

UNION COUNTY MIDDLE SCHOOL
488 State Road 44 East
Liberty, Indiana 47353
Phone (765) 458-7438
Fax (765) 458-6041

STUDENT HANDBOOK 2011-2012

Welcome to Union County Middle School!

We expect that the time you spend here to be meaningful and rewarding. Your progress in each subject will depend on your interest, desire, effort and ability. Success depends on you.

Practicing the following will help you achieve your goals:

1. Be on time and be prepared to succeed.
2. Tell the truth; get beyond denying and lying.
3. Respect others and encourage the right to teach and the right to learn at all times.
4. Be responsible for your choices. Expect to be held accountable for them.
5. Have fun responsibly.

This handbook will provide important information regarding some of your privileges and responsibilities. This by no means is to be interpreted as being a complete list of services, rules, and regulations of the school. It should help you to know your school better. Please remember that school can only be as good as you make it.

The rules you are about to read in this student 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.

HAVE A GREAT YEAR!

This handbook belongs to:

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____

Take Twenty _____

MISSION STATEMENT

Union County Middle School serves the unique academic, physical, social and emotional needs of students who are in a transitional and critical period in their lives as they change from childhood to adolescence. The staff of UCMS is committed to create and maintain an orderly, trusting and caring environment where teaching and learning are exciting and students are assisted as they develop responsibility. All aspects of the school are child centered and designed to accommodate individual learning styles so that all may experience success.

PROMOTION AND RETENTION POLICY

Union County Middle School teachers and administrators are committed to helping our students gain the foundation needed for high school. Students should demonstrate motivation and academic competency in their grade level before being promoted to the next grade level. The requirements for promotion are:

- . 24-28 points = promotion
- . 14-23 points = evaluation by teacher-team, taking into consideration ISTEP scores, attendance, discipline, maturity, etc.
- . 13 or less points = retention in that grade

All classes are worth 1 point per nine week grading period. This includes:

- Core subjects – Math, Language Arts, Science, Social Studies
- Related Arts – PE/Health, IT, FACS
- Fine Arts – Band, Choir, Art, Keyboarding and study hall
- Citizenship grade is also worth 1 point per nine weeks.

Grading period points possible = 7 each nine weeks or 28 for the year.

Final decisions about promotion/retention will be made by the building principal.

HOMEWORK HOTLINE - www.AskRose.org

Rose-Hulman Institute of Technology's Homework Hotline provides FREE math and science homework help to students in grades 6-12. Students or parents may contact the Homework Hotline from 7:00 p.m. to 10:00 p.m.. September through May. Call toll free at 1-877-ASK-ROSE. The program is funded by Lilly Endowment, Inc. and Rose-Hulman Institute of Technology.

DRUG FREE SCHOOL ZONE

Schools in the state of Indiana have been declared Drug Free Zones. Indiana Code 35-49-4-4 states that it is illegal to possess, use or sell a controlled substance or alcoholic beverages on school property, within 1000 feet of school property, or on a school bus. All individuals (including students) in violation of this law must be reported to law enforcement authorities. Violation of this law is a Class B or D offense depending on the circumstances.

2011-2012 SCHOOL CALENDAR

August 15 - FIRST STUDENT DAY

September 5 - LABOR DAY - NO SCHOOL

October 27-28 - FALL BREAK

November 24-25 - THANKSGIVING - NO SCHOOL

December 22 - WINTER BREAK BEGINS

January 3 - CLASSES RESUME

January 16 - TEACHER DAY - NO SCHOOL

February 20 - PARENT TEACHER CONFERENCES - NO SCHOOL

March 26-30 - SPRING BREAK

April 6 - GOOD FRIDAY - NO SCHOOL

April 9 - NO SCHOOL OR MAKE-UP DAY #1

May 11 - NO SCHOOL OR MAKE-UP DAY #2

May 23 - LAST STUDENT DAY

- NOTE: After built-in snow make-up days are used, days will be made up starting after the last student day

STUDENT ARRIVAL AND DEPARTURE

The hours for Union County Middle School are 7:55-3:10

FIRST BELL RINGS @ 7:55 A.M.

TARDY BELL RINGS @ 8:10 A.M.

BUS DISMISSAL BELL RINGS @ 3:05 P.M.

WALKERS & RIDERS DISMISSAL BELL RINGS @ 3:10

The school day is from 8:05 to 3:10. Students should not arrive at school earlier than 7:45 a.m. All students are to report directly to the Atrium/Cafeteria prior to the arrival bell at 7:55. No students are to be in the academic hallways before the 7:55 bell. All students are to be out of the building by 3:30 p.m. unless they are staying for a supervised activity.

1. Bicycle riders are expected to park their bicycles at the bike rack at the end of the gym. Recreational riding is not permitted at any time during school hours.
2. Skateboards and scooters are not permitted on school grounds during school time. They present a danger to the student and to others at the busiest times of the day.
3. Students who walk or ride to and from school are requested to walk on established walkways and paths- there should be no students on the access lane between the middle school and the high school during arrival and dismissal times.
4. School rules and policies will be in effect for all students en route to and from school.
5. Students that come to school by automobile are to be let out as quickly and safely as possible at the main entrance to the building.
6. The back entrance is the bus-loading zone and should be kept clear of all vehicular traffic.
7. No car traffic on the access road between 7:45-8:30 a.m. and 2:30-3:30 p.m.

