

Uniform Code of Student Conduct



2019-2020

Richmond Community Schools
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Richmond, Indiana 47374
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weRichmond.com

Revised May 2019

BOARD OF SCHOOL TRUSTEES

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MISSION STATEMENT

Richmond Community Schools guides students on pathways of learning to a future of limitless possibilities.

BOARD VISION

Richmond Community Schools: A community nurturing mind, body, and spirit to prepare students for lives of choice, purpose, and service.

BOARD GOALS

- Richmond Community Schools will improve student learning and growth.
- Richmond Community Schools will organize and optimize resources to improve college and career readiness
- Richmond Community School will create a highly desirable workplace environment that attracts, develops, and retains talented staff
- Richmond Community Schools will strengthen internal and external relationships

BOARD BELIEF STATEMENTS

- Meaningful learning occurs in the presence of meaningful relationships.
- Schools should provide a safe and secure environment for learners of all ages.

- In an environment where a student can err without being judged, risk-taking creates resilient thinkers and learners.
- Education is an enjoyable process when learners are engaged through discovery, exploration, and focus.
- The unique learning needs of every child should be addressed through appropriate and diverse instructional methods.
- Through education, students realize their strengths and weaknesses and develop confidence to become creative builders of their future.
- A measure of school and student success should be a balance of student assessment and other indicators of student growth.
- Learning is most productive when there is collaboration among students, parents, staff, and community partners.
- Citizenship is developed through student-directed, teacher-facilitated, and family-supported experiences that prepare students for life's demands.
- Learning is priceless and worthy of continuous community investment; a robust public education is essential for citizenship, democracy, and the common good.

LEADERSHIP VALUES

The following leadership values will support the individual needs and talents of our students and employees. They will provide a climate where everyone can experience success and the joy of learning. Our school culture will demonstrate and communicate our values through daily action.

Value and Brief Explanation

Systems Approach: We are most successful when everyone in our learning organization works together to achieve common goals. We can enhance efficiency and effectiveness by achieving alignment across our system. *We R systems thinkers.*

Accountability: Each person affiliated with the RCS system, including students, employees, parents/family members, and community stakeholders share accountability for our performance results and for providing personal best effort in support of our goals. *We R accountable.*

Shared Leadership: We work as a team. Each member provides essential leadership in support of our common goals. *We R team players.*

High Expectations: Our learning organization requires that we maintain high expectations for one another and for self. *We R expecting great things.*

Evidence-Based Decision Making: We make decisions after careful consideration of the most compelling research and data analysis. *We R data-driven.*

Continuous Improvement: As good as we are, we know that we can always achieve better results. We constantly try to find better ways of doing our work, and when we achieve our goals, we set higher targets. *We R innovative.*

Social Responsibility: We ensure that we are good partners within our community and that our students and employees support local individuals and organizations. We demonstrate wise stewardship of public resources and ensure that our graduates are ready to shoulder their civic responsibilities. *We R good citizens.*

BOARD PRACTICES

- Our employees will be recognized, evaluated, and rewarded for their contributions to the success of all our students.
- Available resources will be deliberately allocated to support high performance goals.
- Accountability will be demonstrated through continuous improvement with data driven measurables.

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A Message from Superintendent Terrill

On the first page of this handbook you will find our School Board's vision and goals for our school corporation. I would like to draw your attention to the vision; a community nurturing mind, body, and spirit to prepare students for lives of choice, purpose, and service. I would also like to point out the second board goal that is listed; Richmond Community Schools will assure student growth through measures of academic, social, physical, and emotional successes. As we review these statements, it is imperative that our students follow the expectations established in this handbook, which ensures students are provided the best possible educational experience.

The Code of Conduct is intended to serve as the basis of the behavior that is expected from all students. The behavioral expectations outlined here, and in the Board policy manual, establish a framework within which a safe and caring learning environment can exist.

The manual is designed to provide official information with ease of use. Some of this information references legal citations involving Indiana law. Title 20 is the portion of Indiana law that pertains to elementary and secondary education, and for the entire of text of Title 20, you may reference www.in.gov/legislative.

Richmond Community Schools needs the support and reinforcement from parents and the community to provide direction for proper student behavior. We encourage parents and students to communicate concerns regarding student behavior in order to resolve any conflicts in a peaceful manner.

Sincerely,



Todd Terrill Ed.S.
Superintendent

<p style="text-align: center;">Richmond Community Schools State of Indiana “Good Citizenship”</p>
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The State of Indiana established “good citizenship” instruction that stresses the following:

- **Being honest and truthful**
- **Respecting authority**
- **Respecting the property of others**
- **Always doing one’s personal best**
- **Not stealing**
- **Possessing the skill necessary to live peaceably in society and not resorting to violence to settle disputes, including methods of conflict resolution**
- **Taking personal responsibility for obligations to family and community**
- **Taking personal responsibility for earning a livelihood**
- **Treating others the way one would want to be treated**
- **Respecting the national flag, the Constitution of the United States, and the Constitution of the State of Indiana**
- **Respecting one’s parents and home**
- **Respecting one’s self**
- **Respecting the right of others to have their own views and religious beliefs**

THEREFORE, be it resolved:

That the Richmond Community Schools supports the Indiana Statute IC 20-30-5-6 and encourages the teaching of these “good citizenship” standards throughout the public schools in all curriculum experiences and in student activities, including extra-curricular and co-curricular activities.

The adults in Richmond Community Schools will encourage and teach the development of these “good citizenship” standards in their interactions with students and observing the district belief statement in their interactions with others.

FOREWORD

The School Board, by adopting this Code of Student Conduct, is indicating to students, parents, staff and the community our desire to provide a positive atmosphere for learning. The philosophical foundation for all of our collective endeavors is the Mission Statement of Richmond Community Schools. This statement guides and directs our day to day action as we strive to ensure that school is a wholesome, safe, happy and nurturing educational environment for each and every student.

It is our intent to insure that student rights are respected and preserved during the pursuit of their education and to encourage self-discipline in this endeavor. When it is necessary for the staff to take corrective action, it is to be done justly and fairly. This written document outlines the framework that will be used in Richmond Community Schools.

