

**2016 - 2017
OWNERSHIP IN EDUCATION**



Richland-Bean Blossom Community School Corporation
600 South Edgewood Drive, Ellettsville, IN 47429 812-876-7100
www.rbbcsc.k12.in.us

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the following important information contained in this Handbook and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your school. This handbook and your individual school handbook supersede all prior handbooks and other written material on the same subjects. Copies of the current Board policies and administrative guidelines are available on the School Corporation website.

MISSION OF THE SCHOOL CORPORATION

Our mission is to work in cooperation with the community and families to provide students with an education that promotes responsible citizenship, develops critical thinking, communication, collaboration and creativity.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this School Corporation to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the School Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

Assistant Superintendent
600 South Edgewood Drive
Ellettsville, IN 47429-1134
(812) 876-7100

The complaint procedure is described on Form 2260 F8, which appears in the Appendix to this handbook.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 45 days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the School Corporation threaten or retaliate against anyone who raises or files a complaint.

**All policies and administrative guidelines of the school corporation are available on line at
<http://www.neola.com/richland-IN/>**

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School Corporation are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment and they are expected to respect the rights of their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures are designed to ensure due process rights before a student is removed from an activity because of his/her behavior. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills, safety drills in the event of a terrorist or other violent attack and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately. All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If a minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

WELLNESS POLICY

As mandated by the Child Nutrition Reauthorization Act of 2004, Public law 108-265, a local wellness policy was adopted in 2006. It is the district's policy that we as educators should teach good nutrition and physical education to our students in all aspects of the school day. The complete policy is on the RBBSC website at www.rbbcsc.k12.in.us.

SCHOOL AND FAMILY COMPACT

The School Board of Trustees, Administration, and Staff of Richland-Bean Blossom Community School Corporation recognize that student success is based upon cooperation, coordination and communication between three partners: the family, the school, and the student.

We advocate that the following commitment of staff, students, and families will result in greater student achievement.

The families of Richland-Bean Blossom Community School Corporation will commit to:

1. Ensuring that students are at school on time, every day.
2. Communicating the value of learning by talking with their child(ren) about school work, activities, and by checking the agenda books and book bags of all students daily to ensure school preparedness daily.
3. Being actively involved in the parent and child activities promoted by the school through the website and newsletters.
4. Setting aside a time each day for homework and daily reading.
5. Maintaining and updating current information such as address, phone numbers, and emails.

The staff of Richland-Bean Blossom Community School Corporation will commit to:

1. Communicating regularly with students and families regarding student progress through the Harmony Portal, agenda books, phone calls, e-mails, and face to face meetings.
2. Providing a warm, safe, nurturing, and welcoming environment.
3. Promoting active involvement with parent and child activities during and beyond the traditional school hours through such groups and family engagement activities provided through each building's Partners in Education (P.I.E. Teams).
4. Encouraging high expectations through motivation of students to set and to achieve personal academic goals.

The students of Richland-Bean Blossom Community School Corporation will commit to:

1. Coming to school/class every day fully prepared to engage in their learning.
2. Coming to school/class every day fully prepared with completed homework and appropriate supplies.
3. Respecting staff and other students by following district and school rules.
4. Being accountable for own actions.

Because the School Board of Trustees is entrusted with protecting the safety, health, and welfare of the students, staff, and property of the School Corporation, it may be necessary at times to discipline students whose conduct affects the well-being of the schools and all whom are served. The School Board of Trustees hereby authorizes the use of discipline in accordance with this policy and further authorizes the use of isolated time-out and physical restraint interventions consistent with Indiana law and School Board of Trustees policy. In accordance with due process and statutory requirements, the School Board of Trustees may suspend or expel students from school and from the school bus for acts of gross disobedience or misconduct and otherwise maintain discipline in the schools. Only the School Board of Trustees may determine to expel a student from school. The Superintendent, Assistant Superintendent, Principal, and Assistant Principal may suspend students from school or the school bus for up to ten (10) school days.

