

UCMS

Student Handbook

2026-2027



TABLE OF CONTENTS

Master Schedules	3	Harassment / Bullying Policy	22
Handbook, Mission, Non-Discrimination Policy, School Board	4	Internet and Chromebook Policy	23
Staff	4	Locker Rules	25 - 26
Academics: achievement, honor code, definitions, grading scale, progress reports, promotion & retention policy, tutoring, twenty-first century scholars program	5-6	Lost & Found	26
Arrival & Dismissal	6	Metal Detectors	26
Attendance: encouraging attendance, students entering and leaving during school day, perfect attendance, reporting absences, definitions, truancy, tardy & half day absences, prearranged absences, make up work, procedures for students with 5 or more absences	6 - 8	Notifications of Rights Under FERPA	26 - 27
Bus Rules & Regulations	9	Pediculosis Infestation Policy	27
Background Checks for Volunteers	10	Personal Property	27
Backpacks, Bags, & Water Bottles	10	Pesticide Notification Registry for Schools	27 - 28
Cafeteria Guidelines	10-11	Property Damage	28
Clubs & Organizations	11-12	School Nursing Services: illness, medications, doctor's orders, health screenings, immunization requirements	28 - 29
Code of Conduct for Academic and Extracurricular/Co-Curricular Activities	12	School Closings Due to Bad Weather	29
Dance / Social Procedures	14	Student Restraint / Seclusion	29
Social and Academic Probation	14	Telephone Use	29
Discipline	14 - 18	Tobacco / Vaping Policy	29
Discipline Chart	18 - 20	Withdrawal from School	29
Dog Searches	20	Special Services/Academic Assistance	30
Dress Guidelines	20 - 21		
Drug Free School Zone	21		
Drug Testing Policy	21		
Electronic Devices	21		
Emergency Procedures	22		
Fundraisers	22		

2026 - 2027

UCMS Daily Schedule		
Period 1	8:10-9:06 (56 min)	
Period 2	9:10-10:01 (51 min)	
Period 3	10:05-10:56 (51 min)	
Period 4/Lunch	Lunch A: 10:56-11:26 A Class 11:30-12:20	B Class 11:00-11:50 Lunch B: 11:50-12:20
Period 5	12:24-1:15 (51 min)	
Period 6	1:19-2:10 (51 min)	
Period 7	2:14-3:05 (51 min)	
Bus dismissal bell rings at 3:05 p.m. Walkers & car riders dismissal bell rings at 3:10 p.m.		

UCMS Two-Hour Delay Schedule		
Period 1	10:10 - 10:44 (34 min)	
Period 2	10:48 - 11:22 (34 min)	
Period 3	11:26 - 12:00 (34 min)	
Period 4	A Lunch 12:00 - 12:30 Class: 12:34 - 1:08	Class: 12:04 - 12:38 B Lunch 12:38 - 1:08
Period 5	1:12 - 1:46 (34 min)	
Period 6	1:50 - 2:24 (34 min)	
Period 7	2:28-3: (37 min)	
Bus dismissal bell rings at 3:05 p.m. Walkers & car riders dismissal bell rings at 3:10 p.m.		

UCMS Early Release Schedule		
Period 1	8:10 - 9:01 (46 min)	
Period 2	9:05 - 9:51 (46 min)	
Period 3	9:55 - 10:41 (46 min)	
Period 4	A Lunch 10:41 - 11:11 Class: 11:15 - 12:01	Class: 10:45 - 11:31 B Lunch 11:31 - 12:01
Period 5	12:05 - 12:51 (46 min)	
Period 6	12:55 - 1:41 (46 min)	
Period 7	1:45 - 2:35 (50 min)	
Bus dismissal bell rings at 2:35 p.m. Walkers & car riders dismissal bell rings at 2:40 p.m.		

Red/Blue Schedule

August 2026							September 2026							October 2026							November 2026							December 2026														
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa								
						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7				1	2	3	4	5							
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12								
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19								
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26								
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31										
30	31																																									
January 2027							February 2027							March 2027							April 2027							May 2027														
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa								
						1 2										1	2	3	4	5	6					1	2	3														
3	4	5	6	7	8	9			1	2	3	4	5	6	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8							
10	11	12	13	14	15	16	7	8	9	10	11	12	13	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15								
17	18	19	20	21	22	23	14	15	16	17	18	19	20	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22								
24	25	26	27	28	29	30	21	22	23	24	25	26	27	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29								
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UNION COUNTY MIDDLE SCHOOL

488 State Road 44 East
Liberty, Indiana 47353
Phone (765) 458-7438
Fax (765) 458-6041

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STUDENT HANDBOOK

The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools. In case of a conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail. This handbook is not a contract between the school and parents/guardians or students. It may be amended at any time at the discretion of the corporation. If policy changes are enacted during the school year, the administration will communicate the changes immediately to students, staff and parents/guardians.

MISSION STATEMENT

Provide our students with the academic and social skills necessary to become lifelong learners and responsible citizens.

NON-DISCRIMINATION POLICY

It is the policy of Union County College corner Joint School District not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (IC. 22-9-1), IC.20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973. Inquiries regarding Union County College Corner Joint School District's compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to the Compliance Officer for Union County College Corner Joint School District, 107 Layman St., Liberty, Indiana, 47353 or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

Union County Middle School Staff			
Superintendent	Steve Jones	Library Aide	Mekyla Parks
Principal	Monica Hofmann	Math	Natalie Perry
Assistant Principal	Emily Snyder	Math	Richard Shroyer
Secretary	Tiffany Rambo	Math	Shannon Estep
Treasurer	Dana Lindsey	Music Choral	Debbie Allbright
Athletic Director	Ryan Overholt	Music Instrumental	Troy Allbright
School Nurse	Bryanne Byrd	PE/Health	Kenny Higgins
Agriculture	Peter Volk	Science	Anita Carter
Art	Paige Persinger	Science	Haley Hoover
Business	Brian Durham	Social Studies	Paula Farthing
English	Morgan Edelman	Social Studies	Allison Seibert
English	Isaac Welch	Aides:	Bill Renwick
English	Tonia Severance		Katalin Lambert
Exceptional Education	Stephanie Buckler		Bev Shepler
Exceptional Education	Deron Price		
FACS	Stephanie Buckler		

Receipt of this student handbook is delivered via the school website, paper copies are provided by office staff as needed/as requested. As a parent/guardian, I and my child(ren) understand, accept, and agree to comply with the school rules as communicated below and any additional rules communicated by the school administration on an as needed basis.

ACADEMICS

Academic Achievement

At the end of each grading period, students that receive 3.0 or better will qualify for Academic Recognition in one of the following categories: Straight A's 4.0 GPA or Honor Roll 3.9-3.0 GPA

Academic Honor Code:

In its simplest form, academic integrity is the idea that all work that a student does is original. We feel that the Honor Code is the best way for us to further the atmosphere of academic honesty and an attitude that cheating and plagiarism are unacceptable, not because students fear being caught, but because these actions are unfair to the students and their peers and detrimental to our community as a whole. The Honor Code will allow UCHS to teach us more than numbers and words, but also teach us how to be true to ourselves, honest in our actions, and capable of fairly co-existing with others - lessons that will help us to succeed throughout our lives.

The Honor Code affirms that students have been and will be academically honest. It affirms that they will not plagiarize, will not copy, will not lie, will not cheat, and will not defy any of the departmental standards regarding the Honor Code. In agreeing with these statements, students recognize that even the attempt to disregard this pledge is a violation of Honor Code policy.

Definition Of Terms

- **PLAGIARISM**- the representation of another's words, phrases, paragraphs, or ideas as one's own.
- **COPYING**- the direct use of another student's work to complete a quiz, test, exam, or other assignments; or allowing another student to use your own work for that purpose. Also, any use of answers located in the book without the teacher's authorization. Claiming ownership (copy & paste from the web) of online content.
- **LYING**- the deliberate deception about academic work, including the signing of the pledge when aid has been given or received.
- **CHEATING**- any act of deception, fraud, or trickery that results in representing someone else's work as one's own or in affecting one's grades or any act that aids another student in such deception. Cheating includes, but is not limited to, copying from notes, books, or online content without the permission of the teacher or aiding another student in such practices.
- **AI MISUSE** – The unauthorized use of artificial intelligence (AI) tools (such as ChatGPT or similar programs) to complete assignments, tests, or other academic work. Submitting any work generated by AI as your own without explicit authorization by the teacher and/or proper citation constitutes plagiarism. AI tools may only be used when explicitly permitted by the teacher for specific assignments.

Any student who is found guilty of any Honor Code offense will receive a grade of zero (0) on the first offense and a conference will be held with the student and his/her parent/guardian and the teacher. Any additional offense will result in at least a conference with the parties listed above.

Grading Scale

A+ 100-99	A 98-94	A- 93-90
B+ 89-88	B 87-84	B- 83-80
C+ 79-78	C 77-74	C- 73-70
D+ 69-68	D 67-64	D- 63-60
		F 59 and below

Progress Reports To Parents

Student grades are kept up to date and are available to students and parents via PowerSchool. Report cards will be emailed home to parents at the end of every 9 weeks grading period.

Promotion & Retention Policy

Teachers and administrators are committed to helping our students gain the foundation needed for high school. Students should demonstrate motivation and academic competency in their grade level before being promoted to the next grade level. Final decisions about promotion/retention will be made by the building principal. Any student earning 2 or more D+s or lower will be considered for summer school and/or retention.

Tutoring

HOMEWORK HOTLINE - WWW.ASKROSE.ORG - Rose-Hulman Institute of Technology's Homework Hotline provides FREE math and science homework help to students in grades 6-12. Students or parents may contact the Homework Hotline from 7:00 p.m. to 10:00 p.m. September through May. Call toll free at 1-877-ASK-ROSE. The program is funded by Lilly Endowment, Inc. and Rose-Hulman Institute of Technology.

