

White River Valley Middle School

Home of the Wolverines



Student Handbook

**2023-2024**

2926 S. SR 67  
Lyons, Indiana 47443

Telephone (812) 659.3915  
Fax (812) 659.2599

Mission Statement

White River Valley Middle School promotes academic achievement through a curriculum focused on *rigor, relevance*, and positive *relationships*.

**School Song**

“WAVE THE FLAG”

Wolverines we're here beside you  
the silver, white, and blue.

Wolverines will be victorious  
we are proud of you.

The Wolverines are never daunted  
their spirit will not die.

Wolverines will fight to win  
so let us shout for Valley High.

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## **WELCOME**

Welcome to White River Valley Middle School! It is our hope that your experiences here will be stimulating, rewarding, and enjoyable.

The faculty and staff intend to provide the attention and education required to fulfill each student's unique needs. It takes teamwork between the students, parents/guardians, teachers, and school staff to maximize the learning process. We hope that each student fully engages in the educational process here in order to get the most out of it.

This handbook has been prepared to help students become more aware of the responsibilities and privileges offered at WRVMS. Students and parents/guardians should take time to read this handbook in its entirety and use it as a guide.

## **WHITE RIVER VALLEY SCHOOL DISTRICT SCHOOL CALENDAR**

**2023-24**

**(Board of Education Approved, October 17, 2022)**

<b>Monday</b>	<b>August 7</b>	<b>New Teacher Induction — 9 AM</b>
<b>Tuesday</b>	<b>August 8</b>	<b>Teacher Professional Day — 8 AM</b>
<b>Wednesday</b>	<b>August 9</b>	<b>1st Student Day</b>
<b>Friday</b>	<b>September 1</b>	<b>Worthington Sales — No School</b>
<b>Monday</b>	<b>September 4</b>	<b>Labor Day — No School</b>
<b>Friday</b>	<b>October 13</b>	<b>End of 1st Grading Period</b>
<b>Wed-Fri</b>	<b>Oct.18-20</b>	<b>Fall Break — No School</b>
<b>Wed-Fri</b>	<b>Nov. 22-24</b>	<b>Thanksgiving Break — No School</b>
<b>Wednesday</b>	<b>December 20</b>	<b>End of 2nd 9 Weeks/1st Semester</b>
<b>Wednesday</b>	<b>January 3</b>	<b>School Resumes</b>
<b>Mon/Tues</b>	<b>February 19-20</b>	<b>Winter Break — No School</b>
<b>Friday</b>	<b>March 15</b>	<b>End of 3rd Grading Period</b>
<b>Friday</b>	<b>March 22</b>	<b>Snow Day #4</b>
<b>Mon-Fri</b>	<b>March 25-29</b>	<b>Spring Break — No School</b>
<b>Friday</b>	<b>April 19</b>	<b>Snow Day #3</b>
<b>Friday</b>	<b>May 3</b>	<b>Snow Day #2</b>
<b>Friday</b>	<b>May 24</b>	<b>Snow Day #1</b>
		<b>End of 4th 9 Weeks/2nd Semester</b>
		<b>Graduation Practice 8AM</b>
		<b>Graduation WRV HS 7:30PM</b>

**180 Student Days/181 Staff Days**

**\*The Board of Education has adopted “real-time” E-Learning Days. The State Legislators have capped the number of e-Learning Days that a school system may take to 3 per year. Built-in Snow Days will be utilized prior to E-Learning Days being implemented.**

**\*If additional days are needed, they will follow Memorial Day unless the Indiana Department of Education grants the ability to add time to the school day upon permission of the Board of Education.**

### **Other Calendar Items for 2023-24:**

<b>Tuesday</b>	<b>May 28</b>	<b>Summer School Begins</b>
<b>Friday</b>	<b>June 28</b>	<b>Summer School Concludes</b>
<b>July 1-July 20</b>		<b>WRV/IHSAA Moratorium Weeks</b>

### **ADMINISTRATIVE STAFF**

Dr. Robert Hacker, Superintendent  
Mr. Mitch Hobson, Principal  
Mrs. Rebecca Greenlee, Guidance Counselor

### **IMPORTANT TELEPHONE NUMBERS**

Superintendent's Office, 812-659-1424  
High School, 812-659-2274  
Middle School, 812-659-3915  
Elementary School, 812-875-3839  
WRV Hotline, 1-866-WRV-HELP

### **DISTRICT VISION STATEMENT**

#### **Everyone Counts/Everyone Matters**

With the White River Valley Middle School Mission Statement in mind, we commit and ensure that our focus remains on the three cornerstones of *rigor, relevance, and relationships* each and every day. Further, through this focus we will work to promote the philosophy that *everyone counts and everyone matters*.

### **DISTRICT MISSION STATEMENT**

#### **Mission Cornerstones Defined:**

#### **Rigor**

Our use of *rigor* is not meant to reference "difficult" or "hard." We believe an effective curriculum must include an opportunity for students to be provided with advanced study in a diverse area of disciplines. For White River Valley Middle School, *rigor* is defined as a condition of the learning environment, which stretches the individual learner to move beyond his/her current comfort zone and grow as an independent learner (Hibbard).

#### **Relevance**

Our goal is to provide the greatest possible lessons emphasizing skills of inquiry, problem solving, and analysis *relevant* to becoming a member of modern society.

#### **Relationships**

The development of positive *relationships* is becoming increasingly important as it relates to the growth of our students. Students need to interact with adults, and peers, who both help them to focus on their futures and model the appropriate civic and social connectedness. We believe that students and adults alike, must be known as individuals, treated with respect and fairness in all situations, and celebrated when they meet and exceed expectations. It is our desire for all school community members to interact with a diversity of the population and have the potential to make connections within the overall community.

### **WRV HOTLINE**

White River Valley School District has adopted a hotline that students can contact if they need to turn something in anonymously. Students can call toll free at 1-866-WRV-HELP.

## WHITE RIVER VALLEY MIDDLE SCHOOL PROFILE

### Faculty

Teachers - 11  
School Counselor - 1  
Administrators - 1

### School Campus

Opened - 2016  
Acres - 14

### Facilities

Teaching Stations - 21  
Student Capacity – 209 (Current)

Gymnasium Capacity - 1250  
Cafetorium Capacity - 100  
Library Capacity – 50

School Colors

Navy, Silver, and White

Mascot

Wolverine

Conference

Southwestern Indiana Athletic

Website

wrv.k12.in.us

Twitter

@WRVwolverines

## ARRIVAL AT SCHOOL

The front door will be unlocked for students upon the arrival of the first bus. Students not riding a bus can arrive no earlier than 7:45 am. Students **should not arrive** on school grounds before time. Upon arrival, students wishing to eat breakfast may go to the cafeteria. All other students are to be seated in the gym until the bell rings at 7:55 am. Students are not to be in the halls before the bell rings without direct faculty supervision or a hallway pass.

## TRANSPORTATION

All buses go to the respective elementary, middle and high school transfer zones. Shuttle bus services are provided from the transfer zones at approximately 7:30 am. Students are released from the shuttle buses at approximately 7:45 am. to enter the school building. After school, students board the same bus at the transfer zone. Students are to ride the bus that is assigned to them by the school principal, designee, or transportation director. If a need arises to ride a different bus than assigned, a note from the parent/guardian must be provided.

### Bus Rules

1. Observe the same conduct as in the classroom.
2. Be courteous; use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Accept the bus driver's authority to assign seats.

A major incident can cause the removal of a student on the first offense. The following are defined as major incidents (but not limited to) and could result upon first occurrence in exclusion from the bus by the principal or designee: use of illegal drugs, use of alcohol or tobacco, destruction of property, displaying a weapon in a threatening manner, occupying the bus in a manner which deprives its proper use to others, starting a fire, fighting, disrespect to the driver, other incidents which in the judgment of the Bus Driver/Supervisor/Principal are of major consequence to be disruptive to the safe operation of the bus.

## OFFICE INFORMATION

White River Valley Middle School faculty and staff can be reached at 812-659-3915 during the school day. Student directory information, including emergency contacts and telephone numbers, are maintained in the school office. It is the responsibility of parents/guardians to furnish the school with accurate and up-to-date data concerning their students. **Changes in address, phone numbers, employment, and other pertinent information should be reported to the school in a timely manner in order that the school may contact parents/guardians**

**when necessary.**

Student academic records are maintained in the school office. White River Valley Middle School complies with the requirements of the Family Educational Rights and Privacy Act of 1974. Questions in this regard may be directed to the school office.

## **HEALTH SERVICES**

The school health service is under the direction of a registered nurse. She is on call at all times during the school day for emergencies and consultation.

All students desiring assistance from the nurse must get a pass from their classroom teacher before reporting to the nurse's office. Nursing services include vision and health screenings, compliance with immunization and other state laws, health instruction, counseling with students and families about health related concerns, and handling emergencies.

In case of serious illness or accident, the school will conscientiously endeavor to contact parent/guardian as soon as possible. In the case of a serious accident or illness, or when the school nurse, principal or designee, or supervisor judges the situation to be life-threatening, emergency medical service will be summoned and advice of emergency medical service personnel will be followed concerning further medical treatment and/or the decision to transport the student to a doctor or hospital.

As common practice, the following are guidelines that will be followed when dealing with illness/medical conditions while students are at school:

**Fever:** Any student with a fever of 100 degrees or greater may not attend school until they are fever free without the assistance of antipyretic medications for 24 hours. If a student is sent home from school they may not return the following day.

**Vomiting/Diarrhea:** Any student that presents with these symptoms, with or without fever, must stay home. If a student is at school with these symptoms they will be sent home. The only exception to this rule is if students have a medical diagnosis from a physician that is not considered contagious.

**Rash:** Any student with an undiagnosed rash must stay home from school until seen by a physician and deemed not contagious. In case of chickenpox, a student may not return to school until after the last pox has completely scabbed over. If a student is diagnosed with ringworm or scabies they may return 24 hours after proper treatment has begun.

**Pink Eye:** Any student diagnosed with pink eye may return to school after they have been on proper treatment for at least 24 hours and there is no drainage from the eye.

**Strep Throat:** Any student diagnosed with strep throat may return to school after they have been on proper oral antibiotic treatment for at least 24 hours, or they may return 12 hours after proper antibiotic treatment via injection.