CAFETERIA GUIDELINES

The middle school has a computerized debit system for the collection of breakfast and lunch fees. Middle school students will continue to use the PIN# that they were assigned from the previous year. Students may pay cash on a daily basis or deposit money into their accounts as needed. Checks received over the purchase price for any meal item will be put on the student's account. The school will not give change for checks.

If parents want to deposit money we have an Online Credit Card Payment program called "Café Pre Pay." More information is available at www.CafePrePay.com or at the corporation website www.uc.k12.in.us.

UCMS offers breakfast each morning until 8:05 a.m. Union County Middle School has a "closed" lunch period. This means that students are not to leave school grounds during the lunch break without permission from the office. When going to lunch, all students are to observe the following rules:

ALL STUDENTS WILL BE SEATED PRIOR TO GETTING IN THE LUNCH LINES

1. Students will remain seated except to get in line and deposit trash.
2. Students are not to re-arrange the chairs and tables unless the lunch duty supervisor gives permission.
3. Students should remain in the cafeteria or assigned areas during assigned lunch times.
4. Students are not to "borrow" or ask for lunch money from other students.
5. Students are not allowed to bring in open containers or screw top drinks to school. No soda allowed.
6. Students are responsible for disposing of all trash.
7. No food or drink is to leave the cafeteria at the end of the lunch period.
8. Students assigned a lunch detention or Time Out may not purchase snack items in the cafeteria.

LUNCH CHARGES

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.

ATHLETIC AND EXTRACURRICULAR PARTICIPATION

Students that participate on any team that has a corporation paid coach will be expected to meet the following guidelines:

1. All athletes will be required to have a physical.
2. A student may not fail more than 1 subject (including citizenship) in a 9-week grading period. Receiving 2 failing grades in any grading period makes a student ineligible.
3. If a student is ineligible, he/she may practice with a team but may not participate in any contests until midterm or report cards come out.
4. In the event of eligibility or ineligibility, a student's mid-term grade report will be used to determine a change of eligibility status. Any student will become eligible or ineligible at midterms. Nine-week grades will be used to determine eligibility or ineligibility.
5. Final semester grades will be used for determining eligibility for the next school year's Fall Sports.

If a student chooses to participate in any of the extracurricular clubs sponsored by the school, they are expected to practice acceptable behavior at all times. Any student that is holding a leadership position and receives disciplinary action that results in a day(s) of in-school or out-of-school suspension will lose that leadership position immediately.

A student that is on social/academic probation will not be allowed to participate until he/she gets off of the probationary status. They may practice with permission of coach.

ATHLETIC PROGRAMS

Programs available to 6th grade boys: **cross country, golf, wrestling, basketball & track.**

Programs available to 6th grade girls: **volleyball, track, wrestling, basketball, golf & cross-country.**

Programs available for 7th and 8th grade boys: **football, cross-country, basketball, wrestling, golf & track.**

Programs available for 7th and 8th grade girls: **cross country, golf, volleyball, wrestling, basketball, cheerleading, and track.**

5th Grade students may be permitted to participate on a middle school team based on need and approval by the administration. If the administration and coaches determine 5th graders are not needed to field a complete team, coaches may allow 5th graders to participate as exhibition only.

FIELD TRIP POLICY

If a student at the time of any school-sponsored field trip (excluding the Washington D.C. trip) is failing 2 or more subjects, that student will not be allowed to participate in that field trip. They will be given alternative assignments that relate to the field trip topic and/or subject. Their attendance at school on the day of the trip is required.

ACADEMIC HONORS

At the end of each grading period, students that receive 3.0 or better will qualify for Academic Recognition. The Academic Recognition is in two categories:

1. Straight A's 4.0 GPA
2. Honor Roll 3.9-3.0 GPA

NATIONAL JUNIOR HONOR SOCIETY

Any seventh or eighth grader is eligible for selection into the National Junior Honor Society, providing they have a 3.5 GPA. Being eligible only means a student qualifies. It is the student's responsibility to submit an application for consideration to become a member of the NJHS. Selection of members will take place in the spring. A list of applicants is given to the Faculty Council for an evaluation using the following standards:

- 1.) Service
- 2.) Leadership
- 3.) Character
- 4.) Citizenship

TWENTY-FIRST CENTURY SCHOLARS PROGRAM

The State of Indiana offers a scholarship program to income qualifying middle school students that are residents of the State of Indiana. Parents are encouraged to inquire about this program by contacting the office.

STUDENT COUNCIL

Student Council representatives are elected to their grade level positions. School issues and/or concerns should be shared with the student council. Members must maintain a "B" or better in citizenship to remain an active member. Council members are subject to academic eligibility and social probation guidelines.

SCHOOL CLOSING INFORMATION

When it is necessary to close or delay school because of inclement weather, an announcement will be made as early as possible through the following television/radio stations: Richmond FM 101.3, 96.1; AM 1490 and TV Channels 5, 7, 9, 6, 13, 2, 19, 22, 45, & 64.

School closings, delays, and early dismissals will also be posted on the corporation website- www.uc.k12.in.us

If early dismissal becomes necessary before the regular dismissal time, announcements will be made via radio stations listed above. Working parents are requested to arrange for supervision of their children in such emergencies.

