



OWEN VALLEY HIGH SCHOOL  
2025-2026 STUDENT HANDBOOK

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**2025-2026 SCHOOL CALENDAR**

August 4-5, 2025	Teacher Work Days
August 6, 2025	First Student Day
September 1, 2025	Labor Day-NO SCHOOL
October 13-17, 2025	Fall Break-NO SCHOOL
TBA	Parent Teacher Conferences
November 26-28, 2025	Thanksgiving Break-NO SCHOOL
December 22, 2025-Jan 5, 2026	Christmas Break-NO SCHOOL
January 6, 2026	First Student Day/Second Semester
January 19, 2026	MLK Day-NO SCHOOL
February 16, 2026	President's Day-NO SCHOOL
March 16-20, 2026	Spring Break-NO SCHOOL
May 21, 2026	Last Day for Students
May 22, 2026	Teacher Work Day

### GRADING PERIODS

First Nine Weeks Ends	October 10, 2025	47 Days
Second Nine Weeks End	December 19, 2025	42 Days
Third Nine Weeks End	March 13, 2026	47 Days
Fourth Nine Weeks End	May 21, 2026	44 Days

### WELCOME TO OWEN VALLEY HIGH SCHOOL

The faculty, administration and staff are pleased to present this handbook to our students and parents. You will find the information it contains extremely helpful in planning your year at Owen valley. We encourage you to become a part of the total school program by being involved in our many activities. We look forward to working with you during the 2025-2026 school year.

The intent of this handbook is to increase the communication between students, parents and school personnel. The handbook contains a wide variety of information for you to digest. We ask that the student and parent review this handbook together early in the school year. Then keep it in a visible and accessible location for ready reference throughout the year.

**There are five basic expectations that Owen Valley High School has of its students:**

- 1) Attend school every day possible to learn, interact and grow**
- 2) Be punctual in your class attendance**
- 3) Be responsible for you own behavior**
- 4) Perform to the best of your ability**
- 5) Treat others and yourself with respect**

Our goal is to work with our students, parents, and community to provide the best possible education for all. We look forward to working with you to see that this is a most rewarding and enjoyable school year.

## PHILOSOPHY OF OWEN VALLEY HIGH SCHOOL

### The Nature of the Educative Process

It is the philosophy of the administration, faculty, and staff of Owen Valley High School that education is a process not contained solely within the walls of a school building. The educational process begins at birth as children explore the world around them and continues throughout life. The years that students spend in the school are, however, vital to the learning process, as it is during these years that they obtain skills enabling them to continue learning.

We see education as a three-way relationship among school, students, and community. For this relationship to work, all three groups must approach education in a cooperative spirit. In the final analysis, the education that results from this relationship is more than the sum of its parts. The school is composed of certified and support staff, both of whom play vital roles in the education process. It is here that programs and facilities are provided. Students are the focus of the relationship, and should be seen as active members of that relationship. If the students are not willing partners in the process, education is impossible.

The community, defined as parents of students and the community at large, must also be involved. Parents of students may seem to be more concerned about the school and the educational process, but actually, the entire community's future may lie in the success or failure of the school.

### CORPORATION MISSION STATEMENT

All Spencer-Owen students will learn, achieve, and succeed.

### SCHOOL MISSION STATEMENT

Owen Valley High School educates and empowers all students to meet high standards of learning.

<b>SCHOOL COLORS</b> Red, White, and Blue	<b>SCHOOL MASCOT</b> Patriot
--	---------------------------------

### SCHOOL SONG

*(Tune: Ohio State Fight Song)*

Hail the mighty Patriots

Undaunted, brave and true

We will always stand behind

Our own red, white, and blue

Yea, team, fight

Owen Valley came here to win Owen Valley fights

to the end,

Fight, fight, O.V.H.S.

And march onward to victory.

### **EQUAL ACCESS**

Owen Valley Community High School admits students and gives equal access to its programs and facilities without regard to age, sex, race, color, national origin or ethnic origin, or physical or other disabilities.

### **DISPLAY OF THE UNITED STATES FLAG and PLEDGE OF ALLEGIANCE POLICY**

#### Display of the United States Flag

The United States Flag shall be displayed in each classroom in the School Corporation.

#### Pledge of Allegiance

Each building principal shall ensure that a daily opportunity is provided for students of the school corporation to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. The building principal shall determine the appropriate time when school is in session for the recitation of the Pledge of Allegiance.

A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance is:

- 1) the student chooses not to participate; or
- 2) the student's parent chooses to have the student not participate.

Students who are exempt from reciting the Pledge shall remain standing or sitting, or shall be allowed to step outside the classroom or area while others recite the pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge.

During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the United States flag with their right hands over their hearts or an appropriate salute if in uniform.

The Student code of conduct applies to disruptive behavior during the recitation of the Pledge of Allegiance in the same manner as provided for other circumstances of such behavior.

The building principal of each building will establish procedures to implement this policy.

### **MOMENT OF SILENCE POLICY**

In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student is subject to the least possible coercion from the state either to engage in or refrain from religious observation on school grounds, there shall be a daily observance of a moment of silence in each classroom or on school grounds of each school in the corporation.

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so

that each student may, in the exercise of the student’s individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student’s individual choice.

This “moment of silence” is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak, singly or in unison. Building principals and teachers must not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy.

The student code of conduct applies to disruptive behavior during a moment of silence in the same manner as provided for in other circumstances of such behavior.

Each building principal shall establish procedures to implement this policy.

### SCHOOL HOURS

**SCHOOL HOURS ARE 8:00AM-3:30PM. If students are at school prior to or after hours, they must be supervised by a school official. CLASS BEGINS at 8:10AM**

Monday-Thursday						Friday					
						<b>1st Period</b>	8:10-8:55	45 Min			
<b>1st Period</b>	8:10-8:58	48 Min				<b>2nd Period</b>	8:59-9:44	45 Min			
<b>2nd Period</b>	9:02-9:50	48 Min				<b>3rd Period</b>	9:48-10:33	45 Min			
<b>3rd Period</b>	9:54-10:42	48 Min.				<b>4th Period</b>	10:37-11:04	27 Min	<b>SRT</b>		
<b>4th Period</b>	10:46-11:22	36 Min				<b>A Lunch</b>	11:04-11:34	30 Min	<b>5th Period</b>	11:38-12:22	45 Min
<b>A Lunch</b>	11:22-11:52	30 Min	<b>5th Period</b>	11:56-12:44	48 Min	<b>5th Period</b>	11:08-11:53	45 Min	<b>B Lunch</b>	11:52-12:22	30 Min
<b>5th Period</b>	11:26-12:14	48 Min	<b>B Lunch</b>	12:14-12:44	30 Min	<b>6th Period</b>	12:27-1:12	45 Min			
<b>6th Period</b>	12:48-1:36	48 Min				<b>7th Period</b>	1:16-2:01	45 Min			
<b>7th Period</b>	1:40-2:28	48 Min				<b>8th Period</b>	2:05-2:50	45 Min			
<b>8th Period</b>	2:32-3:20	48 Min									

*\*Handbook Policies are subject to change due to review of current board policy. Indiana Code Statutes current through 2025 have been provided in the Handbook for convenience. Laws are subject to change and, in the event the current Code conflicts with this Handbook, current Code provisions shall apply.\**

## GRADING SCALE

The following grading scale will be used at Owen Valley High School. In order to encourage and to reward students who choose to take a more rigorous course of study. Advanced Placements (AP/ACP) courses will be given additional weight. The 5.0 scale will remain place for the students in cohorts 2023-2025.

Grade	Percent	Standard	AP/ACP
A+	97-100	4.0	5.0
A	93-96	4.0	5.0
A-	90-92	3.7	4.7
B+	87-89	3.3	4.3
B	83-86	3.0	4.0
B-	80-82	2.7	3.7
C+	77-79	2.3	3.3
C	73-76	2.0	3.0
C-	70-72	1.7	2.7
D+	67-69	1.3	1.3
D	63-66	1.0	1.0
D-	60-62	0.7	0.7
F	59 & below	0.0	0.0

**Project Lead the Way Courses**

Civil Engineering

Human Body Systems

Intro to Engineering

Principles of Biomedical Sciences

Principles of Engineering

Medical Interventions

**Beginning with the Class of 2026, all courses will have a 4.0 scale.**

Anything below a 63% will revert to the regular scale, and dual credit will not be awarded by the institution. Students will be recommended to withdraw from the class to avoid damaging the student's GPA.

Grade	Percent
A+	95-100
A	90-94
A-	85-89
B+	81-84
B	78-80
B-	75-77
C+	70-74
C	66-69
C-	65

**ACP Courses include:**

ENG W131 Reading, Writing & Inquiry 1-3 credit course

ENG L202 Literacy Interpretation- 3 credit course

ENG LIII Discovering Literature- 3 credit course

HIST H105 & H106 American History I & II- 3 credits each course

CHEM C101/121 Elementary Chemistry I & Elem CHEM Lab I-3 credits & 2 credits

MATH M125 Pre-Calculus Mathematics-3 credit course

MATH M126 Trigonometric Functions- 3 credit course

MATH M118 Finite mathematics-3 credit course

MATH M211 Calculus-4 credit course

POLS Y103 Introduction to American Politics- 3 credit course

SPCH P155 Public Speaking 3 Credit Course

HISP 5150 Second Year Spanish I (OVHS Spanish III) - 3 credit course HISP

S250/204 Second year Spanish II (OVHS Spanish IV) - 3 credit course

Students will be required to meet prerequisites to be enrolled in the IU ACP dual credit course.

**AP Courses include:**

AP Art and Design\*

AP Computer Science

AP Music Theory\*

AP courses will have an end of course exam. The AP Art & Design and AP Music Theory courses are not covered by the Department of Education's (DOE's)

AP Test payment Policy. This means that the students are responsible for paying \$96.00 for the AP test.

Students who drop the class after the test ordering deadline will be charged a \$40.00 unused test fee by the College Board.

**HONOR ROLL SYSTEM**

The honor roll will be determined by looking at a student's grades in the full credit classes. A full credit class meets five times a week for one term or more, and requires an equal amount of time for study. No Pass/Fail classes will be considered for the Honor Roll. Students are eligible for the A or A/B Honor roll as follows.

A Honor Roll: All of the students grades are A+, A, or A-

A/B Honor Roll: All of the student's grades are A+, A, A-, B+, B, B-

AP/ACP classes do not receive additional weight when considering a student for the honor roll.

All Incompletes must be satisfied within 1 week of the end of the grading period for a student to be considered the honor roll.

The honor roll will be figured at the end of each 9 week grading period.

### **CLASS RANK**

A student's rank in their class is determined by computing their grade point average and ranking the average from highest to lowest. A grade point average is determined by dividing the total number of grade points (see below) by the total number of credits attempted.

(A) 4 points    (B) 3 points    (C) 2 points    (D) 1 point    (F) 0 points

### **GRADE CARDS**

Semester grades will be calculated in the following manner. Each nine-week grading period will count 45% of the semester grade and the semester exam will count as 10% of the semester grade. IE-1st 9 week grade 45%+ 2nd 9 week grade 45% +Final Exam 10%= 100%. If a student fails to take a semester exam the student will receive an incomplete for the course. After two weeks, unless arrangements are made with the principal, the incomplete becomes an F for the semester and no credit is earned.

### **VALEDICTORIAN/SALUTATORIAN**

The potential valedictorian(s) will be determined at the end of the seventh semester. GPA will be monitored and the final declaration of the valedictorian(s) will not be announced until all senior grades are posted at the end of the fourth term. In the event that there is more than one valedictorian, no salutatorian will be declared. To be eligible for valedictorian or salutatorian, a student must maintain full time enrollment status. Courses that are retaken may not count towards an increase in the student's GPA for valedictorian or salutatorian status.

### **VALEDICTORIAN/SALUTATORIAN**

The potential valedictorian(s) will be determined at the end of the seventh semester. GPA will be monitored and the final declaration of the valedictorian(s) will not be announced until all senior grades are posted at the end of the fourth term. In the event that there is more than one valedictorian, no salutatorian will be declared. To be eligible for valedictorian or salutatorian, a student must maintain full time enrollment status. Courses that are retaken may not count towards an increase in the student's GPA for valedictorian or salutatorian status.

### **Beginning with the class of 2026:**

The Valedictorian/Salutatorian must have earned an Academic Honors Diploma to qualify.

The Latin Honor System will recognize students in the following categories:

Summa Cum Laude- All students with a grade point average of 3.95-4.00

Magna Cum Laude- All students with a grade point average of 3.75-3.94

Cum Laude-All students with a grade point average of 3.5-3.7

**Beginning with the Class of 2029**, Owen Valley High School will recognize Seniors at graduation through the obtainment of their Graduation Seals and Seniors who earn Latin Honors. This will take the place of Valedictorian/Salutatorian. Commencement speakers will be selected by Senior Class Officers.

## **STUDENT RECORDS**

The Family Educational Rights and Privacy Act, passed by Congress in 1974, provides that parents' rights extend until the student is eighteen years of age, or is enrolled in a post-secondary institution even if he/she has not yet reached his/her eighteenth birthday. An eligible student is one who has reached the age of eighteen or is enrolled in a post-secondary institution. A. The law requires that schools receiving Federal funds must:

1. Allow the parent or eligible student to review and inspect the student's record at reasonable times. This rule does not apply to records made and kept by one person, such as a psychologist or social worker, which are not shared with anyone but a substitute for that person.
2. Give the parent or eligible student the chance to seek amendment of records that the parent or eligible student believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights.
3. Obtain written permission from the parent or eligible student before revealing the records to other persons.
4. Notify parents or eligible students of their rights under this law.

B. There are some exceptions to rule number 3, above. In addition to any other exception recognized by law, school personnel may show or turn over records without permission to:

1. Other officials of the same school including teachers who have legitimate educational interests.
2. Officials of other schools in which the student seeks or intends to enroll.
3. Certain federal, state and local authorities that perform functions authorized by the act.
4. Individuals or organizations in connection with a student's application for or receiving financial aid.
5. Court or law enforcement officials as permitted by law.

Also, in an emergency, the school may turn over records if failure to do so would probably result in a threat to the subject's health or safety or those of others.

## **NON-CUSTODIAL PARENTS**

Upon request a non-custodial parent, unless restricted by court order, will be given access to all student report cards, student records, and disciplinary actions. The parent will also be allowed to participate in conferences, classroom visitations, and all other school activities. The student will not be released to the non-custodial parent unless written permission is given by the custodial parent. A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, and the school visitations of, the non-custodial parent.

**GRADUATION REQUIREMENTS**

**Indiana Core 40  
Academic Honors  
Technical Honors  
Indiana Graduation Pathways  
Alternative Diploma  
Certificate of Completion  
New Indiana Diploma/SEALS (Class of 2029)  
General Diploma  
Certificate of Attendance**

**Please See Below Documents**

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

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.

12-07-2012

**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 transcripted college credits in dual credit courses from the approved dual credit list.
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcripted 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 transcripted 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 GRADUATION PATHWAYS

The path to graduation is not one-size-fits-all. Indiana provides many pathways for students to earn a high school diploma.

## OVERVIEW

Students starting with the Class of 2023 must meet all of the following:

- 1** Credits
- 2** Learn & Demonstrate Employability Skills
- 3** Postsecondary-Ready Competencies

## DIPLOMA REQUIREMENTS

- 1 Credits**  
Earn credits toward a diploma with designation.

