

UNION COUNTY HIGH SCHOOL

HOME OF THE "PATRIOTS!"

410 East Patriot Boulevard

Liberty, Indiana 47353

765 458-5136

765 458-6315 (FAX)

School colors - Red, white, and blue

School emblem - The 'Patriot'

UCHS SONG

We are proud of our school and team,
Patriots are tops...
And in them we have trust...
And want them to win...
We'll back our UCHS through thick and thin.
Faithful, loyal, we'll boost our team;
Red, White and Blue we'll carry high.
So it's onward ... upward...
We're on our way to victory!
Rah! Rah! Rah!

TRADITIONS

The first class to graduate from UCHS was the class of 1973, and UCHS continues to educate many outstanding young men and women. Union County High School is an accredited member of the North Central Association of Universities, Colleges, and High Schools and has been awarded a First Class Commission by the Indiana State Board of Education. UCHS is also an accredited Performance Based Education School and an Indiana 2000 school.

WELCOME

The faculty, staff, and administration welcome you to Union County High School for the 2011-2012 school year. We hope 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. Remember, KNOWLEDGE IS POWER; and, before you graduate, UCHS can provide you with as much knowledge as you desire. To a great extent, your future paths in life will be dictated by whether or not you take advantage of the opportunities available to you here.

We want every student at UCHS to reach their maximum potential. That goal requires a cooperative effort among students, teachers, administrators, parents, and the community. Your dedication and focus will also be necessary for this goal to be reached.

Participation in school activities increases one's academic success and generates a sense of loyalty and pride in our school. For this reason, all of us at UCHS encourage you to become an active member in the events scheduled for this school year. **Remember, this is YOUR school. Plan to attend extracurricular events and show your school spirit.**

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school. We encourage you to read this book and be knowledgeable of its contents. If you have questions or concerns about anything outlined in this book, please discuss them with a staff member. Communication is the key to the success of our school community

THE UCHS HANDBOOK

Union County High School exists to serve the educational needs of our students. We strive to prepare our young people by giving them a strong knowledge base and sound values so they may someday assume leadership roles as they take over the reins of our society. To this end, we teach the importance of discipline through the communication and enforcement of rules and regulations that are outlined in these pages. This provides our students and their parents with clear, concise expectations for behavior that teaches people how to get along with others in a group.

It is important that each student read these rules that are the guide to living in our school community. Doing so will not only help students become a valuable, contributing member of our group by guiding them to make wise choices, but also will assure that there will be no surprises when it comes to consequences for undesirable behavior. Any item not covered in this handbook will be handled in a way consistent with the disciplinary philosophy of the school and District.

Please remember that we would much rather deal with the small issues before they grow into big problems. Communication is the key, and this book is an important component of that communication. The more we understand each other, the greater our success.

The rules you about to read in this handbook are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.

UCHS VISION STATEMENT

We believe that all students deserve to be surrounded by adults who believe they are capable of high achievement. We believe that students deserve to be treated with respect and dignity and have the obligation to treat others with respect and dignity. We believe that students deserve a curriculum driven, at minimum, by national and state standards, and a curriculum that promotes ethical decision-making and higher order/critical thinking. We believe that students deserve to be taught by professional educators who are passionate about learning and who are driven to teach using research-based teaching methodology. All students deserve instruction delivered by a quality teacher who is well-prepared for the day and who is available for assistance when needed. All students deserve a teaching and support staff that is open to change and able to embrace student involvement in all aspects of operation. Students deserve policies that are created and enforced consistently and fairly. Students deserve parents and community members who are involved in all aspects of education and who expect their children to learn. Students deserve an education that adequately prepares them to compete in a global economy.

All adults in our community are living by these core convictions daily and, as a result, show the following attitudes and actions: Our guidance services are equitable across the spectrum of student needs, abilities, and plans. Counselors meet with each and every student to engage in serious career discussions. The environment is friendly, inviting, and accommodating to students and adults alike. Professionals, who are passionate about learning, love their jobs and are enthusiastic about coming to work. All adults connected with Union County High School model life-long learning and embrace our community's work ethic. The school has as its foundation mutual respect. Each individual is treated with dignity. A strong expectation for

all students to achieve is evident. This expectation carries with it the acknowledgement that we, as educator, must accommodate all learners as they come to understand and develop success strategies to overcome their own learning deficiencies and to enhance their learning strengths. Business members are enthusiastically involved with the school. They are active members of each school department and help teachers write curriculum that is up-to-date and applicable in the real world. Parents are heavily involved with their child's learning. All parents have discussions with their child's teacher on a regular basis and daily discussions with their child about school.

In this environment where all adults are living by their core convictions, all students are enthusiastic about coming to school to learn. Students accept ownership and responsibility for their education. Students challenge educators to continuously improve. Students excel academically and socially. Students are open to new ideas, are able to make sound ethical decisions, are able to confront a problem confident in their ability to find solutions, and are able to find intrinsic value in learning. Each student possesses the self-knowledge, educational and career awareness, and skills required to make sound educational and career decisions. Students are able to accept failure and learn from it, expect success and build upon it, and to mold a future full of opportunities.

Non - Discrimination Policy

It is the policy of Union County College corner Joint School District not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (IC. 22-9-1), IC.20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding Union County College Corner Joint School District's compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to the Compliance Officer for Union County College Corner Joint School District, 107 Layman St., Liberty, Indiana, 47353 or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal assistance. In order to fulfill obligations under Section 504, Union County College Corner Joint School District has the responsibility to avoid discrimination in policies and practices regarding its students. Union County College Corner Joint School District's responsibilities under this law include the identification, evaluation, and appropriate education of students with special needs covered by Section 504. If there are any questions, please contact the compliance officer by calling 458-7471.

SCHOOL BOARD TRUSTEES ADMINISTRATION AND SUPPORT

Gary Arn	Principal - Connie Rosenberger
Ben Caskey	Assistant Principal – Rich Padgett
Darrell Harvey	Athletic Director – Ryan Overholt
Dave Hofmann	Guidance Director – Pam Rosenberger
Susan Kirkpatrick	Guidance Counselor – Robin Durham
Mike Murray	Guidance Secretary - Pam Abernathy
Mike Sims	Athletic Secretary –

Gena Waltz
Johnny Welborn

Office Secretary – Christine Rude
Treasurer – Georgetta Hartman
Librarian - Marilyn Sowers

CERTIFIED STAFF

AGRICULTURE – Kari Roberts

ART – Mandi Hensley

BAND – Troy Albright

BUSINESS - Denise Bolser
Melanie McDaniel

CHORAL MUSIC – Debbie Albright

ENGLISH –Karla Barnhizer
Shannon Hill
Jesse Moses
Angie Shipman
TBA

FAM/CONSUMER SCIENCE - Jennifer Brannon

HEALTH/PHYS. ED. –Tony Gulley
Mike Reister

INDUSTRIAL TECHNOLOGY – Matt Davis

MATH – Theresa Back
Sarah Lynch
Megan Meier
Marcia Thomas
TBA

MIMH - Cindy Schienbein

SCIENCE – Myron Harden
Kelly O'Sullivan
Patti Starr
Cindy Toschlog

SOCIAL STUDIES – Todd Blessing
Chris Schrank
Pat Tafelski

SPANISH – Amanda Bailey
Mindy Jones

SPECIAL EDUCATION- Todd Blessing
Charlotte Hale

UCHS CALENDAR 2011-2012

August 4-5.....Registration Days
August 12.....Teacher Work Day
August 15.....Students' First Day
September 5.....Labor Day—No School
October 27-28.....Fall Break
November 24-25.....Thanksgiving Break
December 21.....End of Semester One
December 22.....Christmas Vacation Begins
January 3.....Classes Resume for Students
January 16.....Teacher In-Service
February 20..... No School **Parent /Teacher Conferences**
March 26-30Spring Break
April 6No School Good Friday
April 9No School (Snow Make-up)
May 9.....No School (Snow Make-up)
May 23Last Student Day
May 24.....Teacher Work Day

Additional snow make up days will be added after the last student day

UCHS SCHEDULE (M-TR)

Early Bird 7:05-8:05
Period One 8:15-9:15
Period Two 9:19-10:19
Period Three 10:23-11:23
Period Four (lunches) 11:27-1:03
 A Lunch 11:27-11:57
 B Lunch 12:00-12:30
 C Lunch 12:33-1:03
Announcements 1:07-1:11
Period Five 1:11-2:11
Period Six 2:15-3:15

Late Bird 3:20-4:20

BONUS DAY SCHEDULE (FRIDAY)

Early Bird 7:12-8:05
Period One 8:15-9:08
Period Two 9:12-10:05
Period Three 10:09-11:02
Period Four (lunches) 11:06-12:42
 A Lunch 11:06-11:36
 B Lunch 11:39-12:09
 C Lunch 12:12-12:42
Announcements 12:46-12:51
CALL Bonus 12:51-1:21
Period Five 1:25-2:18
Period Six 2:22-3:15
Late Bird 3:20-4:13

UCHS BONUS PERIOD

Bonus Period is held Friday after Fourth period. Students will be assigned to a specific area and teacher during Bonus period. They must report there every time to check in with their Bonus period teacher and to sign out to other activities. THERE ARE NO EXCEPTIONS.

CLOSED CAMPUS

UCHS operates with a closed campus. Students coming to school in the morning are to remain in the school building for the rest of the day. Students are not allowed to leave during the lunch periods. Also, students are not allowed in the parking lots during school hours. Permissions from the office must be obtained before a student may leave the school grounds during the day.

STUDENT INSURANCE

Information concerning student insurance is available at registration and in the UCHS office. Taking insurance is voluntary on the part of the parent or student. Parents should read the information carefully and come to an early decision. Forms should be filled out and returned, with a check, to the UCHS office.

SCHOOL NURSE

Students who become ill during the day will report to their teacher or school official. That teacher or official will issue a pass to the UCHS office. The office will send the student to the nurse. This is recorded by the teacher as a regular class absence. Students are not allowed to go home or leave the building without proper notification from the office and parent/guardian. **Under no circumstances should a student stay in the restroom or leave for home without proper authorization from the office.**

USE OF MEDICATION

UCHS personnel are not permitted to administer any medication if a medication permit signed by a parent or guardian is not on file at the school. A medication permit must be on file for each type of medication or each time of illness. A new medication permit must be completed each year. Forms are available in the office or from the nurse. Follow the guidelines when sending medication to school:

Nonprescription medication

A medication permit signed by a parent or guardian must be on file in the school clinic. Unless the child has a chronic illness requiring that a supply of medication be stored in the clinic, the amount of the medication sent to school should be for one day only.

Prescription medication

A medication permit signed by a parent or guardian must be on file at the school. The following guidelines must be observed:

1. The medicine must be in the original container.
2. The bottle must be labeled with the student's name and the correct dosage.
3. The medicine **MUST** be kept in the nurse's office.
4. The nurse or administrator must supervise the taking of medication.
5. A note from the parent or guardian must accompany the medication stating the reason for taking the medicine.

LUNCH TIME

Students are to eat and drink only in the cafeteria. The cafeteria is the students' common and social area. Please try to help keep the cafeteria - your area - neat and clean. Place trash in the receptacles provided and clear trays from the tables properly. **Students may not order food to be brought in or delivered to the school unless special permission is given by the**

administration in advance. Students, and student clubs or organizations, may not sell candy during school hours. Violations of the above will result in disciplinary action.

Lunch Charges

UNION COUNTY HIGH SCHOOL WILL NO LONGER PROVIDE CHANGE FOR CHECKS PRESENTED AS PAYMENT FOR LUNCH ABOVE THE PURCHASE PRICE. THE FULL AMOUNT OF THE CHECK WILL BE DEPOSITED INTO THE AUTO PAY ACCOUNT OF THE STUDENT AND WILL BE AVAILABLE FOR STUDENT USE FOR BREAKFAST OR LUNCH ITEMS.

School lunches are to be paid on time. However, we realize that there may occasionally be unique circumstances that require a lunch to be charged. To insure consistency throughout our schools, the following procedures will be followed:

A student may charge lunch for one day only. Charges may not be made for snack items.

Charges are not allowed for breakfast in any of the schools.

ARRIVAL AND DISMISSAL AT UCHS

Students are not to arrive at school before 7:30 a.m. unless they have an appointment with a teacher or are enrolled in an Early Bird class. Students who walk to school are reminded to respect the property and rights of others. The cafeteria and hallways are available for students before the start of school. Students are to report to their first period class by 8:15 a.m.

VISITORS

Students at UCHS who wish to bring visitors to school must clear such a request with either the principal or assistant principal at least 24 hours in advance. Visitors must be from out of the immediate area. Visitors will be allowed in very rare cases.

REPEATED CLASSES AND GPA

At the end of each semester, each student is ranked according to class on the basis of a 4.0 scale. When courses are repeated to allow greater mastery of subject or to make up a failed course, credit will be given only once, with the highest grade being retained.