Twenty-First Century Scholars Program

The State of Indiana offers a scholarship program to income qualifying 7th & 8th middle school students that are residents of the State of Indiana. **Current 7th and 8th grade Hoosier students who are signed up for Free and Reduced Price Lunch will be automatically enrolled in the 21st Century Scholars Program.** Parents/Guardians of students who are automatically enrolled will receive notification from the state and will need to finalize their account on the ScholarTrack website. **Parents/Guardians of students who are not in the F/R lunch program can also apply for the scholarship by going to scholartrack.che.in.gov.** Any questions, contact the MS School Counselor.

ARRIVAL AND DISMISSAL

Union County Middle School hours: 8:10-3:10

- Doors open for breakfast at 7:45 (Students should not arrive at school prior to 7:45 a.m.)
- Tardy bell rings at 8:10 a.m.
- Bus dismissal bell rings at 3:05 p.m. (Exit through door 9)
- Walkers & car riders dismissal bell rings at 3:10 p.m. (Exit through door 1)

All students are to report directly to the Gym or Cafeteria, if eating breakfast. No students are to be in the academic hallways before the first bell. All students are to be out of the building by 3:30 p.m. unless they are staying for a supervised activity (students must be accompanied by an adult supervisor).

- Bicycle riders are expected to park their bicycles at the bike rack at the end of the gym. Recreational riding is not permitted at any time during school hours.
- Skateboards and scooters are not permitted on school grounds during school time. They present a danger to the student and to others at the busiest times of the day.
- School rules and policies will be in effect for all students en-route to and from school.
- Students who walk or ride to and from school are requested to walk on established walkways and paths- there should be no students on the access lane between the middle school and the high school during arrival and dismissal times.
- Students that come to school by automobile are to be let out as quickly and safely as possible at the main entrance (door 1) to the building.
- The back entrance (door 9) is the bus-loading zone and should be kept clear of all vehicular traffic.
- No car traffic is permitted on the access road between 7:45-8:30 a.m. and 2:30-3:30 p.m.

ATTENDANCE

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

Encouraging Attendance

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can - in and of itself - successfully accomplish this task. UCMS believes strongly in relationship building and ownership and support of all students. A professional staff member's responsibility must include, but not be limited to:

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

Perfect Attendance

In order to qualify for perfect attendance at the end of the school year, a student must be in attendance at UCMS from 8:10 to 3:05 every day school is in session. Tardies, doctor/dentist appointments, funerals, etc. will exclude a student from perfect attendance.

Reporting Student Absences (Number To Call For An Absence 765-458-7438)

All absences must be reported by the parent or guardian. Absences may be reported by phone, voicemail, email, or written note. If an absence report is not received by 9:00 a.m., when possible an attempt will be made by the school to contact the home of the missing student to verify their absence. E-mails may be sent to Mrs. Rambo tiffany.rambo@uc.k12.in.us. Should the school have to make this contact because the parent did not call, the absence will be considered unexcused unless approved documentation is provided from a doctor, court, or facility upon return. An absence reported by phone or voicemail needs to include a specific explanation for the reason for the absence. Any absence reported by electronic transmission or written note should be received by school personnel no later than the date the student returns from the absence and is also expected to include a specific explanation for the reason for the absence.

Definitions

ABSENCE is defined as non-presence in the assigned location. A student shall be considered "habitual truant" when the student is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year. Under SEA 1, the Superintendent or an attendance officer shall report a child who is habitually absent from School in violation of this chapter to an intake officer of the juvenile court or the Department of Child Services. The disciplining of truant students shall be in accord with Board policies and due process, as defined in Policy 5611 and the Student Handbook.

1. **Excused Absence:** Regular attendance is essential for each child to receive benefit from regular daily instruction. We urge all parents to keep students at home only when it is necessary. The following factors are considered reasonable excuses for time missed at school: illness, recovery from accident, required court appearance, death in the family, observation of religious holiday, professional appointment that cannot be scheduled after school, maternity, military connected families' absences related to deployment and return, and such other good cause as may be acceptable to the Superintendent or permitted by law.
2. **Unexcused Absence:** Any absence that is not an excused absence or an exception to compulsory attendance contained in Policy 5200 is an unexcused absence. A maximum of five (5) days per semester and ten (10) days per school year will be excused. Beginning with a student's sixth absence, documentation from a doctor, court, or approved facility is required; any absence without such documentation will be considered unexcused.
3. **Exempt Absence:** Pursuant to I.C. § 20-33-2-14 through 17.2, a student is excused from attending school under some circumstances. Those circumstances include serving as a page or honoree of the Indiana General Assembly, participating in an election, testifying in court under subpoena, serving with the National Guard for no more than ten days, or serving with the civil air patrol for no more than five days. In each of these circumstances, the student is excused from school, is not to be recorded as absent, and may not be penalized in any way by the school.

The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity if the activity meets the conditions set out in I.C. § 20-33-2-17.5.

Truancy

The NEW SCHOOL ATTENDANCE LAW calls for schools to report students who are truant — meaning they have missed 10 days of school without an excuse — to the prosecutor. The prosecutor must notify parents of those reports. And it requires schools to notify parents that their family could be referred to the court or the Indiana Department of Child Services if the student is truant.

Tardy & Half Day Absences

A student who arrives 25 minutes or more late is considered absent. A student who arrives up to 25 minutes late is considered tardy. The first three tardies of any semester are dealt with at the teachers' discretion. Tardies number four through seven will result in disciplinary action per disciplinary chart. *Athletes must be in attendance by 11:30am to participate in any sport.* Exceptions to this are doctor appointments, family emergencies or a waiver from the school administration. School field trips constitute attending school.

Prearranged Absences

Students who know that they will have an absence are asked to complete a pre-arranged absence form available from the office. Absences requiring this form include, but are not limited to: Club Field Trips, such as: orienteering meets, FFA field trips, etc., Family Vacations, etc. Students who have a prearranged absence are to have all work completed and turned in no later than the second day after the student's return to school. ***These absences will count towards the student's total of TEN excused (10) days.***

- STUDENT VACATIONS DURING THE SCHOOL YEAR - Vacations during school days will need a prearranged absence form filled out and turned in prior to the absence, and all work needs to be completed and turned in prior to or no later than the second day after student's return. If the form or classwork was not completed and turned in, or if the student has exceeded the 10 day limit of excused absences, the vacation days will be unexcused.
- FIELD TRIPS - Forms for field trips will be issued by the teacher sponsoring the trip and students must get a parent signature. Students must be in good standing to be permitted to attend field trips. Students on Social and/or Academic probation will not be permitted to attend non-academic field trips and will be given alternative assignments while they remain at school. Their attendance at school on the day of the trip is required. This policy does not apply to the Washington D.C. trip.

Make Up Work

Students can make up any work as the result of an absence or suspension. It is the student's responsibility to request missed work. The deadline to make up work will be two days for the first day absent and one day for every other day. The middle school does not make assignment arrangements for a single day absence. Parents may call for homework on the second day of the student's absence. Please call before 10:00 a.m. and assignments will be available after 3:00 p.m. Work that is picked up should be completed when the child returns. Any pre-arranged assignment or project that was given prior to an absence is due upon the student's return.

Attendance Procedures

A maximum of five (5) days per semester and ten (10) days per school year will be excused. Students must have documentation from a doctor, court, or facility for every absence above and beyond the maximum.

If a student has a doctor's note stating that the student should be out for a certain amount of time, those days will not count against them. Documentation must be received by the front office within 24 hours of doctor visit. Parents/Guardians may have the doctor's office fax the paperwork to the school office, emailed, or parent/guardian may bring it in person.

- At three (3) unexcused days absent, a 3 day unexcused absence letter will be sent home, the school social worker will meet with the student to discuss possible barriers, and the social worker will contact the parents/guardians to address barriers.
- At five (5) unexcused days absent, a 5 day unexcused absence letter will be sent home, the school social worker will arrange a meeting with the parent and administrator, and meet with the student again to address barriers.
- At five (5) excused days absent, a 5 day excused absence letter will be mailed, the school social worker will meet with the student to discuss possible barriers, contact the parents to explain the new law and attendance levels.
- At seven (7) unexcused days absent, a 7 day unexcused absence letter will be sent, the principal/designee will make contact with the parents, (possible home visit made), school social worker will meet with the student to address barriers.
- At ten (10) unexcused days absent, a 10 day unexcused absence letter will be sent, a home visit will be made by the attendance clerk and school resource officer, a call to DCS and the county prosecutor will be made (per new state law), and the superintendent of schools will be notified.
- At ten (10) excused days absent, a 10 day excused absence letter will be sent, the corporation attendance officer will contact the parents and explain how absences are now calculated from this point forward. (After 10 excused absences, all absences following will be considered unexcused unless a doctor's note is provided).

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

BUS RULES AND REGULATIONS (All students)

In the interest of safety, the Union County College Corner Joint School District Board of Trustees adopted the rules and regulations listed below. Since the conduct of a pupil or pupils on a moving vehicle can create a hazardous situation for the bus driver, these rules will help eliminate these problems. School bus drivers are to have control of all schoolchildren transported to their schools and to their homes. The driver shall keep order, maintain discipline among the children while they are on the bus or along the route, and shall treat all children in a civil manner. Bus drivers shall see that no child is imposed upon or mistreated while in their charge and shall use every care for the safety of the children.

School Bus Rules and Regulations

1. Students shall arrive at the bus stop before the bus is scheduled to arrive and wait in a location clear of traffic and away from the bus stop. If there is a delay, the bus driver will sound the horn and look for a signal from the bus stop. If there is no immediate signal, the driver may leave that location.
2. No students may enter or leave the bus until the bus has come to a complete stop and the driver gives the signal.
3. Behavior at the bus stop must not cause harm to another person or to another's property.
4. Students must go directly to their assigned seats upon entering the bus (or to an available seat if seats are not assigned) and remain seated properly, keeping aisles and exits of the bus clear.
5. No student shall stand or move from place to place during the trip.
6. Students must observe classroom conduct, obey the driver promptly and respectfully, and may never use inappropriate language.
7. Students must not eat, drink, chew gum, or bring or use any type of tobacco or vaping devices on the bus.
8. No student shall have in his/her possession tobacco products, vape products, illegal drugs, alcohol, paraphernalia, or look alike tobacco, illegal drugs or alcohol.
9. Students will not possess weapons or weapon look-alikes while on the bus, school grounds, or in the school building. This prohibition includes toy and squirt guns.
10. Students who vandalize the bus will be suspended according to due process.
11. Students may neither throw or pass objects on, from, or into the bus nor put their heads or arms out of the bus windows.
12. Students may not carry any large object on the bus that creates a problem for the safe and efficient operation of the bus. Examples include large musical instruments or large school projects.
13. Students must leave or board their assigned bus at their assigned locations unless they have written parental and/or administrative authorization to do otherwise.
14. No window or doors should be opened or closed except by permission of the bus driver.
15. No glass of any kind can be permitted on a school bus
16. Students are to keep the bus clean.
17. Students are subject to both the rules of the bus and the rules of the school in which they attend. Drivers should be accorded the same respect and cooperation by the student as that student would extend to a teacher or administrator in the school where he/she attends.
18. Students can be assigned seats at any time as deemed necessary by the driver or the administration.