  - Core 40 - minimum 40 credits
  - Academic Honors - minimum 47 credits
  - Technical Honors - minimum 47 credits
  - General

**2 Learn & Demonstrate Employability Skills**  
Produce defined outcome(s) based on experience.

Defined Outcome Options

  - Videos
  - Papers
  - Resume
  - Dual Credit
  - Certifications
  - Portfolio
  - Projects
  - Slideshows
  - Presentation
  - Five Year Goal Plan
  - Reflection of Experience
  - Letters of Recommendation
  - Letter of Employment Verification
  - Postsecondary-related Experiences
  - Co-Curricular Participation
  - Extra-Curricular Participation
  - Locally Defined Outcome

**3 Postsecondary-Ready Competencies**  
Meet *at least one* of these competencies.

  - **Honors Diploma**  
*academic or technical*
  - **SAT**  
*reading/writing = 480, math = 530*
  - **ACT**  
*english = 18, reading = 22, math = 22, science = 23 (2 out of 4 needed with at least one in English/Reading and one in Math/Science)*
  - **ASVAB**  
*minimum of 31*
  - **Industry Certification**  
*certification from approved DWD list*
  - **Apprenticeship**  
*federally recognized*
  - **CTE Concentrator**  
*C average or higher in at least 2 advanced HS courses in a state-approved CTE Pathway*
  - **AP/IB/Dual Credit/ Cambridge International/CLEP**  
*C average or higher in 3 courses (1 of the 3 courses must be in core content area or all three must be part of a CTE pathway)*
  - **Locally Created Pathway**  
*approved by SBOE*
  - **Waiver**  
*see listed web link*

## TRACKING

- 1 Transcript with Completed Courses**

**Project-Based Experience**  
*Allows students to gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging, and complex question.*
- 2 Work Toward Completion of One of the Experiences Below**

**Service-Based Experience**  
*Integrates academic study with service experience, reflects larger social, economic, and societal issues, and collaborative efforts between students, schools, and community partners.*
- 3 Course Selection, Graduation Plan, & Testing Opportunities**

**Work-Based Experience**  
*Activities that occur in a workplace while developing the student's skills, knowledge, and readiness for work.*



Please Visit: <https://www.doe.in.gov/graduation-pathways>  
 Questions: [DOEGradpathway@doe.in.gov](mailto:DOEGradpathway@doe.in.gov)



**Indiana Alternate Diploma  
Course of Study**

Pursuant to 511 Indiana Administrative Code (IAC) 6-7.1-10, the alternate diploma applies only to a student with the most significant cognitive disability for whom a case conference committee has determined that the alternate diploma is appropriate, as indicated in the student's Individualized Education Program (IEP), and has taken the [alternate assessment](#). A student may satisfy the following course of study for the alternate diploma through enrollment in any combination of general education courses for credit, modified general education courses in which non-credit units are earned, and special education courses in which non-credit applied units are earned.

Additional information can be found in [this summary memorandum](#) from the Indiana State Board of Education regarding adoption of policy regarding the alternate diploma.

Minimum total 40 high school credits/applied units, or a combination of both: It is expected that these requirements are met through enrollment in a combination of general education courses for credit, modified general education courses in which non-credit applied units are earned, and special education courses in which non-credit applied units are earned.	
<b>Transition Goals</b>	<p style="text-align: center;"><b>At least one (1) of the following activities aligned with the student's transition goals:</b></p> <ul style="list-style-type: none"> <li>a. Complete an industry-recognized certification, one year certificate, or state approved alternative.</li> <li>b. Complete a project or work based learning experience, as determined by the case conference committee.</li> <li>c. Earn a work ethic certificate.</li> <li>d. Participate in part-time employment or other work related activities, as determined by the case conference committee.</li> </ul>
<b>English/Language Arts</b>	<p><b>8 Credits/Applied Units</b></p> <p>Including a balance of literature, composition, vocabulary, and speech or communication.</p>
<b>Mathematics</b>	<p><b>4 Credits/Applied Units</b></p> <p>Including a balance of number sense, expressions, computation, data analysis, statistics, probability, equations and inequalities, and personal finance.</p> <p><i>Required to take a mathematics or applied mathematics course each year the student is enrolled in high school.</i></p>



## Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

<b>Science</b>	<b>4 Credits/Applied Units</b>
	Including a balance of physical science, Earth science, life, science, and engineering and technology.
<b>Social Studies</b>	<b>4 Credits/Applied Units</b>
	Including a balance of U.S. history, U.S. government, geography, and economics.
<b>Physical Education I and II</b> <i>Adapted as necessary</i>	<b>2 Credits/Applied Units</b>
<b>Health &amp; Wellness</b>	<b>1 Credit/Applied Unit</b>
<b>Employability</b>	<b>10 Credits/Applied Units</b>
	Including a balance of: <ul style="list-style-type: none"> <li>a. Job exploration;</li> <li>b. Work based or project based learning experiences;</li> <li>c. Employability skills related to mindsets, self-management, learning strategies, social skills, and workplace skills;</li> <li>d. Introduction to postsecondary options, including an investigation into opportunities for enrollment in postsecondary programs, workplace readiness training programs to develop employability/independent living skills; and</li> <li>e. Instructional programs designed to teach self-advocacy.</li> </ul>
<b>Indiana Alternate Diploma Transition Portfolio</b>	
<b>Develop a transition portfolio that demonstrates the work experience, credentials, or work certificates the student completed during high school.</b>	

Contact the Indiana Department of Education's [Office of Special Education](#) regarding special education policy and procedures and [Office of Graduation Pathways](#) for assistance regarding alternate diploma qualifications.



# Owen Valley High School Certificate of Completion

*Students with Moderate to Severe Disabilities will work towards a Certificate of Completion at their own level, which includes individual goals and a variety of skills. Necessary accommodations will be provided with the goal of helping students to become as independent as possible.*

Course Description	Subject	Alternate Diploma Skills
<b>*English/Language Arts</b>		
Includes a balance of literature, composition, vocabulary, and speech/communication	Applied English	Reading
*At individual student level	Applied English	Comprehension
	Applied English	Writing
<b>*Community-Based Learning</b>		
Recycling, Sorting, Filing, Shredding, Filing Salt/Pepper, Replacing Batteries, Community Outings	Applied Pre-Vocational Skills	Self-Management, Social Skills, Workplace Skills, Independent Living Skills, Learning Skills
Communicate Wants/Needs, Interact w/ Peers/Adults/Staff, Take Turns, Accepting "No," Understanding Consequences	Social Skills	Self-Management, Social Skills, Workplace Skills, Independent Living Skills, Learning Skills
Hygiene, Measuring, Cooking, Cleaning, Knowing Clean/Dirty, Identify Tools, Emergency vs. Non-Emergency, Knowing Name/Address/Phone	Life Skills	Self-Management, Social Skills, Workplace Skills, Independent Living Skills, Learning Skills
<b>*Math</b>		
Includes a balance of number sense, expressions, computation, and personal finance (counting, money, addition, subtraction, multiplication)	Applied Algebra	Required to take a mathematics or applied mathematics course each year student is enrolled in high school
*At individual student level		
<b>*Biology</b>		
Includes a balance of physical science, Earth science, life science, and technology (animals, environment, energy, plants, seasons)	Applied Biology	Self-Management, Social Skills, Workplace Skills, Independent Living Skills, Learning Skills
*At individual student level		
<b>*Electives</b>		
Students will go to elective (general education) based on their interests.	Possible Class Choices: P.E., Art, Choir, JROTC	Students will have staff support as needed.

# Indiana Diploma

Class of 2029 and Beyond  
Owen Valley High School

## Base Diploma

43 Credits

### 8 English Credits

- 2 English 9, 1 Communication Focused Course, & 5 additional

### 7 Math Credits

- 2 Algebra I, 1 Personal Finance, & 4 additional credits

### 7 Science Credits

- 2 Biology, 1 Computer Science, 2 Science credits, & 2 STEM credits

### 6 Social Studies

- 2 US History, 1 Government, 2 World Perspectives credits

### 2 Health/PE

- 1 Health, and 1 PE

### 1 Preparing for College and Careers

### 13 General Elective

Learn and Demonstrate employability skills by completing one of the following experiences:

- Project-Based Learning
- Service-Based Learning
- Work-Based Learning

Complete ONE of the following Post Secondary Ready Competencies:

- C Average for 3 AP/DC Classes
- ACT: 18 English or 22 Reading AND 22 Math or 23 Science
- SAT: 480 EBRW, 530 Math
- ASVAB: 31 on AFQT
- State/Industry Certificate
- C Average for all 3 courses in a Career Concentrator Program of Study or a Locally Created Pathway

## Enrollment Seals

### HONORS

- Complete 4 World Language Credits
- Complete Specific Credits
  - 6 Social Studies Credits (1 additional credit)
  - 8 Math Credits (must include Geometry and Algebra II)
  - 7 Science Credits (must include Biology I and Chemistry)
- Complete all courses with a C- or higher and a cumulative 3.0 GPA
- Complete one of the following:
  - 4 credits in AP courses and take the exam
  - 6 college credits in Dual Credit classes
  - Or a combination of DC and AP credits
  - Score a 1250 on SAT or 26 on ACT

### HONORS PLUS

Earn the Honors Enrollment Seal, plus:

- Earn a credential of value:
  - Associate Degree
  - Technical Certificate
  - Indiana College Core
- Complete 75 Work Based Learning hours
- Demonstrate skill development in communication, collaboration, and work ethic

## Employment Seals

### HONORS

- Complete one of the following:
  - A market-driven credential of value (IE. CNA, Welding, Industry certification)
  - 3 courses in a Career and Technical Education (CTE) Pathway (IE. Agriculture, Business, Area 30)
  - A locally created pathway (IE. Civics Arts, JAG)
- Complete 150 Work Based Learning hours
- Demonstrate skill development in communication, collaboration, and work ethic
- Meet attendance goal
  - Per the DOE, no more than 3 unexcused absences in a school year

### HONORS PLUS

Earn the Honors Employment Seal, plus:

- Earn a credential of value:
  - Associate Degree
  - Technical Certificate
  - Indiana College Core
- Complete 650 Work Based Learning hours

Earning a seal satisfies all the Employability Skills and Post Secondary Ready Competency graduation requirements of the Base Diploma.

Graduating early requires earning a seal.

## Enlistment Seals

### HONORS

- Complete one of the following:
  - Introduction to Public Service course
  - JROTC Program
- Achieve a score of 31 on the ASVAB & complete one of the following:
  - All 3 components of the Career Exploration Program
  - A career exploration tool approved by IDOE
- Demonstrate skill development in communication, collaboration, & work ethic
  - Externally verified through a mentorship experience with current military personnel, veterans, or other public safety professionals
- Meet attendance goal
  - Per the DOE, no more than 3 unexcused absences in a school year

### HONORS PLUS

Earn the Honors Enlistment Seal, plus:

- Complete one of the following:
  - Achieve a 50 or higher on the ASVAB
  - Enrollment in ROTC at the collegiate level
  - Acceptance to a service academy
- Demonstrate excellence in leadership through one of the following:
  - Completion of at least 100 hours of public service
  - Holding a leadership role in a co/extracurricular activity
  - Completion of two seasons of a team-based physical sport or activity

**General Diploma-** A parent or counselor may request a student be exempted from the Core 40 curriculum and be required to complete the General Diploma requirements 40 Credits are required. Following the IC 20-32-4-7, 8, 9, 10 there is a Core 40 Opt-Out Process that must be followed.

**Certificate of Attendance-** Will be awarded to any student who completes their diploma requirements but does not complete the New Graduation Pathways requirements and does not meet the requirement for the waiver.

### **PHYSICAL EDUCATION WAIVER INFORMATION**

Physical Education 1(L) 3542

Prerequisite: None Grade: 9 Credits: one semester, one (1) credit

Fulfills part of the Physical Education requirement for all diplomas

Description: Physical Education 1 focuses on instructional strategies through planned, sequential, and comprehensive physical education curriculum which provide students with opportunities to actively participate in at least four of the following: team sports; dual sport activities; individual physical activities; outdoor pursuits; self-defense and martial arts; aquatics; gymnastics; and dance, all which are within the framework of lifetime physical activities and fitness. Ongoing assessment includes both written and performance-based skill evaluation. Individual assessments may be modified for individuals with disabilities, in addition to those with IEP's and 504 plans (e.g. chronic illnesses, temporary injuries, obesity, etc.). See 511 IAC 7-42-10.

Recommended Grade Level: 9-12

- Recommended Prerequisites: Grade 8 Physical Education
- Credits: 1 per semester
- Fulfills part of the Physical Education requirement for the General, Core 40, Core 40 with Academic Honors and Core 40 with Technical Honors diplomas
- Recommended: Classes are co-educational unless involves bodily contact or groupings based on an objective standard of individual performance developed and applied without regard to gender.
- Adapted physical education must be offered, as needed, in at least restrictive environment and must be based upon an individual assessment.
- As a designated laboratory course, 25% of course time must be spent in activity

Physical Education II (L) 3544

Physical Education II focuses on instructional strategies through planned, sequential, and comprehensive physical education curriculum which provide students with opportunities to actively participate in at least four of the following that were not in Physical Education I: team sports; dual sport activities; individual physical activities; outdoor pursuits; self-defense and martial arts; aquatics; gymnastics; and dance, all which are within the framework of lifetime physical activities and fitness. Ongoing assessment includes both written and performance based skill evaluations. Individual assessments may be modified for individuals with disabilities, in addition to those with IEP's and 504 plans (e.g. chronic illnesses, temporary injuries, obesity, etc.). See 511 IAC 7-42-10.

- Recommended Grade Level: 9-12
- Recommended Prerequisites: Physical Education I
- Credits: 1 per semester
- Fulfills part of the Physical Education requirement for the General, Core 40, Core 40 with Academic Honors and Core 40 with Technical Honors diplomas
- Recommended: Classes are co-educational unless the activity involves bodily contact or groupings based on an objective standard of individual performance developed and applied without regard to

gender.

- Adapted physical education must be offered, as needed, in the least restrictive environment and must be based upon an individual assessment.
- As a designated laboratory course, 25% of course time must be spent in activity

Physical Education II has an alternate Waiver program that can be completed for a PE II credit. If a student participates in an IHSAA Varsity sport or Marching Band or Advanced Choir or 1 school year JROTC they can qualify for a PE credit waiver.

Here are the guidelines:

1. Students may earn only their PE II credit using the PE credit waiver.
2. Only one (1) total PE II credit can be earned.
3. Credit will be issued at the end of the season.
4. PE will not appear on a student's schedule and therefore cannot count towards the five required credits for IHSAA athletic eligibility.
5. PE credits will be recorded on transcripts and will affect honor roll, GPA, and classrank.

#### Procedures

1. During the scheduling process students will inform the counselor that he/she wants to participate in athletics or marching band or advanced choir or JROTC to receive credit for PE II. 2
2. Students must demonstrate at least 90% participation in-group activities. Participation is defined as attending practices and completing tasks assigned by the adult in charge of practice and/or games and events. Participation of 90% is not linked to the amount of playing time.
3. Rosters will be turned in to the guidance office showing that the Coach, Band/Choir Director or JROTC instructor has confirmed participation and assigned the PE letter grade.
4. Final grade and credit will be recorded on the student transcript.

Students who are injured and unable to complete the alternative credit could be allowed to complete the credit during their next school year. These cases will be reviewed by the coach, athletic director, teacher of record, guidance counselor and principal.

### THE PATRIOT EXPO

The Patriot Expo's purpose is to broaden the scope of the high school research paper and to provide students the opportunity to demonstrate the knowledge they have gained in their high school career. The Patriot Expo is designed to allow students of all abilities to use their talents, skills, and creativity which have been developed across disciplines over 12 years of education. The Patriot Expo is student oriented with help available through mentor/mentors and English teachers.