Suspensions or expulsions of students shall occur in compliance with procedural regulations to be promulgated and implemented by the administration of the District. Disciplinary measures other than suspension or expulsion shall be determined by the administration and established in general regulations governing student discipline.

Teachers, other certificated employees, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or the defense of property. Teachers may remove students from the classroom for disruptive behavior.

SECTION I - GENERAL INFORMATION

ENROLLING IN SCHOOL

Students are expected to enroll in the attendance district in which they live. Students that are new to the School Corporation are required to enroll with their parents or legal guardian. When enrolling, the parents will need to furnish:

- a birth certificate or similar document,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency,
- proof of immunizations.

In some cases, a temporary enrollment may be permitted for twenty school days subject to administrative review. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The school secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

Non-resident students should refer to the Corporation Policy 5111 for eligibility requirements to enroll.

SCHEDULING AND ASSIGNMENT

Kindergarten through Fifth Grade

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

Junior High and High School

Schedules are provided to each student upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

EARLY DISMISSAL

No student may leave school prior to dismissal time without either a written or verbal request signed by the parent or the parent coming to the school office to request the release. No student will be released to a person other than the custodial parent(s) or guardian(s) without a phone call or a permission note signed by the custodial parent(s) or other legal authorization.

TRANSFER OUT OF THE CORPORATION

If a student plans to transfer from the School Corporation, the parent must notify the Principal. School records shall be transferred within fourteen (14) days to the new school corporation. Missing children laws requires fourteen (14) days. Parents are encouraged to contact the School Office for specific details.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without an exit interview with the Principal who must agree to the withdrawal. The Principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from school for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance within twenty school days. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the School Nurse.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms, and spread of meningococcal diseases and placed where parents may obtain additional information and vaccinations for their children.

The parent of each female student entering grade 6 shall be provided with information prescribed by the State Department of Health concerning cervical cancer and the Human Papillomavirus (HPV) infection and that an immunization against the HPV infection is available.

Immunization Requirements (Pre-kindergarten)

- A. four (4) doses of diphtheria-tetanus-acellular pertussis, tetanus-diphtheria, or pediatric diphtheria-tetanus vaccine (DTaP/Td/DT) or three (3) doses are acceptable.
- B. three (3) doses of oral polio vaccine (OPV) or inactivated polio vaccine (IPV or E-IPV) in any combination.
- C. one (1) dose of measles (rubeola) vaccine, on or after first birthday.
- D. one (1) dose of rubella (German measles) vaccine, on or after first birthday
- E. one (1) dose of mumps vaccine, on or after first birthday
- F. three (3) doses of hepatitis B vaccine after 24 weeks
- G. two (2) doses of varicella (chicken pox) on or after the first birthday separated by three months, or physician written statement indicating date of chicken pox is acceptable documentation of disease

Immunization Requirements (kindergarten)

- A. five (5) doses of diphtheria-tetanus-acellular pertussis, tetanus-diphtheria, or pediatric diphtheria-tetanus vaccine (DTaP/Td/DT) or four (4) doses are acceptable if the fourth dose was administered on or after the fourth birthday
- B. four (4) doses of oral polio vaccine (OPV) or inactivated polio vaccine (IPV or E-IPV) in any combination if the fourth dose was administered on or after the fourth birthday
- C. two (2) doses of measles (rubeola) vaccine, after first birthday
- D. one (1) dose of rubella (German measles) vaccine, on or after first birthday
- E. two (2) doses of mumps vaccine, on or after first birthday
- F. three (3) doses of hepatitis B vaccine H. two (2) doses of varicella (chicken pox) on or after the first birthday or record of disease, written physician statement indicating date of chicken pox is acceptable documentation of disease.