Upon recommendation of the driver, a student may be denied the privilege of riding on the school bus for 1 day. In multiple or more severe situations, the administrators may deny riding privileges for multiple days. If transportation privileges are denied, parents or guardians are responsible for getting the child to and from school.

Student Bus Suspension Procedure

- Any student causing a disturbance which interferes with the disciplining or safety of the driver or passengers may be suspended from riding privileges.
- In most cases, the driver should first discuss the problem with the student and then, if the conduct remains unsatisfactory, the parent/administrator should be informed of the problem and informed that suspension will follow if the student refuses to conduct himself/herself in the proper manner.
- If the student continues to conduct himself/herself improperly, the student's driver/building administrator should suspend the student for a period of not less than one or more than five days on the first suspension. This suspension must be handled using the necessary conduct forms. Notification and a copy of the conduct form with action will be sent to the Central Office.
- Any student continuing to disobey bus riding standards (after one suspension) will be suspended for an extended period on the second offense.
- Any student found guilty of vandalizing the school bus will automatically be suspended for a longer period of time, based upon the seriousness of the act, and/or will be charged for the repairs.

BACKGROUND CHECKS FOR VOLUNTEERS

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

BACKPACKS & BAGS

Gym bags, back sacks, backpacks, etc. are not to be carried to class or in the halls during school. They are to be stored in the student's individual locker upon arrival at school and may be removed at dismissal.

WATER BOTTLES

Students may have water in class in only clear, plastic, leak-proof containers.

CAFETERIA GUIDELINES

Union County Middle School has a "closed" lunch period. This means students are not to leave school grounds during the lunch break without permission from the office. Students (and parents/guardians, etc.) may not order food to be brought in or delivered to the school unless special permission is given in advance by the administration. Parents and/or guardians are not permitted to eat in the school cafeteria with students unless it is a specifically assigned activity or permission has been given in advance by Administration.

The middle school has a computerized debit system for the collection of breakfast and lunch fees. Middle school students will continue to use the PIN# that they were assigned from the previous year. Students may pay cash on a daily basis or deposit money into their accounts as needed. Checks received over the purchase price for any meal item will be put on the student's account. The school will not give change for checks. If parents want to deposit money we have an Online Credit Card Payment program called "MySchoolBucks." More information is available at www.mySchoolBucks.com or at the corporation website www.uc.k12.in.us.com.

UCMS offers breakfast each morning until 8:05 a.m. When going to lunch, all students are to observe the following rules:

- Students will be seated prior to getting in the lunch lines.
- Students will remain seated except to get in line and deposit trash.
- Students are not to re-arrange the chairs and tables unless the lunch duty supervisor gives permission.
- Students should remain in the cafeteria or assigned areas during assigned lunch times.
- One student at a time may use the restroom and must take the pass with them.
- Students are not to "borrow" or ask for lunch money or food from other students.
- Students are not allowed to bring in open containers or screw top drinks to school. No soda allowed.
- Students are responsible for disposing of all trash.
- No food or drink is to leave the cafeteria at the end of the lunch period.
- Students assigned a lunch detention or ISS may not purchase snack items in the cafeteria.

Charging Lunches

Union County College Corner Joint School District Lunch Program is committed to providing students with nutritious meals, which complement the learning environment of the schools in our district. The Union County College Corner Joint School District lunch program provides food under the guidance of the USDA and the National School Lunch Program (NSLP). As part of this program, any student's family may apply for free or reduced price meals at any time during the school year. Applications are available at all four buildings in the district. Unpaid meal charges place a financial strain on the food service program, this policy is consistent with our responsibility to maintain the financial integrity of the program.

I. PURPOSE/POLICY:

- to communicate a written meal charge policy to all student families
- to establish a consistent district policy regarding meal charges
- to establish meal charge procedures when a student's account lacks sufficient funds
- to encourage parent/guardian to assume the responsibility for meal payments
- to promote self-responsibility of the student

II. SCOPE OF RESPONSIBILITY:

- The Food Service Department:
 - communicate meal charge policy to students, families, and school staff

- o maintain student account records using Heartland Solutions POS system
- o notify the student’s parent/guardian of low and/or outstanding balances
- o minimize identification of students at the point of service with insufficient funds
- The Parent/Guardian:
 - o payment of all student cafeteria purchases

III. ADMINISTRATION:

- Free and Reduced Price Students-
 - o Free lunch status allows a child to receive a tray lunch each school day. A la Carte purchases are not part of the NSLP. Free lunch status students will not be allowed to have a negative balance (unless it was previously there before becoming free).
 - o Reduced lunch status students will be allowed to have a negative balance up to \$5.00. A la Carte purchases will not be allowed without a positive balance or cash to pay for these items.
- All Other Paid Students-
 - o Students will be allowed to charge up to \$5.80 (the equivalent of 2 meals)
- A la Carte items: A la Carte items are any extra item which is not a part of the lunch, for example bottled water, chips, cookies, etc.
- A Meal: A meal as defined by the USDA includes the following items: meat/ meat alternate, fruit, vegetable, milk, and grain. A meal consists of at least three of these items, one of which must be a fruit or vegetable.
- Collection of Balances: The School Café Managers will inform student families of unpaid account balances by email, telephone, mail, or a letter sent home in backpacks weekly.
- Balances owed with no response from Parent/Guardian: If payment is not received, the Superintendent or his designee may take action as is deemed appropriate.

Account Balances for all students can be checked at any time by logging on to MySchoolBucks.com or contacting the Food Service Director. All accounts must be settled by the end of the school year.

CLUBS / ORGANIZATIONS

The following clubs and organizations are available for students at UCMS who remain eligible:

Band – Grades 6-8	FFA – Grade 8
Basketball – Girls and Boys – Grades 6-8	Football – Grades 7-8
Cheerleading – Grades 7-8	Golf – Girls and Boys – Grades 6-8
Choir – Grades 6-8	Orienteering Club
Cross Country – Girls and Boys – Grades 6-8	Track – Girls and Boys – Grades 6-8
Drama Club	Volleyball – Grades 6-8
FCCLA – Grade 8	Wrestling – Grades 6-8

HONOR SOCIETY - Any seventh or eighth grader is eligible for selection into the UCMS Honor Society, providing they have a 3.5 GPA average in all classes to meet initial eligibility requirements. In addition, students cannot have any Level 2 or higher discipline referrals and no more than 10 discipline marks through the first semester of seventh grade. Level 1 offenses will be taken into account, and if they call into question Character (such as cheating), those could make the candidate ineligible. Excessive absences not due to long-term illness could also impact eligibility. It is the student’s responsibility to submit an application for consideration to become a member of the UCMS Honor Society. Selection of members will take place in the spring. A list of applicants is given to the Faculty Council for an evaluation using the following standards: 1. Service 2. Leadership 3. Character 4. Citizenship

STUDENT COUNCIL - Student Council representatives are elected to their grade level positions. School issues and/or concerns should be shared with the student council. Council members are subject to academic eligibility and social probation guidelines.

5th Grade students may be permitted to participate on a middle school team based on need and approval by the administration. If the administration and coaches determine 5th graders are not needed to field a complete team, coaches may allow 5th graders to participate as exhibition only.

ATHLETIC AND EXTRACURRICULAR PARTICIPATION: Students that participate on any team that has a corporation paid coach will be expected to meet the following guidelines:

- All student athletes will be required to have a physical.
- Student athletes may not fail more than 1 subject on the previous grading check period to be eligible for full team participation. Grade check periods are defined as end-of-quarter grades and mid-quarter grades.
- If a student athlete is ineligible, he/she may practice with a team but may not participate in any contests for the remainder of that grade check period.
- If a student chooses to participate in any of the extracurricular clubs sponsored by the school, they are expected to practice acceptable behavior at all times. Any student that is holding a leadership position and receives disciplinary action that results in a day(s) of in-school or out-of-school suspension will lose that leadership position immediately.
- A student that is on social/academic probation will not be allowed to participate until he/she gets off of the probationary status. They may practice with permission of the coach.

CODE OF CONDUCT FOR ALL ACADEMIC AND EXTRACURRICULAR/ CO-CURRICULAR ACTIVITIES

Participation by students in ECA programs is a privilege. In accepting that privilege, students and their parents/guardians accept the responsibility that accompanies such participation as a representative of the student body and school community. That responsibility places the student in a position to model both citizenship and academic performance. Consequently, any student who is involved in any ECA must adhere to the ECA Code of Conduct and submit to participation in the UCCCJSD Random Drug Testing Program.

Academic Standards

1. To be eligible scholastically, students must be enrolled in, and must have received passing grades at the end of the last grading period in, at least, seventy percent (70%) of all grade bearing subjects.
2. Ineligible students may become eligible if passing 70% of their classes at midterm.
3. A student must be in attendance by 11:30AM in order to participate in ECA activities that day. Exceptions to this are doctor appointments, family emergencies or a waiver from the school administration. School field trips constitute attending school.