The key components of the Patriot Expo include selecting a topic, conducting research, writing a research paper, producing a product or engaging in an experience related to the topic, and presenting the results to a panel of teachers, administrators, and community members. It is also the responsibility of the student to keep a timeline of work done to accomplish tasks on time, document the work as it is being done both in writing and through photographs, and ensure that the work done meets the standards of the Patriot Expo project.

The Patriot Expo meets the Project Based Learning Experience requirement of the New Graduation Pathways.

## **POST SECONDARY CREDIT POLICY**

- A. Students in grades 9, 10, 11, and 12 may enroll in college courses and attain college credit and to meet high school credit requirements.
- B. In order to receive high school credit for college courses, students must enroll in approved courses similar to those listed in 511 IAC 6-10 and the Course and Curriculum Area Description for Indiana Schools. Prior administrative approval is necessary.
- C. Students may enroll only in accredited public or private colleges or universities located in Indiana that grant baccalaureate or associate degrees.
- D. Students who plan to enroll in college courses to meet high school requirements must notify the administration and participate in a conference prior to enrolling. Parental participation is highly encouraged.
- E. A record will be maintained of the courses and credit hours enrolled in the program. School records will indicate the completion of credits attained for high school by college enrollment.
- F. There is no limit to the number of high school credits that a student may earn through the post-secondary credit program.
- G. Grades attained at the college level will be transferred directly to Owen Valley High School. Example: an "A" at the college level will be treated like an "A" at Owen Valley High School.

## **CREDIT RECOVERY POLICY**

Students who fail a required course should attend summer school to make up the credit. If they are not able to participate in summer school then they will have an option to retake the course in the classroom or through Plato, our online credit recovery program if space allows.

Students working toward an Academic Honors Diploma or Technical Honors Diploma may retake a class which they have earned a D+ or lower grade in. The new grade will replace the former grade in the GPA calculation. However, the former grade will still show on the student's transcript. Students MAY NOT retake a class that they have received a grade of a C- or higher to boost their GPA.

## **CREDIT ACCRUAL POLICY**

Owen Valley High School may provide online courses. The offering of online courses for high school credit will enhance the scope of electives and alleviate the need for students to serve as teacher assistants.

This policy will affect the Indiana Online Academy and the Plato accrual credit. This policy is not designated for credit recovery. There is a separate policy for credit recovery.

The entire OVHS student population will be considered for online course work. Courses that will be offered online at OVHS will not conflict with current courses or future courses offered during the school day at the high school. This can include AP courses, as well as advanced courses above what is offered at OVHS. Any online course will be graded on a 4.0 GPA grade scale. Students may be allowed to complete online courses that align with courses offered at the high school only if a scheduling conflict or extenuating circumstance has developed. The building administrator and department head of the course in question will determine scheduling conflicts or extenuating circumstances.

The State of Indiana approves courses for Academic Honors and Technical Honors diplomas. Online courses may not be substituted for the state approved list of courses that are required for Academic Honors or Technical Honors diplomas.

Any course that is offered online for dual college credit must meet current guidelines outlined at OVHS. If a student completes an AP online course and does not pass the end of the course assessment, the student may receive high school credit only if he/she passes an end of the course assessment developed by the appropriate department.

The building administrator will determine fees assessed for test taking and coordinating a test schedule outside the school day. In an effort to maintain honesty and integrity in assessments of online course work, OVHS shall be the centralized location for all assessments. All tests must be taken during the school day under the supervision of a staff member after school hours at designated times. These times must be pre-arranged.

### **ACADEMIC RESPONSIBILITY**

Students are expected to exhibit behavior that comes with maturity. Proper academic behavior includes, but is not limited to, the following student traits:

1. Being diligent in one's studies
2. Turning in only one's own work and refusing to plagiarize, or otherwise take credit for work other than one's own.

Enrolling in and participating in classroom activities, which include being attentive to the instructor, reciting when called on, joining in with group work, and completing assignments at the designated time.

Students will not exhibit the following behavior in the classroom:

1. Creating any form of disturbance that would hinder learning.
2. Sleeping.
3. Working on other course assignments.
4. Writing notes.

Failure to comply will be considered academic irresponsibility, the classroom teacher may take disciplinary action, and the classroom teacher will notify parents.

## **ACADEMIC ACHIEVEMENT STATUS**

**In order to keep parents and students more informed regarding the progress towards graduation, OVHS has developed the following structure. Students must achieve a certain number of credits along with years of education in order to be eligible for class status and the accompanying privileges. The requirements are as follows:**

Freshman Status:	0 to 11 Credits
Sophomore Status:	12-23 Credits
Junior Status:	24-35 Credits
Senior Status:	36 or more Credits

## **PLAGIARISM POLICY**

Teachers accept a student's written work as his or her own original composition. Therefore, the student may not submit work that has been copied, wholly or partially, from a book, article, essay, newspaper, internet or other software, another student's paper or notebook, or any other written or printed source.

Students may use the exact words, paraphrases, or ideas of others only if thoroughly cited and documented. Students who violate this policy may lose credit for the work, or may be required to redo the assignment in question, at the teacher's discretion. Further disciplinary action may be taken as a Category 2 offense. (see Discipline Plan)

## **THE GOVERNOR'S WORK ETHIC CERTIFICATE BRIDGING EDUCATION AND SUCCESS**

Students participating in the Governor's WEC program will be required to demonstrate the following employability skills consistently throughout the school year of participation. The following 5 competencies will require the signature of three (3) staff members who have known the student candidate for the entire academic year.

- Student is able to persevere through challenges and problem solve;
- Student is accepting and demonstrates service to others, possesses a positive attitude and communicates clearly;
- Student is a self-starter and a critical thinker;
- Student is reliable and demonstrates responsibility and teamwork;
- Student is organized, punctual and demonstrates self-management;

Student candidates will also be required to meet the following four (4) objective competencies for the entire academic year.

- Students demonstrate academic readiness, has a cumulative GPA of at least 2.0, and has met or is on track to meet all graduation requirements.

- Student attendance rate is 98% or higher AND has four or fewer sign-ins, sign-outs or times tardy to school
- Student has 1 or fewer discipline referrals for the school year
- Students have completed a minimum of 6 hours of community service or volunteerism during the academic calendar.
- Student must meet a score of 9 of 9 in order to obtain the Governor's WEC

### **DROP AND ADD POLICY**

No changes will be made after the first week of the term **unless:**

1. A student has failed a class in a previous term and needs to retake that class to meet graduation requirements.
2. A student has not been scheduled into a required class that is needed to graduate
3. A student has been scheduled into the wrong class.

Once a term has started and students feel strongly that they need a schedule change, they would have to make an appointment with their counselor. Students who withdraw will receive a withdrawn/failing notation on their transcript.

### **PASSES**

Any student driver arriving at school after 8:10AM must ring the bell at the back entrance, then report to the front office to sign in and obtain a pass to class. Any student (regardless of age) that needs to leave school grounds during the day, **must have parent permission (through a note or parent must call the front office) and the student must sign out in the front office.**

Students in the halls during class periods must have a pass signed by an authorized individual to prove their need to be there. Unless a dire emergency, to be determined by the instructor, passes should be denied out of a classroom. Passes should be immediately available to be shown to teachers and administration in the hall. Passes may be issued by the teacher in charge of the class or by another teacher or administrator who has authority to excuse students from class to do necessary work. Passes to a student's vehicle to retrieve school related items will be given from the front office only. The student will be asked to sign out on the Parking Lot Sheet, and sign back in when they return. Abuse of this regulation will result in the loss of this privilege.

### **ANNOUNCEMENTS**

Announcements concerning events of the day and other important items will be made at the beginning of the school day. Announcements should be added to the Morning/Afternoon Announcements by 8AM & 3PM each day.

### **PUBLICATIONS**

The *Triad* is the yearbook of Owen Valley High School. Its publication is the responsibility of the yearbook staff. Its objectives are similar to those of the newspaper and all students are urged to give it their support.

### **RELEASE OF DIRECTORY INFORMATION**

The school corporation may release certain "directory information" including student's name, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, awards received, and other similar information without parental consent to newspapers, magazines, radio and television, colleges, civic organizations or similar groups or publish such information in its own publications, programs or by other

means unless a parent notifies the school district within 14 days of this notification that they do not want any certain designated directory information released to such parties without their express prior written consent.

### **CONVOCATION/PEP SESSIONS**

Respect and courtesy are key words for student behavior at all convocations. At times, seating will be assigned. Students must sit in those areas when so directed. Those students who are unable to conduct themselves properly will be assigned to a student hall area permanently.

### **FIRE DRILLS**

Fire drills will be held regularly during the school year. Fire drill instructions are posted for each area and each classroom of the building. Absolute quiet must prevail in the building during a fire drill in order that any directions for safety may be heard and understood.

### **POSTERS**

All signs and posters must be approved by the main office. Posters may be displayed only in spaces provided.

### **FUTURE CENTER/LIBRARY**

- A. Hours: Owen Valley High School Future Center /Library hours are 7:30-3:30 pm Monday-Friday. Students are welcome to stay later if there is a staff member present who is willing to supervise. Hours in the library are shorter on partial days of school.
- B. Circulation: All students and staff have the ability to check out library materials. Students need to have their ID card, transcript or know their student number to check out materials. Students will be prohibited from checking out materials if they accrue overdue materials.
- C. Book Limits: Students may check out up to three books at a time. Students may renew materials that they still need to use as long as there are no patron holds on the material. If a student does not return or loses library materials the student will have the responsibility to replace or pay for the library material.
- D. Entrance: Students are always welcome in the library during library hours although there may be occasions where they will be asked to leave due to classroom reservation. During school hours, students need to have a signed pass and present it to the library staff when they sign-in; before and after school students do not need a pass.
- E. Discipline: If school rules are not followed in the library, students will have the same consequences for their actions as in a classroom or the rest of the school. This includes the Owen Valley Internet Policy. Students will lose computer and library privileges if they break the policy and may receive a referral if the actions require such. Students may also be asked to return to their class or go to the office if uncooperative.
- F. School Supplies: A variety of school supplies are available in the Future Center/Library. (i.e. pencils, pens, paper, poster board, etc.)

### **CAFETERIA**

During the regular lunch periods, students may enjoy the choice of a la carte or plate lunch. From time to time, special offerings are also available. A prepaid accounting program utilizing the students' ID cards is used. Each student will have his/her own account in which to deposit money for lunches, breakfast, extra milk and a la carte items. Students who receive free lunches will need to have account deposits to purchase a la carte or "extra" items. Deposits to the students' cafeteria account should be made before school in the cafeteria.

Parents may send any amount (daily, weekly, or monthly) for deposit prepaying the student's food account only. Be sure the student's name and ID number are listed on the check. Checks should be made payable to Owen Valley High School and should be for the exact amount to be deposited and should include a driver's license number. No food of any type is to be removed from the cafeteria. If students choose to eat on the brown tile or picnic tables, all trays, dishes, and utensils should be returned in the appropriate location. During the lunch period, students are not permitted to be in the stairwells, D-wing, middle school, (or attached hallways), upstairs, front and side yards, or any parking area without administrative permission. **Students having lunch or lunch money delivered must make arrangements prior to the beginning of the school day. No students will be called from the classroom or lunchroom to receive their lunch.**

### **FOOD/VENDING MACHINES**

Students are allowed to access the vending machines and other food vendors before school, and after school. Students are not to consume any food or possess open container in the hallways, stairwells, or on the gymnasium floor. **The only drinks allowed during the school day are those in clear plastic bottles with screw on lids.** Food should not be taken in a classroom without the permission and supervision of the teacher in charge of the classroom. Access to vending machines during passing period or class time may be prohibited due to demand and time limitations.

### **SUBSTITUTE TEACHERS**

From time to time, it is necessary for the classroom teacher to be absent from school. On those occasions, the teacher will leave an appropriate lesson and related activity for the substitute teacher to administer to students. Students are expected to approach this classroom experience with the same attitude of scholarship and cooperation that they would exhibit with the regulate teacher. Substitutes are to be accorded the utmost respect. Students are to follow their directives and cooperate fully. Failure to do so will result in disciplinary actions appropriate to the incident.

### **VISITORS AND VOLUNTEERS**

Students may not bring visitors to school. Visitors must report to the office and obtain a visitors pass before visiting class. Parents of students are encouraged to visit the school at any time. Parents doing so must also obtain a visitor's pass from the office. All visitors and volunteers are subject to the discretion of administration.

### **LEAVING SCHOOL PROPERTY**

A student is not permitted to leave school property during the school day without the permission of the principal, the assistant principal, or school nurse. Parents who wish to pick up a student during the school day shall make such arrangements in advance and call for the student at the main office.

Students having made arrangements with parents to leave during the school day must sign out in the main office before leaving the school. If they return to school on the same day, they must sign back into school in the main office. Students who do not follow the procedures described in these paragraphs will be subject to disciplinary action and loss of driving privileges, if applicable. (See Discipline Plan Category 3)

### **STUDENT ILLNESS**

In the event of a student becoming ill during the school day, the student will be sent to the nurse to determine if he/she should be sent home. A parent or immediate family member must be contacted in order for a student to leave school grounds. Without this authorization, the student will not be released.

The nurse's office will allow cough drops, Tums and Tylenol with parental permission. The required/recommended immunizations for grades 9-11 are as follows: 3 Hepatitis B, 5 DTaP, 4 Polio, 2 MMR, 2

Varicella, 1 MCV4 Required, 1 Tdap. Grade 12: 3 Hepatitis B, 5 DTaP, 4 Polio, 2 MMR, 2 Varicella, 2 Hepatitis A, 2 MCV4, 1 Tdap. Grade 12 has all of the same requirements as grades 9-11, but need an additional dose of MCV4 (two total).

Students with prescription or nonprescription medications must take them to the nurse's office.

To take the medication, the student must go to the nurse's office where the medication will be held. Students with medications on their person are subject to disciplinary action (see special circumstances IC 20-33-8-13).

### **POSSESSION AND SELF ADMINISTRATION OF MEDICATION PERMITTED**

Pursuant to IC 20-33-8-13, a student with chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if the following conditions are met:

The student's parent has filed an authorization and physician's statement with the student's principal for the student to possess and self-administer the medication. The physician must state:

- (A) The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
- (B) The student has been instructed in how to self-administer the medication; and
- (C) The nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement must be filed annually with the student's principal.

### **ACCIDENT INSURANCE**

Student group accident insurance is available under a voluntary plan. Information describing the terms is given to students during the first week of school. Students wishing coverage should complete all necessary forms and return the application and money to the main office.

### **LOST AND FOUND**

The lost and found is located in the cafeteria commons area during lunches. A student who loses personal property should inquire at the main office. If a student finds another's property should be turned in at once to the main office. OVHS is not responsible for the personal property that students bring to school.

### **TELEPHONE/CELL PHONE**

No student will be called to the telephone during school hours except in the case of an emergency. Important phone messages will only be taken for students from parents/guardians. Students and employers should make arrangements other than through the school's main office to contact one another. All important calls will be taken and the student notified to call back when they are free to do so. Students should remind parents that they should not call the student at school except in emergency cases.

Cell phones will be permitted for use during lunchtime and passing period only. Cell phones should not be seen or heard outside of these times. Use of cell phones during a school-wide emergency will be considered in participating in a school-wide disruption. Failure to follow these guidelines will result in disciplinary action per the discipline policy of this publication.

*Cell phones may be confiscated and parents will have to pick them up in the front office.*

## **Important Notice to Students and Parents Regarding Cell Phone Content and Display**

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct”, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child sex abuse material” as defined by Indiana Criminal Statutes.

It is “child exploitation,” a Level 5 felony under IC 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.

It is “child sex abuse material,” a Level 6 felony under IC 35-42-4-4(d), for any person/student to *possess* a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.