DROPPED CLASSES

Students who desire to drop a course must secure permission from the principal. Dropping a class may result in a withdraw/F in the class that is recorded on the permanent record. If this occurs, this F is computed as such when GPA is figured and when ECA eligibility is determined.

COMMENCEMENT

All students must meet the diploma requirements listed in the course selection guide for graduation before they can participate in the graduation exercises. Students requiring summer school following their senior year, or part-time attendance the year following their senior year, will not be permitted to take part in graduation exercises at the end of their twelfth year. Any student who has fees or obligations due at the end of his/her senior year will not be permitted to receive his/her diploma until all obligations are cleared with the school treasurer.

Students must notify the Guidance Office of their intent to graduate by the end of the First Semester.

UCHS SCHOLASTIC ACHIEVEMENT AWARDS

This program acknowledges and encourages outstanding efforts in the classroom. Through recognition of their accomplishments, students will be encouraged to work at their optimum level. The awards system will recognize efforts in individual class sections, as well as accomplishments in the overall academic program, reflected by the numerical grade system. In the fall, a dinner program will be held in honor of the students previous year's achievements. In the spring, seniors will be recognized at Seniors Awards Night.

Schedule of Awards:

***Underclassmen will be awarded certificates yearly based on a 3.00 GPA for the prior year.**

***Seniors will receive a UC Scholar Blanket at Senior Awards Night based on having a cumulative GPA of 3.00 or higher through their second semester of their senior year.**

UCHS HONOR CODE

Although UCHS is a place which offers an array of activities and outlets to its students, it is a school, and academics must be treated with the utmost importance. In addition, UCHS is a "community" or "family," and in order for a family or community to function well, there must be trust and mutual respect among its members. These two major characteristics of UCHS lead to the necessity for academic integrity.

In its simplest form, academic integrity is the idea that all work that a student does is original. We feel that the Honor Code is the best way for us to further the atmosphere of academic honesty and an attitude that cheating and plagiarism are unacceptable, not because students fear being caught, but because these actions are unfair to the students and their peers and detrimental to our community as a whole. The Honor Code will allow UCHS to teach us more than numbers and words, but also teach us how to be true to ourselves, honest in our actions, and capable of fairly co-existing with others - lessons that will help us to succeed throughout our lives.

The Honor Code affirms that students have been and will be academically honest. It affirms that they will not plagiarize, will not copy, will not lie, will not cheat, and will not defy any of the departmental standards regarding the Honor Code. In agreeing with these statements students recognize that even the attempt to disregard this pledge is a violation of Honor Code policy.

DEFINITION OF HONOR CODE TERMS

- **PLAGIARISM** - the representing of another's words, phrases, paragraphs, or ideas as one's own.
- **COPYING** - the direct use of another student's work to complete a quiz, test, exam, or other assignments; or allowing another student to use your own work for that purpose. Also, any use of answers located in the book without the teacher's authorization.
- **LYING** - the deliberate deception about academic work, including the signing of the pledge when aid has been given or received.
- **CHEATING** - any act of deception, fraud, or trickery that results in representing someone else's work as one's own or in affecting one's grades or any act that aids another student in such deception. Cheating includes, but is not limited to, copying from notes, books, or other material without the permission of the teacher or aiding another student in such practices.

Any student who is found guilty of any Honor Code offense will receive a grade of zero (0) on the first offense, and a conference will be held with the student and his/her parents, teacher and the administration. A second offense will result in **at least** the loss of credit in the class involved.

UCHS CLUBS AND ORGANIZATIONS

The following clubs and organizations are available for students at UCHS.

Athletics:

- Baseball- Boys'
- Basketball - Girls' and Boys'
- Cheerleading
- Cross Country – Girls' and Boys'
- Football
- Golf – Girls' and Boys'
- Softball – Girls'
- Student Athletic Advisory Committee
- Tennis – Girls' and Boys'
- Varsity Letter Club
- Volleyball
- Wrestling

Academic Teams

Archery Club

Art Club

Band

Chess Club

Color Guard

Drama Club

FCCLA

Fellowship of Christian Athletes

FFA

Fine Arts/Musical

LEO Club

Model Legislature

National Honor Society

Peer Helpers

Science Club

Spanish Club

Student Council

Yearbook

UCHS students in leadership positions have a responsibility to live up to the trust that other students have placed in them. They are also an important factor in reform and communication at UCHS. In order to have a school community of which we can all be proud, it is necessary for individuals to not only police themselves, but others as well. The acceptable standards that the school community has set must be held up as the standards for all students, and student leaders must help enforce those acceptable standards.

NATIONAL HONOR SOCIETY

The **National Honor Society (NHS)** at Union County High School primarily inducts students in their junior year. Seniors may also be inducted if they meet minimum GPA requirements and all other selection criteria. Therefore students that fail to apply or fall short of the requirements as juniors (in the area of scholarship, leadership, involvement or service) may reapply for membership in their senior year. Students must have a 3.0 GPA or higher by the end of their

5th or 7th semester, for juniors and seniors, respectively. Students meeting these initial criteria are provided applications in the spring of that year that must be completed and submitted to the NHS advisor(s). The application is a student's opportunity to provide justification for their selection; specific evidence for service, leadership and involvement are required. Evaluation of the following will determine final selection:

Service: Each student must have been involved in at least three (3) service projects. Both in-school and out-of-school projects are considered.

Leadership: Each student must have held at least one (1) elected or appointed officer position in a school or similarly youth-focused organization.

Involvement: Each student must belong to two (2) or more school or similarly youth-focused organizations. Athletic team participation counts as an organization.

Character: Each student must display the signs of appropriate character as evidenced by:

- Integrity - No recorded incidents of cheating or intentional dishonesty (checked at main office).
- Positive behavior - No recorded incidents of skipping school or knowingly violating school regulations (checked at main office). No recorded civil/criminal offenses within the community per signed application from student and co-signed by parent(s).
- Cooperative - Displays a willingness to assist classmates, faculty members and others within the school environment.
- Ethical - Displays behavior consistent with the goals of fairness and openness with others in all Situations.

Final selection is the responsibility of the Faculty Council based on an assessment of each student's written application for membership. Students that choose not to apply are not considered for membership. Announcements of membership are made in the March time frame with the formal induction ceremony to follow shortly thereafter and usually within the first two weeks of April.

ATHLETIC JACKET POLICY

Any athlete who receives a varsity athletic letter is eligible to purchase a letter jacket. The student is responsible for the cost of the jacket, and may purchase one from a local vendor upon receiving their first varsity letter. The athletic department does not keep them in stock. The athletic department will supply the "UC" patch, numerals, and chevrons to go on the jacket. The athletic booster club will purchase various championship and qualifier patches per their policy. Coaches are to inform their athletes and parents on their criteria for earning a varsity letter.

CODE OF CONDUCT FOR ALL ACADEMICS AND EXTRACURRICULAR ACTIVITIES

Extracurricular education is offered to the student body of UCHS as an extension of the curricular program and school life. The objectives of the extracurricular opportunities are to create life experiences in citizenship, leadership, cooperation, and loyalty in and above those offered through the regular education program. Participation in athletics and other ECA activities is a vital segment of the extracurricular education at UCHS.

Participation by students in ECA programs is a privilege. In accepting that privilege, students and their parents/guardians accept the responsibility that accompanies such participation as a representative of the student body and school community. That responsibility places the student in a position to model both citizenship and academic performance.

The general rules expected of our students provide that each participant will cooperate with the directions of those responsible adults, including parents, teachers, coaches, administrators, and other designated persons. Participants will conduct themselves as a good citizen and as a model academic achiever.

Consequently, any student who is involved in any ECA must sign an ECA Code of Conduct.

I. **ACADEMIC STANDARDS**

- A. To be eligible scholastically, students must have received passing grades at the end of the last grading period in school in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take and must be currently enrolled in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take.
- B. A student may gain eligibility for a fall sport by enrolling in and passing a summer school course(s).
- C. A student must be in attendance the last three (3) periods of the day in order to participate in ECA activities after school. Special consideration might be given for dentist/doctor appointments, family emergencies, or school-related field trips.

II. **CITIZENSHIP STANDARDS**

- 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, including tobacco products. Poor citizenship is defined as the displaying of disruptive or inappropriate behavior, which may include, but is not limited to, stealing, vandalism, and hazing. They are also to avoid any illegal 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:
 - 1. MINOR VIOLATION - failure to follow directions regarding specific activities, curfews, etc., will result in discipline administered by the individual coach or sponsor.
 - 2. 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.
 - 3. FLAGRANT VIOLATIONS -- these violations will be divided into three categories. Interviews and a review of the established facts of the violation will be conducted by any one, or combination, of the following individuals: principal, assistant principal, athletic director, and/or coach/sponsor. The administration of the suspension will be conducted by the athletic director and/or coach/sponsor. A violation will result in the following disciplinary action:

CATEGORY I - Selling of any substance which is or contains alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen whether prescription or sold over-the-counter without a prescription, or any substance represented by the provider to be of any of the listed substances. Selling of any paraphernalia or commission of a felony.

- 1. First Offense - will result in students not being able to participate in any capacity in all ECA activities for a one-year period, including summer.

2. Second Offense - will result in permanent removal from any/all ECA participants for all the remainder of the student's senior high school career.

CATEGORY 2 - Consuming, possessing, or knowingly transporting any substance which is or contains alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen whether prescription or sold over-the-counter without a prescription, or any substance represented by the provider to be any of the listed substances. Using, possessing, or knowingly transporting any paraphernalia, or commission of any class A or B misdemeanor.

1. First Offense - students who are suspended from ECA because of drug or alcohol-related offenses will be required to have a screening assessment by a professional agency, set up by the school counselors. The student must furnish the high school counselor with the written evaluation prior to participation in ECA'S. With screening assessment, the student will be suspended from ECA's for 45 days. Without assessment, the student is suspended from ECA's for 90 school days.
 - For students participating in athletics, the consequence would be suspension from 20% of a season's contests with screening assessment and from 40% of the season's contests without assessment. If the infraction occurs after 80% of the contests have been played, the remaining percentage of suspended games will be carried over to the next sport the athlete participates in. Also, if the infraction occurs out of season (including summer) the suspension is enforced during the next season of participation for the athlete.
2. Second Offense - suspension from all ECA activities for 90 school days with mandatory counseling prior to future participation.
 - **For students participating in athletics, suspension of the entire sports season with mandatory counseling prior to future participation. If the infraction occurs after the first played contest in a season, the suspension will carry over to the next sport season in which the athlete participates.
3. Third Offense - will result in a 365-day suspension from all ECA activities from the day of occurrence. Counseling will be mandated. This includes students participating in athletics. NOTE: If any student in any ECA has a drug or alcohol problem and turns himself/herself in voluntarily, the student will be protected without punishment. Certain conditions have to be met:
 - a. Counseling would be mandatory.
 - b. Counseling would have to help effectively.
 - c. A student cannot turn himself/herself in to escape someone else turning him/her in.

CATEGORY 3 – ANY STUDENT WHO IS CAUGHT CONSUMING, POSSESSING, OR KNOWINGLY TRASPORTING ANY TOBACCO PRODUCTS WILL ADHERE TO THE FOLLOWING CONSEQUENCES:

1. First Offense: One game/event suspension
2. Second Offense: Three game/event suspension
3. Third Offense: Remainder of season suspension (If less than 50% of the season remains, then student will miss remainder of current season and the first 50% of the next season.)

ADDITIONAL NOTES CONCERNING ECA SUSPENSIONS

1. All suspensions from a sport start for the next played contest after the informal hearing of the violation.
2. Athletes and other competitors must practice during the terms of suspension unless the coach or sponsor of the activity deems otherwise.

3. When calculating percentages for suspensions, the number of contests will be rounded to the nearest whole number.
4. State sanctioned tournaments or conference tournaments count as one (1) contest each when figuring suspensions.
5. A student who is serving an ECA suspension cannot join another sport to work off the suspension if the first official practice of the sport s/he wishes to join has already taken place.
6. A student cannot serve an ECA suspension during an athletic season in which s/he is ineligible to participate.
7. Students will not be further penalized due to inclement weather. That is, contests/events cancelled/postponed due to inclement weather will count as contests/events served toward an ECA suspension. However, students must serve, at the minimum, a one contest/event suspension for any and all ECA suspensions imposed, regardless of cancellations/postponements.
8. All ECA suspensions can be carried over to the next athletic season or school year if the student is currently not in season or does not have enough contests/events remaining on his/her current schedule.
9. All rules apply during the entire school year and during summer.
10. Summer activities can be affected by this code.
11. Any contest/event missed by a student due to a school suspension will count towards his/her ECA suspension.

RIGHT TO APPEAL

The student and/or parent(s)/guardian(s) may request, in writing to the principal, a formal appeal hearing. This written request must be made within ten (10) school days after the suspension is imposed. The Athletic Council (if it is an athletic suspension) or other governing body (for other ECA's) will act as the review board. The review board will meet and make a final determination within ten (10) school days of receipt by the principal of the written request for a formal appeal hearing. A two-thirds (2/3) vote (to the nearest whole number) of the review board is needed to uphold the appeal, and thus overturn the suspension.

