

STUDENT HANDBOOK

HOME OF THE MUSTANGS

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WELCOME TO EDGEWOOD HIGH SCHOOL

2016-2017

The faculty, staff, and administration welcome you to Edgewood High School. It is our sincere hope that you will find this year challenging, exciting, and rewarding. Your success in school will depend upon the development of effective study habits, regular attendance, and self-discipline.

The goal of EHS is for each student to achieve his/her greatest potential. To reach this goal, there must exist a cooperative effort on the part of **students, teachers, administrators, parents, and the community**. We urge your cooperation in this venture and assure you that the results will be well worth the effort.

It is generally recognized that participation in school activities increases one's academic success. For this reason, all of us at EHS encourage you to become involved in the wide variety of activities that will occur this year. Participation in school activities generates a sense of loyalty and pride. Remember – this is **YOUR** school. Plan to attend extracurricular events and show your Mustang Pride.

Have a great year – make it a great year – by making every attempt to gallop with the Mustangs.

Dirk Ackerman
Principal

EDGEWOOD HIGH SCHOOL

FREQUENTLY ASKED QUESTIONS

- Q –What do I do when I am absent from school?
A –Your parent should call the school at 876-2277 ext 2211 to report your absence
Q –What if I need to leave school early for an appointment?
A –Have your parent call the school and give your name, grade, the doctor's name and the date and time of the appointment
Q –How do I request a pre-arranged absence?
A –Through the main office, Principal must approve
Q –How do I request a college visitation form?
A –See Guidance Office
Q –What should I do if I am late to school?
A –Report to and sign in at the main office with Mrs. Cowden

Q –What if I have trouble with my locker?

A –See office, maintenance will be called

Q –Where do I get a work permit?

A –See main office, Mrs. Cowden or Mrs. Shockney

Q –What do I need to do to drive to school?

A –Register your vehicle online. Mrs. Shockney will send you an email once it has been processed. (Fee: \$1.00) Register any vehicle you might drive to EHS

RICHLAND-BEAN BLOSSOM COMMUNITY SCHOOL CORPORATION 2016-2017 SCHOOL CALENDAR

Teacher Organization Day	W, August 3, 2016
School Begins for Students (full day)	R, August 4, 2016
Labor Day (no school)	M, September 5, 2016
Parent Teacher Conferences (No School for Students)	R, September 22, 2016
Fall Break (no school)	M-F, October 10-14, 2016
Thanksgiving Vacation (no school)	W-F, November 23-25, 2016
Winter Vacation Begins (end of school day)	W, December 21, 2016
End of First Semester*	W, December 21, 2016
Records Day (teachers only) (no school)	W, January 4, 2017
Return from Winter Vacation	R, January 5, 2017
Start of Second Semester	R, January 5, 2017
Martin Luther King Day (no school)	M, January 16, 2017
Snow Make-Up Day (no school)	F, February 17, 2017
Snow Make-Up Day (no school)	M, February 20, 2017
Spring Vacation Begins (end of day)**	F, March 10, 2017
Reconvene	M, March 20, 2017
Snow Make-Up Day (no school)	F, May 12, 2017
Snow Make-Up Day (no school)	M, May 15, 2017
Snow Make-Up Day (no school)	M, May 22, 2017
Final Student Day/End of Second Semester*	R, May 25, 2017
Records Day (teachers only) (no school)	F, May 26, 2017
Graduation	S, Jun 3, 2017

*Semester exam schedules are at the discretion of each building

GRADING PERIODS

First Nine Weeks	08/04/16 - 10/07/16	45 days
Second Nine Weeks	10/17/16 - 12/21/16	45 days
End of First Semester	December 21, 2016	90 Days
Third Nine Weeks	01/05/17 - 03/10/17	44 days
Fourth Nine Weeks	03/20/17 - 05/25/17	46 days
End of Second Semester	May 25, 2017	90 Days

Student Days - 180 Teacher Days - 184

**If additional days must be made up to meet state rules for 180 days for students, beyond that

listed above, the days will be scheduled beginning 02/17, 02/20, 05/12, 05/15, 05/22, 05/26, 05/30, 05/31, and 06/01. When a snow day occurs it will be made up on the next scheduled calendar make-up day..

DAILY SCHEDULE

TWO HOUR DELAY SCHEDULE*

*Hoosier Hills students will not report to the Career Center but should report to EHS at the beginning of Lunch A.

EHS STAFF DIRECTORY

EDGEWOOD HIGH SCHOOL STUDENT HANDBOOK

FOREWORD

This handbook has been prepared to answer many questions students and parents often ask about our school, its policies, and procedures. It is expected that every student and parent will read and become familiar with this book so that misunderstandings can be kept at a minimum.

This handbook will be updated periodically by the administration. **School rules and guidelines may be changed at any time upon agreement of the school administration and or school board.**

EDGEWOOD HIGH SCHOOL VISION STATEMENT

EHS ~ OUR VISION...

Living, Learning, Leading together to achieve 90, 90, 90.(90% graduation rate, 90% of students reading at or above grade level, and 90% of students passing ECA testing.)

The vision of the faculty of Edgewood High School is one that encompasses the school community, student learning, life skills and career preparation.

Community

- Students acquire social and environmental awareness through example and action.
- Students enjoy going to school where they find a safe, welcoming atmosphere.

Student learning

- Students are engaged in the learning process, and they understand the importance of education.
- Students think critically, work cooperatively and engage in problem-solving.
- Mastery of academic skills enables all students to achieve optimal levels of personal achievement.
- Students acquire and integrate knowledge across disciplines.
- Students demonstrate information literacy by gathering, evaluating and acting on information.
- Students are proficient users of technology.
- Students communicate effectively.
- Students are nurtured in a personal, flexible community that fosters learning in a variety of

styles.

Life skills/career

- Students prepare successfully for proactive citizenship in a diverse society.
- Students form habits for a healthy lifestyle and constructive decision-making.
- Students commit to their future plans, pursue their personal and professional goals and assume responsibility for their own actions.
- Students benefit from challenging curriculum and effective instruction that enables top achievement in higher education and career pursuits.
- Students prepare for the world of work and independent living by planning, adapting, solving problems and learning life skills

HARMONY STUDENT DATABASE

Parents have the ability to view student's school information over the Internet. There is a link on the school's web site that will take you into Harmony. Once connected, you will have the ability to view your student's information by entering your student username and password.

The following steps will take you through the connection process:

1. Log onto the Internet.
2. Go into the EHS web site. (<http://ehs.rbbcsk12.in.us/>)
3. Click on a Link that says, "Harmony, Student Information System."
4. Once you are in Harmony enter your student's username then enter the password in the "Password" box.
5. Click on "Login"

SCHOOL, PARENT, AND STUDENT, RESPONSIBILITIES

The high school deals with students during their crucial adolescent years when they are rapidly becoming adults, when new stresses and strains are operating, when their social interests are at their highest point, and when there is the feeling of a need to break away from adult control and to stand on their own feet. We are dealing with emerging adults who must be intelligently and sympathetically helped and guided. This is not always an easy task and it requires full understanding and cooperation among the three parties concerned – the youth, parent, and school.

The school can cooperate with you and your son or daughter, but cannot supply the initiative that must come from the youth or the ultimate control that must come from the parent. The school cannot change the native ability of any given youth; although by working with the parents it can help students use their abilities most effectively. The school cannot control youth during out of school hours, get them up in the morning and to school on time. The school cannot arrange study conditions at home or regulate the use of the television, telephone, or automobile any one of which can interfere with the student's study habits.

We believe that freedom entails responsibility and does not mean license to do as one pleases. A parent who truly loves his child and a school, which is concerned, will control and discipline him in order to further his development. Over permissiveness does not demonstrate love and concern. Rules here are not designed to harness, but rather to make a fair, honest and orderly way of life.

The desired cooperation between our school and your home can perhaps be better understood if we outline briefly what the parent has a right to expect of the school and what the school should be

able to expect of the parent. Also, a statement is included as to what the youth may expect.

What the parent has a right to expect of the high school:

- That the high school be operated in a business like and responsible manner with both requirements and regulations being reasonable and capable of being understood.
- That a reasonable amount of work be established for all students and that progress in studies be given a first claim on the resources of the school.
- That parental inquiries, visits and complaints receive prompt and courteous attention and that the school's constructive and helpful attitude is directed toward the best interest of the youth.
- That teachers' grading be as fair and impartial as possible and the basis for such grading be capable of being understood by students and parents.
- That assignments be definite and a responsible amount of assistance be given in class and as much more individual help will be given at the initiative of the student as resources permit.
- That we will do our best to maintain a wholesome school atmosphere and a wholesome student behavior.

What the high school should be able to expect of the parent:

- That the student's attendance be regular and punctual. If a student is to succeed in high school, regular attendance should be as much an obligation as it should be in employment.
- If parents expect students to earn college entrance grades they should demand routine study at home and provide a proper place and time for such study.
- That parental inquiries be first registered with the principals, assistant principal, or guidance counselor so as to provide the school an opportunity to make such adjustments, as resources will permit.
- That the parents will demonstrate a positive attitude toward the school. A negative home climate toward the school will too often damage the student's outlook and affect his behavior and success.

Factors on which the home and school should cooperate:

- A class schedule, which is too heavy, and participation in too many activities, to the detriment of class work, are factors which demand constant attention.
- Both the home and school should watch the progress of the student on regular grading reports submitted by the school. Parents should be skeptical when the student reports that he is getting along "fine" yet never has homework. Parents should schedule teacher-parent conferences by calling the school to arrange a mutually convenient time as soon as it is noted that the student is having difficulty in a class.
- In regard to conduct, we both want the student to develop self-discipline. Knowledge of procedures and rules are a must if this is to develop.
- If the student becomes significantly unhappy in school this should be reported to the counselor, assistant principal, or principal. Rarely are circumstances such that nothing can be done to improve the situation.

What the student may expect:

- That you may expect an opportunity to be heard as long as your conduct is in an accepted, courteous fashion.
- That you are expected to adapt to different procedures and requirements imposed by various teachers.
- That you are expected to do your best knowing that all tasks are not equally interesting to everyone.
- That your teachers are human beings and they have an endurance and tolerance limit.

- That your voice in student opinion is through your elected student council.

PART I: GENERAL INFORMATION

ACTIVITY MEETINGS

Meetings can be scheduled before, after, and during school. Meetings should be scheduled a day or two in advance by the sponsor and through the office. Meetings will be listed on the morning bulletin and over the P.A. No activity will be held without the faculty sponsor and/or necessary chaperones.

Meetings during the school day will normally be scheduled during the scheduled activity periods that are listed on the calendar.

AWARDS AND SCHOLARSHIPS

Many outstanding students receive awards and scholarships each year for their activities and academic achievements. Please see your guidance counselor for details.

Outstanding Student Awards

These awards are given to the student who is the highest achiever in a given subject area such as English 9, Algebra, U.S. History, Art, etc. Department heads presents the awards.

Hugh O'Brien Leadership Program

This award is given to one sophomore who displays qualities of leadership through an essay and tests that are given. A statewide program is held in Indianapolis, during the summer and the student attends.

