

**SOUTH RIPLEY HIGH SCHOOL  
ACKNOWLEDGEMENT OF RULES OF CONDUCT  
AND STUDENT ACTIVITY CODE**

These Rules of Conduct and Activity Code Rules apply to regular school, all school sponsored activities, extra-curricular activities, summer school and any other South Ripley activities.

During online registration students & parents have acknowledged that you have access to the Student Rules of Conduct and that you are responsible for following all rules in this handbook.

This page serves as acknowledgement for students that may enroll after the start of school.

I acknowledge having access to the student Rules of Conduct, which includes all the rules of student behavior, attendance, etc. online. I, the student, understand that I am responsible for following all rules in this handbook and I have shared this information with my parents, who have looked over these rules as well.

\_\_\_\_\_  
Signature Date Student

\_\_\_\_\_  
Parent Signature Date

\*\*\*I acknowledge that my student is responsible for following all of the rules published in the online student handbook and I have reviewed all the student rules. I am aware that these rules of conduct are approved by the SR Board of Education.\*\*\*



**South Ripley High School**

# SRHS MISSION STATEMENT

**“SOUTH RIPLEY EDUCATES STUDENTS TODAY, TO BECOME RESPONSIBLE CITIZENS OF TOMORROW”**

**School Website: [www.sripley.k12.in.us](http://www.sripley.k12.in.us)**

Building Administration may add or delete items from the handbook as necessary.

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# SOUTH RIPLEY HIGH SCHOOL SCHEDULE

## DAILY CLASS SCHEDULE

1<sup>ST</sup> PERIOD ----- 8:00 - 8:48

2<sup>ND</sup> PERIOD ----- 8:52 - 9:40

3<sup>RD</sup> PERIOD ----- 9:44 - 10:32

4<sup>TH</sup> PERIOD ----- 10:36 - 11:24

HS Lunch 1 --- 11:27 - 11:55

HS Lunch 2 --- 11:58 - 12:26

(Students not in lunch will be in Advisory, which is their 4th period class)

5<sup>TH</sup> PERIOD ----- 12:30 - 1:18

6<sup>TH</sup> PERIOD ----- 1:21 - 2:09

7<sup>TH</sup> PERIOD ----- 2:12 - 3:00

## Inclement Weather/Professional Development -- 2 Hour Delay Schedule

10:00 - 10:30	First Period
10:34 - 11:04	Second Period
11:08 - 11:38	Third Period
11:42 - 12:12	Fourth Period
12:15 - 12:43	HS Lunch1
12:47 - 1:18	HS Lunch 2

(Students not in lunch will be in Advisory, which is their 4th period class)

1:22 - 1:52	Fifth Period
1:56 - 2:26	Sixth Period
2:30 - 3:00	Seventh Period

## Introduction

Welcome to South Ripley High School, home of the "Raiders". The purpose of this handbook is to familiarize the students of South Ripley High School with the policies and practices that will be followed during the school year. The handbook is broad and general, and is not intended to answer specific, individual questions. Students encountering problems not discussed in this handbook should feel free to ask questions concerning their specific problems.

It is hoped that the South Ripley High School students will find this handbook a useful possession during the school year.

We hope you have an excellent school year. We wish you success in all of your coursework and hope you become actively involved in the many extracurricular activities offered to students at South Ripley High School.

"An investment in knowledge pays the best interest."

--Benjamin Franklin

## SOUTH RIPLEY SCHOOL CORPORATION GOALS

1. Become one of the leading Southeastern Indiana educational institutions.
2. Create meaningful and engaging student work and programs in the pursuit of learning, higher academic performance and higher student achievement.
3. Provide professional development opportunities that enhance individual growth and the culture of a learning organization.

## VISION STATEMENT OF SOUTH RIPLEY SCHOOL CORPORATION

“We are an exceptional, student centered school system, empowering students to achieve their maximum potential.

### THE PHILOSOPHY OF SOUTH RIPLEY HIGH SCHOOL

In a democratic republic, education is a right as well as a privilege. To provide education for all, schools have been established. It is the responsibility of the school to teach and to maintain the fundamental concepts of American democracy. This is a shared responsibility with the home, the church, the government, and other community organizations that benefit youth. Therefore, the school should know and co-operate with these agencies.

The main function of a secondary school is to develop the child to the fullest extent of his mental, physical, and moral capabilities. In order to do this, a modern school should be comprehensive and broad enough in its curriculum to serve the academic, practical, technical, and vocational desires of the students. As far as present facilities permit, South Ripley offers educational opportunities to students of varying interest and ability.

The teacher is a fundamental factor in the school. He/She should be well trained in his/her own professional field and should have a knowledge and understanding of the American way of life. He/She should be ethical, open-minded, and sympathetic with youth. He/She should seek to instill in the student a desire for scholastic achievement and for satisfactory social adjustment.

The pupil should be made to feel that he/she is an important member of society and that teachers are his/her friends. He/She has duties as well as privileges. He/She expects help and consideration. He/She should give respect and cooperation.

#### **The relationship between administration and teachers should be one of trust, understanding, and mutual respect.**

A sound philosophy of education is basic in developing citizenship in a democracy. The main objectives of education should be:

- A. The building of healthful attitudes and habits of good citizenship.
- B. The promotion of respect and knowledge.
- C. The use of critical thinking.
- D. The fostering of a sense of taste and appreciation of values.

Start now to prepare yourself for the life and the bright future that can be yours.

- A. Make wise use of your time.
- B. Develop your abilities, talents and interests.
- C. Learn all you can about the complex and changing world.
- D. Develop a strong sense of responsibility
- E. Understand the changing job opportunities.
- F. Develop the proper social attitudes, along with an appreciation of your rights, privileges, and responsibilities.

**Get your education now, prepare yourself for the future, and if possible, get ready for training beyond high school. It's your life, get ready to live it.**

### The South Ripley Way

Our purpose at South Ripley High School is to:

1. Provide social, emotional, & physical safety & security for students & staff.
2. Develop the character of each student.
3. Help each student grow intellectually.
4. Enable each student to provide public service.
5. Improve student performance as measured by test results & graduation rate.

## **GENERAL INFORMATION**

### AFTER SCHOOL ACTIVITIES

A student cannot stay after school unsupervised until the activity begins. Students must be under the direct supervision of a teacher, sponsor or coach. A student is to wear appropriate clothes to the after school activities.

### ATHLETICS

All rules and guidelines pertaining to athletics are found in the Athletic Handbook. (Begins on page 60 of this handbook)

## **ANNOUNCEMENTS**

Daily announcements related to school and student activities will be given each day. Students who wish to have activities announced must have the information written and approved by the sponsor. Such announcements should be in the main office by 7:45 A.M. the day of the announcement. Special announcements will be kept to a minimum so as not to disturb regular class procedure. The daily announcements will be read and then posted in classrooms. Also, the announcements will be posted daily on the school's website.

## **BACKPACKS – BOOK BAGS**

Backpacks, Gym Bags, and/or Book Bags are to be kept in student lockers during the regular school day. Any exception to this procedure must have administrative approval.

## **BUILDING HOURS**

The building is open in the morning at 7:35A.M and closes at 3:20 P.M. Our school office is open from 7:35 A.M. until 3:30 P.M. You are encouraged to use the facility for study, committee and project work, and for individual and group practice. You must, however, be supervised by an adult. If you do not need to arrive early for study or teacher help, please plan your arrival as close to 7:45 A.M. as possible. School begins at 8:00 A.M.

## **CARE OF THE BUILDING**

The taxpayers of our community, including your parents, paid for the school facilities. All of us at South Ripley, as well as the greater South Ripley Community, take great pride in the facilities. They belong to all of us. Maintaining the building and its surroundings in a clean and orderly condition is the responsibility of every student in cooperation with the faculty and custodial staff. Take pride in the attractive appearance of our building. If you accidentally damage something, report it as quickly as possible so we can help to correct the damage. Intentional markings, cutting, or other defacing and damage will result in disciplinary action for those involved and restitution from them.

## **CHANGE OF ADDRESS**

Please inform the High School office secretary of any changes in your address, telephone number, email, guardianship, etc., which occur during the school year.

## **CONFLICTS AMONG CO-CURRICULAR AND/OR EXTRA-CURRICULAR ACTIVITIES**

When a conflict arises between an extracurricular activity and a co-curricular class, the class takes precedence. When there is a conflict between two extracurricular activities, the student may choose which one he/she participates in.

## **CONVOCATIONS**

Convocations will be periodically scheduled throughout the year. You are asked to conduct yourself in the best possible manner and to show courtesy and respect to those presenting the program.

## **CRIMINAL GANGS AND GANG ACTIVITY**

The South Ripley Community School Corporation has developed a policy in accordance with Indiana Code 20-26-18 prohibiting criminal gang activity on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at all school-sponsored functions. This policy can be viewed in its entirety through the South Ripley Community School Corporation website.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Each parent, and student age eighteen (18) or older, has the right to inspect and review the student's education records; request the amendment of the student's records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy Act ("Act") authorized disclosure without consent; file a complaint with the U.S. Department of Education concerning alleged failures of the agency or institution to comply with the requirements of the Act, and obtain a copy of the policy adopted by the South Ripley Community School Corporation by contacting the superintendent

## **Fee for Non-Sufficient Funds Checks**

When a check is received in payment of a student's bill, and such check is denied or unpaid by the bank for any reason, the bill will be considered delinquent. Each non sufficient check shall be assessed a **handling charge of \$20**. This handling charge is to be collected in the appropriate buildings and then receipted to the Corporation General Fund to cover the salary for the time of the Treasurer handling the transaction.

A notice will be given in which 14 days will be granted to allow for payment to be made for the non sufficient check and the \$20 handling charge. If after 14 days the check and fee are not paid at the appropriate building, the Superintendent will turn over the information to the proper authorities including, but not limited to the Ripley County Prosecutor.

## **FIELD TRIPS**

**To be eligible for class field trips students must maintain at least a passing grade in that class and must not have more than 2 "Fs" in any other class. It is**

the responsibility of the teacher to check all students to see who qualifies for the field trip exemption. Students who are excessive discipline problems may be held out of these opportunities as well.

**Also, any student with attendance issues including tardies, excessive absences, etc, may not be allowed to go on school sponsored field trips.**

## FREEDOM OF SPEECH AND ASSEMBLY

Students are entitled to orally express their opinions. Such oral opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited.

All student meetings in school buildings or on school grounds may function only as part of the formal educational process or as authorized by the principal.

Students have the freedom to assemble peacefully. There is an appropriate time and place for expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited.

## FREEDOM TO PUBLISH

Students are entitled to express in writing their personal opinions. Such written expressions must be signed by the author. The distribution of such material may not interfere with or disrupt the educational process, and must be approved by school authorities.

Students who edit, publish or distribute handwritten, printed or duplicated matter among their fellow students within the school must assume responsibility for the content of such publications. Distribution is restricted to before and after school hours and restrictions may be placed on distribution points.

- Libel, obscenity, vulgarity and personal attacks are prohibited in all publications.
- Commercial solicitation will not be allowed on school property unless expressly approved by the school administration.

## HELPFUL PERSONNEL

### Problem/Concern Person(s) to See

Absence from school	HS Office Secretary/HS Guidance Counselor/HS Administrator
Athletics	Athletic Director
Book rental/other fees	HS Office Secretary
Bus problems	Bus Driver High School Administrator or Dean
Class Schedule	School Counselor/Guidance Secretary
Forgotten lunch money	Office Secretary
Getting along with others	Teachers, Counselors, Administrators
Grades, report cards	Guidance Office/Guidance Secretary
Health/illness problems	Nurse or Office Secretary
Library books, etc.	Media Center Personnel
Medications	Nurse /Office Secretary
Misplaced books	Teachers, Media Center Lost & Found
Misplaced personal items	Office Secretary
New address/phone number	Office Secretary
Your gym/athletic locker	PE Teacher /Coach
Your hall locker	Office Secretary

## LOCKERS

Use of school lockers is a privilege, not a right. All lockers made available for student use at SRHS are the property of the school. These lockers are made available solely for student use in storing school supplies and personal items necessary for use at school. Your locker is on loan to you. You are the only student provided the combination; protect your security by not sharing the combination with anyone! The school cannot be responsible for lost articles. The student's use of a locker does not diminish the school's ownership or control of the locker. The school reserves the right to search a student's locker, book bag, etc., if the school believes a search is necessary to maintain the integrity of the school environment, to protect other students, or to locate lost or stolen materials.

1. Do not leave valuables or money in your locker.
2. Lockers should not be slammed, kicked, or marked on.
3. Stickers should not be placed in or on your locker; writing on or in lockers is strictly prohibited.
4. Soft drinks, water bottles, food, snacks or candy are NOT to be stored in lockers.
5. Students should not bother or attempt to open a locker other than their own.
6. If you have trouble with your locker, see the main office.

## LOCKER SEARCH POLICY

The policy on Search and Seizure for the school is in compliance with the state of Indiana. Essentially, the Principal or his designee may search a locker/s if there is **reasonable cause** to believe that the locker/s contain anything that presents an immediate danger of physical harm or illness to any person. In the event of an individual locker search the student will be notified, where possible, if present in the building, and given the option to observe the search.