The Student Code of Conduct Handbook provides the key provisions of board policy, and the board policy manual should be consulted for the full text of a particular policy. Board policies can be found on the Richmond Community Schools website – www.weRichmond.com.

Richmond Community Schools Non-Discrimination Policy

It is a policy of Richmond Community Schools not to discriminate on the basis of race, color, religion, sex, national origin, age or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (IC.22-9-1), IC 20-8-1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972) Educational Amendments), Section 504 of the Rehabilitation Act of 1973. Inquiries regarding Richmond Community Schools compliance with Title IX, Section 504 or the Americans with Disabilities Act should be directed to the Director of Student Services (student/parent) or Director of Human Resources (employee/applicant) 300 Hub Etchison Parkway, Richmond, Indiana, 47374, or to the Office for Civil Rights, US Department of Education, Washington, D.C.

WHAT IS THE CODE OF STUDENT CONDUCT

The code is an official declaration of the Richmond Community School Board of Trustees which:

- describes a positive school environment;
- specifies the rights and responsibilities of students;
- safeguards the rights of students;
- defines conduct that disrupts a positive learning environment; and
- standardizes procedures for disciplinary action.

Student behavior is subject to the conditions set forth in this Code of Conduct:

- on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- during summer school;
- on school grounds at any time;
- off school grounds at a school activity, function or event;
- traveling to or from school or a school activity, function or event. While students may not be under the direct supervision of school officials during these periods, each student shall observe the rules of conduct set forth in this document and shall be subject to the prescribed consequences of such violations; and
- on or off school grounds, if the conduct was unlawful and may reasonably be considered an interference with school purposes or education function.

STUDENT RIGHTS AND RESPONSIBILITIES

BASIC EDUCATIONAL RIGHTS

Students in the Richmond Community School District have the right to receive a free public education. This right may be taken away only for a good reason as determined by fair procedures and the laws so regarding.

The Richmond Schools are committed to providing equal educational opportunities to all students regardless of color, creed, race, national origin, age, sex, disability or ability to pay.

EDUCATION

RIGHTS

- A. All students whose parents/ guardians (and certain exceptions) reside within RCS boundaries have a right to a public education beginning with kindergarten and extending through the twelfth grade. Student's right to a public education assumes that a diversified curriculum will be taught by appropriately licensed teachers in clean, equipped facilities.

RESPONSIBILITIES

- A. To attend school regularly
- B. To be on time and prepared for each class
- C. To know and follow rules and regulations
- D. To cooperate with school personnel and to appeal decisions through appropriate channels
- E. To seek help when it is needed by contacting appropriate personnel to make needs known

DRESS AND GROOMING HABITS

RIGHTS

- A. Students shall dress and groom themselves in a manner that is not disruptive to the educational program, is not dangerous to themselves or others, does not shock the moral conscience of the community, and is not disrespectful of others.

RESPONSIBILITIES

- A. To dress and exhibit grooming habits appropriate for the educational activity. Therefore, the dress and grooming of students of Richmond Community Schools must not detract from the discipline, order, safety, and healthy environment conducive to educational purposes of our schools.

CODE OF STUDENT ATTIRE

This code of student attire is intended to provide guidelines for acceptable student apparel and appearance and to promote an atmosphere of success for all students. The purpose of such guidelines is also to promote student safety and civility, reduce disciplinary problems, increase security within the school, and avoid disruptions to the educational process.

Each student has the responsibility to dress appropriately for the school environment. Wearing apparel, hair, and general appearance shall not disrupt the learning environment or violate health and safety rules.

CODE OF STUDENT ATTIRE

1. General

- A. Clothing and accessories shall not be worn if they display or suggest:
 - Profanity
 - Symbols of violence
 - Gang or gang-like symbols
 - Alcohol, tobacco, or drugs
 - Offensive to any ethnic or cultural groups
 - Pictures that promote the above
 - Obscene or foul language
 - Discriminatory messages
 - Sexually suggestive messages
 - Vulgarly
- B. Clothes with rips, tears, and/or holes revealing skin (in places that should be covered according to dress code) are not permitted.
- C. Any article of clothing, jewelry, or accessory that could cause injury to oneself or others is not permitted.
- D. Chains are not permitted.
- E. Sunglasses shall not be worn inside unless prescribed by a physician or authorized by the school administration.

2. Footwear

- A. Shoes with laces are to be laced and tied.
- B. House slippers are not permitted.

3. Headwear

- A. Head coverings, including but not limited to caps, hats, wigs, bandannas, hair curlers, picks, combs, hoods, and scarves, may not be worn inside unless authorized by the school administration.
- B. Wigs prescribed by physicians or authorized by the school administration will be permitted.

4. Pants/Shorts/Skirts/Dresses

- A. "General" category guidelines apply to pants, shorts, skirts, dresses.
- B. Baggy pants, pants with legs that extend over the shoes to drag the ground, and pants with holes (in places that should be covered according to dress code) are not permitted.
- C. Belts must be appropriately buckled.
- D. Pants will be worn fitted to the waist with or without a belt, and they will not expose undergarments.
- E. Flannel and pajama pants are not permitted.
- F. Shorts/skirts/dresses may be worn and may not be shorter than the tips of the individuals' middle fingers when they are standing upright with their arms at their sides.

5. Shirts and tops

- A. Size appropriate shirts are acceptable.
- B. All "general" category guidelines apply to t-shirts and tops.
- C. Message bearing shirts are permitted per "general" category guidelines.
- D. Low-neckline shirts are not permitted. No cleavage and/or midriff may be exposed.

E. Tank tops are permitted. Shoulder straps must be two inches wide and all other attire rules apply.

6. Undergarments

- A. See-through or mesh garments may only be worn as undergarments.
- B. Undergarments, such as boxer shorts, are not to be worn so that they are visible.

7. Outerwear

- A. Message bearing sweatshirts are permitted per the “general” category guidelines.
- B. Coats and blankets are not to be worn inside unless authorized by the school administration.