Parents are requested to keep radios tuned in during inclement weather in order to arrange for supervision of their children in such emergencies.

WITHDRAWAL FROM SCHOOL

Before withdrawing from school, a student must notify the office to insure that transcripts and records are completed for his/her next school. All materials and books must be returned and all fees paid before records are forwarded to the next school.

STUDENT ACADEMIC PROGRESS REPORT TO PARENTS

Student grades are mailed every 9 weeks. Also, students will receive mid-term progress reports.

INTERIM PROGRESS REQUESTS

Parents may also request weekly or daily reports as a result of parent conferences with teachers. The following procedure is to be followed to obtain individual grade status. Student or parents may request a current grade status by following this procedure:

- 1 . Student picks up request for grade in office.
- 2 . Fill out request and give to teacher.
- 3 . Teacher will return form completed to the office within 2 school days.
- 4 . Student or parent picks up completed request in office.

MIDDLE SCHOOL DANCES

The Student Council sponsors dances. There will only be four dances a year. They are: Back to School, Holiday Dance, Spring Dance and Last Chance Dance. They are scheduled for the enjoyment of all students. Students are required to exhibit appropriate behavior.

1. The cost for each dance is \$3.00.
2. There must be a minimum of 8 adult chaperones.
3. All dances are from 6:30-9:00 p.m. unless changed by administration.
4. Students that are on social probation are not allowed to attend the dance.
5. Students are not allowed to leave unless a parent or guardian checks with the chaperones or administration.
6. Any student that is currently suspended or expelled is not allowed to attend.
7. Only students currently enrolled at U.C.M.S. may attend.
8. All school rules are in effect.
9. School Dress Code Guidelines will be followed at all dances.

In the event of cancellation, the announcement will be made by noon on the day of the dance.

VENDING MACHINE USE

Students may use the vending machine in the cafeteria when the food service line is open. They may also use it after school or when given permission by a staff member.

STUDENT INSURANCE

All students who wish to participate in athletics must either purchase school insurance or provide proof of insurance coverage to the athletic director before their first practice. They must also have a current year physical on file before the first practice. School insurance is available to all students if they desire this form of protection. The cost of school insurance is available in the school office.

PROPERTY DAMAGE

Students who intentionally misplace or damage another person's property will make satisfactory adjustment with the individual suffering the loss. Anyone who willfully destroys school property at anytime (during school hours or during non-school hours) through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will be suspended and face possible recommendation of due process and expulsion. Payment for damages will also be made.

LOCKER RULES

Because you will work in many rooms, your personal belongings are kept in a locker. The locker is for the protection of your possessions and you should remember the following conditions:

LOCKERS ARE SUBJECT TO UNANNOUNCED INSPECTION BY SCHOOL PERSONNEL AT ANYTIME.

1. Lockers must NOT be shared. Violators will have their locker privileges suspended or revoked.
2. Lockers are a privilege and that privilege may be taken away in the event of misuse.
3. Your locker security and contents are your responsibility. The school district or school is NOT responsible for items damaged, lost, or stolen.
4. Careful planning of trips to your locker will help you save time between classes.
5. Opening another student's locker may result in disciplinary consequences and/or loss of your locker privileges.
6. Use only the lock that you bring to school. **All keys and combinations must be filed in the office.**
7. Open pop cans or bottles and opened food are not to be kept in lockers.
8. Any posters or stickers on the inside of your locker must be school appropriate.
9. It is your responsibility to have the locker cleaned out at the end of each school year. Items left in the lockers after the last day of school will be disposed of.

SCHOOL HEALTH SERVICE

The school health services are under the direction of a registered nurse. The nurse meets the qualifications of both the State Board of Education and State Nurses Association as a public health nurse.

The nurse is available part-time only. Students may request permission to see the nurse. Medications should be given at home whenever possible. All medication that is to be administered at school must come in the original container. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. Over the counter medication (OTC) must be clearly marked with the student's name and come in original container or package.. A parent/guardian must sign for all OTC medications to be given at school. This includes cough drops, Tums, cold medicine, eye drops.

Prescription Medication must have the RX label that includes the student's name, date, medication name, dosage and instructions for administering, a physician and parent/guardian signature is required. However, the pharmacy label may serve as the physician's signature as long as the RX label has the necessary information listed as above. **Medication will not be given otherwise.**

Anytime medications are to be discontinued or the dosage changed, it is the responsibility of the parent to notify in writing of the change or discontinuation. All medication (prescription & OTC) must be turned into the office upon entering the building.

Students must be fever-free for 24 hours before returning to school. In cases of vomiting and diarrhea, students must be symptom-free for 24 hours before returning.

VISITORS

Students are not allowed to bring visitors to school unless prior permission from administration is given. Parents are always welcome, but are to check into the office prior to conferencing with a teacher, the principal, or visiting children's classes.

LOST AND FOUND

All lost and found items are placed in the main atrium. Any item that is not picked up within a reasonable length of time will be donated to charity and/or disposed of.

TELEPHONE USE

Telephones are for school business purposes and **emergencies only**. Students will use the phones only for those purposes and with teacher or administrative approval. A student will not be called from class except in cases of emergency.