**Head Lice:** Any student that is found to have head lice will be sent home for treatment. It is very important while treating to remove all nits from hair. Several other actions must be taken around the household for treatment to be effective:

- Wash and dry bedding and pillows;
- Items such as stuffed animals or pillows that cannot be washed need to be placed in a black trash bag and tied up for 2 weeks;
- Brushes, combs, and hair ties need to be soaked in hot water for 10 minutes;
- Vacuum all carpets, mattresses, rugs, and furniture;
- Continue to check for 2 weeks to ensure lice is completely gone.

## **MEDICATION**

All medication is to be kept in the nurse's office. Indiana state law mandates that prescription medications be maintained in the nurse's office and dispensed by school personnel. These prescriptions must be in the original container and include the pharmacy label with its written instructions.

In addition, school corporation policy dictates that over-the-counter medications will be kept in the nurse's office and be administered by school personnel. Over-the-counter medication must be brought to the nurse's office in the original container. parents/guardians must provide written instructions for administering the medication, including the name of the medication and the frequency of administration.

Under Indiana law, medication other than a medication possessed by a student for self-administration as defined under state law may not be sent home with a student unless the student's parent/guardian provides written permission for the student to return the medication home.

Suspension or expulsion may be imposed on students found to be possessing, distributing, or abusing medication – either prescription or over-the-counter – on school corporation property.

## **Personal Protective Equipment**

At the time of printing these handbooks, our country continues fighting the coronavirus. If either the Indiana or Greene County Health Departments recommend that building inhabitants wear Personal Protective Equipment, then WRV employees and students will have to adhere to those recommended guidelines. Our top priority is the safety of our students and staff. We will work together with students and staff to provide a safe and appropriate education for all.

## **GUIDANCE AND COUNSELING**

There is one counselor on the Middle School staff. A counselor listens to try to understand and help with a person's concerns.

The duties of the counselors include:

*Assisting new students in the transition to school; scheduling student classes; facilitating conferences between parents/guardians and teachers; assisting students in solving personal problems with friends, teachers, and family; career planning; helping students assess personal strengths and limitations; helping students with setting and meeting academic goals.*

All WRVMS students are required to take exploratory courses each year. The exploratory course offerings are variable each school year and dependent upon staffing and student enrollment. The WRVMS grading scale and withdrawal policy are applicable to rotation courses.

**Schedule change:** Each year WRVMS creates a new master schedule to accommodate course requests as shared with the counselor during registration. Faculty members are employed, textbooks are purchased, and rooms are assigned on the basis of these requests. The deadline for schedule changes is within the first five days of school at the beginning of each semester. Schedule changes may be honored if the request is related to:

1. Adding a course; students may add classes if space is available.
2. Dropping a course; students may withdraw from a course without penalty within the first five school days of the new semester.
3. A level change; on occasion, a student may need to change the ability level of the class enrolled.

The student must initiate the level change discussion with the teacher, demonstrate they have completed all homework and sought additional help from the teacher, and request the teacher complete the level change form. After the teacher contacts the parents/guardians and the counselor, the request will be forwarded to the guidance counselor. The student must remain in the class until the counselor makes the level change. Requests will not automatically be honored. When necessary, final determinations about class assignments will be made by the building principal or designee.

Students may request to see a school counselor by leaving a note in the office asking for an appointment. parents/guardians may call the office, 659-3915, to set up an appointment or to consult about their student's academic progress with the counselor.

## **ANTI-HARASSMENT**

White River Valley Schools will vigorously enforce its prohibition against harassment based on, but not limited to, sex, race, ethnicity, color, national origin, religion, disability, or physical attributes. All students, administrators, teachers, staff, and other school personnel share the responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

## **BULLYING**

**Indiana Code I.C.20-33-8-0.2** defines bullying as "overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference

with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

Any student or parent/guardian who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the principal or designee who has responsibility for all investigations of student misconduct including bullying. A student or parent/guardian may also report the conduct to a teacher or counselor who will be responsible for notifying the principal or designee. This report may be made anonymously. Bullying will not be tolerated and will be investigated by school personnel upon referral.

### **BOOKS, ELECTRONIC DEVICES, AND SUPPLIES**

**Book/Device Rental:** All textbooks/technology are issued on a rental basis. Students must use the school issued electronic device as opposed to any other personal devices to complete school work at WRVMS. Students are expected to use reasonable care in the use of texts and/or technology. As a school, we keep careful inventory of the technology, accessories, and books that are issued to students. In addition to the materials that are printed, WRVMS will issue each student a school owned electronic device (iPad). It is the responsibility of students and parents/guardians to care for, properly handle, and charge the device. Students and parents/guardians will also be held accountable for the loss or damage of any issued materials including the iPad and/or accessories to which they are assigned. Electronic Device Agreements must be signed at registration before an iPad is issued to the student.

**Fees:** A specific fee is charged for certain classes. These fees are itemized on the book rental statement during registration.

**Physical Education:** Physical Education teachers will review requirements during the first week of classes concerning gym clothes, gym lockers, etc.

As a reminder, payment can be made at any time during the year and payments can be broken down throughout the year.

### **E-LEARNING/VIRTUAL LEARNING PLATFORM**

White River Valley Schools is a 1:1 Apple technology district. We thank our Board of Education for providing our students and staff with educational tools to be able to provide an E-Learning and/or virtual platform. WRV provides two types of E-Learning programs: our adopted policy provides for missing days because of inclement weather or short-term emergencies. Our extended E-Learning program will be executed as needed. Both programs have the expectation of excellence from both the student in doing his/her best work through participation, work completion, and communication with the teaching staff and from the school staff in providing quality lessons and instruction and being available to students with communications. Every effort will be made to make the very best out of every situation. For students that lack connectivity or internet access, the WRV wifi can be accessed from the exterior of any of the three building sites on a student's iPad.

### **CERTIFICATE OF INCAPACITY**

(IC 20-33-2-18) Sec. 18

If a parent/guardian of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent/guardian to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is demanded.

The certificate required under this section must be signed by:

1. An Indiana physician;
2. An individual holding a license to practice osteopathy or chiropractic in Indiana;
3. A Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal. As added by P.L. 1-2005, SEC. 17.

### **ATTENDANCE**

A whole day absence is defined as a student being absent from school from 8:05 am through 3:00 pm.

A half day absence is defined as a student arriving at school after 10:00 am or leaving school before 1:00 pm. Half days accumulate and are counted toward the six day and ten day absence totals. Two half days equal one whole-day absence.

**CERTIFIED** - These absences do not count toward the accumulation of days per year.

**These days do count as a day of being absent from school.**

Students may make up all work and receive full credit for the work if the absence is certified within 48 hours. Absences that do not count toward the six-day quota include: (excuses must be presented within two days or the absence will not be certified.)

1. Attending a funeral
2. Any other emergency - with approval of the principal or designee

3. Absences supported by a doctor's note
4. College visitation days for junior and/or seniors with pre-approval from the principal or designee (one day per semester)

**CERTIFIED DOES NOT COUNT** - These days do NOT count as a day of being absent from school (according to law). Students may make up all the work and receive full credit for the work. These include:

1. Pre-arranged permission to fulfill a state fair assignment such as a 4-H commitment.
2. Pre-arranged permission serving a Page in the State Legislature (I.C. 20-33-2-14).
3. School sponsored activities; no parent/doctor statement is needed to re-enter student in school (I.C. 20-33-2-17.5).
4. Pre-arranged permission to help candidates on Election Day (I.C. 20-33-2-15).
5. Any student subpoenaed to appear in court and/or court appearances (I.C. 20-33-2-16).
6. Absences while on suspension, expulsion, or exclusion from school.
7. Service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17).

**EXCUSED** - Parent/Guardian must notify school of the student's absence.

**These absences are counted toward the accumulation per year.** Students will be allowed to make up all work and receive full credit for the work. Examples include staying home sick without a doctor's visit and pre-arranged absences. If a student reaches six (6) excused absences in one year, additional absences that year will be unexcused without a doctor's excuse.

**UNEXCUSED - These absences are counted toward the accumulation per year.**

Students will not receive credit for work missed during an unexcused absence. Examples include:

1. Being truant from school - each class missed because of truancy will count toward the **six-day absence quota per year**.
2. Being late to class twenty (20) or more minutes, but upon review of the principal or designee, it can be changed or excused.
3. Returning to school without a note or call from the parent/guardian.
4. Students who bring forged notes will have their absence(s) unexcused and will be given two (2) days-of ISS

Parents/guardians will receive notification of absence following the fourth unexcused absence per year. If a student reaches ten (10) unexcused absences in one school year, a report will be made to Child Protective Services and the Greene County Prosecutor; parents/guardians will be notified of this report.

### **MAKE-UP OPPORTUNITIES**

Students will be given the opportunity for making-up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.

Students will be given the opportunity to make-up work missed due to suspension. The make-up work must be completed and presented to the teacher upon his/her return to school. Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed.

### **STUDENT VACATIONS DURING THE SCHOOL YEAR**

Whenever a proposed absence-for-vacation is requested, Parent/Guardian must discuss it with the principal or designee. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

1. Student absence for a vacation will only be approved when the student will be in the company of his/her own parent/guardian, unless there are extenuating circumstances deemed appropriate by the principal or designee.
2. The student may be given approximate assignments and materials for completion.
  - a. The School Absence Form must be signed by the respective instructor prior to the date of the planned absence.
3. Separate daily assignments may be given.
  - a. All assigned work is due on the date of return to school.
4. The time missed will be counted as an authorized, excused absence, but will count toward the annual accumulation of a maximum of 6.



## **NOTIFICATION AND PENALTY FOR ATTENDANCE VIOLATIONS**

Due Process for Accumulated Absence for Middle School — When a student has accumulated five (5) total absences, he/she, as well as the parents/guardians, may be contacted by the principal or designee (letter, phone call, conference) in order to identify opportunities for attendance improvement. Additional absences beyond this level may cause additional reviews for attendance improvement.

