

Union County High School

Student Handbook



2017-2018



MASTER TIME SCHEDULES

Monday and Tuesday

Bell One	8:15-9:00	45 minutes
Bell Two	9:03-9:47	45 minutes
Bell Three	9:50-10:35	45 minutes
Bell Four	10:38-11:08 11:11-11:41 11:44-12:14	96 minutes-at least 33 minutes for lunch= 63
Advisory	12:18-12:48	30 minutes
Bell Five	12:52-1:37	45 minutes
Bell Six	1:41-2:26	45 minutes
Bell Seven	2:30-3:15	45 minutes

Wednesday - Friday

Bell One	8:15-9:05	50 minutes
Bell Two	9:09-9:59	50 minutes
Bell Three	10:03-10:53	50 minutes
Bell Four	10:57-11:27 11:30-12:00 12:03-12:33	96 minutes-at least 33 minutes for lunch= 63
Bell Five	12:37-1:27	50 minutes
Bell Six	1:31-2:21	50 minutes
Bell Seven	2:25-3:15	50 minutes

Junior Vocational Students:

M-T: WCC a.m. 8:15-11:45 (Eat C)

W-F: WCC a.m. 8:15-12:00 (Eat C)

Senior Vocational Students:

M-T: WCC p.m. 11:30-3:10 (Eat A)

Advisory 11:11-11:30 in Room 11

W-F: WCC p.m. 11:30-3:10 (Eat A)

PROPERTY OF: _____

Table of Contents

Content	Page
School Song, Tradition, Handbook, Vision, Non-Discrimination Policy, School Board	3
Staff, UCHS Calendar, Schedule	4-5
Academic Achievement Awards	5
Academic Honor Code	6
Attendance	5-7
Automobile and Driving Privileges, Busing	7-9
Background Checks for Volunteers	10
Clubs and Organizations	10
Code of Conduct for Academic/ECA/Co-Curricular	10-12
Commencement	12
Dance Procedures	12-13
Discipline, Student	13-19
Dress Guidelines	19-22
Electronic Devices	23
Emancipation	23
Emergency Procedures for Evacuating Buildings	23
Harassment and Bullying Policy	23
Insurance	24
Internet Policy	24-25
Locker Rules	26-27
Lunch Time	27
National Honor Society	27
Notification of Rights Under FERPA	28
Pediculosis Infestation Policy	28
Nursing Services	29
School Closings Due to Bad Weather	30
Tobacco Policy	30
Visitors	30
Work Permit Policy	30
ACADEMIC SECTION	31-45
ACT/SAT	31
AP	31
Alternative Education	31
Correspondence/Dual Credit Courses	32
Early Graduation Policy	33
Exams and Projects (semester)	33
FAFSA	33
Grades/Credits , End Of Course Assessments	33
Health and Wellness Credit Waiver	34
Honor Roll Recognition	34
Independent Study	34
Internship Program	35
NCAA Division I/II Eligibility	35
Physical Education Alternative Credit Waiver	35
Project Lead the Way	38
Schedule Changes	36
Scholarships	36
Senior Exit Program	36
Shortened Day Policy	37
Special Services Academic Assistance	37
Tips for College Bound Students	37
Whitewater Technical Career Center	38
Withdrawal Policy	39
Diploma Types	39-41
Course Offerings	42-45

UNION COUNTY HIGH SCHOOL HANDBOOK

Home of the "Patriots"
410 Patriot Boulevard
Liberty, IN 47353
765 458-5136 Phone
765 458-6315 Fax
"Red, White, and Blue"



School Song:

We are proud of our school and team,
Patriots are tops...
And in them we have trust...
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 AdvancEd Association.

The UCHS Handbook:

The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools.

In case of a conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail. (In some cases, this may be the provisions in the handbook. The board will immediately update the Board Policy as needed in these circumstances).

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

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

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.

School Board:

Josh Garwood	Susan Kirkpatrick
Ben Caskey	Mike Murray
Mary Eversole	Nancy Redd
Darrell Harvey	Mike Sims
Dave Hofmann	

Administrative Staff:

Principal:	Connie Rosenberger
Assistant Principal:	Rich Padgett
Athletic Director:	Ryan Overholt
Guidance Director:	Robin Durham
Guidance Counselor:	Tony Duritsch
Guidance Secretary:	Pam Abernathy
Office Secretary:	Christine Rude
Treasurer:	Georgetta Hartman
Librarian:	Cindy Toschlog

Teaching Staff:

Agriculture:	Carlee Dittmore
Art:	Mandi Hensley
Business:	Denise Bolser
	Melanie McDaniel
English:	Karla Barnhizer
	Shannon Hill
	Jesse Moses
	Rachel Dorrel

FACS:	Jennifer Brannon
Foreign Language:	Jim Frazee
	Megan Worcester
Health/P.E.:	Mike Reister
	Melanie McDaniel
Math:	Theresa Back
	Megan Meier
	Alex McCool
	Daniel Kelich
	Janelle Shore
Music:	Debbie Allbright
	Kyle Voegel
Science:	Dan Briggs
	Steve Dick
	Kelly O'Sullivan
	Cindy Toschlog
Social Studies:	Todd Blessing
	Ryan Brattain
	Pat Tafelski
Special Needs:	Charlotte Hale
	Sarah Hofer
Technology Education:	Harry McDaniel

UCHS CALENDAR:

July 27 – July 28.....	Registration Days
August 7 & 8.....	Teacher In-Service Days
August 9	Students' First Day
September 4.....	Labor Day—No School
October 23 - 24.....	**Parent /Teacher Conferences**4-7:30 pm
October 25 - 27.....	Fall Break
November 23-24	Thanksgiving Break
December 20.....	.End of Semester One
December 21.....	Christmas Vacation Begins
January 3	Classes Resume for Students
February 19.....	No School, First Make-Up Day
March 26-30.....	Spring Break
May 7	No school Second Make-Up Day
May 18	Last Student Day
May 21.....	Teacher Work Day
May 28.....	Memorial day No School

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

Academic Achievement Awards

Purpose: To challenge, encourage, recognize, and reward academic excellence.

