

Theodore Roosevelt College and Career Academy

Student Handbook
2018-2019



**THEODORE
ROOSEVELT**

**College & Career
Academy**

“Every Student Proficient and Prepared for College and Careers”
Be Safe, Be Responsible, Be Respectful

Acknowledgement and Verification

Theodore Roosevelt College and Career Academy assumes that when a parent/guardian registers a student, this registration is an acknowledgement that the parent/guardian and student will abide by, and cooperate with, all school rules and regulations governing academics, discipline, attendance, extracurricular activities, athletics, and all other aspects of school life.

I have received a copy of the student handbook and understand that the rules and regulations of the school are to be followed at all times.

Student's Signature

Date

Signature of Parent/Guardian

Date

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1. GENERAL INFORMATION

Vision Statement

“Every Student Proficient and Prepared for College and Careers”

EdisonLearning defines college readiness as the knowledge and skill set a student needs in order to successfully complete entry-level, credit-bearing courses at a postsecondary institution and proficiency that prepares the student for subsequent courses. EdisonLearning defines career readiness as having the ability to apply core academic skills to concrete situations in order to function in both the workplace and in routine daily activities; and having employability skills that are essential in any career such as critical thinking and responsibility as well as technical, job-specific skills related to a specific career pathway.

Mission Statement

The mission of TRCCA is to maximize the potential of each student, create the urgency to reach proficiency and ensuring that students are given the greatest opportunity to learn and perform at high levels through premium-quality teaching and leadership as well as an effective, supportive learning environment.

Values

EdisonLearning’s Eight Core Values are **Wisdom, Justice, Courage, Compassion, Hope, Respect, Responsibility, and Integrity**. The Eight Core Values are the product of an intentional and collaborative internal development effort to identify a set of universal values that would be non-sectarian, flexible, comprehensive enough to serve as a framework for instructional and operational services, and that would work equally well with students and adults.

Community Code

“Be Safe, Be Responsible, Be Respectful.

Uniform Policy

All students are required to wear the school uniform to, from, and in school EVERYDAY. Students will not be permitted in class if they are not COMPLETELY in UNIFORM. Students are required to place all outerwear, including coats, jackets, hats, bandannas, lockers immediately upon arrival to school. Students must be in uniform—all outerwear placed in locker. These items are not to be worn in school, and students who disregard this rule may have their garments confiscated by school personnel. Students must have current year school ID to be in full uniform. An administration decision on uniform may be used when called upon.

The following uniform requirements will be strictly enforced:

Pants

- Black bottoms (jeans, skirts, leggings, low-rise, skinny, jogging, cargo pants or athletic pants are not permitted)

- Pants should not have visible labels. No logos or embellishments – small manufacturer’s name label is acceptable
- Pants must be sized appropriately and be worn at the waist with button fastened and zippers closed.
- No jeans or any other pants are to be worn under the school pants.
- Student’s pants must be worn at the proper length.
- Black belts only (if there are belt loops)
- No large, embellished belt buckles

Shorts

- Skirts are not permitted
- Shorts must be at knee length and not fitted
- Jeans or other pants are not permitted to be worn under skirts.

Shirts

- Students must wear an unaltered long or short sleeve polo shirt purchased from the school.
- NO fitted shirts.
- Students may only wear solid black sweaters. Sweaters must be worn over the uniform shirt.
- **Sweatshirts, cardigans, hoodies, jackets, fleece, or pullovers are NOT permitted.**
- Shirts must be tucked into pants, or shorts.

Shoes

- NO slippers, shower shoes, or flip-flops. Footwear must be school appropriate.

Other items

- Hats, bandanas, scarfs, sunglasses or any head-coverings are not permitted, unless for religious or medical reasons (supported by doctor’s note).
- Grooming supplies must be left in the locker; at no time is it acceptable to groom in the classroom.
- Items that contain sharp or jagged edges (such as rings, bracelets, collars, and metal picks, rat-tailed combs, etc.) must be left at home. If items are in school, they will be confiscated and will not be returned.
- Large purses are not allowed. Small wristlets may be worn
- Excessive jewelry is not permitted
 - Female students may wear one (1) pair of earrings.
 - Male students are NOT allowed to wear earrings
 - No hoops larger than a quarter. Hanging or dangling earrings are not permitted.
 - No body piercings allowed.
 - No large chains or medallions.
 - Visible gang-related, racist, or excessive tattoos will not be permitted.

Compliance with the uniform policy is enforced by school administration. School administration determines whether article of clothing meets the guidelines described in the school's uniform policy.

If a student enters the building out of uniform, s/he will either have to be picked up from school or have a uniform brought to school by someone. If out of uniform student remains for the school day the student will be placed in in-school detention.

Uniforms are always required for school trips, unless otherwise notified by the Academy Director. If uniforms are not required for a trip, then appropriate dress clothes are required. Students not wearing appropriate attire will not be permitted to go on the trip.

Appropriate dress is defined as, but not limited to, clothing which is not see-through, low cut or revealing. Clothing bearing obscene, profane or other inappropriate words or pictures is prohibited. Tank tops, halter-tops, shirts that expose the midriff, expose the navel, low-cut tops or shorts above the mid-thigh are also not permitted.

Dress Down Policy

Students may wear casual clothing (e.g., jeans, sweat pants, slacks, dresses, etc.) on Dress Down Days but are subject to the following restrictions:

- All clothing must be clean and free of holes
- No wording or pictures that are offensive are permitted.
- No excessively baggy or very tight clothing.
- No Short shorts or miniskirts/dresses! Must meet the fingertips.
- No belly shirts.
- No sheer or laced shirts without an undershirt.
- No spaghetti strapped shirts.
- No sleeveless shirts.
- No strapless shirts.
- No excessive cleavage
- No skirts
- No exposed undergarments or short shirts that do not completely cover the student's stomach and back.
- No pajamas or house slippers.
- No stilettos or high heeled shoes.
- No fishnet stockings.
- All leggings and skinny jeans must be worn with a LONG shirt.

The only type of footwear permitted in the school is regulation shoes or sneakers. This is a safety issue because of the hard tile floors and many stairs.

Parents will be contacted if their student does not follow the dress down or uniform policy. Parents will be asked to bring in the proper clothing to get their student in compliance with these policies. If the parent cannot be reached or come to the school then the student may spend the day in in-school suspension room until the uniform is corrected. Fees will not be reimbursed.

Student Identification Cards

All students are required to wear a current, valid picture school I.D. card at all times. The card will be marked with the student's name, picture, and will be used for library book check out, cafeteria privileges, admittance to dances or other school activities, proof of parking privileges, etc. The I.D. card must be presented to any staff member upon demand or the student will be referred to the office for disciplinary action. I.D. cards will be made and issued at no cost to the student. However, students who lose their I.D. cards will be required to pay a \$5 fee. Temporary I.D cards can be purchased for \$1. Student badges are for the exclusive use of the student to whom it was issued. If a student uses another student's badge, disciplinary action will be taken. New students are required to obtain an ID card upon completion of registration. Students may not deface I.D. or it will be deemed invalid.