8. Exceptions

- A. Specific outfits designed for extracurricular activities and authorized by the school administration will be permitted.
- B. Decisions regarding questionable clothing will be left to the discretion of the principal.
- C. These guidelines represent minimal standards that may be modified to a more restrictive level at any of the buildings. A building principal may temporarily modify the Code in his/her respective building to meet immediate needs. Permanent changes in the Code must be advanced with Central Office approval through the established formal discussion process as established in Public Law 217.

CELL PHONE AND ELECTRONIC MESSAGING DEVICES

- Cell phone usage will be at the discretion of the Principal.
- No student shall bring a cell phone or electronic messaging device into an area being used for assessment.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “child exploitation” or “child pornography” as defined by statute, it is important for parents and students to be aware of the legal consequences that will occur in our school system. The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is a reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes. (Indiana Code 35-42-4-4)

FREE SPEECH AND EXPRESSION

RIGHTS

- A. Students may express publicly or privately, in writing or orally, their opinions, concerns, and ideas.
- B. Students may advocate change of law or school regulations and pursue their advocacy provided they follow prescribed guidelines.

RESPONSIBILITIES

- A. To see that such declarations do not interfere with the educational program, present a hazardous condition, contain obscenities, libelous or slanderous components as defined by law, or advocate violation of a law or school rule, except by due process.
- B. To refrain from voluntary or consensual engagement in sexually-related conduct.

SAFE SCHOOL ENVIRONMENT

RIGHTS

- A. Students will be provided a safe school environment in which to learn.

RESPONSIBILITIES

- A. To monitor one's own behavior so that harm to self or others is not instigated.
- B. To help forestall, when possible, wrongful acts by other students or individuals.
- C. To consult adult staff members when the safety of individuals or property is threatened.

INDIVIDUAL FAIR TREATMENT AND RESPECT

RIGHTS

- A. Students have a right to expect courteous, fair and respectful treatment from school personnel and other students.

RESPONSIBILITIES

- A. To respect the rights of others involved in the educational process.

DUE PROCESS OF THE LAW

“Due Process” is guaranteed an individual by the Fourteenth Amendment to the Constitution of the United States. The Amendment requires that no state shall “deprive any person of life, liberty or property without due process of law.”

RIGHTS

- A. All students have the right of due process as guaranteed by the law.

RESPONSIBILITIES

- A. To understand due process and its basic principles.

PERSONAL PROPERTY RIGHTS

RIGHTS

- A. Students have the right to feel that personal belongings are secure within the educational setting.

RESPONSIBILITIES

- A. To keep personal property in appropriate and secure locations. This includes keeping locker combinations confidential.
- B. To respect the property rights of all others.
- C. To refrain from bringing to school any materials or items that would be disruptive, dangerous, or items of substantial value.

STUDENT CODE OF CONDUCT PROCEDURES

It is expected that students will show respect for authority and will follow the directions of any adult.

An effective school system fosters a disciplined student body where appropriate educational opportunities and experiences are enjoyed by students and adults. Conscientious faculty members and staff, supported by administrators, parents, and community members, are essential to good discipline in schools.

Students must practice self-control in order to promote an environment conducive to learning. Students do not have the right to interfere with the learning process of others. Those who do may be denied their right to participate in educational activities for a specified time.

Discipline should not be confused with punishment. Corporal punishment shall not be administered in Richmond Community Schools.

DISCIPLINE INTERVENTIONS

(Board Policy 4603)

The discipline interventions described below is designed to progress from very low levels of intervention to moderate levels of intervention and finally to very high levels of intervention. Discipline should be handled at the lowest level possible, but will depend upon the seriousness and frequency of the inappropriate behavior. There may be a time when the first intervention occurs at level IV due to the seriousness of the inappropriate behaviors (i.e. a fist fight between students). These interventions-should be used together with individual plans developed at each building, which may include, but are not limited to, rules for the playground, buses, lunch period, before and after school, in classrooms and hallways.

Level I – is the responsibility of the person in charge of the area, (i.e. classroom, playground, cafeteria, after school, hallway, etc.). Attempts to resolve the problem will be made by that person.

The first step for the person in charge of an area is to conference with the student in an attempt to resolve the issue. This may take many different forms and would address the issue(s) of these specific behavior(s) only. Examples of a Level I behavior may include, but are not limited to, talking in class, not being prepared in class, showing disrespect in minor forms to the teacher or other colleagues. If this does not resolve the issue, the problem moves to Level II.

Level II – will initiate contact with the parent by a certified staff member. The purpose of this contact is to include the parent/guardian/custodian in the solution of the problem. If this does not resolve the issue, the problem moves to Level III.

Level III – will result in an intervention by the principal and any other appropriate personnel in the school or community and may result in a suspension and/or expulsion. Examples of Level III behaviors may include, but are not limited to, smoking, abusive or vulgar language, disruption of a school activity or an educational function. If this does not resolve the issue, the problem moves to level IV.

Level IV – will involve immediate action by the principal or designee, such as suspension, expulsion, or combinations of those tools available at a particular school (including outside resources). Examples of Level IV behaviors may include, but are not limited to: extortion, theft, illegal activity, vandalism, arson, use, possession or sale of alcohol or drugs, weapon possession, assault, or fighting.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

It is important that students be made aware of inappropriate and disruptive behavior going to and from school, at school functions, after school, and on school property.

Discipline options should be developmentally appropriate and based upon the seriousness and frequency of the inappropriate behavior. Discipline options may include, but are not limited to the following:

1. student-teacher conference
2. teacher-parent contact
3. student-administrator conference
4. student-parent-teacher-administrator conference
5. referral to support personnel and/or outside professionals
6. time-out
7. detention before, during or after school
8. in-school restriction
9. parent or parent proxy monitors student at school
10. exclusion from after school events or programming
11. assignment to alternative class or program
12. referral to juvenile division of Richmond Police Department
13. referral to juvenile probation

14. suspension from school for no more than ten days
15. expulsion from school for no more than two semesters with the exception of a violation of rules regarding the possession of a firearm or deadly weapon
16. community service or another creative consequence
17. required parent participation.