Citizenship Standards

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

1. **MINOR VIOLATION** – Violation of rules established by specific ECA/athletic activities will result in discipline administered by the coach/sponsor.
2. **VIOLATION OF ADOPTED SCHOOL POLICY AND/OR BUILDING POLICY** – any violation that results in suspension or expulsion from school will result in the student not being able to participate in any capacity in any and all ECA activities (including athletics) until the conclusion of the suspension or expulsion period. Violations that do not result in suspension or expulsion from school will result in discipline administered by the coach/sponsor.
3. **FLAGRANT VIOLATIONS** – these violations will be divided into two categories. Interviews and a review of the established facts of the violation will be conducted by any one, or combination, of the following individuals: principal, assistant principal, athletic director, and/or coach/sponsor. The administration of the suspension will be conducted by the athletic director and/or coach/sponsor. **A violation will result in the following disciplinary action:**

Category 1 – Selling of any substance which is or contains, but not limited to alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen, steroids whether prescription or sold over-the-counter without a prescription, or any substance represented by the provider to be of any of the above mentioned substances. Selling of any paraphernalia or commission of an act that could be considered a felonious act.

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

Category 2 – Consuming, possessing, or knowingly transporting any substance which is or contains, but not limited to: tobacco products, alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen, steroids whether prescription or sold over-the-counter without a prescription, or any substance represented by the provider to be any of the listed substances. Using, possessing, or knowingly transporting any paraphernalia, or commission of an act that could be considered a misdemeanor act.

Students who test positive in the UCCCJSD Random Drug Testing Program will be held to these consequences and may be

subjected to periodic re-testing to ensure compliance.

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

Additional Notes Concerning Athletic Suspensions

1. The issuing of suspensions does not necessitate the involvement of law enforcement or the judiciary system. Suspensions may be issued based on a preponderance of evidence that a violation has occurred.
2. All suspensions from a sport start for the next played contest after a violation is confirmed. Suspensions will be served in consecutive contests. Suspensions will be carried over to the next athletic season or school year if the student is currently not in season or does not have enough contests/events remaining on his/her current season's schedule to serve the imposed suspension percentage.
3. Athletes must practice during the terms of suspension unless the coach or sponsor of the activity deems otherwise.
4. Contracted scrimmages, conference tournaments, and state sanctioned tournaments count as one (1) contest each when calculating suspensions.
5. When calculating percentages for suspensions, the number of contests will be rounded to the nearest whole number.
6. A student who is serving a suspension cannot join another sport to serve the suspension if the first official practice of the sport s/he wishes to join has already taken place.
7. A student must finish a season(s) in which s/he is serving an ECA suspension in good standing for the season(s) to fulfill the ECA suspension.
8. A student cannot serve an ECA suspension during an athletic season in which s/he is academically ineligible to participate.
9. Students serving suspensions will not be further penalized due to inclement weather. That is, contests/events canceled/postponed due to inclement weather will count as contests/events served toward an ECA suspension, unless a replacement contest/event is scheduled. Students must serve, at the minimum, a one contest/event suspension for any and all ECA suspensions imposed, regardless of cancellations/ postponements.
10. All ECA standards apply during the entire school year and during summer.
11. Summer activities can be affected by the ECA Code of Conduct.
12. Any contest/event missed by a student due to a school suspension will count towards his/her ECA suspension.
13. Any ECA violation and/or suspensions imposed by a transferring school on a transferring student will be carried over and applied to the ECA Code of Conduct.

Right To Appeal An Athletic Suspension

The student and/or parent(s)/guardian(s) may request, in writing to the principal, a formal appeal hearing. This written request must be made within ten (10) school days after the suspension is imposed. The Athletic Council will act as the review board. The review board will meet and make a final determination within ten (10) school days of receipt by the principal of the written request for a formal appeal hearing. A two-thirds (2/3) vote (to the nearest whole number) of the review board is needed to uphold the appeal, and thus overturn the suspension. Students testing positive in the random drug testing program are not eligible for this appeal process and must follow the appeal process of the random testing program. The Athletic Council is composed of all UCMS head coaches, an 8th grade male and an 8th grade female student-athlete, the principal, assistant principal and athletic director.

DANCE / SOCIAL PROCEDURES

The Student Council sponsors social events throughout the year. They are scheduled for the enjoyment of all students and may include music/dancing, concessions, and/or games/competitions! Students are required to exhibit appropriate behavior.

- Students that are on social/academic probation are not allowed to attend the dance/social.
- Students are not allowed to leave before the end of the activity unless a parent or guardian checks with the chaperones or administration.
- Any student that is currently suspended or expelled is not allowed to attend.
- Only students currently enrolled at UCMS may attend.
- All school rules are in effect.
- School Dress Code Guidelines will be followed at all dance/socials unless given prior authorization by administration.

PROBATION

A student who meets either criteria for social or academic probation outlined below, will not be permitted to participate in any extra-curricular activities that are sponsored by UCMS or any UCCCSJD school. This includes athletic participation, non-academic events, dances, non-academic field trips, and convocations. Placement on probation is determined by the previous grading period, as is removal from probation. Grade check periods are defined as end-of-quarter grades and mid-quarter grades.

- **Social** - Any student committing a disciplinary infraction resulting in an ISS or OSS during a grading period will be placed on social probation for a period of time not exceeding one grading period.
- **Academic** - Any student earning less than 70% passing grades in their classes will be placed on academic probation for the next grading period. Ineligible students may become eligible if passing 70% of their classes at midterm.

DISCIPLINE

Adaptation Of Indiana Code For Student Discipline

Student supervision and the fostering of desirable behavior in students in regard to school purposes is a responsibility shared by the students, parents, teachers, administrators, and staff, and is subject to the rules and policies adopted by the governing body and to the supervisory authority of the school corporation administrative staff, to principals, to administrators, and to teachers and other school corporation personnel having charge of any educational function.

Each teacher and any of the other school personnel shall, when pupils are under his/her charge, have the right to take any action which is then reasonably necessary to carry out or to prevent an interference with the educational functions of which he/she is then in charge.

All corporation administrators may make written rules, establish written standards governing student conduct, and take any action which is reasonably necessary to carry out, or to prevent interference with carrying out, any educational function.

Some behavior is more serious than other behavior and requires different approaches and clearly defined actions. Reprimand, probation, referral to special personnel in the school (social worker, assistant principal, principal), parent conferences, detention, suspension, and expulsion are devices available to school personnel in dealing with pupils involved in school discipline problems. Any or all of the techniques will be used; however, certain acts of misconduct will subject the student to suspension or expulsion from school.

UCCCSJD utilizes security cameras and video recording software to ensure student safety. Cameras and recording software are in use at all times. Recorded material is reviewable by the administration at any time and may serve as evidence for investigating student misconduct. The security camera system footage can only be viewed by school officials and law enforcement agencies.

The following behaviors are prohibited for all students. When determining disciplinary consequences, individual student needs—including those outlined in an Individualized Education Program (IEP)—will be considered in alignment with School Board policy and applicable state law. Such misconduct or substantial disobedience is defined to include, but is not limited to, the following acts:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor, or room therein with intent to deprive others of lawful access to or from, or use of the building or corridor, or room.
 - c. Setting fire to or substantially damaging any school building or property.
 - d. Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.

- e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
 - f. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision. This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right of the Constitution of Indiana or the United States.
2. Causing or attempting to cause substantial damage to school property of substantial value, or repeatedly damaging or stealing property of small value.
 3. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
 4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
 5. Fighting, name-calling, challenging, verbal or written threats or any form of intimidation, or other forms of conflict oriented behavior. This also includes behavior appearing to promote or to encourage conflict between or among others. Physical contact need not occur before this rule has been violated.
 6. Horseplay, throwing of objects, or other activities, which tend to disrupt the educational environment.
 7. Use of profanity, vulgarity, racial slurs, obscenities, pornography, or any type of indecent display or exposure. Any person in possession of, distributing, or taking part in the manufacturing of obscene pictures, videos, writings, books, or magazines on school property are subject to disciplinary action.
 8. Use of slanderous speech and/or libelous written material that interrupts the discipline and/or educational function of the school.
 9. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
 10. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person(s) or damage property when the student has information about such plans or actions.
 11. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon. A student who must use a knife as part of an organized activity held by that organization and approved by the principal of the school may use the knife as long as the knife is used as part of or in accordance with the approved organized activity.
 12. Knowingly possessing, handling, or transmitting any firearm or destructive device on school property.
 13. A student shall not knowingly possess, use, be under the influence of, transmit, distribute, sell, attempt to sell, or possess with intent to distribute alcohol; tobacco or nicotine in any form, including e-cigarettes and vaping devices; marijuana (cannabis); synthetic marijuana (including but not limited to K2 or Spice); cannabis oil; THC (tetrahydrocannabinol) in any form, including edibles, concentrates, wax, resin, or cartridges; any controlled substance, legend drug, narcotic drug, depressant, stimulant, barbiturate, amphetamine, hallucinogen, intoxicant, synthetic drug, or look-alike substance as defined under Indiana Code 35-48; or any drug paraphernalia used to ingest, inhale, inject, vape, or otherwise introduce such substances into the body while on school property, at school functions, or in transit to or from school. Use or possession of medication legally prescribed to the student and used in accordance with the prescription and established school procedures shall not constitute a violation of this policy.
 14. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
 15. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision (i.e. insubordination), where the failure constitutes an interference with school purposes or an educational function.
 16. Use of non-designated student areas.
 17. Engaging in sexual harassment of another person, which includes sexually-related verbal statements, gestures, or physical contact or any other type of harassment.
 18. Engaging in voluntary or consensual sexually-related contact with another person.
 19. False reporting. False reporting of bullying conduct by a student is a violation of this rule and will result in any appropriate disciplinary action or sanctions. False reporting includes a situation when a student makes a report knowing or having reason to believe that the information is not true. It could also be a situation where the reporting student leaves important information out of the report or gives misleading information. A student who makes a report in good faith based on information the student does not know to be false, is not committing false reporting.
 20. Attempting or committing hazing acts or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of mental, emotional, or physical harm.
 21. Involvement in gangs or displaying of gang paraphernalia (symbols, types of clothing, signs, colors, etc.) The following is prohibited and will not be tolerated:

22. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, or other such items identified and associated with gang membership or affiliation.
23. Using hand signals, graffiti, gestures or other written communications showing membership or affiliation in a gang. Using any speech or committing any act in the promotion of gang interests or activities including but not limited to: soliciting others for membership in any gang, threatening or intimidating others, inciting others to commit physical violence. *Two or more gathered in a common interest is considered a gang.
24. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
25. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted under these sections.
26. Knowingly using on school grounds, during school hours, an electronic device or a cell phone in a situation that is disruptive to the educational process.
27. Willfully absent or truant from school or class without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade the school attendance law, or habitual tardiness to school.
28. Attending a school that is not within the attendance area of the student's legal settlement when no transfer has been granted by the school corporation or has been ordered by the commission on general education, or if no agreement has been made to pay cash tuition, or if no tuition has been paid under an agreement, and if no other governmental entity is obligated to pay transfer tuition to the school corporation.

A student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or educational functions. A student may also be suspended or expelled for engaging in unlawful activity on or off school grounds during school holidays, breaks, or vacations, or other periods of time when a student is not attending class or a school function. **Any student suspended or expelled will not be permitted to participate or attend any athletic/extracurricular activity on the day(s) of the suspension/expulsion.**

Disciplinary Descriptions

- **LUNCH DETENTION:** The student will be isolated during their lunch period. While serving this detention, they may not buy snacks or treats with their lunch.
- **BEFORE SCHOOL/ AFTER SCHOOL DETENTION – TEACHER/OFFICE ASSIGNED:** Students assigned before/after school detentions will be given at least 24 hours notice in order to make transportation arrangements. Failure to serve will result in a day of in-school suspension.
- **IN-SCHOOL SUSPENSION (ISS):** Students may be placed in an isolated area for supervised study during the school day as an intervention technique. All assigned work must be completed during ISS time. Major assessments such as tests or projects over material for which the student was in class must be made up and will count. This absence does not extend any assignment deadlines. It is the responsibility of the student to get his/her work to the appropriate teacher in a timely fashion. In addition to working on his/her assignments, they will be given the opportunity to participate in activities that might enable him/her to improve their attitude and behavior. All electronic devices will be deposited to the front desk until time-out is served.
- **OUT-OF-SCHOOL SUSPENSION PROGRAM (OSS):** This may be used as an intervention technique for disciplinary purposes. All assigned work must be completed during OSS time. Major assessments such as tests or projects over material for which the student was in class must be made up and will count. This absence does not extend any assignment deadlines. It is the responsibility of the student to get his/her work to the appropriate teacher in a timely fashion.
- **EXPULSION:** Any student may be expelled for repeated refusal or neglect to obey school rules. A student may also be expelled for conduct while at school, on school property, on school-sponsored trips or while under the supervision of any school official. "Expulsion" shall be the removal of a student from the schools of this Corporation for a period not to exceed the number of school days remaining in the school year in which the incident took effect, if the incident occurs during the first semester. If the incident occurs in the second semester, the Superintendent may expel the student for the remainder of the current school year, summer school, and the first semester of the next school year in accordance with the provisions of I.C. 20-33-8-26. The exception being a violation involving a weapon in which a student may be suspended for a full calendar year.

Due Process Procedures

Union County School Corporation has provided a procedure for the handling of student suspensions and exclusions from school. The basic premise of this is fairness. A full text of the procedure is available at each school or at the school administration building upon request. The following is a summary of that procedure:

- **SUSPENSION:** Grounds for suspension include conduct constituting grounds for expulsion and any other violations of rules and standards of behavior as set forth by building administrators. A student may be suspended from school attendance for

up to ten (10) school days. The following procedures apply for suspensions:

1. Any Principal may suspend a student for conduct constituting grounds for expulsion or suspension. Such suspension shall be made only after the Principal has made an investigation thereof and has determined that such suspension is necessary to help any student or to prevent interference with an educational function or school purpose.
 2. No suspension may be made without affording the student an opportunity for an informal hearing. At the informal hearing, the student is entitled to a written or oral statement of the charges against him/her; and, if he/she denies the charges, a summary of the evidence against him/her and an opportunity to explain his/her conduct.
 3. Notice of, and the informal hearing, shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such a situation, the notice and informal hearing shall follow as soon as reasonably possible after the suspension.
 4. Within twenty-four (24) hours, or such additional time as is reasonably necessary, following such a suspension, the school shall send a written statement to the student's parent describing the student's conduct, misconduct, or violation of any rule or standard and the reasons for the action taken. The Principal shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school. Failure of the parent to participate in a conference with the Principal does not justify extending the period of the student's suspension.
- **EXPULSION:** Expulsion means disciplinary action whereby a student is suspended at least for the balance of the current semester or up to the remainder of the school year, not to exceed one calendar year. The following procedures shall be followed before a student is disciplined by an expulsion or is excluded:
 1. A written charge shall be filed by the principal with the superintendent within the five-day suspension period requesting expulsion or exclusion. A copy of the written charge shall also be sent to the student and the parent by certified mail.
 2. The superintendent decides that there are reasonable grounds for investigation or that an investigation is desirable, he/she shall, within one (1) school day after such charge is filed, appoint a hearing examiner.
 3. The hearing examiner shall, within two (2) school days after his/her appointment or within four (4) school days after his/her appointment if additional time is reasonably necessary, send a statement to the student and his/her parent explaining the procedure for requesting a hearing upon the charges. The statement shall specify that to initiate a hearing, the student or his/her parent must deliver a written request to the hearing examiner in person or by registered or certified mail within ten (10) calendar days after receipt of the hearing examiner's statement.
 4. The hearing examiner's statement shall also include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for exclusion or expulsion. This shall include a summary of the evidence to be presented against the student but this provision shall not be technically interpreted if there is a good faith effort to make such a statement.
 - b. The penalty, if any, the principal or his/her designee has requested and any other penalty to which the student may be subject.
 - c. A description of the hearing procedures provided by this chapter.
 - d. A statement that the student, his/her parent or other representatives, including counsel, may examine his/her academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and has a right to know the identity of the witnesses to appear against him/her, except where the release of the witnesses' names may, in the opinion of the hearing examiner, subject them to unreasonable harassment.
 - e. A statement that before expulsion or exclusion can be invoked, the student has a right to a hearing, upon request, on the specified charges.
 5. If a hearing is not requested within ten (10) calendar days following receipt of this statement, all rights, administratively and judicially, to contest and appeal the punishment requested in the charge by the principal or his/her designee are waived.
 6. If a hearing is requested, the hearing examiner shall within two (2) school days after the request is made or within four (4) school days after it is made if additional time is reasonably necessary, give notice to the student and his/her parents of the time and place for the hearing.
 7. The hearing concerning a student expulsion or exclusion shall be initiated within ten (10) days of the time the student is suspended from school unless it cannot be reasonably initiated within such time or unless the student, his/her parent, or representative requests a delay of the proceedings.
 8. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
 9. Notice of the hearing examiner's findings and recommendations and the superintendent's determination shall be sent by certified mail or given by personal delivery to the student and his/her parent within two (2) school days after the superintendent's determination is made.

10. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent(s). The board will then take any action deemed appropriate.

- **EXCLUSION:** Any disciplinary action where a student is suspended from school attendance for a longer period than an out-of-school suspension or expulsion. Any student may be excluded from school in the following circumstances: If the student has a dangerous communicable disease, transmissible through normal contacts, that possesses a substantial threat to the health or safety of the school community. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. This shall include conduct off school property where, on account thereof, the student's presence in school would constitute an interference with an education function or school purpose.

Factors to Review when Considering Out-of-School Suspension

In determining the appropriateness of out-of-school suspension, the following factors should be considered. The factors are not a rubric, but rather a decision-making tool to be used when considering whether an alternative to suspension or out-of-school suspension is warranted. Efforts shall be made to eliminate any racial disparities in school discipline, especially suspensions. School staff are charged with monitoring the impact of their actions on students from racial and ethnic groups or other protected classes that have been over-represented among those students who are suspended, expelled, or referred to law enforcement.

- Age, grade level, and developmental stage of student
- Severity of the infraction or disruption, the student's disciplinary history and any patterns or identified behavioral antecedents
- Student's intent and expressed reasons for engaging in the unacceptable behavior
- Special learning, behavioral, or emotional needs of the student and whether these needs have been addressed through referral to a school-based problem-solving team or case conference committee, if the student has an IEP
- Student's prior response to disciplinary interventions, including positive behavior support strategies
- Student's academic progress and relative risk of lost instruction, disengagement from school and increasing the likelihood of dropping out of school
- Degree of involvement of parent support in efforts to improve student's behavior in school
- How student's culture has been considered in disciplinary and corrective responses

Upon the student's return from suspension, it is the responsibility of the administrator or designee to meet with the student and parent to develop a written corrective action plan that will include methods for changing behavior and the necessary supports to remedy the problem behavior. The plan may include services of school social worker, counselor, mental health provider (may require referral), student services team, and/or MTSS team. In addition, the plan will include a date for review and, if needed, modification of the plan.

Disciplinary Chart

The chart below is to *serve as a guide* to students and teachers as to the recommended disciplinary procedures, which will be used at Union County Middle School. Students, who choose to misbehave, bear the consequences of their actions. Offenses not addressed on the chart below will be handled in a manner consistent with the overall disciplinary philosophy of Union County Middle School.