- The athletic council is composed of all varsity head coaches, a senior male and senior female student-athlete, the principal, assistant principal and athletic director.
- Parents and participants should review any bylaws/guidelines set up by other ECA organizations.

LOCKER RULES

In order to implement the school corporation's policy concerning student lockers, the school board adopted the following rules and regulations:

1. LOCKS - The school corporation will retain access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks to prevent access to lockers by school officials, and any unauthorized locks may be removed without notice and destroyed.
2. USE OF LOCKERS - Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store "contraband," which are items that cause, or can reasonably be foreseen to cause, an interference with school purposes or educational functions, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverages containing alcohol, weapons, any

volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library material not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewing articles, or any stolen items. Lockers should not contain any food or drink. Students shall be expected to keep their lockers in a clean and orderly manner. **If students chose to share a locker each student shall be held equally responsible for the contents and condition of the locker.**

3. **AUTHORITY TO INSPECT** - The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule #2. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing (hereinafter referred to as "designee") by the principal. The principal may give the following staff member's authority to inspect lockers: central office administrators, vice-principals, deans, guidance counselors, athletic directors, etc.
4. **INSPECTION OF INDIVIDUAL STUDENT'S LOCKERS** - The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains contraband. Before a particular student's locker is inspected, the student (or students), if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on the school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practical.
5. **INSPECTION OF ALL LOCKERS** - An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent, or assistant principal reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of an interference with school purposes or educational functions, a physical injury or illness to any person, damages to personal/school property, or a violation of state laws or school rules. Examples of circumstances justifying a general inspection of a number of lockers are:
 - a. When the school corporation receives a bomb threat
 - b. When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use
 - c. At end of grading period and before or during school holidays to check for missing library books or lab chemicals or school equipment
 - d. Where student violence or threat of violence creates a reasonable belief that weapons are stored in lockers
 - e. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
6. **INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS** - The principal, superintendent, or assistant principal may request the assistance of law enforcement officials to assist the school administrator in inspecting lockers or their contents for the purpose of enforcing school policies. Only is such assistance required to identify substances which may be found in the lockers, or to protect the health and safety of persons or property such as to aid in the discovery and disarming of bombs, which may be located in the lockers.

If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection. If a law

enforcement official requests the principal to make an inspection of a locker or its contents on behalf, or in the place of, such official, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.

7. LOCKER MAINTAINANCE - Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers, clean out, or supervise the cleaning out of lockers from time to time in accordance with a posted general housekeeping schedule, the locker of a student who no longer is enrolled in the school, or a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

In the interest of safety, the rules and regulations listed below were adopted by the Union County College Corner Joint School District Board of Trustees on July 1, 1986. Since the conduct of a pupil or pupils on a moving vehicle can create a hazardous situation for the bus driver, it is hoped that these rules will help eliminate these problems. School bus drivers are to have control of all school children transported to their schools and to their homes. The driver shall keep order, maintain discipline among the children while they are on the bus or along the route, and shall treat all children in a civil manner. Bus drivers shall see that no child is imposed upon or mistreated while in their charge and shall use every care for the safety of the children.

SCHOOL BUS RULES AND REGULATIONS

1. Students shall arrive at the bus stop before the bus is scheduled to arrive and wait in a location clear of traffic and away from the bus stop. If there is a delay, the bus driver will sound the horn three times and look for a signal from the bus stop. If there is no immediate signal, the driver may leave that location.
2. No students may enter or leave the bus until the bus has come to a complete stop and the door has been opened by the driver.
3. Behavior at the bus stop must not cause harm to another person or to another's property.
4. Students must do directly to their assigned seats upon entering the bus (or to an available seat if seats are not assigned) and remain seated, keeping aisles and exits of the bus clear.
5. Students must observe classroom conduct, obey the driver promptly and respectfully, and may never use inappropriate language.
6. Students must not eat, drink, chew gum, or bring or use any type of tobacco on the bus. This prohibition includes water bottles and squirt guns.
7. Students must not have alcohol or drugs in their possession on the bus.
8. Students may neither throw or pass objects on, from, or into the bus nor put their heads or arms out of the bus windows.
9. Students may not carry any large object on the bus that creates a problem for the safe and efficient operation of the bus. Examples include large musical instruments or large school projects.
10. Students must leave or board their assigned bus at their assigned locations unless they have written parental and administrative authorization to do otherwise.

11. No window or doors should be opened or closed except by permission of the bus driver.
12. Upon recommendation of the driver, school administrators may deny the privilege of riding on the school bus to any student who refuses to conduct himself/herself appropriately.
13. No glass of any kind can be permitted on a school bus.

STUDENT SUSPENSION OR EXPULSION PROCEDURE FOR TRANSPORTATION

- Any student causing a disturbance which interferes with the disciplining or safety of the driver or passengers may be suspended from riding privileges.
- The driver should first discuss the problem with the student and then, if the conduct remains unsatisfactory, the parent should be informed of the problem and informed that suspension will follow if the student refuses to conduct himself/herself in the proper manner.
- If the student continues to conduct himself/herself improperly, the student's building principal should suspend the student for a period of not less than one nor more than five days on the first suspension. This suspension must be handled through the building principals using the necessary conduct forms. Notification and a copy of the conduct form with action will be sent to the Central Office.
- Any student continuing to disobey bus riding standards (after one suspension) will be suspended for an extended period on the second offense.
- Any student found guilty of vandalizing the school bus will automatically be suspended for a longer period of time, based upon the seriousness of the act, or will be charged for the repairs.

ABSENCE POLICY AT UCHS

Regular attendance is essential for proper advancement in course work, the development of responsibility and punctuality, and is a worthwhile lifetime habit and attitude. It is the intent of UCHS to promote regular attendance through the application of the procedures described in the attendance policy.

Students and their parents are ultimately responsible for attendance. Therefore, students at UCHS may be absent up to **EIGHT (8) days per semester**, provided a parent or guardian calls in the day of the absence. Under these circumstances, all work may be made up according to the procedures for make-up work in this handbook. Any day above the eight per semester will be recorded as an unexcused absent and result in a ZERO being recorded for all work missed.

When a student is ill or unable to attend school, the parent or guardian is asked to notify UCHS by telephone prior to 8:00 a.m. by calling 458-5136. It is very important that the school is notified when a student is absent. If a call is not received from a parent or guardian prior to school, a school official will try to contact the parent or guardian by phone as soon as possible after the absence is reported.

MAKE-UP WORK

Students can make up any work missed as the result of a general absence. Students have the total number of consecutive days missed plus one to turn in all make-up work unless the teacher designates otherwise. It is the student's responsibility to request missed work, and to verify the deadline for turning it in.

If a student is absent for only part of a day, and projects, homework, or other assigned work that is due should be turned in during the time the student is in attendance. Failure to do this could result in no credit for the work. Any tests must be taken on the designated day if the student is in attendance for part of the day unless the teacher grants an alternative. Study halls and bonus periods can be used for this purpose.

Incomplete grades must be completed within two weeks of the end of the grading period.

OTHER TYPES OF ABSENCE

TRUANCY

The Indiana Department of Education recommends truancy be defined as “a student's absence from school without the permission of a parent/guardian.” Further, I.C. § 20-33-2-11(b)(1) requires a school district's discipline rules to include “a definition of a child who is designated as a habitual truant, which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.”

Any student who comes to school and fails to attend any assigned area will be counted TRUANT, even though he/she stays on school property. **RESULTS IN A ZERO FOR ALL WORK MISSED.**

TRUANCY POLICY

First Offense

- On school grounds, single period (s) will result in a: Long Friday School
- Off school grounds, single period (s) will result in a: Full Day of ISS

Second Offense: Two Days of ISS or One Day OSS

Third Offense: Two Days OSS

Fourth Offense: Five Days OSS and pending expulsion

- One Full Day of Truancy may result in Two Days of ISS or One Day OSS.
- Two Consecutive Full Days of Truancy may result in Three Days of ISS or Two Days OSS.
- Three Consecutive Full Days of Truancy may result in Two Days OSS.
- Four Consecutive Full Days of Truancy may result in Five Days OSS and pending expulsion.

PREARRANGED ABSENCE

A prearranged absence is one that is scheduled in advance. Students must obtain a form from the Office and take it home to be filled out and signed by their parent or guardian. All the student's teachers must sign the form. A teacher can refuse to approve of the absence for academic or behavioral reasons. If the parent and student deem the absence necessary the work missed for that class will be recorded as a zero. The form must be in prior to the day of absence. These absences count towards the student's total of EIGHT (8) days. Work must either be done in advance or upon the student's return at the discretion of the teacher.

COLLEGE VISITS

College visits are a separate type of prearranged absence, and fall into a category of their own.

1. They are limited to two (2) per year for juniors and seniors.
2. These must be prearranged by contacting the college admission office.
3. Parent or guardian must notify guidance of the visitation date.
4. A student must get a prearranged visitation packet from guidance.
5. Discipline, attendance, and academic records will be reviewed.
6. These days will not count against a student's absences if the proper procedure has been followed and all the work is made up according to the prearranged absence policy.
7. The prearranged absence form is processed as per the prearranged absence policy previously in this handbook.
8. The visitation form must be completed and turned in to guidance and guidance will confirm the absence waiver.

FIELD TRIPS

Forms for field trips will be issued by the teacher sponsoring the trip. The following steps should be completed in order:

1. Complete the top half of the form and get parent signature.
2. Get all teachers' signatures in classes that will be missed. TEACHERS CAN OPT NOT TO SIGN THE FORM IF THE STUDENT IS NOT IN GOOD STANDING IN THEIR CLASS, EITHER BECAUSE OF GRADES OR ABSENCES. If a teacher exercises this right, they will sign the form and make a note that permission is being denied due grades or absences. The student will not attend the field trip if one or more teachers exercise this option.
3. Get attendance clerk or assistant principal's signature.
4. Turn the form in to the teacher who is sponsoring the field trip. The teacher will turn the form in to the attendance clerk.

**Teachers may require the work to be made up either before or after the field trip.

TARDY POLICY

Although sometimes tardiness cannot be avoided, students are expected to be at school and in their assigned classes before the bell rings. Any tardy that is ten (10) minutes or more in length becomes an absence in the class. Regardless of the reason, this tardy requires an admit slip from the UCHS office. The first three tardies of any semester are dealt with at the teachers' discretion. Tardies number four through seven will result in disciplinary action by the office.

EXCESSIVE ABSENCE

UCHS classes are worth credit to students, and part of that credit is given as a result of the student's attendance and participation in class. No matter how diligently homework and other work, outside of class, are completed the learning and participation in class can never be recreated for the absent student.

The following policy addresses this problem:

1. When a student accumulates five (5) absences in a class, a letter of parent notification will be sent home **by the School**.
2. When a student accumulates ten (10) absences in a class, a referral may be made to the Union County Multi-Agency Attendance Committee with the student, the parent/guardian, and the student's classroom teachers participating.
3. Credit for individual classes may be forfeited for excessive absences or tardiness in a course.
4. Any appeals need to be brought to the attention of the assistant principal.

EXEMPT ABSENCES

Pursuant to I.C. § 20-33-2-14 through 17.2, a student is excused from attending school under some circumstances. Those circumstances include serving as a page or honoree of the Indiana General Assembly, participating in an election, testifying in court under subpoena, serving with the National Guard for no more than ten days, or serving with the civil air patrol for no more than five days. In each of these circumstances, the student is excused from school, is not to be recorded as absent, and may not be penalized in any way by the school.

The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity if the activity meets the conditions set out in I.C. § 20-33-2-17.5.

ADAPTATION OF INDIANA CODE FOR STUDENT DISCIPLINE

Student supervision and the fostering of desirable behavior in students in regard to school purposes is a responsibility shared by the students, parents, teachers, administrators, and staff, and is subject to the rules and policies adopted by the governing body and to the supervisory authority of the

school corporation administrative staff, to principals, to administrators, and to teachers and other school corporation personnel having charge of any educational function.

Each teacher, and any of the other school personnel shall, when pupils are under his/her charge, have the right to take any action which is then reasonably necessary to carry out or to prevent an interference with the educational functions of which he/she is then in charge.

All corporation administrators may make written rules and establish written standards governing student conduct, and take any action which is reasonably necessary to carry out, or to prevent interference with carrying out, any educational function.

Some behavior is more serious than other behavior, and requires different approaches and clearly defined actions. Reprimand, probation, referral to special personnel in the school (counselor, assistant principal, principal), parent conferences, detention, suspension, and expulsion are devices available to school personnel in dealing with pupils involved in school discipline problems. Any or all of the techniques will be used; however, certain acts of misconduct will subject the student to suspension or expulsion from school.