EMERGENCY PROCEDURES AND EVACUATION

Fire and tornado drills are held at scheduled times throughout the school year. When drills are in session, remember the following basic rules:

1. Exit the building according to the drill instructions posted in all school areas.
2. Students are to be quiet during the drill and walk to their designated inside or outside areas.
3. Staff and students are to be at least sixty feet away from the building outside for the duration of a fire drill.

FUNDRAISERS

Only school-sponsored fundraisers are permitted at school. Fundraisers sponsored by outside school groups are not permitted on school grounds unless approved by the school administration.

ATTENDANCE

CORPORATION ATTENDANCE POLICY

1. PHILOSOPHY

The Board and Staff of Union County/College Corner School District realize that 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 the school to promote regular attendance through the application of the procedures described in the attendance policy. We urge all parents to keep students at home only when it is necessary.

The following factors are considered reasonable excuses for time missed at school:

- illness
- recovery from accident
- required court appearance
- death in the immediate family
- observation of religious holiday
- professional appointment that cannot be scheduled after school
- such other good cause as may be acceptable to the Superintendent or administration

The following procedures will be used when the number of absences becomes a concern:

Step 1: A letter will be sent to parents after 5 days of absences. This letter will be sent regardless of the circumstances and regardless of whether the absences are excused or unexcused.

Step 2: After 8 days of absence within one school year, the next parent contact will be made. This contact may include, but is not limited to: letter, phone contact, meeting with teacher or administrator, or meeting with school team.

Step 3: After 10 days of absence within one school year, the school may refer the attendance issues to the Union County Multi Agency Attendance Committee. This is a committee comprised of school personnel, a representative from the Probation Department, a representative from Child Protection Services, a representative from the Community Corrections Truancy Program, and a representative from the Prosecutor's office.

Any action taken will be dependent on the reasons for the absences and will be dealt with on an individual basis.

ABSENCE REPORTING
CALL TO REPORT ABSENCES 458-7438

When a student is ill or unable to attend school, the parent or guardian is requested to notify the office by telephone no later than 9:00 a.m. The office has an answering machine to record absence calls before 7:30 a.m. **The number is 458-7438.** You may also report an absence by e-mailing Mrs. Plemons at bplemons@uc.k12.in.us. If you do not have a phone or fail to call, you must send a dated note in with the reason for an absence. ***It is very important that you notify the school when an absence occurs.*** Any absence will be classified unexcused until the parent/guardian confirmation is provided. If confirmation is not received within 24 hours of the student's return, there will be no credit for missed work.

ABSENCE RELATED MAKE-UP WORK

All students will be able to make up any work missed during absences or suspensions. Teachers will check, evaluate, and return any assignments.

It is the student's responsibility to request missed work. The deadline to make up work will be two days for the first day absent and one day for every other day. The middle school does not make assignment arrangements for a single day absence.

Parents may call for homework on the **second** day of the student's absence. Please call before **10:00 a.m.** and assignments will be available after 3:00 p.m. ***Work that is picked up should be completed when the child returns.***

Any pre-arranged assignment or project that was given prior to an absence is due upon the student's return.

ATTENDANCE FOR ELIGIBILITY

A student must be in attendance for the second half of a day (in by 11:30 a.m.) in order to participate in any extracurricular activities. Exceptions to this are doctor appointments, family emergencies or a waiver from the school administration. School field trips constitute attending school.

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.

TRUANT POLICY

First Offense

- On school grounds, single period(s) will result in a: 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

PRE-ARRANGED ABSENCES

Students must submit a parent request letter to the office at least 24 hours prior to the absence. Students are responsible for obtaining make-up work. It is each individual teacher's choice whether to require work to be made up before or after the pre-arranged absence.

Cancellation of school can extend the end of the school year into the first days of June. Therefore, it is recommended that vacations not be scheduled during this time period or during the week of first semester finals in December.

ABSENCES AND DRIVERS' PERMIT/LICENSE

Indiana law allows school principals of students age 13-14 to deny a drivers' license to students until age 18 if they have a poor attendance record and/or have been suspended from school two or more times.

TARDY TO SCHOOL/CLASS

The school office handles tardiness to school. Beginning with the 3rd tardy to school and/or class, students will be assigned a lunch detention. A tardy classification results when a student is late to school but signs in before 11:30. Signing in after 11:30 becomes a half-day absence. Refer to the Disciplinary Chart for subsequent procedures.

PASSES FOR LEAVING SCHOOL

1. Students are not permitted to leave the school grounds at any time during the school day without permission from the office. Failure to follow the proper procedure will be considered truancy.
2. Students are not allowed to leave school to eat lunch unless there has been special permission given by the office.
3. When students have appointments, parents must call or send a note to the office stating the date, time, and place prior to the appointment. All students are to write their name on the sign-in and sign-out sheet in the office whenever they leave or return to the middle school during the day. This information helps the office staff to know where all students are at all times during the school day.

PERFECT ATTENDANCE AWARDS

In order to qualify for perfect attendance at the end of the school year, a student must be in attendance at UCMS from 8:05 to 3:05 every day school is in session. Tardies, doctor/dentist appointments, funerals, etc. will exclude a student from perfect attendance.