Violation	LEVEL ONE First Offense OR Offenses Serious Enough to Move to Level 2 or 3	LEVEL TWO Second Offense OR Offense Serious Enough to Move to Level 3	LEVEL THREE Third Offense
Alcohol Violation	OSS & Rec. Expulsion		
Bullying/ Harassment	1-3 days ISS	1-5 Days OSS	OSS & Rec Expulsion
Classroom Disruption/Insubordination	Detention	1 day ISS	1-3 days ISS or 1-3 days OSS
Cheating/Plagiarism/AI misuse	"0" and P/T conference	Meeting with principal ISS or OSS possible	
Defacing Property (minor)	Restitution & Detention	Restitution & 1 day ISS	Restitution & 1-3 days OSS

Dress Code	Violation 1&2 Tape/Change	Violation 3 Detention	Violation 4+ ISS
Drug Paraphernalia	OSS & Rec. Expulsion		
Drug Violation (including any substance causing impairment)	OSS & Rec. Expulsion		
Excessive referrals in a Semester	6 referrals 1 day ISS	7-10 referrals 2 days ISS	11-15 referrals 3 days OSS
Excessive Absences	Five day Letter	7 day Letter and conference with student and parent	10 Day Letter Turn in to Prosecutor for Truancy
False Attendance Call/Note	Detention	1 day ISS	1-3 Days OSS
Fighting, Battery and/or Assault	3-5 days OSS	3-5 days OSS	OSS & Rec. Expulsion
Gang Involvement	1-10 day(s) OSS/Possible Expulsion	Expulsion	Expulsion
Inappropriate Affection	Warning	Detention	Detention or ISS
Inappropriate Physical Contact	Detention or ISS	1-3 Days ISS	1-3 Days OSS
Inappropriate Dress	Warning and/or change	Change and Detention	Change and 1 day ISS
Inappropriate Language/Gesture to Employee	1-3 days ISS	1-3 days OSS	OSS & Rec. Expulsion
Inappropriate Language/Gesture to a Peer	1-3 days ISS	3-5 days ISS	3-5 days OSS Expulsion Considered
Major theft	Restitution & 3-5 days OSS	OSS & Rec. Expulsion and Restitution	
Minor theft	Restitution & 1 day ISS	Restitution & 1-3 days ISS	Restitution & 1-3 days OSS
Out of area - Leaving the classroom	Detention	Detention/ISS	ISS or OSS up to pending expulsion
Out of area - Leaving the Building	ISS or OSS	OSS	OSS pending expulsion
Phone/electronic devices	1st offense - Warning, student retrieves device from the office at the end of the day. 2nd offense -Retrieve from the office at the end of the day,plus parent phone call.	3rd offense - Lunch detention, parent phone call and parent must pick up device during school hours.	4th offense - ISS, parent phone call, parent must pick up device during school hours and student will turn in phone to the office every morning.
Physical attack on Employee	OSS & Rec. Expulsion		
Pornography	1-3 days ISS & Police	3 days OSS & Police	3-5 days OSS & Police
Possessing a weapon	ISS or OSS & Rec. Expulsion	OSS & Rec. Expulsion	
Profanity/Vulgarity	Detention	1 day ISS	1-3 days ISS or 1-3 days OSS
Derogatory/Discriminatory Remarks	1-3 days ISS	1-3 days OSS	3-5 days OSS

Serious defiance/insubordination	1-3 days ISS	1-3 days OSS	3-5 days OSS
Serious disruption in school	1-3 days ISS	1-3 days OSS	3-5 days OSS
Sexual misconduct	5-10 days OSS /Expulsion	OSS & Rec. Expulsion	
Technology Misuse (Inappropriate Content)	Discipline will depend on the situation, but may include restricted access, limited or denied use of chromebook, other disciplinary consequences such as detention, in-school suspension, or out of school suspension/expulsion.		
Threat to an Employee, Staff, or Student	1-3 days ISS or 5-10 days OSS	10 days OSS & Rec. Expulsion -	Police will be notified both times
Tobacco/Vaping Device & Paraphernalia Violation	2 days ISS/Ticket/class	1-2 days OSS/Ticket/class	3-5 days OSS/Ticket
Tardies Per Class	Tardies # 4 & 5 Detention	Tardies 6 & 7 1 day ISS	Tardies # 8 & More 2 days ISS
Tardies to School Total Report Per Semester	Tardies 8-10 2 Days ISS	Tardies 11-20 1 Day OSS	21+ Tardies 1-3 days OSS Expulsion Considered
Truancy	1 day ISS	2 days ISS	1 day OSS Expulsion Considered
Vandalism/Trespassing	Restitution & 3-5 days OSS	OSS & Rec. Expulsion	

DOG SEARCHES

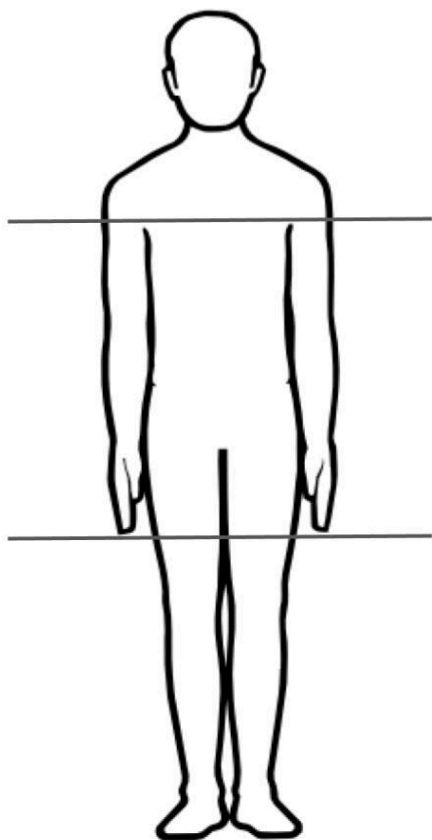
Please see Board approved NEOLA Policy #5771. Dogs are used occasionally to search lockers, vehicles, etc. per this policy.

DRESS GUIDELINES

Students and parents share the responsibility for making sure that students maintain a healthy and respectful appearance while attending school and school activities. Student appearance must not cause a disruption to the educational process, must not cause a distraction, and must not interfere with school purpose. Disciplinary action will be taken by administration when students fail to adhere to the school dress code. The best advice is: **“When in doubt, rule it out.”**

Blouses, shirts, and tops must be long enough to cover the midriff at all times and with straps that are a minimum 3” in width with a finished sleeve (sheer or transparent material will not meet the above requirement). Students must wear shoes at school and when attending school activities. Shorts, skirts and dresses are to have an inseam with a length longer than fingertips as the arm hangs down the side normally. Wallet chains or protruding studded spikes on jewelry are prohibited.

Any student wearing any form of clothing considered too short, too transparent, too vulgar, too indecent, and/or too revealing by school officials will be asked to change or will be placed in Alternative Placement until appropriate clothing can be brought in for them. Any form of clothing containing vulgar, obscene, or profane words, sayings, and/or pictures or denoting and/or depicting tobacco/vaping products, alcohol products, legal or illegal drugs, sexual innuendos, dual meaning, and/or sexually suggestive pictures or words, or displaying any gang-related article of dress or adornment, is not allowed at school or at any school activity. Hats, hoods or headwear are NOT permitted from when you arrive through the final bell ending the normal school day.



When in Doubt, Rule it Out

General Guidelines:

1. Lines indicate area of required coverage.
2. Shirt straps must be 3" in width.
3. No excessive tightness of clothing. Skin tight materials may be worn on the leg only if extending to the knee or below and must be non-see through or opaque.
4. No sheer or transparent material.
5. No inappropriate graphics or expressions, no words or pictures promoting alcohol, drugs, gangs or profanity.
6. No midriff showing - front or back. No undergarments showing.
7. No HOLES above finger-tip length (lines of acceptability).
8. Line of Acceptability: Arms must be relaxed and fingers extended to create this line.
9. No bare feet. Shoes must be worn at all times.

DRUG FREE SCHOOL ZONE

Schools in the state of Indiana have been declared Drug Free Zones. Indiana Code 35-49-4-4 states that it is illegal to possess, use or sell a controlled substance or alcoholic beverages on school property, within 1000 feet of school property, or on a school bus. All individuals (including students) in violation of this law must be reported to law enforcement authorities. Violation of this law is a Class B or D offense depending on the circumstances.

DRUG TESTING POLICY

7th & 8th Grade Students expecting to participate in any extracurricular or co-curricular activities (including dance/socials) must enroll in the UCCCJSR Random Drug Testing Program prior to the first scheduled contest/event in which they desire to participate. Any student not enrolled by this deadline will not be allowed to participate in any of the activities addressed by this policy until they have enrolled.

ELECTRONIC DEVICES

Cell phones and all other personal property items are not allowed to be a distraction or a disruption to the educational process. Any item/object that causes a disruption of the school's operation may be confiscated and will be returned to the student and/or parent at a time deemed appropriate by administration. Use of recording/sharing of illegal/disruptive incidents is prohibited. Administration may ask to review a student's cell phone if he/she deems it necessary to move forward with an ongoing school investigation.

Important Notice To Students And Parents Regarding Cell Phone Content And Display

- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may be considered as a ground for suspension or expulsion.
- Any social media post/electronic message involving a Union County College Corner Joint School District student outside of the school setting that filters into the school system resulting in any disruption in the learning process will result in disciplinary action by the school.
- There is to be no unauthorized videotaping or photographing of any part of the building, grounds, students, and staff without the prior written consent of the Union County College Corner Joint School District.

- It is “child exploitation,” a Class C felony under I.C.35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C.35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C.35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C.11-8-8-7 and the Sex Offender Registry Offense Statute at I.C.35-42-4-22, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C.35-42-4-4(b) to register as a sex offender. Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

EMERGENCY PROCEDURES

Fire and tornado drill instructions are posted in each room in the building. The evacuation procedures are to be followed as posted. The **fire signal** is a long, uninterrupted horn. The **tornado signal** is a short, interrupted horn. All drills are to be treated as if they were actual emergency situations. Required drills will be conducted and recorded per state guidelines, and the administration may hold additional emergency drills as they see fit to aid student and staff safety.

FUNDRAISERS

Only school-sponsored fundraisers are permitted at school. Fundraisers sponsored by outside school groups are not permitted on school grounds unless approved by the school administration.

HARASSMENT / BULLYING POLICY

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

1. Sexual - Verbal - Written or stated verbally. Nonverbal - Pictures, gestures, etc.
2. Physical Contact - sexual in nature and unwanted.
3. Gender-Ethnicity-Religious-Disability-Height-Weight-Race/Color
4. Verbal - Written - or Oral including, but not limited to, jokes, insults, disparaging remarks.
5. Nonverbal - including, but not limited to, placing objects, pictures, graphic commentaries in the school environment.
6. Physical - any intimidating or disparaging action including but not limited to hitting, punching, spitting. If the alleged harasser is a student, staff member, or other person associated with the corporation, other than the student's principal, the student victim should contact his/her principal as soon as possible. If the alleged harasser is the student's principal, then the student should contact the superintendent as soon as possible.

Bullying

Indiana state code requires that Indiana schools establish a policy directed toward bullying in schools. No student in the Union County/College Corner Joint School District should be subjected to bullying. As used in this student discipline section, “bullying” means overt, repeated acts or gestures, including:

- verbal or written communications transmitted;
 - physical acts committed; or
 - any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.
1. This rule on bullying applies when a student is:
 - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - b. Off school grounds at a school activity, function, or Event;
 - c. traveling to or from school or a school activity, Function, or event; or
 - d. Using property or equipment provided by the School.
 2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
 3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school

- principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
 5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
 6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

Reporting of Harassment

Any student who believes that he or she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation should immediately take the following steps:

- If the alleged harasser is a student, staff member, or other person associated with the Corporation other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
- If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he or she believes to be responsible for the harassment and the nature of the harassing incident(s). The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges. Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities. Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Under no circumstance will the school threaten or retaliate against anyone who raises or files a harassment complaint.

INTERNET AND CHROMEBOOK POLICY

Introduction

Union County College Corner Joint School District (UCCCJSD) provides students and staff with a variety of technology resources. This technology may include, but is not limited to: iPads, Chromebooks, iPods, desktop computers, netbooks, and laptops as well as network and internet resources. All technology must be used in a responsible, ethical, and legal manner. It must also be used in accordance with the policies of Union County College Corner Joint School District for the fulfillment of educational objectives. These expectations apply regardless of whether technology is accessed at school or remotely. All UCCCJSD-issued devices are the property of Union County College Corner Joint School District and by using these devices; students agree to abide by the Acceptable Use Policy and guidelines within this agreement. When used on campus or during school sponsored events, use of personally owned technology resources must also adhere to these guidelines. The policies outlined in this document cover all available technologies now and into the future, not only those specifically listed or currently available.

Technology and Internet Use Agreement

All students, parents, and UCCCJSD employees are responsible for their actions and activities while using UCCCJSD technology and network resources. This agreement provides general guidance concerning the use of UCCCJSD devices and network resources (hereafter referred to as district technology resources). It provides examples of prohibited uses and does not attempt to describe every possible prohibited activity. Furthermore, all users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and respectful, without attempting to get around technological protection measures instituted for the safety of our students and network. All users, regardless of age or affiliation with UCCCJSD, should use good common sense and if there are questions or concerns about whether a specific activity is prohibited they should clarify those concerns with a UCCCJSD administrator before taking such action.

Assignment of Technological Devices

A technology device (device with hardware and software, a charger with a cord and a case, if provided, for the device) may be assigned to students at the beginning of the school year. All students who receive a school issued device will be carrying the assigned device through the day and may be taking it home each evening. Students are responsible to care for and charge the device each evening and weekend to be prepared for the next educational day. Devices that are not fully charged at the beginning of the day will, most likely, run out of power before the end of the school day thus restricting student's participation in class. It is also recommended that students comply with energy management suggestions so battery life is extended throughout the day. Each

student should remain in possession of his/her device at all times, unless it is locked in the student's locker or stored in their classroom charging cart.

Parent and Student Prerequisites

All students are required to attend a mandatory informational meeting prior to the student gaining access to the assigned device. Students and parents are required to comply with the acceptable use policy by providing annual acknowledgment during registration that will remain in the student management system. Optional meetings and information regarding any changes to policy will be shared at the school building.

Acceptable Use

- The district technology resources are provided solely for the educational purposes consistent with the district educational mission, instructional goals, curriculum, online learning, and data management systems.
- Students must comply with all policies, rules, and expectations concerning student conduct and communication when using district technology resources, whether on or off school property.
- Students must comply with all specific instructions from UCCCJSD staff and administration when using technology resources.
- Students must comply with individual school rules, policies or guidelines governing use of personal devices. Penalties for non-compliance may include confiscation of personal devices.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.

Prohibited Use

Unacceptable uses of district technology resources include, but are not limited to, the following:

- Accessing or communicating inappropriate materials - Students may not access, submit, post, publish, forward, download, scan, or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials or messages.
- Illegal activities - Students may not use district technology resources for any illegal activity or in violation of any district policy, procedure, or rules or in violation of any local, state or federal law. UCCCJSD assumes no responsibility for illegal activities of students while using district technology resources.
- Violating copyrights or software licenses - Students may only copy, download, or share copyrighted materials (including music, film, images, photographs, artwork, software, or video) in accordance with applicable copyright law. Unauthorized use of copyright material is illegal and may subject the user to substantial civil and criminal penalties. UCCCJSD assumes no responsibility for illegal activities of users while using district technology resources.
- Plagiarism - Students may not represent as their own work any materials obtained on the Internet, electronic means, or any form of AI. Plagiarism is taking the ideas or works of others and presenting them as if they were original to the user.
- Language - Students may not post information that could cause damage, harm, or a substantial disruption of the educational environment. Students may not engage in personal attacks, including prejudicial or discriminatory attacks. Students may not harass another person. If students are told by any person to stop such behaviors, they must stop. Students may not knowingly or recklessly post false or defamatory information about a person or organization. District technology resources are an extension of the classroom and all language and behavior used must adhere to established classroom guidelines.
- Misuse of passwords or unauthorized access - Students may not share passwords, use another user's passwords or access another user's accounts.
- Malicious use or vandalism - Students may not engage in any malicious use, disruption, or harm to district technology resources, including, but not limited to hacking activities and the creation or uploading of computer viruses.
- Avoiding school filters - Students may neither use nor attempt to use any software, utilities or other means to access content, network or Internet sites blocked by school filters.
- Unauthorized access to social media - During the school day, students may not access social media such as blogs or social networking sites except under the direction and supervision of UCCCJSD staff.
- Any social media post/electronic message involving a Union County College Corner Joint School District student outside of the school setting that filters into the school system resulting in any disruption in the learning process will result in disciplinary action by the school.
- Any social media trend that disrupts the learning environment will be prohibited. (ie: TikTok)

Compensation for Losses, Costs, and/or Damages

The students and their parents/guardians may be responsible for compensating UCCCJSD for any losses, costs or damages incurred through violation of UCCCJSD policies, procedures, and rules while the student is using district technology resources. The students and their parents/guardians may be responsible for the loss, theft, damage or neglect of any UCCCJSD computer, laptop, or mobile device issued to or used by the student.

Student Security

Students may not post or reveal personal contact information (including full names, address, telephone number, social security number or other personal information) about themselves or other people on the Internet or network while using district technology resources. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. Students may not agree to meet with someone they have met online without their parent's approval and participation.

System Security

The security of district technology resources is a high priority. Students should immediately notify an administrator, network coordinator or other staff member if they have identified a possible security problem. Students may not demonstrate the problem to other students, access unauthorized material, or attempt to resolve security problems, because this may be construed as an illegal attempt to gain access.

Expectations of Privacy

Students should not have any expectation of privacy for any information on district technology resources. Students may be asked at any time to surrender their personal or district device in use while participating in a school-related function. Failure to comply with any request for examination may result in immediate administrative disciplinary action.

Email

UCCCJSD may provide users with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies and infrastructure. If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by district policies or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage will be monitored and archived.

Recording or Taking of Pictures, Audio, or Video

There is to be no unauthorized videotaping or photographing of any part of the building, grounds, students, and staff without the prior written consent of the Union County College Corner Joint School District. However, this is not intended to prevent parents or other interested parties from photographing or videotaping extra-curricular activities for their own private interest. UCCCJSD assumes no responsibility for media recorded by parents and other interested parties or its use.

Disciplinary Action

Violations of this agreement may result in disciplinary action including, but not limited to, loss or restricted use of any district technology resources or personal devices, further UCCCJSD disciplinary measures, or the involvement of law enforcement. Limits of Liability

- To safeguard technology users from offensive and/or inappropriate material, access to online content via the network is filtered and monitored in accordance with UCCCJSD policies and federal regulations, such as the Children's Internet Protection Act (CIPA). However, users should be aware that no filtering system is failsafe and UCCCJSD makes no guarantees of their effectiveness.
- UCCCJSD makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- UCCCJSD will not be responsible for damage or harm to persons, data, hardware, or files.
- UCCCJSD will not be responsible, financially or otherwise, for unauthorized transactions or postings conducted over the school network.

LOCKER RULES

Students will work in many rooms so your personal belongings are kept in a locker. The locker is for the protection of your possessions and you should remember the following conditions:

1. LOCKS - The school corporation will retain access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks to prevent access to lockers by school officials, and any unauthorized locks may be removed without notice and destroyed.
2. USE OF LOCKERS
 - a. Lockers must NOT be shared. Violators will have their locker privileges suspended or revoked.
 - b. Lockers are a privilege and that privilege may be taken away in the event of misuse.
 - c. Your locker security and contents are your responsibility. The school district or school is NOT responsible for items damaged, lost, or stolen.
 - d. Careful planning of trips to your locker will help you save time between classes.
 - e. Opening another student's locker may result in disciplinary consequences and/or loss of locker privileges.

- f. Use only the lock assigned to you by UCMS.
 - g. Open pop cans or bottles and opened food are not to be kept in lockers.
 - h. Any postings on the inside or outside of your locker must be school appropriate.
 - i. Do not write on the inside or outside of any locker, including your locker, for any reason at any time.
 - j. Do not put anything adhesive on the inside or outside of your locker.
 - k. It is your responsibility to have the locker cleaned out at the end of each school year. Items left in the lockers after the last day of school will be disposed of.
3. **AUTHORITY TO INSPECT - LOCKERS ARE SUBJECT TO UNANNOUNCED INSPECTION BY SCHOOL PERSONNEL AT ANYTIME.**
The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule #2. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing (hereinafter referred to as "designee") by the principal. The principal may give the following staff member's authority to inspect lockers: central office administrators, vice-principal, dean, social worker, athletic director, teacher, custodian, nurse, etc.
4. **INSPECTION OF INDIVIDUAL STUDENT'S LOCKERS** - The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains contraband. Before a particular student's locker is inspected, the student (or students), if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on the school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practical.
5. **INSPECTION OF ALL LOCKERS** - An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent, or assistant principal reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of an interference with school purposes or educational functions, a physical injury or illness to any person, damages to personal/school property, or a violation of state laws or school rules. Examples of circumstances justifying a general inspection of a number of lockers are:
- a. When the school corporation receives a bomb threat
 - b. When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use
 - c. At end of grading period and before or during school holidays to check for missing library books or lab chemicals or school equipment
 - d. Where student violence or threat of violence creates a reasonable belief that weapons are stored in lockers
 - e. 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** - The principal, superintendent, or assistant principal may request the assistance of law enforcement officials to assist the school administrator in inspecting lockers or their contents for the purpose of enforcing school policies. Only is such assistance required to identify substances which may be found in the lockers, or to protect the health and safety of persons or property such as to aid in the discovery and disarming of bombs, which may be located in the lockers.