STUDENT RULES OF CONDUCT

Union County School Corporation declares as school board policy that certain student misconduct will be grounds for suspension or expulsion from school. Our handbook states that the grounds for expulsion and suspension 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, or event.
3. Traveling to or from school or a school activity, function, or event.

The following behaviors are prohibited by our general education students and our special education students, unless an individualized education program (IEP) is implemented. Such misconduct or substantial disobedience is defined to include, but is not limited to, the following acts:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subdivision:
 - A. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - B. Blocking the entrance or exits of any school building or corridor, or room therein with intent to deprive others of lawful access to or from, or use of the building or corridor, or room.
 - C. Setting fire to or substantially damaging any school building or property.
 - D. Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.
 - E. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
 - F. 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 educational function under his/her supervision. This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right of the Constitution of Indiana or the United States.
2. Causing or attempting to cause substantial damage to school property of substantial value, or repeatedly damaging or stealing property of small value.

3. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
4. 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 action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Fighting, name-calling, challenging, verbal or written threats or any form of intimidation, or other forms of conflict-oriented behavior. This also includes behavior appearing to promote or to encourage conflict between or among others. Physical contact need not occur before this rule has been violated.
6. Horseplay, throwing of objects, or other activities, which tend to disrupt the educational environment.
7. Use of profanity, vulgarity, racial slurs, obscenities, pornography, or any type of indecent display or exposure. Any person in possession of, distributing, or taking part in the manufacturing of obscene pictures, videos, writings, books, or magazines on school property is subject to disciplinary action.
8. Use of slanderous speech and/or libelous written material that interrupts the discipline and/or educational function of the school.
9. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
10. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person(s) or damage property when the student has information about such plans or actions.
11. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon. A student who must use a knife as part of an organized activity held by that organization and approved by the principal of the school may use the knife as long as the knife is used as part of or in accordance with the approved organized activity.
12. Knowingly possessing, handling, or transmitting any firearm or destructive device on school property.
13. Knowingly possessing, transmitting to another person, selling, or being under the influence of any substance which is or contains tobacco, alcohol, marijuana, a stimulant, a barbiturate, an amphetamine, an intoxicant, a narcotic, a depressant, or a hallucinogen whether prescription or sold over-the-counter (without a prescription) or to be any substance represented by the provider to be any of the listed substances including diet aids, stimulants, and steep aids or other look-alike or street drugs. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
14. 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.
15. Failing, in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision (i.e. insubordination), where the failure constitutes an interference with school purposes or an educational function.
16. Use of non-designated student areas.
17. Possession or participation in playing cards of any type on school premises. This includes trading cards as well.
18. Engaging in sexual harassment of another person, which includes sexually-related verbal statements, gestures, or physical contact or any other type of harassment.
19. Engaging in voluntary or consensual sexually-related contact with another person.

20. Attempting or committing hazing acts or coercing or another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of mental, emotional, or physical harm.
21. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
22. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted under these sections.
23. Knowingly using on school grounds, during school hours, an electronic paging device or a cell phone in a situation that is disruptive to the educational process.
24. Willfully absent or truant from school without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade the school attendance law, or habitual tardiness to school.
25. Attending a school that is not within the attendance area of the student's legal settlement when no transfer has been granted by the school corporation or has been ordered by the commission on general education, or if no agreement has been made to pay cash tuition, or if no tuition has been paid under an agreement, and if no other governmental entity is obligated to pay transfer tuition to the school corporation.

In addition to the preceding grounds for expulsion or suspension, a student may be expelled or suspended 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 educational functions. A student may also be suspended or expelled for engaging in unlawful activity on or off school grounds during school holidays, breaks, or vacations, or other periods of time when a student is not attending class or a school function. **Any student suspended or expelled will not be permitted to participate or attend any athletic/extracurricular activity on the day(s) of the suspension/expulsion.**

DISCIPLINARY CHART

The chart below is to serve as a guide to students and teachers as to the recommended disciplinary procedures, which will be used at Union County High School. Students, who choose to misbehave, bear the consequences of their actions. Offenses not addressed on the chart below will be handled in a manner consistent with the overall disciplinary philosophy of Union County High School.

<u>Violation</u>	<u>First Report</u>	<u>Second Report</u>	<u>Third Report</u>
Alcohol Violation	OSS & Rec. Expulsion		
Bullying/ Harassment	1-3 days ISS	1-5 Days OSS	OSS & Rec Expulsion
Classroom Disruption/ Insubordination	Detention or Long Friday School	Long Friday School or 1 day ISS	1-3 days ISS or 1-3 days OSS
Cheating/ Plagiarism	"0" and P/T conference	Withdrawn from class	
Defacing Property	Restitution & Long	Restitution & 1 day ISS	Restitution & 1-3 days

(minor)	Friday School		OSS
Driving Violation	Warning	2 weeks no driving/LFS	Loss of Driving Privileges/ISS
Drug Paraphernalia	OSS & Rec. Expulsion		
Drug Violation	OSS & Rec. Expulsion		
False Attendance Call/Note	Long Friday School	1 day ISS	1-3 Days OSS
Fighting, Battery and/or Assault	3-5 days OSS	3-5 days OSS	OSS & Rec. Expulsion
Forgery or Misuse of a Pass	Long Friday School	1 day ISS	1-3 Days OSS
Hats/Hoods	held and returned to the student by the office at end of the day	Parent must sign for release of the item & pick the item up	Parent must sign for and pick up item student will be moved to <u>serious defiance category</u>
Inappropriate Affection	Warning	Detention	Long Friday School
Inappropriate Physical Contact	Long Friday School or ISS	1-3 Days ISS	1-3 Days OSS
Inappropriate Dress	Warning and/or change	Change and Long Friday School	Change and 1 day ISS
Inappropriate Language /Gesture to Employee	1-3 days OSS	3-5 days OSS	OSS & Rec. Expulsion
Leaving Class without Permission	Detention	Long Friday School or ISS	ISS or 1-3 days OSS

Major theft	Restitution & 3-5 days OSS	OSS & Rec. Expulsion and Restitution	
Minor theft	Restitution & Long Friday School	Restitution & 1 day ISS	Restitution & 1-3 days OSS
Out of area	Detention	Long Friday School	1 day ISS
Phone/electronic devices	held and returned to the student by the office at end of the day	Parent must sign for release of the item & pick the item up	Parent must sign for and pick up item student will be moved to <u>serious defiance category</u>
Physical attack on Employee	OSS & Rec. Expulsion		
Pornography	1-3 days ISS	3 days OSS	3-5 days OSS
Possessing a weapon	OSS & Rec. Expulsion		
Profanity	Detention or Long Friday School	Long Friday School or 1 day ISS	1-3 days ISS or 1-3 days OSS
Serious defiance/insubordination	1-3 days ISS	1-3 days OSS	3-5 days OSS
Serious disruption in school	1-3 days ISS	1-3 days OSS	3-5 days OSS
Sexual misconduct	5-10 days OSS	OSS & Rec. Expulsion	
Threat to an Employee	5-10 days OSS	10 days OSS & Rec. Expulsion -	Police will be notified both times
Tobacco & Paraphernalia Violation	3 days OSS	3-5 days OSS	OSS & Rec. Expulsion
Tardies Per Class	Tardies # 4 & 5	Tardies # 6 & 7	Tardies # 8 & More

	Detention	Long Friday School	ISS 1 day per
Tardies Total Report Per Sem	15-19 Tardies One day ISS	20-25 Tardies 2 Days ISS	25 + Tardies OSS Rec. Expulsion
Truancy	See policy in student handbook		
Vandalism / Trespassing	Restitution & 3-5 days OSS	OSS & Rec. Expulsion	
Excessive referrals in a Semester	6 referrals 1 day OSS	7 referrals 3 day OSS	8 referrals Expulsion for Sem
Excessive referralsto office for the year	10 refeeals 1 day OSS	11 referrals 3 days OSS	12 referrals Rec. Expulsion for not more than 2 Semesters

IN-SCHOOL SUSPENSION (ISS) - Students may be placed in an isolated area for supervised study during the school day as an intervention technique. **WORK MUST BE MADE UP AND WILL BE COUNTED ON A SLIDING SCALE.**

1. First time - maximum grade on work is 100%.
2. Second time - all work is given a 0%.

Major assessments such as tests or projects over material for which the student was in class must be made up and will count. This absence does not extend any assignment deadlines. It is the responsibility of the student to get his/her work to the appropriate teacher in a timely fashion.

OUT -OF- SCHOOL SUSPENSION (OSS) - This may be used as an intervention technique for disciplinary purposes. **WORK MUST BE MADE UP AND WILL BE COUNTED ON A SLIDING SCALE.**

1. First time – maximum grade on work is 100%
2. Second time and every other time – maximum grade on work is 0%

Parents are responsible to sign the student in and out of the program on the days assigned. Parents must accompany the student for the court date required for placement in this program. Students may not drive to the program without prior consent of the Principal or Assistant Principal.

FIREARMS, DESTRUCTIVE DEVICE, AND WEAPONS POLICY

A. Indiana state code specifies that a "firearm" means any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosive.

B. For purposes of this rule, a destructive device is:

-an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or

incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,

-a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

Indiana state code specifies that a "deadly weapon" means the following:

1. A weapon, device, taser (as defined in Indiana code), or electronic stun weapon (as defined in Indiana code), equipment, chemical substance, or other material that, in the manner it is used, or could ordinarily be used, or is used intended to be used, is readily capable of causing serious bodily injury.
2. An animal (as defined in Indiana code) that is
 - A. Readily capable of causing serious bodily injury, and
 - B. Used in the commission or attempted commission of a crime.

Per Indiana state code, possession of a loaded or unloaded deadly weapon, firearm, or destructive device on Union County/College Corner Joint School District property will result in expulsion for a period of at least one calendar year.

TOBACCO POLICY

If in possession or if caught using tobacco on Union County/College Corner Joint School District property, all students will be subject to disciplinary action, ranging from suspension to expulsion to citation by local law enforcement.

Persons less than eighteen (18) years old commit a Class C infraction if they purchase, accept, or possess tobacco.

HARASSMENT POLICY

Conduct constituting harassment may take many different forms. These include, but are not limited to:

1. Sexual - Verbal - Written or stated verbally.
2. Nonverbal - Pictures, gestures, etc.
3. Physical Contact - sexual in nature and unwanted.
4. Gender-Ethnic-Religious-Disability-Height-Weight-Race/Color
5. Verbal - Written - or Oral including, but not limited to, jokes, insults, disparaging remarks.
6. Nonverbal - including, but not limited to, placing objects, pictures, graphic commentaries in the school environment.
7. Physical - any intimidating or disparaging action including but not limited to hitting, punching, spitting.

If the alleged harasser is a student, staff member, or other person associated with the corporation, other than the student's principal, the student victim should contact his/her principal as soon as possible.

If the alleged harasser is the student's principal, then the student should contact the superintendent as soon as possible.

BULLYING

Indiana state code requires that Indiana schools establish a policy directed toward bullying in schools. No student in the Union County/College Corner Joint School District should be subjected to bullying. As used in this student discipline section, "bullying" means overt, repeated acts or gestures, including:

- a. verbal or written communications transmitted;

- b. physical acts committed; or
- c. any other behaviors committed;

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

1. This rule on bullying 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.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

WORK PERMIT POLICY

Under Indiana law, school corporations have the right to deny a work permit to a student whose academic performance does not meet the school corporation's standards or whose attendance is not in good standing. They also have the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grade point average or attendance after he/she begins work. When it appears that a job is detrimental to a student's academic status, it is our responsibility to advise the parents and employers so we can work together to ensure that the student's education remains the primary focus. Therefore, it is important for students, parents, and employers to know the guidelines that accompany the responsibility of being a working teen. The following procedures will be enforced each semester at Union County High School:

1. A student must pass all credit classes before a work permit will be issued.
2. If a student does not pass all credit classes after a work permit has been issued:
 - a. The student's parents and employer will be sent a warning letter, and the student will be placed on probation for the next semester.

3. If the student does not pass all credit classes during the probation period:
 - a. The school will revoke the work permit for the next semester and the parents and employer will be notified.
4. The work permit will be reissued to the student when all credit classes are passed or when the student does not receive an "F" in any grading period.