Immunization Requirements (Grade 1-5)

- A. five (5) doses of diphtheria-tetanus-acellular pertussis, tetanus-diphtheria, or pediatric diphtheria-tetanus vaccine (DTaP/Td/DT)
- B. four (4) doses of oral polio vaccine (OPV) or inactivated polio vaccine (IPV or E-IPV) in any combination or three (3) doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday
- C. two (2) doses of measles (rubeola) vaccine, after first birthday and prior to entering sixth grade
- D. one (1) dose of rubella (German measles) vaccine, on or after first birthday
- E. two (2) doses of mumps vaccine, on or after first birthday
- F. two (2) doses of measles containing vaccine
- G. three (3) doses of hepatitis B vaccine
- H. two (2) doses of varicella (chicken pox) on or after the first birthday or record of disease, written physician or parent statement indicating date of chicken pox is acceptable documentation of disease.

Immunization Requirements (Grade 6-10)

- A. five (5) doses of diphtheria-tetanus-acellular pertussis, tetanus-diphtheria, or pediatric diphtheria-tetanus vaccine (DTaP/Td/DT)

- B. four (4) doses of oral polio vaccine (OPV) or inactivated polio vaccine (IPV or E-IPV) in any combination or three (3) doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday
- C. two (2) doses of measles (rubeola) vaccine, after first birthday and prior to entering sixth grade
- D. one (1) dose of rubella (German measles) vaccine, on or after first birthday
- E. two (2) doses of mumps vaccine, on or after first birthday
- F. two (2) doses of measles vaccine.
- G. three (3) doses of hepatitis B vaccine.
- H. two (2) doses of varicella (chicken pox) on or after the first birthday or record of disease, written parental or physician statement indicating date of chicken pox is acceptable documentation of disease.
- I. one (1) dose of diphtheria-tetanus-acellular pertussis, tetanus-diphtheria, given after 10 years of age.
- J. one (1) dose of meningococcal conjugate vaccine (MCV4).

Immunization Requirements (Grade 11-12)

- A. five (5) doses of diphtheria-tetanus-acellular pertussis, tetanus-diphtheria, or pediatric diphtheria-tetanus vaccine (DTaP/Td/DT)
- B. four (4) doses of oral polio vaccine (OPV) or inactivated polio vaccine (IPV or E-IPV) in any combination or three (3) doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday
- C. two (2) doses of measles (rubeola) vaccine, after first birthday and prior to entering sixth grade
- D. one (1) dose of rubella (German measles) vaccine, on or after first birthday
- E. two (2) doses of mumps vaccine, on or after first birthday
- F. two (2) doses of measles vaccine.
- G. three (3) doses of hepatitis B vaccine.
- H. two (2) doses of varicella (chicken pox) on or after the first birthday or record of disease, written parental or physician statement indicating date of chicken pox is acceptable documentation of disease.
- I. one (1) dose of diphtheria-tetanus-acellular pertussis, tetanus-diphtheria, given after 10 years of age.
- J. two (2) doses of meningococcal conjugate vaccine (MCV4).

USE OF MEDICATIONS

Prescribed Medications

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. All medications unless authorized for self-administration by the nurse must be registered with the Nurse's office in its original container. Any changes in medication/dosage must be accompanied by a new container or written directions from the prescribing physician or parent.
- C. Medication that is brought to the Nurse's office will be properly secured.
- D. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- E. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time considering class schedules.
- F. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

NON-PRESCRIBED (Over-the Counter) MEDICATIONS Elementary (Grades K to 5)

Parents may authorize the school to administer a non-prescribed medication using a form, which is available at the school office. A physician does not have to authorize such medication but all of the other

conditions described above under Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

Secondary (Grades 6 to 12)

Parents may authorize the school to administer a non-prescribed medication. A physician does not have to authorize such medication.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school related event or activity. The plan shall be developed by the licensed health care practitioner responsible for the student's diabetes treatment and the student's parent/legal guardian.