Lockers

Lockers and locks are the property of Theodore Roosevelt College & Career Academy. As a condition of providing student lockers, administration reserves the right to enter lockers at all times, without permission of the pupil to whom the locker is assigned. Only locks issued by the school are to be placed on the lockers. **Students are not to share lockers or locker combinations.** Students who use school lockers totally agree to these terms of use. Any students who do not comply with the terms will lose their locker privilege. Consequently, they will no longer be able to use the locker. Loss of a school issued lock will result in a \$5 lock replacement fee.

Electronic Devices

Electronic devices cannot be used in the building. This includes, but is not limited to, CD players, IPODs, mp3 players, tablets, cell phones, cameras, headphones, etc. All such instruments must be put away upon entering the building and stored in the student's clear backpack or locker immediately. Students may not use any of these devices until they leave the building at the end of the day. Electronic devices are not allowed on field trips. The school **IS NOT** responsible for any lost or stolen items. Students who use electronics or have them out will be assigned to in-school detention. **Junior Academy students must keep their cellphones in their own assigned lockers at all times.**

In case of emergency, parents/guardians should call the main office, not the student's classroom. School staff will deliver the message as soon as possible.

Cafeteria, Food, and Beverages

In order to promote an educational learning environment and maintain a safe and clean building, students may not consume food (including gum) or beverages in the school building except in the cafeteria. **Students must memorize or have their pin numbers upon getting their food in order to be served, cafeteria staff will not be responsible to look up or retrieve forgotten or lost pin numbers.**

When students are in the cafeteria, the regular school rules still apply and there are the following additional rules to ensure the safety and well-being of everyone. These rules apply during breakfast, lunch and any other time students are in the cafeteria.

- Students are expected to sit at their tables at all times.
- Students are only permitted to get out of their seats to get their lunch.
- Students are to form a single file line and take one lunch in an orderly manner.
- Students must demonstrate good table manners.
- The table and floor must be left clean and orderly.
- Students must arrive in the cafeteria on time and remain in the cafeteria until a teacher picks them up or until the person in charge of the cafeteria dismisses them.
- Students may bring a brown bag lunch; however, glass bottles are not permitted.
- Students may not throw food at any time; this includes throwing food into the garbage can from an extended distance. Security officer's walk around with garbage can to collect all items.

Fire Drills and Code Red

Monthly fire drills and code red drills are held as required by law and as part of the school safety routine. They are very serious exercises designed to prepare students and staff for an emergency. The objective of these drills is to clear the building as quickly as possible in an orderly fashion.

Fire drills and emergency drills are extremely important because they help students become accustomed to what to do in case of fire. For this reason, running, shoving, pushing or any other kind of thoughtless behavior cannot be tolerated. During a fire drill, there is to be absolutely no talking either going from or returning to the classroom. Also, there is no time to stop at your locker for drinks of water or for any personal belongings. Students must remain in the designated areas with their teacher. **Illegally setting off the fire alarm is a criminal offense. Violators will be prosecuted by law. All students will re-enter the building through the front door.**

A one-page emergency response card with procedures will be posted in every classroom.

Immunizations and Medical Information

TRCCA will comply with all regulations on immunizations set forth in IC 20-34-4. Students are required to show proof of immunizations when they register for school. Indiana code 20-34-4-2

states that all students, pre K-12, enrolling in public school are required to be immunized against diphtheria, tetanus, pertussis (whooping cough), measles, mumps, rubella, poliomyelitis, hepatitis B, and varicella. Students in grades 6 through 12 are required to show proof of immunization against meningitis and a booster against diphtheria, tetanus and pertussis.

If your student has a specific medical problem, it must be made known to the nurse and lead teacher each year. If your student has been prescribed medication to be taken during the school day, your student's doctor must complete a form that specifies the medicine to be taken and the dosage. This form has to be on file at the school before any medication can be administered to a student. All medication must be delivered in the pharmacy's original container to the school nurse. Emergency response cards will be issued to students with severe health issues in order to assist those helping in an emergency, it the students responsibility to have this card on their person at all times during school hours as well as after school activities.

Non-prescription drugs may not be sent to school with your student unless accompanied by a note from a parent or guardian identifying the medication, the reason for its use, the proper dosage and time to be taken. If there is no note supplying this necessary information, the student will not be permitted to take the medication. Under no circumstance should the student carry the medication with them. The student must give the medication to the school nurse immediately.

Withdrawal

When withdrawing from TRCCA, students are to contact the School Registrar for the proper forms. Failure to withdraw properly will result in problems for the student when enrolling in a new school and in getting subsequent records from TRCCA.

Work Permits

A person is eligible for an employment certificate from age fourteen (14) up to the age eighteen (18). If a student has graduated, no certificate is required. An employment certificate, in accordance with the Indiana State law, will be issued to a student if s/he has good attendance and is in good academic standing. School administration has total discretion to refuse or revoke a work permit based on poor academics, discipline, or attendance. Students who are habitually truant are not eligible for work permit.

Library Media Center

The Library Media Center (LMC) is available to students for reading, studying, researching, and checking out library materials. Students must be accompanied by a staff member and are not permitted to be in the library unattended. All books are checked out on loan. Students who lose books or damage them beyond repair must pay to replace them. Students may only utilize the during a class period with a pass from their classroom teacher after the teacher has received verbal conformation from the staff member using the LMC at that time. Upon entering the LMC students will need to sign in utilizing their student I.D. and present a pass

from their current teacher. Students will need to present a valid school I.D. card to check out books and/or other materials.

Library Procedures

1. Books can be checked out for two weeks and may be renewed if no one is waiting for the book.
2. Reference books are for in-library use only.
3. Students will not be permitted to check out any materials if you have an overdue book.
4. Lost or damaged books and materials are the responsibility of the STUDENT.
5. The librarian has the right and duty to keep order and maintain an environment that is productive in the library. Any student who is not on-task and orderly will return to the classroom.
6. Students must have a library pass to visit the library during lunch periods.

Book Fines

The following is the procedure in determining the book fine:

1. Fines are assessed for books that are lost or stolen. The full price of a new book will be charged to the student.
2. If a book has been improperly handled or used and rebinding is necessary, the fine will be the cost of the rebinding.
3. If a book has been improperly handled or misused and is not in usable condition, the full price of a new book will be charged..
4. If the book will not be used again the following year and is lost, stolen, or needs rebinding, a charge equivalent to the cost of rebinding will be made.
5. Original cost of books will be available in the office. All fines are to be paid by the last day of school.

2. SCHOOL AND STUDENT SAFETY

Building Access

The only entrance to the school after the morning bell will be the main door at the front of the building by the school office. This is to better insure the safety of all students during the day. All visitors and parents must sign-in in the main office when coming to the school.

Visitors

For safety reasons the school doors are locked and monitored throughout the day. Visitors must enter through the main entrance. Visitors entering the school area must show identification and receive a visitors pass and the pass which must be visible at all times. Unless there is a scheduled meeting, teachers and their classes may not be interrupted during the school day.

School Property

As a community, we share the responsibility of keeping our school in good working condition. In the event that a student's action results in the damage to school property, he/she will be responsible for replacing or repairing the damaged goods. Students can store their school-related materials overnight and during the day in their assigned lockers. Lockers are the property of Theodore Roosevelt College and Career Academy and may be searched at any time by school personnel. Students must use locks provided by the school to keep belongings safely stored. Student's textbooks also remain the property of Theodore Roosevelt College and Career Academy and must be returned when requested. A fee will be assessed for all lost or damaged books and must be paid at the end of the school year.