SCHOOL BUS RULES

A very essential part of bus safety is the student. The driver's first responsibility is to safely transport students to and from school. Since the driver must give most of his/her attention to the driving of the bus, it is necessary that the students display a certain amount of self-discipline. Each bus may be equipped with a video camera in order to help eliminate and properly discipline any problems that may arise during transportation. In order to have a safe and successful transportation program these rules must be followed:

1. Each student should be waiting at his/her boarding station when the school bus arrives.
2. Unless a driver is early, he/she is not required to wait for the student. It is the responsibility of the student to be at the bus stop at the regular pick-up time.
3. Each student shall be seated immediately upon entering the bus.
4. No student shall stand or move from place to place during the trip.
5. No windows or doors will be opened or closed except by permission of the bus driver. No part of the body should be extended through the window opening.
6. Loud, boisterous, profane language, or indecent conduct will not be tolerated.
7. Students shall not be allowed to tease, scuffle, trip hold, hit , or use their hands, feet or body in any other objectionable manner.
8. Throwing objects in or out of the bus will not be allowed.
9. Students are not to be rude, annoying, or discourteous to anyone on or off the bus.
10. No student shall have in his/her possession tobacco products, illegal drugs, or alcohol.
11. There will be NO smoking or lighting of matches or lighters on the bus.
12. Students who vandalize the bus will be suspended according to due process.
13. No student shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
14. Requests by students to get off the bus at unauthorized stops will not be permitted without parent and administrative consent.
15. There will be no eating or drinking on the bus.
16. Students are to keep the bus clean.
17. Students are subject to both the rules of the bus and the rules of the school in which they attend. Drivers should be accorded the same respect and cooperation by the student as that student would extend to a teacher or administrator in the school where he/she attends.
18. Students can be assigned seats at any time as deemed necessary by the driver or the administration.

Students will be denied bus privileges if they cannot obey the above rules. If transportation privileges are denied, parents or guardians are responsible for getting the child to and from school.

DRESS GUIDELINES

Appropriate dress, grooming, neatness, and cleanliness are attributes that should be encouraged as they can affect the learning of the individual and the group. It is in this spirit that reasonable standards are established.

It is impossible to devise a policy that covers all situations and, generally speaking, good common sense is usually the best guide for deciding on appropriateness of appearance. There are a few guidelines that need special clarification. The administration and staff will be enforcing the following dress values:

1. Students must wear some kind of soled footwear. Bedroom slippers are not permitted. Shoes with wheels are not permitted.
2. Shirts may not be backless, have open armpits, leave a bare midriff, allow undergarments to be seen or have a low cut neckline. **Necklines must not be below a student's collar bone.**
3. Students may not wear pajama items. Flannel pants are included in this category.
4. **Students are not to wear clothing that is torn or cut. This includes clothing that is purchased and/or designed pre-cut or pre-torn.** Baggy jeans or pants must be fastened at the student's waist by a belt. Pants must completely cover underclothes.
5. Students are required to dress in a manner that does not endanger the health or safety of the students or others.
6. Students may not wear sunglasses, hoodies or other headwear unless approved by administration.
7. No cheerleading or volleyball shorts.
8. Extremes in tightness, looseness, and shortness of clothing will not be acceptable. Staff and/or administration will determine inappropriateness. If a student's fingertips (this excludes thumbs) do not touch any cloth at the extreme reach of his or her fingertips, the length is too short for school.
9. No clothing that depicts vulgar and/or lewd or suggestive language.
10. No clothing that depicts or advertises tobacco, alcoholic or drug products.
11. Shirts with hemmed seams or sleeves must be worn. No tank tops or strapless tops. Strap width must meet the 4 inch rule.

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. (WHEN IN DOUBT, RULE IT OUT!)

BACKPACKS

Gym bags or backpacks are not to be carried to class or in the halls during school. They are to be stored in the student's individual locker upon arrival at school and may be removed at dismissal.

USE OF ELECTRONICS

Any interruption of daily school functions by the use of personal electronic items will not be allowed. Students are not allowed to use any electronic item while school is in session unless permission is granted by a school supervisor. Violation of this policy may result in the confiscation of the item.

CELL PHONES

Students are required to keep all cell phones "off" and out of sight during school hours. Students who are found to be using a cell phone or any other electronic device will have it confiscated for the remainder of the school day and will be subject to the following consequences: For disciplinary procedures, please refer to the Disciplinary Chart.

Adjustments to this policy may be necessary during the school year in an effort to keep pace with the changes in technology concerning these devices.

IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY

- . Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may be considered as a ground for suspension or expulsion.
- . The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- . It is "child exploitation," a Class C felony under I.C.35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the

- age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C.35-42-4-4(c), for any person/student to *possess* a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C.35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C.11-8-8-7 and the Sex Offender Registry Offense Statute at I.C.35-42-4-22, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C.35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

PERSONAL PROPERTY

Students should not bring large amounts of money or other valuable personal items to school. The school assumes no responsibility for items damaged, lost, or stolen. Radios, cameras, tape recorders, cassette or CD players, MP3 players, iPods, electronic games, and other such equipment are not to be brought to school unless they are being used as part of a class assignment. In the event that items are brought to school, all responsibility for said item is the students and not the school corporation.