PARENT PARTICIPATION

A parent, guardian, or custodian shall be notified when a school official deems it necessary to require active parental participation to resolve a behavioral problem. Situations may occur when the corporation requires parental involvement to solve behavioral problems. Upon receipt of proper notice, any parent, guardian, or custodian who fails to comply with the requirements, may be referred to the Child Protective Services Division of Family and Children and the child may be considered to be a “child in need of services” in accordance with IC 31-34 et seq.

STUDENT DUE PROCESS FOR DISCIPLINE

Recognizing that the behavior of a student may be so disruptive that it interferes with school purposes or educational functions, school officials may find it necessary to remove a student from a class/activity or from school.

- A. **Removal From Class or Activity** – An elementary, intermediate school or high school teacher will have the authority to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
- B. **Suspension Procedures** – In accordance with Indiana Code 20-33-8-18, a school principal or designee may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days. When a principal or designee determines that a student should be suspended, the following procedures will be followed:
 1. A meeting will be held prior to the suspension of any student. The meeting shall precede suspension of the student except where the nature of the conduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension. At this meeting the student will be entitled to:
 - a. a written or oral statement of the charges,
 - b. a summary of the evidence against the student, and
 - c. an opportunity to explain his or her conduct.
 2. The parent or guardian of a suspended student will be notified of the suspension in writing. The notification will include the dates(s) of the suspension, a description of the student’s misconduct, and the action taken by the principal.
- C. **Expulsion** – In accordance with Indiana Code 20-33-8-20, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rules

regarding possession of a firearm or deadly weapon. When a principal or designee recommends to the superintendent or designee that a student be expelled from school, the following procedures will be followed:

1. The superintendent or designee may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student and was not involved in the events leading to the expulsion recommendation.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of administrative rights to contest the expulsion or to appeal it.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and will contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal or designee will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
5. If an expulsion meeting is held, the expulsion examiner will make a written summary of the evidence heard at the meeting, take any action deemed appropriate, and give notice of the action taken to the student and the student's parent.
6. The student or the parent has the right to appeal the decision of the expulsion examiner to the superintendent or designee within ten (10) calendar days of the receipt of notice of the action taken. The appeal must be in writing.
7. The notice to appear at the appeal meeting will be in writing, delivered by certified mail or by personal delivery and will contain the time, date, place, and purpose of the meeting.
8. At the appeal meeting the appeal examiner will review the written summary of the expulsion meeting and the action taken by the expulsion examiner. The appeal examiner will hear arguments of the principal, the parent and the student. The appeal examiner may allow new evidence to be admitted only to avoid a substantial threat of unfairness to the student. Any evidence submitted at the expulsion meeting may not be resubmitted at this meeting.
9. After the appeal meeting is held, the appeal examiner will make a written summary of the evidence heard at the meeting, take any action deemed appropriate, and give notice of the action taken to the student and the student's parent.
10. The student or parent may seek judicial review of the Superintendent's decision in the manner provided by applicable law. As enacted by Board Policy 4603, the Board of Trustees has determined it will not hear student due process appeals.

GROUNDS FOR SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed below apply when a student is:

1. on school grounds immediately before, during and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
2. off school grounds at a school activity, function or event;
3. traveling to or from school or a school activity, function, or event; or
4. attending summer school.

A. STUDENT MISCONDUCT OR SUBSTANTIAL DISOBEDIENCE

Grounds for suspension or expulsion are student misconduct or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. occupying any school building, school ground, or part thereof with intent to deprive others of its use;
 - b. blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from or use of the building, corridor, or room;
 - c. setting fire to or damaging any school building or property;
 - d. prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function or of any meeting or assembly on school property;
 - e. continuously or intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or other person to conduct or participate in the educational function.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Harassing or bullying a person in any form: verbal, non-verbal, emotional, or physical, including but not limited to:
 - a. threatening, stated or implied, any person for the purpose of, or with the intent of, obtaining money or anything of value from the person;
 - b. intimidating any person, physically or psychologically (emotional);

- c. sexual harassment; including unwelcome sexual advances or any form of improper physical or verbal conduct of a sexual nature;
 - d. harassment or “hate language” based on gender, race, ethnicity,
 - e. religion, disability, economic status, height or weight, or personal characteristics.
6. Failing to report the actions or plans of another person to a teacher or administrator, when the student has information about such actions or plans, and where these actions or plans, if carried out, could result in harm to another person or persons, damage to property or criminal activity.
 7. Possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon or looks like a weapon.
 8. Possessing, consuming or ingesting, transmitting, or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function event*.
 9. Possessing, consuming or ingesting, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. Also prohibited is the possession of paraphernalia commonly associated with drug usage*.
 10. Possessing, consuming or ingesting, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without prescription*.
 11. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery system.
 12. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function, including but not limited to:
 - a. engaging in the unlawful selling of a controlled substance,
 - b. engaging in a criminal law violation that constitutes a danger to others.
 13. Falsely accusing any person of sexual harassment, violating a school rule and/or state or federal law.
 14. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under the supervision, where the failure constitutes an interference with school purposes or an educational function.
 15. Aiding, assisting, or conspiring with another person to violate the student conduct rules or state or federal laws.
 16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including but not limited to:
 - a. willful absence or tardiness of student;
 - b. disobedience of administrative authority;

- c. engaging in sexual behavior on school property;
 - d. engaging in speech or conduct, including clothing, accessories, or hairstyle which is profane, indecent, lewd, vulgar, or offensive to school purposes;
 - e. failing to tell the truth about any matters under investigation by school personnel;
 - f. possessing or using a laser pointer or similar device;
 - g. violating technology guidelines.
17. Using on school grounds during school hours wireless communication devices (WCD) in a situation not related to a school purpose or educational function, where such constitutes an interference with school purposes or an educational function.
18. Displaying gang-like behavior, including but not limited to:
- self-proclaimed membership in a gang;
 - graffiti;
 - special alphabet, symbols, insignia, emblems, terminology, or articles of clothing;
 - hand signs;
 - recruitment of gang members;
 - gang-related threats or intimidation; or
 - gang-related violence.
19. Bullying by a student or group of students against another student as in accordance to I.C. 5-2-10.1-12 (d)(1). Bullying means 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 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.
- a. This rule may apply regardless of the physical location in which the bullying behavior occurred whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation.
 - b. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee.
 - c. School personnel will investigate all reports of bullying.
 - d. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

- e. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and the intervention in bullying.
- f. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
- g. Guidelines are available at www.weRichmond.com/board under Board Policy 4603.