INTERNET POLICY

Acceptable Use Policy Student Guidelines on Access to Computer Networks and Internet

April, 2007

1. **Network and Internet Access** – UC/CC network access is provided to UC/CC students and employees, subject to the terms and conditions found in this document. The purpose of the access is to facilitate communications in support of research and education. Students utilizing UC/CC networks and Internet access must first have the permission of and be supervised by UC/CC 's professional staff. UC/CC does filter Internet access to limit access to material that would violate the terms of this policy, but these technical means are not a foolproof means of enforcing these provisions. Unauthorized use may result in the cancellation of network privileges and additional disciplinary action. Parents and guardians have the option of requesting for their children alternative activities not requiring Internet use. Such a request is to be submitted to the building principal in writing.
2. **Acceptable Use** -- The use of each UC/CC network and Internet account must be in support of education and research which is consistent with the educational objectives of the Union County/College Corner Joint School District schools. Use of another organization's network or computing resources must also comply with the rules appropriate for that network. The following uses of the UC/CC networks or Internet access are prohibited:
 - a. **Program Access:** Do not access any program or part of a program not assigned by an UC/CC staff member. Students are never to be working at a command prompt. Students may not access any e-mail, school administrator's accounts, chat rooms, or messenger services using UC/CC computers. Exceptions may be granted by various curriculum requirements. This includes any internet accessible device, i.e. cell phones.
 - b. **Storage Media:** Do not copy any program or file to or from a diskette or other removable media without the direct consent of an UC/CC staff member.
 - c. **User Accounts:** Do not login under another user's ID or access another individual's files, information, or software without prior authorization from an UC/CC staff member. Keep all passwords secret and contact a staff member immediately if/when another person has acquired your password. Do not vandalize, damage, disable, or "hack" the files of others.
 - d. **System Resources:** Do not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to unnecessary printing, file storage, and high bandwidth activities.
 - e. **Network Etiquette:** Users are expected to abide by the general accepted rules of network etiquette. They should be polite and use appropriate language. Do not use profanity, vulgarities, or any other inappropriate, offensive, harassing, bullying, or "stalking" language or behaviors.
 - f. **Copyrights:** Do not violate copyright laws or otherwise use the intellectual property of another individual or organization without the permission of the owner.
 - g. **On-line activities:** Students may not purchase any goods or services through any UC/CC - provided on-line service. Users may not use the network for commercial activities, product advertisement, or political lobbying.
 - h. **Personal Privacy:** Students may not reveal personal name, address, phone number(s), bankcard number(s), etc. or those of anyone else. Be cautious of unsolicited on-line

contact and advertising. Report communications which cause suspicion or discomfort to a UC/CC staff member.

- i. **Unacceptable Uses:** Do not access, compose, upload, download, or distribute pornographic, obscene, or sexually explicit material or language. Do not use the network to violate any local, state or federal statute, or other school policy. This includes, but is not limited to, transmission of copyrighted material, threatening or obscene material, or material protected by trade secret. Immediately back out of any unacceptable web pages that are accessed and delete any unacceptable files and messages that are received. Report any such access to a UC/CC staff member so that tech staff and/or administration may be notified.
 - j. **Downloads:** Assume that all communications, programs, files, and any other information accessible via the UC/CC network are private, copyrighted property and respect them as such. Do not upload or download any text or graphic file without doing all the following:
 - 1) Receiving prior authorization by a UC/CC staff member;
 - 2) Verifying that it is legal to do so under U.S. copyright laws;
 - 3) Verifying that each file is not infected with a computer virusOther types of files and large graphic files require prior permission of a UC/CC technology staff member.
3. **Installations** – All installations of software and hardware at UC/CC are subject to these requirements. Software or hardware found on UC/CC computers or networks in violation of this policy will be removed immediately and reported to the appropriate administrator.
- a. **Software** – License requirements regarding the method and number of installations for all software programs will be strictly followed, including the registration of shareware programs. Software may only be installed by UC/CC Technology staff or their designee, and only under the following conditions:
 - 1) License requirements are met;
 - 2) Software is approved by a building administrator and technology personnel;
 - 3) Original program media and licensing information are kept in the possession of the technology department.
 - b. **Hardware** – Non-UC/CC hardware and peripherals may not be connected to UC/CC computers or network unless approved by a building administrator and district technology personnel. This includes, but is not limited to, computers, printers, scanners, cameras, PDAs, mp3 players, hubs, and wireless access points. . This includes any internet accessible device, i.e. cell phones.
4. **Privileges** -- The use of the UC/CC networks and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The district administrators or their designee will judge what inappropriate use is and their decision is final. The system administrators may close an account/password at any time as required. Administrators, faculty, and other professional staff of UC/CC may request the system administrators to deny, revoke, or suspend specific user accounts/passwords. Failure to follow these guidelines may also result in disciplinary consequences.
5. **Vandalism** -- Vandalism will result in the cancellation of privileges and any additional disciplinary action deemed appropriate. Vandalism includes but is not limited to defacing, disassembling, or destroying any part of the computer hardware, software, or software settings. Students are not to move any cables, switches, and plugs associated with the computers or network. Vandalism also includes any attempt to harm or destroy data of another user, the UC/CC network, the Internet, or any other connected agency or network. This includes, but is not limited to, the uploading or creation of computer viruses. Payment for the repair or replacement of damaged hardware or for services needed to undo software changes may be required of the offender.

6. **Security** -- Security on any computer system is a high priority, especially when the system involves many users. If a user feels able to identify a security problem on the UC/CC network, the user must notify a supervising professional or a system administrator. Do not demonstrate the problem to other users. Students may not, under any circumstances, use another individual's account. Do not give any passwords to another individual. Attempts to login to the system as any other user may result in suspension or cancellation of user privileges. Attempts to login to the system as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the UC/CC network and the Internet.
7. **Privacy** -- Users should not expect that any files or messages stored on any school-based computer or network will always be private. Administrators and faculty may review files and messages to maintain system integrity and to ensure that users are acting responsibly.
8. **Publishing** -- Prior to publication on the Internet, home pages that are intended to represent any school or department of UC/CC and those that are created as part of classroom or work assignments for the school district must be approved by Administration. Student names, images, or work may be published on UC/CC web pages in support of educational goals. Parents and guardians may complete the form included with this document if they are opposed to such publication for their children and return it to the school office. Student addresses and phone numbers will never be published on the web pages.
9. **Disclaimer** – Union County/College Corner Joint School District schools, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network and Internet access it is providing. Furthermore, UC/CC is not responsible for:
 - a. The accuracy, nature, quality, or privacy of information stored on any storage device, hard drives or servers, or of information gathered through the Internet access;
 - b. Any damages suffered by a user, including but not limited to, loss of data resulting from delays or interruptions in service, computer viruses, or to personal property used to access computers, networks, or the Internet;
 - c. Unauthorized financial obligations resulting from the use of the network or Internet.

As a student user of the Internet resources I agree to comply with the following guideline:

1. I will be polite and considerate of other users and not be abusive in my messages to others. I will not use profanity, vulgarities or any other inappropriate language.
2. I understand that illegal activities are strictly forbidden.
3. I will "not" respond to any unsolicited on-line contact or reveal anyone's full name, personal address, or telephone number, including my own.
4. I understand that electronic mail is not guaranteed to be private. The system supervisors who operate the network will have access to all mail and will have the final decision as to what activities are appropriate or inappropriate.
5. I will use all equipment, software, facilities with appropriate care and will not disrupt the use of such by other users.
6. I understand that technology use is a privilege and not a right and, if my use of the equipment, software, facilities or network resources is deemed to be inappropriate by the supervisor, my network privileges may be suspended or denied.
7. I will not attempt to download, upload, or distribute pornographic, obscene or sexually explicit language.
8. I will not attempt to access another person's materials, information or files without the permission of that person.
9. I will not violate copyright laws by copying software or materials.

OUT-OF-SCHOOL SUSPENSION PROGRAM

For the 2010-2011 school year, this program will involve Union County High School and Union County Middle School. Several years ago, it was a concern of Assistant Principal Tim Edsell and Judge Jim Williams that too many students were being suspended out of school without supervision. Some students acted as if they were being "rewarded" for their negative behavior. Since students didn't receive any credit for the work, most students would get further behind resulting in additional problems. Other students would be seen wandering around town and/or get involved with criminal activities in the community, which caused more problems for the court system. These concerns prompted the school system and the courts to intervene and help create this new program. According to Indiana law a student may be suspended for up to 10 consecutive days, unless the school has filed for the student's expulsion for the entire year. This program is exclusively designed for out-of-school suspensions (i.e. truancy, fighting, insubordination, and drugs/alcohol) not expulsions.

Program Description

When a high school or middle school student is suspended from Union County, the student is required to appear in the Union County Circuit Courthouse at 8:00 a.m. the next morning. **The student must be accompanied by the parent(s) or legal guardian.** The student will not be allowed to enter school until he/she has met with the Judge and served his/her suspension at the Intake Center. **At the informal adjustment meeting with the judge, the student and parent/guardian will sign a document stating that if the student misbehaves during his/her suspension or is a repeat offender, then the student will be assigned additional community service hours or possibly be placed on Juvenile Probation.** Each school is required to submit a disciplinary report to the Judge's office the day before the student's hearing. Each school has established punishment guidelines for each school infraction and are published in the school's student handbook. After appearing in court, the court will issue an order to instruct the student to report to the Union County Intake Center. This is where a classroom has been provided and the student is under constant supervision. **The parent(s), guardian, or court-approved escort are required to sign the student in each morning and out each afternoon.** Class starts at 8:30 a.m. and ends at 3:00 p.m. each day, with a 30 minute lunch break. Students are required to bring a sack lunch and drink. This is a totally quiet environment with no communication between students. The OSS supervisor is required to evaluate each student and fax a report back to the school of origin, Court, and Probation. This report includes: attendance record, student's behavior, completed work, and comments that may be warranted. Students receive school work, via fax, and work on their assignments the entire time. The OSS supervisor makes every effort to get the student ahead in his/her studies. If a student completes all of his/her work, or fails to bring work to class, the supervisor may assign a report on a subject matter related to each class or be assigned light community work with Ford Hoskins. Within this program, emphasis is placed on academics and completion of homework assigned by the school within a disciplined environment. Accuracy, neatness, and good study habits are emphasized. Students in this program receive credit on a sliding scale for homework that is completed. While in this program, students are expected to abide by the OSS rules and school handbook rules.

Program Goals and Benefits

1. Reduce the number of students suspended out of school.
2. Increase adult supervision of suspended students.
3. Increase individual academic achievement otherwise lost via out-of-school suspension.
4. Increase students' knowledge of adolescent social, developmental, and health-related issues (i.e. peer pressure, alcohol, tobacco, other drugs, diversity, and tolerance).

Credit for School Work

1st Time in OSS: Maximum grade on work is 100%

2nd Time and every other time in OSS: Maximum grade on work is 0%

LONG FRIDAY SCHOOL

Long Friday School may be assigned to any student who has violated any school policy stated in the student handbook. Long Friday School will serve as an alternative to missing school by allowing the student to not miss in-class instructional time. Long Friday School will begin at 3:20 p.m. Dismissal will be at 5:20 p.m. Students are responsible for their own transportation from Long Friday School. Your ride must be here and you must leave the building by 5:30 p.m. **Students who are employed and have jobs are not excused from the program.** Only the administration can excuse a student from his/her assigned Long Friday School and then only under emergency conditions. **It should be clearly understood that a student faces ONE DAY OF ISS OR OSS if he/she is guilty of failure to appear for Long Friday School, misbehaves during Long Friday School, and/or fails to be fully prepared with books and supplies to keep busy for the entire period of detention time.**

EXCLUSIONS:

Exclusion means any disciplinary action where a student is suspended from school attendance for a longer period than an out-of-school suspension or expulsion. Any student may be excluded from school in the following circumstances:

1. If the student has a dangerous communicable disease, transmissible through normal contacts, that possesses a substantial threat to the health or safety of the school community.
2. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. This shall include conduct off school property where, on account thereof, the student's presence in school would constitute an interference with an education function or school purpose.

DUE PROCESS PROCEDURES

Union County School Corporation has provided a procedure for the handling of student suspensions and exclusions from school. The basic premise of this is fairness. A full text of the procedure is available at each school or school administration building upon request. The following is a summary of that procedure:

SUSPENSION:

Grounds for suspension include conduct constituting grounds for expulsion and any other violations of rules and standards of behavior is set forth by building administrators. A student may be suspended from school attendance for up to ten (10) school days. The following procedures apply for suspensions:

1. Any principal may suspend a student for conduct constituting grounds for expulsion or suspension. Such suspension shall be made only after the principal has made an investigation thereof and has determined that such suspension is necessary to help any student or to prevent interference with an educational function or school purpose.
2. No suspension may be made without affording the student an opportunity for an informal hearing. At the informal hearing, the student is entitled to a written or oral statement of the charges against him/her; and, if he/she denies the charges, a summary of the evidence against him/her, and an opportunity to explain his/her conduct.
3. Notice of, and the informal hearing, shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such a situation, the notice and informal hearing shall follow as soon as reasonably possible after the suspension.
4. Within twenty-four (24) hours, or such additional time as is reasonably necessary, following such a suspension, the principal shall send a written statement to the student's parent describing the student's conduct, misconduct, or violation of any rule or standard and the

reasons for the action taken. The principal shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school. Failure of the parent to participate in a conference with the principal does not justify extending the period of the student suspension.