STUDENT RULES OF CONDUCT

ENFORCEMENT OF STANDARDS

It is the educational right of each individual to receive the best education possible at UCMS. When a student’s behavior is disruptive to the educational process, the school’s response may include but is not limited to the following actions: before school, after school, or lunch detentions, delayed passing periods, in office isolated time outs, Friday School, out of school suspension, referral to appropriate law enforcement agency, possible expulsion from school.

Jurisdiction for any form of disciplinary action at Union County Middle School applies when a student is:

1. On school grounds immediately before, during and, after school hours or at any other time the school is being used;
2. Off school grounds at a school related activity; and
3. Traveling to or from school or at a school-related activity.
4. Participating in summer school.
5. A student may be suspended or expelled for engaging in unlawful activity (I.C.20-33-8-15) on or office school grounds if:
 - a. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
 - b. The student’s removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

DISCIPLINARY DESCRIPTIONS

Noon Detention

The student will be isolated during their lunch period. While serving this detention, they may not buy snacks or treats with their lunch.

Before School/ After School Detention

The before school detention begins at 7:30 a.m. and lasts until 8:00 a.m. After school detention begins at 3:15 p.m. and lasts until 3:45 p.m. Detentions are served in a designated room with a supervisor. Students assigned before/after

school detentions will be given at least 24 hours notice in order to make transportation arrangement. Failure to serve will result in an assigned Friday School from 3:10-5:00 pm.

Friday School

This is held twice a month. Students that receive 2 or more detentions in a week or fail to serve an assigned detention will be given a Friday detention held after school from 3:10-5:00. Parents will be notified by mail of Friday School. Failure to serve a Friday detention will result in one day of out-of-school suspension.

Social Probation

If a student accumulates 50 or more disciplinary points he/she will be on social probation at Union County Middle School. This probation means that the student will not be allowed to attend any extra-curricular activities offered at school or by the school. This includes athletic events, dances, field trips, etc. A student will lose 2 points each day for acceptable behavior (no referrals). A student can have points removed if a contractual agreement is designed and conditions of the contract are met.

Time-Out

This is an alternative to out-of-school suspension. The student will work on classroom assignments while isolated from the student/school environment. In addition to working on his/her assignments, they will be given the opportunity to participate in activities that might enable him/her to improve their attitude and behavior.

OUT-OF-SCHOOL SUSPENSION PROGRAM (OSS)

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 **8:15 a.m. in the morning on a date assigned by the court**. **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. The OSS program operates on the same calendar and hourly schedule as the schools it serves (this includes weather related delays), 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 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 the Department of Community Corrections. 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 for homework that is completed. While in this program, students are expected to abide by the OSS rules and school handbook rules. Students may not carry/bring electronic devices (cell phones, Ipods etc.) into the OSS facility.

Expulsion

Any student may be expelled for repeated refusal or neglect to obey school rules. A student may also be expelled for conduct while at school, on school property, on school-sponsored trips or while under the supervision of any school official. An expulsion will be for the remainder of the school term unless the infraction occurs within 15 days of the end of a term; then the expulsion can be carried over into the next term.

The following behaviors are prohibited by our general students and our special education students, unless an individualized education program (IEP) is implemented, specifically allowing the behavior in question:

Level 1 Offenses: Punishable by (but not limited to) Warning or Detention (10 points social probation)

1. disrespect or insubordination to any school employee (including substitute teachers) (Could also merit more severe disciplinary action).
2. solicitation/fundraising without prior administrative approval.
3. yelling, pushing, shoving, running, slamming, and other disruptive behaviors.
4. use of profanity, vulgarity, racial slurs, or obscenities, or any type of indecent display or exposure. (Could also merit more severe disciplinary action).
5. engaging in misrepresentation, such as cheating or knowingly assisting another student in cheating, lying, dishonesty, falsifying documents, or spreading damaging rumors.
6. continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any other school personnel to conduct the educational function under his/her supervision.
7. knowingly possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or educational function (See Cell Phone Policy).
8. horseplay or throwing of objects, or other activities which tend to disrupt the educational environment.
9. possession of toys, playing cards, gambling, squirt guns, games, radios, CD/tape/MP3 players, Ipods, skateboards, laser lights, or other articles or objects which have no specific educational purpose relating to the student in question (See Cell Phone Policy).
10. anything or anyone not normally expected in the school environment without prior administrative approval.
11. displays of public affection.
12. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes (Could also merit more severe disciplinary action).
13. tardy to school or class (See Tardy Policy).
14. violation of Internet policy.

Level 2 Offenses: Punishable by (but not limited to) Detentions, Friday School Assignments, Time outs (25 social probation points):

15. leaving scheduled assignment without permission.
16. occupying any school building, school grounds, or part thereof, with intent to deprive others of its use.
17. 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, corridor, or room.
18. 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, where the failure constitutes an interference with school purposes or an educational function. This include dress code violations.
19. engaging in sexual harassment of another person, which includes sexually-related verbal statements, gestures or physical contact or any other type of harassment (Could also merit more severe disciplinary action).
20. attempting or conspiring with another person to violate any student behavior standard.
21. unauthorized entry into a locker.
22. truancy to school or from class.
23. violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function.
24. any activity or behavior not covered herein which is not in keeping with the purpose of promoting education and the educational values of this school.