## LOST & FOUND

Books that are lost and found will be taken into the instructional media center. Other lost and found articles can be claimed in the front office. The school is not responsible for valuable items brought to school. If such items are brought to school for class use, they may be left in the office.

## PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

As per state law, Indiana schools are now required to have a voluntary daily reciting of the Pledge of Allegiance. The pledge will be followed with a daily moment of silence.

School corporations are also required to have a moment of silence. The moment of silence is not intended to be, and shall not be conducted as a religious exercise. In order that the right for each student to exercise freedom of religion is guaranteed and the freedom of each student is subject to the least state coercion from the state either to engage in or refrain from religious observation on school grounds, there will be a daily moment of silence observed in each classroom or on school grounds

## PUBLICATION OF STUDENT INFORMATION

Any parent or guardian wanting the name(s) of his child (ren) excluded from any listing of honor rolls, athletic awards, or other forms of school participation is asked to notify the principal's office in writing.

## RIDING A SCHOOL BUS

School rules take effect when students board buses to school in the morning. There is to be absolutely no smoking, profanity, or horseplay on the buses at any time. **Students are reminded that the bus driver has the same authority as a teacher or parent when discipline is required.** The privilege of riding on a bus will be suspended if a student is a persistent troublemaker.

When school children are being transported on a school bus, they are under the supervision, direction, and control of the school bus driver and are subject to disciplinary measures by the bus driver and the governing body of the school corporation. The driver shall treat the children in a civil manner, see that no child is imposed upon or mistreated in his charge, and shall use every care for the safety of the children under his/her charge. School bus drivers shall assure that the following regulations are observed by all pupils. **Riding the bus is a privilege extended to all students.**

***Electronic devices such as iPods, MP3 players, Nintendo DS, and the like, are permitted for usage, with headphones, on the school bus. The student is solely responsible for the security of such items. The school cannot be held responsible for any lost, stolen, or broken items. Wireless speakers are not permitted on the school bus. Cell phone usage IS NOT PERMITTED on the school bus. Cell phones are to remain POWERED OFF while on the school bus.***

**Parents are to read the school bus rules to their students, sign the form, return the top copy (white) and keep the second copy (yellow). Signed forms should be returned as soon as possible.**

## Roles and Responsibilities of the School Resource Officer (SRO)

The purpose of this position is to serve as a resource for the South Ripley Community School Corporation, providing support to students, parents, educators and staff in matters related to law enforcement.

The SRO has three main roles and responsibilities. The SRO is a law enforcement officer. Another role is that of a law-related counselor and law-related educator who develops relationships with students. An SRO's primary role, however, is to provide law enforcement-type services to a school and to encourage everyone to follow all of the school regulations. SROs investigate allegations of criminal incidents and make referrals of students to juvenile authorities, when necessary. Listed below are common functions performed by the school resource officer.

- Enforces state and city traffic and criminal laws and ordinances. SROs are responsible for investigating violations of criminal law and when appropriate make arrests. A SRO's sworn duty to enforce the law does not contradict the need for the SRO to be a positive role model—it in fact supports it. It is essential for a SRO to endorse high moral standards and use good judgment and discretion.
- Assists school officials with enforcement of school policy and regulation regarding student conduct at the discretion of school officials. It is important to note that SROs are not school disciplinarians. SROs should not be involved in investigating school rule violations: For example, a student cheating on a test. Violations of school rules are the responsibility of the principal and faculty. If a violation of a school rule is also a criminal offense the SRO may conduct a concurrent investigation and take the appropriate action under the policies and procedures set forth by their police agency.
- Protects persons and property on school premises.

- Works through school administration to address concerns related to school safety, including building security, transportation, emergency response and evacuation plans, and takes action against unauthorized persons on school property
- Provides classroom instruction on law enforcement related matters, as approved by police and school administration.
- Make presentations to parent and community groups, at the request of police and school administration, on a variety of law enforcement topics.
- In the school setting, problem solving involves coordinated efforts among administrators, teachers, students, parents, mental health professionals, and community-based stakeholders. SROs frequently assist in resolving problems that are not necessarily law violations, such as bullying or disorderly behavior, but which are nonetheless safety issues that can result in or contribute to professional services within both the school (guidance counselors, social workers) and the community (youth and family service organizations). In particular, SROs often build relationships with juvenile justice counselors, who are responsible for supervising delinquent youths, connecting them with needed services, and recommending diversionary activities. Problem-solving activities commonly include:
  - Developing and expanding crime prevention efforts for students
  - Developing and expanding community justice initiatives for students
  - Assisting in identifying environmental changes that can reduce crime in or around schools
  - Assisting in developing school policies that address crime and recommending procedural changes to implement those policies
  - Making appropriate referrals.
- Meets with faculty, staff and parents on an individual basis to deal with specific issues or problems related to delinquency prevention.
- Acts as liaison between students, parents, school faculty and staff, child protective services, other law enforcement agencies, juvenile prosecutors, juvenile court and probation officers; facilitates communication between all parties.
- Under the building principal's direction, assist the school in emergency incidents requiring law enforcement intervention. SROs are likely to serve as first responders in the event of critical incidents at schools, such as accidents, fires, explosions, and other life threatening events.
- Documents all actions taken with students and parents in formal setting and provides a written report to the school corporation
- Promotes understanding and solicits support for the School Resource Officer.
- Performs other duties as required or assigned by Town Marshall or School Administration.
- Documents in writing all disciplinary actions with students and provides a copy of said report to the school corporation.
- SROs are expected to work to reduce juvenile delinquency rates by establishing close contact with students and to build positive relationships with them
- SROs also may conduct security inspections.
- SROs monitor crime statistics.
- SROs work with local police and students to design crime prevention strategies.
- SROs must have the ability to work closely with school administrators.
- SROs must have the ability to train school personnel in handling crisis situations.

**SCHOOL SAFETY** :Safety, both in and out of school, must be constantly stressed if we are to avoid accidents and bodily injury. In the building, please walk through the halls--never run. Talk with your friends using a normal conversational volume--avoid shouting and noise making. Your cooperation during school drills is expected. Students have a responsibility to report to school authorities their knowledge of other student's possession of weapons, drugs, alcohol, or other dangerous items. SRHS personnel will work with parents and students to improve student behavior and school safety at school.

There is a difference between "tattling" and notifying your teachers/ administrators about legitimate concerns regarding drug use, potential fights, and other dangerous situations that might affect your own safety, as well as all the other students and teachers that are a part of our school. Reporting that two students may be involved in a fight, for instance, is a good example. You are helping those students avoid serious injury and possible suspension/expulsion from school. We are all in this together, and need to help each other.

## **SAFETY PLANS**

### **A) TORNADO EMERGENCY PLAN**

In case of emergencies such as tornadoes, bad storms, etc., the following procedure will be initiated. Notification of the emergency and special action to be followed in the classroom will be announced over the intercom by the principal.

1. Keep calm, do not panic.
2. Walk, do not run to your assigned area.
3. Do not push, shove, and do not be noisy.

4. Sit quietly in your assigned area and wait for further instructions.
5. Remind all students of the kneeling position they should take when the immediate awareness alert is given. If necessary, instruct them as to how it should be done.
6. Teachers should open all windows and prop the door open before leaving the room.
7. Use good common sense and follow instructions.

## **B) BOMB EVACUATION POLICY**

(TREAT AS FIRE ALARM)

In the event of a Bomb scare telephone call and/or Bomb threat and/or Bomb Reality by thought or visual evidence, the following procedure will be in effect.

1. Evacuate the entire building immediately of all students and personnel.
  - A. Fire alarm is to be sounded with the assumption of a normal fire drill.
  - B. Fire alarm will shut off after all have evacuated. Administrative personnel will go to all four corners of the building and move people a further distance from the school, at least ¼ mile.
  - C. The intercom system will be used to warn anyone who might still be in the building to evacuate and that is a real situation.
2. Students are to be moved a further distance from the building - ¼ mile - immediately upon notification from Administrative personnel. Faculty will move with students and supervise.
3. Students will remain in designated areas with sponsors and faculty supervisors until such time as the building is safe to re-enter.
4. In the event that the building is not available for re-entry in a length of time felt to be reasonable, students and all personnel will be sent home by bus.

## **C) EMERGENCY EXIT PLANS**

FIRE EXIT PLAN

In case of the need for an Emergency Exit due to Fire, all students, faculty and school personnel must evacuate the building immediately and as quickly and orderly as possible.

When the fire alarm or emergency signal is given, react immediately to the following exit plan. Walk on the right side of the hallway in an orderly fashion.

1. Walk briskly, but do not run.
2. Do not panic - keep calm.
3. Do not be noisy - concentrate on your departure.
4. Proceed at least 500 feet from the building.
5. Do not return to the building until the "all clear" signal is given.

## **D) EMERGENCY PREPAREDNESS**

Emergency procedures are outlined in the South Ripley High School Handbook. Directions for fire and disaster drills are posted in each room. Emergency drills will be conducted on a regular basis throughout the year. When the alarm sounds, follow the plans indicated. Your teacher will direct you to the areas assigned for each type of drill. Drills are staged throughout the school year and should be treated with all the seriousness of real emergencies. Three things to remember are: (1) proceed in orderly lines, (2) move rapidly without shoving or pushing, and (3) refrain from talking so that a change of directions may be heard. In case an exit is blocked, follow the directions of the teacher.

**SCHOOL CLOSINGS - EMERGENCY** It may be necessary for the school to close or have delayed openings during the school year because of inclement weather conditions or other unforeseen emergencies. The local radio stations and television stations will broadcast the appropriate information. Please refrain from calling the administration, teachers, or the school to request this information. Additionally, closing or delayed starts are posted on the homepage of the district's website as well as television and radio media outlets. All families are encouraged to sign up for Thrillshare so that they are notified of any changes to the school schedule.

## **SIGN IN/OUT**

There will be no sign outs from school by students on an individual basis except when the parent or guardian calls the school or comes to the school office and signs the student out.

Notes from home will not suffice unless approved and/or confirmed.

**All students have to sign in and out in the main office or the absence will be an unexcused one.**

## SUBSTITUTE TEACHERS

A substitute teacher is an important visitor who has a job to do. You, the student, can help by giving this teacher your complete cooperation. Remember: A substitute teacher has the same authority as a regular teacher. Impressions--good or bad -- are carried from the school to the community by visiting substitute teachers. Let us make certain that positive impressions of our school and its programs are extended to the community!

## TECHNOLOGY

Each student will be issued a Chromebook for the school year. Policies governing Chromebook use and responsibilities are provided during the distribution of the Chromebooks. Individual computers in the classrooms and computers within the various labs will be available to the students while under direct supervision of the classroom teacher. Students will adhere to the SRHS technology policy. This policy and other pertinent technology-related information, will be distributed to the students and is available on the school website. Any student chromebook that has been deemed intentionally damaged is the responsibility of the student that it is assigned to and subject to billing.

## TELEPHONES & MESSAGES

Office phones are for conducting school business and may be used before 8:00 a.m. or after school from 3:00 to 3:30 p.m. or during lunch; students should not ask to use the office phone unless it is an absolute emergency. Telephone messages from home are discouraged as the delivering of phone messages often disrupt the classroom climate. It is requested that such messages be avoided *unless an emergency makes it necessary*. Students will be called to the phone only in cases of emergency. Only messages from parents will be relayed to students.

## VISITORS

Parents and school patrons of the school are welcome at all times to attend convocations, assembly programs, or any function connected with school activities. To maintain a safe and secure campus, all doors to the building are locked. Upon arrival, please use the intercom/camera box located to the right of the main entrance doors. **Visitors are asked to register at the office upon their arrival at school. No student visitors are permitted during the academic school day without permission of the administration. Visitors needing to access the building past the main office may be asked to provide a driver's license for our visitor management system.**

## GUIDANCE AND COUNSELING

### **"Shaping Minds, Building Character, Maximizing Potential"**

The mission of the South Ripley High School Counseling Program is to enable students to maximize their potential in the areas of academic achievement, career exploration, and citizenship development. In addition, the school counseling program provides skills that help students to overcome challenges that interfere with learning, and advocacy that supports students to reach their maximum potential. Through the school counseling program, students become successful learners, responsible citizens, and productive members in today's diverse and competitive society.

### Guidance:

1. College catalogs, Brochures, Applications
2. Lunchroom setups for colleges and military recruiters
3. College application and Admission Processes
4. PSAT, SAT, ACT testing process & applications
5. Transcripts and recommendations for college
6. The Guidance Gab—grade level newsletters & scholarship info (Part of the SRHS Newsletter)
7. FAFSA information
8. Career Center information & enrollment
9. Ivy Tech and Indiana University Dual Credit Liaison
10. Diploma Seal attainment and Graduation Pathway Completion Monitoring

### Advocacy:

1. Advisory period for all high school students
2. Yearly scheduling & Four Year Career Plan Updates
3. Career exploration

### Counseling:

1. Individual conferences for academic & career planning
2. Availability for personal-social counseling sessions
3. Availability for parent-teacher conferences
4. Referral to outside agencies for assistance

## SCHEDULE CHANGE POLICY

Students make course selections for the entire school year and are expected to give careful consideration to course selections when they are made during the scheduling period. After students register for classes, teachers will be hired and teacher schedules established based upon selections made by students. **Students will be able to review their schedules during registration, in the fall, prior to the start of school. Once the school year begins, all schedule changes, for the school year, must be made within the 1<sup>st</sup> week of school.**

Changes after the 1<sup>st</sup> week of the school year may be made only under the following conditions:

\*need to meet high school graduation requirements

\*need to meet college entrance requirements

\*student is academically misplaced

\*need to balance over-crowded classes

\*an error in computer entry

\*late staff changes

\*\*\*Although course selections are made for the entire school year, a student may

request a course selection change for second semester with parent approval one week prior to Christmas Break. Course selection changes will be made only based on the criteria listed above.

**\*Requested changes related to dropping the career center, teacher assignments, class periods etc. will not be considered.**

## VALEDICTORIAN/SALUTATORIAN

In order for a student to be considered for either the valedictorian or salutatorian for their class, students must have received an Academic Honors Diploma or Technical Honors Diploma.

## Rating Scale for the National Honor Society

### South Ripley High School Chapter

1. Voting by the faculty will take place once each year, at a time during the fall semester that the principal deems acceptable.
2. Seniors only are eligible each fall for the voting.
3. Senior students must rate at least 3.5 in scholastic point average to be eligible to be voted upon. This average is based on their six semester cumulative point average.
4. Faculty voting will be on a Yes or No basis and each student must receive a 2/3 (two-thirds) positive vote from the faculty. Voting criteria to be based on scholarship, leadership, service and character. The vote will remain confidential among staff. The principal, advisor(s), and staff committee will have sole access to the vote total and comments.
5. New or transfer students would not be penalized by the above regulations and would be eligible as soon as proper arrangements could be made.
6. Guidelines will refer to the National Chapter guidelines and/or bylaws.

The above rules and regulations were voted upon and passed by the full committee 4/5/18 to begin for the 2018-2019 school year.

## GRADE RECOVERY

Improvement of a student's grade (grade recovery) will only be allowed for **grades below a "C"**. Students may opt to retake a class to try and improve their grade to qualify for an Academic Honors Diploma or to qualify for the graduation waiver requirement of 2.0 GPA. These are the only circumstances that this will apply for.

*It is the policy of South Ripley High School that junior high students who take classes for high school credit will have those classes counted into their high school GPA and class rank for graduation purposes. Students may have the option of retaking these classes if they do not get the desired grade while in junior high.*

## GRADE REPORTING

A. The letter grade scale is as follows:

100	A+	67-69	D+
93-99	A	63-66	D
90-92	A-	60-62	D-
87-89	B+	0-59	F
83-86	B	N/C—No Credit	
80-82	B-	I---incomplete	
77-79	C+		
73-76	C		
70-72	C-		

B. Grade cards will be distributed as soon as possible following the end of the grading period.

C. Honor roll is based on a grade point average basis for the semester.

## SEMESTER EXAM POLICY

1. **All students are required to take final exams.**
2. **If a student earns a 60% semester average or passes 2 of 3 grades used to calculate semester grades, the student will receive credit for the class.**
3. All teachers will use the corporation scale provided in calculations of grades.
4. All teachers will use the computer grading program provided.
5. Students must complete all exams in written form. All available time on exam day is to be used in association with the exam.
6. The number of evening activities will be limited during exam weeks.
7. Semester exams will count as 20%, with each of the 9 weeks counting as 40% each.

Students may reschedule finals for bereavement days if they meet these requirements:

1. Immediate family members (parents, guardians, brothers, sisters, and grandparents), school personnel and classmates will be acceptable exemptions.
2. Reasonable time will be allowed. Circumstances may vary with special requests being handled by the attendance committee.

## STUDENT CLASSIFICATION (GRADES AND CREDITS)

**(Valid until the class of 2028)**

Sophomore - 10 credits \*\*This should be a goal of students by end of 9th grade year\*

Junior - 20 credits \*\*This should be a goal of students by end of 10th grade year

Senior - 28 credits \*\*This must occur to participate in senior activities\*\*

Graduate - 40 credits

Academic Honors/Technical Honors----47 credits

In order to receive credit in any subject, you must have passed the subject.

- You receive 1 credit per semester for all subjects.
- For Career Center you receive 3 credits per semester or 6 credits per year except: Cosmetology is 4 credits per semester or 8 per year. Attend Jr. and Sr. year.
- Grades 7-10 will have no scheduled study halls.
- Only those students involved in a co-op program at the Career Center or South Ripley or an approved work-based learning setting will be permitted to work during school hours.

## SENIOR REQUIREMENTS FOR GRADUATION

- A. Seniors must meet all requirements of the State of Indiana and of South Ripley High School be eligible for graduation and to participate in graduation exercises.
- B. South Ripley High School requires a total of 40/48 credits and all required subjects for graduation.
- C. Seniors who expect to be graduated and want to receive a diploma but did not want to participate in the graduation exercises should make their wishes known to the principal as soon as possible at the conclusion of the first semester.
- D. **In order for a student to participate in senior activities during the school year a student must have at least 28 credits at the start of the school year they are going to be listed as a senior.**

## GRADUATION REQUIREMENTS FOR SOUTH RIPLEY HIGH SCHOOL STUDENTS

- A. It shall be the policy of the South Ripley High School to acknowledge each student's successful completion of the instructional program appropriate to the achievement of corporation goals and objectives as well as personal proficiency by the awarding of a diploma or a certificate of completion at appropriate ceremonies.
- B. The board shall award a regular high school diploma to every student enrolled in this corporation who meets the requirements of graduation established by this board as required by the state of Indiana.
- C. There shall be only one (1) diploma awarded by this corporation and no distinctions shall be made between various programs of instructions. Exceptions shall be made for students who meet the state requirements for Core 40, Academic Honors diploma, or a Technical Honors diploma.
- D. The board will award a certificate of completion to those students who meet the course requirements for graduation and are enrolled into the South Ripley intensive academic classroom.

- E. Commencement exercises will include those students who will be receiving a diploma or a certificate of completion. A student may be denied participation in the ceremony when personal conduct so warrants. In order to graduate from South Ripley High School, a pupil shall attend at least six (6) semesters and earn a total of forty (40) credits. Forty credits are the minimum required to graduate. The Indiana Dept. of Education has specific minimum subject requirements that all students must meet to be graduated from High School. Indiana State Diploma requirements may be found at <https://www.in.gov/doe/students/graduation-pathways/diploma-requirements/>

## **EARLY GRADUATION/SHORTENED DAY SCHEDULE**

Graduation after completion of six or seven semesters is permitted. In order to graduate after six or seven semesters a student must meet ALL state and local graduation requirements, and be on path for at minimum a Core40 Diploma/Seal attainment including the Graduation Examination requirements. (IC 20-32-4 et seq.) Seniors may have a shortened day schedule if they must work or are taking approved college classes.

## **POST SECONDARY ENROLLMENT PROGRAM**

1. Eligible institutions are accredited public and private colleges or universities in Indiana. A student may, upon approval of the school corporation, enroll in courses offered by an eligible institution on a full or part time basis during grade 11, grade 12, or both. The student will be considered enrolled in the school corporation in computing daily membership.

Courses for secondary credit must be approved courses listed in 511 IAC6-2-5. If a course has been approved for secondary credit by the school corporation, a student will be entitled to credit toward graduation for each course the student successfully completes. A student may not enroll in a course off campus that is offered by South Ripley High School.

The student shall notify the principal and or guidance counselor of interest in enrolling. The principal or a counselor of the school will meet with the student and parent to discuss the criteria of the program. *A student may request that the grade earned for any off-campus, post-secondary course that is not required for graduation, not be included in the calculation of the student's high school GPA.*

Criteria are:

- a. Student must have a cumulative grade average of B = 3.0.
- b. Student must have taken the PSAT and/or SAT.
- c. Student should be taking an academic course of study which would include English, Mathematics (Alg., Geom., Adv. Alg.), Science (Biol., Chem., Physics), Government, and Foreign Language.
- d. Student must pay all fees and costs and furnish their own transportation.
- e. Student must enroll for 6 hours of instruction (full schedule of classes) at the high school and/or college.

A student is ineligible to participate if participation would delay the student's progress toward graduation.

Secondary credit will not be given if the student enrolls in a course which is so unlike any of the approved courses listed in 51 IAC6-2-5 (d) that appropriate secondary credit cannot be given. All courses must be approved to be counted toward high school GPA.

Courses cannot be used to replace options that are available on campus.

## **FOREIGN EXCHANGE STUDENTS**

Foreign Exchange students will not be enrolled as Seniors during their attendance at SRHS.

## **TRANSFERRING STUDENTS**

Students transferring to another school must notify the guidance office, turn in all rental and library books, and pay any remaining fees. No student shall be allowed to enroll at South Ripley until we receive all student records from the previous school.

## **EXIT INTERVIEW**

The law requires that an exit interview take place when a student who is at least sixteen (16) years old and not yet eighteen (18) years old wishes to withdraw from school (quit) prior to graduation or turning 18 years old. The student and student's parents or guardian are required to be present with a school administrator at the interview.

## **ACADEMIC REFERRALS AND PROGRESS REPORTS**

During the fifth week, within each nine-week grading period, parents will receive a 4½ week student progress report through Skyward. Receiving a report does not mean the student has failed. Parents may request progress reports by calling the school's counseling office.

## **TEACHER-STUDENT CONFERENCE PERIOD**

Students are urged to use 7:35-8:00, Advisory Period, and 3:00 to 3:10 P.M. to meet with their teachers for extra academic assistance, whenever needed. This is a time to make up tests and quizzes, to seek clarification and help from the teacher, etc. Students are not to disrupt regular scheduled class time to ask questions about missing work, grades, or other informational items. Students must be under the supervision of a faculty member during this time. Take advantage of this unique opportunity!

## **RAIDER ACCOUNTABILITY PROGRAM AND TUTORING SESSIONS**

We are committed to holding our students accountable for their assignments and work while they are enrolled at SRHS. We are establishing guidelines for accountability that involve the implementation of mandatory "tutoring sessions". Our tutoring capability has expanded from two teachers on Monday/Wednesdays to four. We will be able to better serve our influx of students attending tutoring.

**Mandatory Tutoring Session (9TH GRADE/10TH GRADE):** If a student has accumulated 5 or more missing assignments they will be assigned a work session to complete these assignments. Parents will be notified and a date will be set. Any student who has been assigned a tutoring session but does not show up will be issued an after-school detention.

**Transportation:** SRHS will provide transportation home to all students involved in the work sessions. We have two school buses that will be bringing students home.

## **HOW TO STUDY**

Class time is often set aside for individual study and work under the supervision of the teacher who can, during this time, help students with their particular weaknesses and observe study and work habits. Home study is a necessary part of each pupil's educational program. Each student is expected to spend some time in addition to class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. Keeping your student assignment book current and reviewing it on a regular basis can help with the homework process.

- Attitude is important -- think positively, work independently, and seek help only when you have exhausted your own resources; then ask questions.
- Learning requires concentration - keep your mind on what you are doing. It will take less time.
- At home, have a definite, well-lighted, quiet place to study. Unless you have a straight "A" average, you should study at home each day.
- Read the entire assignment rapidly to grasp the basic content. Reread slowly to understand content, details, explanations and directions. If the assignment is not written, make notes of your own; outline what you have learned.
- If the assignment is a long-term project, do a little of it each day; don't let it go until the last minute. It will be easier, and you'll do a better job.

## **INCENTIVES/RECOGNITION**

Our incentive program(s) recognizes and rewards students who excel in various aspects of the school. Incentive awards and recognition are given in the areas of academics, athletics, attendance, citizenship, leadership and service. Certificates, recognition in the local paper and acknowledgment in the daily bulletin, academic and athletic trophies/plaques, field trips, and team awards are among some of the incentives.

## **HONOR ROLL**

There are two honor rolls at SRHS. The requirements for each are as follows:

*All A Honor Roll* – a student must have all "A's"

*Honor Roll* – no grade lower than a "B"

## **STUDENT RECORDS**

A student's record is available to school personnel on a need-to-know basis. The record is available for interpretation by school personnel to the student and his parent by appointment during regular school hours. Proper adherence to the privacy law is a must by all parties concerned.

## **SPECIAL EDUCATION**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities. Students are entitled to a free appropriate public education in the "least restrictive environment." The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Act (IDEA). Contact the high school if you have any questions concerning this matter.

## **COLLEGE DAYS**

A student may attend a total of two college days per year during the two year period of the Junior and Senior year. NCAA Division 1 athletic recruits may take up to five (5) "NCAA official visits" beginning January 1 of their junior year. A college day visit will only be considered an Excused Absence if the following conditions are met:

1. While visiting the college, the student must obtain a signature from the admissions office.
2. When the student returns to South Ripley, the student must turn in to the Office the statement signed by the college admissions officer.