EXPULSION/EXCLUSION:

Expulsion means disciplinary action whereby a student is suspended at least for the balance of the current semester or up to the remainder of the school year, not to exceed one calendar year. The following procedures shall be followed before student is disciplined by an expulsion or is excluded:

1. A written charge shall be filed by the principal with the superintendent within the five-day suspension period requesting expulsion or exclusion. A copy of the written charge shall also be sent to the student and the parent by certified mail.
2. The superintendent decides that there are reasonable grounds for investigation or that an investigation is desirable, he shall, within one (1) school day after such charge is filed, appoint a hearing examiner.
3. The hearing examiner shall, within two (2) school days after his appointment or within four (4) school days after his appointment if additional time is reasonably necessary, send a statement to the student and his/her parent explaining the procedure for requesting a hearing upon the charges. The statement shall specify that to initiate a hearing, the student or his/her parent must deliver a written request to the hearing examiner in person or by registered or certified mail within ten (10) calendar days after receipt of the hearing examiner's statement.
4. The hearing examiner's statement shall also include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for exclusion or expulsion. This shall include a summary of the evidence to be presented against the student but this provision shall not be technically interpreted if there is a good faith effort to make such statement.
 - b. The penalty, if any, the principal or his designee has requested and any other penalty to which the student may be subject.
 - c. A description of the hearing procedures provided by this chapter.
 - d. A statement that the student, his/her parent or other representatives, including counsel, may examine his/her academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and has a right to know the identity of the witnesses to appear against him/her, except where the release of the witnesses' names may, in the opinion of the hearing examiner, subject them to unreasonable harassment.
 - e. A statement that before expulsion or exclusion can be invoked, the student has a right to a hearing, upon request, on the specified charges.
5. If a hearing is not requested within ten (10) calendar days following receipt of this statement, all rights, administratively and judicially, to contest and appeal the punishment requested in the charge by the principal or his designee are waived.
6. If a hearing is requested, the hearing examiner shall within two (2) school days after the request is made or within four (4) school days after it is made if additional time is reasonably necessary, give notice to the student and his/her parent of the time and place for the hearing.
7. The hearing concerning a student expulsion or exclusion shall be initiated within ten (10) days of the time the student is suspended from school unless it cannot be reasonably initiated within such time or unless the student, his/her parent, or representative requests a delay of the proceedings.
8. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An

attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.

9. Notice of the hearing examiner's findings and recommendations and the superintendent's determination shall be sent by certified mail or given by personal delivery to the student and his/her parent within two (2) school days after the superintendent's determination is made.
10. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

SCHOOL CLOSINGS DUE TO BAD WEATHER

The following radio stations will be used to notify students of school cancellations or delays:

WKBV-AM and WRIA-FM Richmond
WHON-AM/FM and WCNB-AM/FM Connersville

EMERGENCY PROCEDURES FOR EVACUATING BUILDINGS

Fire and tornado drill instructions are posted in each room in the building. The evacuation procedures are to be followed as posted. The **fire signal** is a long, uninterrupted horn. The **tornado signal** is a short, interrupted horn. All drills are to be treated as if they were actual emergency situations.

EIGHTEEN-YEAR OLDS

Even though you are eighteen or when you turn eighteen, UCHS must still notify parents/guardians of any concerns that involve a student. This includes attendance, academics, and discipline **matters**. Failure to provide a note or phone call from your parent/guardian will result in a countable unexcused absence. **The only time an eighteen year old or older student is accountable for only himself/herself is if he/she has filed the proper paperwork for emancipation in the office. See the assistant principal for emancipation papers.**

EARLY SIGN -IN OR SIGN-OUT

Any time a student enters or exits the UCHS building after the start of the school day, he/she must sign in or out.

- A. Students leaving school for medical or dental appointments or for some other school approved reason must bring a note from home with a parent's or guardian's signature and present this note to the attendance clerk at the beginning of the school day.
- B. The student's passbook will be appropriately signed so that it is clear that the student has permission to leave at a certain time.
- C. This permit will need to be shown to the student's teacher when he/she leaves the classroom and to any teacher in the hallway who requests to see it.

AUTOMOBILES AND DRIVING PRIVILEGES

Students who wish to drive to school must purchase a driving permit from the treasurer. All students who drive to school must have a registration form filled out and signed by a parent/guardian prior to purchasing a permit. **CARS THAT ARE NOT REGISTERED WITH THE SCHOOL MAY BE TOWED AT THE EXPENSE OF THE OWNER.**

PARKING RULES AND REGULATIONS

The use of the parking lot is a privilege. With this privilege come certain obligations.

1. All student vehicles must have a UCHS permit displayed on their rearview mirrors.
2. Reckless or negligent driving on school grounds or surrounding property may result in loss of driving privileges - such driving may be reported by any school employee.
3. Smoking is not permitted in vehicles while on school property.
4. Students should enter and leave the parking lot ONLY via Patriot Boulevard.
5. Students are to leave their vehicles as soon as they arrive at school.
6. As soon as the student drives on school property, the vehicle should be parked in the student lot or other assigned spaces only.
7. No vehicle is to be driven during school hours unless permission has been secured from appropriate school personnel.
8. Any type of accident on school grounds must be reported to school officials and any personal injury accident must be reported to the police and school officials.
9. WTCC students may not drive to vocational school unless class assignments indicate the need to drive. They must have secured permission from the principal or assistant principal, and have signed permission from parents. No one else can be in the vehicle.

SUSPENSION OF DRIVING PRIVILEGES

PL 121-1989, effective July 1, 1989, prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student less than 18 who commits the following acts:

1. At least a second out-of-school suspension from school or
2. Withdraws from school for no apparent financial hardship or medical reasons or
3. An expulsion from school, or
4. An exclusion from school.

The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons.

A student whose license or permit has been denied or invalidated for the above reasons will be eligible for a license or permit of have a license or permit revalidated upon the earliest of the following events:

1. The student turns 18.
2. The end of the semester in which the student is reinstated.
3. The suspension, expulsion, or exclusion is reversed after a hearing conducted under Indiana state code.

The law requires school officials to report to the Bureau of Motor Vehicles:

1. That a student is eligible for a license or permit because the student has not been suspended at least two times, expelled, or excluded, and
2. When a student has been suspended from school at least two times, withdrawn from school, expelled, or excluded.

Furthermore, the Bureau of Motor Vehicles may not issue a driver's license or permit to a student who is

1. At least 13, but not less than 15
2. A habitual truant (student identified as truant the third time in a semester).

DRESS GUIDELINES

Students and Parents share the responsibility for making sure that students dress cleanly and neatly at all times and for making sure that students maintain a healthy and respectful appearance while attending school and school activities. Student appearance must not cause a disruption to the educational process, must not cause a distraction, and must not interfere with school purpose.

Disciplinary action will be taken by administration when students fail to adhere to the school dress code. The best advice is: **"When in doubt, rule it out."**

Blouses, shirts, and tops must be long enough to cover the midriff at all times and with straps that are a minimum 4" in width with a finished sleeve. (sheer or transparent material will not meet the above requirement) Students must wear shoes at school and when attending school activities. Shorts, Skirts and dresses are to have an inseam with a length longer than finger tips as the arm hangs down the side normally. Students are not to wear clothing that is torn, cut or **that has holes**; all clothing should be in good repair. Patches on clothing are acceptable provided the patch is on the outside of the item covering any fray. Students are not allowed to wear hats, headbands, bandannas, any other head wear, and/or sunglasses in school. Wallet chains or protruding studded spikes on jewelry are prohibited.

Any student wearing any form of clothing considered too short, too transparent, too vulgar, too indecent, and/or too revealing by school officials will be asked to change or will be placed in ISS until appropriate clothing can be brought in for them. Any form of clothing containing vulgar, obscene, or profane words, sayings, and/or pictures or denoting and/or depicting tobacco products, alcohol products, legal or illegal drugs, sexual innuendoes, dual meaning, and/or sexually suggestive pictures or words, or displaying any gang-related article of dress or adornment, is not allowed at school or at any school activity.

ELECTRONIC DEVICES

Electronic devices are not to be powered on during the school day. These devices include, but are not limited to Cellular Phones, I-Pods, Beepers, laser pointers, or any device capable of receiving an internet signal.

DANCE PROCEDURES

Dance sponsorship is available to UCHS clubs and organizations. Permission to sponsor a dance is done through Student Council. Forms requesting a dance are to be filled out and returned to the Student Council president prior to the Student Council voting on dance schedules. The following guidelines are to be followed for all dances:

1. The sponsor must attend the dance and remain until all students have left the building.
2. There must be at least two (2) other adult chaperones, and one (1) of those two (2) must be a faculty member.
3. The sponsor is responsible to have a list of students who are on social probation and monitoring student entries if necessary.
4. Students must meet the ECA academic standards at the last grade check to attend dances.
5. Students will not be allowed to re-enter if they leave the dance.
6. Disc jockeys, bands, or groups will not be paid in cash. Purchase orders must be submitted one week before the dance in order for the check to be available.
7. Students are to remain in the area of the dance.
8. Any student that withdraws from the current school year or is currently suspended or expelled is ineligible to attend any dance.
9. All post-game dances will be over 90 minutes after the game is over.
10. Students must be in attendance for the entire day of the dance or the school day immediately prior to the dance.

PROM PROCEDURES

1. Prom may be attended by grades 10-12 (No Freshman permitted).
2. Guests must be from grade 10 up to 20 years old (No one older than 20 may attend).
3. All other dance procedures and guidelines apply.

DANCE DRESS CODES

Dances are designed to provide students with a social opportunity in a controlled and safe environment. In order to do this, **attire at all dances must project an image of modesty and be age-appropriate.**

These styles would be considered inappropriate: too tight, too low, too high, too revealing, too dangerous to dance in.

If students are unsure about the appropriateness of an outfit, attire should be approved by an administrator prior to the date of the dance.

GUESTS AT DANCES

The following guidelines are for guests: **(Guest are permitted at Homecoming dances and Prom Only)**

1. Guests must be signed up with the assistant principal and event sponsor at least one week before the dance. A photo ID must be provided to the front office upon purchase of the ticket.
2. Guest of UCHS students must produce a photo ID at the door for admission.
3. **NO tickets shall be sold at the door.**
4. Only students presently enrolled in high school, grades 9 through 12, may attend.
5. No one older than 20 may attend (Must be enrolled in a High School).
6. Students may only sign up one guest.
7. Students must enter with the guest they signed up.
8. No middle school students are allowed to attend any UCHS dances, including prom.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 certain rights with respect to the student's education records.

1. The right to inspect and review the student's education record within 45 days of the day the school corporation receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Union County/College Corner Joint School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the school corporation decides not to amend the record as requested by the parent or eligible student, the corporation will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving the school board; a person or company with whom the school corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

4. The right to file a complaint with the United States Department of Education concerning alleged failures by the school corporation to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605
5. The right to refuse to allow the school district to disclose "directory information":
It is the policy of the school district to make available, upon request, certain information known as "directory information." The school board designates student "directory information" as: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of policy, if disclosed. "Directory information" shall not be provided to any organization for profit-making purposes.
Parents or eligible students may refuse to allow the school district to disclose any or all of such "directory information" upon written notification to the school district within fourteen (14) days after receipt of this public notice.

UCHS PASSBOOK

This Student Handbook also functions as your Passbook. Please follow the guidelines below:

1. Take this book with you everywhere you go during the school day. If you have to leave a class for any reason, or be out in the hallways other than during regular passing periods, you should have this book. Teachers may also do spot checks of your Passbook at any time, and you need to have it with you then.
2. Carry the Passbook opened to the signed page.
3. Be sure that the issuing teacher or supervisor has filled out all necessary information.
4. Be sure that the teacher or supervisor to which you travel signs your book before you return to class.
5. Your name must be printed or written in ink on the Passbook pages in this book.
6. If you use another student's Passbook for any reason, your Passbook privileges will be revoked.
7. If you violate policy by being in the hallways or other areas without your Passbook, your Passbook and its privileges may be revoked.
8. If you lose your Passbook, you must purchase a new one.
9. Do not tear any pages out of this book.
10. The number of sign-out spaces in the Passbook means nothing. You will leave class only when a supervising adult allows you to. Leaving class other than during passing periods is a privilege, not a right. Each staff member has their own parameters regarding the use of the Passbook. Know those parameters and abide by them.
11. If any adult asks to see your Passbook at any time, you must either provide it, or accompany that adult to the office. EVERY ADULT IN UCHS IS RESPONSIBLE FOR YOUR SAFETY AND FOR ENFORCING THE RULES OF OUR SCHOOL COMMUNITY. You are expected to respond with respect and prompt compliance to any directive or request issued by an adult, regardless of his/her position or area of responsibility. Failure to do so results in a loss of privileges.
12. Even if you leave your assigned area on a regular basis, your Passbook must be appropriately signed.

Pediculosis Policy

When a student is suspected of having pediculosis (head lice), the student will be referred to the school clinic for a scalp examination.