Level 3 Offenses: Punishable by (but not limited to) Time outs or Out-of-School Suspension (35 or 50 social probation points)

25. 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.
26. 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.
27. attempting or committing hazing acts or coercing of another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm.
28. causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.
29. 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.
30. extortion.
31. engaging in sexual harassment of another person, which includes sexually-related statements, gestures or physical contact or any other type of harassment.
32. engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function (Could also merit more severe disciplinary action)

Level 4 Offenses: Punishable by (but not limited to) Out-of-School Suspension and Possible Expulsion:

33. possession, firing, displaying, selling or threatening use of firearms, knives, explosives, bombs, destructive devices, or other deadly weapons or use of anything which might be considered a weapon, or destructive device, as defined by Indiana law. This shall encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition, or action that is dangerous to others. This also prohibits actions by a student or students that in any way may encourage another student or students to bring to school a firearm, knife, explosive, bomb, destructive device or other deadly weapon or use of anything which might be considered a weapon, or destructive devices, as defined by Indiana law, as well as a look-alike item described above. This prohibition encompasses single and multiple items as described above. This further prohibits actions by a student or students that in any way may encourage another student or students making a false fire alarm, bomb threat, or intentional call to falsely report a dangerous condition or action that is dangerous to others. This prohibition also encompasses single and multiple actions described above. 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. (Note: As of July 1, 2006, any person in possession of a knife on school property or a school bus commits a Class B misdemeanor pursuant to IC 35-47-5-2-5).
34. possess, use, provide, conspire to sell, or transmit to another person or be under the influence of any substance which is, looks like, or which is or was represented to be a tobacco or nicotine-containing product of any kind or in any form, narcotic drug, prescription drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, heavily-based caffeine product, substance containing phenylpropanolamine (PPA), steroid, stimulant, depressant, intoxicant of any kind or any over-the-counter medication.
35. violation of legal settlement - a student does not live in the attendance area where the student is enrolled.
36. possess, use, provide, conspire to sell, or transmit to another person any type of alcohol or alcoholic beverage.
37. consumption or ingestion of any alcohol or alcoholic beverage of any kind before or while attending school or a school function or event.
38. setting fire to, or substantially damaging, any school building or property.
39. engaging in voluntary or consensual sexually-related contact with another person.
40. unlawful/unmerited 911 call or unlawful/unmerited summoning of law enforcement or emergency personnel.

DISCIPLINARY CHART

The chart below is to serve as a guide to students, teachers and administration as to the recommended disciplinary procedures, which will be used at Union County Middle School. Offenses not addressed on the chart below will be handled in a manner consistent with the overall disciplinary philosophy of Union County Middle 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 Completion of Educational Packet	1-5 Days OSS	OSS & Rec Expulsion
Classroom Disruption/Insubordination	Detention or Friday School	Friday School or 1 day ISS	1-3 days ISS or 1-3 days OSS
Cheating/Plagiarism	Zero on work and P/T conference	Friday School or 1 day ISS	1-3 days ISS
Defacing Property (minor)	Restitution & Friday School	Restitution & 1 day ISS	Restitution & 1-3 days OSS
Drug Paraphernalia	OSS & Rec. Expulsion		
Drug Violation	OSS & Rec. Expulsion		
Fighting, Battery and/or Assault	3-5 days OSS	3-5 days OSS	OSS & Rec. Expulsion
Forgery or Misuse of a Pass	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	Friday School
Inappropriate Physical Contact	Friday School or ISS	1-3 Days ISS	1-3 Days OSS
Inappropriate Dress	Warning and/or change	Change and 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	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 & Friday School	Restitution & 1 day ISS	Restitution & 1-3 days OSS
Out of area	Detention	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 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	1-3 days OSS	3-5 days OSS	OSS & Rec. Expulsion
Tardies Per Class	Tardies # 3-5 Lunch Detention	Tardies # 6 & 7 Friday School	Tardies # 8 & More ISS 1 day per
Tardies Total Report Per 9 weeks	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 per 9 weeks	6 referrals conference with parent	8 referrals 1/2 day ISS	10 referrals 1 day OSS
Excessive referrals for the year	15 referrals 1 day OSS	25 referrals 3 days OSS	30 referrals Rec. Expulsion

T.O.R.N.

MIDDLE SCHOOL STUDENTS MAY BE PARTICIPATING IN A DISCIPLINE PLAN CALLED T.O.R.N. (UTILIZED PER GRADE LEVEL DISCRETION)

T.O.R.N. IS AN ACRONYM FOR:

- T= a student is given a T for talking when it is not acceptable
- O= a student is given an O when not following class seat rules
- R= a student is given a R when disrespectful to another person
- N= a student is given a N when disturbing a neighbor

Students will receive marks for each class period based on the TORN criteria. The consequences for marks PER DAY are:

- 0-2 marks = acceptable behavior
- 3 marks = time out (student/teacher conference in hall)
- 4 marks/3 marks in one class = before school or after school detention
- 5 marks = automatic 10 points on social probation-office referral

** A student that accumulates 25 marks or more may be asked to sign a behavioral contract with the grade level team.

Students will also earn positive rewards for behaving within the expectations of established school policy.