Student Search and Seizure

A student and/or the student's belongings may be searched by a TRCCA staff member if the staff member has a reasonable suspicion that a search of that student will result in evidence that the student violated the law or the student code of conduct. Items that are prohibited on school property, or those which may be used to disrupt or interfere with the educational process may be removed from the student by school authorities. Legal items will be returned to parents at the school, but will not be retained beyond the end of the school year. Illegal items will not be returned and may be turned over to the police.

Student lockers, desks and school computers remain the property of TRCCA, though the school is not responsible for books, clothing, or valuables left in lockers or desks. A student shall not place or keep in a locker or desk any article or material which is of a non-school nature and may cause or tend to cause the disruption of the mission of the school.

The following rules will apply to the search of School property assigned to a specific student and the seizure of illegal items found therein:

- School authorities will make an individual search of a school locker or desk only when there is reasonable suspicion that a student is in possession of an item which is prohibited on school property or which may be used to disrupt or interfere with the educational process.
- Searches shall be conducted under the authorization of the Principal or his/her designee.
- Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from student lockers or desks by school authorities.

Interrogation of Students

TRCCA is committed to protect students from individuals not associated with the school system but, also recognizes its responsibility to cooperate with law enforcement agencies and social service/family service agencies pursuant I.C. 20-33-11. Students shall not be questioned in school, or their persons, personal effects or lockers searched, other than by school employed personnel, and shall not be removed from school or school-related activities by non-school personnel, except:

- by persons with police authority pursuant to a court order or other legal process, provided that the parents are notified as soon as reasonably possible, and if reasonably possible, before carrying out such order;
- by persons with police authority who are investigating or enforcing laws relating to:
 - criminal conduct occurring on school grounds or in the carrying out of school functions off school grounds, where the conduct has caused an immediate and direct disruption of the operation of school or such function
 - criminal conduct creating an immediate and direct disruption of students coming to or going from school or a school function
- by persons with police authority in cases of suspected student abuse;
- where the parents have consented to this action. Such consent shall be effective only if it is given with knowledge of the possible consequences of the consent.

Vehicle Searches

When school administration have a reasonable suspicion that a student's belongings contain materials which pose a threat to the health, welfare and safety of the students, faculty and staff the student's vehicle and the contents in the car may be searched without prior notice. If a student is found with any items of contraband in his or her belongings, those items will be immediately seized by administration or if necessary, the local police department. Students are to park in the designated parking area and must provide valid license plate numbers to the main office. Cars parked in unauthorized areas will be towed at the owner's expense.

Drug and Alcohol Policy

If a teacher, administrator, or other school employee knows or has reason to believe that a student is under the influence of an alcoholic beverage (beer, wine, whiskey, etc.), or a dangerous controlled substance as defined by state statutes, said employee shall immediately notify the principal or his/her designee pursuant to said statute. The principal or his/her designee shall immediately notify the appropriate director and the parent(s)/guardian of the student and law enforcement official.

A student shall not possess, be under the influence of, sell, or deliver to another person alcohol or any other controlled substance on school grounds at any time, or while present at any school-sponsored activity at any location, including school bus travel.

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

A student in possession of medication prescribed by a medical doctor, dentist, or other health care provider authorized by law to prescribe medication and which has been prescribed for that

student does not violate this policy. A student in possession of common therapeutic drugs such as aspirin, cold remedies, or stomach medication when such possession is for his/her intended use and with parental consent does not violate this policy. Any student who is unsure if possession, use, or the delivery to another person of any particular medicine or substance would violate this policy should contact a school administrator or school nurse before possessing, using, or providing the medication or substance to another person on school property or any school function or conveyance.

Anything used or designed to be used primarily for the storage, processing, delivery, or consumption of alcohol, marijuana, stimulant, intoxicant, narcotic drug, depressant, hallucinogen, or any other controlled substance shall be included in this policy. Any student found to be in violation of this policy shall be suspended and shall be referred to the Student Discipline Office for a disciplinary meeting pursuant to state statute. Furthermore, a student expelled will be notified of the trespass laws of the State of Indiana and informed that they will be prosecuted in the event they enter school grounds before, during, or after school hours for the full period of the expulsion. "School grounds" is defined as property belonging to the school corporation.

Any non-student who enters "school grounds" with the intent to possess, use, sell, or deliver drugs shall also be prosecuted pursuant to the trespass laws of the State of Indiana.

Tobacco Use

TRCCA does not approve the use of tobacco on the part of students, nor does it wish to encourage use. The use of tobacco in any form by students will be prohibited in or on school property or at school sponsored events off school property. Students may not smoke while traveling in corporation owned, leased, or contracted vehicles to events sponsored by or participated in by TRCCA.

Any student found to be in violation of this policy, shall be suspended in accordance with student disciplinary procedures.

Prohibition of Corporal Punishment

The use of corporal punishment, defined as any act of physical force on a pupil for the purpose of punishing that student, is not acceptable in this school and will NOT be tolerated as a disciplinary measure. The term will not apply, however, to the use of reasonable force in the following situations.

- a. Self-defense
- b. To protect the individual or other persons from physical injury.
- c. To protect property of the school or others.
- d. To restrain or control a student that is out of control and is a danger to the physical well-being of themselves or others.

By law, unnecessary physical force may not be used by the superintendent, director, supervisor, and teachers and their aids and assistants. This authority extends to any person delegated to supervise students who are enrolled in our school, even if the student is at a school function away from the facility. This authority also extends to bus drivers. Any employee using physical force to control a student must report the incident in writing to his/her supervisor immediately.

Crisis Management

Philosophy

Per Indiana Code 20-33-18-12(a)(I), school corporations must have written discipline rules and related policies and procedures on the use of student seclusion and restraint. Due to the inherent risks associated with the use of crisis management procedures and manual physical restraints, the following guidelines have been developed to ensure the best possible care, welfare, safety, and security to all students and staff in all situations.

There are concerns among students, educators, and parents about the use of manual physical restraint within public schools. These concerns include: the use of manual physical restraint when less intrusive measures are preferable; lack of adequate training for staff; inadequate documentation of restraint procedures; failure to notify parents when restraint is applied; and failure to use data to further analyze/address the function of the precipitating behavior.

Schools have a responsibility to ensure that students are treated with respect and dignity in an environment that provides for the physical safety and security of students and staff. There are instances in which students pose a threat to the safety of themselves or others. The purpose of crisis management procedures is to prevent injury to self and/or others; it is not to be used to punish a student or “teach a student a lesson.” It is important that such interventions be used only in emergency situations when immediate and significant threat to the physical safety of the student and/or others exists, and in a manner that conveys respect for the dignity of the student.

Use of Crisis Management Procedures

- TRCCA staff is trained on crisis management procedures through Professional Crisis Management Association (PCMA).
- Professional Crisis Management (PCM) is a safe and non-harmful approach to manual physical restraint.
- PCM is a complete and fully integrated system designed to manage crisis situations effectively, safely, and with dignity. This management is accomplished through four primary strategies and interventions:
 - Crisis prevention strategies---the promotion of positive feelings, productive behaviors, rational thinking, and relaxed physiology
 - Crisis de-escalation strategies---the management of noncontinuous behaviors that are disruptive, aggressive, or self-injurious
 - Crisis intervention procedures---the physical management of continuous behaviors that are disruptive, aggressive, and/or self-injurious)
 - Post-crisis strategies---reintegration of the individual into existing teaching systems

- Crisis intervention procedures should only be used as a last resort when all other intervention techniques have been exhausted and the student is posing a risk to harm themselves or others.
- Crisis intervention procedures should be limited to the minimal force necessary to prevent undue harm or injury to the student(s) or others or significant damage to property.
- Crisis intervention procedures should not be used as an instrument for the educator's anger or frustration with a situation or student(s) and if possible should be used in a way that does not unduly impugn the dignity of the student(s).
- Staff members are not to use any crisis intervention procedures for which they have not been formally trained.