“Sexual conduct” is defined by IC 35-42-4-4(a)(5) to include sexual intercourse, exhibition of the uncovered genitals or female breast with less than a fully opaque covering of any part of the nipple intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at IC 11-8-8-7 and the Sex Offender Registry Offense Statute at IC 35-42-4-11, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

### **ATTENDANCE POLICY**

A student enrolled in Spencer-Owen Community Schools is expected to attend school each day. School attendance is compulsory under Indiana law. Parents who permit their children to be absent without valid excuses are in violation of the law. Spencer-Owen Community Schools intend to vigorously uphold the Indiana statutes relating to school attendance.

Excessive absences and tardiness are very serious matters. Each has a direct relationship to quality education, as well as development of habits that will continue through students’ remaining school and work years. The school accepts the responsibility of helping develop good character habits in its students. The state law, however, is quite clear that it is the responsibility of the PARENT to have his/her child in school attendance daily. Spencer-Owen Community Schools will use the laws to any degree necessary to help insure regular attendance of each student.

#### **I. Attendance Requirements**

In order to be considered for credit or grade promotion, a student must be in attendance for a minimum of 162 days each school year. Excused absences are NOT exempt from this requirement. Each building principal maintains the authority to rule on extreme cases or extenuating circumstances.

At the high school, students who miss more than five (5) days in any one class per grading period shall not receive credit for that course without having their attendance evaluated (this process is explained

below). Absences of any kind, excused, authorized, unexcused, or suspensions apply. Students shall be informed verbally and a letter mailed home indicating that more than five (5) absences have occurred in at least one class and that credit(s) will not be awarded unless they petition for evaluation of their attendance.

- Students may petition an attendance committee (described below) to evaluate their attendance for extenuating circumstances. If circumstances are warranted, said committee may reinstate credit(s) for courses falling under the five (5) day absence policy.
- The attendance committee will consist of the principal, assistant principal and the counselor of the student, the student, and parent(s)/guardian(s) of the student.
- The principal of the high school shall act as final evaluator of the student's petition if he/she does not agree with the decision of the attendance committee in part two (2) above.

At the high school, students are permitted four minutes to pass from one class to the next. Tardies will be recorded in all classes. At the third tardy and thereafter, teachers will refer it to the office. (See Category 2 of discipline chart).

*Attendance*-Students who have been referred for truancy or excessive tardies may also have their driving privileges revoked by school officials. B. Attendance at the high school will be kept by class.

## **II. Recording of Absences and Tardies**

- A. A student at the high school will be recorded as tardy if he/she is not present when the bell rings for the beginning of class but is present for the rest of the class period.
- B. A student at the high school must be present at least 80% of the class period to be counted as present but tardy or they will be counted as an absence.
- C. Each building principal will severely limit occurrences of early dismissals and has the authority to retain a student in class until normal dismissal time if the reason the parent wants to take the student is not one of the reasons an excused or authorized absence may be granted.

## **III. Categories of Absences/Tardies**

- A. Exceptions to the school attendance law are provided by IC 20-33-2 as follows:
  1. Service as a page in the state legislature
  2. Participation in an election on Election Day
  3. A subpoena to appear in court as a witness
  4. Active duty in the National Guard or the Civil Air Patrol
  5. Educationally related activity outside of regular school curriculum approved by the principal
  6. Participation or exhibition in the Indiana State Fair
- B. Excused absences and tardies are the exceptions to school attendance allowed by the S-OCS school board
  1. Observation or celebration of a bona fide religious holiday
  2. Death in the immediate family
  3. Professional appointments, including medical, dental, legal and other necessary appointments other than during school hours (only for the time actually required for transport and in the office-not, for example, for shopping time after the appointment)
  4. Verified illness or mental or physical incapacity
  5. Bus does not run (or is late in case of tardies)
  6. Required court attendance
  7. Two (2) college visitation days allowed to seniors and one (1) to juniors (not during the last two weeks of a term)

8. As determined by the principal or their designee
- C. Prearranged Absence (Educational Leave) with the following guidelines:
1. Arrangements are made by the parents with the principal **more than 3 days prior to the leave.**
  2. The parent must identify the exact educational value of the leave by completing the required form available from the school office.
  3. The educational leave must follow Section I of the attendance requirement.
  4. Leave will be an unexcused absence during the first of last week of a term or during achievement and ECA test periods (subject to determination by principal or their designee)
  5. The student and parent will sign a form agreeing to the timelines established by the school for makeup work.
- D. Unexcused absences and tardies are any absences not covered by A, B, or C above.

#### IV. Administrative Processing Absences/Tardies

- A. Parent are requested to phone school (812-829-2266) by 9AM on the day of the absence.
- B. Students must present a written excuse from the parent ON THE DAY OF RETURN to school. If no written excuse is delivered that day, the absence will automatically be recorded and unexcused. (It should be noted that the above mentioned written note does not automatically mean an excused absence). A written note is still required even if the parent phoned previously. Schools are required to keep written excuses for three years. An UNEXCUSED absence may be changed to EXCUSED if a valid written excuse is presented within three (3) school days following the last day of absence. The absence cannot be re-classified after the three (3) day period and will remain UNEXCUSED.
- C. A doctor's statement must also be presented to excuse a medical or dental appointment.
- D. The principal or designee will determine if the absence is excused, authorized or unexcused.
- E. A principal at any time may require a parent to produce a doctor's statement to excuse an illness, but certainly after the 5th day of absence at the high school. After the 10th absence at the high school a doctor's note will be required to excuse an absence.

#### V. Make-Up Work

- A. All work and tests during absences must be made up. Students will have day's equivalent to the number of days absent to turn in all make-up work. If absences are at the end of a grading period and the student is entitled to more days for make-up work, the student will be allowed their days to complete that work up to a maximum of 5 school days (1 week). Make-up work not completed by this time will not be accepted. The student's grade on their report card will show an "INC" for incomplete until the work is completed or one week is up.
- B. Students will be expected to complete all make-up work from any absences; this includes UNEXCUSED absences and SUSPENSIONS.  
***\*It is the student's responsibility to meet with their teacher to discuss making work. It is the responsibility of the student to request missing work. On the third day a student is absent, a parent may request homework through the front office. The teachers then have 24 hours to prepare the work and send it to the front office for parent pick up.***

#### VI. Notification to Parent of Student Absences

- A. Parents of high school students will be notified by mail after their student has missed 5 unexcused days of school. Real and probable consequences are to be clearly stated.

## VII. Field Trip Limitations

- A. For school-sponsored trips, all students may attend two (2) field trips per semester. The teachers should note in their records the date of the student field trip and keep record of the number of trips in that semester. If the student is in jeopardy of failing a course or received an "F" the previous grading period, the teacher may refuse to sign the permission form. (regardless of the number of field trips). If any teacher does not sign the form, the student will be prohibited from attending the field trip with the group.

## VII. General Administration

- A. A student who is unable to attend school because of an illness will not be allowed to attend or participate in any extra-curricular functions in the same day.
- B. The principal may file charges of "Educational Neglect" and/or "Truancy" with the prosecuting attorney for ten (10) or more absences. Principals are both encouraged and supported in this step, if previous attempts have been made to correct the attendance problem.
1. Anytime a student is absent an automated call goes home to the parent. This is setup through PowerSchool, our student management system. After three days of a student being absent with no parent call, OVHS will personally call home on each student.
    - 5 days the school will mail a 5-day letter home.
    - 10 days the school will make a DCS report on the student and the SRO will deliver the 10-day letter to student's home and complete a wellness check. OVHS will refer student to Truancy Diversion Program.
    - 15 days the school will make another report to DCS and SRO will deliver a 15-day letter to the student's home. **OVHS will notify juvenile probation at this time about chronic attendance.**
    - 20 days the school will meet the student/parent and may recommend retention based on chronic absences. **OVHS will notify juvenile probation.**
  2. If attendance pertains to seniors and in the last few months of school or a student who is performing well academically, juvenile probation will not intervene. Students who accrue attendance concerns toward the end of the year and WILL return to OVHS the following year, juvenile probation will pursue these cases. ALL school discipline policies are still on the table and may be followed through with as well.
- C. Each building principal will initiate a reward system for outstanding, positive attendance patterns about his/her students, but may not reward a student by excluding him/her from examinations. However, each building principal may establish any further procedures necessary for the implementation of the corporation attendance policy.
- D. Truancy intervention will be implemented for those students who have received a 10 day attendance letter. Once a student accumulates ten total absences, they will be referred to the Owen County Truancy Diversion Program. Failure to participate in the truancy diversion program may result in a referral to juvenile probation. School resource officers will deliver the 10-day absence letter as well as information from the prosecutor's office.

## 5200 – INDIANA ATTENDANCE

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence being present in the classroom enables the student students to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

**Attendance** shall mean to be being physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in on which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all School Corporation students, except those exempted under other provisions of Federal or State law, during the days and hours that the school is in session or during the attendance sessions to which s/he the student has been assigned.

Attendance need not always be within Corporation facilities, and a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

### **Exceptions to Compulsory Attendance/Excused Absences**

Exceptions to compulsory attendance that shall be recognized by the School Corporation as provided by State statute are:

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14);
- B. service on a precinct election board or helper to a political candidate or a political party on the date of an election (I.C. 20-33-2-15);
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20- 33-2-16);
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17 20-33-2-16);
- E. participating as a member of the Indiana wing of the civil air patrol Civil Air Patrol for not more than five (5) days (I.C. 20-33-2-17.2);
- F. exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household for not more than five (5) school days provided that the student is in good academic standing as determined by the Corporation, the student's parent has requested the absence in writing, and the school principal has provided written approval for the absence (I.C. 20-33- 2-17.7 20-33-2-17.7);

The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.

- G. participating in an educationally related non-classroom activity which that is consistent with and promotes the educational philosophy and goals of the School Corporation and the State Board of Education, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance writing by the school principal (I.C. 20-33-2-17.5).

For any of these exceptions a student shall not be recorded as absent from school.

Additionally, the Board shall allow a student to attend a school for religious instruction that is conducted by a church, an association of churches, or an association that is organized for religious instruction and incorporation under Indiana law for not more than 120 minutes per week for the student to receive religious instruction if the student's parent makes a written request for such absence to the school principal and the school principal approves that request, as provided in Board Policy 5223 - Released Time for Religious Instruction. A student who is receiving religious instruction as indicated herein shall not be recorded as absent from school.

The Superintendent shall require, from the parent of each student or from an adult or emancipated student who has been absent for any reason, a verbal statement and/or written communication of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. absence of more than five (5) days duration;
- C. repeated unexplained absence and tardiness.

The Board considers the following as reasons for excused absences:

- A. illness verified by a note from the parent
- B. illness verified by a note from a physician
- C. recovery from an accident verified by a note from a physician or documented by medical records
- D. required court attendance by subpoena or court order
- E. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc., as applicable
- F. death in the immediate family
- G. observation or celebration of a bona fide religious holiday in accordance with Policy 5223 verified by a note from the parent
- H. military-connected families' absences related to deployment and return
- I. vacation during the school year requested by the student's parent and approved by the Principal

J. such other good cause as may be acceptable to the Superintendent or permitted by law

## **Unexcused Absences**

**Unexcused Absence** shall mean any absence not covered under the definition of excused absence or an exception to compulsory attendance as stated above. An out-of-school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

## **Truancy and Habitual Truants**

**Truancy** shall mean an absence from school that is not an excused absence as stated above or that is not an absence under a parent request that has been filed with the school.

**Habitual Truant** shall mean a student who has been absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school.

The Superintendent, Corporation attendance officer, a security police officer appointed under I.C. 36-8-3-7, or a Corporation police officer appointed under I.C. 20-26-16 shall report a child who is a habitual truant to the prosecuting attorney in the county in which the student resides by filing an affidavit as provided in I.C. 20-33-2-26. Each of the aforementioned individuals has an independent duty to file such an affidavit under State law. The Superintendent or Corporation attendance officer also shall report a student who is habitually absent from school in violation of the compulsory school attendance law to an intake officer of the juvenile court of the Indiana Department of Child Services (DCS).

## **Truancy Prevention**

**Truancy Prevention Measures** shall mean actions designed to address truancy before a student becomes a habitual truant and to minimize the need for referrals to a voluntary truancy prevention program or reports to a juvenile court.

For purposes of the Corporation's truancy prevention measures, **absent student** shall mean a student in Kindergarten through Grade 6 who is absent from school five (5) days within a ten (10) week period without being excused or absent in conformity with a note on file from the student's doctor, therapist, or other authorized professional requesting frequent absences be excused under the student's individualized education program (IEP), service plan developed under 511 IAC 7-34, choice scholarship education plan developed under 51 IAC 7-49, or Section 504 plan. When a student is identified as an absent student under this policy, the school that the student attends shall:

### **Immediately provide written notification to the student's parent that:**

1. The student has been identified as an absent student based on the student's school attendance.
2. The parent is responsible for monitoring the student's school attendance and ensuring the student attends school, in accordance with compulsory attendance laws.

3. The school will be initiating truancy prevention measures for the student.
4. The parent is required to attend an attendance conference regarding the truancy prevention measures that the school will be implementing for the student.
5. If the student meets the definition of a habitual truant:
  - A. the Superintendent or Corporation attendance officer is required to report the student to an intake officer of the juvenile court or DCS in accordance with I.C. 20-33-2-25
  - B. the juvenile court may determine that the student is committing a delinquent act as provided under I.C. 31-37-2-3; and
  - C. the student's parent may be subject to prosecution under I.C. 35-46-1-4.

**Hold an attendance conference with at least the following individuals to discuss the student's absences and establish a plan for the student to prevent future absences:**

6. A representative of the school.
7. A teacher of the student.
8. The student's parent.
9. A representative chosen by the student's parent who may provide insight into the student's absenteeism if the student's parent makes a request to the school that the representative attend and provides notice to the school regarding the identification of the representative at least forty-eight (48) hours before the attendance conference.

The attendance conference shall be held not more than five (5) instructional days after the student's fifth absence in a ten (10) week period regardless of whether the parent or the parent's chosen representative is able to attend the conference. The school shall make all reasonable efforts to hold the attendance conference on a date and at a time that works with the schedule of the student's parent.

**At the attendance conference, establish a plan for the student to prevent future absences that may include the following:**

10. Any wraparound services that are able to be provided to the absent student to ensure the absent student attends school.
11. A specific description of the behavior that is required or prohibited for the absent student.
12. The period for which the plan will be effective, not to exceed forty-five (45) instructional days after the date it is established.
13. Any additional disciplinary action the school will take if the absent student does not comply with the plan.
14. If applicable, a referral to counseling, mentoring, or other services for the student.

15. If applicable, whether a parent is expected to attend the counseling, mentoring, or other services with the student.

The school representative shall ask the absent student's parent to sign the plan indicating the parent's agreement to comply with its terms.

**Offer additional counseling services to an absent student if the school determines that the student's absences are related to any of the following:**

16. The student's pregnancy.
17. The student is in foster care (as defined in I.C. 31-9-2-46.7).
18. The student is homeless.
19. The student has a severe or life-threatening illness or related treatment.

**The Superintendent shall develop administrative guidelines for the attendance of students which:**

- A. provide a school session that is in conformity with the requirements of the law;
- B. permit students absent for any excusable reason to have an opportunity to make up work they missed;
- C. govern the maintenance of attendance records in accordance with the rules of the State Board;
- D. provide that any student who, due to a physical or mental impairment, exceeds or may exceed the Corporation's limit on excused absences is to be referred for an evaluation to determine eligibility under either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

Such guidelines shall provide that a student's grade in any course is based on performance in the instructional setting and is not reduced for misconduct. If a student violates the Corporation's attendance policy or other school rules, the student shall be disciplined appropriately for the misconduct, but grades shall be based upon what the student can demonstrate has been learned.