## **JOB SHADOWING**

During their senior year students will be permitted one day for job shadowing. **All forms must be completed and turned into the guidance office two days before the Job Shadowing Day for approval.**

## **ALTERNATIVE SCHOOL**

The SRHS Alternative School provides an option for high school students who are not succeeding in the traditional high school setting. Our mission is to provide a means by which the individual academic, social, and behavioral needs of at-risk students are identified and met. We provide effective and rational means through which each student pursues the goal of successfully returning to the traditional school environment and/or using the program as a stepping stone to successful employment and/or further education upon high school completion.

Students may be referred to or mandated to attend an alternative school program or the Credit Recovery program noted above.

The Alternative School will be utilized through the discretion of the principal.

## **WITHDRAWAL FROM SCHOOL**

Prior to withdrawing from school for any reason, parent(s) and the student must notify the guidance office at least one day **prior** to the last day of attendance for the student. All books and 1:1 devices must be turned in and all financial obligations fulfilled prior to withdrawing from school.

## **GENERAL POLICIES**

### **ASBESTOS NOTIFICATION POLICY**

State and federal law requires that we notify you annually that we maintain an asbestos management plan for each building. South Ripley High School has been thoroughly inspected and there are no asbestos-containing materials present in any part of the building. If you have any questions about our asbestos program, please refer to the building principal for all questions.

### **NONDISCRIMINATION POLICY**

It is the policy of the South Ripley Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability. No qualified disabled person shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school corporation. Disability harassment is a form of discrimination prohibited by section 504 and Title II.

### **SEXUAL HARASSMENT POLICY**

It is the policy of South Ripley High School to maintain learning and working environment that is free from sexual harassment. Sexual harassment may include verbal or physical advances or comments regarding a student's physical or personality characteristics. Students are encouraged to report the incident to administration for investigation if they believe they are victims of sexual harassment. Any student found to have engaged in sexual harassment shall be subjected to disciplinary sanctions as set forth in the student handbook, including, but not limited to warning, suspension or expulsion, subject to applicable procedural requirements.

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### **PESTICIDE NOTIFICATION POLICY**

South Ripley High School will provide 48 hour notice for all planned pesticide application details to parents, guardians and staff members requesting to be notified. In order to be notified you must be registered with the school in advance to receive this information.

### **FOOD SERVICE**

Breakfast and lunch are served daily in the school's cafeteria. Prices for the meals and individual prices are established by the Board of School Trustees. Forms are available in the office for those families who qualify for either free or reduced meals. Students are not allowed to leave school during the lunch hour. Students are expected to practice good table manners and to be responsible for the cleanliness of their place at the table. Students should immediately clean up any spills, food, or wrappers. Students should not move from chair to chair or table to table. Chairs are to be placed under the tables and trays and eating utensils taken to the return area and properly placed. No food or drink is to be taken from the cafeteria without the permission of a building administrator.

### **SCHOOL CAFETERIA POLICY**

Students are expected to pay for meals before they are served. For additional information on Food Service, please see the [South Ripley School Corporation Food Service charge guidelines](#).

\*Students found taking food from the cafeteria line without paying for the food will incur the following disciplinary action(s):

1<sup>st</sup> offense Verbal Warning/Phone Call Home/Restitution

2<sup>nd</sup> offense Administrative Detention/Phone Call Home /Restitution

3<sup>rd</sup> offense Out of School Suspension/Notify Police/Call Home

## **HEALTH SERVICES**

A student who becomes ill during the day must request a pass to the front office. The student should first report to his class and request a pass from the classroom teacher to come to the administrative office. If it is advisable for the student to leave school, the school nurse, or other school official, will contact the parent. Do not

call home without permission. Seeing the school nurse is not meant to take the place of your family doctor. Circumstances that necessitate additional services need to be discussed with the building administrator and the school nurse.

## Head Lice Policy

South Ripley School Corporation will work diligently to prevent infestation of head lice among the student population by screening students as needed. Students identified with LIVE head lice or LIVE nits (those less than ¼ inch from the scalp and those brown in color), will be excluded from school. Students must be properly treated and brought to school by a parent or guardian to be examined by the school nurse BEFORE returning to school.

- When the student is sent home, he/she will be given detailed information on prevention and treatment.
- To prevent possible re-infestation, we recommend that nits be removed, although children are not excluded for school with dead (white) nits.
- The school may notify appropriate county agencies if re-infestation continues to occur.

## Sick Day Guidelines

To assist in preventing the spread of contagious illnesses, South Ripley School Corporation has a 24-hour symptom-free policy. Your child should remain at home if they have any of the following symptoms. If a student displays any of the following contagious symptoms at school, they will be sent home.

1. **FEVER (100.4 or greater): Keep your child home until his or her fever has been gone WITHOUT medicine for 24 hours.** Returning to school too soon may slow recovery and make others sick. **If your child has been sent home with a fever, they cannot return the next day!**
2. **VOMITING OR DIARRHEA:** Keep your child home for 24 hours after the LAST time he or she vomited or had diarrhea.

**ANTIBIOTICS:** If your child was diagnosed with an infection or illness that requires antibiotics, keep your child home until 24 hours after the FIRST dose of antibiotics.

Even if your child does not fall into the categories above, but has not been well, we ask that you use your best judgment and take into account your child's appropriateness for a learning environment that day. If your child has symptoms that keep your child from participating in school it is likely best for the child to rest at home. These symptoms include (but are not limited to) being very tired, poor appetite, has a cough that he or she cannot control, headache, body aches, toothache, earache, red eyes, or severe sore throat.

## Immunizations

Parents are required to inform the school of any updates needed for student immunization records. Students must be up-to-date on all immunizations required by the State of Indiana in accordance with Indiana Code 20-34-4-2. If your child has a medical or religious exemption, we must have a new form on file with a parent and/or physician's signature, each school year.

## Medical Care Plan Forms for Chronic Medical Conditions

A medical care plan is required to be on file for medical conditions that could require life-saving interventions or medication. An updated care plan for your child must be received by your school nurse each school year. The care plan must have a doctor's signature. A medical release form will allow the physician's office to communicate directly with the school nurse. This form may be obtained from your school nurse or your child's physician office. If we do not receive the necessary documentation and orders, the school nurse shall follow standing orders as provided by the school corporation's medical director.

## South Ripley Community School Corporation Medication Administration Policy

- A. Prescribed medication may be given to students under the following conditions:
  1. A written authorization form is signed and completed by the parent/guardian and is on file with the school. This form must be updated and signed yearly. A separate authorization form is required for each medication.
  2. Specific written instructions from a physician are required for prescription medication.
  3. All medications prescribed for an individual student must be in the original container with a complete pharmacy label.

The pharmacy label must include the following information:

    - a. Student Name
    - b. Physician Name
    - c. Instructions for administration
    - d. Medication and strength
    - e. Date dispensed
    - f. Medication expiration date (If an expiration date is not available on the container, the medication will be considered expired at one year from the date of dispensing)
- B. All non-prescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All non-prescription medicine must be in the original container. Non-prescription medicine shall be administered in accordance with the parent's statement (within the parameters indicated on the package directions).

- C. All medications that are to be administered during school hours must be kept in the nurse's office, with the exception of cough drops, which may be kept in the classroom and administered by a staff member as long as the student has an obtained as-needed medication consent form.
- D. Medication may accompany a student on a field trip as necessary. A staff member will obtain and keep the medication with them and administer to the student as necessary or scheduled. The staff member will be instructed on the proper student, medication, time, dose, and route.
- E. The term "medication" is not limited to prescription medication, but includes over-the-counter medications such as Tylenol, Tums, Motrin, etc.
- F. All medications are to be administered by the school nurse or other designated school employees. Staff members may administer cough drops to students with an obtained as-needed medication consent form.
- G. All medications administered to a student will be documented in our school database.
- H. Medications no longer used or needed will be returned to the parent or destroyed. Destruction of the medication will be done in a manner which ensures that no other person can obtain possession of it. A record of destruction will be kept for each medication that is destroyed.
- I. All medications must enter the school through the main office. All medications must be brought in in-person and must be picked up in-person when medications are requested to return home..
- J. Indiana code provides that a student with a chronic disease or medical condition may possess and self-administer medication that must be administered on an emergency basis. The parent must present an annual written and signed authorization giving the student consent to have and to use the medication; a statement from the physician stating that the student has a chronic or acute disease for which the physician has prescribed medication; and the student has been instructed on how to self-administer the medication; and the nature of the disease or medical condition that requires emergency administration of the medication.

## SCHOOL DRESS

Dress and appearance should be in good taste for all SRHS students. Students are expected to show attention to personal cleanliness and appropriateness of dress and appearance. Student dress/appearance shall be such that it is not lewd, vulgar, indecent, and/or offensive or it does not constitute an interference with school purposes.

## DRESS CODE POLICY

At South Ripley, we believe that the responsibility for dress and grooming shall fall directly upon the individual student and his/her parents. Basically, it is a family obligation to supervise the dress of its youth.

School officials shall become involved when:

1. Common decency necessitates intervention.
2. Disruption of classroom order takes place.
3. Health and Safety of individual students becomes a concern.
4. Maintenance problems are being caused by student attire.

**The following interpretive guidelines have been adopted:**

1. Cleanliness of person and apparel is required.
2. Hairstyles are not questioned if kept neat and clean, however hair must be out of the eyes at all times.
3. Common decency is expected and required.
4. Footwear must be worn by everyone at all times. Any type of footwear that is not deemed acceptable by the administrators will be dealt with accordingly. House slippers are only acceptable on spirit days.
5. **Hats and or headgear (of any kind)** are not to be worn in the building.
6. No short shorts, skirts or dresses of any kind are to be worn. **All shorts are to be mid-thigh in length.**
7. **No tank tops or muscle shirts** are to be worn separately. If this type of shirt is worn you must wear a full "T" shirt. Shirts with at least 3 inch wide shoulder band at the top will be permitted.
8. **No skin tight shorts** are to be worn separately. If worn, the student must wear other appropriate shorts over them.
9. Any item of clothing containing or displaying inappropriate pictures, messages or slogans are prohibited. This is to include such things as tobacco products, alcoholic beverages, drugs, and sexually explicit or implied messages. **No bare midriff shirts or blouses are permitted unless there is another shirt worn over that shirt.**
10. No items of apparel that are **sloppy, ripped, full of holes** and/or mutilated to create such an effect will be permitted.
11. Coats, hats, jackets, or any exterior apparel that could be utilized to conceal items prohibited in school to remain in the individual's locker during the school day. Administrative discretion will be used in questionable situations.
12. **No blouses or shirts are to be worn that expose cleavage** that is deemed to be unacceptable by faculty or administration.
13. Individual departments and/or areas of the school may place additional requirements on students in order to assure safety standards or other standards pertinent to their particular activity. For example, special items of apparel for work in the Ag shop areas may be required.
14. **We will not tolerate the wearing of pants down on the buttocks. All pants must be worn up at the waistline and pulled up if told to do so by a teacher or administrator.**
15. **No chains of any kind** may be worn to school because of the safety factor. This includes chains that hold billfolds.
16. Any item of apparel that can be construed as gang related is strictly prohibited.
17. **Piercings that are warranted by the administration to be disruptive to the educational environment, will not be permitted. These include lip rings, eye rings, cheek rings, etc. (Studs will be permitted.)**
18. **Pajama pants and or pajamas are only to be worn on Spirit Days—NO other times.**
19. **Hats are not to be carried, or attached to other clothing pieces throughout the building without the permission of the administration.**

**It is the intent of this code to stress the importance of appropriate dress and grooming in a school setting. The spirit behind this code is as important as the code itself. Everyone, young and old, shares the responsibility of maintaining the image of our school community.**

## ATTENDANCE INFORMATION

### SOUTH RIPLEY HIGH SCHOOL ATTENDANCE POLICY

Regular attendance is not only necessary for a student to succeed in school, but also for the student to gain the proper discipline needed to be a productive citizen in today's workforce. Early identification of attendance problems is essential to assure that students will receive counseling and have every opportunity to solve the problem. It is the purpose of this policy to stimulate both students and parents to assume the responsibility of maintaining good attendance.

**Telephone calls, written notes from parents/guardians, and/or proper documentation such as medical notes are expected and encouraged within 24 hours of the student's absence.**

**Attendance is very important not just at school, but in the future of all of our students. It is the responsibility of the students and the parents to keep up on attendance issues and to have a clear understanding of the school attendance policies for themselves.**

\*A student missing one - three periods in the same day will be given a ½ day absence.

\* A student missing more than three periods in the same day will be given a full day absence.

\*Students that arrive at school between class periods or over lunch hour must sign in at the office in order to be recorded present.

\*Students leaving school between class periods or during lunch must sign out at the office in order to be accounted for and not considered truant.