### **Due Process for Unexcused Absence**

1. 1 Day Unexcused Absence
  - a. Personal contact with parents/guardians.
2. 3 Days Unexcused Absence
  - a. Personal contact and written notice to the parent/guardian from the principal, or designee.
3. 5 Days Unexcused Absence
  - a. Conference with the principal or designee to determine possible solutions and/or consequences reviewed.
4. 10 Days Unexcused Absence (within one school year)
  - a. Conference with the principal or designee to consider non-promotion, or loss of credit (WRV Middle School). A student may be placed into non-credit status with an opportunity for reinstatement. Such discipline steps as: suspension, expulsion, Form 16, etc. will be considered at this point in a student's attendance level.
  - b. Certified notification from the principal.
  - c. Notification to the Juvenile Probation Office and contact to Child Protective Services.
  - d. All school work after 10 days unexcused may not be counted. The school work must still be completed and a grade of "E," meaning excused, may be entered in the gradebook. If the work is not completed, zeros would be entered.

## **TRUANCY (IC 20-33-2)**

A student shall be considered truant each day, or part of the day s/he is unexcused from his/her assigned location. Absence is defined as non-presence in the assigned location any time beyond the tardiness limit. A student will be considered tardy, rather than absent, if he/she is in his/her assigned location within ten (10) minutes after the official start of the school day.

Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action taken will be as follows:

1. No credit will be recorded for work missed as a result of truancy.
2. A record of the truancy will be entered in the student's attendance record.
3. A parent/guardian conference may be held.

A student shall be considered "a habitual truant" when, in spite of warnings and/or his/her parent/guardian's efforts to ensure attendance, he/she has accumulated ten (10) truantries during a school year.

In accordance with state law, the building principal and/or his/her designee shall use Form 5200F to keep the Bureau of Motor Vehicles informed of each student whose truancy has resulted in at least two (2) suspensions, an expulsion, or an exclusion from school, or if the student has withdrawn from school in an effort to circumvent the loss of his/her learner's permit or application for a driver's license.

## **NOTIFICATION AND PENALTY FOR TRUANCY**

### **Due Process for Truancy Violations**

1. 1 Day Truant
  - a. Personal contact for parent/guardian and assignment to 2 hours after school detention
2. 2 Days Truant
  - a. Personal contact to parent/guardian and one (1) day In-school Suspension
3. 3 Days Truant
  - a. Two (2) days In-school Suspension, revocation of work permit, when applicable, Truancy Affidavit filed with the Greene County Juvenile Probation Officer
4. 4 Days Truant

- a. Conference with parent/guardian for possible Form 16, Alternative Education placement, revocation of driving privileges (when applicable)
5. 5 Days Truant
  - a. Automatic Form 16, or expulsion of student

*Note: Continued issues with Unexcused Absences, Student Accumulated Attendance, and/or Truancy may be penalized in a manner to be determined by the building principal, and/or his/her designee, up to and including Out-of-School Suspension, and Expulsion.*

### **STUDENTS LEAVING SCHOOL DURING SCHOOL DAY**

1. No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal or designee, and with the knowledge and approval of the student's parents/guardians.
2. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal or designee.

### **ENCOURAGING ATTENDANCE**

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents/guardians. No single individual or group can successfully accomplish this task. In promoting good attendance, we will be rewarding individuals periodically throughout the year based on perfect attendance.

### **TARDINESS**

The term "tardy" means being late to school, class, or an activity, with or without permission of parents/guardians, or school personnel. This includes students who are considered "out of area," which is defined by a student being in an area that is not indicated by their schedule. All teachers will inform their respective classes of the building's definition of being late to school, class, or an activity. The teacher will counsel those students who are developing a pattern of being tardy.

The teacher will refer to a school administrator those students who in the teacher's judgment are not making progress towards correcting the problem.

### **DEFINITIONS OF BEING LATE**

1. To school:
  - a. A student who arrives at their first period class, after it has started, during the first ten (10) minutes will be counted as tardy.
  - b. A student arriving after the first ten (10) minutes will be counted as absent.
2. Students late to class must have a pass to enter.
  - a. Students more than 10 minutes late to any class will be marked with an unexcused absence.
  - b. Students held over in a preceding class for any reason with a staff member must have a pass from the respective staff member to enter the succeeding class.

### **TARDY POLICY**

#### Consequences

- |                            |                              |                |                            |
|----------------------------|------------------------------|----------------|----------------------------|
| 1. 1 <sup>st</sup> Tardy - | Teacher warning              | 4. 4th Tardy - | After-school Detention/ISS |
| 2. 2 <sup>nd</sup> Tardy - | Teacher warning              | 5. 5th Tardy - | After-school Detention/ISS |
| 3. 3 <sup>rd</sup> Tardy - | Lunch/After-school Detention | 6. 6th Tardy - | Full Day of ISS            |
|                            |                              | 7. 7th Tardy - | Parent Conference          |

*Note: Students earning seven (7) or more tardies may face additional disciplinary measures as determined by building administration. Additional measures may include, but are not limited to the following:*

- In-school Suspension (ISS);
- Out-of-school Suspension (OSS);
- Expulsion;

- Extended suspension of driving privileges, including permanent removal of the privileges;
- Letters of probation on work permit, if applicable;
- Other discipline measures, within District guidelines, as identified by building administration.

### **STUDENT EVALUATION**

The following grade scale is used by the faculty of White River Valley Middle School:

A+	99-100	B+	88-89	C+	78-79	D+	68-69	F	59-down
A	92-98	B	82-87	C	72-77	D	62-67	Inc	Incomplete
A-	90-91	B-	80-81	C-	70-71	D-	60-61	(Work to be made up)	

### **MINIMUM REQUIREMENTS**

Minimum requirements are those assignments in a given class that all students must complete before credit for the class will be granted. Failure to complete the minimum requirements for a given class will constitute failure in that class.

### **GRADE REPORTS**

Midway through each grading period, progress reports will be sent via the Harmony gradebook system. Hard copies are available upon request. parents/guardians can monitor their student's progress in each class at any time by logging into the Harmony system and reviewing grades or setting up timely emails with specific settings as warnings to the parent/guardian. Frequent parent/guardian monitoring is appreciated and encouraged. Report card notification will be issued to parents/guardians during the week following the end of each nine-week grading period.

### **PROMOTION AND RETENTION**

At the end of the school year most students are promoted to the next grade. Some students may be retained in the same grade level for another year. Retention occurs when the student's grade committee feels that the student has not met the academic requirements, and/or has not met the minimum attendance requirements, and/or has not exhibited the behavior and maturity suited to the student's grade placement. parents/guardians will be contacted early in the second semester if their student is in danger of being retained in the same grade. The final decision of grade placement is the sole responsibility of the Principal.

### **HONOR ROLL**

Honor roll is a goal that many middle school students strive for and achieve.

Nine weeks, semester, and all year honor roll prerequisites:

A Honor Roll: A combination of all A+'s, A's and/or A-'s (no grade lower than an A-)

A/B Honor Roll: A combination of any types of A's and/or B's (no grade lower than a B-)

### **CHEATING/ACADEMIC DISHONESTY**

If there is concrete evidence and proof that a student has cheated on an assignment, homework, project, or a test/quiz, or has blatantly plagiarized a paper or improperly used Artificial Intelligence (AI) technology, the following procedures will be followed:

First Offense: Zero on the paper and/or assignment, After school assigned, and parent/guardian notified.

Second Offense: Zero on the paper and/or assignment, three days of ISS or OSS, and parent/guardian notified.

Third Offense: Zero on the paper and/or assignment, 5 days OSS, following due process F for the grading period.

Important rule of note; if a second person is assisting a student caught cheating in any way, that person should receive similar punishment.

Note: Students and parents/guardians are reminded that student access to district internet and electronic mail are not intended for private use. Each student signs an Internet Acceptable Usage policy form prior to each school year. The school district technology coordinator and/or district administrators retain the right to access any use of school issued electronic devices and/or student email/internet accounts.

### **CLIMATE FOR LEARNING**

Learning cannot occur without order. Maintaining a positive learning environment is the joint responsibility of the administration, faculty, and students, with the support of parents/guardians. In all cases, good manners, consideration for others and others' rights, and self-discipline are expected. All students have the responsibility not to interfere with the educational process of others.

Each student has the responsibility to participate and contribute to the educational process and environment, including:

- a. avoiding any behavior that is detrimental to the student's own or others' achievement;
- b. showing respect for the knowledge, authority, and position of faculty and staff;
- c. recognizing and respecting the rights of other students;
- d. attending class as assigned, on time, and with the proper materials and assignments to participate;
- e. being responsible for own work;
- f. following the instructions of staff and faculty;
- g. abiding by the rules and regulations set forth by this code, the school, and the individual class room teacher;
- h. refraining from chewing gum while in the school building;
- i. refraining from name-calling, fighting, harassment, belittling, or engaging in a deliberate attempt to harm or embarrass others;
- j. refraining from abusive language, inflammatory actions, or provocation;
- k. refraining from engaging in bullying, which is defined by Indiana Code as overt, repeated acts or gestures, including: by verbal or written communication; physical acts; or any other behavior; by a student, or group of students, against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student;
- l. refraining from the use of obscene, vulgar, lewd, or rude language, gestures, or actions, or possession of item(s) which are obscene, vulgar or lewd;
- m. refraining from bringing to school such items as toys, balls, wallet chains, laser pointers, trading or playing cards, spray paints, or any item which may disrupt the educational process;
- n. refraining from engaging in physical contact considered by school administrators to be inappropriate public displays of affection;
- o. refraining from posting any signage at school without prior permission from a school administrator;
- p. bringing pagers, cellular phones, recording devices, and all music devices to school at their own risk and keeping such items turned off and secured in their locker during school hours.
- q. refraining from the use of any type of camera, unless for legitimate school purposes with permission from school personnel.

### **WHITE RIVER VALLEY MIDDLE SCHOOL STUDENT CELL PHONE POLICY**

Upon entering a WRVMS school building, students are expected to turn off their cell phones (personal communication device) and place them out of sight; they shall not be used without a specific teacher or administrator's permission. This prohibition includes, but is not limited to, the following uses: phone, camera, games, texting, calculator, any social media platform, time piece, or audio player. Any cell phone seen, heard, or used during the school day will be confiscated by an adult, turned into building administration, and **returned only to a parent/guardian.** Students in violation of the cell phone policy will also be subject to serving a detention after a repeated infraction. Parents/guardians should check with individual buildings for normal school hours.