Such guidelines also shall provide for reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, are expelled, or are considered dropouts under I.C. 20-33-2-28.5.

The Superintendent develop administrative guidelines on attendance that properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who has been absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school;
- B. investigates the cause(s) of the student's truant behavior;

- C. considers, when appropriate, modification of the student's educational program to meet particular needs that may be causing the truancy;
- D. ensures that truant students are disciplined provides for the discipline of truant students in accordance with the Corporation's policies and administrative guidelines on student discipline;
- E. provides for reporting to the Bureau of Motor Vehicles those students who are habitual truants. habitual truants as provided in I.C. 20-33-2-11
- F. provides for determining whether a habitual truant may participate in extracurricular activities.

The Superintendent shall make available to all parents and adult or emancipated students the Board's policy and the Corporation's administration guidelines on attendance.

**Legal References:**

- I.C. 9-24-2-1, -4
- I.C. 9-24-2-4
- I.C. 20-18-2-6.5
- I.C. 20-26-16
- I.C. 20-33-2-11
- I.C. 20-33-2
- I.C. 20-33-2-14
- I.C. 20-33-2-15
- I.C. 20-33-2-17
- I.C. 20-33-2-17.2
- I.C. 20-33-2-17.5
- I.C. 20-33-2-17.7
- I.C. 20-33-2-25
- I.C. 20-33-2-26
- I.C. 20-33-2-28.5
- I.C. 31-9-2-46.7
- I.C. 31-37-2-3
- I.C. 35-46-1-4
- I.C. 36-8-3-7
- 511 IAC 1-3-1
- 511 IAC 6-7.1-8
- 511 IAC 6--7.1-9

**Cross References**

- po2370
- po5111.01
- po5111.03
- po5223

## WITHDRAWAL PROCESS

Students withdrawing for any purpose should inform their respective counselor prior to their last day of attendance. Under Indiana law, 20-33-2-9, a student who is at least sixteen (16) years of age but less than eighteen (18) years of age is bound by the requirements of compulsory school attendance and may withdraw from school before graduation except in limited circumstances. Students and parents are advised that withdrawal may constitute a loss of driver's license until the student's eighteenth (18th) birthday.

A student must give a written acknowledgement that the student and the student's parents understand that withdrawing from school is likely to (1) reduce the student's future earnings; and (2) increase the student's likelihood of being unemployed in the future

## DRUG POLICY

### OVHS Extra-Curricular Activities and Student Driving Drug Testing Program

**RANDOM DRUG TESTING** The primary purpose of random drug testing is not intended to be disciplinary or punitive in nature, but rather is intended as an aid in disclosing possible substance abuse problems, and as an extension of educational drug and alcohol programs. The goal of the Random Drug Testing Program is to identify a student with drug residues in his/her body, to provide notification to the custodial parent or guardian, and to educate, intervene, and direct students away from drug and alcohol abuse and towards a healthy, safe and drug-free adult life.

The implementation of random drug testing will not affect the policies, practices, or rights of the Spencer-Owen Schools in dealing with drug and alcohol use where reasonable suspicion is obtained by means other than the random sampling provided within this program. Every student of Owen Valley High school participating in any non-credit and/or credit extra-curricular activity, or driving any vehicles onto school grounds must submit to random drug testing and will be required to fill out a consent form located on the Final Forms registration website. The student, the parent, or guardian must sign the form before the student will be eligible to practice or participate. By signing the consent form, the student agrees to provide, at any time requested by school administration, where a urine sample will be collected and tested for drugs and alcohol, and/or perform a breathalyzer test for alcohol.

Students who are not mandated to be randomly drug tested, their Parents or Guardians may choose to complete these forms if they wish for their students to be tested via the Final Forms Registration website. The drug testing guidelines/procedures, athletic participation guidelines/procedures, as well as drug consent forms are located in the Final Forms Registration website.

Failure to comply at any time with the rules and regulation of the random drug testing program may result in exclusion from the extra-curricular activity and/or revocation of parking permit privileges.

## COLLECTION PROCEDURES

The selection of students to be tested will be done randomly by the toxicology service working with the school's drug and alcohol testing program. One (1) cross reference list of names and numbers will be maintained by the building administration, and will be accessible only to the building administrators or the school nurse. A verified system of random selection will be employed to determine which students will be selected at a particular time. Drug and alcohol testing shall be done at a competent laboratory through urinalysis.

Spencer-Owen Schools will pay for drug and alcohol testing done on the schools' dates established for random program testing, but is not liable for the costs of drug or alcohol testing/retesting, treatment, evaluation, or follow-up testing at any other time.

Spencer-Owen Schools reserve the to test for alcohol with a breath test at any time before, during, and/or immediately after a school-sponsored activity or program rather than or in addition to urine testing.

Upon being selected for testing, a student will be required to provide a sample of his/her urine in a verifiable manner. The collection of the sample will not be physically observed. Purses, handbags, knapsacks, coats, sweaters, boxers, etc. will not be allowed in the collection area. The temperature of the specimen will be checked and if abnormal, a repeat specimen must be obtained at that time. If the urine is diluted, or if the collector has doubts as to the legitimacy of the specimen for any reason, another specimen must be obtained in an acceptable manner before that student will be allowed to participate in any activity or drive on school property. If a student cannot provide a specimen, he/she will be given up to 24 ounces of water and be allowed two (2) hours to give a specimen. If a student is unable to produce a specimen within two (2) hours, the student will have 24 hours to produce a specimen at a lab of the parents' choice and the expense of the parent. If a student is unable to produce the specimen at a lab setting within a 24-hour period of time, the student will be suspended from all extra-curricular activities for six months.

Any student, who attempts to alter a breath test or urine sample, will be disciplined by the administration. The student who possesses the breath test or urine sample and/or the person(s) who attempt to alter the breath test or urine sample may be subject to a needs assessment, as explained in a later section of the drug testing guidelines, the First Offenders Program; suspension and/or a recommendation for suspension pending expulsion.

The student's drug testing number and the date shall be written by the student on a sample bottle chosen by the student. The student and the collector or the collector's designee shall initial the cross-reference list in order to establish that the container has the proper identification written on it. The collector and/or designee shall then be responsible for turning the sample over to the testing laboratory, using the laboratory's chain of custody procedure.

Each sample will be tested for alcohol and street drugs (which may include any and all drugs listed as controlled substances under the laws of the State of Indiana). The school system reserves the right to test for performance enhancing drugs such as steroids or for nicotine if deemed necessary by the administration.

A student, who is taking any prescriptions or over the counter medication, which may contribute to a positive drug test result, shall inform the collector or designee of this fact at the time that the specimen is requested. This information may require confirmation from the parent/guardian or a physician if requested by the administration.

The laboratory shall report the results of all testing, identified by number, to the building administration. Using the cross-reference list, the students with positive tests shall be identified. A student who tests negative will continue to be allowed to participate in school activities and have full driving privileges. If a student tests positive in the random testing program, an administrator will contact the student and his/her parents/guardians, and appropriate discipline action will be taken.

### **CONSEQUENCES FOR VIOLATING THE SPENCER OWEN DRUG/NICOTINE POLICY**

Students are forbidden to possess, smoke (also including electronic/vape cigarettes, look-a-likes or CBD oil) or use tobacco of any kind and in any form at any time at Owen Valley High School. Therefore, it is understandable that students possessing, smoking or using tobacco during the school day, on school grounds, to or from school, and at school activities will be in violation of our policy and subject to disciplinary action. For drug testing purposes a refusal of a student to submit to a test and/or screen will be considered a positive test and the appropriate discipline applied.

#### **FIRST VIOLATION**

Parents/Guardian will be notified of a violation and/or the results of the drug test. If the test is positive, the administration will meet with the student and parent to discuss the results and consequences. If the test result is positive, the student will be given the opportunity to retest at the expense of the parent/student, within 24 hours. Any such retest must be conducted at a facility approved by school administration. While results of the retest are pending, the student will follow the consequences as described below.

#### **Consequences: For any student who has a first violation of the Drug/Nicotine Policy, he/she will:**

- Not drive to school for 30 school days (weekends, holiday, and vacation days do not count toward these days)
- Not be allowed to participate in a number of contests equal to 25% of an ECA/CO-CURRICULAR/ATHLETIC season.
- Not to be allowed to participate in any non-athletic school-related activity including, ECA/CO-Curricular driver education (only if offered through SOCS), or after school for a period of 30 school days (weekends, holidays, and vacation days do not count toward these days)

Education/Prevention (This opportunity may only be utilized on the first offense only.)

In an effort to educate and prevent Drug/Nicotine use, OVHS provides an opportunity in which ECA/CO-CURRICULAR/ATHLETIC participants may choose to participate and complete in good standing a cessation

program approved by the administration. If participation and completion of the program is in good standing, the suspension from participation will be reduced to 10% of an ECA/CO-CURRICULAR/ATHLETIC season.

At the end of this period, the student must participate in the next testing cycle with negative results to participate in the aforementioned activities.

The student will be periodically retested for the remainder of the student's career at Spencer-Owen Community Schools with the first retest being administered after there has been sufficient time for the illegal substance to leave the student's system, but no sooner than 10 days.

If a student tests positive, the parent will be provided with the information about counseling and drug education programs.

Any student testing positive will be subject to the regulations governing any sport or activity in which they participate or in any organization to which they belong.

## **SECOND VIOLATION**

Consequences: For any student who has a second violation of the Drug/Nicotine Policy

- Not Drive to school for a period of 90 calendar days from the date of the second positive test.
- No be allowed to participate in a number of contests equal to 50% of any ECA/CO-CURRICULAR/ATHLETIC SEASON
- Not be allowed to participate in any non-athletic school-related activity including ECA/CO-CURRICULAR/ATHLETIC activities, driver education (only if offered through SOCS), or after school activity for a period of 90 calendar days from the date of the second positive test.

At the end of this period, the student must retest with negative results before he/she may participate in any of the aforementioned activities.

Any student testing positive will be subject to the regulations governing any sport or activity in which they participate or in any organization to which they belong.

## **THIRD VIOLATION**

Consequences: For any student who has a third violation of the Drug/Nicotine Policy

- Not Drive to school for the duration of his/her education at Spencer-Owen Community Schools
- Not be allowed to participate in any ECA/CO-CURRICULAR/ATHLETIC driver education (only if offered through SOCS), or after school activity for the duration of his/her education in Spencer-Owen Community Schools.

### **CONFIDENTIALITY**

Under the drug testing program, any staff, coach or sponsor of Spencer-Owen Community Schools who may have knowledge of the result of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of legal investigation.

### **OTHER RULES-ECA/CO-CURRICULAR/ATHLETIC**

Apart from the drug-testing program, Spencer-Owen Community Schools

ECA/CO-CURRICULAR/ATHLETIC programs and the coaching staff/sponsors have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will also be subject to the consequences as defined in those rules and requirements.

Unauthorized Possession of School Owned Equipment (Athletic or Non-athletic)

1. A penalty begins with the competitive season.
2. NO OVHS participants shall have in his/her possession any school owned equipment belonging to OVHS or any other school, or athletic department. This does not include equipment that is to be worn for OVHS practices or contests for the current competition season.
3. An athlete will receive an indefinite suspension until unauthorized equipment in his/her possession is returned in satisfactory condition reimbursement is made.
  - a. First Offense: up to six weeks' maximum suspension and/or prosecution
  - b. Second Offense: up to permanent suspension and/or prosecution

Use of Abusive Language and/or Personal Confrontation (fighting)

1. Penalties begin with the competitive season.
2. First Offense: coach's/sponsor discretion with approval of the Athletic Director.
3. Second Offense: Principal, Athletic Director, Sponsor and Coach will handle problem with a minimum penalty of one contest for language and two contest for fighting
4. All other offenses will be handled by the same group with penalties increasing.

Involvement with Law Enforcement Agencies-Based on conviction, admission by the participant, or police report. (Minor traffic violations excluded). Any participant legally charged with, arrested for, or convicted of a crime may be subject to disciplinary action ranging from a warning to an immediate ban from activities. If a court case ensues and a student-athlete claims innocence, the athlete may be able to participate based on “administrative review.” If suspended, the participant will be expected to participate in all practices during that time to remain in the ECA/CO-CURRICULAR/ATHLETIC program. However, if there is an admission of guilt by the participant, or after an “administrative review” of the case, school officials believe there is strong evidence that link the student to the crime, then the school may enforce the consequences previously mentioned.

Program/Team Rules: Program/Team rules can be established and enforced by the coach/sponsor of the team. Program/Team rules may be more demanding and disciplinary actions more severe than those set out in ECA/CO-CURRICULAR/ATHLETE’S Handbook.

The parents and athlete must sign team rules. The coach of the team must keep signatures.

Initiations (Hazing) and/or Harassment: Any unwelcome behavior that interferes with the educational/athletic environment will result in disciplinary actions. This includes but does not limit it to warnings, suspensions, and even exclusion from

ECA/CO-CURRICULAR/ATHLETIC participation. No student has to go through any initiation procedure to be a member of a program/team. **Any student that fails to report the actions of others (to a coach/sponsor or athletic administrator) that are carrying out an initiation/harassment procedure will also be disciplined.**

The random drug testing policy will apply to students who:

a) Are involved in athletic and/or any school sponsored extracurricular activity.

All Athletics	Cheerleading	Band
Color Guard	Winter Guard	Student Council
FFA	FHA	NHS
Choir	Drama	Yearbook
Academic Teams	FCCLA	BETA Club
Bass Fishing Club	Archery Team	JROTC
Youth Board	Patriot Pals	Safety Club
Service Learning	STEM/Robotics	Spell Bowl

b.) Are under 18 and a parent or guardian elects to enroll them in the program and/or any student who VOLUNTEERS to be in the program.

c.) Drives to school

### **FIELD TRIP PROCEDURE**

#### **A. Categories of Field Trips**

1. School-sponsored educational trips, arranged by faculty members, will be considered attendance in school and, therefore, will not be recorded as an absence from school.
2. Seniors will be allowed one (1) day each semester for the purpose of visiting a college campus, business school, or technical school. This is to be arranged by with the help of the Guidance/Counseling department

#### **B. Arranging Field Trips**

1. Field trip forms should be picked up by, or handed out to, the student as far ahead of the day(s) to be missed as possible.
2. Students should present the field trip form to their instructors at least three (3) days before the day(s) to be missed.
3. Teachers and students will work together to make-up work that will be missed due to a field trip.

### **DRIVERS LICENSE INVALIDATION**

Pursuant to Indiana Code 9-24-2-1, a student under the age of 18 will be denied issuance of a driver's license or learner's permit or will have an existing driver's license or learner's permit invalidated for the following reasons:

1. The student is habitually truant by missing 11 or more days of school.
2. The student is under at least a second suspension from school during a single academic school year.
3. The student is under an expulsion from school.
4. The student withdraws from school for reason other than financial hardship, illness or an order of a court.

The invalidation of the driver's license or permit will remain in effect until the earliest of the following:

1. The person becomes eighteen (18) years of age.
2. One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer.
3. The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC20-33-8.

## **STUDENT BEHAVIOR-RIGHTS, RESPONSIBILITIES and REGULATIONS**

Students have a responsibility to refrain from activity that results in a disruption of the education environment or which may infringe on the rights of others.

School administrators have responsibilities through the Due Process Procedure to insure that student order is maintained and that student rights are not violated. This statement has been prepared so that students and parents will understand the rules, the consequences of misconduct, and the rights of everyone involved.

### **Establishment of Policies, Rules and Regulations**

The Board of Trustees of the Spencer-Owen Community Schools and the Superintendent of Schools may establish general rules and policies for all schools in the corporation. In addition, principals may establish written rules, not inconsistent with Board policies, for the operation of their individual schools.

## **DUE PROCESS AND PUPIL DISCIPLINE**

Student Discipline is governed by Indiana Code 20-33-8.

### **STUDENT CONDUCT AND DISCIPLINE POLICY**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student.

In this event and in accordance with the provisions of IC 20-33-8, administrators and staff members may take the following actions:

**REMOVAL FROM CLASS OR ACTIVITY-TEACHER:** A teacher has the right to remove a student from his/her class or activity for a period of up to two (2) school days if the student is assigned regular or additional work to be completed in another school setting.

**SUSPENSION FROM SCHOOL- PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.

**EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm or a deadly weapon listed under the Grounds for Suspension and Expulsion.

No disciplinary action shall be made without affording an opportunity to hear (1) a written or oral statement of the charges against them; (2) and, if they deny the charges, a summary of the evidence against them; and (3) an opportunity to explain their conduct. Notice and such informal hearing shall precede the administration of disciplinary action except where the nature of the misconduct requires immediate removal.

Each occasion for the administration of disciplinary action will be based upon its own circumstances.

The superintendent, principal, administrative personnel, any teacher, or other person authorized to be in charge of a school function or event are authorized to take action in connection with student behavior as is reasonable or necessary. Such action shall be taken to help any student, to further school purposes, or to prevent an interference therewith, including the following:

- A. Counseling and conferences with the student and/or parents. In order for a change in student's behavior to be effective it is almost mandatory that parents participate in the conference.
- B. Detention. The student may be required to remain beyond the regular school day. The parents will be notified one day in advance in order to make arrangements for transportation.
- C. Corporal Punishment. Paddling may be administered by the principal or his/her designee. A written record will be made and the parent informed in writing.
- D. Saturday/Evening School Detention. Saturday/Evening school detention may be provided as an alternative to out-of-school suspension.
- E. Out-of-School Suspension. Any principal may deny a student the right to attend school for a period of up to ten (10) days if it determined that such suspension is necessary to help the student, to further school purposes, or to prevent an interference therewith. Following suspension, the principal shall send a written notice to the student's parents describing the student's misconduct. The principal shall make a reasonable effort to have a conference with the parent before the student returns to school.
- F. Expulsion. Any act which leads to suspension may lead to expulsion, depending upon the frequency, severity, or circumstances. Expulsion is for a period of two (2) consecutive semesters. In the event of an expulsion during the second semester, the expulsion is in effect for the remainder of that semester and the first semester of the next school year.

The student or parent has the right to appeal disciplinary action. The process of appeal is described in Indiana Code 20-8.1-5.

## **SUSPENSION AND EXPULSION**

Removal from the educational programs of the School Corporation, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student. No student is to be suspended and/or expelled from an activity, program, or a school unless the student's behavior represents misconduct or substantial disobedience while the student is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function or event. This includes but is not limited to bringing to or possessing at school a firearm, deadly weapon, or destructive device.

In addition to the grounds specified above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds in the unlawful activity reasonably may be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore the order or protect persons on school property, including any unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Furthermore, a student may be suspended or expelled for bullying, regardless of the physical location in which the bullying occurred, whenever:

1. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and

2. disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

A student also may be expelled when the student's legal settlement is not within the Corporation's attendance area.

For purposes of this section:

- A. 'Suspension' means any disciplinary action that does not constitute an expulsion whereby a student is separated from school attendance for a period not to exceed ten (10) school days. A student may be suspended for a longer period of time in accordance with the provisions of IC 20-33-8-23 pending expulsion.

If a student is suspended, the student is required to complete all assignments and schoolwork assigned during the period of the student's suspension. The principal or the principal's designee shall ensure that the student receives notice of any assignments or schoolwork due and teacher contact information in the event that the student has questions regarding the assignments or schoolwork. The student will receive credit, in the same manner as a student who is not suspended would receive, for any assignments or schoolwork assigned during the period of the student's suspension that the student completes. The student shall be allowed to make up missed tests or quizzes when the student returns to school.

- B. 'Expulsion' means a disciplinary or other action whereby a student is:

1. separated from school attendance for a period exceeding ten (10) school days;
2. separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete the required examinations in order to receive credit for courses taken in the current semester or current year; or
3. separated from school attendance for at least one (1) calendar year pursuant to IC 20-33-8-16 for possession of firearms, deadly weapons, or destructive devices, which may include as assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

- A. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to: Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of suspension, describe the student's misconduct, and the action taken by the principal.
  1. a written or oral statement of the charges
  2. if the student denies the charges, a summary of the evidence against the student will be presented; and
  3. the student will be provided an opportunity of explaining his or her conduct.
- B. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of suspension.

## Right to Appeal

The Board has voted not to hear any expulsion appeals. Instead, appeals of expulsion must be filed with the County Circuit or Superior Court.

At any expulsion meeting, the student or the student's parent shall be provided with a list at the expulsion meeting of alternative education programs in the same county in which the Corporation is located or a county immediately adjacent to the county in which the Corporation is located and virtual charter schools. If the student or the student's parent fails to attend an expulsion meeting, a copy of the list shall be mailed to the student's residence.

The Principal shall report all expulsions and second suspensions to the Bureau of Motor Vehicles in accordance with law and the Bureau's guidelines.

## FIREARMS, DESTRUCTIVE DEVICES, DEADLY WEAPONS

Any student who brings a firearm, as defined in IC 35-47-1-5, or a destructive device, as defined in IC 35-47.5-2-4, to school or onto school property or at a school-related activity, or is in possession of a firearm, shall be expelled for at least one (1) calendar year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident.

If the student brings a deadly weapon as defined in IC 35-31.5-2-86 onto SOCS property or is found to possess a deadly weapon on SOCS property or at a school-related activity, the student may be expelled for a period of not more than one (1) calendar year unless the Superintendent reduces the punishment for a reason justified by the particular circumstances of the incident. The Superintendent shall notify the law enforcement agency designated by the Prosecuting Attorney immediately when a student possesses a firearm, destructive device, or deadly weapon on school property or at a school-related activity.

## DISCIPLINE FOR STUDENTS WITH DISABILITIES

In the matters relating to discipline of students with disabilities, the process will abide by federal and state laws regarding suspension and expulsion. Students with disabilities are subject to the discipline rules adopted by the board of school trustees and, therefore, may be suspended or expelled for any violation of such rules. See policy 5611.

## AFTERSCHOOL/ALTERNATIVE SUSPENSION PLACEMENT

**Instructions for Students:** Students are to report to the designated area on time. The teacher will assign seats upon entrance to the room. Students must bring homework or other appropriate academic materials including necessary school supplies. Students are expected to work quietly throughout the assigned time. Failure to comply with a staff member's directive to stay in the assigned seat or to stop talking will result in disciplinary action and a loss of credit for time served.

## SEARCH AND SEIZURE

The principal or the principal's designee may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. "Reasonable cause for a search" is defined as circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

1. evidence of a violation of the student conduct standards contained in the Student-Parent Handbook or any applicable Policy of SOCS;
2. anything which because of its presence presents an immediate danger of physical harm or illness to any person.

Personal searches of a student shall be limited to:

1. searches of the pockets of the student,
2. any object in the possession of the student such as a purse or briefcase, and/or
3. a "pat down" of the exterior of the student's clothing.

Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the Student-Parent Handbook may be:

1. seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal until it is presented at the meeting,
2. returned to the parent or legal guardian of the student from whom it was seized,
3. destroyed if it has no significant value, or
4. turned over to any law enforcement officer.

Book	Policy Manual
Section	5000 Students
Title	SEARCH AND SEIZURE
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#### 5771 - SEARCH AND SEIZURE

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

##### A. School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a School Corporation administrator by the use of a lock or other device.

##### B. Student's Person and Possessions

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search shall produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, also shall be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search shall produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

##### C. Breath Test Instruments

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

##### D. Metal Detectors

To address the Corporation's duty to maintain a safe learning environment free of the potential presence of weapons, school officials, school resource officers and other school personnel trained in the usage of metal detectors are authorized to use metal detectors, either hand-held wands or walk through devices, for the purpose of determining if

a person is in possession of weapons or other dangerous metal objects and/or other unauthorized objects (e.g., vape pens and other prohibited equipment/devices). When the school administration has a reasonable suspicion to believe weapons or other dangerous metal objects and/or other unauthorized objects (e.g., vape pens and other prohibited equipment/devices) are in the possession of an identified person, a search of the identified person and/or of his/her possessions shall be conducted in accordance with the requirements of this policy's provisions for searching a Student's Person or Possessions (B. above) and AG7440A - Metal Detector Search Procedures.

#### **E. Use of Dogs**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

The Superintendent shall promptly record in writing the following information for each search pursuant to this policy:

- A. the information upon which the search was based
- B. the time, date, location, students, or places searched, and persons present
- C. a description of any item seized and its disposition
- D. the time and date of notice to the parent or guardian in the case of the search of the person of a student

The Superintendent shall prepare administrative guidelines to implement this policy.

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Legal

I.C. 20-33-8-32

U.S. Constitution, 4th Amendment

## **MOTOR VEHICLES**

The principal or the principal's designee may search a motor vehicle that has been driven to school when there is a reasonable suspicion (as defined in the Search and Seizure section of this handbook) for a search of the motor vehicle. The student's parent or legal guardian shall be notified.

If a student, parent or legal guardian, or the motor vehicle owner refuses to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, the principal or her designee may request a law enforcement officer to search the motor vehicle.

## **SCHOOL DRESS AND GROOMING**

We take pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct, and of your schoolwork. Students are expected to come to school looking clean and neat, dressed in a manner, which is accepted as being in good taste. Students will be required to correct unacceptable attire.

1. Exposed undergarments are not acceptable. At no time is it appropriate for undergarments to be worn as outerwear. Sheer clothing, see through clothing, and strapless shirts and blouses are not appropriate.
  2. All clothing must be worn in an appropriate manner so as not to be a distraction to the educational process.
  3. Shirts must be worn at all times.
  4. Tank tops or muscle shirts are not acceptable. Shoulder straps on shirts are to be a minimum of two finger widths.
  5. No billfold chains or other types of chains may be worn.
  6. Students are to wear shoes at all times.
  7. Baggy or saggy pants are not acceptable. Pants must be well fitted in both waist size and pant length.
  8. Sunglasses may be worn in the building only if specified. Bandannas are not to be worn at any time on school grounds. A headband or headscarf is permitted if it is worn above the forehead as part of a hairstyle.
  9. Cleanliness and good grooming should be practiced.
  10. Commercial emblems and/or symbols EXCEPT those pertaining to alcohol, drugs, or tobacco are permitted to be worn on any apparel.
  11. No overtly sexually suggestive statements, drawings, or pictures, or that which may be reasonably interpreted as being sexually suggestive, can be worn on clothing, shoes, outerwear (jackets, coats, or hats), or jewelry.
  12. The length of shorts, skirts, and dresses must be acceptable by administration and must be no shorter than mid-thigh. No Lycra or spandex shorts or tights can be worn.
  13. Shirts/blouses should be of sufficient length so that the midriff is not exposed in either a standing or sitting position. If a shirt or blouse cannot be tucked in and remain so, it is too short.
  14. Pants should not have holes above the mid-thigh.
- Student's dress should not distract from the educational environment, make it more difficult for the teacher to teach, or make class discipline more difficult to maintain. This includes but is not restricted to items such as hair color and styles and extremes in dress and appearance. Student's dress, which violates any of these guidelines, may be declared unacceptable by the school administration.

### **DISPLAY OF AFFECTION**

Students should not, under any circumstances, while on school grounds, anywhere in the building or at school functions, show affection to one another that creates a scene or draws undue attention. The administration, faculty, and student council feel this creates a poor image of our student body, and that school is not the place to engage in any affectionate gestures other than holding hands.

### **INAPPROPRIATE LANGUAGE**

Using inappropriate language, displaying inappropriate gestures or material or any other form of vulgar behavior is unacceptable behavior for the students at OVHS. The freedom of expression of students may not be used to prevent material or actions, which tend to be slanderous, or to defame character, or to advocate violation of federal, state, and local laws or official school policies, rules, and regulations.

### **TOBACCO POLICY**

Students are forbidden to possess, smoke (also including electronic/vape cigarettes or imitation cigarettes) or use tobacco of any kind and in any form at any time at Owen Valley High School. IC 35-46-1-10.5 prohibits the purchase, acceptance, possession of tobacco, an e-liquid, or an electronic cigarette by someone under 21 years of age. Therefore, it is understandable that students possessing, smoking or using tobacco (also including electronic/vape cigarettes, or imitation cigarettes) during the school day, on school grounds, to or from school, and at school activities will be in violation of our policy and subject to disciplinary action. Disciplinary action may include participation in a tobacco cessation program, the issuance of a ticket by local law enforcement subjecting students to a court appearance and fine. Students may also be suspended, expelled, or required to attend a mandatory alternative education program. (See Discipline Category 4)

### **SKATEBOARDING POLICY**

Skateboarding is prohibited on all school property at all times. Students are prohibited from bringing skateboards to school, including for the purposes of transporting them to another location. Spencer-Owen Community School Corporation will not be held liable for any person or persons violating this policy. (See Discipline Category 4)

### **SURVEILLANCE SYSTEM**

Owen Valley High School is equipped with surveillance cameras. These cameras have been placed inside and outside the school for the protection of school and student property. The cameras also help make Owen Valley a safer environment for our students.

### **CARE OF SCHOOL PROPERTY**

All accidental damage to school property shall be reported to the office by the student involved.

If it is necessary for the person to pay for such damage, the custodian, the principal or assistant principal, along with the student shall determine a fair fee. The School Board and Administration has the right to expect that all students will constructively support the school in this policy. (See Discipline Plan Category 4)

## **RULES AND REGULATIONS FOR BUS RIDERS**

### **BEFORE THE BUS ARRIVES**

1. Leave home on time each day.
2. Arrive at the pick-up spot five minutes before the bus.
3. Wait off the roadway, not in the street.
4. Stay off people's lawns.

### **BOARDING THE BUS**

1. Wait for the bus to come to a complete stop.
2. Be polite and take your turn getting on the bus.
3. Use the handrail.

### **CONDUCT ON THE BUS**

1. Follow the directions of the driver.
2. Walk to the assigned seat and remain there. Do not stand or move around while the bus is moving. Driver will assign seats.
3. Do not talk to the driver unless it is an emergency.
4. Talk quietly so the driver can hear traffic sounds.
5. Keep arms, feet, book bags, etc. out of the aisles.
6. Do not open or close windows without the driver's permission.
7. Keep hands and head inside the bus. Do not stick anything outside of the windows.
8. Loud or profane language, or physical or verbal harassment is not permitted.
9. Use of tobacco, alcohol, or drugs in any form is not permitted.
10. Using matches or lighters on the bus is not permitted.
11. Do not deface any part of the bus.
12. Do not litter on the bus.
13. No eating, drinking, or chewing gum on any bus.
14. Do not tamper with any safety device or any other equipment.
15. Occasional student riders (girl scouts, baby-sitting, spending night with friends, etc.) wanting to ride a bus other than their assigned bus or students wanting to get off at a stop other than their own must have written permission from the parents and Principal.
16. Courteous behavior is expected at all times.
17. Cell Phones: May be used by students in a non-distracting manner. Phones may not be used for phone calls, camera or flashlight, need to be on silence or use ear buds.
18. Sleeping: Students are not permitted to lay down on the seat.
19. Hats: Hats are allowed as long as they are not large and/or conceal the identity of the individual. Hoodies need to be worn in a manner that does not conceal the student's identity.

## **LEAVING THE BUS**

1. Do not leave your seat until the bus comes to a complete stop.
2. Take your turn; do not crowd in front of others.
3. Use the handrails.
4. Watch your step.
5. Look both ways and check for turning cars before you cross the street.
6. Follow the directions of the bus supervisor at all transfer points.

## **IN CASE OF EMERGENCY AND WHEN THE DRIVER MUST LEAVE THE BUS**

1. Stay seated.
2. Do not touch emergency equipment.
3. Depending on the driver's training to take care of the situation.

**NOTE:** In accordance with Indiana Law, it is a privilege to ride a school bus. Violation of the rules and regulations noted above may result in suspension of transportation privileges.

## **BUS DISCIPLINE**

One of the driver's major responsibilities is to maintain desirable behavior on the bus for the safety and well-being of the passengers. Despite all efforts, behavior problems may arise. The following steps will be taken if such problems occur.

**FIRST OFFENSE:** The driver will talk to the student and, if necessary, assign the student to another seat. If the child's behavior warrants, the driver may suspend the student's riding privilege for one day. This suspension will take effect the following day and the parents will be notified by a copy of the SCHOOL BUS INCIDENT REPORT TO PARENTS form (this report may be sent home with the student from the high school main office). The student will not be allowed to ride any bus until the driver receives signed copies by the student's parent or legal guardian of this report.

**SECOND OFFENSE:** The bus driver will notify the Principal of the school who may take action to suspend the pupil from riding the bus for up to ten (10) school days. The Principal or designee will notify the parents, if possible, by phone or will send a copy of the SCHOOL BUS INCIDENT REPORT TO PARENTS form home with the student.

**THIRD OFFENSE:** Depending upon the severity of the incident, the student may be suspended from riding the bus for the remainder of the school year.

**NOTE!** Discipline problems on a school bus may also be handled under the *STUDENT CONDUCT AND DISCIPLINE* portion of this handbook.

## **BOARDING BUSES AT CLOSE OF SCHOOL**

Students should board their respective bus as soon as possible after the close of school. Bus waiting time is 5 to 7 minutes. Please remember that school buses must operate on a strict time schedule.

## SEXUAL HARASSMENT I. The Policy

- A. It is the policy of the Spencer-Owen School Corporation to maintain a learning and working environment that is free from sexual harassment.
- B. It shall be a violation of this policy for an employee of the Spencer-Owen School Corporation to harass another employee or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students or teachers through conduct or communications of a sexual nature as defined in Section II. The use of the term “employee” also includes nonemployees and volunteers who work subject to the control of school authorities.

## II. Definitions of Harassment

- A. Types of Sexual Harassment: Sexual Harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, or when made by any student to another student when:
  - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education;
  - 2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
  - 3. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

## BULLYING POLICY

Bullying means:

Overt (intentional) unwanted, repeated acts or gestures including:

*Verbal or Written communication, or images* transmitted in any manner (including digitally or electronically)

*Physical acts* committed, *aggression*, or *any other behaviors* that are committed by a student or group of students against another student *with the intent to Harass, ridicule, humiliate, intimidate, or harm* the targeted student and create for the targeted student **an objectively hostile school environment**

We believe that everyone should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and/or nationality. 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, written, or electronic communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

1. This policy 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.

In addition, discipline rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

- The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
- Discipline action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

2. 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.

3. 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.

4. Educational outreach and training will be provided to school personnel and students concerning the identification, negative aspects of, prevention, and intervention in bullying.

#### **BULLYING BEHAVIOR CHART**

The four major types of bullying are-Physical, Verbal, Social/Relational, and Electronic Written Communication. The Spencer-Owen Community Schools Bullying Policy uses the definitions and chart below to show the range and scope of bullying behaviors that can occur at school.

- Target or Victim: Student that has been bullied.
- Student exhibiting bullying behavior: Student that has been identified as exhibiting behavior that was determined to be bullying.
- Witness or Bystander: Student(s) that have observed another student being bullied.

<b>Physical</b>	<b>Verbal</b>
Definition: Physical bullying involves hurting a person's body or possessions.	Definition: Verbal bullying involves saying mean things.
Examples of physical bullying can include: <ul style="list-style-type: none"> <li>● Hitting</li> <li>● Kicking</li> <li>● Pinching</li> <li>● Tripping</li> <li>● Pushing</li> <li>● Taking or breaking someone's things</li> <li>● Making mean or rude hand gestures</li> </ul>	Examples of verbal bullying can include: <ul style="list-style-type: none"> <li>● Teasing</li> <li>● Name-Calling</li> <li>● Inappropriate sexual comments</li> <li>● Taunting</li> <li>● Threatening to cause harm</li> </ul>
<b>Social/Relational</b>	<b>Electronic or Written Communication</b>
Definition: Social/Relational bullying involves hurting someone's reputation or relationships.	Definition: Electronic or Written Communication bullying (including cyberbullying) takes place through the use of written messages or using various forms of electronic technology.
Examples of Social/Relational bullying can include: <ul style="list-style-type: none"> <li>● Leaving someone out on purpose.</li> <li>● Telling other children not to be friends with someone.</li> <li>● Spreading rumors about someone.</li> <li>● Embarrassing someone in public.</li> </ul>	Examples of Electronic bullying can include: ● <ul style="list-style-type: none"> <li>● Mean text messages or emails</li> <li>● Rumors sent by email or posted on a social networking site.</li> <li>● Embarrassing pictures, videos, websites, or fake profiles.</li> </ul>

### **HAZING POLICY (Board Policy 5516)**

It is the policy of the Spencer-Owen Community School Corporation that hazing activities of any type are inconsistent with the educational process and are prohibited at all times.

This policy will apply:

1. In any physical area attendant to school or district-sponsored or related activities, whether or not such area is on school or District property (including but not limited to, school buildings and lands, District offices), or at any school-sponsored or related activities, performances, extracurricular and athletic events, school-sponsored travel at other venues; and

2. On means of school-supplied or sanctioned transportation to or from any of the above; and
3. With respect to activities or events at other locations, if the administration determines that the incident bears a nexus (i.e. impact or connection) to the school, safety at school, or is disruptive to the educational environment. For the purpose of this policy, hazing is defined as:
  - a. *Any form of initiation and/or rite of passage, whereby the perpetrator(s) applies physical, psychological, emotional, and/or mental threats or actions against another, customarily in an initiation setting, which often self-perpetuates. The intent of such behavior is to aggrandize the perpetrator(s) within a vertical hierarchy, and to degrade, humiliate, harass, harm, or intimidate the recipient; or*
  - b. Any time a student or group of students is subjected to verbal or physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying, or demeaning activity by any individual, student or staff member, or by a group of students.

Students, including leaders of student organizations, are prohibited from planning, initiating or engaging in hazing, or encouraging or assisting any other person in hazing. Students who are guilty of hazing will be subject to disciplinary action ranging from suspension from school and/or school activities up to and including expulsion. Further, students and/or their parents may be liable for civil or criminal penalties in accordance with state law.

No administrator, faculty member, staff member or other employee of the School Corporation will encourage, permit, condone, or tolerate hazing activities. Administrators, faculty and staff members, and all other employees of the School Corporation are to be particularly alert to possible situations, circumstances or events that might include hazing. If hazing or planned hazing is discovered by a school employee or employees, the involved students are to be told by the discovering school employee(s) that hazing is prohibited by this policy and that all hazing activities are to end immediately. All hazing incidents are to be reported immediately to the building administrator, who will begin an investigation and report the incident to the superintendent. Any staff member who receives a report of suspected hazing that could involve physical or sexual abuse must forward the report to the Division of Family Services.

Authoritarian

### **Nondiscrimination On The Basis of Sex In Education Programs or Activities**

Title IX, states, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. For more information, see Policy 5517.

## STUDENT LOCKER POLICY AND PROCEDURE

- A. Students desiring to make use of school lockers will be advised by the principal or their designee at the time of acquiring the locker use, that use is a privilege granted by the Board, and of the conditions specified by the Board for such use.
- B. Failure to comply with the conditions of use will result in the revocation of the student's permission to use the locker.
- C. Student lockers are subject to search under provisions of IC 20-33-8-32
- D. A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in the locker or its contents.
- E. A principal may search a student's locker and the locker's contents at any time. At the request of the principal, a law enforcement agency may assist in the search. Prior to a search of a student's person or personal items in the student's immediate possession, consent of the student shall be sought by the principal. If the student does not consent, such a search shall be permitted based only upon the principal's individual reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others.
- F. Students are not to share lockers. Students should report lockers which do not close or lock properly to the office for repairs.

## METAL DETECTORS

To address the school corporation's duty to maintain a safe learning environment free of the potential presence of weapons, school officials, school resource officers and other school personnel trained in the usage of metal detectors are authorized to use metal detectors, either hand held wands or walk through devices, for the purpose of determining if a person is in possession of weapons or other dangerous metal objects. When the school administration has a reasonable suspicion to believe weapons or other dangerous metal objects are in the possession of an identified person, a search of the identified person and/or of his/her possessions shall be conducted in accordance with the requirements of policies 5771 and 7440

## CLOSED CAMPUS

**Students must stay on school grounds from the time they arrive**, even if the first period has not yet started, until they have completed their school day. Any student who leaves the school campus without **proper permission** will face disciplinary action.

Seniors who maintain a 2.0 GPA, have good behavior and have good attendance-no unexcused days-will be permitted to have open campus privilege during lunchtime. Open campus will be revoked for any student who returns late to school or otherwise violates the policies of the school.

\*Violations would include leaving without signing out, taking other students off campus who do not have approved status, driving in an irresponsible manner on campus or as reported by any law enforcement personnel off campus, arriving late to school or failing to return to school after lunch.

## STUDENT DRIVING/PARKING

Each student must display a parking permit sticker as prescribed for the current year. In the event a student changes vehicles during the year, the student must notify the office of the change. Parking permits may be taken away if there are issues with attendance, grades or discipline. Failure of a student to be able to park in the appropriate areas or operate their vehicle in an appropriate manner may result in loss of driving privileges. A student may lose their privileges for the remainder of the school year. Parking in areas not

designated as student parking can also result in towing of the vehicle at cost to the driver. Parking in a manner to obstruct the flow of traffic is a violation and will be reported as such. Students must leave their vehicles soon after arrival at school. All vehicles should be locked. OVHS provides parking areas, but assumes no responsibility for damage and/or theft. Indiana law states that all passengers in vehicles that have seatbelts must use them while in forward motion. The speed limit on school property is 10 mph. Students, who make application to park on school corporation property, must understand and agree to the terms and responsibilities as outlined here below:

1. The parking lot is the property of S-OCS. The student agrees that the car driven by him/her will not be used to transport or store illegal items on school property. The student agrees not to use the school parking lot to violate criminal-law or school-rule.
2. The student understands and agrees to give school officials consent to search the car and the car's contents at any time when parked on school property.
3. The student authorizes school officials to seize any items that violates criminal-law or school-rule or provides evidence of a criminal-law or school-rule violation.
4. Violation of school rules or policies may also result in loss of driving privileges.
5. Students will consent to random drug testing to obtain their driving privileges. If a student has a positive drug test result, driving privileges can be revoked.

### **SCHOOL JURISDICTION**

The jurisdiction of the school with respect to the school day is anytime a student is on school property or attending a school sponsored activity, The jurisdiction of the school with respect to rules of conduct apply when:

- A. A student is on school grounds immediately before, during, or immediately after school hours, or at any time when the school is being used by a school group.
- B. A student is off school grounds at a school activity, function or event (including lunch period).
- C. A student traveling to or from school or a school activity, function, or event.
- D. A student has engaged in unlawful activity on or off school grounds if the unlawful activity interferes with school purposes or an educational function. This includes unlawful activity during weekends, holidays, other school breaks and the summer period when a student may not be attending classes or other school functions.
- E. A student's removal is necessary to restore order or protect persons on school property.

### **EXTRA-CURRICULAR/CO-CURRICULAR/ATHLETIC ACTIVITIES**

- A. Social development and extra-curricular/co-curricular/athletic activities of students are vital parts of the total educational program at Owen Valley High School. Students who become involved in extracurricular/co-curricular/athletic activities find school more interesting, challenging and fulfilling.
- B. Some activities such as homecoming, school dances and the prom are designed strictly for fun. Others, such as athletics, music, and academic contests are intended to develop interest, talents, leadership and organizational abilities. Some functions (band, choir, and winter guard) are coordinated with subjects taught during the school day while other may be unrelated to the regular programs.
- C. Extra-curricular activities such as dances and the junior-senior prom are restricted to students in grades nine (9) or higher unless specifically announced to be otherwise. Other conditions may apply for the various activities which are not contained within this handbook. It is the student's responsibility to inquire on items they may have questions about.
- D. Owen Valley High School is a member of the Western Indiana Conference. This is an athletic and academic conference including: Brown County, Cloverdale, Edgewood,

- Greencastle, Indian Creek, North Putnam, Northview, Owen Valley, South Putnam, Sullivan, West Vigo,
- E. Owen Valley High School students that participate in extra-curricular/co-curricular/athletic activities must consent to participate in random drug testing.
  - F. Athletics offered are: football, tennis (M/W), volleyball, cross county, soccer (M/W), golf (M/W), wrestling, basketball, (M/W), swimming (M/W), gymnastics, cheerleading, baseball, softball and track (M/W).
  - G. Activities offered are: Academic Super Bowl, AFJROTC Color Guard, AFJROTC Academic Bowl, Archery Team, Beta Club, Bass Fishing Team, Concert Band, FCCLA, FFA, Drama Club, Spell Bowl, Jazz Band, Marching Band, National Honors Society, Owen Valley Youth Board, Percussion, Principal’s Cabinet, Prom Committee, School Safety Team, Show Choir, Student Council, Patriot Pals, FTC Robotic Competition, and Winter Guard. Good sportsmanship is a characteristic that we desire to be exhibited by members of all our teams.

**PLEASE SEE EXTRA-CURRICULAR/CO-CURRICULAR/ATHLETIC HANDBOOK**

<https://www.socs.k12.in.us/o/ovhs>

**Discipline Action Guidelines:** The following chart represents a standard framework for disciplinary action. Discipline may be initiated at any level, depending on the severity of the violation and previous disciplinary record. Alternative discipline measures may be administered when deemed necessary and appropriate for the violation. In an effort to reduce or eliminate repeat offenses, intervention strategies may be implemented before, during and/or after disciplinary action. Academy teams may work with students and parents prior to discipline referrals from the office. Students who accumulate 12 or more discipline referrals may be recommended for expulsion.