20. Inappropriate use of social media which would create a disruption in the educational learning environment of a student. Sexting and bullying via social media, whether on or off schools grounds, is subject to disciplinary action.

21. The Board of School trustees believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation sponsored event. Hazing shall be defined as performing any act or coercing another, including the victim, to perform any act of intimidation into any class, group, or organization that causes or creates a risk of mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

***Use of a drug authorized by a medical prescription from a physician is not a violation of this rule. With the proper authorization, students with an acute or chronic disease or medical condition may possess and self-administer medication that must be administered on an emergency basis.**

B. POSSESSION OF A FIREARM OR DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm or destructive device on school property.
2. A firearm means any weapon that is capable of, designed to, or that may readily be converted to expel a projectile by means of explosion.
3. The penalty for possession of a firearm or a destructive device is suspension up to ten (10) days and expulsion from school for at least one calendar year, with the return of the student to be at the beginning of the first semester after the expiration of the one calendar year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
4. The superintendent shall immediately notify the appropriate law enforcement agency if a student brings or is in possession of a firearm or bomb on school property.

For purposes of this rule, a destructive device as defined by IC 35-47.5-2-4 is:

- an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,

- a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
- a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

C. POSSESSION OF A DEADLY WEAPON

1. No student shall possess, handle or transmit any deadly weapon on school property
2. The following are considered deadly weapons as defined in I.C. 35-41-1-8:
 - a. A loaded or unloaded firearm
 - b. A destructive device or weapon (as defined in IC 35-47.5-2-4), Taser or electronic stun weapon (as defined in IC 35-47-8-1), equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - c. An animal (as defined in IC 35-46-3-3) that is:
 1. Readily capable of causing serious bodily injury; and
 2. Used in the commission or attempted commission of a crime.
 - d. A biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon is suspension up to ten (10) days and expulsion from school for a period of up to one calendar year.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

D. UNLAWFUL ACTIVITY

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 an educational function, or if the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

E. LEGAL SETTLEMENT

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.

DANGEROUS WEAPONS

All employees and students must immediately report to the principal and/or the appropriate law enforcement agency if a dangerous weapon or an object that looks like a weapon is found or is suspected to be in the possession of a Corporation employee, visitor, or student.

Anyone found possessing a firearm/deadly weapon on Corporation premises, a school vehicle, or on property being used by the Corporation for school purposes may be charged with a felony and students will be recommended for expulsion in accord with the Gun-Free Schools Act and Indiana Code 20-33-8-16 and subsequent revisions to these. -

In order to prevent interference with carrying out an educational function or school purpose, the adult in charge within any school in the school corporation may confiscate any knife, laser pointer, or other dangerous object from a student who is found to possess, handle, or transmit such object in violation of this policy.

The device or weapon confiscated will be retained by the principal who will follow administrative guidelines for disposal of the object. Requests for return of a legal weapon or device must be made to the appropriate Director according to established administrative regulations. Illegal weapons are retained by the Richmond Police Department or the Wayne County Sherriff's Department and will not be returned.

RESTRAINT AND SECLUSION

To maintain a safe and orderly environment for learning and to preserve the safety of students and others, physical restraint and or seclusion may be used. Physical restraint, holding a student or restricting his or her movements, may be employed, as a last resort, when the student poses a risk to himself, herself, or others. A student may be placed in seclusion to give the student an opportunity to regain self-control. Neither physical restraint nor seclusion will be used as a punishment. Parents will be notified by school personnel should physical restraint or seclusion be used with their child.

LOCKERS AND PERSONAL SEARCH

When the School Board provides lockers, desks and other storage areas on school property for student use in storing supplies and personal items necessary for use at school, all storage areas remain the property of Richmond Community Schools. A student who uses a locker that is the property of the School Corporation is presumed to have no expectation of privacy in that locker or the locker's contents. A principal or designee may search a student's locker and the locker's contents at any time. In addition, a law enforcement agency may, at the request of the principal or designee and in accordance with Board Policy (4771) and Administrative Guidelines (4771), assist a school administrator in searching a student's locker and the locker's contents. The personal search of a student may be conducted by the principal; when s/he has reasonable suspicion for a search of that student. Authorized searches of the student's person are:

1. The student's pocket
2. Purse, backpack, computer bag, or any other object in the possession of that student.

It shall be the policy of the Board that any locker, desk, any other storage area assigned to a student for school purposes, or vehicle parked on School Corporation property shall not be used to store any item which falls into any of the following categories:

1. any item forbidden by State law, School Board policy, and/or administrative regulation;
2. any item deemed to be a health hazard to others; or

3. any item which will cause or can reasonably be foreseen to cause an interference with school purposes or an educational function.

PARKING FACILITIES

When economically and logistically feasible, it is the desire of the Board to provide parking facilities on school premises for enrolled students using approved procedures. Students desiring to use school parking facilities must register their vehicle. Violation of this policy may result in the loss of parking privileges. Vehicles (and their contents) parked in areas reserved for school parking are subject to search by school officials or, at the request of the principal or designee, by appropriate law enforcement agencies.

DRUGS AND ALCOHOL

Richmond Community Schools endorses and will enforce the state statutes regarding alcohol, tobacco, and other drugs as they pertain to students.

“Drugs” and substances containing alcohol shall mean all dangerous controlled substances as so designated and prohibited by Indiana statute, all chemicals which release toxic vapors, all alcoholic beverages and substances containing alcohol, tobacco and tobacco products, electronic cigarettes, vapor devices, any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy, anabolic steroids, “look-alike” substances, any substance represented to be a drug, or any other illegal substances so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution/transfer of any drug or drug paraphernalia at any time on Corporation property or at any school related event.