TORN

- | | |
|-------------------|-------------------|
| 0 – 5 Marks = A | 31 - 45 Marks = D |
| 6 – 15 Marks = B | 46+ Marks = F |
| 16 – 30 Marks = C | |

UCMS CITIZENSHIP GRADE

Citizenship grades are figured every nine weeks and are recorded on midterms and report cards. The grade is based on the TORN program and/or the number of disciplinary referrals a student acquires. Citizenship grades may also be figured according to the level number of offenses. These are figured every 4 ½ weeks and will be averaged to determine final grades for each semester.

Level 1 - Two referrals will receive a letter grade drop.

Level 2 - One-three referrals will receive a letter grade drop.

Four-Five referrals will receive a two letter grade drop.

Six or more referrals will receive an "F" in citizenship for that grading period.

Level 3 - Any referral will receive a two letter grade drop for that grading period.

Level 4 - Any referral will receive an "F" in that grading period.

HARASSMENT POLICY

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students, members of staff, or any other individuals, is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

A. Verbal

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation.

B Nonverbal

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment, or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the Corporation.

C. Physical Contact

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the Corporation.

Gender/Ethnic/Religious/Disability Harassment

A. Verbal

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or other person associated with the Corporation.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation by refusing to have any form of social interaction with the person.

B. Nonverbal

1. Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation.

C. Physical

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student staff member, or other person associated with the Corporation.

Bullying

Bullying shall be defined as overt, repeated acts, or gestures including verbal or written communications transmitted, physical acts committed, or 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.

REPORTING OF HARASSMENT

Any student who believes that he or she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation should immediately take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the Corporation other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he or she believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstance will the school threaten or retaliate against anyone who raises or files a harassment complaint.

ACCUMULATION OF DISCIPLINARY REFERRALS

- 1 - 3 - all followed up with phone call home (teachers)
- 4th - conference with student - possible contract (teachers, office)
- 6th - conference with parent (administration & teacher)
- 8th - 1/2 day in-school suspension - parent notified (office)
- 9th - 1 day in-school suspension - parent notified (office)
- 10th - 1 day out of school suspension - parent notified (office)

Any additional disciplinary referrals, administration/team will meet to discuss consequences.

2 or more detentions in a week results in a Friday Detention assignment
No show for Friday Detention will be out of school suspension the next school day (usually Tuesday) and automatic social probation

HABITUAL OFFENDER

Students who have accumulated ten (10) or more disciplinary referrals within an academic year will be defined as a habitual offender. Students classified as habitual offenders may face, but not be limited to, behavioral contract, out of school suspension, or expulsion.

DUE PROCESS PROCEDURES - IC 20-33-8-18

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 as 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.

SUSPENSION PENDING EXPULSION - IC 20-33-8-23

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:

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 the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

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.

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

MENINGOCOCCAL DISEASE AND VACCINE

- Meningococcal Meningitis is a contagious disease that is caused by bacteria. It is often misdiagnosed because the early symptoms are much like someone with the flu or someone having a migraine. Symptoms may include high fever, stiff neck, confusion, nausea, vomiting and exhaustion.
- The disease spreads quickly through air droplets and direct contact with someone who is infected and within hours of the first symptoms can cause organ failure, brain damage and death.
- Adolescents and young adults (college students) are most susceptible to the disease.
- Contact your health care provider/physician or local health department for Meningococcal vaccinations to prevent this disease or further information.
- Website for Meningococcal Meningitis Information:
http://www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal_g.htm

PEDICULOSIS INFESTATION 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 ¼ 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 ¼ 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 ¼" 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.
4. Failure to comply with the established Pediculosis Policy and Guidelines may result in the matter being turned over to Child Protection Services.

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 American 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.

Pesticide Notification Registry for Schools

At least 48 hours prior to a pesticide application at a school, the school corporation must provide planned pesticide application details to parents, guardians, and staff members requesting to be notified. Parents, guardians and staff must be registered with the school corporation to receive such advance notice. To register, individuals need to contact Linda Hufferd in Central Office and provide an e-mail address for notification purposes.

Details of this requirement are as follows:

1. This requirement is the same whether the pesticides are being applied by a licensed pesticide contractor hired by the school to control the pest(s) or by certified and licensed school staff that perform the pest control for the school corporation.
2. It is the responsibility of the school corporation to develop the advance notification registry and to provide the notification to those registered.
3. The school corporation may determine what mechanism works best for them to provide the advance notice.
4. The school corporation must invite parents, guardians and staff to be added to the registry at the start of each school year or when a student enrolls or transfers in.
5. The following must be part of the notice provided to those on the registry:
 - a. name or address of school
 - b. contact information for more details
 - c. anticipated date and time of pesticide application
 - d. pest(s) being targeted (i.e. weeds, bedbugs, fleas, roaches, ants ...)
 - e. description of application area (i.e. football field, fence lines, kitchen ...)
 - f. pesticide(s) to be used
 - g. explanation if 48 hour advance notice is not provided as required
6. Advance notice is not required for the following pesticide applications:
 - a. disinfectants, germicides, sanitizers, swimming pool chemicals, gel or paste bait insecticides, manufactured enclosed insecticides stations; and self-applied insect repellents
 - b. immediate student health threat situations (i.e. stinging wasps and bees)
 - c. areas completely away from student occupied buildings and areas
 - d. those made more than 48 hours before a scheduled school day.