**Discipline Chart Key:**

ASD=After School Detention	OSS=Out of school Suspension
ISS=In-School Suspension	LODP=Loss of Driving Privileges
PC=Parent Conference	RE=Recommend for Expulsion

LC=Loss of Credit

*\*All rules, policies, and procedures included in the OVHS Student Handbook are in direct alignment with the Spencer-Owen Community School Board Policy and Procedures. If discrepancy should arise, the school board’s policy will prevail.*

Category 1 Offense	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral	6th Referral	7th Referral	8th Referral
A. Inappropriate display of affection (beyond holding hands)	Warning	1 ASD 1 ISS	ISS	1 OSS	3 OSS *PC	5 OSS/RE		
B. Truancy (any unexcused absences from class period exceeding 15 min.) *Consequences may be assigned for each class period of truancy (see attendance policy).	1 ISS	1 OSS *PC	3 OSS *PC	5 OSS	RE			
C. Failure to report to assigned destination/leaving designated area without permission.	1 ISS	1 ASD 1 ISS	1 OSS	3 OSS *PC	RE			
D. Being in an unauthorized area of the building/parking lot (see attendance policy).	1 ASD 1 ISS	ISS	3 OSS	5 OSS	RE			
E. Classroom disruption/disrespect	1 ASD 1 ISS	2 ISS	1 OSS	3 OSS	5 OSS	RE		
F. Inappropriate language, gestures, or material	1 ASD 1 ISS	2 ISS	1 OSS	3 OSS *PC	RE			
G. Possession of cell phones (see telephone policy)	Confiscation Parent Pick up							

Category 2 Offense	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral	6th Referral	7th Referral	8th Referral
A. Dishonesty(lying, cheating, forging), *plagiarism, *misuse of computer, internet, or facilities	1 ISS	1 ASD 2 ISS	1 OSS *PC	3 OSS	5 OSS	RE		
B. Reckless Behavior	1 ISS	2 ISS	1 OSS *PC	3 OSS	5 OSS	RE		
C. Gambling	1 ISS	1 ASD 2 ISS	1 OSS *PC	3 OSS	5 OSS	RE		
D. Cafeteria/commons/hallway disruption/ uncooperative with staff member on duty	1 ISS	2 ISS	1 OSS *PC	3 OSS	5 OSS	RE		
E. Bullying, harassing, threatening or intimidating another student	1 OSS *PC	3 OSS *PC	5 OSS *PC	RE				
F. Insubordination	ASD	ISS	2 ISS	OSS	3 OSS	5 OSS	RE	
G. Destruction of school/personal property-unintentional (restitution required) (see Care of School Policy)	1 ASD *PC ISS	1 OSS	3 OSS	5 OSS	RE			
H. Dress code violation (see School Dress and Grooming Policy)	Warning/C hange Clothes	ASD	ISS	IOSS	3 OSS	5 OSS	RE	
I. Tardies	3rd Tardy 1 hr ASD ISS	4th Tardy 2 hrs ASD ISS	5th Tardy 3 hrs ASD ISS	6th Tardy 3 hrs ASD ISS	7th Tardy 3 OSS			

J. Violation of driving regulations (see Student Driving/Parking Policy)	Warning	LODP 2 wks	LODP for term	*Vehicle may be towed at owner's expense	*Student any be suspended or RE			
K. Possession of a lighter or pocket knife (will be confiscated)	1 ASD ISS	2 ASD ISS	1 OSS	3 OSS	5 OSS	RE		

Category 3 Offense	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral	6th Referral	7th Referral	8th Referral
A. Failure to serve	1 ASD ISS	ISS *PC	1 OSS	3 OSS	5 OSS	RE		
B. Sexual harassment (see Sexual Harassment Policy)	3 OSS *PC	5 OSS *PC	RE					
C. Leaving school grounds without permission	1 ASD LODP 1 wk ISS	1 OSS LODP 6 wks	3 OSS LODP (rest of the year)					
D. Blatant disrespect toward staff member	1 OSS *PC	3 OSS	5 OSS	RE				
E. Participation in and/or inciting a school disruption	1 OSS *PC	3 OSS	5 OSS	RE				

Category 4 Offense	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral	6th Referral	7th Referral	8th Referral
A. Possession or use of tobacco products including electronic/vape cigarettes (see Tobacco Policy)	Fine \$ *PC 1 OSS	Fine \$ 3 OSS	Fine \$ 5 OSS	Fine \$ RE	Fine \$			
If 18 years or older, discipline modified	3 OSS	5 OSS	RE					
B. Indecent exposure and/or sexual misconduct	5 OSS *PC	RE						

C. Vandalism of school or personal property- Intentional destruction of property (restitution required)	3 OSS *PC	5 OSS	RE					
D. Knowledgeable receipt, sale, possession, or distribution of stolen property	3 OSS *PC	5 OSS	RE					

<b>Category 5 Offense</b>	<b>1st Referral</b>	<b>2nd Referral</b>	<b>3rd Referral</b>	<b>4th Referral</b>	<b>5th Referral</b>	<b>6th Referral</b>	<b>7th Referral</b>	<b>8th Referral</b>
A. Theft	5 OSS *PC	RE						
B. Deprivation through intimidation of another individual's right to attend school or class	5 OSS *PC	RE						
C. Fighting	5 OSS *PC	RE						
D. Assault and battery on a student	5 OSS *PC	RE						
E. Threatening a staff member	5 OSS *PC	RE						
F. Possession of a weapon or any object that could reasonably be considered a weapon	5 OSS *PC	RE						
G. Possession, sale or distribution of drug paraphernalia	5 OSS *PC	RE						

H. Possession or use of illegal objects including firecrackers, fireworks, smoke bombs, or stink bombs	5 OSS	RE						
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<b>Category 6 Offense</b>	<b>1st Referral</b>	<b>2nd Referral</b>	<b>3rd Referral</b>	<b>4th Referral</b>	<b>5th Referral</b>	<b>6th Referral</b>	<b>7th Referral</b>	<b>8th Referral</b>
A. Assault/battery on a staff member	RE							
B. Robbery	RE							
C. Arson	RE							
D. Bomb Threat	RE							
E. False Reporting- false alarm/false fire/report/false bomb report	RE							
F. Identity deception of school staff on the internet	RE							
G. Possession, use under the influence or distribution of alcohol or anything represented to another to be alcohol	RE							

<p>H. Possession, use, distribution or being under the influence of caffeine based substances containing stimulants of any kind, be they available with or without prescription. This may also include decongestants, antihistamines, cough suppressants excluding cough drops, where in the student has not provided a doctor's note and received specific administrative permission to possess or where in a student has misused a prescription or nonprescription medication, *A student with chronic disease or medical condition may possess and self-administer medication with proper authorization</p>	<p>RE</p>							
<p>I. Distribution and/or sale of controlled and/or dangerous substance or anything representing a look-alike</p>	<p>RE</p>							

J. Possession and/or use of controlled substance or anything representing a look-alike marijuana or THC, CBD oil. * A student with a chronic disease or medical condition may possess and self-administer medication with proper authorization.	RE							
K. Use of a deadly weapon (see IC 20-33-8-16)	RE							
L. Possession of a gun (see IC 20-33-8-16)	1 yr. expulsion							

1. Tobacco/Nicotine violation, student may choose to participate and complete in good standing a tobacco cessation program provided by the school instead of receiving the citation on the first offense, only.
2. 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.
3. Possession of a deadly weapon including but not limited to a knife of any size, tear gas, mace, pepper spray, stun device, paintball gun, chains, or any instrument which could reasonably be considered a weapon.

**INTERNET POLICIES AND GUIDELINES**

**Introduction**

Technology skills are fundamental to the preparation of future citizens and future employees. The School Corporation expects faculty to blend thoughtful, appropriate use of the Internet throughout the curriculum and to provide guidance and instruction to students in its use. The Corporation believes the access to school computers and the Internet is an educationally beneficial privilege, not a right. The responsible use of the Internet as a tool for learning is of the utmost importance in keeping this service available to Corporation students and staff.

With this educational opportunity also comes responsibility. Parents, it is important that you and your child read this policy and discuss it together. When your child is given a username/password and allowed to use the Internet, it is extremely important that all rules be followed. Inappropriate use of the technology may result in the loss of computer privileges. Parents, remember that you are legally responsible for your child's actions. Please stress to your child the importance of using only his or her own username and password and the importance of keeping it a secret from other students. Your child should, under NO circumstances, let anyone else use their username and password. Students are responsible for ALL activity that happens under their username. If your student feels their password has been compromised, they should immediately speak with their teacher or principal so that the password can be changed.

The Corporation's Internet Acceptable Use Policy supports the technology goals as drafted by each SOCS school, supplies students with the most current information available, increases the comfort level for technology skills, and allows students to become researchers.

Security for the Internet system is provided by:

- A. Nationally recognized and maintained filtering software which is updated daily;
- B. Teacher Supervision
- C. Obligating students and their parents to read and sign the acceptable use policy before using the system;
- D. Maintenance of records of student permission forms kept on file at each building and monitored according to individual building policies or procedures; and
- E. Creation of individual student and staff usernames and passwords to be held by the user in the strictest confidence not to be shared with other users at any time.
- F. When violations of the Corporation's Internet Acceptable Use Policy occur, these sanctions are taken:
  - A. Principal and/or teacher will meet with the student and, depending on severity, the parent to discuss infraction.
  - B. The student will be denied the privilege of the school's Internet connection for an indeterminate period of time.
  - C. Depending on the infraction, school discipline policy and corresponding penalties will be applied.

The Corporation prohibits the use of Corporation Internet resources and accounts:

- A. to access, upload, download, or distribute pornographic, obscene, or sexually explicit materials;
- B. to transmit obscene, abusive, or sexually explicit language;
- C. to violate any local, state, or federal statute;
- D. to vandalize, damage, or disable the property of another person or organization;
- E. to access another's personal materials, information, or files without the direct permission of that person;
- F. to email personal or confidential information which may be intercepted;
- G. to access material or resources which result in the Corporation receiving unauthorized billing;
- H. to participate in excessive non curriculum-related Internet use, including chat rooms, downloading software, playing games, watching online video, listening to online music and email. Student email is only allowed under the direct supervision of a teacher and permission from the Technology Coordinator;

- I. to violate copyright, including the download of music, or otherwise use another person's intellectual property without his or her prior approval or proper citation;
- J. to harass others;
- K. Harassment includes, but is not limited to, making threats, sending unwanted email, participating in conversations or chats in which the theme includes sexual, racial, religious or ethnic slurs.
- L. to deliberately access filtered (blocked) materials by "going around the firewall" or showing others how to do the same;
- M. to participate in online chat or instant messaging activity except as approved by the Technology Coordinator.

Parents will be provided the option to request alternative activities not requiring Internet access, unless the curriculum content is delivered in a digital format.

Any Internet user must have the permission of the school's professional staff and sign an Acceptable Use Policy before using a school resource or account to access the Internet.

The educational value of student Internet access is the joint responsibility of students, parents, and employees of the School Corporation.

The Corporation Internet policies and guidelines are available for review by all parents, guardians, staff members, and members of the community.

### **Unsolicited Contact**

Unsolicited Contact includes inappropriate, unacceptable transmitted communication beyond the teacher-directed activity. In the event of unsolicited online contact:

- A. The student is instructed not to respond
- B. The student will report the incident immediately to the teacher;
- C. The teacher will report the incident to the principal, and the parent or guardian will be contacted by telephone; and
- D. The principal will report the incident to the School Corporation's Technology Coordinator who will then notify the appropriate Internet carrier and/or sending unit involved and file a complaint.

Students are not to give their own personal information (i.e. last names, home address, or phone number) or the personal information of others on the Internet. Any exceptions must be approved in advance by the teacher and have written parent permission.

### **Internet Policy: Terms and Conditions**

- A. All students accessing the Internet will be required to read the Internet Acceptable Use Policy and sign the Corporation's Internet User's Terms and Conditions Contract (IUTCC). Without this form on file, students will NOT be allowed to use the Internet in any form EXCEPT to take Corporation or State mandated online tests or to access digital curriculum.
- B. Before a student may use the Internet, parents must read the Internet Acceptable Use Policy and sign the IUTCC. This will indicate that parents are aware that their student could access inappropriate materials. Although the School Corporation may use technical means to limit student access, these

means do not provide a foolproof method for enforcing provisions of local acceptable use policies. Adult supervision will be maintained in most circumstances but it remains the student's responsibility to use the Internet according to policy.

- C. School staff using the Internet will be required to read the Internet Acceptable Use Policy and sign an IUTCC.
- D. With the use of Corporation-owned, school-based computers, and school-based email, users shall not have or claim to have any expectation of privacy with regard to storage of files or information. The use of technology will be treated the same as school lockers. The professional staff may review all files and message exchanges on the systems in order to maintain system integrity and to ensure that all users are acting responsibly and consistent with the acceptable use standards.
- E. Personally owned Internet access technology, including desktops, laptops, cell phones, and PDA's, shall not be attached to the S-OCS network or Internet at any time.
- F. The Corporation cannot be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties. It is the responsibility of each individual user to maintain adequate backups of important files.
- G. Staff members at each building will supervise security, management, and account responsibilities associated with the Corporation's Internet resources and accounts.
- H. Any user who wishes to subscribe to Internet services such as listservs or newsgroups must have prior permission from the Technology Coordinator.
- I. All users will be given a username and password enabling access to the Internet. It is each user's responsibility to protect their password from unauthorized use and to request a password change should it be compromised. Sharing of passwords to circumvent the Corporation policy will be considered a violation of this policy.
- J. Users recognize that all software is protected by copyright laws and will not make copies for personal use or for distribution to others.
- K. Users shall not participate in vandalism of systems. Vandalism is defined as any malicious attempt to harm or destroy hardware or software including the physical destruction of keyboards, mice, and CPU's, the destruction of another user's data, the uploading or creating of computer viruses, or the vandalism of other agencies' systems accessed through our Internet.
- L. All provisions of the Corporation's Internet Policy are subordinate to local, State, and Federal statute.
- M. The Corporation is not responsible for negative consequences which may transpire from abuse of this acceptable use policy.

### **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY BOARD POLICY 7540.03**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, Corporation Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The Corporation's computer network and Internet system do not serve as a public access

service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Corporation Technology Resources by principles consistent with applicable local, State, and Federal laws, the Corporation's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy, its related administrative guidelines and the Student Code of Conduct govern students' use of Corporation Technology Resources and students' personal communication devices when they are connected to the Corporation computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Corporation-owned property or at a Corporation-sponsored activity (see Policy 5136).

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using Corporation Technology Resources. Because its Technology Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using Corporation Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation's computer network and/or Internet connection).

First, the Corporation may not be able to limit access technologically, through its Technology Resources to only those services and resources that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The Board prohibits the sending, receiving, viewing, or downloading of materials that are harmful to minors on computers and other technology related devices owned or leased by the Corporation or connected to the Corporation computer network.

Pursuant to State and Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child sex abuse material, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child sex abuse material and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Corporation Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Technology may temporarily or permanently unblock access to websites or online education services/apps containing appropriate material if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Corporation Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media and in chat rooms and cyberbullying awareness and response. Users of Corporation Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using Corporation Technology Resources - i.e., behavior comparable to that expected of students when they are in classrooms, in school hallways, on other school premises and at school-sponsored events. Communications on Education Technology are often public in

nature. General school rules for behavior and communication apply. The Corporation does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may use Corporation Technology Resources to access or use social media only if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable both civilly and criminally, for uses of Technology Resources that are not authorized by this Policy and its accompanying guidelines.

#### **CORPORATION-ISSUED STUDENT EMAIL ACCOUNT SCHOOL BOARD POLICY 7540.06**

Students assigned a School Corporation-issued email account are required to utilize it for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their assigned Corporation issued email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

This policy and any corresponding guidelines serve to establish a framework for students' proper use of e-mail as an educational tool.

Personal email accounts on providers other than the Corporation's e-mail system may be blocked at any time. If concerns for network security, SPAM, or virus protection arise. Students are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the Corporation's network when opening or forwarding any emails or attachments to e-mails that originate from unknown sources.

Students shall not send or forward mass emails, even if educationally-related, without prior approval of their classroom teacher or the site administrator.

Students may join list serves or other email services (e.g., RSS feeds) that pertain to academic work, provided the emails received from the list serves or other email services do not become excessive. If a student is unsure whether s/he has adequate storage or should subscribe to a list serv or RSS feed, s/he should discuss the issue with his/her classroom teacher, the building principal or the Corporation's Technology Director/Coordinator. The Technology Director/Coordinator is authorized to block email from list serv or e-mail services if the e-mails received by the student become excessive.

Students are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages and purging emails once they are read and no longer needed for school.

Unauthorized Email: The School Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network email accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such

counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's email servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized email from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send email to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.