Richmond Community Schools strives to prevent drug abuse and provide intervention strategies as needed.

STUDENT ASSISTANCE PROGRAMS

In an effort to deter the use of the above named substances by the students enrolled in the corporation, the Board of School Trustees mandates that every school develop and implement a plan which will include prevention, intervention, consistently enforced discipline, staff development, and re-evaluation. It is the firm belief of this Board that students are accountable for their actions and parents are accountable for their children. There will be parental involvement at each step of this process.

Each school plan will minimally include:

Prevention – Each school may establish an educational drug and alcohol program that is comprehensive and infused throughout the curriculum. This program will include not only cognitive learning, but also affective learning, including refusal techniques. This program must collaborate with other community resources.

Intervention – Each school is to establish an intervention team (i.e. Pupil Assistance Team, Teacher Assistance Team, or Student Assistance Team) to address any sign of drug and/or alcohol abuse or medical, emotional, psychological, and/or behavioral problem or pattern. Intervention is to serve the best interest of the student as well as the

rest of the student body. This program will utilize a team approach which will immediately involve the student, family, and staff members in a consultation to assess and intervene in an appropriate manner.

Discipline – Use, possession, or transfer of alcohol and/or drugs (exception – tobacco and tobacco products) will always result in these actions:

1. Notification to the parent or guardian.
2. A report to the local law enforcement agency.
3. Implementation of due process procedures. The student will be subjected to suspension and expulsion. If requested, an expulsion meeting will be held as prescribed by IC 20-33-8-14, 15, 16, 18 & 19.
 - a. At this point when the student is suspended with a recommendation for expulsion, the student and the parent or guardian may opt for intervention under this policy. Requirements are:
 1. Waive the due process hearing.
 2. Sign authorization for release of information.
 3. Obtain a drug/alcohol or psychological assessment within the ten-day period of suspension. Should the assessment show drugs in the student’s system or a pattern of use or abuse of drugs or psychological disturbances, s/he may be assigned to an alternative education program. Failure to meet the stipulations of this agreement will result in expulsion.
 - b. This waiver opportunity shall not be afforded if the charge against the student is the sale or attempt to sell a drug/alcohol as defined under Board Policy 4603 or this code.
4. The results of the assessment by a state certified, licensed facility and/or documentation of active participation in treatment are criteria for administrative determination of disciplinary action and/or alternative programs. Release of medical, treatment, and/or after care information to school officials is required.
5. Prior to re-entry after suspension, expulsion, and/or treatment, a written re-entry plan shall be required which the building principal must approve.

Use, possession, or transfer of tobacco, electronic cigarettes, or vapor devices in any form will result in notification of the parent or guardian, or suspension from school attendance.

TRANSPORTATION

Transportation is not a right, but it is provided with the expectation that student exhibit appropriate and safe conduct. The following rules are provided as a general guideline. Consistent violation of these rules may result in denial of bus transportation.

1. The student must obey the bus driver and/or bus driver aides as he/she would any teacher or other school personnel.
2. Walk on the left facing oncoming traffic when there are no sidewalks.
3. Avoid standing or playing on the road while waiting for the bus.
4. Do not destroy or damage surrounding property.
5. Be at the boarding station when the bus arrives.
6. Do not cross the road to board the bus or cross the road after leaving the bus until the student safety stop-arm is out and operating.

7. No pupil will enter or leave the bus until it has come to a full stop, and the door has been opened by the driver.
8. Take your turn and avoid pushing when entering or leaving the bus.
9. Be seated promptly and remain seated until the bus stops. Do not block aisles.
10. Rude and inappropriate behavior is prohibited.
11. No windows or doors will be opened or closed except by permission of the driver.
12. Help keep the bus clean, sanitary, and orderly. Deposit trash in the container.
13. Damage and vandalism of school property is prohibited.

ATTENDANCE

It is the goal of Richmond Community Schools that each student maintains an attendance rate of 96% or better. Regular school attendance is an important and essential part of the educational process. Daily attendance is directly related to success in school. Students who have good attendance records generally achieve higher grades, enjoy school more, and are better prepared for the work world after graduation.

The Indiana Compulsory School Attendance Law requires students to attend school regularly. All students are expected to be in class and be on time each day. The school recognizes that there are legitimate reasons why a student might be absent, such as illness. Such absences are considered unavoidable and are “excused”. While the student may make-up the academic work missed during the day, it is impossible to make-up the total educational experience that can only be gained by being present.

The school principal or principal’s designee determines excused or unexcused absences. An absence will generally be excused if the student is ill; has an appointment (medical, dental, probation, court appearance); experiences a death in the family or other family emergency; observes a bona fide religious holiday; or, has a pre-approved absence or other emergency absence accepted at the discretion of the principal. It is the parent’s responsibility to notify the school of the reason for the student’s absence within 48 hours. Such notification may be in person, by phone call, or in writing.

Excessive absenteeism, even for excused reasons, may require intervention. If a parent does not send the student to school because of illness or mental or physical incapacity, the Richmond Community Schools Office Attendance Office may request a Certificate of Child’s Incapacity signed by a physician. Indiana Code 20-33-2-18 specifies that it is unlawful for the parent to fail or refuse to produce the certificate within six (6) days after it is requested.

The responsibility for a student being present at school every day rests with the student and parent. The school will work with the family to help ensure the student is in school each day. After reasonable efforts by the school have been exhausted and the student continues to be absent, the school may seek assistance from other community agencies.

Richmond Community Schools will use the following procedures when students exhibit excessive unexcused or questionable excused absences. Attendance Track 1 will be utilized for current year attendance issues. Attendance Track 2 will be utilized for those students that were declared habitual truant during the previous school year, or those students who had accumulated enough absences to be declared habitual truant.

E-LEARNING DAY ATTENDANCE

Attendance for e-Learning Days will be taken electronically. During e-Learning Days, if the teacher is unable to determine if the student has attempted an assignment, the student will be charged with one Unexcused Absence.