Suspension terms and conditions, including duration and type (in-school, out-of-school, etc.), are determined by individual building administration. Any student with multiple phone offenses, or who uses a phone for inappropriate purposes on school grounds, including buses, may receive additional consequences and/or lose all privileges to possess a phone on school property or at school-sponsored events and/or activities.

**This policy will be followed whether or not the phone in question is the personal property of the offending student. Therefore, it is strongly recommended that students do not lend out or share their phones while on school property. In some cases, staff may allow devices in the classroom if given permission.**

## **DISCIPLINE OVERVIEW**

Every student is respected as an individual.

However, if a student misbehaves, the student's actions will be dealt with in a manner appropriate to the misbehavior in order to aid the student to establish a pattern of appropriate behavior. All teachers will establish clear, fair, and concise guidelines for their students. These guidelines will be discussed with the students at the beginning of the school year and posted in the classroom. Discipline problems may be handled by individual classroom teachers and/or the administration. Misbehavior may lead to any of the following disciplinary measures:

- Warning by the teacher or staff member;
- Reprimand by the teacher or staff member;
- Removal from the classroom for the period;
- Referral to an administrator or school counselor;
- Detention;
- Community service within the school;
- Parent/guardian conference;
- Student conference with grade level team members;
- Alternative Classroom Placement;
- In School Suspension;
- Out of School Suspension;
- Expulsion

Students will be held accountable for their actions on the school grounds, in the building, on the bus, going to and from school, or at a school function anywhere. In case of destruction of property, restitution by students and/or parents/guardians is expected.

**In instances of unlawful activities, civil authorities may be notified.**

Discipline of handicapped students will be in accordance with applicable federal and state laws and regulations.

Suspension and/or expulsion may be imposed upon students for the use of violence, coercion, force, noise, abusive, obscene, profane, indecent, lewd, or vulgar language or actions, or possession of item(s) which are obscene, vulgar, or lewd, lying, threatening, intimidating or bullying others, or the sale, distribution, use, possession, or being under the influence of drugs (including look alike drugs and paraphernalia) or alcohol in violation of the school corporation student drug abuse policy; displaying gang apparel or graffiti, passive resistance, or conduct interfering with school purposes. Damage or theft involving school or private property, intentionally causing bodily harm to others, intimidating others, repeatedly failing to comply with the instructions of faculty or staff, or urging other students to engage in the above conduct may also be grounds for suspension and/or expulsion. Additionally, in accordance with Indiana Code, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if: the unlawful activity may reasonably be considered to be an interference with school purposes or the school function; or the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. In instances where a school employee may have received a threat or may be the victim of intimidation, battery, or harassment, civil authorities will be notified.

Possession of a firearm (gun), destructive device, or other weapon will be grounds for immediate suspension and/or expulsion. Failure of a student to report any knowledge of dangerous weapons, dangerous materials, and threats of violence may subject the student to immediate suspension and potential expulsion from school.

NOTE: No student is allowed to participate in, or attend, any athletic practice session or contest, or school activity, on a day of Alternative Classroom Placement, Suspension, or expulsion. A student who is suspended and/or expelled from school, is not to be on school property for any reason except when requested by a school administrator.

Any student who becomes a habitual discipline problem will not be allowed to participate in, or attend, any after school activities such as dances and athletic contests. Students who have multiple major violations (after school detention, Alternative Classroom Placement, Suspension) or an excessive number of discipline referrals may fall within this category.

Additionally, at the discretion of school administration, students may not be allowed to participate in after-school activities if they have previously misbehaved at school activities or athletic events, or if they are facing any form of suspension on the next school day.

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

WRV Schools will vigorously enforce its prohibition against harassment based on, but not limited to, sex, race, ethnicity, color, national origin, religion, disability, or physical attributes. All students, administrators, teachers, staff and other school personnel share the responsibility for avoiding, discouraging, and reporting any form of inappropriate harassment. Formal complaints of harassment at White River Valley Middle School should be addressed to the Principal, who will forward complaints to the superintendent: Dr. Bob Hacker.

### **PROGRESSIVE DISCIPLINE**

The following chart will provide examples of how White River Valley Middle School utilizes Progressive Discipline. Although the following chart contains examples of how Progressive Discipline is handled, administrators must also take into consideration the severity of each offense as well as the prior discipline record of each individual student.

*Note: As discipline issues with individual students increase in number and/or severity, the likelihood of suspension and/or expulsion will also increase. The building administrator will use discretion in working with progressive discipline to take all factors in context of a given issue.*

The following are examples of Category I, II and III offenses. These may include, but are not limited to:

Category I: Minor classroom, cell phone violation, electronic device violation, cafeteria, and/or gymnasium disruptions; dress code violations, minor profanity, PDA, failure to follow school rules, cheating/plagiarism, computer/internet violations.

- Generally, consequences may include, but are not limited to: Warning by the teacher or staff member; reprimand by the teacher or staff member; removal from the classroom for the period; referral to an administrator or school counselor; detention; community service within the school; parent/guardian conference.

Category II: Theft, vandalism, property damage, provocation, fighting, bullying, hazing, harassment, communicating written or verbal threats, tobacco, repeated or major insubordination, lying to school personnel, misconduct (sexual behavior), repeated category I or II offenses, failure to show up for detention, defiance, disrespect, failing to report actions that could result in damage or harm to students, staff, or the building, or providing false information to school personnel and/or forgery, intimidation. Restitution for vandalism and/or property damage will be expected.

- Generally, consequences may include, but are not limited to: the aforementioned consequences; alternative classroom placement; suspension; expulsion.

Category III: Alcohol, drugs, weapons, verbal aggression, knowingly and intentionally communicating written or verbal threats with intent to cause intimidation or disruption, extreme profanity, major insubordination, false fire alarms, bomb threats, physically assaulting school personnel, repeated category I, II or III offenses.

- Generally, consequences may include, but are not limited to: the aforementioned consequences, with a much higher likelihood of suspension and/or expulsion.

### **Progressive Discipline Chart**

	FIRST OFFENSE (MAY INCLUDE, BUT NOT LIMITED TO)	SECOND OFFENSE (MAY INCLUDE, BUT NOT LIMITED TO)	THIRD OFFENSE (MAY INCLUDE, BUT NOT LIMITED TO)
Alcohol/Drugs (Use – Possession)	10 DAY SUSPENSION AND EXPULSION; AUTHORITIES NOTIFIED		
BULLYING/HARASSMENT (ANY TYPE)	OSS – 3-5 DAYS; EXPULSION; AUTHORITIES NOTIFIED	OSS 5 DAYS; EXPULSION; AUTHORITIES NOTIFIED	EXPULSION; AUTHORITIES NOTIFIED
CELL PHONE/ELECTRONIC DEVICE VIOLATION	PARENT/GUARDIAN RETRIEVAL	AFTER SCHOOL DETENTION PARENT/GUARDIAN RETRIEVAL	LOSS OF USAGE PRIVILEGE FOR TIMEFRAME AS DETERMINED BY PRINCIPAL; OSS OR EXPULSION; PARENT/GUARDIAN RETRIEVAL
DEFIANCE/DISRESPECT/FAILING TO REPORT	ISS – 1 DAY; OSS 3-5 DAYS	OSS 3-5 DAYS	5-10 DAYS OSS; EXPULSION
FAILURE TO SERVE DETENTION/NIGHT SCHOOL	ISS 1 DAY; OSS – 1 DAY	OSS – 1-3 DAYS	OSS 3-5; EXPULSION
FIGHTING (VERBAL – PHYSICAL)	SUSPENSION; POSSIBLE EXPULSION; AUTHORITIES NOTIFIED	SUSPENSION; POSSIBLE EXPULSION; AUTHORITIES NOTIFIED	EXPULSION; AUTHORITIES NOTIFIED
TOBACCO (USE – POSSESSION)	OSS – 1-3 DAYS; AUTHORITIES NOTIFIED	OSS – 3-5 DAYS; AUTHORITIES NOTIFIED	OSS – 5-10 DAYS; EXPULSION; AUTHORITIES NOTIFIED
WEAPONS (EXPLOSIVES/FIREARMS/DESTRUCTIVE DEVICES OF ANY KIND)	EXPULSION; AUTHORITIES NOTIFIED		

**Note: the above information is intended to provide information on the philosophy utilized with the assignment of discipline and is not intended to be all inclusive.**

### **DRUG ABUSE**

**Illicit drug and alcohol use is a violation of school corporation policy and state law.** Anyone found to be using, possessing, under the influence or dealing in drugs, tobacco, or alcohol—or possessing drug paraphernalia—will be subject to immediate suspension and/or expulsion. In addition, legal authorities will be notified. **This includes such things as e-cigarettes and vaporizers.**

No student may use, possess, or provide by sale or otherwise, any substance which is, or is represented to be, a narcotic drug, hallucinogenic, amphetamine, barbiturate, stimulant, depressant, or intoxicant of any kind, or any drug paraphernalia. Possession of drug-related items such as graffiti, literature, pictures, jewelry, clothing, or other items may subject the student to immediate suspension from school.

In addition, White River Valley School Corporation reserves the right to use any appropriate test to test any student who at any time exhibits behavior or appearance that establishes reasonable suspicion to suggest drug, or alcohol use. As per our parent/guardian Guide, if the test comes back positive this may result in commencement of Expulsion proceedings.

### **STUDENT ATTIRE (DRESS CODE)**

White River Valley School District expects its students to appear at school looking nothing less than neat and clean. We have been proud of our students in the past years for their appearance and are confident they will continue to set high standards for themselves. As students graduate

into the business world, many employers expect their workers to wear uniforms or adhere to strict dress codes. Our job as educators is to prepare our students to be successful in the world beyond school. The courts have ruled that the school can make reasonable rules regulating student dress and appearance as they affect the educational process, concern health and safety, and affect common decency.

Students are expected to meet these guidelines. Should a student choose not to follow these expectations, he/she will be asked to change, remove, or cover questionable item(s). Continued offenses will be handled as insubordination and could lead to detention, night school, suspension, or possible expulsion.

The following guidelines are in effect for student dress. The guidelines listed are not to imply that this is the complete list and may include any item deemed inappropriate and/or in bad taste by the administration. If a student/parent/guardian has a question about a particular item, please contact the school administration before wearing the item.