ALLERGIES

Parents should notify the school nurse of any specific allergies for their child so that the school staff can be aware of special needs for those students.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

Any removal will be only for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by appropriately licensed medical personnel to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the Indiana State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality. Parents will be contacted if their child is exposed to contact with blood.

AMERICANS WITH DISABILITIES ACT – Section 504

The Americans with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act requires the School Corporation to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the School Corporation's programs and facilities.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed by the school staff. Parents, who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact the Principal's Office.

HOMELESS STUDENTS

Homeless student will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment base on lack or proof of residency.

STUDENT RECORDS

The teachers, counselors, and administrative staff keep many student records. There are two (2) basic kinds of records— directory information and confidential records. Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the Principal, not later than fourteen (14) days after the receipt of this handbook.

Directory information includes: a student's name; address; telephone number; date and place of birth; photograph; security videos; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; starting and ending 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.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA)(See appendix). This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency, unless otherwise provided by law. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

The Corporation shall notify parents and students that they may request that the information not be released by the Corporation to the military recruiting representatives. This notification is to include the process necessary to request that the student not be identified to a military recruiter.

Students and parents have the right to review all educational records generated by the School Corporation, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the

Principal's Office in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

NUTRITION SERVICES

All schools participate in the National School Lunch Program and make lunches and breakfasts available to students in all schools. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, s/he should contact the Building Principal.

FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted using the procedures prescribed by the state. Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

EMERGENCY CLOSINGS AND DELAYS

Decisions concerning delays and school closings will normally be reported to area radio stations prior to 5:45 a.m. Delays will normally be for a two-hour period. Early dismissals will normally occur at the end of lunch periods if weather conditions permit. In the event of an early dismissal, area radio stations will be contacted as soon as possible. Parents should make plans for childcare in the event of early dismissal.

In addition to announcements on radio stations, the School Corporation maintains a Weather Information Line at 876- 9020 and corporation website with a current announcement about school operations for the day in question. If the line does not have information about cancellations, schools are open and on regular schedules. The information is also available on the corporation webpage.

When weather conditions prevent a school bus from running certain roads in the morning, they will not be run in the afternoon and parents should plan accordingly. If parents take students to school in the morning, they will need to pick up the students at the end of the day.

If school must be closed or the opening delayed because of inclement weather or other conditions, the School Corporation will notify the following radio, Herald-Times and television stations: Area radio stations, which will be contacted, are WBWB, WCBK, WFIU, WGCL, WGTC, WCLS, WTTS, and WVNI. Channel 6, 8, 13 and 59 will also be contacted. Parents and students are responsible for knowing about emergency closings and delays.

Whenever a school is closed due to a calamity such as hazardous weather, utility failure and similar events, all school-sponsored activities are to be considered canceled until further notice or the resumption of school. In the event schools are closed for weather related reasons, all school events scheduled for any Richland-Bean Blossom school location on that date are to be canceled. In addition, no students should be present in any building for any reason. No practices, mandatory or voluntary, are to be held. When schools are closed on Friday, the Superintendent will determine if school events scheduled for the next day will be conducted.

If an activity has been scheduled to take place at another school corporation and if the host school will not reschedule the event, the Superintendent will determine the participation of students from this school corporation in those activities.

Any deviation from this guideline requires the approval of the Superintendent.

SPECIAL EDUCATION

The School Corporation provides a continuum of academic and social-emotional services for students qualifying for special education within the guidelines of the Individuals with Disabilities Education Act (IDEA) through the Forest Hills Special Education Cooperative with Spencer-Owen Schools. Further information regarding the special education services offered may be obtained by contacting the Director of Special Education at 876-6935.

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the buildings.
- C. Staff members are expected to questions people in the building whom they do not recognize and who are not wearing a building pass, and to questions people who are “hanging around” the buildings after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. Outside doors are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the School in order to prevent any inconvenience.
- H. Students may not bring visitors to school without first obtaining written permission from the principal.