Hoosier Boys' and Girls' State

A program held each summer for outstanding students who are interested in leadership and government. A week is spent at Indiana State University with other students.

High Honor Roll (3.75GPA Honor Roll) (3.0 GPA Honor Roll)

Each nine-week grading period students who are on diploma track and taking at least five full credit subjects and who have a GPA of 3.0 and above in any subject area are eligible for the honor roll. Those with a GPA of 3.75 and above are eligible for the high honor roll. A student who makes a grade of "C" in any class will not be eligible for honor roll status.

National Honor Society

National Honor Society is an academic service organization founded in 1921 by National Association of Secondary School Principals. Second semester juniors who have maintained a GPA of 3.5 or above are invited by letter to apply. Admission to the Edgewood Chapter is determined by the NHS Faculty Council, based on scholarship, leadership, service and character.

Valedictorian

A valedictorian is selected for each graduating class. Requirements are that the person must complete eight semesters, have the highest grade point average in the senior class, and participate in commencement activities. The valedictorian is responsible for a short address at graduation but it is not mandatory.

Salutarian

The salutarian of the graduating class must complete eight semesters, rank second in the class, and participate in graduation exercises. The salutarian is responsible for a short address at graduation, but it is not mandatory.

The salutarian of the graduating class must complete eight semesters, rank second in the class, and participate in graduation exercises. The salutarian is calculated after the seventh semester. The salutarian is responsible for a short address at graduation, but it is not mandatory.

Scholarships

There are many scholarships given to students who plan to continue their education past high school. Some of those given every year include: Sorority Scholarships, Hoosier Scholarships, William E. Brown Scholarship, Joyce Gates Scholarship, Reeves Club Scholarship, Band Boosters Scholarship, Music Warehouse Scholarship, Maurice Endwright Scholarship, Alice Pearson Scholarship, Service Club Scholarships, Lisa Lagneaux Scholarship, and numerous others. If you are interested in applying for any scholarship be sure to listen to daily announcements concerning applications, which are available from the counseling offices.

CAFETERIA

Lunch is served in the cafeteria during three lunch periods. Certain choices are available. If you cannot afford lunch you may qualify for free or reduced price lunches. Check with the cashier if you think you might qualify. Please keep your eating area clean by returning your tray to the dishwasher window so that the next group that eats will have a clean place to eat. Do not carry food or drink all over the building. We do not want open containers in the hallways. **All food purchased in the cafeteria will remain in the cafeteria.**

Deposits into lunch account: Deposits into lunch account should be made online at www.myschoolbucks.com. Deposits must be made by 9:30 am to be credited for the same day.

Edgewood High School has a closed campus lunch policy. Students are not allowed to leave the school grounds during the lunch period and should remain in the cafeteria or commons. **Students should not go into areas where classes are in session in other parts of the building or into the parking lot.** Violators may be subject to disciplinary actions.

No glass containers will be allowed to enter the building. Any lunch food or beverage must be sealed and must remain sealed until student has entered a designated area at his/her designated lunchtime. Food and drink will only be allowed in the classroom with teacher approval.

CLUBS AND ORGANIZATIONS

Various clubs and organizations are available to expand your interests outside the classroom. Science, Key, Business, Leadership, Ski, French, Spanish, German, FACS, Student Council, Art, Academic Bowl and National Honor Society are a few of the available choices. Some clubs have specific requirements for membership.

COMPUTING POLICIES AND PROCEDURES

Our goal at Edgewood High School is to provide each student with the means and opportunity to achieve their maximum performance. In doing so, the staff in the Computer Labs will eagerly assist you with any technical problems encountered. Those problems may be hardware and software problems. We are not here to do your homework assignments.

Our goal is also to provide students at Edgewood High School the means necessary to accomplish their assignments. Therefore, it is essential that policies should be established in the lab for the benefit of those students.

Below are policy statements regarding the management of computer resources at Edgewood High School. They reflect general privileges and responsibilities within the computing environment. The high school will make its resources and networks available to users for class work with the fewest interruptions possible.

Anyone who uses the computing services of the high school agrees by such use to comply with the [expectations outlined by RBCSC Technology Service.](#)

DISASTER DRILLS

Fire drills are required each month by state law. Signs are located near the doorway of each

classroom giving evacuation procedures to follow in an emergency

Tornado drills are required once each semester by state law. An intermittent alarm will indicate this emergency.

Safe Harbor/Lockdown Drills are required once each semester by state law.

Any violations of safety procedure may result in suspension or expulsion and will result in police proceedings if the action is unlawful under state or federal codes.

ELECTIONS

Class, club and student council officers and members will be elected each spring before the end of school and will serve throughout the following year as long as they continue to meet the eligibility requirements for being an officer and are fulfilling the duties of the office

Officers in school organizations must meet the following general requirements and whatever additional requirements the organization wishes to impose through a majority vote of the membership and approval of the sponsor. Additional requirements must be in effect for one semester before they can be imposed on any candidate. Officers and student council members must have at least a grade point average of "2.75" on the "4.0" scale based on accumulated averages listed in the office. Officers must be enrolled both semesters for which they are elected and meet standards of good citizenship.

Those candidates seeking election, as class officers or student council officers and members must obtain a nominating petition from the student council, which requires signatures of members of a class who feel that, the student should be a candidate. Ballots are printed from the eligible petitions and all marked ballots will be kept in the office for one semester after the election. Council and class officers must receive a majority of all votes cast to be elected. Run-off elections will be held if there is not a candidate with a majority of the votes.

The student council will be in charge of running all general student elections such as class officer elections, student council elections, also queen and king elections. Clubs will hold their officer elections during their meetings and must conform to the same eligibility requirements listed above for being an officer.

ECA-CODE OF CONDUCT AND ACADEMICS FOR ALL EXTRACURRICULAR ACTIVITIES

Extracurricular activities are offered to the students of Edgewood High School as an extension of the curricular program and school life. Extracurricular activities offer the students the opportunity to create life experiences in citizenship, leadership, cooperation and loyalty above and beyond the regular school program. These activities are made up of various clubs, athletics, music, drama, student leadership, prom, dances, RBBYS and other activities. New activities may be proposed and approved or not approved by the administration.

Activities must be self-supporting and have a statement of purpose in line with school objectives, which can be evaluated through a yearly club report. Clubs may be re-chartered or dropped after each evaluation year.

Students should understand that it is a privilege to participate in extracurricular activities. Students that participate in these activities should understand that being a part of the extracurricular program places them in a position to model both good citizenship and academic performance. The rest of the student body typically looks to these students as their leaders and hold them in very high regard. Therefore, it is the charge of these students to accept the responsibility that accompanies such participation as a representative of the school body and school community.

In order to continue to participate in extracurricular activities, the students must remain in the high esteem of the student body and school community. Students must always cooperate with the responsible adult in charge, which includes teachers, coaches, parents, administrators and any other designated persons. Participants will conduct themselves as a good citizen and as a model academic achiever. The principal or his designee shall enforce all rules and regulations as

described in the Code of Conduct. The Code will be reinforced by the sponsor during the year and students understand the Code will be enforced throughout the calendar year whether or not they are currently active in an extracurricular activity. Upon Receiving the Student Handbook, Parents/Guardians and students have given consent to accept disciplinary measures should he/she violate the Code.

Student participation in athletics is under the guidelines of the IHSA.

INTERSCHOLASTIC ATHLETICS

Edgewood's athletic program consists of three athletic seasons made up of various team sports. To be eligible to participate in athletics students must meet and follow all rules of the Edgewood High School Athletic Department and the Indiana High School Athletic Association. Each athlete must have a physical examination form on file each year before participation. For questions regarding the athletic program, forms, and copies of the athletic rules, see the athletic director.

ECA SEASON DEFINITIONS

- Athletic Season = Season for that particular sport
- Choir = Full year of events
- Band = Full year of events
- Drama = Full year/season
- RBBYS = Season for that sport

ACADEMIC/ATTENDANCE STANDARDS FOR ECA PARTICIPATION

- A. Students must be enrolled in at least 6 subjects. If a student does not pass the required 5 classes for the nine weeks, he/she is ineligible for the next grading period. At the end of the semester, it is the semester grade that takes precedence. If a student fails for the semester, the period of ineligibility is nine weeks.
- B. Students who are suspended from school or who are absent from school for more than three periods may not participate or attend extracurricular activities on the given evenings of the suspension or absence. Special consideration might be given for dentist/doctor appointments, family emergencies or school-related trips.
- C. Student ECA participants are expected to be in attendance at school on time the day following any and all evening activities. Failure to do so may result in suspension for next contest. Exceptions would be approved: pre-arranged absences, school-related functions, medical appointments verified by a doctor's note, a note from a parent explaining any family emergency, or a note from another meeting involving a professional. Students that are too ill to attend school are too ill to participate in practice or games.

CITIZENSHIP STANDARDS FOR ECA PARTICIPATION

- A. Students involved in ECA activities are expected to honor all curfews, refrain from possessing or drinking any alcoholic beverages and/or from possessing or using any drugs or illegal substances, avoid any legal or probationary problems, and adhere to all school rules.
- B. Violations of state law, corporation policies, school rules or athletic or ECA standards are subject to disciplinary action as follows:

Minor Violation – failure to follow directions regarding specific activities, curfews, etc. will result in discipline administered by the sponsor.

Violation of adopted school policy – any violation that results in suspension or expulsion from school, Will result in the student not being able to participate in any capacity in any and all ECA activities (including athletics) until the conclusion of the suspension or expulsion period.

ECA Flagrant Violations

A review of the established facts and the administration of the suspension will be conducted by the coach, sponsor, Athletic Director and Principal or designee. An offense will result in the following disciplinary action:

Category 1 – Students should not violate the conditions of the student drug testing policy.

First Offense – Students will be suspended for 30 calendar days and/or 25% of the current or next ECA activities as the result of a positive drug test. The suspension will be assessed beginning with the parent/guardian notification meeting. The student and parent/guardian will be required to meet with a school counselor to discuss intervention options. A secondary drug test within the 30 days, yielding a negative result, will be necessary in order to resume participation. A second positive test will constitute a second offense. Once a positive test is obtained the student may be subject to subsequent testing at any time within that calendar year (360 days).

Second Offense – Upon a second positive drug test, students will be suspended for 90 calendar days and or 50% of the current or next ECA activities. The suspension will be assessed beginning with the parent/guardian notification meeting. An additional drug test at the end of the 90 days, yielding a negative result, will be necessary in order to resume participation. An additional positive test will result in a third offense. Once a positive test is obtained the student may be subject to subsequent testing at any time within that calendar year (360 days).

Third Offense – Upon a third positive drug test students will be suspended for 365 calendar days from all ECA activities. The suspension will be assessed beginning with the parent/guardian notification meeting. An additional drug test at the end of the 365 calendar days, yielding a negative result, will be necessary in order to resume participation. An additional positive test is obtained the student may be subject to subsequent testing at any time within one calendar year.

Final Offense – Upon a fourth positive drug test students will be suspended from participation in all extracurricular activities for the remainder of his/her high school career.

Category 1A – Students selling, possessing, or consuming any substance which is or contains marijuana, a stimulant, a narcotic, a depressant or a hallucinogen without a prescription or over the counter drug as well as paraphernalia or any substance represented by the provider to be any of the listed substances.

First Offense – Students will be suspended for 30 calendar days and 100% of the current or next ECA activities as the result of selling, possessing, or consuming any substance which is or contains marijuana, a stimulant, a narcotic, a depressant or a hallucinogen without a prescription or over the counter drug as well as paraphernalia or any substance represented by the provider to be any of the listed substances. The suspension will be assessed beginning with the parent/guardian notification meeting. The student and parent/guardian will be required to meet with a school counselor to discuss intervention options. A secondary drug test within the 30 days, yielding a negative result, will be necessary in order to resume participation. A second positive test will constitute a second offense. Once a positive test is obtained the student may be subject to subsequent testing at any time within that calendar year (360 days).

a. Rehabilitation: The student may reduce the penalty to 30 calendar days and 50% of the current and/or next ECA activity by submitting to a substance abuse program of assessment, counseling, screening and/or indicated therapy. The program must have been approved by the Principal and may include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or his parents or guardians. The student will serve the remainder of the entire 30 day suspension beginning with notification from the Principal that the student has violated any of the stated conditions of the substance abuse program.

B. Self-Reporting: The total penalty will be reduced to 30 calendar days and 25% of the current

and/or next ECA activity if 1) the student or the student's parents or guardians report the violation to the Administration or the ECA sponsor prior to their independent confirmation of a violation and 2) the student submits to a substance abuse program as described above.

Second Offense – Upon second offense students will be suspended for 90 calendar days and 100% of the current or next ECA activities. The suspension will be assessed beginning with the parent/guardian notification meeting. An additional drug test at the end of the 90 days, yielding a negative result, will be necessary in order to resume participation. An additional positive test will result in a third offense. Once a positive test is obtained the student may be subject to subsequent testing at any time within one calendar year.

- a. Rehabilitation: The student may reduce the penalty to 90 calendar days and 75% of the current and/or next ECA activity by submitting to a substance abuse program of assessment, counseling, screening and/or indicated therapy. The program must have been approved by the Principal and may include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or his parents or guardians. The student will serve the remainder of the entire 90 day suspension beginning with notification from the Principal that the student has violated any of the stated conditions of the substance abuse program.
- b. Self-Reporting: The total penalty will be reduced to 90 calendar days and 50% of the current and/or next ECA activity if 1) the student or the student's parents or guardians report the violation to the Administration or the ECA sponsor prior to their independent confirmation of a violation and 2) the student submits to a substance abuse program as described above.

Third Offense – Upon a third positive drug test students will be suspended for 365 calendar days from all ECA activities. The suspension will be assessed beginning with the parent/guardian notification meeting. An additional drug test at the end of the 365 days, yielding a negative result, will be necessary in order to resume participation. An additional positive test is obtained the student may be subject to subsequent testing at any time within one calendar year.

Final Offense – Upon a fourth positive drug test students will be suspended from participation in all extracurricular activities for the remainder of his/her high school career.

Category 2 – Students selling, possessing, or consuming any substance which is or contains alcohol.

First Offense. The student shall be excluded from 100% of current and/or next ECA activities from the day that the violation is confirmed.

- a. Rehabilitation: The student may reduce the penalty to 50% of the current and/or next ECA activity by submitting to a substance abuse program of assessment, counseling, screening and/or indicated therapy. The program must have been approved by the Principal and may include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or his parents or guardians. The student will serve the remainder of the suspension beginning with notification from the Principal that the student has violated any of the stated conditions of the substance abuse program.
- b. Self-Reporting: The total penalty will be reduced to 25% of the current and/or next ECA activity if 1) the student or the student's parents or guardians report the violation to the Athletic Director or a head coach prior to their independent confirmation of a violation and 2) the student submits to a substance abuse program as described above.

Second Offense The student shall be excluded from 100% of current and/or next ECA activities from the day that the violation is confirmed.

- a. Rehabilitation: The student may reduce the penalty to 75% of the current and/or next ECA activity by submitting to a substance abuse program of assessment, counseling, screening

and/or indicated therapy. The program must have been approved by the Principal and may include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or his parents or guardians. The student will serve the remainder of the suspension beginning with notification from the Principal that the student has violated any of the stated conditions of the substance abuse program.

- b. Self-Reporting: The total penalty will be reduced to 50% of the current and/or next ECA activity if 1) the student or the student's parents or guardians report the violation to the Athletic Director or a head coach prior to their independent confirmation of a violation and 2) the student submits to a substance abuse program as described above.

Third Offense – Students will be suspended 365 days from all ECA activities. The suspension will be assessed beginning from the parent/guardian notification meeting.

Final Offense – Upon a fourth offense the student will be suspended from participation in all ECA activities for the remainder of his/her high school career.

ACCUMULATIVE EFFECT – Students in violation of category 1 or 1a shall be aware these offenses are cumulative. An offense in category 1a followed by an offense in category 1 will result in a second offense.

**Students that are proven to have been in the presence of illegal drugs and/or alcohol will be under a one calendar year probation period. A second similar violation will result in a 10% loss of the current or next ECA season. A third similar violation will result in a 20% loss of the current or next ECA season. More violations will result in increasing the penalty by 10% each offense to a loss of 100% of the current or next season.

Category 3 – Students who are proven to have possession of or have used tobacco products.

First Offense – Students will be suspended for 10% of competitions, performances, and functions from current and/or next ECA activity. The Suspension will be assessed beginning from the parent/guardian notification meeting or the student may successfully complete a smoking cessation class. The suspension will be dropped at the completion of the class.

Second Offense – Student will be suspended for 25% of competitions, performances, and functions from current and/or next ECA activity. The competitions, performances, and functions from current and/or next ECA activity. The suspension will be assessed beginning from the parent/guardian notification meeting.

Third Offense – Students will be suspended for 50% of competitions, performances, and functions from current and/or next ECA activity. The suspension will be assessed beginning from the parent/guardian notification meeting.

Category 4 – Students who commit crimes that would be deemed a felony or misdemeanors in adult court or acts of delinquency or status offenses:

First Offense – Students arrested or detained as a juvenile or adult on such a charge will be suspended from participation pending investigation of the incident. Conviction/adjudication of a crime equivalent to a felony in adult court shall exclude the student from ECA participation for one full year (12 months) from day the violation is confirmed. Conviction/Adjudication of a crime equivalent to a misdemeanor in adult court or acts of delinquency or status offenses shall be suspended from participation in 25% of ECA contests and/or activities. Practice will be at the discretion of the sponsor.

Second Offense – The second or succeeding offense, either misdemeanor or felony, will bring an ECA suspension for one (1) calendar year.

Category 5 – Students shall not commit acts of disrespect, vandalism and/or theft:

First Offense – Students will be suspended from participation in 25% of ECA contests and/or activities. Practice will be at the discretion of the sponsor.

Second Offense – Students will be suspended for a minimum of one (1) calendar year (12

mCategory onths) from the day the violation is confirmed.

Category 6 - Students who are in violation of school rules such as truancy, suspension, classroom disruption or other punishable acts:

The participant may further be dealt with within the structure of each sponsor rules for their activity. If a participant is suspended out of school for any reason they will be ineligible for all contests for the term of his/her suspension. In-School suspension and Out of school suspension students cannot practice during the suspension time.

Second and/or Subsequent Offenses – The sponsor may remove the participant from any further activities for the remainder of the season or activity period.

Category 7 – Specific ECA group or team rules may be set forth by the sponsor of each ECA group. These rules and the penalties for breaking them will be given to the students by the sponsor at the first meeting or practice of that ECA group. These written regulations will be on file with the school office.

**ALL OFFENSES ARE CUMULATIVE.*

***ALL SUSPENSIONS CAN BE CARRIED OVER TO THE FOLLOWING SCHOOL YEAR.*

****ALL RULES APPLY DURING THE ENTIRE SCHOOL YEAR AND DURING SUMMER.*

*****SUMMER ACTIVITIES CAN BE AFFECTED BY THIS CODE.*

NON SCHOOL SPONSORED ECA ACTIVITIES

Parents should understand that the after prom is a parent sponsored function and not school sponsored or supervised. In addition, there are several sport camps during the school year and summer that are sponsored by the coaches and not the school.

ACADEMIC INTEGRITY POLICY

The educational process demands active engagement in the learning process. Students must think about the material at hand; they must practice the skills being taught; they create products that demonstrate their learning. Students and teachers are responsible for honest participation in the learning process. Students have the responsibility of following the expected process and putting forth genuine effort to learn. Teachers, on the other hand, have the responsibility of assigning activities that are respectful of a student's time and talent and that the teacher can reasonably expect will result in educational progress.

Occasionally students attempt to bypass steps in the learning process by allowing others to do some of the work that is required for a good education or by assisting others in avoiding those steps. Cheating is defined as affecting the perception or assessment of one's academic achievement through illegitimate means. Plagiarism is the active or tacit representation of another's writing or ideas as one's own. While students are encouraged to seek help from parents, authorities, reference materials and other students, they are expected to complete assignments themselves. It is the position of Edgewood High School that plagiarism and cheating are serious violations of academic ethics.

The intended effect of this policy is to enhance the learning of any students who cheats or commits plagiarism or who helps another cheat or plagiarize. Students who inadvertently commit plagiarism through oversight or ignorance need to receive instruction on how to avoid repeating such occurrences. Students who intentionally cheat should learn the seriousness of academic dishonesty.

Examples that illustrate the problem of plagiarism and cheating include, but are not limited to the following:

- Downloading resources from the Internet and turning them in, even with substantial changes.
- Copying another student's work, or allowing another student to copy one's work.

- Paraphrasing a book, encyclopedia or another's work without citation.
- Using another's effort to avoid doing the work oneself.
- Providing another with answers or work that allows that other person to avoid doing the expected work.
- Using Internet software to translate material in a foreign language class.
- Including passages that are substantially similar to those of another student or to another informational source.

The Academic Integrity Committee reviews all referrals involving plagiarism and cheating. The panel consists of an administrator, an English teacher, and two teachers from departments other than English. If a member of the panel refers an incident, that member will be replaced on the panel for the consideration of that particular incident. The duty of the panel will be to review the referral, interview the teacher and accused student(s), determine the level of infraction, if any, and, if an infraction has been found to have been committed, determine the appropriate punishment.

Violations of the Academic Integrity policy are brought to the committee by teacher referral. Teachers submit the Academic Integrity Violation form to the office of the Assistant Principal. Teachers may exercise professional judgment if they believe that an incident is too minor to refer. All teachers are urged, however, to consider referral for the long-term benefit of the student involved and the student body as a whole. Students who are allowed to behave unethically, without consequence, might not learn the significance of dishonesty. Likewise, consistent referrals promote fairness to the school database of Academic Integrity violations.

- All academic integrity violations and responses will be documented and tabulated in the Academic Integrity database for the duration of the duration of the student's high school career.
- Academic Integrity violations brought to the attention of the committee result in identification of infraction level and appropriate response.

Level I Description: This level involves relatively minor infractions, such as the inadvertent failure to cite a source of a quote or idea, paraphrasing a brief passage from a text without attribution'

Level I Possible Consequences:

- Counseling regarding academic integrity and possible reassignment of work in a new form.
- Possible partial or total loss of points for the assignment with no opportunity for make up or extra credit.
- Ideally, consequences for Level I infractions display creative efforts to help students learn from their mistake.

Level II Description: This level involves blatant cheating or plagiarism. Level II infractions include duplicating work from an information source, copying another student's work, providing another student with answers or assignments, turning in the work of another.

Level II Possible Consequences:

- Loss of points for the assignment.
- Requirement to redo the assignment for no credit or reduced credit.
- Documentation of student's violation record in a school database of Academic Integrity violations for the duration of high school career.
- Reconsideration of student's membership in honor organizations.

Level III Description: The most serious level reflects repeated violations of Level I or II or gross interference of teacher evaluation such as technological sabotage, grade alteration, theft and distribution of tests, answers, papers, etc.

Level III Possible Consequences:

- Loss of credit for the term.
- Removal from the class.
- Reconsideration of student's membership in honor organizations.
- Office referral for disciplinary action such as suspension/expulsion.

NOTE: All recommendations of the Academic Integrity Committee are subject to review of the Principal.

FIELD TRIPS

General Rules for Field Trips and/or ECA events

1. When on a school trip you are representing the school, your community, and your group. Your behavior as an individual reflects upon your reputation and the reputation of your group, school and community. Always conduct yourself in a friendly and courteous manner.
2. Students are under the direct supervision of teachers and chaperones. Students should treat all chaperones with respect and do what they ask.
3. Students must be in good standing in all classes and/or attendance to attend field trips
4. Students are expected to use school provided transportation to and from all field trips or events. **Exceptions must have prior written approval from principal or principal designee.**

General Rules for Overnight Trips

1. When on a school trip you are representing the school, your community, and your group. Your behavior as an individual reflects upon your reputation and the reputation of your group, school and community. Always conduct yourself in a friendly and courteous manner.
2. These general rules will apply for all trips, but there may be additional special rules that are also needed for a particular trip or program. A tentative itinerary and any special rules that are needed should be distributed to students, parents, chaperones, and administrators at least two weeks before the trip.
3. No student will be permitted to go on an overnight trip until the "Authorization for Medical Treatment" form used by the school has been filed with the sponsor.
4. At least one week in advance of the trip chaperones should meet to discuss rules and be assigned individual students that they are to supervise.
5. Those who are not a part of the group are not permitted in student rooms overnight. Chaperones do not need the extra responsibility.
6. Students are to treat all chaperones with respect and do what they ask. If you become ill or have any problem you should report to your respective chaperone.
7. Students are not allowed in unassigned rooms without a chaperone present.
8. Curfew times will be established for the group and you are expected to be in your room with lights out at the times established.
9. Chaperones are to check your room daily and at checkout to see that there is no damage to the room or furnishings. Those responsible if damage occurs will pay for the damaged hotel property and are subject to prosecution if the management desires to prosecute.
10. Drugs and alcohol will not be tolerated. If you are involved every attempt will be made to contact your parent to arrange your immediate trip home. Any violation of drug or alcohol possession or usage will result in a permanent career ban of participation in any overnight trip.
11. No smoking or use of tobacco products will be permitted.
12. Always go in groups of at least two or more when using hotel elevators, going to meals, or whenever you are out of your room. Chaperones should always know where they can find you

if you are out of your room.

13. Students are expected to use the transportation provided for the group, or particular adult chaperone. Students are not permitted to use rental cars or share transportation with others who are not approved by the sponsor.
14. Students who violate the general or special rules established for overnight trips, will be placed under the direct supervision of the chaperone for the remainder of the trip or until they are sent home.
15. All overnight trips must be approved by the Board of School Trustees.
16. ORGANIZATIONS MAY BE CHARGED A TRANSPORTATION FEE FOR ANY FIELD TRIPS THAT ARE TAKEN.

FLOWERS AND BALLOONS

Flower and balloon deliveries will not be delivered to students at school. Please make arrangements for flowers and balloons to be delivered to your child at home or other location. Deliveries brought to the school will be sent back with the delivery person.

GUIDANCE SERVICES

The purpose of the guidance services is to help each student in social, educational, vocational, and personal development. The counselors are in the guidance offices daily. Conferences with students receive first consideration of the counselor's time and are scheduled whenever necessary.

If you wish to talk to your counselor, sign up on the sheet in the reception area of the counselors' offices. The counselor will send for you when ready. The general counseling load will be divided between three counselors. You may select any counselor for a personal problem.

Counselors can assist students in recommending materials the student may use to improve study habits or find peer tutors to aid students who are having difficulty with studies. They will help you in planning schedules and your individual school program. They will aid you in adjustment to personal problems.

INSURANCE

The school does not provide student insurance.

LOCKERS

- Lockers are assigned when you receive your books at the bookstore
- All lockers and storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search.
- Unapproved locks will be removed and destroyed
- Each student is responsible for their locker and all items in their locker
- Students will NOT share lockers
- Students who vandalize lockers will be responsible for the financial repair or replacement of the locker as well as disciplinary action
- All lockers should be cleaned out at the conclusion of the year, items left behind will be thrown away.
- Due to excessive clean-up only magnets may be used for hanging of personal items inside student lockers. Students are responsible for clean-up.
- Outside decorations must have administrative approval.

LOST AND FOUND

The bookstore and the front office are the place to take articles that you find and the place to look for your lost items. The bookstore and office are not responsible for items left unclaimed. Items left at the end of the year will be donated to charity.

RESTROOMS

- Students are expected to use the restroom during passing periods and or at lunch
- A media center or hall pass is NOT a restroom pass
- If a student becomes ill, report to the nurse, not the restroom so appropriate actions/remedies can be offered

RBBCSC HEALTH SERVICES

Immunizations

According to Indiana Code 20-8.1-7-10.1(c) (1), when a student enrolls for the first time in a school corporation, a statement of the student's immunizations which shows that the student has received at least the minimum number of immunizations for the student's age will be supplied to the school by a parent or guardian. All immunizations **MUST** be current **AT THE TIME OF REGISTRATION**. Students without current immunizations may be admitted to school provided the documentation is received within twenty (20) days.

Student Medications

1. All prescription and over-the-counter medication will be kept in the school office, unless a student has written physician permission to possess and self-administer the medication according to IC 20-8.1-5.1-7.5.
2. Written instructions from the parent/guardian are required for all prescription and OTC medications. **The instructions must include: name of medication, reason for medication, amount to administer, and time to be administered.** OTC medication amounts must be age appropriate per product label, and may not be given more frequently than stated on label except with physician prescription (see the attached medication form).
3. Pharmacy and OTC medication **must be in the original container affixed with a current pharmacy or package label.**
4. Medication ordered **three times a day or less should be given before and after school and at bedtime.** Prescription medication with a specific time ordered that is during school hours will be given as directed.
5. Medications must be picked up in the school office, and will be released to the parent or a designee who is at least 18 years old with written permission from the parent. OTC or non-controlled medication may be sent home with the student with written permission from the parent. **Controlled substances (stimulants, prescription pain medication, anxiety medications etc.) can NOT be sent home with a student.**
6. If a student is found using or possessing **ANY** medication without parent authorization, the student will be brought to the office and the medication will be confiscated until the parent is contacted for verbal authorization. This must then be followed up with written authorization from the parent/guardian.
7. Any student who distributes a medication of any kind to another student or is found in

possession of a non-authorized medication is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students with Diabetes

A diabetes management and treatment plan will be prepared and implemented for use during school hours and after/school hour school-related activities. The plan shall be developed by the licensed health care practitioner responsible for the student's diabetic treatment and the student's parent/legal guardian. This plan should be up-dated annually.

Injury:

Our "School Health Guidelines" are approved annually by the County Health Officer (currently Dr. Thomas Sharp, MD) and are followed in each school for exclusion for illnesses and basic first aid measures used for the treatment of injuries. Nurses or their designee may administer Tylenol (generic) or an antacid (usually Tums or a generic) with parent permission. The following medications and supplies are kept on hand in the health offices at RBBCSC schools: Tylenol (generic), antacid (generic), contact lens solution, eye irrigations, topical antiseptics, topical analgesics, throat lozenges, band aids, bandages, elastic wraps, heating pads, splints and ice packs. Diphenhydramine (an oral antihistamine) may be used for severe allergic reactions if the parent is contacted and gives verbal permission. Keep in mind that our budgets and supplies are limited and are not to be a substitute or replacement for situations that can be taken care of at home. Please notify us in writing if you prefer that these products not be used when treating your child.

Illness:

Students with vomiting, diarrhea, undiagnosed skin rashes, eye infections, or fever over 100° should not attend school. Students should not return to school until symptoms have resolved, or are fever-free for 24 hours. **Students being treated with antibiotic medications should receive the medication for 24 hours before returning to school.** Students will be sent home from school with temperatures over 100°, vomiting, diarrhea, skin rashes, eye infections, or other symptoms of illness.

Health Screenings:

Head lice checks are done individually on an as-needed basis if signs of possible head louse infestation are noted, such as excessive head scratching or bugs in the hair. Students may be excluded from school if live lice or nits within ¼" of the scalp are found. Students must be checked by the school nurse **before** they may return to class.

Vision screening is done with all students in grades K, 1, 3, and 8.

Hearing screenings are completed with grades 1, 4, 7, and 10.

Parents or guardians will be notified by a referral letter if a concern is identified during the screening process. Referrals are based upon Indiana State referral recommendations. Further medical evaluation should be obtained. Questions regarding these procedures should be directed to your child's school health aide..

Corporation Nurse

812-876-2277, ext. 2296

EHS Health Aide

812-876-2277, ext. 2206

School Nurse and Health Programs

- A nurse is available during school hours – located in the administrative office area
- Students who are ill should report to the health office
- Students should NOT call home to be picked up at school for illness until they have checked at the health office. Students leaving for illness without the approval of the school nurse will be

considered unexcused.

- Generic Tylenol is kept in the health office on a first aid basis
- Medications must be kept in the health office unless other arrangements are made with a parent, physician and school administration
- If a student will need to take prescription medication at school, the medication must be brought in the original prescription bottle from the pharmacy accompanied by Dr. and parent forms
- Non-prescription medication must be in the original container accompanied by a parent note
- Each health office visit is documented and habitual use may result in disciplinary actions⁰

Reasons for Exclusion from School

- Fever of 100 or more in past 24 hours
- Vomiting, persistent diarrhea
- Inflammatory eye condition
- Rash associated with fever
- Cough associated with fever
- Sore throat associated with fever

SCHOOL PUBLICATIONS

There are two school publications, which are produced by regularly scheduled classes. To be involved in these publications you must meet various criteria and be scheduled into these classes.

The school newspaper is called THE HOOFBEAT. It is distributed on a regular basis to all students. The school yearbook is another publication that is available to all students. It is called EL CORRAL. Orders are taken in the fall and the book is distributed during the following spring. You must order in advance to be assured of getting this publication.

TELEPHONE

- Students may use Cell Phones during passing periods and lunch time.
- Urgent messages from legal guardians for students will be relayed to students through the main office
- Students may make emergency calls from the office phone
- Students may NOT use classroom phones

TEXTBOOK RENTAL, FEES AND BOOKSTORE SERVICES

It is the student's responsibility to take the necessary textbooks and supplies to each class. Various types of school supplies are available in the bookstore for the convenience of students.

All basic textbooks are rented to students for their use each semester. Students pay for workbooks and other materials needed for various classes. Fees for various classes are listed on your schedule of fees, which will be mailed after a few weeks when classes become final. A damage fee will be assessed for any textbook returned in improper condition. Students are responsible for textbooks until the final day of the semester/year.

REFUND SCHEDULE

1. When students move or withdraw, fees are refunded according to the refund schedule below. Book rental and fees only are prorated, not consumable items such as workbooks, agendas, etc...
2. When a student loses credit for a course, no refund or credit applies.
3. Students who move or withdraw are charged for all consumable items: workbooks, agendas,

etc...

4. Students expelled are charged full charges for the current semester.
5. A damage fee will be assessed for any textbook returned in improper condition.
6. Lost/unreturned books will be charged full replacement value of the book.
7. Refunds \$10.00 dollars or under will not be refunded unless requested by the parent. Records of the refund will be kept on file for 5 years.

ENROLLMENT/WITHDRAWAL CHARGES-applies to book rental and fees only, consumables are charged at 100%

1st semester	Enrollment charges	Withdrawal charges (*% refund)	
August	100 %	20% (after 2 wks)	(*80% refund)
September	80%	40%	(*60% refund)
October	60%	60%	(*40% refund)
November	40%	80%	(*20% refund)
December	20%	100%	(*0% refund)
2nd semester			
January	100%	20% (after 2 wks)	(*80% refund)
February	80%	40%	(*60% refund)
March	60%	60%	(*40% refund)
April	40%	80%	(*20% refund)
May	20%	100%	(*0% refund)

VISITORS

All visitors or persons having business with the school must

- Must enter through main entrance.
- Sign in with the main office
- Students from other schools will NOT be allowed to visit without prior approval from school administration

HALL PASSES

- Students leaving any room or assigned location unless accompanied by a staff member must have a signed agenda or signed hallway pass.
- Students' hall pass privileges may be revoked for habitual use, or disobedience
- Students in the hall without a pass will be sent back to class.

SCHOOL DISMISSAL

Students should leave the building immediately after dismissal unless scheduled for an activity supervised by a teacher or coach. Students are not to be in the building for any activity without a sponsor. Gates to lockers will be closed at 3:00 p.m.

PART II: PROGRAM OF STUDIES

ENROLLMENT PROCEDURES

1. Parent/Guardian must accompany student to enroll.
2. Proof of Residency – you must provide a copy of 3 bills showing your pre-printed name and new address, i.e.: electric bill, telephone bill.
3. Proof of Guardianship – legal court document.
4. Proof of Custody – which parent has physical custody of child – legal court document.
5. Birth Certificate – If not provided within 30 days a letter will be sent to the Indiana State Police Missing Children Clearinghouse.
6. Copy of transcript, must include attendance information.
7. Copy of Immunizations.
8. Withdrawal from, including withdrawal grades, from last school attended.

Any student having been expelled from another high school, facing expulsion proceedings and/or having an elevated attendance or discipline record will not be allowed to enroll at Edgewood High School!

REQUIREMENTS AND GRADUATION

A student must satisfactorily complete both the graduation requirements of the State Department of Education and those set by the Richland-Bean Blossom Community School Corporation.

Under no circumstance will a student be permitted to participate in graduation exercises if all requirements are not met!

SELECTION OF COURSES

The student's curriculum should be selected after careful consideration by parents, students, and advisors. Every effort should be made to prepare the program properly the first time so that it will not have to be changed. The administrators, counselors, and teachers welcome the opportunity to counsel with any student or parent regarding any phase of the program. Counselors meet with students during the second semester each year to give them information and aid in making course selections for their next year's classes. Teacher assignments and student schedules are made on the basis of these course selections.

Requests for schedule changes after scheduling has been completed and resources have been committed creates a real problem for the school. Schedule changes should be requested only if we have made an error and misplaced the student or to balance class sizes for better management of instruction.

As a part of the curriculum students will receive career information as freshmen, which may help them to decide some of their educational needs in order to take advantage of certain career opportunities. Students should also discuss the educational requirements of certain careers in which they have an interest when planning their program of studies.

An updated list of course offerings is available every year from the counseling offices. Courses are

listed with short descriptions and other information to help you choose courses for your program. A list of courses and graduation requirements are included in the Red Book course guide and are available from the Guidance Office.

Schedule Change Policy

For class schedule changes, the student must complete a Schedule Change Request form (with parent signature). During the summer, a phone call from the parent is acceptable. Any request for a class change made prior to July 1 will be granted (unless the student requests a class for which space is not available).

Class change requests made after July 1 may not be completed by the start of school. This is due to the guidance office being closed during the month of July and the month of August being a very busy time due to enrollment of transfer students and finalizing class schedules. Time may not permit these requests to be made prior to the start of school. Once the school year has begun, a request to change a class must be made by the end of the first week of school. The teacher of the class being dropped must sign the request form. After the first week of school has passed, changes will be made only under extenuating circumstances and with administrative approval.

Requests for second semester class changes must be made by December 1. Requests to change classes made after December 1 will be made only under extenuating circumstances and with administrative approval.

Dropping a class after the first three weeks of either semester will result in a letter grade of "WF" (withdrawn/failing) for that semester. The "WF" will show on the student's transcript and will be figured into the grade point average as an "F."

WITHDRAWAL FROM SCHOOL

Under Indiana law, any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview with the student's parent or guardian is conducted with the Principal or designee. If a student withdraws from school, he will receive an "incomplete" in each subject enrolled for that semester, unless he transfers to another school. When a student withdraws from a class, he/she must return the textbook and notify the teacher of that class and have the proper form signed. Incomplete grades due to withdrawals become "W.F.'s" at the end of the semester.

WORK PERMITS

- Work permits are in the main office see Mrs. Shockney
- Student must be at least 14

PART III: POLICIES AND PROCEDURES

These policies are provided to aid you in understanding your responsibilities as a student at Edgewood High School. These policies are necessary for the orderly day-to-day operation of the school. We feel that most people are willing to cooperate and to do what is expected of them if they know what is expected.

ASSIGNMENTS, GRADES AND OTHER FORMS OF ASSESSMENT

Students should complete all assignments and turn them in on time. Grades are based on your work and performance in class.

- Incomplete grades become failing grades two weeks after a grading period or end of semester unless other arrangements are made through the office.

To calculate semester grades multiply the percentage value of each 9 weeks grade by two and add those together with the point value of the grade received on the final exam.

The 9 weeks grade percentage = First grading period. (2/5)

The 9 weeks grade percentage = Second grading period. (2/5)

The final exam percentage. (1/5)

Semester grade is equal to: First grading period percentage x (2/5), plus

Second grading period percentage x (2/5), plus

Final exam percentage x (1/5), equals students semester grade.

SEMESTER GRADING SCALE GRADING SCALE

		93-100	A	90-92	A-
87-89	B+	83-86	B	80-82	B-
77-79	C+	73-76	C	70-72	C-
67-69	D+	63-66	D	60-62	D-
		0-59	F		

** Dual Credit college courses that are taught by EHS faculty often have different requirements and final exam schedules. These are the courses that may use a weighted scale

***Other forms of assessment not related to credit standing or grade point average include: PSAT (10th/11th grade) SAT (12th grade-optional)

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[Homework Help](#)

[Tutoring Resources](#)

ATTENDANCE

All students are expected to attend school regularly and to be on time to classes in order to receive maximum benefit from the instructional program. Good attendance is extremely important. There is a close correlation between attendance and achievement in school; therefore, students should not be absent unless it is absolutely necessary.

In keeping with the Board approved attendance philosophy, a student may not be absent from school for more than nine (9) days each semester. It is believed that students who miss more than nine instructional periods per class per semester have missed a significant amount of classroom interaction as well as instruction. A day absent from the classroom can never be replaced and the learning that has taken place between the teacher and student can never be duplicated. Reading the material and performing satisfactorily on test does not compensate for the loss of insight gained during discussion, explanation, or supervised drill. Every absence interrupts a student's understanding of the material being presented and weakens his/her interest in the continuing program. In addition, regular and punctual attendance in school helps develop habits necessary for the work world they will enter upon leaving school.

The primary responsibility for school attendance rests with the parents and student. The school will assist the parents and student in this responsibility. The cooperation of the student, parents, and the school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular attendance.

A student's day begins once they arrive on school grounds whether by bus, motor vehicle, or walking. Students will remain under the jurisdiction of the school while traveling to and from school on school provided transportation.

Students must sign in and out on entering and leaving the premises during the school day.

An absence is recorded when a student is not in class. The student who misses more than fifteen (15) minutes of class shall be considered absent from that class, unless an exemption is granted by the administration.

Leaving during the School Day

A student may be released from school during the school day only through the office. A student must see the nurse in case of illness, the attendance clerk, or the principal or the principal's designee before being allowed to leave. *The student must get permission from the office and from the parents before leaving school.* Any time a student leaves school without following these procedures will be considered truant. In cases of medical or dental appointment, etc., a parent must call the office to obtain a pass for the student to leave for an appointment.

Late Arrivals

Students arriving to school after 7:40 a.m. are considered "late arrivals". If the reason for being late is an unexcused absence (see policy below) the student will be given a verbal notification. Subsequent late arrivals will result in a Friday School assignment. This is per-semester policy.

All students arriving after the school day begins should enter through the main entrance. Exterior doors (excluding the main entrance) will be locked at 7:45 am. Students are not to prop or inhibit exterior door from being open during the school day.

Excused Absence

A student's absence will be considered excused if (1) contact is made by phone by the parent or guardian or written notification of the absence accompanies the student upon his/her return to school and (2) an excused absence criterion is met.

Excused absences include absence from school for the following reasons:

1. Illness (medical, dental, and/or clinical appointment)
2. Death in the family
3. Required religious observance
4. Quarantine and communicable disease

Students who have absences classified as EXCUSED will have the benefit of make-up work for credit.

Absence notification can be made 24 hours a day by calling 876-2277 and leaving a message on the voice mail.

Each student and parent should realize that the determination of a valid, and therefore an excused absence, rests with the administration of Edgewood High School.

IN THE FOLLOWING EVENTS STUDENTS ARE NOT COUNTED ABSENT IN ACCORDANCE WITH IC 20-8.1-3-18. AND THESE ABSENCES MUST BE PREARRANGED.

1. Page or honoree in the Indiana General Assembly
2. Subpoenaed court appearance
3. Helper to a political candidate, a political party, or to a precinct election board on the date of an election
4. National Guard Duty

Unexcused Absence

An absence is classified as unexcused according to the following criteria:

1. A parent/guardian fails to verify the absence upon the students return to school.
2. The reason for missing school does not fall under the criteria for an excused absence.
3. The student fails to notify the attendance office in advance in cases of pre-arranged absences.
4. A student has accumulated more than 9 absences in a semester, the absence is considered unexcused, unless a doctor's statement is provided for each absence.
5. Leaving school without the knowledge or permission of a school official even if a parent or guardian has been called prior to leaving.
6. An absence due to truancy or missing class without school authorization.
7. Students who are late to class for more than fifteen minutes (15).
8. If a student who is absent from school due to illness, participates in or is present at an extracurricular event the same day as the absence, regardless of parent call.

Work missed due to unexcused absences cannot be made up for credit. Repeated unexcused absences may also warrant other disciplinary action, such as detention, suspension or expulsion, and may result in action taken under the compulsory school attendance laws. (I.C. 20-8.1-1-3-17)

Any combination of nine (9) excused or unexcused absences in any course during any term will be considered excessive absences. Students will be ineligible to earn further credit in the course(s) for the remainder of the term unless documented evidence is presented during the attendance review.

NOTE TO PARENTS AND STUDENTS: EACH ABSENCE, WHETHER EXCUSED OR UNEXCUSED OR TRUANCY, COUNTS TOWARD THE NINE DAY LIMIT.

The following is the procedure that the attendance review will follow:

1. After the fifth (5th) absence from one or more classes, contact shall be made with the parent/guardian by school officials regarding the student's absences. This can be either in the form of a letter or phone call to the parent/guardian.
2. After the seventh (7th) absence, a parental conference with the parent/guardian, student and the attendance committee shall be held. Included in the conference will be a review of the student's absences and the student may be placed on an attendance contract. Failure to attend the conference may result in the loss of credit for the semester. During this conference or at any time when they believe such circumstances merit special consideration, parents/guardians may request an extenuating circumstance form. Parents are responsible for returning the completed form in a timely fashion. The committee may agree to reinstate the students' credits if the contract is completed successfully.

The student's academic progress, grades, the reasons for missing school, effort in completing make-up assignments and any other relevant information including medical records will be used to determine the measures for the attendance contract.

An attendance contract may include, but is not limited to, any or all of the following:

1. A required doctor's certificate for any further absences (Administrative probation)
 2. Revocation of student's **work permit**
 3. Revocation of student's **driver's license**
 4. Loss of credit for assignments given on days of absence, no make-up work allowed.
 5. Revocation of **ECA privileges** including field trips, prom, senior trip, band trips, athletic trips, etc...
 6. Notification of student's absences to the Monroe County Probation Office
3. With the student's ninth (9th) absence, the Attendance Committee may convene.

Parent/guardian may attend this meeting. The committee will make a determination of the student's status and report the approval or denial of the extenuating circumstance status to the parent in writing.

The Attendance Committee will be made up of an administrator, counselor and three of the student's teachers. The final determination of an absence is at the discretion of the high school administration.

4. Following the student's tenth (10th) absence from a class or classes in the semester, in the event that no request for extenuating status has been made or if a request has been made and denied, the student shall be declared ineligible to earn further credit in the class/classes missed.

With loss of credit, the student will

1. remain in class and do the work as required
2. discipline problems will result in withdrawal

If the student has lost credit in three (3) or more classes, notification may be made to the Bureau of Motor Vehicles for license suspension. If the student has lost credits in two or more classes their work permit may be revoked.

The final decision of the attendance committee is of the discretion of the high school administration.

Habitual Absence

Under I.C. 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30-through IC 31-40." Additionally under I.C.

20-33-2-14, the "governing body of each school corporation shall have a policy outlining the conditions for excused and unexcused absences. The policy must include the grounds for excused absences required by Sections 15 through 17.5 of this chapter or another law. Any absence that results in a person not attending at least one hundred eighty (180) days in a school year must be in accordance with the

governing body's policy to qualify as an excused absence."

Effective July 1, 2014, SEA 338 amends IC 20-20-8-8. Habitual truancy includes

students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. *Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.*

Pre-arranged Absences

Although the school recognizes the need for family to spend time together and for other activities to be scheduled on school days, the position of the school is that the academic program is of such importance that family travel days and other activities should be scheduled at times other than while school is in session. Avoidable absence of this kind must be prearranged with the school if in excess of more than one day and the following conditions met:

1. The parent must, personally, file a request with the school by completing a prearranged form at least three (3) days prior to the absence. This form is available in the school's attendance office.
2. Students must have principals or designee signature before the form can be taken to the classroom teacher for initialing.
3. It is the student's responsibility to have all class work missed completed and given to the teacher the day of his/her return to school. All quizzes and tests must be made up within two

days of the student's return to school. Failure to do so will result in loss of credit for the class work missed.

4. Students may not request more than 2 different pre-arranged absences or exceed 5 days. Class work missed may not be made up for credit if the absence is not pre-arranged.

- **Prearranged absences will not be granted during final exams.**

Students and parents must recognize that pre-arranged absences may count against maximum number of days allowed to miss during each semester!

''

College Visitations

Seniors may take up to two days per school year and juniors may take up to one day per school year to visit prospective colleges/universities. College Visits must be pre-arranged. **Failure to fill out a pre-arranged absence form will result in an unexcused absence.** Students must return to school with documentation from a university or college official to validate the absence. No College Visits will be approved after May 1. College visits may not be approved if a student has excessive absences.

Tardies (Per semester basis)

Student's should be in class on time. Being in the halls and arriving late to class disturbs entire classes. Unexcused tardies in excess of fifteen (15) minutes will count as an unexcused absence for the class in which you are tardy and will carry the same penalty as skipping a class. All students must sign in.

- A. 1st Tardy – No Action
- B. 2nd Tardy – No Action
- C. 3rd Tardy – No Action
- D. 4th Tardy – Referral to the office; 30 min detention
- E. 5th Tardy – No Action
- F. 6th Tardy – Referral to the office; 1 hr detention
- G. 7th Tardy and subsequent Tardies – Thursday School.

******failure to serve detention or Thursday school may result in out of school suspension**

******AFTER 7 OR MORE TARDIES DRIVING PRIVILEGES WILL BE REVOKED!**

TRUANCY: Truancy is not acceptable for school. Any absences, for any amount of time, without authorization from the school or notification by the parent/guardian is truancy. (This includes students arriving late for school and missing any part of one or more periods). Three (3) truanancies will result in the student being considered a "Habitual Truant" which may result in:

- A. 1st Truancy – alternative placement (Thursday School).
- B. 2nd Truancy – In-School Suspension, and Loss of driver's license
- C. 3rd Truancy – Out-of-school suspension and referral to probation department.
- D. **Truancy can result in loss of Indiana's Driver's License (see PL51-1990).**

BUS STUDENTS

Students who ride buses are not to leave the bus until it arrives at school. Tell your bus driver if you are not going home on the bus. Bus drivers are performing a valuable service for you and have the same authority as teachers when you are on the bus. The service may be cancelled for repeated rules violations.

Driver Discipline Procedures

- A. Verbal correction.

- B. Assignment to front seat with notification of school and parent.
- C. Removal of transportation privileges for one day with notification of school and parent.
- D. Any other action as directed by school.
- E. Further misconduct may result in multiple days of suspension and could result in transportation/Administrative conferences and removal of student from the bus for remainder of semester and/or school year.

STUDENT BEHAVIOR CODE

The grounds for suspension or expulsion listed below will apply when a student is:

1. On school grounds immediately before, during and immediately after school hours and at any other time when the school is being used by a school group.
2. Off school grounds at a school activity, function, event or traveling to or from school or a school activity, function, or event.
3. In addition to the times listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

ECA and Suspension/Expulsions

- Student policies and regulations are in force at all school functions regardless of the time or location.
- Students who are on out-of-school suspension are suspended from attending any school-sponsored event continuous from the date the suspension begins until the first day they may return from the suspension.
- Students who are expelled may not attend any student-sponsored event during the semester.

GROUND FORS SUSPENSION OR EXPULSION ARE STUDENT MISCONDUCT OR SUBSTANTIAL DISOBEDIENCE.

The following includes examples of student misconduct or substantial disobedience, but are not limited to:

- A. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct or constituting an interference with school purposes or urging other students to engage in such conduct prohibited by this subdivision:
 1. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 2. Blocking the entrances or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from use of the building, corridor, or room.
 3. Setting fire to or damaging any school building or property.
 4. Prevention or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 5. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
 6. Possessing, firing, displaying, or threatening use of firearms, explosives, firecrackers, or other weapons on the school premises for any unlawful purpose.

- B. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- C. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-Defense or reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
- E. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
- F. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon. Students that use any item, as a weapon in a fight will be recommended for expulsion under due process
- G. Possessing, using or transmitting or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant or depressant of any kind,, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any substances immediately before attending school or a school function.
 - 1. Possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant depressant, or intoxicant of any kind, including substance that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K-2.
 - 2. Possessing, using, transmitting, or being affected by caffeine based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
 - 3. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form.
 - 4. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
- H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
- I. Failing in a substantial number of instances to comply with directions of teachers, or other personnel during any period of time when the student is under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- J. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- K. Violation or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - 1. Engaging in sexual behavior on school property
 - 2. Disobedience of administrative authority
 - 3. Willful absence or tardiness of students
 - 4. Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
- L. Cell phones/WCD's
 - 1. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or

audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.

2. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
 3. "Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
- M. Possession of a Firearm:
1. No student shall possess, handle or transmit any firearm on school property. The following devices are considered to be firearms as defined in Section 921 of Title 18 of the United State Code:
 - a. Any weapon which will or is designed to or may readily be converted to expel and projectile by the action of an explosive.
 - b. The frame or receiver of any weapon described above.
 - c. Any destructive device, which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge.
 - d. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled.
 2. The penalty for possession of a firearm: 10 days suspension and recommend expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
- N. Misbehavior and disrespect of any kind will not be tolerated at the end of the school year. Any misbehavior occurring on the school grounds or on the bus will be subject to disciplinary action by school officials during the summer or at the beginning of the next school term. This includes failure to serve any outstanding discipline.
- O. Engaging in any type of activity that leads school officials to reasonably believe that such behavior constitutes sexual harassment. This may consist of unwelcome advances, request for sexual favors, and any other inappropriate verbal or physical conduct of a sexual nature.
- P. Gang activity or association: Any article of clothing which has been altered to indicate gang activity or affiliation will not be permitted. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed reflected or participated in by the student shall not:
1. Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives.
 2. Present a physical safety hazard to self, students, staff or other employees.
 3. Create an atmosphere in which student's, staff members, or other person's well being if hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence.
 4. Imply gang membership or affiliation by written communication, bodily gesture, tattoos, drawings, paintings, designs, and emblems upon any school or personal property or on one's person.
- Q. Fighting or provoking violence in school or wherever the school has jurisdiction may be grounds for expulsion. The punishment may be more or less severe depending on the disposition of the combatants. Any involvement of fighting or provoking violence may result in

a 1-10 day out of school suspension or in-school suspension and possible recommendation for expulsion.

***Automatic referral to Monroe County Juvenile Probation for assaulting or provoking violence with intimidation.

- R. Rude, disrespectful, or insubordinate behavior will result in an administrative conference and may result in suspension or expulsion.
- S. Threatening or making remarks that threaten physical injury or damage to property may result in suspension or expulsion.
- T. Threatening a staff member will be considered grounds for suspension/expulsion.
- U. Assault of a staff member will be considered grounds for suspension/expulsion.
- V. Use of abusive, vulgar, lewd, indecent, or suggestive language will result in an administrative conference and may result in suspension or expulsion.
- W. Stealing may result in suspension or expulsion and may result in referral to Monroe County Juvenile Probation.
- X. Cheating may result in suspension or expulsion. Plagiarism, which can be defined as representing another person's ideas or writing's as one's own will also be regarded as cheating and grounds for suspension, loss of credit, or expulsion.
- Y. Damaging or destroying school property may result in expulsion. Vandalism of another student's or staff member's personal property may result in suspension or expulsion.
- Z. Harassment or hazing may result in suspension or expulsion.
- AA. Solicitations for money, donations, etc. by individuals at school are strictly forbidden-any attempt to persuade money by coercion or intimidation will result in suspension and/or expulsion and referral to law enforcement.
- BB False reporting such as pulling fire alarms as a prank, or other activities forbidden by law will result in suspension and/or expulsion and will result in referral to law enforcement.
- CC. Undue displays of affection or gross sexual misconduct may result in suspension or expulsion.

DISCIPLINE

The superintendent, principal, any administrative personnel, any designee of the principal or any teacher of the Richland-Bean Blossom School Corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in IC 20-8.1-5.1-3, IC 20-8.1-5.1-4, IC 20-8.1-5.1-5, IC 20-8.1-5.1-7, IC 20-8.1-5.1-7; that is reasonably desirable or necessary to help any student to further school purposes, or to prevent an interference therewith, such action may include but not limited to the following:

1. Counseling with a student or group of students
2. Conferences with students and/or parents' of students
3. Verbal reprimand or warning to student
4. Assigning student additional work
5. Rearranging class schedules
6. Requiring a student to attend school detentions, or Thursday School
7. Restriction of extracurricular activities
8. Restriction of driving privilege
9. Suspension of Indiana Drivers License (see PL51-1990)
10. Suspension and expulsion
11. Cancellation of work permit

12. Restitution
13. Community Service
14. Alternative to Suspension Program
15. Referral to Monroe County Probation Prosecutor office

Office Discipline Referrals: The general procedure for handling disciplinary referrals will be the administration will exhaust all avenues of disciplinary actions before recommending expulsion except in extreme cases where the handbook recommends expulsion for specific violations.

NOTE: ANY STUDENT WHO RECEIVES MORE THAN 8 REFERRALS (cumulative throughout the school year) MAY BE RECOMMENDED FOR EXPULSION.

STATE LAW CONCERNING DISCIPLINE-DRIVER'S LICENSE OR PERMIT

Indiana Code 9-24-2-1 states: Suspended, expelled, and withdrawn students

Sec. 1.(a) A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

- (1) Is a habitual truant under IC 20-8.1-3-17.2.
 - (2) Is under at least a second suspension from school for the school year under IC 20-8.1-5.1-8 or IC 20-8.1-5.1-9'
 - (3) Is under an expulsion from school under IC 20-8.1 5.1-8, IC 20-8.1-5.1-9, or IC 20-8.1-5.1-10.
 - (4) Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-8.1-3-24(a) before graduating.
- (b) At least five (5) days before holding an exit interview under IC 20-8.1-3-17(b)(2), the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian of the following:
- (1) That the exit interview will include a hearing to determine if the reason for the student's withdrawal is financial hardship.
 - (2) If the principal determines that the reason for the student's withdrawal is not financial hardship:
 - (A) the student and the student's parent or guardian will receive a copy of the determination; and
 - (B) the student's name will be submitted to the bureau for the bureau's use in denying or invalidating a driver's license or learner's permit under this section.

Edgewood High School will revalidate only under the conditions of IC 9-24-2-4.

BULLYING

1. This rule applies when a student is:
 - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - b. Off school grounds at a school activity, function, or event;
 - c. Traveling to or from school or a school activity, function, or event; or
 - d. Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

Procedures for handling a bullying report:

Once a report is filed: The incident shall be investigated and documented:

1st incident is a conference and verbal warning

2nd incident may result in a Suspension/Expulsion from school

3rd incident may result in Expulsion and referral to law enforcement

*These are the guidelines for handling individual incidents, however, if an incident is deemed severe the following steps may be bypassed regardless of previous incidents.

**Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation is considered a serious violation of school policy and may be disciplined as indicated above.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

SEXUAL HARASSMENT

It is the policy of the Richland-Bean Blossom Community School Corporation to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the RBBCSC staff to harass another staff member or student through conduct or communications of a sexual nature as defined.

General Prohibitions:

Unwelcome conduct of a sexual nature, conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.

Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed student has indicated, by his/her conduct, that it is unwelcome.

A student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome.

Violations of this policy could result in suspension or expulsion.

*****Any act of misconduct, which also violates a state or federal law, will be referred to law enforcement and/or the juvenile authorities.**

DRESS CODE GUIDELINES

While fashion may change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts or interferes with the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. Students should consider the following questions when dressing for school:

Does my clothing expose too much?

Does my clothing advertise something that is prohibited to minors?

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my

clothing?

Am I dressed appropriately for the weather?

Do I feel comfortable with my appearance?

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be asked to change or be removed from the educational setting. Subsequent dress code violations will be termed insubordination and consequences will be assigned.

1. Clothes must be worn as intended by the manufacturer. Appropriate undergarments are required and undershirts intended to be worn as undergarments are not to be worn without appropriate outerwear.
2. Pants and shorts may not be worn below the hipbone. Shorts and skirts must extend past the students' fingertips when arms are extended down the sides; must be at least mid-thigh. They may not have holes above the knees. Primary level students (Pre-Kindergarten through Grade 2) students may be exempt from the length requirement.
3. Pants that are a tight, stretch design (leggings, jeggings, tights; spandex) must be worn with a top, shirt or blouse that is at least fingertip in length or shorts of fingertip length. Primary level students (Pre-Kindergarten through Grade 2) students may be exempt from the length requirement.
4. All shirts and blouses must have sleeves and cover the entire torso area (chest, cleavage, waist, back) and must be able to be tucked into pants, skirt or shorts.
5. Footwear must be worn at all times.

Prohibited from school

1. Clothes that portray weapons, drugs, alcohol, tobacco, gangs, sexual content, racial, sexist, or prejudicial symbols, put downs, or any other that may promote an environment of hostility
2. Pajama pants or tops and house slippers.
3. Shoes with built-in wheels.
4. Wearing hats, hoods and bandannas or bandanna-like products.
5. Sunglasses – unless prescribed by a physician.
6. Jewelry that presents a danger will not be permitted: spiked bracelets, spiked rings, sharp objects, chains longer than 12" or dangling freely, etc.

CELL PHONE/ELECTRONIC DEVICES

Students may use wireless communication devices (WCDs), before and after school, during lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of WCDs, except approved laptops and PDs, at any other time is prohibited and the must be powered off. WCDs may be used for approved academic purposes at teachers' discretion.

Students who violate this policy will face the following disciplinary measures:

1. Item confiscated and returned only to a parent/guardian.
2. Item confiscated and returned to a parent/guardian and a Thursday School assigned for insubordination.
3. Item confiscated and returned only to a parent/guardian, Thursday School assigned and student is prohibited from bringing item to school for the remainder of the year.
4. See "Grounds for Suspension and Expulsion for additional guidelines regarding improper cell phone use.

EHS assumes no responsibility for these items if they are damaged, lost or stolen.

SKATEBOARDS/STUNT BIKES

Skateboards and stunt bikes are prohibited on school property due to liability and damage to school facilities.

DRUGS AND ALCOHOL

In accordance with Federal law, Edgewood High School prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the Corporation will also notify law enforcement officials. Enrolling in a drug program after the first offense may be an alternative to expulsion for those with a drug problem. No alternative to expulsion will be offered for sellers or distributors.

DUE PROCESS

No disciplinary action shall be made without affording the student an opportunity to receive (1) a written or oral statement of the charges against the student. (2) If the student denies the charges, a summary of the evidence against the student. (3) an opportunity for the student to explain the student's conduct. (a) When misconduct requires immediate removal of a student, the meeting under subsection (b) shall commence as soon as reasonably possible after the student's suspension. (4) Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following: (a) The student's misconduct, (b) The action taken by the principal.

The student or parent has a right to appeal disciplinary action involving suspension. The process of appeal is described in Indiana Code 20-8.1-5.1. See excerpts from the Indiana Code near the end of this booklet.

THURSDAY SCHOOL PROGRAM

Thursday School is a program designed to provide a means of modifying student behavior that does not interfere with the student's academic progress or have a direct negative effect on grades. Students are to enter and leave the building by the main entrance. Thursday School will be from 2:45 pm – 4:45 pm.

1. Students who are dismissed or who violate the rules will be suspended out of school in addition to being required to complete a Thursday School assignment. Credit will not be given for partial completion of Thursday School.
2. Each student is expected to bring study materials for the 2 hours. Acceptable working materials include textbooks, library books, appropriate paperback books and magazines, and homework assignments.
3. It is recommended that students contact their teachers for assignments so they may do constructive work in Thursday School.
4. Students, who fail to bring materials or who fail to keep busy on appropriate work, may be dismissed from the program and referred to an administrator for further action.
5. Excused absences include: Personal illnesses, unavoidable family emergency, and death in the family or medical appointment. A parent's note or phone call must be received by the assigning administrator on the first day the student returns back to school following his Thursday School assignment.

6. Sleeping or giving the appearance of sleeping will result in a dismissal.

You will NOT be excused from Thursday School assignments because of a job or other commitments. Failure to attend Friday School assignments will result in the following:

First offense: One-day in-school suspension.

Second offense: One day out-of-school suspension, **loss of Driver's License.**

Third offense: 3-day out-of-school suspension.

Fourth offense: 5-day with recommendation for expulsion.

OUT-OF-SCHOOL SUSPENSION (OSS)

Students may be placed in OSS for disciplinary reasons. Work missed due to an OSS, must be turned in within 1 day upon return. Major assessments, such as tests or projects over material for which the student was in class, must be made up and will count with a penalty directly related to the number of days missed. Any assignments due on the day(s) of OSS must be turned in by the student. OSS does not extend any assignment deadlines.

- Students who are on out-of-school suspension are suspended from attending any school-sponsored event continuous from the date the suspension begins until the first day they may return from the suspension.

EXTRACURRICULAR BUSES

Students who ride buses to extracurricular activities are expected to return on the bus unless excused by the sponsor upon written request of a parent or guardian.

GANG POLICY

The Board of Education finds that the presence of gangs and gang activities causes a substantial disruption of school activities. It is the school's responsibility to maintain a safe and disruption-free environment.

"Gangs" as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive, and/or other activities prohibited by law and/or by the school district's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in a school setting. The Board of Education is aware that their presence interferes materially and substantially with the educational process and the requirement of appropriate discipline in the school environment. They also foster anti-social behaviors, attitudes, and practices, which may endanger the health, safety, and welfare of our students. Therefore, students are prohibited from participating in any activity related to a gang, secret society, any public school fraternity or sorority while attending school or school-sponsored events.

By this policy the Board of Education acts to prohibit the existence of gangs and gang activities as follows:

- A. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem badge, symbol, sign, or other thing, which is evidence of membership or affiliation in any gang.
- B. Shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
- C. Shall use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity including, but not limited to:
 1. soliciting others for membership in any gangs.
 2. requesting any person to pay protection or otherwise intimidating or threatening any person;

3. committing any other illegal act or violation of school district policies;
 4. inciting other students to act with physical violence upon any other person.
- A. Penalties for violations:
1. Any student who is first suspected of violating paragraphs one and two of this policy will be required to surrender any material or object alleged to violate the policy to school officials and attend a parent conference. The police will also be notified. Subsequent identical violations of the policy will subject the student to a suspension or expulsion as described in sub-paragraph b.
 2. Any student alleged to have violated paragraph 3 of the policy upon a finding of a violation in accordance with the school handbook or Indiana code shall be subject to a suspension or expulsion for a period not to exceed one full year.

SEARCH AND SEIZURE

Richland-Bean Blossom School Corporation has a detailed search and seizure policy

- A. Definitions. As used in this section:
1. "reasonable cause for a search" means circumstances which could cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
 - a. evidence of a violation of the student conducts standards contained in the student handbook.
 - b. anything, which because of its presence presents an immediate danger of physical harm or illness to any person.
 2. "principal" refers to the chief administrative officer of a particular school and his designees (IC 20-8.1-1-5, IC 20-8.1-1-6).
 3. "member of the administrative staff" means a school statues relating to the licensing of teachers and administrators and who has supervisory authority over other school corporation employees (IC 20-8.1-1-6).
- B. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
1. The principal, or a member of the administrative staff designated in writing by the principal, may search a locker and its contents where the person conducting the search has reasonable cause for a search of the locker searched.
 2. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than locker when the person conducting the search has reasonable cause for a search
- C. The principal, or another member of the administrative staff, designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:
1. searches of the pockets of the student.
 2. any object in the possession of the student such as a purse or briefcase, and/or book bag.
 3. a "pat down" of the exterior of the student's clothing. Searches of the person of a student which require removal of clothing other than a coat, jacket or outer layer when multilayered

clothing are worn, will be referred to a law enforcement officer in accordance with subsection G of this section. Searches of the person of a student shall be conducted in a private room by the person of the same sex as the student being searched. At least one, but not more than three, additional persons of the same sex as the student being searched shall witness, but not participate in the search. At the request of the student to be searched, additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

- D. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle, and the parent or guardian of the student to allow search of that motor vehicle when there is a reasonable cause of that motor vehicle. Refusal by a student, parent, or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises and further, discipline action may be taken, possibly to the point of expulsion. The principal or member of the administrative staff designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection G of this section.
- E. Anything found in the course of the search conducted in accordance with this section, which is evidence of a violation of the student conduct standards contained in the student handbook, may be:
1. seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is present at the hearing.
 2. return to the parent or guardian of the student from whom it was seized.
 3. destroyed if it had no significant value or
 4. turned over to any law enforcement officer in accordance with subsection G.
- F. Anything found in the course of the search conducted in accordance with this section which by it presents an immediate danger of physical harm or illness to any person may be seized and:
1. return to the parent or guardian of the student from which it was seized,
 2. destroyed, or turned over to any law enforcement officer in accordance with subsection G.
- G. The principal or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
1. Search any area of the school premises, any student, or any motor vehicle on school premises;
 2. Identify or dispose of anything found in the course of a search conducted in accordance with this section.

TOBACCO POLICY

Students are not to have tobacco products in their possession during the school day or at any activity where the school has jurisdiction. Students are not to possess, smoke, use/possess smokeless tobacco or electronic smoking devices, or imitation cigarettes in the building or on school grounds. This includes the time immediately before and after school. With any violation of the tobacco policy the school may call the police and have them enforce the state and or local fines

- A. 1st Offense – 3 days in-school suspension and referred to Tobacco cessation program
- B. 2nd Offense – 5 days out of school suspension

- C. 3rd Offense – 10 days out of school suspension and a recommendation for expulsion.

STUDENT DRIVERS

Traffic Regulations

Driving to school is a privilege granted to students who want or need an alternative form of transportation to and from school. Some students have jobs and need to drive to school. Others participate in after-school activities and driving is a convenience to them. Bus transportation is the alternative to driving and is available to all who live out of walking distance to the school.

Students who wish to continue to have the privilege of driving to school must abide by the following regulations or the privilege will be suspended.

- A. Students must purchase and display a parking sticker which indicates permission to park on school property. Failure to register a vehicle or not display a proper identification sticker will result in disciplinary action.
- B. All traffic rules of the State of Indiana and the town of Ellettsville apply to motor vehicles and operators of motor vehicles on school property. Police have ticketing and arrest authority on school property.
- C. Speed limit on school property is 15 mph
- D. Buses and pedestrians always have the right-of-way once buses have started to exit the school lot, student drivers must not break into the bus line of progression.
- E. Students should enter and leave the back parking lot using Edgewood Drive. Students should not go through the junior high area as they have traffic congestion of their own.
- F. Cars should be parked immediately upon your arrival at school, locked and left for the day.
- G. Students may not drive during lunch hours or during the day unless your school assignment changes during the day. Students are not permitted to transport other students away from school if authorized to leave at any time during the school day.

Parking Regulations*

- A. A student driver form is available online. . The form must be complete and submitted by the parent/guardian. Submission of this form grants permission for the car to be searched if there is reasonable cause. A parking sticker will be issued once the form is completed. The sticker must be displayed in the front windshield. Cars without parking permits and student driver forms may be towed at the owner's' expense or driving privileges may be cancelled.
- B. Parking is located at the front of the building on the blacktop.
- C. All students arriving late, internships, cadet teachers or other drivers arriving after the building is locked down are required to park in the front lot, must enter and exit through the front doors. You must then check in with the front office to obtain an admission pass.
- D. Parking on the grass or on the road, which circles the building is not permissible.. All legal parking spots are marked with white lines.
- E. Altering or trading parking stickers will result in loss of driving privileges.
- F. Hoosier Hills Career Center students may have permission from their teacher to operate their car during the day as part of the class activity. Passes must be brought to an administrator prior to driving to Hoosier Hills Career Center.
- G. Possible consequences to parking violations are:
 - 1. Conference/Warning
 - 2. Driving privileges suspended for a period, up to one full semester.
 - 3. Driving privileges suspended for one calendar year.

NOTE: Students who are penalized for a violation will be required to turn in their student parking tag until the date the suspension ends.

If a student's driving privileges are suspended and that student is caught driving to school, that student will have his/her driving privilege cancelled for the remainder of the school year. If the student's driving privilege has already been cancelled, the student then faces suspension and/or expulsion.

***The Richland-Bean Blossom Community School Corporation assumes no responsibility for loss of personal property or damage to motor vehicles parked on school property.**

STUDENT DRIVER DRUG TESTING PROGRAM

The purpose of random drug testing is not intended to be disciplinary or punitive in nature. Students driving to and from school need to be exemplary in the eyes of the community and other students. A primary factor in drug testing of student drivers is the safety of the drivers, potential passengers, and any person student drivers may come in contact with behind the wheel of an automobile either on or off school grounds. Additionally the goal of the RBB Drug Testing Program is to educate, help, and direct students away from drug and alcohol abuse toward a healthy and drug free lifestyle. The goals of this program are:

- To provide for the health and safety of students
- To undermine the effects of peer pressure by providing an additional reason for students to refuse to use illegal drugs
- To detect and act on a student's poor choices while the effects and consequences are reversible
- To reduce injuries and illness which may be caused by students using drugs and alcohol while participating in extracurricular, curricular, or driving to and from school grounds
- To educate all students about the harm caused by the use of drugs and alcohol
- To provide early warning to parents of substance abuse by their children
- To encourage students who use drugs to participate in drug treatment programs

The implementation of random drug testing will not affect the policies, practices, or rights of the RBB Schools in dealing with drug and alcohol use where reasonable suspicion is obtained by means other than random sampling provided within this program.

First Offense: Students will be suspended from driving privileges for 30 *calendar days* as the result of a positive drug test. The suspension will be assessed beginning with the parent/guardian notification meeting. The student and parent/guardian will be required to meet with a school counselor to discuss intervention options. A secondary drug test within the 30 days, yielding a negative result, will be necessary in order to resume driving privileges. A second positive test will constitute a second offense. Once a positive test is obtained the student may be subject to subsequent testing at any time within that school year.

Second Offense: Upon a second positive drug test students will be suspended from all driving privileges for 90 *calendar days*. The suspension will be assessed beginning with the parent/guardian notification meeting. An additional drug test at the end of the 90 days, yielding a negative result, will be necessary in order to resume driving privileges. An additional positive test will result in a third offense. Once a positive test is obtained the student may be subject to subsequent testing at any time within one calendar year.

Third Offense: Upon a third positive drug test students will be suspended for 365 *calendar days* from all driving privileges. The suspension will be assessed beginning with the parent/guardian notification meeting. An additional drug test at the end of the 365 calendar days, yielding a negative result will be necessary in order to resume driving privileges. An additional positive test is obtained the student may be subject to subsequent testing at any

time within one calendar year.

Final Offense: Upon a fourth positive drug test students will be suspended from driving privileges for the remainder of his/her high school career.

WEAPONS POLICY: Indiana Code: 20-8.1-5.1-10

- 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 a 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 the 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 one (1) calendar year.
- F. A superintendent shall notify the prosecuting attorney of the count 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 possess a firearm on school property is subject to procedural safeguards under 20 U.S. C. 1415.

The following is the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules: knowingly possessing, handling or transmitting any object that can be considered a weapon.

PART IV: PUBLIC LAWS AFFECTING EDUCATION

FAMILY RIGHTS AND PRIVACY ACT

This act permits parents and eligible students (18 years of age) to review their present and past school records. Upon request to the principal, arrangements will be made for parents or eligible students to review and discuss their educational records. The principal or his designee will be present during the review to answer questions or interpret data. Copies of records are available to the parent or eligible student on written request and payment of fees for copying services. Edgewood High School will forward educational records to an educational institution that is receiving, or has received, one of our students without the parent or eligible student signing a release request. We will not forward any information other than directory information to any other organization or individual without the written authorization of the individual or parent if the individual is under eighteen years of age. If the parent or eligible student objects to automatic forwarding of records to education institutions or directory information being made available the objection should be made in writing to the building principal by September 30th of the current school year. Indiana law requires that schools provide information to parents on aid for books, lunches, etc. for those children who may not be able to afford them. Eligibility forms are available in the superintendent's office and principal's office to see if you qualify. Indiana law requires parents to provide a written record of immunizations as proof that student have been immunized against diphtheria, whooping cough, tetanus, measles, rubella, poliomyelitis, and other diseases as determined by the Indiana State Board of Health. Tests are sometimes required for tuberculosis. The law provides that you

can be exempt from immunizations if you show a physician's statement indicating that the child cannot receive immunizations.

Disciplinary Powers of Principal IC-20-33-8

Sec. 5

- (a) A principal may take ANY action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purpose.
- (b) Subsection (a) allows a principal to write regulations to govern student conduct. As added by P.L. 131-1995, sec.10