Training and Certification

- Individuals who are implementing PCM strategies at the Practitioner 1 Level must take and successfully complete one twenty-two (22) hour certification course and pass a written and practical exam.
- All certified individuals must annually complete a seven hour (7) re-certification course and pass a written and practical exam.
- To be certified by the PCMA, an individual must: obtain a passing score (e.g., 80%) on the "closed book" written exam; answer correctly each critical item on the written test; and successfully demonstrate ability to use PCM techniques relative to their certification level.
 - If the above criteria are not met (i.e., failed the written test), participants would participate in a 3-hour retrain and re-take either the written or practical test.
- If certification lapses the individual will be required to take the full twenty-two (22) hour course to regain certification.
- TRCCA has staff who are certified as PCM trainers.

Procedures for Recording Crisis Situations

- All situations requiring crisis intervention should be documented according to the guidelines discussed in the PCM training/refresher course.
- Those involved in the crisis intervention are responsible for documenting the incident.
- A copy of the incident report should be kept with the student's records.
- A copy of the incident report should go to the school administrator.
- The incident report should be prepared within 24 hours after the crisis intervention. The content of the report must include:
 - The name of the student
 - The date, time, and location of the event and the duration of the crisis intervention procedure
 - The type of procedure utilized
 - The name of the person using or assisting in the procedure
 - The name of any nonstudent who was present to witness the intervention
 - A description of the incident to include the context in which the intervention occurred; the behavior leading up to the decision to use the intervention including an indication as to why there was an imminent risk of serious injury or death to

student or others; positive behavioral strategies used to prevent or de-escalate the behavior; what occurred immediately after the termination of the crisis intervention procedure; any injuries, marks, or medical emergencies; and evidence of steps taken to notify the parent or guardian.

- The school is required to notify a parent or guardian each time a crisis intervention procedure is used. Reasonable efforts must be taken to notify the parent or guardian by telephone or email or both.

Crisis Intervention Follow Up

- Convene a team meeting, as needed, and, at a minimum within 10 days, should crisis intervention procedures be used on a student more than three times in a grading period.
- Students with Individual Education Plans (IEPs) should have an IEP meeting scheduled to have their IEP and Behavior Intervention Plans (BIPs) reviewed and revised as appropriate. The IEP team, including the parent, should be involved in any action as it relates to the IEP and/or BIP.
- TRCCA has certified trainers employed at the school. The trainers will review procedures throughout the school year with staff as needed.

Training of Roosevelt Personnel

- PCM training and certification is available for certain TRCCA employees. Priority and preference for PCM training will be given to the following personnel:
 - Special education teachers and assistants working with students identified as having an Emotional Disability.
 - Instructional and/or non-instructional personnel designated at a school site to assist in situations involving crisis behaviors
 - School security officers
 - Deans
 - Administrative personnel responsible for supervision of above referenced populations

3. CODE OF CONDUCT

The faculty and staff at Theodore Roosevelt College and Career Academy (TRCCA) are dedicated to the academic and social growth of all students and place a strong emphasis on establishing a safe and orderly learning environment. Through the collective work of teachers, parents and administrators, students learn that problems are solved through open discussion, acceptance of the opinions of others, and through personal responsibility. Each student agrees to live and work by the school's Community Code and Core Values – Wisdom, Justice, Courage, Compassion, Hope, Respect, Responsibility, Integrity, and Resilience. The Core Values are expected to be modeled in all interactions among members of the school community and taught directly to students. Building strong character is fundamental to creating a positive learning environment and is a hallmark of EdisonLearning partnership schools.

Discipline at TRCCA is understood to be positive efforts to teach and reinforce the expected behaviors and help young people learn that they are responsible for their actions. Per IC 20-33-8-8, TRCCA has a duty and powers to supervise and discipline students. While it may be necessary on occasion to impose appropriate consequences should a student choose to behave in a manner that violates school policies, discipline consistently emphasizes prevention and is based on a system of behavior supports designed to minimize anti-social behaviors.

TRCCA's discipline model includes:

- 1) That all students know and demonstrate expected student behavior and respect for persons in authority.
- 2) Direct teaching of the code of conduct.
- 3) Consistent use of positive incentives to reinforce expected student behaviors.
- 4) A school-wide effort on identifying, resolving and preventing student discipline problems.
- 5) Students acquiring skills in conflict resolution and problem solving.
- 6) Students developing and demonstrating a positive attitude, self-discipline and socially acceptable behaviors.
- 7) Communicating to students, teachers, parents and the community that unacceptable behavior will not be tolerated.

Establishing a safe and orderly learning environment requires all members of the school community; teachers, support staff, students, and parents, model behaviors that show respect for each other and persons in authority. TRCCA believes all members of the school community have responsibility to model the behaviors listed below.

Our students need to be consistently reminded that their behavior directly impacts the learning environment of the school and that they can make an important difference in school climate by upholding the school's Code of Conduct. The school's Code of Conduct establishes clear operating principles to help student understand the behavior expected. Teachers must teach and consistently reinforce the school's Code of Conduct as a part of their classroom program. At the beginning of the school year particularly, daily meetings are designed to provide students opportunities to discuss and restate the Code of Conduct in terms relevant to them and their classroom rules and routines, thus helping to make the Code their own.

Responsibilities

Student Responsibilities

Students are expected to:

- act in a responsible manner
- exhibit respect towards others
- accept responsibility for their behavior
- cooperate with the school staff in maintaining a safe, orderly, and disciplined environment
- follow established school and classroom codes of conduct and rules, including school bus rules
- attend all classes regularly and on time
- maintain appropriate dress code

- respect the rights and property of others

Promotion/Retention

Grade 7 and 8

The following procedures will be observed prior to any decision(s):

- 7th and 8th grade students will be subject to retention if they receive F's in 2 core subjects for 3 quarters.
- Students will be required to attend **summer remediation** if they fail at least one core subject for 4 quarters.
- Students subjected to being retained in 8th grade **will not** be allowed to participate in the promotion ceremony nor the ribbon pinning.
- 7th and 8th grade students who are required to attend **summer remediation** must successfully complete the course by meeting the attendance requirement and passing a special end of course assessment in order to pass to the next grade.
- Parents of students in danger of being retained will receive notification before the fourth quarter.
- A letter indicating a final retention decision will be sent to the parents two weeks prior to the end of the school year.
- Students being socially promoted will receive written notification.
- **All students attending TRCCA for 9th grade are required to attend the Freshman Success Academy/Freshman Transitions Program.**

Grades 9-12

If your child fails all **8 Core Classes** (English, Math, Science, Social Studies) this school year, he or she will be retained at their current grade level for the next school year.

If your child fails **6-7 Core Classes** he or she must attend Mandatory Summer School in order to make up one class. Failure to attend summer school and make up one class will cause your student to be retained.