The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

VISITORS

Visitors, particularly parents, are welcome at the their child’s School, as long as the visit does not interfere with the educational setting. Visitors must report to the office upon entering the School to sign in and obtain a pass. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time. Please refer to the RBBCSC Bylaws & Policies 9150 (9150F1) for further expectations and procedures.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

USE OF TELEPHONES

School telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Please refer to the student handbook from your child’s school regarding the use of cellular phones.

USE OF CELLULAR TELEPHONES AND ELECTRONIC DEVICES

Possession of a cellular telephone or other electronic communication device (ECD) by a student is a privilege, which may be forfeited by the student if s/he turns it on, uses it or allows it to be visible during the school day or on school-sponsored trips. Prohibited uses of the cellular telephone or ECDs during specified times includes making and/or receiving calls, sending text messages, taking pictures and/or making recordings.

Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving cellular telephone or ECD use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

Use of a cellular telephone or other ECD in an unauthorized manner or in violation of these rules may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and

conferences, suspension, expulsion), confiscation of the cellular telephone and/or ECD. If a cellular telephone or ECD is confiscated, it will only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed and/or referral to law enforcement if the violation involves an illegal activity.

The Corporation is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students are permitted to have cellular telephones or ECDs in their possession, to make sure the cellular telephone and ECDs are not left unattended or unsecured.

ADVERTISING OUTSIDE ACTIVITIES

No posting of outside activities will be permitted without the approval of the Superintendent. A minimum of twenty-four (24) hours' notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

BAD CHECKS

When the Corporation receives a check from a student or parent that, when deposited, is returned marked "insufficient funds", the Superintendent shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within sixty (60) days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the School Board authorizes the Superintendent to take appropriate action including the assessment of a fee and/or court action against the student and/or parents.

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

In 2005, the State legislature passed a law requiring an opportunity for students to recite the Pledge of Allegiance and have a moment of silence in school. This opportunity is at the beginning of the school day. Any student or adult may decline to participate in recitation of the Pledge of Allegiance to the flag. Students and staff shall observe the moment of silence with no distracting display so that each student may, in the exercise of the students' individual choice, meditate, pray, or engage in any other silent activity that does not interfere with another student's exercise of choice.

SECTION II – ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's extra-curricular program. No student may participate in any school-sponsored trip without parental consent. All parents/guardians who wish to attend the field trip as a chaperone/volunteer; must sign a volunteer release form and be subject to a criminal history check, according to corporation bylaws and policies, for the protection of all students and staff.

GRADES

Each school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning and demonstrated proficiency toward the prescribed learning targets. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Grading Periods

Students shall receive a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PROMOTION, PLACEMENT, AND RETENTION

(Elementary – Junior High School)

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity
4. age
5. prior retention

The Principal determines promotion or retention after consultation with parents and staff.

(High School)

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the Graduation Qualifying Examination requirement. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

GRADUATION REQUIREMENTS

Regular Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must receive a passing score on all assessment tests required by the Indiana Department of Education, meet the school requirements for basic coursework, and earn the total number of minimum credits.

Certificate of Course Completion

The Board shall award a certificate of course completion to a student who completes the minimum courses required for high school graduation but does not meet the requirements of the Indiana Department of Education.

Certificate of Completion

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

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Principal.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for proficiency tests and graduation. Homework will not be used for disciplinary reasons but only to enhance the student's learning.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school and/or referral to law enforcement authorities.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and School Corporation policy.

Unless exempted, each student will be expected to pass the Graduation Qualifying Examination. Students only need to retake those parts of the test they do not pass. The test is administered once in the tenth grade and twice each year in the eleventh and twelfth grade.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The guidance staff offers this service.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

College entrance testing information can be obtained from the Guidance Office.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The school will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

The school provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are authorized by the school. It is the School Corporation's policy that the only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member.

Extra-curricular activities do not always reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that students are initiating the activity, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non corporation-sponsored organization may use the name of the school or school mascot.