MEDICAL INCAPACITY TO ATTEND SCHOOL REGULARLY

Students may have medical conditions that interfere with regular school attendance. These students will not be penalized for attendance issues if a Certificate of Incapacity is on file in the school office, signed by a licensed doctor within the current school year. The forms requesting consideration for a Certificate of Incapacity are available in the school office. The absence will be excused only for the illness described on the Certificate of Incapacity.

BUILDING INTERVENTIONS

Attendance Track 1

1. The school will monitor and record attendance on a daily basis. Schools may record attendance more often.
2. After one (1) unexcused daily absence, the school will contact the parent/guardian.
3. After four (4) unexcused daily absences, the school will refer the student to the Richmond Community Schools attendance officer for further action.

If attendance does not improve, the school will attempt other building level interventions such as: making a home visit, convening the Student Assistance team, and/or developing an attendance contract.

Attendance Track 2

For students that were declared habitual truant, or those students who accumulated the absences required to be declared truant.

3. The school will begin building level interventions after one (1) unexcused daily absence.
4. The school will refer the student to the Richmond Community Schools attendance officer for further action after two (2) unexcused absences.

HABITUAL TRUANCY

1. If a student is determined to be a habitual truant, the parent will be notified of such action in writing sent by certified mail. Instructions for parental appeal of the truancy status will be included in the letter.
2. An Attendance Intervention Meeting may be conducted by the Attendance Officer. An attendance contract may be established at the meeting and will remain in effect for one calendar year. Refusal or failure to appear at the meeting, or violation of the attendance contract, may result in referral to the Wayne County Prosecutor.
3. The parent will have ten (10) days to appeal the decision. If an appeal is requested, the Superintendent shall appoint an impartial hearing examiner to determine whether the student should continue to be designated a habitual truant.
4. If no appeal is requested or if an impartial hearing examiner determines the student should continue to be designated a habitual truant, the following agencies will be notified for appropriate action in compliance with the Indiana statutes:

- a. For students ages 13 through 17, the Indiana Bureau of Motor Vehicles may be notified that the student may not be issued an operator's license or learner's permit to drive a motor vehicle or motorcycle; or, if an operator's license or learner's permit has already been issued, it may be revoked as specified in Indiana Code 20-33-2-11. This provision will continue until
 - 1. the student reaches age 18; or
 - 2. in a periodic review, the student's attendance has improved to the degree required by Richmond Community Schools' policies and procedures.
- b. All students may be referred to Wayne County Probation for assistance and intervention.
- c. Students age 12 and older may be referred to the juvenile division of the Richmond Police Department for violation of the compulsory attendance law.
- d. For students ages 11 and younger, the family may be referred to the Child Protection office of the Wayne County Division of Family and Children for assistance and intervention.
- e. For students ages 14 through 17 who have been issued a work permit, the permit may be revoked as provided in Indiana Code 20-33-3-20.
- f. In accordance with Indiana Family and Juvenile Law (I.C. 20-33-2-28, I.C. 20-33-2-18, and I.C. 35-46-1-4), charges may be filed by the Wayne County Prosecutor's Office against a parent/guardian who fails to ensure that their child attends school as required. Prosecution will result in possible jail time up to three years and fines up to \$10,000.00.

REQUEST FOR EXPULSION AND/OR PROSECUTION

If a student continues to be truant after all avenues of intervention have been exhausted, the student may be recommended for expulsion from school. For students of any age who have excessive truancy problems, the parent or guardian will be referred to the Wayne County Prosecutor's Office to institute proceedings against the parent for failure to ensure that their child attends school.

ACCEPTABLE USE GUIDELINES COMPUTER NETWORKS

PROPER AND ETHICAL USE

Students are expected to understand and practice appropriate use of computer networks. Computer networks include RCS owned networks (**wired and WiFi**) and the Internet. Students will be trained before receiving access to networks with a student account.

CONDITIONS AND RULES FOR USE

1. Privilege
 - Use of computer networks is a privilege.
 - Inappropriate use, including plagiarism and any violation of these conditions and rules, may result in cancellation of the student's account.
2. Acceptable Use
 - Always comply with policy, guidelines, and rules of Richmond Community Schools.
 - Always observe United States and Indiana laws about the transmission of copyrighted, threatening, or obscene material or trade secrets.
3. Monitoring
 - Richmond Community Schools reserves the right to review any material in a student account to determine inappropriate use.
 - Files and messages (e-mail = electronic mail) will be treated like lockers and desks and are subject to inspection.
 - Social Media and/or text messages that might interfere with the learning environment.
4. Network Manners
 - Be considerate.
 - Use appropriate language.
 - Do not reveal personal information, addresses, or phone numbers.
 - Report to your teacher any illegal or inappropriate messages.
 - Do not disrupt the network.
 - Give appropriate credit for all information used.
5. Security
 - Use only the assigned account. All passwords are the property of the owner. Passwords should never be shared.
 - Attempts to log on the network using another person's password may result in disciplinary action.
 - If there are security problems, notify a teacher.
6. Vandalism and Harassment
 - Vandalism may result in disciplinary action as well as restitution for any damages. Vandalism includes any intentional act to harm, modify, and/or destroy software, network components, hardware, or another user's data.

- Harassment and/or bullying of other users may result in disciplinary action.
7. Procedures for Use
 - EACH USER MUST COMPLETE AND RETURN THE USER AGREEMENT SIGNED BY A PARENT/GUARDIAN BEFORE USE. THIS REMAINS IN EFFECT UNTIL THE PARENT/GUARDIAN REMOVES PERMISSION IN WRITING.
 - Students must always have permission from their teacher before using the network.
 - Written and oral classroom instructions and rules are to be followed at all times.
 8. Inappropriate Material
 - If students encounter material that is controversial, inappropriate, or offensive, notify a teacher immediately.
 9. Students will NOT buy anything over the Internet.
 10. Penalty for Improper Use
 - Violation of laws or rules may result in loss of network access and/or disciplinary action.
 - Violations may result in disciplinary action and/or permanent loss of your account.