Two yearly award programs are conducted. The Fall Awards Dinner Program presents awards for the previous school year. In the spring, seniors (only) are recognized on Senior Awards Night for the current school year's achievement based upon the Grade 12 schedule of awards

Senior Awards Program

Scholar Blanket: A Union County Scholar blanket will be awarded to any senior with a 3.5 CUMULATIVE GPA (GPA reported on the report card) through the first semester of the senior year.

Scholar Certificate: A senior student could still earn a scholar certificate based upon his/her yearly GPA performance (3.5 or higher) through the first semester, even if the CUMULATIVE GPA is less than a 3.5.

Scholar Stoles: Seniors will be awarded stoles based upon the classifications below to wear at graduation. The stoles will recognize all Summa, Magna, and Cum Laude students.

Certificates and Stoles will be classified as:

Summa Cum Laude (Highest Honors)	3.9 and up
Magna Cum Laude (High Honors)	3.7-3.8999
Cum Laude (Honors)	3.5-3.6999

Fall Awards Program (Grades 9, 10, and 11)

Scholar Plaque: A scholar plaque will be awarded to all students earning a 3.5 grade point average for the year. Students are assessed on a yearly basis with each year being independent of the other. The GPA is not calculated as a cumulative average (shown on report card), rather it is based solely upon the GPA for each given year.

Plaques will be Classified as:

Summa Cum Laude (Highest Honors)	3.9 and up
Magna Cum Laude (High Honors)	3.7-3.8999
Cum Laude (Honors)	3.5-3.6999

Academic Honor Code

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, and teacher. Any additional offense will result in at least a conference with the parties listed above, plus an administrator to discuss the loss of credit for the class as a result of the violations documented by the teacher.

Attendance

The School Board requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Excusable Reasons for Absence

Regular attendance is essential for each child to receive benefit from regular daily instruction. 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 or of a relative, observation of religious holiday, professional appointment that cannot be scheduled after school, maternity, military connected families absences related to deployment and return, college visits during their junior and senior not to exceed two visits per year, and such other good cause as may be acceptable to the Superintendent or permitted by law.

Unexcused Absences

Any absence that is not an excused absence or an exception to compulsory attendance contained in Policy 5200 is an unexcused absence.

Reporting of Student Absences

All absences must be reported by the parent or guardian. Absences may be reported by phone, voice mail, electronic transmission, or written note. If a phone call or voice mail or e-mail report is not received by 9:00 a.m., when possible an attempt will be made by the school to contact the home of the missing student to verify their absence. E-mails may be sent to Mrs. Rude at crude@uc.k12.in.us. Or Mr. Padgett at rpadgett@uc.k12.in.us. Should the school have to make this contact because the parent did not call, the absence will be considered unexcused. An absence reported by phone or voice mail needs to include a specific explanation for the reason of the absence. Any absence reported by electronic transmission or written note should be received by school personnel no later than the date the student returns from the absence and is also expected to include a specific explanation for the reason of the absence.

Procedures for Students with Five or More Absences

- 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 (1) school year, the next parent contact will be made. This contact may include, but is not limited to: Letter, phone contact, meeting with the teacher or administrator, or meeting with school team.
- Step 3 After ten (10) days of absence within one (1) school year, the student becomes socially ineligible for club leadership positions, aide positions, and social events including all dances.
- Step 4 Classes with ten (10) or more absences are subject to forfeiture of credit unless successfully appealed with Assistant Principal and/or UCMAC.

Any action taken will be dependent on the reasons for the absences and will be dealt with on an individual basis. A waiver process is available.

Student Vacations during the School Year

Vacations during days school is in session are considered unexcused absences. Student work may be made up and credit received during this time.

Truancy

A student shall be considered truant each day or part of the day s/he has a non-excused absent from his/her assigned location.

Absence is defined as non-presence in the assigned location any time beyond the tardiness limit. A student shall be considered an "habitual truant" when the student is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year. Under SEA 1, the Superintendent or an attendance officer shall report a child who is habitually absent from School in violation of this chapter to an intake officer of the juvenile court or the Department of Child Services. In accordance with State law, the building principal and/or attendance officer shall keep the Bureau of Motor Vehicles informed of each student whose truancy has resulted in at least two (2) suspensions, an expulsion, or an exclusion from school or if the student has withdrawn from school in an effort to circumvent the loss of his/her learner's permit or application for a driver's license. The student's current license cannot be revoked for habitual truancy. The disciplining of truant students shall be in accord with Board policies and due process, as defined in Policy 5611 and the Student Handbook.

Tardy / Half Day

In High School, a student who is late to any class by 10 minutes or less is considered tardy, and a student who is more than 10 minutes late to class is considered absent from that class. The first three tardies of any semester are dealt with at the teachers' discretion. Tardies number four through seven will result in disciplinary action per disciplinary chart. Athletes must be in attendance the last three periods of a day to participate in any sport.

Students Leaving School during School Day

No student shall leave school during the school day established by the class schedule for that student without authorization by a staff member. No staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal established by the schedule established for that student except with the approval of the principal and with notice to the student's parent / guardian.

Encouraging Attendance

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can - in and of itself - successfully accomplish this task.

A professional staff member's responsibility must include, but not be limited to:

- A. Providing meaningful learning experiences every day;
Therefore, a student who is absent from any given class period would be missing a significant component of the course.
- B. Speaking frequently of the importance of students being in class, on time, ready to participate;
- C. Keeping accurate attendance records (excused vs. unexcused);
- D. Incorporating defined, daily participation as part of the teaching/learning process and each grading period.

Make Up Work

- **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 requesting make-up work prior to 9 a.m., teachers should be given until 3:30 to gather up assignments. If requesting homework after 9 a.m., homework may be pick up the following day after 3:30 p.m.
- 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.
- **Incomplete** grades must be completed within two weeks of the end of the grading period.

School Day

The school day begins at 8:15 a.m. Students are not permitted in the building prior to 7:30 a.m. After the school day begins, students must enter and **sign-in and out** at the main office. Students **leaving early** 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 phone number, and present this note to the attendance clerk at the beginning of the school day.

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.

Prearranged Absences: 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 Ten (10) 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. A pre-arranged absence form must be completed in the high school 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. In addition, teachers have the option to require work completion either before or after the field trip.
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.

Automobiles and Driving Privileges

Students who wish to drive to school must secure permit from the treasurer. **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. All student vehicles must have a UCHS permit displayed on their rearview mirrors.

1. 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.
2. Smoking is not permitted in vehicles while on school property.
3. Students should enter and leave the parking lot ONLY via Patriot Boulevard.
4. Students are to leave their vehicles as soon as they arrive at school.
5. As soon as the student drives on school property, the vehicle should be parked in the student lot or other assigned spaces only.
6. No vehicle is to be driven during school hours unless permission has been secured from appropriate school personnel. No student parking will be permitted in the front lot of the high school.
7. 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.
8. 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 or have a license or permit revalidated upon the earliest of the following events:

1. The student turns 18 the end of the semester in which the student is reinstated.
2. 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).

School Bus Rules and Regulations

In the interest of safety, the Union County College Corner Joint School District Board of Trustees adopted the rules and regulations listed below. Since the conduct of a pupil or pupils on a moving

vehicle can create a hazardous situation for the bus driver, these rules will help eliminate these problems. School bus drivers are to have control of all schoolchildren 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 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 driver gives the signal.
3. Behavior at the bus stop must not cause harm to another person or to another's property.
4. Students must go directly to their assigned seats upon entering the bus (or to an available seat if seats are not assigned) and remain seated properly, 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/or 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 a student may be denied the privilege of riding on the school bus for 1 day. In multiple or more severe situations, the driver and/or administrators may deny riding privileges for multiple days.
13. No glass of any kind can be permitted on a school bus.

STUDENT SUSPENSION OR EXPULSION PROCEDURE

- Any student causing a disturbance which interferes with the disciplining or safety of the driver or passengers may be suspended from riding privileges.
- In most cases, the driver should first discuss the problem with the student and then, if the conduct remains unsatisfactory, the parent/administrator 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 driver/building administrator should suspend the student for a period of not less than one or more than five days on the first suspension. This suspension must be handled 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, and/or will be charged for the repairs.

Background Checks for Volunteers

All volunteers in the Union County College Corner schools will be subject to a limited criminal history check. There is no cost to the volunteer. The only requirement for volunteers is giving their birthdate to school personnel. The school where the individual is volunteering will complete the limited criminal history check and keep the record on file. These limited criminal history checks will need to be updated annually. Examples of volunteers who need a background check include: volunteer coaches, classroom volunteers, field trip chaperones, dance chaperones, volunteers at athletic events, and workers not under the direct supervision of school personnel (electricians, construction workers, etc.) People who make deliveries to our buildings do not require a background check. Should there be any question as to whether an individual requires a background check, contact the Superintendent or Assistant Superintendent. These limited criminal history checks should not be confused with the background check that is required of employees. That background check is completed by the individual on our website.

Clubs and Organizations

The following clubs and organizations are available for students at UCHS who remain socially eligible—agree to random drug testing, pass 5 or more classes and miss 10 or fewer days:

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

▪ Academic Teams

- Archery Club
- Art Club
- Band
- Drama Club
- Engineering Club
- FCCLA
- Fellowship of Christian Athletes
- FFA
- Fine Arts/Musical
- Gardening Club
- LEO Club
- Model Legislature
- National Honor Society
- Peer Helpers
- Science Club
- Spanish Club
- Student Council
- UCEEP
- Yearbook

UCHS students in leadership positions have a responsibility to live up to the trust that other students have placed in them. 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.

Code of Conduct for all Academic and Extracurricular/Co-curricular Activities

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. **Consequently, any student who is involved in any ECA must adhere to the ECA Code of Conduct and submit to participation in the UCCJSD Random Drug Testing Program.**

Academic Standards

- A. To be eligible scholastically, students must be enrolled in, and must have received passing grades at the end of the last grading period 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 ECA and/or sport by enrolling in and passing the needed summer school course(s).
- C. A student must be in attendance by 11:45 AM in order to participate in ECA activities that day. Special consideration might be given for dentist/doctor appointments, family emergencies, or school-related field trips.

Citizenship Standards--Violations of state law, school board policy, building policy, or rules established by specific ECA/Athletic activities are subject to disciplinary action as follows:

- A. MINOR VIOLATION – Violation of rules established by specific ECA/athletic activities will result in discipline administered by the coach/sponsor.
- B. VIOLATION OF ADOPTED SCHOOL POLICY and/or Building 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. Violations that do not result in suspension or expulsion from school will result in discipline administered by the coach/sponsor.
- C. FLAGRANT VIOLATIONS - – these violations will be divided into two 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, but not limited to: alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen, steroids whether prescription or sold over-the-counter without a prescription, or any substance represented by the provider to be of any of the above mentioned substances. Selling of any paraphernalia or commission of an act that could be considered a felonious act.

First Offense	Second Offense
Will result in students not being able to participate in any capacity in all ECA activities for a one-year (365 days) period, including summer.	Will result in permanent removal from any/all ECA activities for all the remainder of the student's high school career.

CATEGORY 2 – Consuming, possessing, or knowingly transporting any substance which is or contains, but not limited to: tobacco products, alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen, steroids 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 an act that could be considered a misdemeanor act. **Students who test positive in the UCCJSD Random Drug Testing Program will be held to these consequences and may be subjected to periodic re-testing to insure compliance.**

First Offense	Second Offense	Third Offense
A tobacco offense will result in a suspension from ECA, Co-curricular, and other identified activities for 27 school days and suspension from Athletics for 15% of the season's contests. All other offenses will result in a suspension from ECA, Co-curricular, and other identified activities for 90 school days and suspension from Athletics for 50% of the season's contests. Students may reduce this penalty (excluding the tobacco penalty) by providing school administration/counselors with a substance use assessment. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for assistance. With a substance use assessment, the penalty is reduced to 45 school days for ECA, Co-curricular, and other identified activities, or 25% of the athletic season's contests.	Will result in a suspension from all activities for a period of 365 days from the date of infraction.	Will result in suspension from all activities for the remainder of the student's middle school or high school career. This is specific to building (ie when coming to the high school the student regains a clean slate).

ADDITIONAL NOTES CONCERNING ATHLETIC SUSPENSIONS

1. The issuing of suspensions does not necessitate the involvement of law enforcement or the judiciary system. Suspensions may be issued based on a preponderance of evidence that a violation has occurred.
2. All suspensions from a sport start for the next played contest after a violation is confirmed. Suspensions will be served in consecutive contests. Suspensions will 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 season's schedule to serve the imposed suspension percentage.
3. Athletes must practice during the terms of suspension unless the coach or sponsor of the activity deems otherwise.
4. Contracted scrimmages, conference tournaments, and state sanctioned tournaments count as one (1) contest each when calculating suspensions.
5. When calculating percentages for suspensions, the number of contests will be rounded to the nearest whole number.
6. A student who is serving a suspension cannot join another sport to serve the suspension if the first official practice of the sport s/he wishes to join has already taken place.

7. A student must finish a season(s) in which he or she is serving an ECA suspension in good standing for the season(s) to fulfill the ECA suspension.
8. A student cannot serve an ECA suspension during an athletic season in which s/he is academically ineligible to participate.
9. Students serving suspensions 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, unless a replacement contest/event is scheduled. Students must serve, at the minimum, a one contest/event suspension for any and all ECA suspensions imposed, regardless of cancellations/ postponements.
10. All ECA standards apply during the entire school year and during summer.
11. Summer activities can be affected by the ECA Code of Conduct.
12. Any contest/event missed by a student due to a school suspension will count towards his/her ECA suspension.
13. Any ECA violation and/or suspensions imposed by a transferring school on a transferring student will be carried over and applied to the ECA Code of Conduct.

RIGHT TO APPEAL AN ATHLETIC SUSPENSION

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 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. Students testing positive in the random drug testing program are not eligible for this appeals process and must follow the appeal process of the random testing program.

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.

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.**

Dance Procedures

Dance sponsorship is available to UCHS clubs and organizations. Permission to sponsor a dance is obtained through the Principal's Office. Forms requesting a dance are to be filled out and returned to the Principal. 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. Tickets for dances are sold through the Treasurers' Office and must be purchased in advance.
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 is for UCHS students in grades 11-12.
2. Students must be passing 5 classes on the second semester mid-term grading period. No exceptions.
3. **Students with 10 or more absences from school are socially ineligible to attend prom and must appeal to the Assistant Principal for the privilege of attending the prom activities through the waiver process.**

4. Guests must be from grade 10 up to 20 years old (No one older than 20 may attend). No school employee may attend as a guest even if they fall in the 18-20 year range.
5. 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. Students may be denied access to a dance based upon inappropriate attire.

GUESTS AT DANCES

The following guidelines are for guests (no guests permitted at “routine dances”—**only at homecoming, winter dance and Prom.**

1. Guest of UCHS students must produce a photo ID at the door for admission and must have been signed up with the Assistant Principal at least one week prior to dance. Guest must pass the criminal background check.
2. **NO tickets shall be sold at the door.**
3. Only students presently enrolled in high school, grades 9 through 12, may attend.
 - a. Guests must be from grade 10 up to 20 years old (No one older than 20 may attend). No school employee may attend as a guest even if they fall in the 18-20 year range.
4. Students may only sign up one guest.
5. Students must enter with the guest they signed up.
6. No middle school students are allowed to attend any UCHS dances, including prom.

Discipline

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:

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.

1. Off school grounds at a school activity, function, or event.
2. 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. These products include e-cigarettes, any type of look-alike products or other related products associated with tobacco or nicotine use. 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.

Violation	First Report	Second Report	Third Report
Alcohol Violation	OSS & Rec. Expulsion		
Bullying/ Harassment	1-3 days ISS	1-5 Days OSS	OSS & Rec Expulsion
Classroom Disruption/Insubordination	Detention	1 day ISS	1-3 days ISS or 1-3 days OSS
Cheating/Plagiarism	"0" and P/T conference	Withdrawn from class	
Defacing Property (minor)	Restitution & Long Friday School	Restitution & 1 day ISS	Restitution & 1-3 days OSS
Driving Violation	Warning	2 weeks no driving/LFS	Loss of Driving Privileges/ISS
Drug Paraphernalia	OSS & Rec. Expulsion		
Violation	First Report	Second Report	Third Report
Drug Violation (including any substance causing impairment)	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
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
Inappropriate Language/Gesture to a Peer	1-3 days ISS	1-3 days OSS	3-5 days OSS Expulsion Considered
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, Staff or Student	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 Detention	Tardies # 6 & 7 Long Friday School	Tardies # 8 & More 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	1 day ISS	2 days ISS or 1 day OSS	2 days OSS Expulsion Considered
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 referrals to office for the year	10 referrals 1 day OSS	11 referrals 3 days OSS	12 referrals Rec. Expulsion for not more than 2 Semesters
Excessive Absences	Five day Letter	8 day Letter and conference with student and parent	Loss of credit pending appeal to UCMAC

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:
 - a. -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,
 - b. -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: 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.

- 1. 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.

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.

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%

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: 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.

1. 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:

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.

1. 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.
2. 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.
3. 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:

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.

1. 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.

2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

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. 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. **Please refer to examples on the next two pages**

When in Doubt—Rule it Out

The diagram shows a female figure with a vertical line of acceptability and a coverage zone. The coverage zone is the area between the line of acceptability and the mid-thigh. The line of acceptability is the line of acceptability. The coverage zone is the area between the line of acceptability and the mid-thigh.

Acceptable

- *An uninterrupted line of clothing from the top of the shoulders to mid-thigh (fingertips with arms fully extended)
- *Midriffs are to be covered at all times
- *Appropriate necklines and clothing that completely covers all undergarments
- *Jewelry / adornments that is free of large metal chains or studded spikes
- *Clothing free of symbols or words promoting alcohol, drugs, profanity,

Coverage Zone—Area Between Lines of Acceptability

- Shirt straps must be 4" in width
- Please, cleavage should not be seen at school. No excessive tightness of shirts
- No Sheer or transparent material
- No inappropriate graphics or expressions
- No midriff showing—front or back
- No Holes ABOVE finger-tip length (line of acceptability)
- LINE OF ACCEPTABILITY.** Arms must be relaxed and fingers extended to create this line.
- Skin tight materials may be worn on the leg only if a garment covers them at least at the finger-tip length. This includes, but is not limited to (leggings, yoga pants, lycra pants, panty hose, etc).
- No Bare Feet. Shoes must be worn.

The diagram shows a male silhouette with a vertical line down the center. A box labeled "Coverage Zone—Area Between Lines of Acceptability" is positioned on the right side of the torso, with arrows pointing to various parts of the body. A box labeled "Acceptable" is on the left side of the torso, with arrows pointing to various parts of the body. A box labeled "No bare feet. Shoes must be worn." is at the bottom, with an arrow pointing to the feet.

Acceptable

- *An uninterrupted line of clothing from the top of the shoulders to mid-thigh (fingertips with arms fully extended)
- *Midriffs are to be covered at all times
- *Appropriate necklines and clothing that completely covers all undergarments
- *Jewelry / adornments that is free of large metal chains or studded spikes
- *Clothing free of symbols or words promoting alcohol, drugs, profanity,

Coverage Zone—Area Between Lines of Acceptability

- No tank tops, muscle shirts. Shirt straps must be 4" in width.
- No inappropriate graphics or expressions.
No sheer or transparent material.
- No undergarments (underwear) showing.
- LINE OF ACCEPTABILITY. Arms must be relaxed and fingers extended to create this line.
No holes ABOVE finger-tip length (line of acceptability)
- No bare feet. Shoes must be worn.

Electronic Devices

Cell phones and all other personal property items are not allowed to be a distraction or a disruption to the educational process. Any item/object that causes a disruption of the school's operation may be confiscated and will be returned to student and/or parent at a time deemed appropriate by administration. Cell phones are prohibited within classrooms (unless teacher grants authority for educational use), inside the office complex, in/around areas deemed Private such as restrooms and/or locker rooms, and during times of detention including after school and/or Saturday school. Use of recording/sharing of illegal/disruptive incidents is prohibited. Administration may ask to review a student's cell phone if he/she deems it necessary to move forward with an ongoing school investigation. Students have a constitutional right of privacy in the contents of their cellphones which administrators may search only upon reasonable cause or suspicion to believe that the contents violate school rules, or when students voluntarily, of their own free will, waive that right and permit the search."

Emancipation (Eighteen Year Olds)

Even though you are eighteen, UCHS must still notify parents/guardians of any concerns that involve a student. This includes attendance, academics, discipline matters and Nursing Services. 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.

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.

Harassment and Bullying Policy

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

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

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.

Internet Policy

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

April, 2007

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.

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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.

8. **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.

Locker Rules

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

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.

1. **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.
2. **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.
3. **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.
4. **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:

When the school corporation receives a bomb threat

- a. When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use
- b. At end of grading period and before or during school holidays to check for missing library books or lab chemicals or school equipment
- c. Where student violence or threat of violence creates a reasonable belief that weapons are stored in lockers
- d. 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.

5. **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.

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.

Lunch Time (Closed Campus)

UCHS operates on a closed campus status. 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. Permission from the office must be obtained before a student may leave the school grounds during the day. 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.

Charging Lunches: Union County High School cannot 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.

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 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.

Notification of Rights under FERPA

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 is 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 FEPPA 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 FEPPA 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.

Pediculosis Infestation Policy

Pediculosis is a communicable disease as long as live lice remain on the infested person and until eggs (nits) within ¼ inch of the scalp are removed.

Children will be excluded from school upon confirmation of live lice or eggs (nits) within ¼ inch from the scalp. They can return to school following treatment.

- A. If infestation is found on a student, as indicated by a live louse or eggs (nits) within ¼ inch from the scalp being present, the following procedures are followed:
 - 1. Parent or individual designated by a parent is called to remove child from the school environment.
 - 2. Other family members in the school setting are checked for infestation.
 - 3. Parent or individual designated by a parent is provided with written and verbal information on pediculosis treatment and home control measures to eliminate sources of infestation.
 - 4. The school nurse may offer the parent assistance through a home visit.
 - 5. Children may return to school when they are free of live lice and eggs (nits) within ¼ inch from the scalp. They must be checked in the clinic prior to admittance and accompanied by a parent, guardian, or designee who will take responsibility for the child if the child is not cleared to return to class. There will be follow-up checks as needed.
 - 6. Parent or guardian should continue daily head checks for four weeks and are expected to remove old nits when found.
- B. Student absences due to pediculosis infestation will be excused for one school day per occurrence. Any absences beyond one day for pediculosis will be considered unexcused.
- c. After the third infestation within a school year, the issue may be turned over to the Union County Multi-Agency Attendance Committee or to Child Protection.

School Nursing Services

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. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. All medication that is to be administered at school must come in the original container. 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. 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.

Health Screening

The following hearing screenings take place yearly: 10th Grade

IMMUNIZATION REQUIREMENTS

The State of Indiana requires the following immunization for those students in grades 9th – 11th:

3 Hepatitis B	5 DTaP
4 Polio	2 MMR
2 Varicella	1 Tdap
1 MCV4 (meningococcal vaccine)	

Please be aware that 12th grade students are required to have a 2nd meningococcal vaccine (MCV4) before the start of school. Please provide proof of immunizations before or on the 1st day of the school year if your child has received immunizations during the past calendar year.

Students may be excluded from school by IN state law if they are not found compliant with these requirements. Some dose of vaccinations may be considered invalid by the Center for Disease Control depending on when they were given. If this happens, the school nurse will notify the parent of the need to repeat that vaccination. If you have any questions regarding immunizations, please contact your medical provider or the school nurse.

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.

The most efficient way to register for school closing notifications is to visit our website www.uc.k12.in.us at register to receive calls, emails, and texts through our ONE CALL System. You may also visit the website which will list school closings as soon as the announcements are made.

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.

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.

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.

ACADEMIC SECTION

ACT/SAT:

Union County High School's policy is to list all standardized test scores on the student's transcript. Upon waiver completion, only the EXPLORE, PLAN, Aspire, ACT and PSAT, SAT test results may be removed at the discretion of the student and parent. State test results are required to be listed. Keep in mind, student must declare when taking the ACT and SAT to whom the scores should be released, including UCHS.

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 English Language, English Literature, Chemistry, Physics, United States History, United States Government, Calculus, Statistics, and Spanish. For more information, speak to the teacher of the course(s) you are interested in or visit:

www.collegeboard.com.

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 or fails to take the AP exam they will not receive a weighted grade.** Please note that an "F" in an AP course does not weight up to a passing grade. Only passing grades are weighted.

AA+ 5.333

AA 5.0

AA- 4.667

ALTERNATIVE EDUCATION:

The Union County Alternative Education Program has the goal of increasing the graduation rate of Union County High School students, and addressing the needs of the high school students having a difficult time adjusting to the expectations of a traditional high school environment. The program is a success-oriented program designed to assist student in helping them improve self-esteem through the development of acceptable work habits, computer training, career and labor market exposure, and increasing their understanding and desire to earn a high school diploma. Students are guided toward the ultimate goal of graduation.

Alternative Education Attendance: Attendance is crucial. Students will be given five (5) days of absence per semester. At six (6) days, student will have an attendance hearing. At ten (10) days, student will be

suspended from the program pending expulsion for attendance. For extenuating circumstances, documentation needs to be provided.

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). 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 from an accredited school to satisfy graduation requirements.
- A student may only take six correspondence courses for high school credit.
- Prior to beginning a correspondence course, the student must complete the ***Alternative Credit Opportunity Form*** which includes signatures of the parent, counselor, and principal.
- 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.
- Since dual credit courses count towards high school graduation requirements, grades from the college course will be calculated into the grade point average/class rank.
- 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 providing that the credit is required for the students' diploma type.

DUAL CREDIT OPPORTUNITIES:

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 a placement test to assess the prerequisite skills that must be attained prior to dual credit being awarded. Qualifying scores on the PSAT, ACT, and SAT may also be used in lieu of the placement test utilized by the college. Dual credit opportunities change each year. See your school counselor or your dual teacher for a complete listing of approved 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. For more information, please speak to a school counselor or an Ivy Tech Representative.

EARLY GRADUATION POLICY:

Early Graduation Applications must be completed and returned to the Guidance office prior to senior year at UCHS. Students must complete a minimum of a Core 40 diploma in order to be considered for Early Graduation per the Indiana Department of Education. 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. 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. It is the student's responsibility to stay abreast of the events, activities, deadlines and general information.

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 course 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.

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.ED.gov. After you have filed the FAFSA, you will receive a Student Aid Report (SAR). Pay attention to the deadlines! There are federal and state deadlines, and colleges may also have a deadline. Indiana FAFSA open in October and the deadline is generally in March.

GRADE LEVEL CLASSIFICATION:

Credits	Class
0-12	Freshman
13-24	Sophomore
25-36	Junior
36+	Senior

GRADE POINT VALUES:

AA+	5.333		(applies to AP courses only)		
AA	5.0		(applies to AP courses only)		
AA-	4.667		(applies to AP courses only)		
A+	4.333	A	4.000	A-	3.667
B+	3.333	B	3.000	B-	2.667
C+	2.333	C	2.000	C-	1.667
D+	1.333	D	1.000	D-	.667
F	.000				
A+	100-99	A	98-94	A-	93-90
B+	89-88	B	87-84	B-	83-80
C+	79-78	C	77-74	C-	73-70
D+	69-68	D	67-64	D-	63-60
F	59 and under				

GRADE REPORTS:

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

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. This grade is also reported on the student's transcript.

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, participate in athletics, hold a leadership position in a club, as well as serve as an aide for a teacher or class.**

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. **Please be advised that repeated courses do not count towards eligibility. It is strongly advised that classes repeated to improve a grade only be taken in the summer to remove the issue of eligibility.**

GRADUATION QUALIFYING EXAM (GQE):

See the DOE for specific information on the ECA or ISTEP requirements necessary for your student based on their graduation year.

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 certain Family and Consumer Sciences courses (see your school counselor or FACS teacher for approved courses).

HONOR ROLL RECOGNITION:

These honors will be recognized:

Summa Cum Laude (Highest Honors)	3.9-up
Magna Cum Laude (High Honors)	3.7-3.8999
Cum Laude (Honors)	3.5-3.6999

INDEPENDENT STUDY:

Students have the opportunity to take independent study courses at UCHS and receive credit toward graduation requirements. Independent study courses are those which do NOT appear on the master schedule for the semester enrolled.

- 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 proof of 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 school counselor. ***Internships pre-packets are due no later than midterm of the semester prior to the start of a semester in which internship will be completed... 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 Center in their junior year.*** Students should register on-line. ***Student athletes should have each SAT/ACT score sent directly to the Eligibility Center 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. **Please visit the NCAA website for requirements, as NCAA standards go beyond the minimum Indiana Academic standards.**

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, a licensed PE instructor must issue the grade. Students must have the appropriate signatures on the ***PE Alternative Credit Form*** and return the form **by the deadline** 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 impact 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. ANY and ALL PE Waivers are due each year in this order: Summer Band, Fall Athletes—due by end of first semester; Winter and Spring Athletes—due by the end of the current school year. PE Credits MUST be applied for in the school year earned to be awarded.**

PLATO ONLINE LEARNING:

PLATO Learning System is a self-paced credit recovery program and credit advancement program. This program allows students to complete course requirements, recover credits, regain self-confidence, and graduate on time. **Plato Courses will be accessible to students during summer school, Early Bird class and through the Alternative Education Program.** Students may earn 1 credit per course. Credit is given once the requirements have been met. Students must complete all assignments and take the final exam to earn credit. The student's final grade will be based off of the UCHS Student

Handbook grading policy. Because PLATO is an independent study, both the parents and student are required to accept their portion of responsibility for completing assignments. Students will be given a limited amount of time to complete the course; however, they may proceed at a faster pace. Student work must be completed during the semester they signed up for the PLATO class. It is the belief of the Union County College Corner Joint School District the most beneficial educational environment for a student is in the regular classroom. It is not the intention of the school to offer PLATO classes in lieu of regular education classes. To sign up for PLATO Lab, the student should meet with his/her school counselor to discuss which class(es) may be taken through PLATO.

PSAT:

The Preliminary SAT/National Merit Scholarship Qualifying Test (**PSAT/NMSQT**) is a program cosponsored by the College Board and [National Merit Scholarship Corporation \(NMSC\)](#). 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.

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 and turned into the guidance office. This form includes signatures of the student, teachers, administrator, parent and counselor.

Withdrawn courses earn a W/F (failure due to withdrawal) grade impacting a student's GPA and rank.

SCHOLARSHIPS:

Please see the UCHS Guidance Office Website, Guidance Bulletin Board, or listen to daily announcements for Scholarship information. Stop by the Guidance Office for the most up-to-date offerings. Keep in mind that these offerings change from year to year and in some cases, day to day.

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 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).

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. See your counselor for a list of the state defined circumstances that qualify and a ***UCHS Shortened Day Application***.

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 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 your counselor 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 eligible for services. Please see the Special Services Coordinator for additional information regarding Individualized Learning Plans.

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 PSAT and other college admission prep tests to help prepare for the SAT and ACT college admissions test.
- Plan to take the SAT and/or the ACT College entrance examinations in the spring of Junior year and retake in the summer prior to, or 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
- Apply for local and UC Foundation scholarships in the spring. See UC Foundation website for information regarding the Lilly Scholarship application and deadlines.
- 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 CAREER CENTER:

Juniors and Seniors only. Applications to attend must be submitted prior to scheduling for sophomore year. Three credits per semester are granted for completed work at WCC. 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.

WCC Programs:

Automotive Collision Technology
 Automotive Technology
 Construction Technology
 Cosmetology
 Culinary Arts
 Diesel Technology
 Education Careers
 Electricity
 Graphic Design
 Health Science
 Information Technology
 Precision Machine Technology
 Welding Technology

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:

- Attend the WCC presentation given to sophomores.
- Visit the career programs you are interested in by signing up to go on the WCC field trip sponsored by the guidance office.
- Fill out the WCC Student Application to reserve a spot in the program you wish to attend.
- For additional information, contact the Whitewater Career Center
 1300 Spartan Drive Connersville, IN 47331 (765)-825-0521

Talk to your school counselor about incorporating a WCC program into your schedule.



WITHDRAWAL POLICY:

Graduation from high school is an **expectation** at UCHS.



Effective beginning with students who enter high school in 2012-13 school year (class of 2016).

Course and Credit Requirements	
English/ Language Arts	8 credits
	Including a balance of literature, composition and speech.
Mathematics	6 credits (in grades 9-12)
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <i>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in high school</i>
Science	6 credits
	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits
	World Languages Fine Arts Career and Technical Education
Physical Education	2 credits
Health and Wellness	1 credit
Electives*	6 credits (College and Career Pathway courses recommended)
40 Total State Credits Required	

Schools may have additional local graduation requirements that apply to all students

* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

CORE40 with Academic Honors *(minimum 47 credits)*

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits
(6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
 - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
 - C. Earn two of the following:
 - 1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
 - 2. 2 credits in AP courses and corresponding AP exams,
 - 3. 2 credits in IB standard level courses and corresponding IB exams.
 - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
 - E. Earn an ACT composite score of 26 or higher and complete written section
 - F. Earn 4 credits in IB courses and take corresponding IB exams.

CORE40 with Technical Honors *(minimum 47 credits)*

For the **Core 40 with Technical Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
 - 1. State approved, industry recognized certification or credential, or
 - 2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following,
 - A. Any one of the options (A - F) of the Core 40 with Academic Honors
 - B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
 - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
 - D. Earn the following minimum score(s) on Compass; Algebra 66, Writing 70, Reading 80.