**The State of Indiana has established the expectation that a student will have an attendance rate of 94% or better for a given school year. An attendance rate of 94% or better equates to not missing more than 10 total days of school in a given school year.**

**Up to 4 days of absence will be excused per semester, provided parents call and offer acceptable reasons for the absences. After 4 days of parent call ins, documentation will be required. Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school as outlined in section 5 below under Guidelines For The Attendance Policy.**

**The South Ripley attendance policy requires that students accumulate less than 10 UNEXCUSED ABSENCES in a school year. Please see Guidelines For The Attendance Policy, section 2 below labeled Unexcused Absences Protocol for details related to unexcused absences.**

### GUIDELINES FOR THE ATTENDANCE POLICY

1. **Perfect attendance** is defined as never being absent (excused or unexcused), tardy, or having early dismissal during the school year.
2. Students who accumulate more than **ten (10) full days** unexcused absences from school **per year** without those absences being supported by a doctor's excuse, parent phone call, or parent written note; will be referred to the Ripley County Court Services. The Unexcused Absences Protocol is listed below.

\*Unexcused Absences Protocol:

2 unexcused: Students will be notified of absences by SRHS attendance officer. Parent letter sent home from SRHS attendance office.

4 unexcused: Students will be notified of absences by SRHS attendance officer. Parent letter sent home from SRHS attendance office.

5 unexcused: Students will be notified of absences by SRHS attendance officer, student/parent conference scheduled with attendance officer and SRHS administration, attendance contract signed and put in place.

6 unexcused: Students will be notified of absences by SRHS attendance officer, student/parents will receive a warning letter from Ripley County Court Services, 1 day of after school detention assigned via SRHS administration.

8 unexcused: Students will be notified of absences by SRHS attendance officer, 1 Friday Night School assigned via SRHS administration.

9 unexcused: Students will be notified of absences by SRHS attendance officer, 1 day of RCATS assigned via SRHS administration.

10 unexcused: Student will be notified of absences by SRHS attendance officer, a referral sent to Ripley County Probation and student/parents required to attend a meeting with Ripley County Probation set up through Ripley County Probation.

\*\*Ripley County Probation will be notified regarding any further absences past 10 unexcused days.

\*\*\*Indiana State Law IC 20-33-2-11 defines a habitually truant student as follows: "a child who is designated as a habitual truant, which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten days of school in one school year." Any student with more than ten unexcused absences in a school year will be considered a habitually truant student. Truancies will be referred to the Ripley County Probation Department.

3. **A student with over five (5) unexcused absences from a class per semester may not receive credit for that class.**
4. If a student should lose credit in **two (2) of his/her class periods, expulsion proceedings** (Indiana Code 20-8,1-5) may be initiated against the student for the remainder of the current semester.
5. **The following are examples of valid reasons for excused absences and will not count toward the ten (10) unexcused absences in a school year nor five (5) absences related to a class per semester:**
  - A.) **Absences covered by a written statement from a doctor's office or a verified note or phone call from a parent.** Up to 5 (five) days per semester will be excused. The written statement must be written for each student that attends the doctor's office visit, and then presented to the school office when the student/students return to school. Beyond 5 (five) days per semester will not be excused if doctors notes are not provided.
  - B.) **Absences due to dental appointments verified by dentist or orthodontist slip or a verified note or phone call from a parent.** Up to 5 (five) days per semester will be excused. The written statement must be presented to the school office when the student returns to school. Beyond 5 (five) days per semester will not be excused if doctors notes are not provided.
  - C.) **Absences approved by the principal or the principal's designee on an individual basis such as field trips, family medical emergencies, serving as page in the Indiana General Assembly, participation in Election Day activities, court order or appearance, junior and senior college visits per policy.**
  - D.) **Vacation absences are only approved if pre-arranged absence forms are completed prior to absence with a max. of 5 days per year semester (grades and overall attendance will be considered).**
  - E.) **As stated in section 2, students cannot miss more than ten (10) unexcused absences in a given school year.** In extenuating circumstances, a 504 conference might be required for the student to remain in school. Any parents of students receiving special education services may request a case conference about homebound services.
6. If a student loses credit due to Section 3, the student may appeal the "no credit" ruling **ONLY IF** the student is doing passing work in the class. The appeal

process is as follows:

- A.) The Attendance/Appeal committee will be composed of the principal or designee, a guidance counselor, and a licensed teacher - not to be the same as the one in whose class the student is losing credit.
  - B.) The student must request a written appeal within four (4) school days after accumulating the **fifth (5th) unexcused absence**.
    - 1.) A parent or guardian will receive written notification from the Principal or his designee when the student accumulates the **third ( 3rd) unexcused absence**.
    - 2.) A parent or guardian may receive written notification and an attempt may be made for personal contact by the Attendance Officer when the student accumulates the **fourth (4th) unexcused absence**.
  - C.) Documentation must be provided to bring absences below the maximum of **four (4)**.
  - D.) The parent/guardian and the student are solely responsible for obtaining all documentation for the appeal process.
  - E.) Arguable exceptions beyond those listed in Section 5 will be submitted to the committee for final resolution.
  - F.) If the student does not meet the obligations of the appeal process, and/or the appeal is denied, the student will receive no credit for that particular class.
7. When excused absences become excessive, the administration in cooperation with the teachers will determine the student's status.
  8. A student having a whole-day absence from school is also unable to work at, participate in athletics, or participate in social events the same day, except on special prior approval from the office.
  9. No student may leave school property after arriving at school without permission from the principal or designee and signing out in the proper manner. Any student not complying with this will be considered truant.
  10. If due to inclement road conditions, a school bus cannot make its regular stop to pick up a student, this will not be counted as a school day absence.
  11. **MAKE UP ASSIGNMENTS ARE TO BE THE RESPONSIBILITY OF THE STUDENTS FOR THE TIME MISSED.** Students should find out from their teachers as to when missed assignments are due. A student will be allowed a reasonable amount of time in which to make up any work missed during an absence.
  12. *Students sent to RCATS shall be given assignments to complete.*

### MAKE-UP WORK

All students are expected to complete all assignments missed due to an absence for any class. Make-up work is the responsibility of the student. Assignments and tests, which are completed by expected time limits, will receive full credit. Absences due to truancy and out-of-school suspension have the same expectation for the completion of class work as any other absence. It is urged that a request for makeup work be made after the *second consecutive day* a student is absent by calling the High School Office before 9:30 a.m. Requests made after 9:30 a.m. cannot be processed until the following school day since the teachers prepare the requests during their preparation period; thus, requests should be limited to extended illnesses. The make-up work can be picked up in the Office before 3:30 p.m. Typically, a student who is absent on a day of a test will be expected to take the test upon returning to that class. Generally, a student is allowed one day to make up work for every day that he or she was absent.

If a student is absent a day, he/she should check with the teachers of the classes that are missed upon his/her return to school to get all assignments. Again, students are encouraged to record daily assignments, long-term projects, upcoming tests, and other upcoming events in their student assignment book. Check with your teacher to see if assignments are posted on the Internet.

### LEAVING SCHOOL DURING THE DAY

- Students should never leave school without completing the following:
  1. Having obtained permission from the office.
  2. Having parental/guardian permission. The student's guardian must contact the office about their child's absence.
  3. Every student must sign out on the attendance sheet in the office. Failure to do so will result in disciplinary measures covered under "Leaving School Without Permission."
    - Students who have doctor or dental appointments during a school day are expected to attend classes during those periods that they are not traveling to and from the appointment.
    - When students have appointments, parents must call or send a note to the office stating the date, time, and place prior to the appointment. The teacher will be notified when the student is to leave at the beginning of the class period in which a student will be excused. The student should report to the office and sign the checkout sheet after receiving permission to leave. Not signing out at the office will be considered as leaving school without permission and the same discipline measures for that offense will be applied.
    - The student should present a form signed by the dentist, doctor, etc., upon his/her return to school.
    - Under no circumstances may a student leave the school without signing the checkout sheet. No student will be allowed to check himself out, walk home, or leave the school campus with a friend or relative without confirmed parental and school permission. Upon returning to school the same day, you must sign in.
    - South Ripley High School has a closed campus policy. Once you arrive at school, you are not permitted to leave the school grounds until dismissed at the end of the day.

### TARDIES

	Consequence	Action Taken
1 <sup>st</sup>	Teacher's Discretion	_____
2 <sup>nd</sup>	Teacher's Discretion	Teacher calls home
3 <sup>rd</sup>	Send student to Office	Office contacts home Warning
4 <sup>th</sup>	Send student to Office	Office contacts home After School Detentions
5 <sup>th</sup>	Send student to Office	Office contacts home Friday School
6 <sup>th</sup>	Send student to Office	Office contacts home 1 day ISS

Note: **Teachers will NOT count tardy** any student who receives permission and goes to the restroom, unless the student takes more than 5 minutes. Teachers also have to be in their room or at the door to give a student a tardy.

Note: Students will **only be counted tardy** when they are not in the door when the bell rings.

**TEACHERS WILL ALWAYS TELL THE STUDENT WHEN THEY HAVE BEEN COUNTED TARDY.**

## TRUANCY

Failing to report to assigned classes, or absences that occur without the knowledge or permission of a parent/guardian, are considered truantries. *Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for partial credit. Students should have NO expectation that they will earn any credit for work missed due to truancy. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.*

## THOUGHTS ON DISCIPLINE

Please keep the following in mind and your experience as South Ripley High students will be enhanced:

- The adults are responsible for providing a safe and orderly environment and running the school. They are in a position of authority over you, so carefully follow their directions.
- Every person in our school, including you, deserves and owes respect.
- No one may interfere with another person's right to learn.
- School is a place to learn how to settle disputes in a respectful manner – that is part of your educational experience.
- Students have the right to expect that discipline be conducted in a fair, professional, and consistent manner
- People best learn by being actively engaged in their own learning process.
- We are all in this together and need to help one another.

### **STUDENTS HAVE THE RIGHT TO LEARN - TEACHERS HAVE THE RIGHT TO TEACH**

Each student is responsible for his or her own actions. An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the goal of all school personnel. Therefore, we believe that anyone who distracts or prevents others from reaching this goal is subject to discipline. Failure to obey the rules will lead to disciplinary action. All discipline is handled on an individual basis as the need arises. However, the level of consequences for inappropriate behavior can be escalated due to the frequency of offenses. The degree of consequence administered will depend on the nature and/or frequency of the misbehavior of the student. Examples of disciplinary actions include: verbal reprimands, teacher assigned consequences, parent contact, parent conferences, rearranging class schedules, team assigned consequences, timeout (isolation – in school or at home), detention (before school/after school), administrative assigned "work" consequences, curtailing participation in school activities, alternative educational placement, behavior contracts, external suspension, expulsion and referral to law enforcement agency. Any student who is externally suspended or expelled from school is not allowed to participate in or attend any school activity. Additionally, that student is not to be on school property for any reason except when requested by a school administrator. The student may not ride any school bus during this period of suspension or expulsion.

**Students have the right to expect that discipline be conducted in a fair, professional, and consistent manner.**

**THE PRIMARY PURPOSE OF SOUTH RIPLEY HIGH SCHOOL IS THAT STUDENTS MAKE ADEQUATE EDUCATIONAL PROGRESS TOWARD GRADUATION.**

## DISCIPLINE POLICY

Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of a school corporation and the students of a school corporation.

Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purpose or educational functions of the school corporation, school officials may find it necessary to remove a student from school. In this event and in accordance with the provisions of IC 20-8.1-51, the Board of School Trustees authorized administrators and staff members to take the following actions:

## DISCIPLINARY ACTIONS AND DEFINITIONS

### **1. Teacher Initiated Action**

Disciplinary actions that occur in the classroom that are not of a major nature may be resolved by the teacher using procedures based upon the individual written classroom rules that were explained to the students. Such actions may include parent contact, a lunch or after school detention served with the teacher, or other appropriate consequences.

### **2. Temporary Removal From Class**

The teacher may remove a student from class for a particular period if a problem has developed. The teacher will call the office and send the student to the office. The student will be placed in In-School-Detention (I.S.D.), and will not be sent back to class for that period. No other action will take place unless a referral is sent to the administrator/dean. The teacher should document this action for his or her own records.

### **3. Administrative Detention**

As outlined in Indiana code, a public school may assign a detention to a student for school misconduct. Only an administrator will have the authority to assign an administrative detention. Students who are assigned administrative detention will receive "Notice of Assigned Detention" indicating the time and reason for detention. This notice is to be taken home by the student to his or her parents/guardians. Students who are detained will be supervised by school staff members, and students/parents will be notified at least one day in advance. Parents must provide transportation for the student.

1. Detention begins promptly at 3:00 p.m.. Late arrival will be treated as a "failure to attend." It ends at 4:00 p.m..
2. If a student is absent on the day of the assigned detention, the detention will be reassigned to the next scheduled administrative detention session.
3. A student's detention may be rescheduled only one time from the date they selected. The request for the change, however, must be made by a phone call from the student's parent or guardian, and must be prior to the time the detention is to be served.

4. Students will not be permitted to talk, sleep, or act in a disruptive manner.

#### 4. In-School-Detention (I.S.D.) Lunch Detentions (L.D.)

I.S.D. is an alternative classroom for students who have violated school rules. The purpose of the program is to provide an alternative to out of school suspension and to increase student achievement. Students may be assigned to ISD for a variety of reasons, behavioral problems, violation of school rules and any behavior the administration feels is objectionable.