1. Headwear, including but not limited to hats and bandanas, unless approval has been given by building administration (Spirit Days).
2. All shirts worn should have sleeves (shoulders are not to be exposed). Shorts, tank tops, halter-tops, tops which reveal the midriff, or any clothing, which is inappropriately revealing are not permitted. Skirts/dresses are to be a minimum of fingertip length. Shorts, if worn, must be a minimum of fingertip length. If worn, spandex shorts, leggings, and yoga pants must be covered by a shirt, dress, shorts, or skirt. Discretion is at the determination of the administration/designee.
3. Clothing items that advertise alcoholic beverages, tobacco, illegal drugs and/or clothing with suggestive or obscene messages are prohibited.
4. Shoes are to be worn at all times.
5. For safety reasons, chains or clothing with excessive metal objects and/or straps are not to be worn. This includes wallet chains, dog collar necklaces with sharp points, and neck chains.
6. Sunglasses, unless approved for medical reasons, are not to be worn in the building.
7. No undone belts will be allowed.
8. Any clothing or appearance, which causes a substantial disruption of the daily operation of the school, will be considered in violation of the student dress code. This includes hair dye other than natural hair colors.
9. All pants must be worn at the waistline. We will not tolerate the wearing of pants/shorts down on the buttocks. No undergarments shall be exposed.
10. Clothing which is badly ripped or frayed; as well as containing holes (pants – above the knee) shall not be worn.
11. Book bags, gym bags, purses, coats, and athletic jackets are not to be taken to classrooms. They should be left in the student locker.

*Note: Allowances may be made for school spirit day activities. In these instances a communication will be provided by the principal or designee.*

*Note: Certain academic area classes may require a more stringent requirement regarding dress. The school reserves the right to impose other reasonable requirements due to health or safety concerns while involved in certain activities.*

### **SEARCH AND SEIZURE**

Reasonable cause for a search means circumstances, which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

1. Evidence of a violation of school rules or of student conduct standards contained in the student handbook.
2. Anything, because of its presence, presents an immediate danger of physical harm or illness to any person.

### **LOCKERS**

Each seventh and eighth grade student will receive a corridor locker in which books and clothing are to be kept. Assignments of lockers are made at registration or the first day of classes. If you choose to bring a lock for the corridor locker, you must provide an extra key and/or combination to the office. Do not change lockers without permission from the office. Use the locker assigned to you. Print your name in ink in all books, on supplies, gym clothes, shoes, etc. Keep lockers locked when not in use. Report any problems with lockers directly to the office. Students are not permitted to share lockers. Students will be deemed to be in possession of any item or substance found in shared lockers.

Personal possessions brought to school are the responsibility of the student. This includes money, clothing, musical instruments, school supplies, etc. The school does not carry insurance on an individual's private property. WRVMS is not responsible for loss to, damage, or theft of cell phones, pagers, tape recorders, or music devices, nor can the school replace or repair these items. Students and their families should be aware of this, particularly if their own personal insurance does not cover these items under these circumstances.



School assigned devices, such as the iPad, is the responsibility of the student and parents/guardians. If the one issued to you is lost or damaged it must be reported immediately to school officials. If the iPad is stolen off of school premises, make a police report immediately. Please record your iPad serial number for the police report. School officials will be able to lock or wipe the iPad to protect personal and school information. Students should not store iPad devices in lockers, cars, or extreme hot or cold locations.

**A. Statement of Policy.** All lockers made available for student use on the school premises, including lockers located in hallways, physical education and athletic dressing rooms are the property of the school corporation. A student who uses a locker that is the property of WRVSD is presumed to have no expectation of privacy in the locker or its contents. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause an interference with the school purposes or an educational function, or which are forbidden by state law or school rules. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

**B. Locker Rules:** In order to implement the school corporation's policy concerning student lockers, the school adopts the following rules and regulations:

- 1. Locks:** The school corporation will retain access to student lockers by keeping a master list of combinations and retaining master keys. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
- 2. Use of Lockers:** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store "contraband" which are items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverages containing alcohol, weapons, any volatile substance, bomb or explosive device, acid or pungent or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewing articles, or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner.
- 3. Authority to inspect:** The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the condition of Rule #2. All inspections of student lockers shall be conducted by the principal and/or his/her designee.
- 4. Inspection of Individual Student's Lockers:**
  - (a)** The inspection of a particular student's locker will not be conducted unless the principal or his/her designee has reasonable suspicion to believe that the locker to be inspected contains contraband.
  - (b)** Before a particular student's locker is inspected, the student (or students if more than one have been assigned to a locker) if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his/her designee shall notify the student of such inspection as soon as practicable thereafter.
- 5. Inspection of all lockers:**
  - (a)** A search of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, principal's designee, superintendent or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules.
  - (b)** If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
- 6. Involvement of Law Enforcement Officials:**
  - (a)** The principal, principal's designee, superintendent or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies. Indiana code (IC 20-33-8-32) states: Sec. 32. (a) A school corporation must provide each: (1) student; and (2) student's parent/guardian; a copy of the rules of the governing body on searches of students' lockers and locker contents. (b) A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in: (1) that locker; or (2) the locker's contents. (c) In accordance with the rules of the governing body, a principal may search: (1) a student's locker; and (2) the locker's contents; at any time. (d) A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may: (1) at the request of the school principal; and (2) in accordance with rules of the governing body of the school corporation; assist a school

administrator in searching a student's locker and the locker's contents

7. **Locker Maintenance:** Nothing in these rules shall effect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (1) lockers from time to time in accordance with a posted general housekeeping schedule, (2) the locker of a student no longer enrolled in school, or (3) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.
8. **Publication of Rules:** A copy of these rules shall be provided to each student and his parents/guardians at the start of each school year or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be available in the school office.
9. **Definitions:** As used herein, the term "school purposes" is defined as it is in IC 20-33-8-4:....The term "school purposes" refers to the purpose for which a school corporation operates, including: (1) to promote knowledge and learning generally; (2) to maintain an orderly and efficient educational system; and (3) to take any action under the authority granted to school corporations and their governing bodies by IC 20-26-5 or by any other statute.

As used herein, the term "educational function" is defined as it is in IC 20-33-8-2; the term "educational function" means the performance by a school corporation, or its officers or employees, of an act or a series of acts in carrying out school purposes.

### **LOST AND FOUND**

The office will maintain a "lost and found" area. If you lose something, report it to the office. If you find something belonging to someone else, turn it into the office so that it may be returned to its owner. Students who take items that are not theirs will be subject to disciplinary action, whether these students keep the items or pass them along to other individuals.

### **VISITORS**

Visitors are allowed with the permission of building administration. School visitors shall report to the administrative office and receive a visitor's pass before going to other parts of the building. Parents/guardians, invited school guests, and approved school vendors may be authorized to visit White River Valley Middle School (WRVMS). The principal (or designee) may also permit representatives of youth-related WRV community organizations and student members of officially recognized university student organizations to visit. Visitors must abide by all applicable school rules and the principal's directives. Visitors may only visit during times designated or approved by the principal. Visitors may only access those areas of the school for which authorization has been granted, and may be required to sit at designated tables, desks, or seats. Permission to visit given school vendors, representatives of youth-related WRV community organizations, or members of officially recognized university student organizations shall not constitute an endorsement by WRV or the White River Valley School Corporation of the products, purposes, or beliefs of any such vendors or organizations.

### **SAFETY**

Safe behavior in the school requires that students refrain from horseplay, not run in the hallways or classrooms, and observe safety rules for handling special school equipment and supplies.

Public schools are required by law to conduct periodic fire and disaster drills. Students are instructed how to respond during drills. Proper conduct is essential to the safety of all students. Talking, undue noise, and other disruptive behavior will not be tolerated.

### **TELEPHONES**

Office telephones are for business purposes. Arrangements for rides before or after extra-curricular events should be made in advance to curtail excessive phone usage during the school day. Students will be called to the office for phone messages pertaining to the welfare of the student.

### **CAFETERIA/MEAL PROGRAMS**

Breakfast and lunch are important times for our students. Breakfast is served in the school daily, beginning at 7:35 and continuing until 8:00. There are separate lunch periods. Students may qualify to receive breakfast and lunch free or at a reduced rate.

The cafeteria schedule is planned to provide a lunch period supervised by faculty members during which a student may eat, socialize, go to the Media Center, or go outside, weather permitting. No student is allowed to leave school for lunch without special permission from the principal or designee, nor is a student allowed to have "fast food" brought into the cafeteria for lunch.

Regular hot lunches are served daily in the cafeteria. Snack bar items and ice cream are also available. Students who bring lunch from home are required to eat in the cafeteria. Students may not bring, or purchase at school, carbonated soft drinks or energy drinks for lunch.

Courtesy and good manners are expected of all students. There will be no reserved seats, nor will students be allowed to cut into lunch lines. No food may be taken from the cafeteria, except to outside tables during appropriate weather.

Each student is responsible for taking trays, plates, and utensils to the dishwashing window and properly disposing of papers and refuse.

Students are expected to assume the responsibility of helping keep the cafeteria clean and orderly.

The White River Valley School District has adopted a “NO Meal CHARGE” policy. Charging of meals by students or adults will not be permitted. Funds must be deposited into a student’s meal account prior to lunch for that day. It is the parents’/guardians’ responsibility to see that their child’s meals are paid. Uncollected charges may result in higher meal prices.

ANY student, regardless of paid, free or reduced status, that has reached a negative balance of \$10.00 or more will receive the following and be charged a reimbursable meal:

*Breakfast:* Graham crackers, and a 4 ounce fruit juice.

*Lunch:* Peanut butter sandwich, and a 4 ounce fruit juice. If the child has food allergies, an alternate sandwich will be provided.

### **HOMEWORK**

Education is a lifelong process, which extends beyond the school day. It is important that students recognize that learning occurs not only in the classroom, but also in the home and in the community.

Homework is one means of promoting learning outside the school. Homework allows students to investigate for themselves and to work independently as well as with others. Homework includes not only written work related to a subject or theme, but also related activities such as viewing specific television programs, news reporting, research, recreational reading, interviewing, independent or group projects, and other courses of action which enhance the classroom experience.