If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf, or in the place of, such official, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.

Locker Maintenance

Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers, clean out, or supervise the cleaning out of lockers from time to time in accordance with a posted general housekeeping schedule, the locker of a student who no longer is enrolled in the school, or a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

LOST AND FOUND

All lost and found items are placed in the atrium. Any item that is not picked up within a reasonable length of time will be donated to charity and/or disposed of.

METAL DETECTORS

Please see Board approved NEOLA policy #7440 regarding the use of this type of device for school safety.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 certain rights with respect to the student's education records.

1. The right to inspect and review the student's education record within 45 days of the day the school corporation receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Union County/College Corner Joint School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the school corporation decides not to amend the record as requested by the parent or eligible student, the corporation will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FEPPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving the school board; a person or company with whom the school corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
4. The right to file a complaint with the United States Department of Education concerning alleged failures by the school corporation to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
 Family Policy Compliance Office
 U.S. Department of Education
 600 Independence Avenue, S.W.
 Washington, D.C. 20202-4605
5. The right to refuse to allow the school district to disclose "directory information": It is the policy of the school district to make available, upon request, certain information known as "directory information." The school board designates student "directory information" as: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of policy, if disclosed. "Directory information" shall not be provided to any organization for profit-making purposes.
6. Parents or eligible students may refuse to allow the school district to disclose any or all of such "directory information" upon written notification to the school district within fourteen (14) days after receipt of this public notice.

PEDICULOSIS INFESTATION POLICY

Pediculosis is a communicable disease as long as live lice remain on the infested person and until eggs (nits) within ¼ inch of the scalp are removed. Children will be excluded from school upon confirmation of live lice or eggs (nits) within ¼ inch from the scalp. They can return to school following treatment.

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

PERSONAL PROPERTY

Students should not bring large amounts of money or other valuable personal items to school. The school assumes no responsibility

for items damaged, lost, or stolen. In the event that items are brought to school, all responsibility for said item is the student's and not the school corporation.

PESTICIDE NOTIFICATION REGISTRY FOR SCHOOLS

At least 48 hours prior to a pesticide application at a school, the school corporation must provide planned pesticide application details to parents, guardians, and staff members requesting to be notified. Parents, guardians and staff must be registered with the school corporation to receive such advance notice. To register, individuals need to contact Central Office and provide an e-mail address for notification purposes.

Details of this requirement are as follows:

- This requirement is the same whether the pesticides are being applied by a licensed pesticide contractor hired by the school to control the pest(s) or by certified and licensed school staff that perform the pest control for the school corporation.
- It is the responsibility of the school corporation to develop the advance notification registry and to provide the notification to those registered.
- The school corporation may determine what mechanism works best for them to provide the advance notice.
- The school corporation must invite parents, guardians and staff to be added to the registry at the start of each school year or when a student enrolls or transfers in.

The following must be part of the notice provided to those on the registry:

- name or address of school
- contact information for more details
- anticipated date and time of pesticide application
- pest(s) being targeted (i.e. weeds, bedbugs, fleas, roaches, ants ...)
- description of application area (i.e. football field, fence lines, kitchen ...)
- pesticide(s) to be used
- explanation if 48 hour advance notice is not provided as required

Advance notice is not required for the following pesticide applications:

- disinfectants, germicides, sanitizers, swimming pool chemicals, gel or paste bait insecticides, manufactured enclosed insecticides stations; and self-applied insect repellents
- immediate student health threat situations (i.e. stinging wasps and bees)
- areas completely away from student occupied buildings and areas
- those made more than 48 hours before a scheduled school day.

PROPERTY DAMAGE

Students who intentionally misplace or damage another person's property will make satisfactory adjustment with the individual suffering the loss. Anyone who willfully destroys school property at any time (during school hours or during non-school hours) through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will be suspended and face possible recommendation of due process and expulsion. Payment for damages must also be made.

SCHOOL NURSING SERVICES

The school health services are under the direction of a registered nurse. The nurse meets the qualifications of both the State Board of Education and State Nurses Association as a public health nurse. The nurse is available part-time only. Students may request permission to see the nurse.

Illness

In case of illness, students must be fever-free for 24 hours without medication before returning to school. In cases of vomiting and diarrhea, students must be symptom-free for 24 hours without medication before returning.

Medications

Medications should be given at home whenever possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. All medication that is to be administered at school must come in the original container. A parent/guardian must sign for all OTC and prescription medications to be given at school. Over the counter medication (OTC) must be clearly marked with the student's name and come in the original container or package. Prescription medication must have the RX label that includes the student's name, date, medication name, dosage, and instructions for administering or a physician signature is required on the school form. Medication will not be given otherwise. Anytime medications are to be discontinued or the dosage changed, it is the responsibility of the parent to notify in writing of the change or discontinuation. All medication (prescription & OTC) must be turned into the office upon entering the building.

Doctor's Orders

All doctor's orders must be updated yearly. Please make an appointment with the school nurse prior to the beginning of the school year to set up a plan of care for your child.

Health Screenings

The following health screenings take place yearly: 7th Grade – Hearing; 8th Grade – Vision.

Immunization Requirements

The State of Indiana requires the following immunization for those students in grades 6th – 8th:

- 2 Hepatitis A (6th & 7th Grade Only)
- 5 DTaP
- 3 Hepatitis B
- 2 MMR
- 2 Varicella
- 1 Tdap
- 1 MCV4 (meningococcal vaccine)
- 4 Polio

Please be aware that most students receive the Tdap, MCV4, and Hepatitis A vaccines the summer before they enter the 6th grade. Please provide proof of immunizations before or on the 1st day of the school year if your child has received immunizations during the past calendar year. Students may be excluded from school by IN state law if they are not found compliant with these requirements. Some doses of vaccinations may be considered invalid by the Center for Disease Control depending on when they were given. If this happens, the school nurse will notify the parent of the need to repeat that vaccination. If you have any questions regarding immunizations, please contact your medical provider or the school nurse.

Please provide proof of immunizations before or on the 1st day of the school year if your child has received immunizations during the past calendar year. Students may be excluded from school by IN state law if they are not found compliant. Some doses of vaccinations may be considered invalid by the Center for Disease Control depending on when they were given. If this happens, the school nurse will notify the parent of the need to repeat that vaccination. If you have any questions regarding immunizations, please contact your medical provider or the school nurse.

SCHOOL CLOSINGS DUE TO BAD WEATHER

The most efficient way to register for school closing notifications is to visit our website www.uc.k12.in.us and register with Powerschool to receive calls/emails/texts. You may visit the website which will list school closings as soon as the announcements are made. The following radio stations will be used to notify students of school cancellations or delays: WLW 700-AM Cincinnati, and WHON-AM/FM, WQLK (KICKS 96), WCBM-AM/FM Richmond. The following television stations will be used to notify students of school cancellations and delays: Cincinnati Channel 5 WLWT, Channel 9 WCPO, Channel 12 WKRC, Channel 19 FOX, Channel 64 WSTR, and also Dayton Channel 2 WDTN, Channel 22 ABC, and Channel 45 WRGT. If early dismissal becomes necessary before the regular dismissal time, announcements will be made through the parental alert system and radio stations listed above. Working parents are requested to arrange for supervision of their children in such emergencies. Parents are requested to keep radios tuned in during inclement weather in order to arrange for supervision of their children in such emergencies.

STUDENT RESTRAINT/SECLUSION

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and/or seclusion.

TELEPHONE USE

Telephones are for school business purposes and **emergencies only**. Students will use the phones only for those purposes and with teacher or administrative approval. A student will not be called from class except in cases of emergency.

TOBACCO/VAPING POLICY

If in possession or if caught using tobacco (cigarettes, chewing tobacco, cigars, e-cigs, vaping, etc) on Union County/College Corner Joint School District property, all students will be subject to disciplinary action. **All vaping products are NOT permitted at school.**

WITHDRAWAL FROM SCHOOL

Before withdrawing from school, a student must notify the office to ensure that transcripts and records are completed for his/her next school. All materials and books must be returned and all fees paid before records are forwarded to the next school. Students will not be withdrawn until an official records request is received from the receiving school.

SPECIAL SERVICES/ACADEMIC ASSISTANCE:

RtI (Response to Intervention):

RtI is a framework for prevention, advancement, early intervention, which involves determining whether all students are learning and progressing optimally academically, socially, emotionally, and behaviorally when provided with high quality instruction that addresses all aspects of the students. Students are recommended to participate in RtI for various reasons including, but not limited to the screener scores, teacher recommendation, standardized test scores, grades, academic difficulties, behavioral concerns etc.

SECTION 504 of the Rehabilitation Act of 1973:

Section 504 is federal legislation from the 1973 Rehabilitation Act. It assures students, who are eligible, reasonable accommodations in the educational setting to address their disability. A student who has a medically documented physical or mental handicap that substantially interferes with one of life's major functions, such as walking, seeing, hearing, speaking, breathing, learning, or working is eligible based on a 504 conference recommendation. A student may also qualify by having an impairment that is temporary due to an accident or illness. A 504 accommodation plan is designed for each student according to individual need. Please see your counselor for additional information regarding Section 504.

IEP (Individualized Learning Plan):

IDEA or Individuals with Disabilities Education Act is the federal law that guides special education. Each state also has to have special education laws. In Indiana, they are called Article 7. To be eligible for special education and related services, the case conference committee must determine, based on the evaluation results and other information, that the student is eligible for services. Please see the Special Services Coordinator for additional information regarding Individualized Learning Plans.