If your child fails **1-5 Core Classes** it is highly recommended that they attend Summer School to make up a class, but it is not a mandatory requirement.

Parent and Guardian Responsibilities

Parents and guardians of students are expected to participate in their student's education in the following ways:

- communicate routinely and as necessary with their student's guidance counselor and teachers
- staying informed about school policies and their student's academic expectations, including homework and academic progress toward meeting graduation requirements by attending

school events such as quarterly Student Learning Conferences, Parent Nights, and monthly Parent Information Meetings

- ensuring that your student attends school daily, arrives on time, and is prepared for school
- alerting the school to specific problems or difficulties that may impede the student's learning or well-being

Teacher and Staff Responsibilities (IC 20-33-8-9)

Teachers and staff are expected to model behaviors consistent with Edison Learning's Core Values, policies, and school performance standards. All staff is expected to support a successful learning environment by modeling the following behaviors:

- promote mutual respect between adults and students
- meet professional responsibilities associated with their respective positions
- develop and use cooperative discipline strategies and positive incentives for reinforcing the expected behaviors
- promote a sense of pride and community by contributing to an open and friendly environment, by supporting celebratory clubs and activities, by maintaining spirit building routines and traditions, and by promoting service in the school community
- establish and maintain strong school to home communication, including but not limited to prompt communication of any serious infraction of the code of conduct

Scope of Discipline Procedures

These rules shall apply to any conduct:

- a. on school property (IC 20-33-8-5) during, before or after school hours.
- b. on school property at any other time when the school is being used by a school group.
- c. off school property at any school activity function or event.
- d. traveling to and from school, including actions taken on a bus, van or public conveyance.
- e. off school property when the conduct may reasonably be expected to undermine the proper discipline authority of the school, the safety of students or staff, or encourage a disruption within the school.

NOTE: Internal school discipline actions shall not in any way deprive TRCCA or an individual victim from pursuing any legal remedies available in the criminal, civil or delinquency courts of the State. **All decisions made on discipline are left to the discretion of administration. Parents with questions on the type or length of discipline must first speak with Disciplinarian/Assistant Principal, followed by the Principal, before reaching out to the Superintendent.**

Regardless of age, all students at TRCCA are treated equally under school policy. While students who are 18 years or older are adults in society, they are still subject to all school policies, guidelines, and rules as students at TRCCA.

Positive Acknowledgement System

TRCCA strongly believes that the key to a successful school environment is acknowledging students for their hard work, effort, and success both behaviorally and academically. Each teacher and staff member is trained, encouraged and reminded to constantly catch students behaving according to the Code of Conduct and working toward their potential. Students are acknowledged for exhibiting positive behavior choices throughout the school. The following are some of the ways the teachers and staff acknowledge students.

- Verbal Praise
- Positive notes on their assignments
- Phone calls home
- Special class assignments or parties
- School wide socials
- Lunch or dinners, or one on one time with teachers or staff
- Specific rewards
- Extra privileges
- VIP (Very Important Panther Program)

Corrective Actions for Violations of the Code of Conduct and School Rules

Student disciplinary offenses are those actions or inactions that violate the School's Code of Conduct or interfere with the delivery of educational services, jeopardize the health, safety, and well-being of any member of the school community, or threaten the integrity and stability of the school itself.

A disciplinary violation may occur while the student is at school and/or on school property; participating in a school-sponsored activity; walking to or from school or a school-sponsored event; walking to or from, waiting for, or riding on school-provided transportation; or walking to or from, waiting for, or riding on public transportation to and from school or a school-sponsored activity conduct off school grounds. School-related disciplinary offenses may also include misconduct outside the school that reasonably could affect the school.

School administrators will use their professional judgment in determining which disciplinary action will be most effective in dealing with the student's misconduct, taking into account the following factors:

- The student's age and maturity level;
- The nature and seriousness of the infraction and the circumstances which led to the infraction;
- The student's previous disciplinary record;
- The effectiveness of other forms of discipline;
- Information from parents, teachers and/or others, as appropriate;
- The student's attitude; and other relevant factors.

The School reserves the right to amend the contents and reissue this Code. Final authority on all matters rests with the school administration, Superintendent, and Board when applicable. It is the responsibility of the student, parents/guardian, and staff to review this Code periodically. Should you have any questions regarding the Code, it is your responsibility to bring this to the attention of the school administration.

A member of the school's administrative staff, a teacher or other school staff member who has students in his or her charge may take disciplinary action in addition to suspension or expulsion that is necessary to ensure a safe, orderly, and effective educational environment (IC 20-33-8-25). Disciplinary action taken under these circumstances includes, but is not limited to:

1. Notice to parents in the form of a letter or a phone call. **A mandatory parent meeting with grade level team before the student is readmitted back into school.**
2. Placement on daily report
3. Temporary assignment or restrictive class setting.
4. Loss of privileges, including, but not limited to trips, dances other extracurricular activities such as athletic, club or non-instructional programs, or graduation ceremonies.
5. Detention. A teacher may detain a student after school for misconduct, to make up incomplete work, or for additional instruction. Personal commitments and/or work schedules are NOT valid excuses to miss detentions. Detentions are not optional and failure to attend a detention will result in other disciplinary actions.
6. Reassignment to another class.
7. Consult/referral to student support personnel.
8. Restricting extracurricular activities.
9. A meeting between the teacher(s) and the student to discuss the student's behavior and expectations for improving his/her behavior.
10. Mediation between the students involved.
11. Confiscation of materials.
12. Removal of a student from school sponsored transportation.
13. Referral to the juvenile court having jurisdiction over the student.
14. Student must replace, fix or pay for damaged property.
15. Saturday Detentions
16. Community Service:
 - A. The Code of Conduct allows a Principal of the school in which the student is enrolled to assign the student up to 120 hours of service with a non-profit organization operating in or near the community where the school is located or where the student resides. A Principal may not assign a student to community service unless the student's parent(s) or guardian approves of:
 - 1) The non-profit organization to which the student is assigned
 - 2) The Principal's community service plan for the student
 - 3) NOTE: A student's parent(s) or guardian may request or suggest that a Principal assign a student to community service in lieu of expulsion.

B. The Principal must make arrangements for the student's service with a non-profit organization including:

- 1) A plan for the service that the student is expected to perform.
- 2) A description of the obligations of the non-profit organization to the student, the student's parents, and the school corporation where the student is enrolled.
- 3) Monitoring of the student's performance of service by the Principal or the Principals designee.
- 4) Periodic reports from the non-profit organization to the Principal and the student's parent(s) or guardian of the student's performance of the service.
- 5) NOTE: The non-profit organization must obtain liability insurance in the amount and type specified by the school corporation where the student is enrolled that is sufficient to cover liabilities that may be incurred by a student who performs service under the Student Discipline Code.

17. Assignment to community service suspends the implementation of the student's suspension or expulsion. A student's completion of community service to the satisfaction of the Principal and the non-profit organization terminates the student's suspension or expulsion.

18. A Principal may also recommend any student 16 years or older who seeks to enroll in school following an expulsion involving disorderly conduct or conduct dangerous to persons or property instead enroll in an alternative program.

The governing body of a school corporation may adopt rules that require a person having care of a dependent student to participate in any action taken under this chapter in connection with a student's behavior. The rules must include procedures for giving actual notice to the person having care of the dependent student, description of the steps that the person must take to participate in the school corporation's action, and a description of the additional actions in connection with the student's behavior that is justified in part or in full if the person does not participate. A person having the care of a dependent student that does not participate in a disciplinary proceeding in connection with the student's improper behavior, as provided for in I.C. 20-33-8-26, may be reported to Student Protective Services.

In-School Suspension

The short term removal from a student's regular scheduled classes and placement in an on-site in-school-suspension classroom under the supervision of a school corporation employee, for a period of time determined by the Principal, not to exceed ten (10) days.

After-School Detention

Students are issued after school detention in accordance to the school wide Behavior Matrix. Students are expected to attend after-school detention on their assigned day unless excused by

Administration. Students who fail to report will face further consequence and will remain in in-school until detention is served.

Friday Detention. Students who are assigned Friday Detention must recognize that no transportation home will be provided upon conclusion.

Suspension (Out-of-School Suspension)

The short term removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the Principal or the Principal's designee, for a period not to exceed ten (10) school days and remanding of the student to the custody of the student's parent with specific homework assignments for the student to complete.

Expulsion (IC 20-33-8-3)

A disciplinary or other action whereby a student: (1) is separated from school attendance for a period exceeding ten (10) school days; (2) is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or (3) is separated from school attendance for the period prescribed under IC 20-33-8-16 (Possession of firearms, deadly weapons, or destructive devices), which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

Policy to Address Criminal Gangs and Criminal Gang Activity

It is the policy of Theodore Roosevelt College and Career Academy to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions.

It is the policy of Theodore Roosevelt College and Career Academy to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

Definition of “criminal gang” and “criminal gang activity”

“Criminal gang” defined (per IC 35-45-9-1) “criminal gang” means a group with at least three (3) members that specifically:

- (1) Either:
 - (a) Promotes, sponsors, or assists in; or
 - (b) Participates in; or
- (2) Requires as a condition of membership or continued membership; the commission of a felony or and act that would be a felony if committed by an adult or the offense of battery(IC 35-42-2-1)

“Gang Activity” – a student who knowingly or intentionally actively participates in a criminal gang, or student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Procedures for reporting suspected gang activity and the prompt investigation of suspected criminal gang activity

Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment the principal and the school safety specialist. The principal and the school safety specialist may take appropriate intervention services.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students’ histories of inappropriate behaviors, per the code of student conduct.

Any corporation and school employee who promptly reports and incident of suspected gang activity and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal’s designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator’s safety. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed

or services provided to address the activity. This information is to be provided in an expedited manner.

The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspensions or expulsion.

The principal shall proceed in accordance with code of conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and /or relevant support services (i.e., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent corporation and involvement or take other appropriate action). The principal shall inform, the parents of all students involved in alleged incidents, and, as appropriated, may discuss the availability of counseling and other intervention services.

The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

Support Services

1. Gang awareness education (for students, parent, school faculty/personnel, law enforcement, and community stakeholders) that at the least shows promise of effectiveness based in research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Counseling coupled with mentoring for students and their families.
3. Community and faith-based organizations and civic groups.
4. Viable sustainable after-school programs developed in collaboration with other stake holders.
5. School sanctioned/facilitated extra-curricular activities

Gang Prevention and Intervention Services

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
3. Integrate School Resource Officer Programs when available.

4. ATTENDANCE

Legal Requirements

Chapter 2 of the Indiana Code (IC 20-33-2) describes the legal obligations of TRCCA to ensure that students attend school regularly. Pursuant to IC 20-33-2-3, this chapter applies to each situation that involves any of the following:

- A person less than eighteen (18) years of age who is domiciled in Indiana.
- A person less than eighteen (18) years of age who:
 - is not domiciled in Indiana; and
 - intends to remain in Indiana for a period established by rule of the state board.
- A student:
 - who is less than eighteen (18) years of age;
 - whose behavior has resulted in an expulsion from school; and
 - who is assigned to attend:
 - an alternative school; or
 - an alternative educational program.

Pursuant to IC 20-33-2-3.2, “‘attend’ means to be physically present:

- in a school; or
- at another location where the school’s educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered.”

Pursuant to IC 20-33-2-6, a student is bound by the requirements of the Indiana Compulsory Student Attendance rules from the earlier of the date on which the student officially enrolls in a school or the beginning of the fall school term for the school year in which the student becomes seven (7) years of age until the date on which the student:

- graduates;
- becomes eighteen (18) years of age; or
- becomes sixteen (16) years of age but is less than eighteen (18) years of age and the requirements under section 9 of this chapter concerning an exit interview are met enabling the student to withdraw from school before graduation; whichever occurs first.

Students are marked absent when they are not in attendance for twenty (20) or more minutes during any class period.

All school staff continuously monitors student attendance and communicate the importance of regular attendance to students and parents. There are two major types of student absences: excused and unexcused.

Excused Absences

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. The school principal ultimately determines whether an absence is “excused” or “unexcused”. Some reasons for an excused absence are as follows:

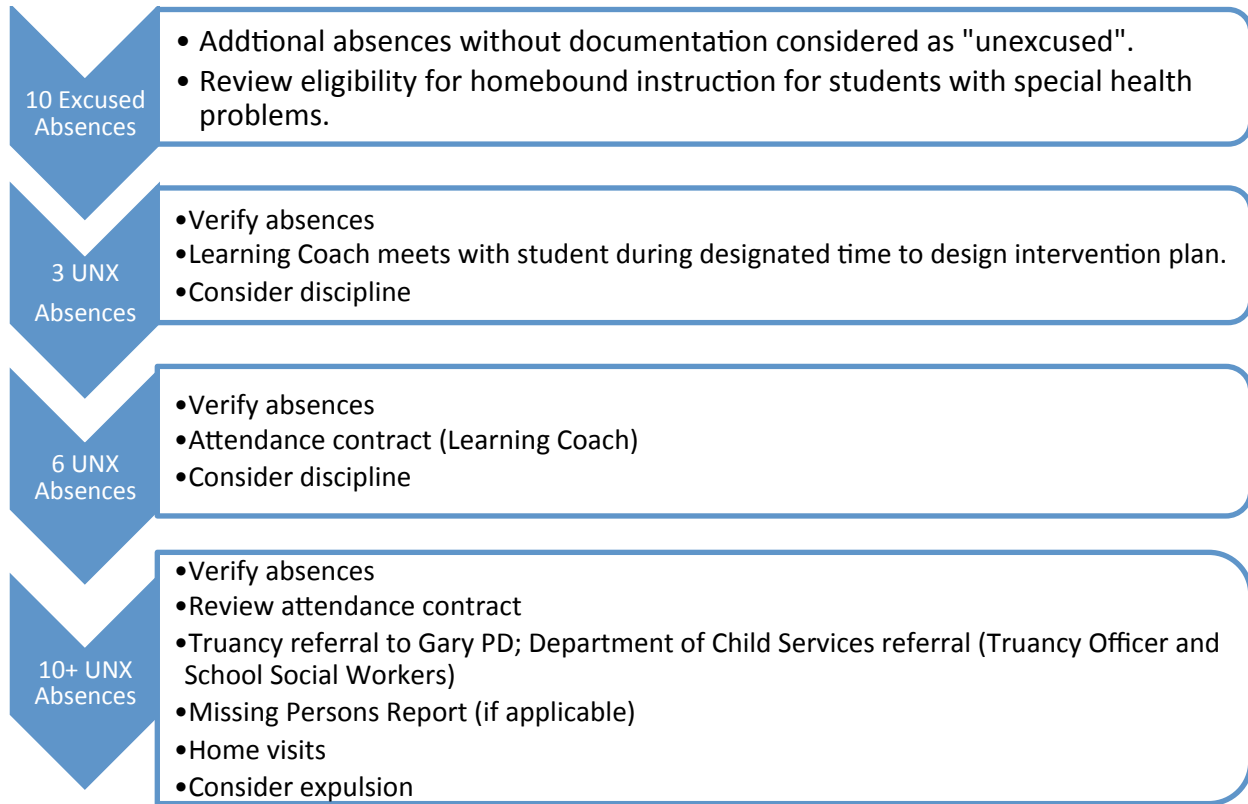
- Illness verified by note from parent/guardian
- Illness verified by note from Physician
- Medical, dental, or other clinic appointments
 - Students visiting a medical or dental professional during part of the day must bring an official form from the professional upon returning to school. This form must show the time and day of the visit to be considered excused. If not, it may be considered unexcused.
- Prearranged family travel vacation
 - Parents are encouraged to vacation during scheduled school breaks. Students who wish to apply for prearranged absences will need to have the vacation approved by a school administrator prior to the vacation. Administrative discretion will be used to determine if the application is approved. Applications from students with poor attendance records will be denied.
 - The parent must personally file a request with the school prior to the vacation.
 - The student must travel with a parent or guardian.
 - The student must notify each of his/her teachers of the request.
 - Class work must be made up promptly on return or in advance (teacher option).
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