#### **It is the responsibility of the student to:**

- a. Get assignments, understand what is required, and know the due date;
- b. Make sure all make-up work is obtained, completed, and submitted to the teacher;
- c. Take advantage of study time provided during the school day;
- d. Bring books, iPad Air, paper, pencils, other necessary supplies, and completed assignments to class daily;
- e. Develop good work and study habits and positive attitudes;
- f. Complete assigned work or projects and provide to the teacher by date due;
- g. Work to the level capable on each assignment;
- h. Take home books, iPad Air, and materials needed to complete homework;
- i. Do their own homework with the help of parents/guardians and/or friends only when necessary.

#### **It is the responsibility of the parent/guardian to:**

- a. Help student budget time between homework and other activities;
- b. Take time to make teacher contacts as necessary;
- c. Create an environment conducive to study;
- d. Provide added motivation for the student to accomplish homework;
- e. Encourage student by exhibiting an interest and fostering positive attitudes toward schoolwork;
- f. Encourage regular school attendance;
- g. Emphasize to the student the importance of doing one’s own work;
- h. Help the student to develop good work and study habits and positive attitudes.
- i. Charge and maintain the school issued iPad Air for daily use at school.

### **STUDENT GOVERNMENT**

The Student Council is composed of representatives from each advisory group. It meets regularly and serves as an active voice of the student body. The purpose of the Student Council is to maintain and strengthen the understanding and cooperation between the student body and faculty and administrators in the school’s activities and affairs.

Other functions are to encourage and promote a better school spirit, to create respect and ambition for higher scholarship, and to further the general welfare of White River Valley Middle School.

## **FIELD TRIPS AND SPECIAL EVENTS**

Field trips are designed to complement the curriculum and to provide additional learning experiences. Permission slips and medical releases must be returned by the student before he/she will be allowed to leave the school campus. Written permission to participate must be presented. Verbal permissions given over the telephone will not be accepted.

Convocations, concerts, dramatic presentations, and social activities will be scheduled periodically throughout the year during the school day and/or in the evening. Appropriate behavior, dress, and manners will be expected of all students. Academic and behavior criteria may be established for participation in specific activities. Administration reserves the right to prohibit a student at any time from attending any and all school-sponsored field trips and/or events.

## **SCHOOL PICTURES**

Individual student pictures will be taken for the yearbook soon after the school year begins. Athletic team pictures will be taken professionally after the team season is completed. Information regarding picture sessions will be sent home in adequate time before the picture day.

## **COMPUTER USAGE**

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the White River Valley School District considers its educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. The corporation expects that faculty will blend use of the Internet into the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways, which point students to those resources which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of the Internet as they exercise with information sources such as television, telephones, radio, movies, and other possible offensive media.

Students utilizing corporation-provided Internet access must first have the permission of and must be supervised by the WRV School District professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of the corporation-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the WRV School District. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- A. To access uploads, download, or distribute pornographic, obscene, or sexually explicit material;
- B. To transmit obscene, abusive, or sexually explicit language;
- C. To violate any local, state, or federal statute;
- D. To vandalize, damage, or disable the property of another individual or organization;
- E. To access another individual's materials, information, or files without permission;
- F. To violate copyright or otherwise use the intellectual property of another individual or organization without permission; and,
- G. To conduct personal business transactions.

Students who violate the rules may have their iPads locked or have periods of time when use is suspended.

Any violation of corporation policy and rules may result in loss of access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved. The White River Valley School District makes no warranties of any kind, neither expressed, nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including – but not limited to – loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on corporation diskettes, hard drives, flash drives, any other device used for storing information, or servers; nor for the accuracy, nature, or quality of information gathered through corporation-provided Internet access. The district will not be responsible for personal property used to access corporation computers or networks or for corporation-provided Internet access. The corporation will not be responsible for the loss or damage to personal cell phones brought into, or on, school owned property. The corporation will not be responsible for unauthorized financial obligations resulting from corporation-provided access to the Internet.

Notice: This policy and all its provisions are subordinate to local, state, and federal statutes.

### **DRUG TESTING**

Substance abuse in any school is a threat to the safety and health of students, faculty, staff, and the community as a whole. It jeopardizes the efficiency and quality of educational programs as well as having the potential of physical harm. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, and deterioration of the organs of the body, addiction, and conditions that substantially inhibit a person from performing to his/her fullest ability. The policy is not intended to be solely disciplinary or punitive in nature, for the educational opportunities offered in the various buildings will continue to direct students away from drugs and alcohol and toward a healthy, safe, and substance-free life. It is the right of every parent/guardian to expect that each student is receiving the best education that can be provided by White River Valley School District.

### **DRUG TESTING PROGRAMS**

All courses, programs, and activities are an integral part of the school system. The value for a student's personal development must be given a high priority for the community that wants to have a total school program. The opportunity for participation in any program, including athletics, is not an absolute right, rather participation is a privilege offered to students and necessitates that students meet high standards. Driving to school is also a privilege granted to students under conditions that include operating a vehicle in a safe and legal manner.

Our school encourages all students who hold a valid driver's license to drive on school grounds and to participate in activities and programs, but also believes that these opportunities are not an absolute right. Privileges are offered to students who meet both the scholastic and physical conditions of eligibility.

A condition for participation in privileged activities at White River Valley Middle School shall be an agreement by the student to submit to probable cause and/or random testing for the use of drugs – natural and/or synthetic – and alcohol. Probable cause (reasonable suspicion) drug testing will apply to all students enrolled at White River Valley Middle School that has declared that the school will participate in the district's random drug-testing program approved by the White River Valley School District Board of Education.

The building principal or designee is authorized to administer a drug-testing policy and procedure and to impose sanctions for violations.

### **REASONABLE SUSPICION DRUG TESTING**

Administrators of White River Valley School District are authorized to require any student to submit to a chemical test of the student's breath, saliva, or urine if the administration has "reasonable suspicion" that the student is issuing or is under the influence of alcohol, marijuana, or any other prohibited substance while:

- a. On school grounds;
- b. Off school grounds at a school activity, function event, or any other school sponsored event;
- c. When traveling to or from school by bus, or other corporation vehicles.

Reasonable Suspicion may arise from the following actions:

- d. A student's behavior, in conjunction with physical appearance, actions, and/or odor, indicating the possibility that the student has used or is in possession of alcohol, marijuana, or any other behavior altering substance;

- e. The student possesses drug paraphernalia, alcohol, marijuana, or any controlled substance;
- f. Information communicated to an administrator by a teacher, parent/guardian, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any other prohibited substance. Any such report will be investigated by the school's administration and will be substantiated by other physical indicators of physical appearance, if deemed necessary.

An administrator and/or health services personnel trained to administer drug tests may conduct a test of a student's breath, saliva, or urine. The cost of one (1) school-initiated test will be paid for by the school corporation and utilized for purposes for school discipline. After reasonable suspicion has been established by the administration, a student's refusal to submit to drug testing may result in the administration's proceeding as if the test were positive. If a parent/guardian refuses to allow any drug testing to be administered to his/her student, disciplinary action may be taken as if the test were positive.

Drug testing results shall be considered confidential by White River Valley School District. Results may be discussed with the school's guidance counselor or other school employees if deemed necessary by the administration in order to provide assistance to the student and/or for the safety of other students.

Any student who attempts to alter a drug test may be further disciplined by the administration. The student who possesses the drug test and/or who attempts to alter the results will be treated as if the test was a positive test.

### **RANDOM DRUG TESTING**

The primary purpose of random drug testing is not intended to be disciplinary or punitive in nature, but rather is intended as an aid in discouraging or disclosing possible substance abuse problems. It is also an extension of the educational program in regards to substance abuse. It is our goal to help students make wise choices through education, through interventions, and through directing students away from unhealthy decisions. The implementation of a drug-testing program will not affect the policies, practices, or rights of the White River Valley Middle School in dealing with drug and alcohol use where reasonable suspicion is obtained by means other than the random sampling provided within the program.

Each student that is participating in the drug-testing program who intends to drive a vehicle on school property and/or participate in an extra-curricular activity – club, sport, or activity – will need to complete a consent form complete with the parent/guardian signature before being allowed to participate in the activity in any way, including practice. This consent form will acknowledge participation in the random drug-testing program. Students who fail to take care of this responsibility become automatically ineligible for the activity. Students who are not mandated into the program may still participate in the drug-testing program if the parent/guardian so desires through the completion of the consent form, which will be made available in the principal's office. Failure to comply at any time with the rules and regulations of the random drug-testing program may result in exclusion from and/or the revocation of parking permit privileges and/or participation in extracurricular activities.

#### **Definitions:**

**Club** – A club is defined as any school sponsored group that meets in a non-curricular manner, either inside or outside the regular school day. A complete list of extra-curricular clubs will be kept on file in the principal's office for reference to this policy. Examples would include National Honor Society, FCA, Art Club, etc.

**Athletics** – An IHSAA recognized athletic team, sport, or group, including cheerleading and dance team, which represents White River Valley Middle School outside of the regular school curriculum.

**Activities** – Activities are defined as groups of students, or individual student activities, where White River Valley Middle School is represented outside of the regular 8:05 am - 3:15 pm school day. Examples would include band, academic teams, and drama productions.

#### **Collection Procedures and Financial Responsibility:**

1. Under this policy, White River Valley School Corporation will pay for all random drug tests, all initial reasonable suspicion tests and initial "follow up" drug tests. Once a student has a verified "positive" test result and has subsequently tested negative from a "follow up" test, any future "follow up" test that must be conducted will be paid for by the student or his/her parent/guardian.
2. A request or appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

**Testing Procedures:**

1. The section of students randomly tested and the collection of test specimens (urine) will be carried out by a certified testing agency who works in compliance with all federal and state statutes concerning random drug testing. Currently, White River Valley School Corporation uses Indiana Testing, Inc. to perform these duties. White River Valley School Corporation also uses Witham Health Services as the testing laboratory.
2. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
3. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
4. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told that he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardians will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
5. All specimens registering below 90 degrees or above 98 degrees Fahrenheit will be invalid. A heat strip shall be placed on each specimen bottle indicating the validity of the urine specimen by temperature. If a specimen is invalid, another specimen must be given by the student.
6. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all "extracurricular activities" for the remainder of the school year. This will be reported to the parent/guardian.
7. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.
8. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and "street drugs," which may include all drugs listed as controlled substances under the laws of the state of Indiana. Also, "performance enhancing" drugs such as steroids may be tested.
9. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and Joint Commission of Accreditation of Healthcare Organization (JCAHO).
10. In the case of reasonable suspicion, the administration will administer the Rapid Drug Screen. The parent/guardian will be contacted when this is done.
11. The school reserves the right to use Quick-Dip tests in place of tests sent to the laboratory.