Indiana General High School Diploma

The completion of Core 40 is an Indiana graduation requirement. Indiana’s Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

To graduate with less than Core 40, the following formal opt-out process must be completed:

- The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) must meet to discuss the student's progress.
- The student's Graduation Plan (including four year course plan) is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

Course and Credit Requirements (Class of 2016 & Beyond)

English/Language Arts	8 credits
	Credits must include literature, composition and speech
Mathematics	4 credits
	2 credits: Algebra I or Integrated Mathematics I 2 credits: Any math course <i>General diploma students are required to earn 2 credits in a Math or a Quantitative Reasoning (QR) course during their junior or senior year. QR courses do not count as math credits.</i>
Science	4 credits
	2 credits: Biology I 2 credits: Any science course <i>At least one credit must be from a Physical Science or Earth and Space Science</i>
Social Studies	4 credits
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Any social studies course
Physical Education	2 credits
Health and Wellness	1 credit
College and Career Pathway Courses	6 credits Selecting electives in a deliberate manner to take full advantage of college and career exploration and preparation opportunities
Flex Credit	5 credits
	Flex Credits must come from one of the following: <ul style="list-style-type: none">• Additional elective courses in a College and Career Pathway• Courses involving workplace learning such as Cooperative Education or Internship courses• High school/college dual credit courses• Additional courses in Language Arts, Social Studies, Mathematics, Science, World Languages or Fine Arts
Electives	6 credits Specifies the minimum number of electives required by the state. High school schedules provide time for many more elective credits during the high school years.

40 Total Credits Required

Schools may have additional local graduation requirements that apply to all students

UCHS COURSE OFFERINGS:

See the Indiana Department of Education website for Course Descriptions.

<http://www.doe.in.gov/ccr/course-titles-and-descriptions>

Advanced Placement Courses:

Calculus AB, AP
Chemistry, AP
English Language and Composition, AP
English Literature and Composition, AP
Physics 1: Algebra Based, AP
Spanish Language and Culture, AP
Statistics, AP
United States Government and Politics, AP
United States History, AP

Agriculture Education:

Advanced Life Science, Animals
Advanced Life Science, Foods
Advanced Life Science, Plants and Soil
Agribusiness Management
Agriculture Power, Structure and Technology
Animal Science
CTSO Leadership--IS
Food Science
Horticulture Science
Introduction to Agriculture, Food and Natural Resources
Landscape Management 1
Landscape Management 2
Natural Resources
Plant and Soil Science
Supervised Agriculture Experience

Business, Marketing, and Information Technology Education:

Advanced Accounting
Business Math
Computer Illustration and Graphics (Yearbook and Game Design)
Computer Programming
Digital Applications & Responsibility
Information Communication and Technology
Introduction to Business
Introduction to Accounting
Introduction to Computer Science
Introduction to Entrepreneurship
Interactive Media/Social Media
Personal Financial Responsibility
Principles of Law and Public Safety
Principles of Information Technology
Principals of Marketing
Web Design

Engineering and Technology Education:

Communications Systems
Construction Systems
Introduction to Communications
Introduction to Construction
Introduction to Design Processes
Introduction to Engineering
Introduction to Manufacturing
Introduction to Transportation
Principles of Architecture and Construction
Principles of Engineering
Technology and Society
Transportation Systems

English/Language Arts:

English 9
English 10
English 11
English 12
Journalism
Student Publications
American Literature
Biblical Literature
Classical Literature
Dramatic Literature
English Literature
Ethnic Literature
Film Literature
Genres of Literature
Indiana Literature
Novels
Poetry
Short Stories
Twentieth Century Literature
World Literature
Speech
Composition/Structure of Writing
Creative Writing
Expository Writing
Language Arts Lab

Family and Consumer Science:

Adult Roles and Responsibilities
Advanced Child Development
Advanced Life Science, Foods
Advanced Nutrition and Wellness
Child Development
Early Childhood Education
Human Development and Wellness
Interpersonal Relationships
Introduction to Fashion and Textiles
Introduction to Housing and Interior Design

Nutrition and Wellness
Personal Finance
Preparing for College and Careers

Fine Arts:

Advanced Chorus
Beginning Chorus
Instrumental Ensemble
Jazz Ensemble
Beginning Concert Band
Music History and Appreciation
Music Theory and Composition
Theatre Arts
Advanced 3D Art
Advanced 2D Art
Art History and Appreciation
Ceramics
Digital Design
Drawing
Fine Arts Connections
Introduction to 3D Art
Introduction to 2D Art
Jewelry
Painting
Photography
Printmaking
Sculpture
Visual Communication

Health and Wellness Education:

Health and Wellness
Elective Physical Education
Physical Education 1
Physical Education 2
Principles of Health Science

Mathematics:

Algebra Enrichment
Algebra 1
Algebra 2
Finite Mathematics
Geometry
Mathematics Lab
Pre-Calculus
Probability and Statistics
Trigonometry

Multidisciplinary:

Basic Skills Development/Academic Success
Career Exploration Internship

College Entrance Preparation
Community Service
Peer Tutoring

Science:

Advanced Science, Special Topics
Anatomy and Physiology
Biology 1
Biology 2
Chemistry 1
Earth Space Science
Environmental Science
Integrated Chemistry and Physics
Life Science
Physical Science
Physics 1
Physics 2
Science Research, Independent Study

Social Studies:

Citizenship and Civics
Current Issues and Problems
Economics
Geography and History of the World
Psychology
Sociology
Topics in History
United States Government
United States History
World Geography
World History and Civilization
African Studies
Ethnic Studies (Native American)

World Languages:

Spanish 1
Spanish 2
Spanish 3
Spanish, AP
English as a Second Language (ESL)