Excessive Excused Absences

When a student has more than ten (10) excused absences, additional absences may be considered unexcused unless documented by medical professional, legal professional, school nurse and/or school administrator. School administrators shall consider circumstances of prior absences when determining categorization of future absences. Students who with excessive excused absences for health reasons may be eligible to receive homebound instruction.

Unexcused Absences

An unexcused absence is any absence not covered under the definition of excused or exempt. Unexcused absences will warrant action steps of an administrator and/or attendance officer. Students can make up work when they have an unexcused absence, but may not receive credit for work. TRCCA's procedures for supporting student attendance are listed in the following graphic.



Exempt

The following are not counted as absences (excused or unexcused) in accordance with Indiana Code.

- Page or honoree in the Indiana General Assembly (IC 20-33-2-14)
- Witness in judicial proceedings. This includes any required court appearance such as probation hearings (IC 20-33-2-16)
- Helper to a political candidate, a political party, or to a precinct election board on the date of an election (IC 20-33-2-15)
- Serving with the National Guard for no more than 10 days (IC 20-33-2-17)
- Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)

Lateness

A student who arrives late for school will be considered late unless a note from a medical professional is presented on the day the student arrives late. No parental notes will be accepted, only a note from a medical professional. Students who miss more than 4 classes will

be considered absent and will have an unexcused absence for the day on their attendance record. Students arriving after 9:30 must be accompanied by a parent or have proper documentation in order to be admitted into class, failure to comply will result in student being directed to in-school for the duration of the school day.

Tardiness

Tardy means that students come to class within the first 20 minutes of class, but after the bell has rung or the time for the passing period has elapsed.

Students who are tardy to class will incur the following consequences:

- 1st tardy - verbal warning
- 2nd tardy - parent contact from teacher
- 3rd tardy – office discipline referral; consequence(s) determined by school administrator.

Early Dismissal

Students who leave school early and miss 2 or more classes will be considered absent and will have an unexcused absence on their attendance record. Parents are encouraged to avoid scheduling appointments during school hours. When an emergency makes it necessary for a student under the age of 18 to leave before dismissal, the student's parent or guardian is **required** to pick up the student. Parents will be required to present proper identification. If a parent or guardian cannot pick up the student, the adult picking up the student must be listed on the emergency card and must provide proper identification. TRCCA will not allow any student to leave the school premises without the presence of a parent/guardian or an emergency contact listed in the student file.

Students who are 18 years old or older **can** sign themselves out at the main office per the following procedures.

1. Only students 18 years old or older can sign themselves out of school.
2. **Student must return with a parent/guardian who is listed in Infinite Campus in order to be readmitted back into school.**
3. Only pre-approved medical or dental appointments will be considered excused absences.
4. Students who sign themselves out need documentation from a medical or dental professional before returning to school that same day.
5. Students signing out must present school identification and can complete all required paperwork before leaving.
6. **Students who exit the building without following the proper procedure will be deemed truant.**

Truancy/Habitual Truant

Truancy is defined as being willfully absent from school without parental verification or knowledge, leaving school grounds without consent of parents and administration, or

attempting to evade the school's attendance policy. Absences that occur without parental notification must be verified by parents within 48 hours after the student returns to school by telephone, direct contact, or a note from the parent/guardian. Absences that remain unverified after 48 hours may be deemed truancy and subject to consequences.

A student who has been found to be truant for the tenth (10) time in a school year is considered a "habitual truant." School administrators may withdraw the designation of "habitual truant" when the student has attended school for 180 days without another truancy.

In accordance with IC 20-33-2-11, any student who is determined to be a "habitual truant" when they are 13 or 14 years of age cannot be issued an operator's license or learner's permit until the age of 18 or until the label is removed by the school principal. This provision can include truancy from individual classes throughout the school day.

Students who are habitually truant are not eligible for work permit. Students with good attendance (i.e., 90% or higher) will be given special consideration when assigning work permits.

Students will not be allowed to perform or participate in any extracurricular clubs or activities on any day they have an unexcused absence.

Students who are habitually truant will not be allowed to participate in any extracurricular activities for the semester in which they met criteria for habitually truant. Students may be allowed to participate in extracurricular activities the following semester with approval from the school principal.

Graduation Ceremony, Prom Participation, and other Senior Activities

In order to participate in the Graduation Ceremony, seniors must have completed all of the Indiana Diploma Requirements which include passing all of the Core 40 coursework; as well as successful completion of the End of Course examinations (Algebra I and English 10). Any seniors who do not fulfill these requirements prior to the Ceremony will not be eligible to participate under any circumstances. Administration reserves the right to refuse graduation and other senior activities participation for discipline infractions. Verbal and written communication of specific guidelines will be provided in the third quarter.

8th Grade Graduation Restrictions

8th grade students who receive **three** after-school detentions, an in-school suspension assigned by an administrator, a Saturday-school detention, and/or an out-of-school suspension assignment on or after a date determined by administration will be subjected to losing the privilege of attending the graduation events which may include the graduation ceremony, ribbon pinning, class trip, and any other activity determined by the 8th grade graduation planning committee.

Students who do not meet TRCCA expectations will not be permitted to participate and no refund of any payments will be made. This is due to financial obligations made to fund various

activities and purchase various items. Once payments are made to the vendors, the money is no longer available.

A reminder of this policy will be sent home prior to the date that this watch period begins.

Provost eCourses):

Students enrolled in Provost eCourses for the purpose of credit recovery and/or students using Provost in TRCCA's Alternative Education Program must complete their coursework with passing grades by the end of the school year in order to earn credits. At the start of each school year, all unfinished coursework from the previous year will not be accessible to students, and they will have to reenroll and repeat the course(s).