1. If a student is found to have pediculosis, as indicated by a live louse or nits $\frac{1}{4}$ inch from the scalp the following procedures are followed:
 - a. Parent, guardian or designee is contacted to remove student from school.
 - b. Siblings in the school setting are checked for pediculosis.
 - c. Parent, guardian or designee will be provided with pediculosis information. It is the parents' responsibility to follow these instructions.
 - d. Students may return to school when they have been treated and are free of lice and have no nits within $\frac{1}{4}$ inch from the scalp. The returning student must be rechecked in the clinic prior to admission to class and must be accompanied by a parent, guardian or designee.
2. If lice or nits within $\frac{1}{4}$ " from the scalp are found upon a return check, the student will be sent home for further treatment.
3. Parent or guardian should continue daily head checks for three weeks and are expected to remove old nits when found.

Failure to comply with the established Pediculosis Policy and Guidelines may result in the matter being turned over to Child Protection Services

STUDENT HANDBOOK SIGNATURE FORM

(print your full name)

have received a copy of the current Union County High School student handbook. I shall read the handbook upon receiving it and ask any questions I may have about its contents. I understand that as a student at Union County High School I am bound by the provisions contained within this student handbook.

(Student Signature)

Date

PARENT/GUARDIAN ACKNOWLEDGMENT FORM

Indiana state law requires that we ask you to acknowledge in writing that you have reviewed a copy of the student handbook which contains school discipline policies. **Failure to sign or return the form does not affect the student's responsibility to act in accordance with policies outlined in this handbook.**

The policies of the handbook apply to all students regardless of age. Parental responsibilities do not end when a student becomes 18 years old. A student is **emancipated** after reaching age 18 only upon establishing his or her own residence and self-support. Until such emancipation, parents or guardians are the responsible spokesperson for the student.

I (We) have received the current Union County High School student handbook.

PARENT/GUARDIAN_____

_____(Signature/s)

DATE_____

UNION COUNTY HIGH SCHOOL COURSE SELECTION GUIDE

This guide has been prepared to inform students and parents of graduation requirements and course offerings. We encourage you to read the guide carefully so that you can make wise course selections.

GENERAL INFORMATION

ACT/SAT:

The **ACT**[®] test assesses high school students' general educational development and their ability to complete college-level work. The multiple-choice tests cover four skill areas: English, mathematics, reading, and science.

The Writing Test measures skill in planning and writing a short essay.

The **SAT** and SAT Subject Tests are a suite of tools designed to assess your academic readiness for college. These exams provide a path to opportunities, financial support and scholarships, in a way that's fair to all students.

ADVANCED PLACEMENT (AP) COURSES:

Participating in Advanced Placement (AP) courses gives you the opportunity to take college-level courses while you are still in high school. You will develop the writing skills, problem-solving techniques, and study habits that will prepare you for college academics. Plus, taking rigorous AP courses demonstrates your maturity, willingness to push yourself intellectually, and commitment to academic excellence, which can help you, stand out in the college admissions process. You will study subjects in greater depth and detail, and rather than simply memorizing facts, you will be expected to develop and support your own arguments and perspectives. Each AP course has a corresponding AP Exam that schools worldwide administer in May. Taking an AP Exam allows you to experience a college-level exam now, while in high school. Most colleges and universities grant students credit, placement, or both for qualifying AP Exam scores. Currently, Union County High School offers AP courses in 11th and 12th grade English, Chemistry, Government, Calculus, and Statistics. For more information, speak to the department head of the course(s) you are interested in or visit: www.collegeboard.com. If a student is not currently in the Honors program, the students and parents must meet with the instructor and sign an agreement of expectations.

Advanced Placement Grade Weighting:

Advanced Placement (AP) courses are weighted through an increase of a grade point value. For example, if a student receives a 'B' in an AP course it will be reported as an 'A' on their transcript and the weight will be reflected as a 4.0 grade point value. If a student receives an actual earned 'A' in an AP course it will be reported as an 'AA' on their transcript and the weight will be reflected as a 5.0 grade point value. If a student elects to drop their AP course prior to completion they will drop their weighted grade. Please note that an "F" in an AP course does not weight up to a passing grade. Only passing grades are weighted.

COLLEGE/CAREER EXPLORATION DAY:

UCHS hosts a college career exploration day every year during the month of October. The purpose is to allow students the opportunity to explore college and career opportunities. Students will test various college aptitude and career exploration tests in the morning and visit a college fair held at UCHS in the afternoon.

-Taking **EXPLORE**[®] in 8th or **9th grade** tells you things you need to know—to plan your high school courses, prepare for the ACT, or choose a career direction.

-The **PLAN**[®] program helps **10th graders** build a solid foundation for future academic and career success and provides information needed to address school districts' high-priority issues. It is a comprehensive guidance resource that helps students measure their current academic development, explore career/training options, and make plans for the remaining years of high school and post-graduation years. PLAN can help all students—those who are college-bound as well as those who are likely to enter the workforce directly after high school. As a "pre-ACT" test, PLAN is a powerful predictor of success on the ACT. At the same time, many schools recognize the importance of PLAN testing for all students, as it focuses attention on both career preparation and improving academic achievement. Typically, PLAN is administered in the fall of the sophomore year.

-The Preliminary SAT/National Merit Scholarship Qualifying Test (**PSAT/NMSQT**) is a program cosponsored by the College Board and [National Merit Scholarship Corporation \(NMSC\)](http://www.nmsc.org). It's a standardized test that provides

firsthand practice for the SAT®. It also gives you a chance to enter NMSC scholarship programs and gain access to college and career planning tools. The PSAT/NMSQT measures: Critical reading skills, Math problem-solving skills, and Writing skills. You have developed these skills over many years, both in and out of school. This test doesn't require you to recall specific facts from your classes. The most common reasons for taking the PSAT/NMSQT are to receive feedback on your strengths and weaknesses on skills necessary for college study. You can then focus your preparation on those areas that could most benefit from additional study or practice.

-The **ASVAB** was originally designed to predict future academic and occupational success in military occupations. Since its introduction in 1968, the ASVAB has been the subject of extensive research. Numerous validation studies indicate the ASVAB assesses academic ability and predicts success in a wide variety of occupations. Several composite scores are formed from different combinations of ASVAB test scores. Three composites, or Career Exploration Scores, are provided specifically to help students engage in career exploration. These scores help students to get a good sense of their verbal, math, and science and technical skills.

-The **COMPASS**® computer-adaptive college placement test helps educators:

- quickly **evaluate incoming students' skill levels** in Reading, Writing Skills, Writing Essay, Math, and English as a Second Language
- **place students** in appropriate courses
- **connect them to the resources** they need to achieve academic success

College Visits:

College visits are a pre-arranged absence. Juniors and Seniors are permitted 2 college visits per year. College visits must be pre-arranged with the University. A UCHS **Pre-Arranged Absence Form** must be completed and signed by teachers and an administrator and turned into the front office prior to attending the college visit. College visits will not count against a student's attendance as long as the proper procedure has been followed and all school work is made up according to the pre-arranged absence policy.

CORRESPONDENCE (DISTANCE LEARNING)/ DUAL CREDIT COURSE OPPORTUNITIES:

Students have the opportunity to take courses for high school credit at locations other than Union County High School (correspondence courses). The student should speak to his or her guidance counselor for more information. Students have the opportunity to take courses and receive both high school and college credit (dual credit). Students should speak to his or her guidance counselor for more information regarding Dual Credit Opportunities.

Policy for Correspondence/Dual-Credit Courses:

- A student will be permitted to take correspondence courses to satisfy graduation requirements.
- A student may only take **five** correspondence courses for high school credit unless unusual circumstances exist.
- Prior to beginning a correspondence course, the student must complete the **Alternative Credit Opportunity Form** which includes signatures of the parent, counselor, principal, department head, and treasurer.
- The dual credit course must meet the standards set forth by the Indiana Department of Education for that subject area in order to receive credit.
- A three credit hour college course equates to one high school credit.
- Students may be required to take departmental exams in order to receive credit at UCHS.
- In order to receive high school credit for a correspondence course, the student must submit a final grade on an official transcript upon completion of the course to the guidance office.
- Grades from the college class will be used to calculate the grade point average.
- If correspondence course is taken during second semester of senior year, the guidance office must receive the transcript one week prior to commencement exercises. Failure to do so will eliminate the student from participating in the graduation ceremony.

Correspondence course opportunities are available through: Ivy Tech, Indiana University, Indiana Online Academy. Information regarding these programs is available in the guidance office. Students are responsible for tuition and fees, as well as the registration process associated with enrollment in correspondence coursework.

Dual Credit Opportunities through (Ivy Tech/UCHS Business, Agriculture, and Technology)

Union County High School has an agreement with Ivy Tech Community College regarding dual credit opportunities in which a student is simultaneously enrolled at Ivy Tech Region 9 and Union County High School, and is therefore simultaneously earning Ivy Tech and UCHS high school credit in the semester culminating in mastery of the subject matter. Credit earned through dual credit may or may not transfer to other higher educational institutions at that school's discretion. A UCHS instructor teaches the course. The credit will be awarded upon notification from Union County High School that the student earned the required grade. The student seeking dual credit must take the COMPASS placement test to assess the prerequisite skills that must be attained prior to dual credit being awarded. This placement assessment is offered at Union County High school as part of this agreement. Qualifying scores on the PSAT, ACT, and SAT may also be used in lieu of the COMPASS test.

Dual credit opportunities in Agriculture include:

- Advanced Life Science: Animals
- Advanced Life Science: Plants and Soils
- Advanced Life Science: Foods
- Agriculture Business
- Horticulture
- Natural resources

Dual credit opportunities in Business include:
sr.)
jr. or sr.)

- Advanced Computer Application (taken as a jr. or sr.)
- Desktop Publishing (taken as a jr. or sr.)

Dual credit opportunities in Technology include:

- Introduction to Engineering Design
- Principals of Engineering

Students should speak to the Business, Agriculture, and Technology Departments or his or her guidance counselor for more information regarding Dual Credit Opportunities.

TACO U (TAKE A COURSE ON US)

Ivy Tech Community College offers the "Take A Course On Us" program to eligible high school seniors. This program gives students a preview of what college is really like. Seniors are permitted to take one course at Ivy Tech FREE OF CHARGE during their senior year. The four semesters of eligibility are the fall and spring semester of the senior year and the summer semesters before and after their senior year. Students may only take one course per semester. The pre-admission COMPASS assessment may be taken at UCHS or on the Ivy Tech campus if you do not have qualifying PSAT, ACT or SAT scores. For more information, please speak to a guidance counselor.

EARLY GRADUATION POLICY:

Early Graduation Applications must be completed and returned to the Guidance office by midterm of your last semester at UCHS. Early graduates are responsible for keeping up with the end-of-the-year events for seniors through the UCHS website announcements, as well as by staying in contact with a student's assigned senior advisor. Also, it is crucial that we have an updated mailing address prior to you leaving in order for you to receive information via mail. It is mandatory that early graduates attend senior advisory during the month of May in order to receive the necessary information for graduation and other senior events that occur towards the end of the year. Advisory is on Fridays from 12:46-1:21 p.m.

FAFSA (Free Application for Federal Student Aid):

The Free Application for Federal Student Aid (FAFSA) is the form used by virtually all two and four-year colleges, universities and career schools for the awarding of federal student aid and most state and college aid. The official FAFSA website is at www.FAFSA.gov. After you have filed the FAFSA, you will receive a Student Aid Report (SAR). The SAR contains the information you reported on your FAFSA. The SAR must be complete and correct before you can receive federal student aid. Pay attention to the deadlines! There are federal and state deadlines, and colleges may also have a deadline. Indiana FAFSA deadline is generally in March.

GRADES/CREDITS:

Grade Level Classification:

Credits	Class
0-10	Freshman
11-20	Sophomore
21-30	Junior
31-40+	Senior

Grading Policy:

A+	100	C+	82-84
A	96-99	C	78-81
A-	93-95	C-	75-77
B+	91-92	D+	73-74
B	87-90	D	69-72
B-	85-86	D-	67-68
		F	66 and under

Grade Point Values:

A+	4.333	C+	2.333
A	4.000	C	2.000
A-	3.667	C-	1.667
B+	3.333	D+	1.333
B	3.000	D	1.000
B-	2.667	D-	.667
		F	.000

Grade Reports:

Mid-term Report: A mid-term progress report will be mailed home at the nine week interval of the semester.

Report Card: The final grade received in each course a student is enrolled in will be mailed home on the report card at the end of each semester.

Eligibility based on grades:

Extra-Curricular eligibility and athletic eligibility are based upon passing 5 classes at the 9 week and 18 week grading periods. This includes eligibility to attend all dances at UCHS.