Students assigned to ISD shall report directly to the ISD room. **During ISD students are to do school work or work related to school work. Talking, sleeping, phones, or other disruptions are not permitted in ISD. Breaking the rules of ISD shall result in additional ISD. If this problem continues, out of school suspension (OSS) and/or expulsion will result.** Teachers will be notified of students who are in the ISD and for how long. Teachers will give assignments for these students before the day of their ISD. Credit will be given for any completed work that is turned into the ISD monitor. This work will be forwarded to teachers. If time was used efficiently in ISD and the students did not finish all the work he/she may turn in the rest of the work to the teacher when returning to classes.

All ISD assignments are made by the administration and are at their discretion. One period to four periods will be the length of time assigned to ISD.

#### 5. Friday School:

Students are expected to respect the following guidelines:

- Friday School may be held each Friday school is in session from 3:00-5:30 PM Staff members assigned to cover Friday School will receive a list of students assigned to the detention before the end of the school on Friday.
- Students must use their time to work productively and are expected to respect the following guidelines.
- Students will bring something to work on during Friday School. Some form of school work, homework, project, or reading material is expected. Students may not sleep and are expected to work productively. Students may not talk or disturb others in the classroom.
- Students may not bring or use video games, cards, iPods, cell phones, or other entertainment items to Friday School. If the students choose to use any of these items, the detention supervisor takes them and turns them into the dean of students.
- Students will be allowed one 5-minute break to go to the bathroom.
- Students assigned to Friday School are expected to be prompt in their attendance and to remain for the entire time. Failure on the part of the students to attend an assigned Friday School will result in further disciplinary action including R-CATS.

6. **Ripley County Alternative to Suspension (R-CATS)** – The principal and/or dean may assign a student to R-CATS and deny the opportunity to take part in any school function for a period of **up to five days**.

#### 7. Out-of-School Suspension or Expulsion

- a. **SUSPENSION FROM SCHOOL** - The principal and/or dean may deny a student the right to attend school or take part in any school function for a period of **up to ten (10) days**.
- b. **EXPULSION** - In accordance with the due process procedures defined in this policy, 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 a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

## GROUNDS FOR SUSPENSION OR EXPULSION

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property. This includes vandalism of school property such as, but not limited to bathroom facilities, cafeteria facilities, locker rooms, and classroom facilities.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to **school** property, stealing, or attempting to steal school property.
3. Causing or attempting to cause damage to **private** property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it is necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for any purpose or intent especially of obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. This could be in the form of a powder, liquid, inhalant, gummy, or solid. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision. Also, any type of drug paraphernalia found on the person of a student or in a student's vehicle or locker.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function. (Failure to make adequate educational

progress.)

10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
  - e. failing to comply with school restrictions on smoking and tobacco usage. The restrictions are: No smoking or tobacco usage or possession at school, on the school grounds or at school sponsored activities. This includes cigars, cigarettes, electronic cigarettes (Vaping devices of any type), chewing tobacco, snuff, etc.
  - f. willfully absent or truant from school without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade the School Attendance Law.
  - g. driving, riding or sitting in or on a vehicle during the school day without the knowledge or consent of the parent or school.
  - h. possession of chemical mace, pepper gas, animal scents or other chemical gasses designed or used to cause respiratory discomfort or disruption of the educational environment.
  - i. leaving school grounds without permission, skipping classes or school.
  - j. being in an unauthorized or unsupervised area, this includes the parking lot during the school day without permission.
  - k. using vulgar or offensive language in the presence of students or staff.
  - l. possession of any type of drug paraphernalia that includes papers, pipes and other items described in U.S. code—this would include in autos, clothing, lockers etc.
  - m. indecent exposure or suggestive clothing, dress code violations and or immoral conduct
  - n. setting false fire alarms.
  - o. possession of, or exploding of, firecrackers or other such devices.
  - p. forging passes or adding names to passes.
  - q. throwing of projectiles or other objects such as snowballs, rocks, pencils, nails, etc.
  - r. lying in any situation to school employees.
  - s. cheating on school related assignments.
  - t. after procuring or having the resources to procure necessary tools, building, sewing and cooking items, clothing, safety equipment, instruments, text or materials, consistently appearing at school without the same. (Examples, include student issued chromebooks)
  - u. harassing another student through conduct or communication of a sexual nature.
  - v. disrespectful toward authority.
  - w. disobedience of teacher authority.
  - y. repeated use of cell phone without permission
  - z. Repeated office referrals totaling 5 in a 9-Week term or 10 in a semester would result in a suspension under the rule of "Habitual Offenses"
  - aa. Threatening or intimidating school personnel, other school staff, and/or students through means including, but not limited to verbal, non-verbal, written, or social media.
  - bb. Having tools that can be used to disassemble school property on their person (screw drivers, multipurpose tool, razor blades, electronic coding devices, wrenches, etc)
  - Cc. Any other act deemed by the administration to be disruptive or deviant, or interferes with school purposes.
12. Knowingly possessing or using without permission on school grounds during school hours an electronic paging device, cell phone, or other electronic device in a situation not related to a school purpose or educational function.
13. Possession of a Firearm
  - a. No student shall possess, handle or transmit any firearm on school property.
  - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
    - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
    - the frame or receiver of any weapon described above
    - any firearm muffler or firearm silencer
    - any destructive device which is an explosive, incendiary, or poison gas bomb, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
    - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, which has any barrel with a bore of more than one-half inch in diameter.
    - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
  - c. The penalty for possession of a firearm or weapons **is up to ten (10) days suspension and expulsion from school for one calendar year**. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
  - d. Any excessive amount of ammunition which includes shotgun shells, rifle shells, deer slugs, arrows or etc. may result in suspension from school.
  - e. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
14. **Bullying of another student** whether **physical, verbal, or on the computer/cell phone, any electronic device or through other means such as social media** can lead to suspension and possible expulsion if the bullying continues.

15. Participating in the taking or sharing of vulgar pictures, vulgar written material at school or with school equipment.

16. Cheating

We are going to take a very tough stance on cheating and we **will not tolerate cheating of any kind**. Any student caught plagiarizing work, cheating off another student's work, doing work for another student, or even cheating off the teacher's work will be subject to severe consequences and perhaps removal from the class with a failing grade.

17. Public Display of Affection

We will not tolerate excessive kissing, excessive touching, obscene gestures or any other public display of affection that is deemed excessive by any school personnel.

18. Provocation/Instigation

Actions or speech that incites, instigates, threatens, intimidates, or angers someone, especially deliberately. This includes any actions that are verbal, non-verbal, written, or conducted via means of social media. This also includes any provocation/instigation that occurs via any electronic device which includes but is not limited to cell phones.

19. Incurable

Willfully unruly toward staff, students, school personnel, and/or school rules.

20. Senate Enrolled Act 376 provides that a student with an acute or chronic disease or medical condition may possess and self-administer medication that must be administered on an emergency basis while that student is on school grounds or off school grounds at a school activity, function, or event provided that the student's parents file an annual authorization that includes a written statement from the student's physician for the student to self-administer the medication.

21. The refusal to vacate a room at the request of a staff member could result in a suspension or expulsion.

### **ADDITIONAL DISCIPLINE INFORMATION**

A breach of discipline may result in reprimand, parent conference, referral to special personnel in the school, detention, work, probation, in-school-detention, out of school suspension, or expulsion. South Ripley High School discipline policies apply to the following:

1. On the grounds of the public school that the student attends immediately before school hours, during school hours, or immediately after school hours – or any other time when the school is being used by a school group.
2. Off school grounds at an activity, function, or event sponsored by the school the student attends.
3. While traveling to or from school or a school activity, function, or event on school-provided transportation.
4. To a staff member or the property of a staff member regardless if the property is at school or their private residence

\*\*\* In addition to the grounds specified above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

1. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function: or
2. The student's removal is necessary to restore order or to protect persons on school property: **including unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or school functions.** (P.L. 131-1995, SEC.10.)
3. The student's removal is necessary to restore order, maintain school safety, or to protect persons on school property; including activity during weekends, holidays, other school breaks, after school hours, and the summer period when a student may not be attending classes or a school function.

### **HALLWAY EXPECTATIONS**

1. Refrain from running, pushing, rough play, loud talking, and shouting.
2. No food or drinks are allowed in school hallways or lockers, unless approved by staff members or being taken to the dining hall as a sack lunch.
3. Students out of class without permission will be considered truant from class.
4. Students are to go directly to their next assigned class period and not loiter in the hallways after the bell rings
5. To avoid being counted tardy, students must go to their next period class teacher and request to go to the bathroom

### **SOCIAL PROBATION**

**Social Probation is denying a student the privilege of attending extra activities. Students on social probation are not permitted to attend any school sponsored activities such as ballgames, dances, sporting events, pep sessions, etc., unless required by a class for a grade and approved by an administrator.** Students may be placed on Social Probation by administration for a certain time period or until removed based on domesticated good behavior. Administration may place the student on social probation in place of or in conjunction with other disciplinary actions.

Students will have the opportunity to be removed from social probation if they attend **tutoring sessions on designated tutoring days for at least 8 times** after they are placed on Social Probation.

**Students on suspension will be on social probation for the duration of the suspension.**

**\*\*\*Students who have more than 2 failing grades or F's during the 3rd grading period will be denied the privilege of attending the Prom.\*\*\*** Students may also be prohibited from attending any dances, ball games or field trips that the Administration feels necessary, if they have more than 2 failing grades or F's in any grading period. Students must be in good academic standing to participate in activities.

**The actions that result in social probation are for each semester. The student starts over at the beginning of the 2<sup>nd</sup> semester**

### **3 STRIKES DISCIPLINE PLAN**

If a student is given three strikes then he or she will be assigned appropriate discipline as outlined below.

**Three strikes given for the following items or any combination of issues (this is not a complete list) = 3. These issues are academic and behavior issues.**

**Examples:**

No materials for class

Missing assignments

Discipline (talking, out of seat, wasting time, bothering others, shoving, sleeping, etc.)

After the student has received strike two, the teacher will notify the parent informing the parent if their student receives one more strike he or she will be assigned after school detention by administration. The teacher will notify the student of each strike.

After the student has been issued three strikes he/she would be sent to administration for disciplinary action. 1st through 3rd Offense=After School Detention; 4th Offense=.Friday School; 5th Offense and beyond=RCATS/Multiple Days of RCATS

## ALTERNATIVE TO SUSPENSION

### **Ripley County Alternative to Suspension Program (R-CATS)**

All students placed on short term (1-10 days) out of school suspension are subject to assignment to the Ripley County Alternative to Suspension Program (R-CATS) at the discretion of the school. R-CATS is a countywide program that provides an alternative to out of school suspension in which students are required to report to the Tyson Activity Center to serve their suspended days. R-CATS is a collaboration of Ripley County schools with the support of the Ripley County Judges, Prosecutor and Probation Department. Parents are responsible for transportation to the program and students are required to report with all necessary materials (including Chromebook) for the completion of class work. Students are also required to bring a sack lunch. Since this is an alternative educational placement, student attendance is mandatory. Failure to report to R-CATS, and behave in an appropriate manner while there, could result in the student and parents being summoned to appear in court. Students will receive full credit for class work completed while in R-CATS. The R-CATS day runs from 8:30 a.m. – 2:30 p.m. and includes time for completion of class work in the morning, a supervised lunch and community service in the afternoon. More specific information on the R-CATS program will be provided at the time of the suspension.

## SUSPENSION PROCEDURES

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - a. a written or oral statement of the charges;
  - b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
  - c. the student will be provided an opportunity to explain his or her conduct.
2. 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 suspensions as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing, via email, or phone call. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

## EXPULSION PROCEDURES

When the principal or assistant principal recommends to the superintendent that a student be expelled from school, the following procedures will be followed:

1. The superintendent may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting.
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
  - c. An administrative representative from another area school corporation
2. An expulsion may take place only after the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. A student or student's parent who fails to request and appear at an expulsion meeting after receipt of a notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student or the student's parent.
3. Notice of the right to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and contain the procedure for requesting an expulsion meeting.
4. At the expulsion meeting, the principal or his designee will present evidence to support the charge against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. The person conducting an expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

The Board of School Trustees has voted to not hear any expulsion appeals. Instead, appeals of expulsion must be filed with the County Clerk.

LEGAL REFERENCE: 20 U.S.C. 8001  
20 U.S.C. 8002  
I.C. 20-8.1-5.1-1 et seq.

Full details of the rules, regulations and due process procedure of the South Ripley Community School Corporation are available to any parent, guardian or student in the office of each school in the Corporation, and at the Superintendent's office.

## DRIVER'S LICENSE POLICY ON HABITUAL TRUANCY

Public Law 121-1989, Indiana Code 20-8.1-3-17.2 as amended by HEA 1279 and SEA 319 provides that any person at least **13 years of age but less than 15 years of age**, who has been determined a habitual truant as defined by school board policy may not be issued an operator license or a learner's permit to drive a motor vehicle or motorcycle until the person is at least 18 years of age.

Each person described as a habitual truant who is at least thirteen (**13 years of age and less than eighteen (18) years of age**) is entitled to a periodic review of that person's attendance record in school in order to determine whether the prohibition shall continue. In no event may the periodic reviews be conducted less than one (1) time each school year. Please request a review.

Upon review, the governing body may determine that the person's attendance record has improved to the degree that the person may become eligible to be issued an operator's license or learner's permit.

The governing body of the school corporation shall submit to the Bureau of Motor Vehicles the pertinent information concerning a person's ineligibility to be issued the license or permit.

The term "habitual truant" is hereby defined as a student who willfully refuses to attend school in defiance of parental authority. It is also established that not all unexcused absences should be considered as truancy, only those absences that are in defiance of parental authority should be considered. In establishing a pattern of truancy **South Ripley has decided that a person will be declared a habitual truant after two such absences per semester.**

## DRIVER'S LICENSE POLICY ON SUSPENSION, ETC.

Public Law 121-1989 as amended in HEA 1279 and SEA 319 also prohibits the Bureau of Motor Vehicles from issuing an operator's license or learner's permit to a person less than 18 years of age.

1. Is a habitual truant
2. Is under at least a **second suspension from school for the school year**
3. Is under an expulsion from school
4. Has withdrawn from school, for a reason other than financial hardship and the withdrawal was before graduation and at least five (5) days before holding an exit interview. The school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian of the following.
  - (1) That the exit interview will include a hearing to determine if the reason for the student's withdrawal is financial hardship.
  - (2) If the principal determines that the reason for the student's withdrawal isn't financial hardship:
    - the student and the student's parent or guardian will receive a copy of the determination and
    - the student's name will be submitted to the bureau for the bureau's use in denying or invalidating a driver's license or learner's permit under this section.

It should be noted that school officials are required by law to report these infractions to the Bureau of Motor Vehicles.

A student whose license or permit has been denied or revoked for one of the above reasons will be eligible for realization of a license or permit upon the earliest of one 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 or expulsion is reversed after the person has had a hearing.
4. In reference to loss of license due to withdrawal from school the student establishes to the satisfaction of the principal of the school where the action occurred that cause the invalidation of the person's license or permit that the person has:
  - enrolled in a full-time or part-time program of education; and participated for thirty (30) or more days in the program of education.

Full details and procedures are available in the administrative offices for Driver License Laws concerning the above policies.

## DRIVING & PARKING PRIVILEGES

Driving to school is a privilege, not a right. We expect you to drive in a safe and sensible manner at all times. All students driving to South Ripley High School will park in the rear parking lot. **NO students will park in the front of the building in either lot without permission from one of the building administrators.** You park your vehicle in the school lot at your own risk. South Ripley assumes no liability for any damages or thefts while on school property.

All students will be required to buy a driving pass for the school year that will enable them to have a set parking spot each and every day. The purpose of this is so that school personnel know where each student's car is parked during the day. Cost of the pass will be **\$10** payable at the start of the school year. Students who purchase a pass during the school year will also pay **\$10**. To receive a parking pass the student driver and parent must complete the parking lot access application, register any vehicle that will be driven to school, and sign the document of understanding that the parking lot is the property of South Ripley Schools. As such any vehicle driven to school will not be used to transport or store illegal items or to violate criminal law or school rules. Written consent will be given for school officials to search any vehicle on school property and that school officials may seize any item that violates or provides evidence of a violation of criminal law or school rules.

In order for a student to leave school as a driver or ride with another student, a driving pass must be completed and approved. A call from a parent or guardian or an approved pass is needed for a student to sign out and leave school.

**If a student arrives at school too late to ride the bus to the Career Center, they must report to South Ripley and obtain a pass before going to the Career Center unless previous arrangements are made.**

**Student Drivers----no student participants will drive to any event or activity. All students will need parent permission forms signed before any exceptions would be considered.**

## BULLYING

South Ripley HS prohibits bullying in any form of an individual while on school grounds immediately before or during school hours, immediately after school hours or at any other time when school is being used by a school group; off school grounds at an activity, function or event; traveling to or from school or a school activity, function or event; or using property or equipment provided by the school.

### **Bullying Definition from [www.stopbullying.gov](http://www.stopbullying.gov)**

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others.

Power imbalances can change over time and in different situations, even if they involve the same people.

Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

**There are three types of bullying:**

**Verbal bullying is saying or writing mean things. Verbal bullying includes but is not limited to:**

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

**Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes but is not limited to:**

- Leaving someone out on purpose

- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

**Physical bullying involves hurting a person's body or possessions. Physical bullying includes but is not limited to:**

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures

If an individual is a victim of bullying or suspects acts of bullying they should immediately report the incident to the Principal, Counselor or Dean of Students. If they are not around please notify the nearest faculty member, so that action can be taken to rectify the problem.

## EXAMPLES OF BEHAVIORS AND PUNISHMENT

**Punishments may range from:**

Verbal warning, after school detention, in school detention, Friday school, RCATS, suspension, expulsion

Failure to serve an after school detention will result in a Friday school.

Failure to serve a Friday school will result in a day of RCATS for the first offense. Additional offenses will be handled by the principal or designee.

### **1. BULLYING/HAZING/HARASSMENT – VIOLATION OF RESPECT**

South Ripley Community School Corporation has established a corporation Bullying policy that will be enforced.

It is the intention of South Ripley High School to maintain a learning environment that is free from students being intimidated by other students. Bullying is prohibited when a student is 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; off school grounds at a school activity, function or event; traveling to or from school or school activity, function, or event; or using property or equipment provided by the school. Bullying is defined as "overt, repeated acts of gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student."

Any physical, spoken, or written act of abuse, violence, harassment, intimidation, extortion, destruction of an individual's property, use of vulgarity, making remarks of a personally destructive nature toward another person, or any restriction on the free movement of an individual constitutes a violation of human respect. This violation includes those actions directed at an individual or group regarding race, color, creed, national origin, gender, sexual orientation, physical or mental disability, and religious or beliefs. The student due process procedures will be enforced against the perpetrator.

**Penalty: Depending upon the severity of the violation, punishment may range from an administrative detention to expulsion. Notification of law enforcement officers may also take place and civil criminal charges may be filed. In general, consequences for bullying offenses are as follows:**

1<sup>st</sup> offense: 2 days at R-CATS/parents contacted

2<sup>nd</sup> offense: 5 days R-CATS /Law Enforcement notified/enrollment in counseling program

3<sup>rd</sup> offense: 10 days out of school suspension/pending expulsion/law enforcement notified

### **2. BUS CONDUCT**

A student does not have an absolute right to ride a school bus to and from school. Riding the bus is a privilege, which a student may lose if he or she does not behave properly while riding the bus. The driver of the bus is charged with the safety of his/her passengers and will enforce the rules of bus conduct, all definitions, guidelines, rules, & procedures. Students who exhibit negative behavior on the bus are subject to the same disciplinary actions as classroom referrals.

### **3. CHEATING**

Any observation made by a teacher that gives an indication of an attempt to cheat will be treated as an incident of cheating.:

1<sup>st</sup> offense: Zero on work in question, up to 2 Friday Schools, and a call to parents.

2<sup>nd</sup> offense: Zero on work in question, RCATS, and call to parents.

3<sup>rd</sup> offense: Zero on work in question, RCATS, call to partners or student(s) may be withdrawn from class with an "F".

### **4. DISRESPECT TO SCHOOL PERSONNEL, LEAVING CLASS WITHOUT PERMISSION/MAJOR CLASSROOM DISRUPTIONS/DISRESPECTFUL TO TEACHER/FAILURE OR REFUSAL TO DO ASSIGNED WORK/NOT BEING IN THEIR ASSIGNED CLASSROOM**

Students will not be disrespectful to teachers, staff, cafeteria workers, bus drivers, administration or any other school personnel.

1<sup>st</sup> offense: After school Detention

2<sup>nd</sup> offense: Friday School

3<sup>rd</sup> offense: 1 Day R-CATS

4<sup>th</sup> offense: 3 Day R-CATS

5<sup>th</sup> offense: Removal from class with withdrawal/failing grade

**Every situation is unique, and consequences will match the level of offense**

## **5. DRESS CODE**

Each student needs to dress in the manner that is appropriate for school and its related activities. If the standards outlined in the dress code section of the SRHS are violated, the teacher and/or administrator will confer with the students and/or the students' guardians in order to effect a change that will meet proper standards. If needed, a school administrator or faculty member may request the clothing be changed or covered by a jacket. If this is not possible, the student may be asked to go home to rectify the problem, or be placed in ISD for the remainder of the school day. Repeated dress code violations, after the aforementioned discussion/counseling has taken place, are indication of a negative and belligerent attitude towards the dress code. The consequences are as follows:

1<sup>st</sup> offense: Verbal warning, change to appropriate dress OR I.S.D if they can't change

2<sup>nd</sup> offense : Friday School – call to parent

3<sup>rd</sup> offense: One day R-CATS

## 6. **BANNED SUBSTANCES (Tobacco/Vaping Devices/Illegal Drugs/Alcohol)**

### a. **USE OR POSSESSION OF TOBACCO PRODUCTS, E-CIGARETTES or ANY VAPING DEVICE**

1st offense: 2 Days RCATS/Citation from Resource Officer and student must complete tobacco cessation program. The total days under this provision=3

2nd offense: 3 Days RCATS/Citation issued by Resource Officer and must complete tobacco cessation program. The total days under this provision= 4.

3rd offense: 5 Days R-CATS or Expulsion/Citation issued by Resource Officer and must complete tobacco cessation program. The total days under this provision=6.

### b. **POSSESSING, USING, TRANSMITTING, OR BEING UNDER THE INFLUENCE OF DRUGS AT SCHOOL.**

1<sup>st</sup> offense: 10 day suspension/expulsion for up to 1 year /drug program completion

### c. **POSSESSING, USING, TRANSMITTING, OR BEING UNDER THE INFLUENCE OF ALCOHOL AT SCHOOL.**

1<sup>st</sup> offense: 10 day suspension/expulsion for up to 1 year

## 7. **ELECTRONIC DEVICES**

Students will be allowed to bring ELECTRONIC DEVICES to school, but they **ARE TO ONLY BE USED WHEN GIVEN PERMISSION BY AN ADMINISTRATOR..**  
**Electronic devices taken during the day will be turned into the office and returned at the end of the day.**

**\*Electronic devices such as, but not limited to, cell phones, earbuds, air pods, Ipods WILL NOT be allowed in classrooms. Students may use electronic devices before and after school and at lunch. Students should keep electronic devices such as, but not limited to, cell phones in their lockers except for before and after school and at lunch. Any exceptions to this rule must be approved by the administration.**

\*Related to disciplinary situations, inquiries, and/or investigations it is common practice for cell phones or other electronic devices to be relinquished to school staff upon request. Such electronic devices will be returned at the conclusion of the disciplinary situation, inquiry and/or investigation to the student, parent, or guardian. Failure to relinquish an electronic device upon staff request may result in disciplinary action.

### **Inappropriate use or use of electronic devices without permission will result in:**

1<sup>st</sup> offense: Student will give the device to the staff member. Staff member will turn the device into the office and may be picked up at the end of the day.

2<sup>nd</sup> offense: Student will give the device to the staff member. Staff member will turn the device into the office and may be picked up at the end of the day – After School Detention

3<sup>rd</sup> offense: Student will give the device to the staff member. Staff member will turn the device into the office and may be picked up at the end of the day. Friday Night School

4th or more offense(s): Student will give the device to the staff member. Staff member will turn the device into the office and may be picked up at the end of the day. Friday Night Schools or RCATS.

**\*REFUSAL TO GIVE UP THE DEVICE WILL ALSO RESULT IN A "DISRESPECTFUL TO TEACHER" PENALTY. DISCIPLINE FOR SUCH AN ACTION WILL BE A MINIMUM OF FRIDAY NIGHT SCHOOL. Suspension.**

Sharing unauthorized pictures and videos from school, such as posting to social media is NOT PERMITTED. (For example, recording and posting a physical or verbal altercation)

1st offense: Device is confiscated to be returned to the parent. Student barred from having the device for rest of semester/ RCATS for 2 days

2<sup>nd</sup> offense: Device is confiscated to be returned to the parent/ RCATS for 3 days

3<sup>rd</sup> offense: Device is confiscated to be returned to the parent/ RCATS for 5 days

## 8. **EXPLOSIVE DEVICES**

Any student using, possessing, or otherwise being involved with the use of an explosive device of any kind on school grounds, buses, or at any school related function is subject to the following discipline measures:

**Penalty:** Suspension or expulsion as outlined in the SRHS and Indiana Code.

## 9. **EXTORTION**

No student shall obtain, or attempt to obtain money, goods, or information from another student by force, threat of force, intimidation, or coercion of any sort.

**Penalty:** Consequences will range from I.S.D. to expulsion depending upon the severity of the situation.

## 10. **FAILURE TO COOPERATE WITH SCHOOL OFFICIALS**

All students are expected to correctly identify themselves when asked by any South Ripley staff member, and fully cooperate with school officials during investigations. Students who are not honest with school officials, or try to mislead them will be dealt with as follows:

Students failing to cooperate with school officials, giving only partial answers or found to mislead school officials will be dealt with on a case by case basis. Punishments will range from I.S.D to Expulsions depending on the severity of the initial infraction.

## 11. **FAILURE TO SERVE A ADMINISTRATIVE DETENTION**

Students who fail to serve an Administrative Detention, or who are disruptive during an Administrative Detention are subject to the following:

1<sup>st</sup> offense: 1 Friday School

- 2<sup>nd</sup> offense: 2 Friday Schools
- 3<sup>rd</sup> offense: 1 Days R-CATS
- 4<sup>th</sup> offense: 3 Days R-CATS
- 5<sup>th</sup> offense: Additional suspension or recommendation for expulsion

## 12. FLEEING FROM OR REFUSING A SEARCH

No student shall refuse any **reasonable** search of his or her person or property by a school administrator.

- 1<sup>st</sup> offense: 3-10 Day R-CATS or Suspension
- 2<sup>nd</sup> offense: Recommendation for Expulsion

## 13. FIRE ALARMS

Any student involved in falsifying a fire alarm call:

**Penalty:** The student will be subject to expulsion from school and also subject to prosecution under Indiana Law.

## 14. INSUBORDINATION/INTERFERENCE WITH AUTHORITY

Students will not threaten those in authority or interfere with members of the staff in the discharge of their duties:

- 1<sup>st</sup> offense: 3 Days R-CATS to Recommendation for Expulsion
- 2<sup>nd</sup> offense: 5 Days R-CATS to Recommendation for Expulsion
- 3<sup>rd</sup> offense: Recommendation for Expulsion

## 15. KNIVES/WEAPONS/FIREARMS

All guidelines pertaining to knives, weapons, chemical irritants, firearms, and other defined objects found in the SRHS Grounds For Suspension Or Expulsion section will apply to Students. Possession of these items may result in suspension or recommendation for expulsion

## 16. LEAVING SCHOOL GROUNDS WITHOUT PERMISSION/BEING IN AN UNAUTHORIZED AREA (TRUANCY)

- 1st offense - loss of driving privileges for one week—1 Friday School (**no credit for time truant**)
- 2nd offense - 1 Day R-CATS - loss of driving privileges for two weeks— **we will notify probation**
- 3rd offense - 3 Day R-CATS - loss of driving privileges remainder of year
- 4th offense - 5 Day R-CATS to Expulsion

## 17. LOCKERS

The policy on Search and Seizure for the school is in compliance with the state of Indiana. Essentially, the Principal or his designee may search a locker/s if there is **reasonable cause** to believe that the locker/s contain items that violate Indiana law, school policy, or anything that could cause harm to any individual or the school in general. In the event of an individual locker search the student will be notified, where possible, if present in the building, and given the option to observe the search.

## 18. LETTER FROM HOME/PASS FORGERY

Altering a teacher's pass or forging a note from your guardian is not permitted.

- 1st offense Administrative Detention and loss hall/pass privileges
- 2<sup>nd</sup> offense 1 Friday School
- 3<sup>rd</sup> offense Friday School to Suspension

## 19. PUBLIC DISPLAY OF AFFECTION

Physical contact and public display of affection are not appropriate in our school setting. This includes hand holding, hugging, kissing, etc.

- 1<sup>st</sup> offense Warning
- 2<sup>nd</sup> offense Administrative Detention
- 3<sup>rd</sup> offense 1 Friday School
- 4<sup>th</sup> offense 2 Friday Schools

## 20. PROFANITY(minor)

- 1<sup>st</sup> offense: After School Detention
- 2<sup>nd</sup> offense: Friday School
- 3<sup>rd</sup> offense: 2 Friday Schools

### (major)

- 1<sup>st</sup> offense: Friday School
- 2<sup>nd</sup> offense: 1 Days R-CATS
- 3<sup>rd</sup> offense: 3 days R-CATS or more

## (PROFANITY DIRECTED TOWARD A SCHOOL EMPLOYEE)

- 1st offense - ISD plus 5 Day R-CATS
- 2nd offense - ISD plus 10 Day Suspension or Expulsion
- 3rd offense - ISD plus 10 day suspension pending Expulsion

Loud profanity used during class will be treated as a class disruption and a Friday School will be assigned. Subsequent incidents will result in suspension.

## 21. STEALING/THEFT/VANDALISM

Any student committing or attempting to commit theft of school property or property that belongs to others will be dealt with on an individual basis – determined by the severity of the action. The taking of a pencil off another student's desk for instance, while clearly wrong, does not rise to the level of stealing a \$1,000 computer.

- 1st offense - Restitution and 1 Day R-CATS
- 2nd offense - Restitution and 3 Day R-CATS
- 3rd offense - Recommendation for Expulsion

## 22. SEXUAL HARASSMENT

It is the intention of South Ripley to maintain a learning and working environment that is free from sexual harassment. South Ripley Community School Corporation has a comprehensive Sexual Harassment Policy in place and this policy will be enforced. Any student found to have engaged in sexual harassment shall be subjected to disciplinary sanctions as set forth in the student handbook, including, but not limited to warning, suspension or expulsion, subject to applicable procedural requirements.

## 23. FIGHTING

Student fights have profound effects on all participants and the whole school atmosphere. Because of the seriousness of fights, it is necessary to classify the type of fight according to the circumstances as well as the intent. The classification and the penalties are as follows:

### A. Verbal Disruption/Near Fight/Disturbance/Threats/Intimidation

Defined as a verbal confrontation between students that disrupts the classroom or other school setting as well as a verbal confrontation/short scuffle in the hallway where students will not stop the argument when asked. This also includes any disturbance, real or contrived, which leads to a student gathering. Situations that could lead to instances such as this include but are not limited to threats and intimidation that are done through verbal, non-verbal, written, or social media means.

**Penalty: Depending upon the severity of the situation, the consequences will range from I.S.D. up through suspension, pending expulsion.**

### B. Fight

A fight between two individuals over a personal grievance and not directly involving other students will sometimes occur. This type of fight almost always has some kind of provocation or a prior personal grievance between the two parties. If a student is merely defending himself/herself he/she should not be throwing any punches. An individual whose behavior directly leads to a fight between other parties shall be considered a participant.

**1<sup>st</sup> offense** Minimum 3 Days RCATS up to suspension pending expulsion.

**2<sup>nd</sup> offense** 10 Day Suspension to recommendation for expulsion

### C. Physical Attack

Our definition of a physical attack is an incident where one student, with little or no provocation, physically attacks another student.

**1<sup>st</sup> offense** 10-Day Suspension to recommendation for expulsion and notification of law officials

**2<sup>nd</sup> offense** Recommendation for Expulsion and notification of law officials

### D. Exceptions and Notes

- An administrator may increase or decrease punishment in any given situation depending upon emerging facts surrounding the incident.
- If it can be determined that a student in a fight was merely defending himself/herself that student will receive a lesser penalty or no penalty. **Hitting back is not required to defend yourself – hitting back will detract from the “just defending yourself” argument.**
- Participants will not be permitted to attend classes for the remainder of the day that the fight took place.
- Students shall be held accountable for the statements they make to school staff while being separated from a confrontation or while being taken to the office. Profanity at a staff member is a five-day suspension.
- A student involved in verbal or physical altercation who fails to comply with the directions of school personnel; fails to demonstrate self-control; or who requires physical restraint, will be subject to expulsion procedures from the school. This includes arguing with or not responding to and following the directions of school personnel, arguing with other students, making threats, using profanity, or being aggressive toward another student or staff member.
- Surrounding students who are fighting and/or encouraging them is not acceptable behavior. Those spectators watching a fight, videoing a fight, and/or posting to social media may be subject to disciplinary action.

## 24. OTHER SITUATIONS/NOTES

The administration has put together these discipline procedures to guide the discipline process of students. Obviously, it would be impossible to address every possible situation that may occur. It is the responsibility of the administration to take prudent and responsible action to protect the safety and welfare of our students, the safety of welfare of our staff members, and the orderly educational process of our school – as situations manifest.

**These discipline measures are suggested guidelines and will generally be followed. The administrators also have the authority, however, to skip steps and increase or decrease punishment in each individual case at their discretion, exercising their professional judgment. These penalties are cumulative and comprehensive. They may accumulate among and across the types of offenses.**

## IN CONCLUSION

The superintendent, principal, any administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in this chapter, reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference therewith, such action including such matters as:

- Counseling with a student or group of students:
- Conferences with a parent or group of parents:
- Assigning students additional work:
- Rearranging class schedules:
- Requiring a student to remain in school after regular school hours to do additional school work for counseling, or

6. Restriction of extracurricular activity.

**SCHOOL BOARD APPROVAL**

Approved by the South Ripley Community School Corporation Board of Education

Date: June 16, 2025

South Ripley High School  
Application for Driving Permit

Name \_\_\_\_\_

Grade \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

List all vehicles that may be driven to school:

#1 Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

License Plate \_\_\_\_\_ Registered to: \_\_\_\_\_

#2 Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

License Plate \_\_\_\_\_ Registered to: \_\_\_\_\_

#3 Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

License Plate \_\_\_\_\_ Registered to: \_\_\_\_\_

We the undersigned, understand that driving to school is a privilege and that any infraction of school rules may result in the loss of this privilege.

Parent/Guardian signature \_\_\_\_\_

Student signature \_\_\_\_\_



Permit number: \_\_\_\_\_ Date Issued \_\_\_\_\_

### **Application for School Parking Permit**

#### **South Ripley High School**

I, \_\_\_\_\_  
(Student name)

agree to the terms and responsibilities stated below, in connection with obtaining authorization to use the school parking lot.

I understand that the parking lot is the property of South Ripley Schools. I agree that the car or truck driven by me will not be used to transport or store illegal items on school property. I agree that I will not use the school parking lot to violate criminal law or school rules.

I understand and give school officials consent to search the car or truck I drive, and the contents of the car or truck I drive at any time when it is parked on school property. I authorize school officials to seize any item that violates criminal law or school rules or provides evidence of criminal law or school rule violation.

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School Official Signature Date

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Student Signature Date

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Parent/Guardian Signature Date

# SOUTH RIPLEY HIGH SCHOOL

# School Calendar

## SOUTH RIPLEY COMMUNITY SCHOOL CORPORATION 2025-2026

Aug-25						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sep-25						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Oct-25						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Dec-25						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug 1 Teacher Day - No Students  
 Aug 1 4-6 PM Meet your Teacher SRES  
 Aug 1 5 - 7 PM Meet your Teacher SRJH/HS  
 Aug 4 Teacher Day - No Students  
 Aug 5 First Student Day  
 Aug 13 Student 2-hr Late Arrival/Staff PD  
 Sept 1 Labor Day - No School  
 Sept 2 Student 2-hr Late Arrival/Staff PD  
 Sept 26 eLearning Flex Day  
 Sept 30 4 - 7 PM SRES Parent-Teacher Conf  
 Oct 1 4 - 7 PM SRJH/SRHS Parent-Teacher Conf  
 Oct 2 4 - 7 PM All Schools Parent-Teacher Conf  
 Oct 3 Last Day of 1st Quarter (43 Days)  
 Oct 6-10 Fall Break -- No School  
 Oct 13 First Day of 2nd Quarter  
 Nov 3 eLearning Flex Day  
 Nov 13 Student 2-hr Late Arrival/Staff PD  
 Nov 26-28 Thanksgiving Break - No School  
 Dec 19 End of 1st Semester (47 days/90 days)  
 Dec 22-Jan 5 Winter Break -- No School  
 Jan 5 Teacher Records Day - No Students  
 Jan 6 First Day 3rd Quarter  
 Jan 19 MLK Day - No School (Possible Snow Make Up)  
 Jan 20 Student 2-hr Late Arrival/Staff PD  
 Feb 11 Student 2-hr Late Arrival/Staff PD  
 Feb 16 Pres. Day - No School (Possible Snow Make Up)  
 Mar 5 Student 2-hr Late Arrival/Staff PD  
 Mar 6 Last day of 3rd Quarter (42 days)  
 Mar 9 First Day of 4th Quarter  
 Mar 23-27 Spring Break  
 April 3 Good Friday - No School (Possible Snow Makeup)  
 May 21 Last Day of 2nd Semester (48 days/90 days)  
 May 22 Teacher Records Day - No Students  
 May 23 5PM Graduation SR Gym  
 May 25 Memorial Day - No School

**Grading  
Periods:**

August 5- Oct 3  
 October 13 - December 19  
 January 6- March 6  
 March 9- May 21

Jan-26						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb-26						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Mar-26						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr-26						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May-26						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Board Approved** 12/16/2024

- Student 2-hr Late Arrival/PD
- Teacher Only Days
- No School
- No School (Possible Make Up Days)
- eLearning Flex Days

Jan 19 - MLK Day-Possible Snow Make-Up Day  
 Feb 16 - President's Day - Possible Make Up Day  
 April 3 - Good Friday - Possible Make Up Day  
**May 21 Last Student Day**  
**May 22- Last Teacher Day**

Discussed with SRCTA  
 12/05/2024

Student Days 180  
 Teacher Days 185