Rapid on-site drug testing kits are designed for immediate determination of Marijuana, Cocaine, Opiates, PCP, and Amphetamines in human urine. This type of test is used to obtain a visual, qualitative result and is intended to be used for reasonable suspicion screening purposes. SAMHSA approved cut-off levels are used.

**Chain of Custody:**

1. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain of custody. To maintain anonymity, the student's number, not name, will be used.
2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker.
3. Before the student's urine is tested by the laboratory, the student will fill out, sign, and date any form that may be required by the testing laboratory. If a student chooses, he/she may notify the administration that he/she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.
5. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.
6. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the testing area. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the testing area. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so that the water cannot be used to dilute a sample. The faucets in the restroom will be shut off.

7. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/administrative designee.
8. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed back to the principal/administrative designee with no name attached; only the student's random identification number will appear on the results sheet.

### **Needs Assessments and Interventions:**

A needs assessment will be performed to develop a rehabilitative plan for any student producing a positive drug test. Needs assessment participants will include at a minimum: building administration, a school support staff member, student, and parent/guardian. All costs for any rehabilitation outside of the school district will be incurred by the parents/guardians. This includes any and all retests that the student will have to take and pass to be readmitted into the activity. These costs include but are not limited to counseling services, psychiatric services and/or admission to a hospital program. If requested, the guidance department may make information available to the student and parents/guardian about programs and services available in and around our area.

In the case of athletics, the athletic administrator may notify the head coach if given approval by the building principal. Similarly, sponsors of extracurricular activities and clubs may be notified at the discretion of the principal, but only when appropriate to secure the safety of other students or faculty members. The fact of testing and the results should be known to any other school official or employee only on a need to know basis.

A student who tests positive on a drug screen will be suspended from his/her activity or from driving on school property for a minimum of three weeks (21 calendar days). A student may not apply for reinstatement to the principal until he/she can produce a negative test, which will be taken at the student's expense. Application may be made with the principal three (3) days prior to the 21<sup>st</sup> day of the suspension period. Once submitted complete with a negative drug test and a letter of entrance, the principal has three (3) calendar days to issue the reinstatement of privilege of participation. The reinstatement may not take place without the production of the negative test results. The reinstatement must be produced in writing by the building principal to the student and the student's parent/guardian.

*Note: If a student has a second drug violation, resulting from either a failed follow-up random drug screen or a reasonable suspicion test, privileges may be restricted by the administration as outlined in any additional rules and regulation established by White River Valley School District, including rules established by the coach of a particular sport which have been approved by the athletic director. During any period of ineligibility, the student will be required to continue participating in the random testing program as well as to participate in assigned student assistance programs as determined through the needs assessment session in order to determine the student's ability to maintain a substance-free lifestyle. The random drug-testing program does not override school discipline policy.*

### **Refusal to Submit to a Test:**

A student's refusal to submit to random drug testing will constitute a positive drug test.

- 1<sup>st</sup> Offense
  - A student's refusal to submit to a random drug test on a random drug-testing selection day will result in the administration taking appropriate disciplinary action as if the test were positive. If a parent/guardian refuses to allow the random test to be administered on a testing day, disciplinary action will be taken as if the test were positive.
  - Participation may resume no earlier than 21 calendar days after the refusal to participate in the random drug-testing program, and then only after these two requirements are met:
    - The student provides written confirmation of a negative drug test completed by an officially licensed laboratory, and
    - The parent/guardian requests to the principal, in writing, that the student be allowed to participate as a participant in the WRV random drug-testing program.
  - The request for reinstatement may not be submitted to the administration prior to 21 days following the refusal to submit. The student's request will be reviewed by the principal within three (3) days from submission. If approved, another random drug test may be conducted during the next random drug-testing selected day. If at that time, the student produces a negative drug test, he/she may resume participation in privileged activities.
- 2<sup>nd</sup> Offense
  - A student who refuses a second random drug and alcohol test on a day his/her participation is required will be prohibited from participating in privileged activities for one (1) year from the date of the second refusal. Reinstatement will require submission of written consent to participate in the program following the suspension.
- 3<sup>rd</sup> Offense



- If a student has a third drug refusal, the student will be prohibited (career ban) from participating in all privileged activities for the remainder of his/her tenure at White River Valley Middle School. After two (2) years of drug free activity, the student may request a review of his/her case by a committee composed of all building administrators, the student's guidance counselor, and the school nurse. A decision by the committee to reinstate must be unanimous. Students who are reinstated may be required by the building administrator to submit to testing for drugs and alcohol on a regular basis, at the student/parent/guardian's expense. If at any time a subsequent positive test results, the student will be banned from all privileged activities for the remainder of their school career without any right of appeal.

### **Additional Random Drug Test Offenses**

- 2<sup>nd</sup> Offense
  - A student who produces a second random drug and alcohol test on a day his/her participation is required, will be prohibited from participating in privileged activities for one (1) year from the date of the second negative test. Reinstatement will require submission of written consent to participate in the program following the suspension.
- 3<sup>rd</sup> Offense
  - If a student has a third drug offense, the student will be prohibited (career ban) from participating in all privileged activities for the remainder of his/her tenure at WRV School District.
  - After two (2) years of drug free activity, the student may request a review of his/her case by a committee composed of all building administrators, the student's guidance counselor, and the school nurse. A decision by the committee to reinstate must be unanimous. Students who are reinstated may be required by the building administrator to submit to testing for drugs and alcohol on a regular basis, at the student/parent/guardian's expense. If at any time a subsequent positive test results, the student will be banned from all privileged activities for the remainder of their school career without any right of appeal.

*Note: A student may be considered to violate the White River Valley School District drug-testing program outside of school by being arrested for involvement with illegal substances or by having police reports filed indicating the student was/has been/is involved with illegal substances. A student admission of such involvement, to a school administrator, will also be considered a violation of the program. In such instances, privileges will be revoked. The student will be tested on the next random drug test date to establish baseline levels. If the student tests negative, he/she will be considered to have a clean drug test and may resume extracurricular activities and/or drive on school grounds upon the completion of the twenty-one (21) day suspension. However, if the student tests positive, she/he will still be considered to have one (1) prior violation and will be subject to the drug testing program's guidelines and procedures.*

### **Self Report Option:**

In regards to the random drug-testing program, a student may choose to self-report prior to being tested at the testing site. The principal shall ask the student prior to being led if he/she would like to exercise that option. Should self-reporting take place, the student may return to activity upon the following: a) all qualifications of a positive test above, but the opportunity to return to activity after fourteen (14) days, provided a negative test be produced upon the application for reinstatement.

IC 20-26-3 Home Rule

IC 20-26-5-4 Specific powers enumerated

IC 20-30-15-6 Use of personnel to supervise non session activities; access

Sec. 6. (a) When public school is not in session a governing body may employ personnel to supervise the following:

- (1) Agricultural education club work;
- (2) Industrial education club work;
- (3) Home economics education club work;
- (4) Music activities;
- (5) Athletics.

(b) Activities described in subsection (a) must be open and free to all individuals of school age residing in the attendance unit of the school corporation that is paying all or part of the cost of the activity.

*As added by P.L.1 – 2005, SEC.14.*

Linke vs. Northwestern School Corporation (763 N.E. 2<sup>nd</sup> 972)

Representatives of Law Enforcement and Greene County Department of Child Services concerning

Student Interview:

- Students are occasionally victims of, or witnesses to illegal activities. Likewise, students are themselves, from time to time, suspected

of criminal activity.

- Representatives from law enforcement or caseworkers from the Greene County Division of Family and Children may visit the school and ask to speak with a student.
- Representatives from the school administration, Greene County Prosecutor's Office, Greene County Division of Family and Children, and Greene County Probation Office have, after full and free discussion, established the following policies that shall apply to students:
  1. Student is suspected of committing a crime
    - a. If a student is a criminal suspect and the student is likely to be taken into custody by law enforcement personnel, then every attempt will be made to notify a parent/guardian of law enforcement's intention.
    - b. No member of law enforcement will interview a student suspect who is less than 18 years of age, in the school, unless a parent/guardian is present and, after disclosure of the student's legal rights to the parent/guardian, the parent/guardian and student consent to the interview.
  2. Students who are victims of crimes allegedly committed by parents/guardians

*Note: Most common examples are children who are sexually or physically abused by parents/guardians.*

    - a. When school officials are notified or receive a report that a student is the victim of a crime committed by a parent/guardian, then for obvious reasons, the suspect parent/guardian will not be informed of interviews of the student by officials from the school, law enforcement, or Greene County Division of Family and Children.
    - b. In all other cases where it is necessary to interview a student who is a victim of a crime, then reasonable attempts will be made to notify parents/guardians prior to the interview.
  3. Student who are witnesses to illegal activity
    - a. School officials may interview students without advance warning to parents/guardians when the illegal conduct is directly related to school activities.
    - b. Every reasonable attempt will be made to notify and consult with parents/guardians in advance of student interviews by officials from the Greene County Division of Family and Children and law enforcement.
  4. The school does not desire to harass or intimidate students

However, the school must cooperate with the reasonable requests of government agencies. It is the goal of the school administration to establish good communications with students and student families.

Hopefully, the foregoing explanation of policy, which is standard throughout Greene Co., serves that goal.

### **WHITE RIVER VALLEY MIDDLE SCHOOL ATHLETIC PROGRAM**

Participation in the school athletic program is encouraged. All students who participate in athletics must adhere to the Athletic Code for White River Valley Middle School. The Athletic Code is available here and in the Athletic Director's office at the high school.

Before being permitted to tryout for a team (including cheerleading), participate in practice, or compete in an athletic event, students must have: a current physical examination by a doctor on file at WRVMS; signed the WRVMS Athletic Code and provided it to the WRVMS Activities Director; signed, along with their parent/guardian, the White River Valley School Corporation Drug, Alcohol, and Tobacco Education and Testing Program Agreement; a signed concussion form, and provided proof of adequate health insurance. These forms can be picked up in the office.

A student must also be academically eligible to participate in an athletic event.

An athlete may not quit one sports team to try out for another team without the written consent of both coaches.

An athlete may not try out for another team while in season without the written consent of both coaches, in which a primary sport must be chosen.

### **ATHLETIC STUDENT HANDBOOK**

#### **Athletic Department Philosophy**

The Athletic Department Philosophy of White River Valley Middle School will be consistent with the educational philosophy of the total educational program of White River Valley School Corporation. Students who have the interest should have the opportunity to participate in competitive interscholastic athletics, provided that such activities do not interfere with the student's educational development. The athletic program will provide a wide range of sports and give equal consideration to both boys and girls programs. The main purpose of the total athletic program will be to help prepare the students to meet the challenges of our democratic society.

#### **Athletic Code of Conduct**

Participation in the Athletic Program at White River Valley Middle School is an important part of the total educational program and is a very enjoyable and rewarding experience. Participation in athletics at White River Valley Middle School is a privilege and not a right; a student is

expected to set a good example as a student, as a citizen, and as an athlete to other students, parents/guardians, and community members in our school district and in other communities. This responsibility extends to conduct and appearance on and off the playing field throughout the calendar year. Students who quit a sport during the season must remain out for the remainder of the season; however, they are permitted to try out again next school year.

This Athletic Code of Conduct is adopted for all White River Valley Middle School interscholastic sports, will be in effect for the entire calendar year, and will create uniformity of disciplinary action throughout the athletic program. This Code pertains to all student athletes, managers, and cheerleaders in grades 5 through 8.

1. The White River Valley athlete agrees to abstain at all times during the calendar year from the use of tobacco, alcohol, illegal drugs, unlawful use of prescription drugs, and any illegal or criminal activity that is incompatible with the goals and standards of the White River Valley School Corporation, and will be subject to the penalties outlined below. Under this code there are four circumstances, which a student can be subject to the penalties established in this code:

- Notification by a verified police report or court action
- Determination of a positive result from saliva, urine, breathalyzer, or blood test
- Direct observation of a violation by a member of the school staff
- Any other method of proof deemed reliable by the school administration

a. **First offense:**

1. Suspended from participation in 20% of the total of regularly scheduled events/contests (competitive) for the respective sport. If violation is out-of-season then the suspension would apply to 20% of the total of regularly scheduled events/contests of the next sport season in which the athlete participates

This suspension would include postseason contests, if applicable.

2. The student will be referred to the School Counselor for assessment and help.

- **Self-Report Option**

- o For the first offense, a student-athlete who self-reports a violation, before the administrative investigation into the respective individual begins, may have their suspension reduced by 50%, or 10% of the total of regularly scheduled events/contests (competitive) for the respective sport.

b. **Second Offense:**

1. Suspended from all sports for a full calendar year from the offense.
2. The student will be referred to the School Counselor for assessment and help.

c. **Third Offense:**

Permanent suspension from participating at White River Valley Middle School.

2. Use of illegal drugs or abuse of the WRV Prescription Drug Policy

a. **First Offense:**

Suspension from all athletic participation until a drug re-test shows negative results. This re-test should be no sooner than 10 days following the initial report.

b. **Second Offense:**

Suspension for one (1) calendar year.

c. **Third Offense:**

Permanent suspension from ever participating at White River Valley Middle School.

3. Felony or misdemeanor - Possible suspension up to one (1) year. Each individual case will be reviewed by the administration and the Athletic Director and will be acted upon.

4. A student athlete shall display exemplary attitude, behavior and citizenship throughout the school year; the determination of whether the student athlete has failed to maintain that standard of behavior and attitude shall rest on the judgment of the coach after consultation with the

principal and athletic director. (Discipline by coach.)

5. The conduct of all phases of participation in interscholastic activity including practice sessions, trips to and from athletic contests, and residence away from home or participation in athletic contests and participating in the contest itself, shall be in accordance with the rules and dictates of the coach and White River Valley Middle School. Insubordination, abusive or critical language toward anyone, fighting, lack of full cooperation, and lack of maximum effort are all examples of misconduct, which are strictly prohibited. (Discipline by coach and/or athletic director.)

#### 6. Due Process

No penalty will be assessed without affording the student an opportunity for an informal hearing.

At the hearing, the student is entitled to:

- a. A written or oral statement of the charges against him/her,
- b. A summary of the evidence against him/her, and
- c. An opportunity to explain his/her conduct.

### **Guidelines for Imposing Discipline**

1. The Coach, the Principal and Athletic Director should meet with the student and parents/guardians, if the parents/guardians desire, and explain, at one session, the nature of the infraction; the coach and Athletic director and Principal should receive and consider any explanation, defense, or mitigation offered by the student or parents/guardians. The coach, Athletic director and principal should weigh all the information and assess the appropriate penalty.
2. The middle school principal/assistant principal has final authority on all matters relating to discipline for inappropriate behavior.
3. Students suspended for school related actions are not permitted to participate in any athletics during their suspension.

### **Academic Requirements**

Each coach and extra-curricular sponsor will work with the athletic director and principal to make sure each student is passing in every class in order to be eligible to participate in ECA activities at White River Valley Schools. Grade checks will be taken starting in week three (3) of the nine (9) week grading period. Any student who is failing a class on Tuesday at 3:30 pm will be ineligible to participate in any event between Wednesday afternoon of that week through all events through Tuesday of the next week. In order to be able to regain eligibility, the student must be passing every subject on Tuesday. At the end of each 9 weeks throughout the school year, the nine weeks grades will serve as the grade check for the subsequent 3 week period while the next nine week grades are established. Players may practice at the discretion of the coach, the MS Athletic Director, and Principal, but will be unable to dress for any contests during that time. Students involved in non-athletic ECA activities may not participate in any ECA event during the identified period. It is highly recommended that each coach, ECA sponsor, and parent/guardian pay particularly close attention to the academic progress of students involved in ECA activities.

### **School Attendance**

Student-athletes, and students who participate in extracurricular groups/clubs at WRVMS are ineligible for participation in athletics that day if they are absent from school the entire day due to illness. Students who miss school for more than one-half (1/2) of the school day because of illness or unexcused absence may not participate in after school activities the same day unless permission is granted by the Principal. In this instance a certified note from a doctor may be required. For weekend or non-school day participation, the athlete is eligible for participation after an absence the day prior only if that has been an excused absence.

If an athlete has missed five consecutive days due to injury, or illness, he/she must present written verification from a physician stating that they are again physically fit to participate. No exceptions – An IHSA rule.

### **Athletic General Rules and Policies**

1. Eligibility: An athlete must meet all the eligibility requirements of the Indiana High School Athletic Association as well as White River Valley Middle School. The rules will be posted in the locker room area. Also, the rules are on the detachable part at the bottom of the physical certificate form.
  - a. Age: Athletes whose 20th birthday occurs before the date of state finals in their sport shall be ineligible for interscholastic competition.
  - b. Scholarship:
    1. Middle School students: To be eligible scholastically, athletes must have received passing grades at the end of the last grading period

(semester grades take precedence) in at least five (5) solid subjects.

2. Equipment: The athlete is responsible for all equipment issued to them. Therefore, the athlete must pay for any athletic equipment that is lost or damaged. School-owned athletic equipment should be worn only for contests unless special instructions are given by the coach and is to be turned in after completion of the final contest. Failure to do so will create ineligibility from next season's sport until items are in.

3. Insurance: Each athlete is responsible for providing his/her insurance coverage. This must be attested to in writing by the parent/guardian. No student will be allowed to participate without medical insurance. The athlete and his/her legal guardian will be given a "Student Athlete Insurance Voucher" for this purpose. The form must be signed by the athlete and his/her parent/guardian and filed with the athletic director before the student will be allowed to participate in practices or games.

4. Transportation: All athletes are required to travel to and from away events on school provided transportation. Any exception to this will need to be made with the head coach prior to the date of the event. If parents/guardians wish to take their child home or have another adult transport their child, a note signed by the parent/guardian is required and should be given to the coach. Students will not be permitted to ride home with anyone other than an authorized adult.

### **Parent/Guardian Meetings**

Each coach should hold a parent/guardian meeting prior to the first contest of the season. Each participant should be represented at this meeting. Failure to do so will result in ineligibility for that student-athlete until his/her parent/guardian either: a. attends the scheduled meeting or b. has a private documented meeting with the coach. At that meeting, all team rules should be reviewed, including emphasis on the chain-of-command for complaints and concerns; problems need to be solved at the lowest level possible of the chain. The athletic code of conduct should be reviewed with the parents/guardians as well. Ignorance of our rules will not be allowed as an excuse for anyone participating in athletics and/or extra-curricular organizations. The athletic director will attend each varsity meeting to explain the 24-hour rule to eliminate confrontations following contests.

### **24-Hour Civility Rule**

Athletics can be an emotional experience for athletes, coaches, parents/guardians, and relatives. In order to remove emotion from this setting, there is to be no contact between parents/guardians/relatives and the coach or administrator immediately following a contest. Calmer heads need to prevail on behalf of our student-athletes. Failure to follow this rule may limit the offending party's ability to attend athletic contests involving White River Valley athletic teams. Everyone is expected to serve as a role model.

### **School Dances**

There are several dances planned for this school year. Dances are good social occasions and an excellent means of raising money for school clubs and organizations. Some basic rules are in force for all dances. Students who enter and then leave a dance may not re-enter a dance even if they offer to pay again. Most dances will begin at 6:00 pm and end at 8:00 pm. The exceptions are dances after home basketball games and special dances.

All dances are chaperoned. Students are expected to be well mannered and follow all school rules. Students who appear at school dances in possession or show signs of having consumed alcohol or drugs are liable to all school disciplinary rules. Chaperones are directed to detain students only to a school official and then the city police. We will not tolerate abuse of alcohol or drugs. We strive to treat all students fairly and in a consistent manner. All students are expected to abide by the rules.

All persons attending White River Valley Middle School dances must be enrolled at White River Valley Middle School.

### **SCHOOL PEST CONTROL POLICY**

All applications of pesticides will be made in strict compliance with label instructions, and applicable Federal and State law. When possible, pesticide applications will be made during non-instructional time or during vacation periods and pesticides are prohibited when children are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the principal. A written notice will be given to you no later than 48 hours before the application. No notice will be given if the application is made when students are not present. In the case of an emergency application, (necessary to eliminate an immediate threat to human health) notice will be given as soon as possible after such application.