END OF COURSE ASSESSMENT/GRADUATION QUALIFYING EXAM (GQE):

In November 2006, the Indiana State Board of Education approved a new comprehensive testing plan for K-12 education. This testing plan will replace the current ISTEP/GQE (Graduating Qualifying Exam) with high school End-of-Course Assessments (ECA) in Algebra I and English 10. The incoming class of 2012 and those thereafter, will be required to pass the End-of Course-Assessment, as opposed to the ISTEP/GQE. If the student does not pass both sections of the ECA (Algebra I and English 10) there will be four more opportunities during high school to re-take the failed sections in the fall and spring of junior and senior year. While the vast majority of Indiana students pass these assessments before graduating, there is a waiver process that a student may be eligible for if at the end of their senior year they have not passed the testing requirements. The waiver process includes taking the ECA test at each administration, completing remediation when offered, a 95% attendance rate, a C GPA in core classes, and teacher recommendations. Speak to the guidance office for additional information regarding the waiver process. Biology I also participates in the End-of-Course Assessment process however this test is not part of the graduation requirement.

HEALTH AND WELLNESS CREDIT WAIVER (511 IAC 6-7-6 (4) - (6):

The Health and Wellness one-credit requirement is fulfilled for a student if the student's program includes three credits from the following Family and Consumer Sciences courses (A) Child Development and Parenting. (B) Human Development and Family Wellness. (C) Interpersonal Relationships. (D) Nutrition and Wellness. (E) Orientation to Life and Careers or Adult Roles and Responsibilities.

HONOR ROLL RECOGNITION:

In order to be included on the UCHS Honor Roll, a student must have a grade point average (GPA) of 3.0 or better. Semester grade point averages will be used at the end of each semester. Standards are: *A Honor Roll*= average of 3.667 or better and *B Honor Roll*= average of 3.0 or better with no grade lower than a C-.

INDEPENDENT STUDY:

Students have the opportunity to take independent study courses at UCHS and receive credit toward graduation requirements.

- If a student is interested in pursuing an independent study, the student is required to meet with the course's instructor to seek permission.

- In order for the independent study course to be added to the students' schedule, the student must submit an **Alternative Credit Opportunity Form** to the guidance office.
- Once approval has been granted and the student is enrolled in the course, the student is required to meet with the instructor for guidance, direction, and advice for the duration of the independent study.

INTERNSHIP PROGRAM:

Students at UCHS have the opportunity to participate in an internship experience during their senior year if they meet certain requirements which include, but are not limited to being on track to graduate with a Core 40 diploma, being on track with senior exit requirements, a 95% attendance rate, a minimum of 2.0 GPA, Pass both the English and Math portions of the ECA, a discipline record free of any referrals, three teacher recommendations, as well as transportation and automobile insurance. A Pre-Acceptance packet must be filled out and returned, as well as an interview process in order to be considered for an Internship. A Post-Approval packet must be completed in order to receive credit for the internship experience. For additional information regarding requirements, see a guidance counselor. **Internships packets are due at least two weeks prior to the start of a semester... NO Exceptions!**

NCAA DIVISION I/II ELIGIBILITY:

Student athletes who plan to participate in NCAA Division I/II as scholarship athletes or who desire to participate in a Division I/II athletic program (walk on) should consult with their coaches in the fall of their junior year. **Student athletes should register for NCAA Initial Eligibility Clearinghouse in the spring of their junior year.** Students should register on-line at www.ncaaclearinghouse.net. **Student athletes should have each SAT/ACT score sent directly to the Clearinghouse by marking code #9999 on the SAT/ACT registration forms** or when requesting additional score reports. NCAA eligibility requirements include course requirements, minimum grade point average requirements in core courses, and college admission examination scores.

PHYSICAL EDUCATION ALTERNATIVE CREDIT:

This waiver opportunity was passed by the IDOE during the summer of 2009. Sports operational and completed in the 2009-2010 school year and beyond will be considered for waiver. Coaches must verify specific strategies that were used for the student to have mastered the Indiana physical education standards in a particular sport. Coaches will recommend the final grade. However, the PE Department Chairperson will issue the grade. Students must have the PE Standard Affirmation Form (Form 1 of 2) completed by their coach. After the **PE Standard Affirmation Form** is complete, then the student must obtain the appropriate signatures on the **PE Alternative Credit Form (Form 2 of 2)** and return the form to the guidance office in order to be awarded an alternative physical education credit. **PE credits will be recorded on report card/transcript of the semester following the end of the season, as the grade will affect honor roll, GPA, and class rank. Please note: This credit does NOT count towards IHSAA athletic eligibility. Students must be enrolled and passing 5 courses each semester for athletic eligibility.**

PROJECT LEAD THE WAY:

Project Lead the Way (PLTW) is a national non-profit organization established to help schools give students the knowledge they need to excel in engineering and other high-tech related fields. Studies of PLTW's curriculum have proven that PLTW students become the kind of prepared, competent, high-tech employees US industries needs to stay competitive in the global marketplace. Relying heavily on math and science PLTW is a pre-engineering curriculum that provides hands-on experiences to teach students the key elements of engineering and technology-based problem solving. These skills can be used in any career chosen by the PLTW student. For more information visit: www.pltw.org or www.pltw.purdue.edu.

SCHEDULE CHANGES:

Students are encouraged to choose classes carefully. **Very few schedule changes will be allowed once courses are selected!** At the beginning of each new semester, schedule changes will be made **for up to three days** under the following circumstances:

- Course change is required to meet graduation requirements.
- Course change necessary to balance classes
- Course change deemed necessary by the counselors, teacher or principal.

If a course change is requested by the student, the student must have the **Petition to Drop/Add Course form** completed. This form includes signatures of the student, teachers, parent and counselor.

SCHOLASTIC ACHIEVEMENT AWARDS:

The purpose of this program is to acknowledge and encourage outstanding efforts in the classroom. Through recognition of their accomplishments, students will be encouraged to work at their optimum level. The award system will recognize efforts in individual class sections, as well as accomplishments in the overall academic program, reflected by the numeric grade system.

Grades 9, 10, and 11: A scholar plaque will be awarded to all students earning at least a 3.0 grade point average. Students will be assessed on a yearly basis, with each year being independent of the other. The *cumulative grade point average* which shows on the report card is not considered.

Grade 12: A Union County Scholar blanket will be awarded to any senior with a 3.0 **CUMULATIVE grade point average** through the second semester of the senior year. A student could still earn a scholar plaque based upon his or her grade point average through the second semester even if the cumulative grade point average is less than 3.0.

SPRING AWARDS PROGRAM: An awards program honoring outstanding students in each department, club awards, scholarships, perfect attendance, most-improved, academic fitness, and others will take place the last week of school.

SCHOLARSHIPS:

Please see the UCHS Guidance Office Website for Scholarship information.

SEMESTER EXAMS AND PROJECTS:

A semester exam for each course taught at Union County High School must be taken in order to receive credit. The exam will carry weight in computing the final exam grade. The weight cannot be more than 20%. The exam, or project in some classes, must reflect the evaluation of subject matter from the entire semester.

SENIOR EXIT PROGRAM:

A community service credit will be given to those seniors when they have successfully completed the four-year senior exit portfolio and presentation program through the CALL curriculum. CALL stands for Celebration of Advisees as Lifelong Learners. Students will complete the requirements each year in their advisory groups that will lead them to the successful completion of the portfolio and presentation during their senior year.

Overall Goals and Program Explanation:

- The program encourages and facilitates week-to-week learning and growth that culminates in the Senior Exit Presentation. This presentation should show the graduating students' cumulative learning and growth during their total experience at UCHS.
- The CALL curriculum centers on the students' communication skills, critical thinking, problem solving, technology, and the development of positive personal qualities, as well as helps them make connections between these areas of learning and growth and the world after high school.
- The program's ultimate goal is to help students see the benefits and skills necessary for being a life-long learner and how that can help them succeed not only at UCHS, but beyond.

Senior Exit Presentation:

- A required presentation which earns the student one mandatory community service credit towards graduation.
- Students must acquire a minimum of 40 hours of community service.
- Thematically organized, portfolio-based, and numerically scored.
- An oral presentation showing what students have ultimately learned during their high school career.
- Mastery-based: an 85% is required for the student to be pinned (the presentation must be redone if the mastery score is not earned).
- The presentation is typically between 20 and 45 minutes (there are no time-limits).
- It is presented before an assessment team composed of the student's advisor and three additional certified staff members, as well as friends and family.

SHORTENED DAY POLICY:

The Indiana State Board of Education's instructional time rules require schools to provide a full instructional day to all students. This requirement includes seniors. **Eighth semester seniors may not be granted early release.** Shortened class schedules may be approved for students whose educational programs require a shortened schedule due to unusual or extraordinary circumstances. For additional information, see your counselor for a list of the specific circumstances and a **UCHS Shortened Day Application**.

TIPS FOR COLLEGE BOUND STUDENTS:

- Take as many academic courses (English, Math, Science, Social Studies, and Foreign Language) as you can reasonably handle all four years.
- Show that you are college material by doing well in difficult courses, such as Advanced Placement courses.
- For admission, many colleges and universities require a minimum of three academic courses be taken last semester (8th semester) of the senior year.
- Take the EXPLORE test your freshmen year to help prepare for college and career choices.
- Take the PLAN test your sophomore year to help prepare for college and career choices, as well as the ACT college admissions test.
- Take the PSAT test your junior year to help prepare for the SAT college admissions test.
- Plan to take the SAT and/or the ACT College entrance examinations at the Spring of Junior year and retake in the Fall of Senior year.
- Fill out college applications in the fall of senior year. Many deadlines occur in November and December.
- File the FAFSA (Free Application Federal Student Aid) before March of Senior year at www.fafsa.ed.gov
- Check individual college requirements to help you plan your schedule.
- Plan ahead!!! Schedule a meeting with a counselor to answer questions about college requirements.

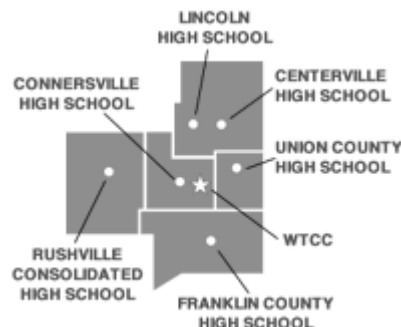
WHITEWATER TECHNICAL CAREER CENTER: seniors only. Applications to attend must be submitted the 2nd semester of the sophomore year. Three credits per semester are granted for completed work at WTCC. Bus transportation is provided by the Union County School Corporation except for those students enrolled in cosmetology or a Co-Op experience. Those students must provide their own transportation.

WTCC Programs:

Auto Body Repair
Automotive Service Technology
Building Trades
CAD/Computer Drafting
Cosmetology
Culinary Arts
Diesel Mechanics
Early childhood Development
Education Professions
Health Careers
Industrial/Residential wiring
Interdisciplinary Cooperative Education
Precision Machining and Computerized Manufacturing
Welding
Information Technology (Computer Application and Repair)
Project Lead the Way (Engineering)

Participating High Schools:

Connersville High School
Centerville High School
Franklin County High School
Lincoln High School
Rushville Consolidated High School
Union County High School



How to Sign Up for a Technical Program:

- Visit the WTCC table at the College Fair or listen to the WTCC presentation given to Sophomores.
- Visit the vocational programs you are interested in by signing up to go on the WTCC field trip sponsored by the guidance office.
- Fill out the WTCC Student Enrollment Form/Application to reserve a spot in the program you wish to attend.
- For additional information, contact the Whitewater Technical Career Center
1300 Spartan Drive Connersville, IN 47331 (765)-825-0521
- Talk to your guidance counselor about incorporating a WTCC program into your schedule.

WITHDRAWAL POLICY:

Graduation from high school is an expectation at UCHS.

SPECIAL SERVICES/ACADEMIC ASSISTANCE:

RtI (Response to Intervention):

RtI is a framework for prevention, advancement, early intervention, which involves determining whether all students are learning and progressing optimally academically, socially, emotionally, and behaviorally when provided with high quality instruction that addresses all aspects of the students. Students are recommended to participate in RtI for various reasons including, but not limited to the RtI AutoSkill screener scores, teacher recommendation, standardized test scores, grades, academic difficulties, behavioral concerns etc.

SECTION 504 of the Rehabilitation Act of 1973:

Section 504 is federal legislation from the 1973 Rehabilitation Act. It assures students, who are eligible, reasonable accommodations in the educational setting to address their disability. A student who has a medically documented physical or mental handicap that substantially interferes with one of life's major functions, such as walking, seeing, hearing, speaking, breathing, learning, or working is eligible based on a 504 conference recommendation. A student may also qualify by having an impairment that is temporary due to an accident or illness. A 504 accommodation plan is designed for each student according to individual need. Please see the 504 coordinator for additional information regarding Section 504.

IEP (Individualized Learning Plan):

IDEA or Individuals with Disabilities Education Act is the federal law that guides special education.

Each state also has to have special education laws. In Indiana, they are called Article 7.

To be eligible for special education and related services, the case conference committee must determine, based on the evaluation results and other information, that the student is a student with a disability. Please see the Special Services Coordinator for additional information regarding Individualized Learning Plans.

Flowchart for Student Academic Assistance:

