should be no decorations covering the latch or vent.
2. No tape of any kind should be used. Magnetic adhesive strips should be used to hang decorations.
3. "Gift wrapped" lockers are not permitted. No material should be placed in between the door and door jam.
4. No decorations shall be placed 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.
6. Only school related decorations (athletic teams, clubs etc.) are permitted on the outside of lockers. Personal decorations are only permitted on the inside of school lockers.

## **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.

## **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.

## **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.

## **RESTRICTED AREAS**

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

## **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.

### **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.

### **OAK HILL JUNIOR HIGH 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 UNLAWFUL ACTIVITY**

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 LOCKER SEARCHES**

#### **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.



**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 and 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 period 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 JUDGEMENT**

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 or 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**

## **CONTROVERSIAL ISSUES**

### **Policy # 2240**

The School Board believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

For purposes of this policy, a controversial issue is a topic:

- A. on which opposing points of view have been promulgated by responsible opinion;
- B. likely to arouse both support and opposition in the community.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

- A. is related to the instructional goals of the course of study and level of maturity of the students;
- B. encourages open-mindedness and is conducted in a spirit of scholarly inquiry;
- C. remains within the confines of Federal and State law, the Constitution, school guidelines and current court rulings.

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction and it is not substantially disruptive to the educational setting.

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the building administrator.

When controversial issues have not been specified in the course of study, the Board will permit the instructional use of only those issues which have been approved by the principal who shall report such requests to the Superintendent.

## **EDUCATION RIGHTS OF HOMELESS STUDENTS**

### **Policy # 5111**

Children who meet the Federal definition of "homeless" will be provided a free appropriate public education in the same manner as all other students of the Corporation and will not be stigmatized or segregated on the basis of their status as homeless. No homeless student will be denied enrollment based on lack of proof of residency. No board policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless students.

Homeless students will be provided services comparable to other students in the Corporation, including:

- A. Transportation services;
- B. Educational services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs;
- C. Programs for children with disabilities;
- D. D programs for student with limited English proficiency;
- E. Programs in vocational and technical education;
- F. Programs for gifted and talented students'
- G. School nutrition programs.

The name and contact information for the Liaison for Homeless Children shall be posted on the Corporation's internet website and shall be reported to the Indiana Department of Education.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well with community and school personnel responsible for the provision of education and related service to homeless children and youths.

42 U.S.C. 11431 et seq.  
Adopted 4/28/09

## **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.
  - Enroll, participate, and receive a passing grade in remediation opportunities offered by the Corporation.
  - Receive at least a 1.67 grade point average for the 34 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 appropriate content area teacher 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.

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

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

There shall be only one (1) general diploma awarded by this Corporation and no distinctions shall be made between various programs of instruction. Exceptions shall be made for students who meet the requirements for a Core 40, a Core 40 with Academic Honors diploma or Core 40 with Technical Honors diploma.

Special education students who have completed and are ready to exit their programs may participate in graduation activities and shall be awarded, as appropriate, a diploma and/ or a certificate of achievement.

The Board shall award a certificate of achievement to a student who is on a non-diploma track as determined by that student's Individualized Education Program.

The Board shall award a certificate of course completion to a student who completes the minimum courses required for high graduation but does not meet the Graduation Qualifying Examination requirement.

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

Beginning with the class of students who expect to graduate in 2011-2012 school year, each student is required to meet:

- A. the academics standard tested in the graduation examination;
- B. the Core 40 course and credit requirements adopted by the State Department of Education;
- C. additional graduation requirements established by the Board of School Trustees.

Upon the request of the student's parents, the student may be exempted from the Core 40 curriculum requirements and be required to complete the general curriculum to graduate as required by State law. Also, school officials may initiate a discussion with the parents about exempting a student from the Core 40 curriculum if the student does not pass at least three (3) courses required under the Core 40 curriculum or if the student scores in the twenty-fifth percentile or lower the first time the student takes the graduation exam. If the parent makes the decision to exempt the student from the Core 40 requirement, the student will be required to complete the general curriculum as required by State law.

Commencement exercises will include those students who are eligible for a diploma, certificate of achievement, or certificate of course completion as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in ceremony of graduation when personal conduct so warrants.

**I.C. 20-32-4-1 to 10, 20-20-6, 20-35-4-11**  
**511 IAC 5-3-1 to 2, 6-7.1-4 through 7**  
**Revised 1/12/10**

## **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. 20-9.1-5.1

## **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. presents 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. prevents 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. designates 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.

As defined in “Infraction Definitions and Explanations” at beginning of handbook:

**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 holes that expose skin or have excessively large holes, no excessively, no hats, no pajama bottoms, 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, no excessively tight clothing should be worn (if leggings are worn a shirt must be long enough to cover the the buttocks and must also be as long in the front). Shirts and dresses should have a sleeve that covers the shoulders (shirts that are designed with openings on the top of the shoulders are permissible). Students must wear shoes.

## **ANTI-BULLYING POLICY**

### **Policy #5517.01**

#### **POLICY STATEMENT**

The School Board of Oak Hill United School Corporation prohibits bullying. Students who commit acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

#### **I. Definition**

##### **Bullying**

- a. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate,

intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- i. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- ii. Has a substantially detrimental effect on the targeted student's physical or mental health;
- iii. Has the effect of substantially interfering with the targeted student's academic performance; or
- iv. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

b. This term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

- i. Participating in a religious event.
- ii. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- iii. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- iv. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- v. Participating in an activity undertaken at the prior written direction of the student's parent.
- vi. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

## **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. emphasizes the prevention of drug use;
- B. provides 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. includes 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 reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;

G. requires 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)**

### **USE OF TOBACCO (POLICY#5515)**

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

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

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

## **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 FUNDRAISING**

### **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 fundraising” 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.

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

Fundraising 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 fundraising 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.

See also School Board Policy 5517:

<https://docs.google.com/document/d/1qcioKDbIGBA46wAobl5Hmp1i0GkMhLaHPHHRmtXFm8/edit>

## **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 nor 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 worlds. 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 worlds, and significantly expand their available information base. The Internet is a tool for lifelong 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 students 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 digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include 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.

## **CARE OF SCHOOL PROPERTY**

### **Policy # 5513**

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

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

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

The Board authorizes the recovery of costs related to the loss, damage, or destruction of school equipment, apparatus, musical instruments, library material, textbooks, and for damage to school buildings.

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

The Superintendent shall develop procedures to implement this policy. The Superintendent may report to the juvenile authorities any student whose damage of school property has been serious or chronic in nature.

## **DISTRIBUTION OF MATERIALS BY PARENTS, STUDENTS, AND NON-SCHOOL ENTITIES**

See School Board Policy at the following Link:

[https://docs.google.com/document/d/1R5RvGtHfuT3keHgl\\_ZOw1vjUKqnpu5TLx5M7VxoarTc/edit](https://docs.google.com/document/d/1R5RvGtHfuT3keHgl_ZOw1vjUKqnpu5TLx5M7VxoarTc/edit)

## **FIELD TRIPS**

See School Board Policy at the following link:

<https://docs.google.com/document/d/1D63OMrKqtN2bpS5-RIXN8INqTPWisPJbc4VCx3vfUTs/edit>

## **STUDENT PUBLICATIONS**

See School Board Policy at the following link:

<https://docs.google.com/document/d/1iMavp9qQIGprVKCE4fOVz5GTf9goc6lhhMbtjLLegl/edit>

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