Richmond Community Schools (RCS) makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. RCS is not responsible for any damages users suffer, including, but not limited to:

- loss of data resulting from delays or interruptions in service.
- the user's errors or omissions.
- the accuracy, nature, or quality of information stored on RCS storage devices; nor for the accuracy, nature or quality of information gathered through RCS provided Internet access.
- personal property used to access electronic networks.
- unauthorized financial obligations resulting from RCS provided access to the Internet.

PROCEDURES FOR ADDRESSING COMPLAINTS

This Handbook protects students' rights by providing students with guidelines within which these rights may be enjoyed. Occasionally a student or parent may think that school officials have improperly denied a student participation in an educational program or improperly subjected the student to a rule or standard. Any problems or questions of this nature should first be brought to the attention of the teacher, then the principal. The parent or student should schedule an appointment to discuss concerns or specify a complaint. An appointment with a teacher should be made outside the student day or during the teacher's preparation time. Requests for an appointment will be scheduled in a timely fashion, depending on the severity of the complaint, and the schedules of the parties involved. If the complaint is not satisfied after talking with appropriate school personnel, an administrator may be contacted at Central Office. All efforts will be made to resolve the problem and explain fully what has happened to the student. If those informal efforts do not satisfy the student or parent, then the student or the parent may file a formal complaint. The complaint may result in a meeting at which the student and school officials will present their views.

CONCLUSION

This Code of Conduct is an attempt to protect the educational process. It was written primarily to promote an environment conducive to learning. It recognizes student rights and responsibilities, administrative and teacher rights and responsibilities, and the role of parent(s).

It is hoped that anyone who reads this handbook will realize that discipline should not be confused with punishment. The goal of discipline is self-controlled behavior, behavior which is acceptable for the school community.

This code benefits all students, faculty, and staff of the Richmond Community Schools Corporation. Each individual school may have its own handbook, which deals more specifically with the needs of its faculty, staff, and student body.

This code provides the key provisions of board policy, and the board policy manual should be consulted for the full text of a particular policy. Board policies can be found on the Richmond Community Schools website – www.weRichmond.com.

Richmond Community Schools will forward disciplinary records relating to out-of-school suspensions or expulsions when requested or deemed necessary to protect the health or safety of the transferee school, its employees and/or its students in which a former Richmond Community Schools student is enrolled in or seeks, intends, or is instructed to enroll in on a full or part-time basis. (Board Policy 4603).

ANNUAL NOTICE TO PARENTS AND STUDENTS OF THEIR RIGHTS CONCERNING EDUCATION RECORDS

Education records are governed by federal and state laws and regulations. The requirements of these laws and regulations are contained in Board Policy 4603 entitled Student Records. Generally, this policy provides for the following:

- The District Student Records office is located in the Richmond Community Schools Administration Building, 300 Hub Etchison Parkway. To obtain student records, contact the Records Clerk at (765) 973-3300. Processing and maintenance of former student records occurs at Central Office. Student Records for current enrolled students are maintained at their enrolled building. Records are confidential and may be disclosed only as provided in this policy.
- The policy concerns both elementary and secondary student education records.
- Parents and students have the right to examine their student's education records at reasonable times.
- Before education records are disclosed to third parties, the school requires a signed and dated written consent of either: 1) a parent of a student who is less than (18) years of age and not attending a post-secondary educational institution; or 2) a student who is at least 18 years of age or attending a post-secondary institution (an eligible student).
- Certain persons may examine education records without the parent's or eligible student's consent. These include: school officials who have legitimate educational interests; officials of another school corporation or institution of post-secondary education where the student seeks to enroll or is receiving services; or, a juvenile justice agency serving the student. This school corporation forwards education records to these agencies without prior notification to the parent or eligible student.
- Each student's records will be kept in a confidential file located at the school's office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student [eighteen (18) years of age or older] and those designated by federal law or corporation regulations. Records of former RCS students are maintained or managed at the district administrative office building at 300 Hub Etchison Parkway.
- A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with corporation officials or file a complaint with the US Office of Education if not satisfied with the accuracy of the records or with the corporation's compliance with the Federal Educational Rights and Privacy Act. **NOTE:** Peer grading does not violate Federal Education Rights and Privacy Act (FERPA) per U.S. Supreme Court ruling in Falvo v. Owasso Independent School Dist. No. I-011, 229 F.3d 956 (10th Cir. 2000).
- Directory Information - Richmond Community Schools may disclose directory information to any party, by any means, including oral, written, or electronic means. Directory information may include but is not limited to: a student's name; address; listed/published telephone number; electronic mail address; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight of members of athletic teams; grade level; enrollment status; dates of attendance; date of graduation; degrees, honors and awards received;

student work displayed at the discretion of the teacher with no grade visible; the most recent educational agency or institution attended by the student; or any other information which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information shall not be provided to any organization for profit-making purposes.

Parents and adult students may refuse to allow Richmond Community Schools to disclose any or all of such "directory information" upon written notification within ten (10) business days after receipt of this public notice. Notices should be sent to: Richmond Community Schools, Attn: Student Records, 300 Hub Etchison Parkway, Richmond, Indiana 47374.

Under Federal law the school corporation is required to release to military recruiters upon request a secondary student's name, address, and telephone listing. The parent of the student has the right to request in writing that such information not be released to military recruiters, at any time while the student is in secondary school. (Board Policy 7330).

NOTICE OF PESTICIDE APPLICATION

Periodically throughout the year, it may be necessary that pesticides be applied to external or internal areas of school buildings and grounds. Pesticide applications will not be made when students, staff members or other people are present in the area to be treated. Parents who wish to register for prior notice of pesticide applications should notify the school principal. After filing a request for notification, the parent will receive a mailing no later than two school days prior to the application. The notice shall include the name of the active ingredient, location of the application, date of application, and name and telephone number of the person who may be contacted for further information.

For more information regarding policy, guidelines, or student records, contact Richmond Community Schools (765-973-3300).