5. EXTRACURRICULAR ACTIVITIES

Philosophy and Objectives

Activities beyond the regular curriculum at TRCCA are designed to enhance the educational experience of our students. The value of participating in extracurricular activities has been well documented. Participants earn better grades, have better attendance and have a greater chance for success in later life than non-participants. The recognized value of extracurricular participation to student's personal development has given these activities a high priority in the total school program. To ensure this value, it is essential that the goal of the extracurricular program be to encourage individual responsibility and initiative within the established framework of each organization and to allow students to recognize the consequences of their own decisions and actions.

Extracurricular activities at TRCCA provide opportunities for a variety of interests and talents through programs in athletics, curriculum-related clubs, student government, honor clubs, intramurals, music and drama organizations, and service clubs. Each of these groups has been given the responsibility of setting its own standards for participation consistent with the community code of the school and the requirements for conduct expected of all students.

It should be clearly understood by all students involved in the extracurricular program and by their parents that individual participation must be regarded not as a right but, instead, as a privilege dependent on personal acceptance of the group's expectations for behavior and the mission, vision, and values of TRCCA.

TRCCA administration reserves the right to use a variety of methods to investigate potential athletic code of conduct violations. These include, but are not limited to, legal notification, public records, internet websites, parent communication and other personnel contacts.

Activities Before and After School

No student is to be given permission to remain in the building or on school grounds unless s/he is with a group supervised by a teacher or an adult who is in charge of students.

Participation when Absent

If a student is absent ANY PART OF THE SCHOOL DAY, he/she is not allowed to participate, compete, or attend any contest, performance or activity that day WITHOUT PERMISSION FROM AN ADMINISTRATOR.

Athletic Eligibility Requirements from the IHSAA

The Indiana High School Athletic Association has been the governing body of high school athletics in Indiana since 1903. TRCCA is a voluntary member of the IHSAA and has agreed to follow its rules. TRCCA and the IHSAA believe in equal competition among schools and the close relationship between academics and athletics.

The IHSAA rules listed below are only a summary of some of the regulations affecting student eligibility. All rules are found in the IHSAA By-Laws and Articles of Incorporation. An on-line version is located at www.ihsaa.org

You are eligible if:

Age

- You do not turn 20 years old prior to or on the scheduled date of the IHSAA State Finals tournament in a sport.

Amateurism

- You have not played under an assumed name.
- You have not accepted money or merchandise directly or indirectly from athletic participation.
- You have not signed a professional contract in that sport.

Awards and Gifts

- You have not received in recognition for your athletic ability any award that is not approved by your high school principal or the IHSAA.
- You have not used or accepted merchandise as an award, prize, gift or loan or purchase such for a token sum.
- You have not accepted awards, medals, recognitions, gifts and honors from colleges/universities or their alumni.

Conduct and Character

- You have not conducted yourself in or out of school in a way which reflects discredit on your school or the IHSAA.
- You have not created a disruptive influence on the discipline, good order, moral and educational environment in your school.

Consent and Release Certificate

- You have the completed certificate (physical form) on file with your principal each school year, between April 1 and your first practice.

Enrollment

- You enrolled in a school during the first 15 days of a semester.
- You have not been enrolled more than four consecutive years, or the equivalent (e.g. 8 semesters or 12 trimesters, etc.), beginning with grade 9.
- You have not represented a high school in a sport for more than four years.

Illness and Injury

- You are absent 5 to 10 or more consecutive school days due to illness or injury, and have participated in at least 4 separate days of practice prior to competing.
- You are absent 10 or more consecutive school days due to illness or injury, and have participated in at least 6 separate days of practice prior to competing.

Participation

A. During Contest Season

- You do not participate in try-outs or demonstrations of athletic ability in that sport as a prospective post-secondary school student-athlete.
- You do not participate in a practice with or against players not belonging to your school.
- You do not participate in a non-school-sponsored contest without an approved waiver.
- You do not attend a non-school camp.
- You do not attend and participate in a student-clinic.

B. During School Year Out-of-Season

- You do not participate in a team sport contest as a member of a non-school team where there are more than the following number of students listed below in each sport, including incoming freshmen, who have participated the previous year in a contest as a member of their school team in that sport.
 - Basketball - 3 Baseball - 5 Football - 6
 - Volleyball - 3 Softball - 5 Soccer - 6
- You do not receive instruction in a team sport from individuals who are members of your high school coaching staff (Exception: open facility).
- You do not participate in a non-school contest that required participation during school time, without gaining approval by the school principal or his/her designee.

C. During Summer

- You do not attend any school-sponsored fall sports camp and/or clinic after Monday of Week 4 (See your athletic director for specific dates).
- You do not attend any non-school camp and/or clinic after Monday of Week 7 (See your athletic director for specific dates).

Practice

- You have completed the required number of separate days of organized practice in your sport under the direct supervision of the high school coaching staff in your sport preceding participation in a contest.

Scholarship

- You passed 70% of the full credit subjects or the equivalent that a student can take in your previous grading period. Semester grades take precedence.
- You are currently enrolled in 70% of the full credit subjects or the equivalent that a student can take.

Transfer

You do not transfer from one school to another primarily for athletic reasons.

- A. You are entering the 9th grade for the first time.
- B. You are transferring from a school district or territory with a bona fide move by your parents.
- C. You are a ward of the court.
- D. You are an orphan.
- E. Your former school closed.
- F. Your former school is not an IHSAA member school and is not accredited by the state accrediting agency in the state where the school is located.
- G. Your transfer was pursuant to school board mandate for redistricting.
- H. You enrolled and/or attended, in error, a wrong school.
- I. You transferred from a correctional school.
- J. You are emancipated, as defined by the IHSAA.
- K. You did not participate in any contests as a representative of another school during the preceding 365 days.
- L. You return to an IHSAA member school from a non-member school and reside with the same parent/s or guardian/s.
- M. You transfer to a member boarding school with a corresponding move from the residence of your parent/s or you transfer from a member boarding school with a corresponding move to the residence of your parent/s.
- N. You are a qualified foreign exchange student attending under an approved CSIET program, who has attended a member school for less than one year.

Undue Influence

- You, your parents or guardians have not been influenced by any person to secure you as a student at a member school.

6. POLICY STATEMENTS

Sexual Harassment Prevention Policy

In order to provide a safe and healthy environment that encourages respect, dignity, and equality, it is school policy to provide an educational environment free from sexual harassment and discrimination on the basis of sex. Under both Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendment of 1972, TRCCA considers sexual harassment to be unlawful on the basis of sex and is prohibited by the State Constitution. Finally, sexual harassment/assault by any individual may constitute a sexual crime or student abuse under the State Criminal Code.

TRCCA strictly prohibits all forms of sexual harassment on school grounds, school buses, and at all school sponsored activities, programs, and events, including those that take place at locations outside the school. TRCCA also strictly prohibits all forms of sexual harassment against individuals associated with the school whether or not the harassment occurs on school grounds.

The principal or designee has the responsibility to conduct an initial investigation if he/she observes sexual harassment or if he/she receives a verbal or written complaint of sexual harassment from a student or responsible adult. Except in the case of severe or criminal conduct, the principal should make all reasonable efforts to resolve complaints at the school level. As soon as possible, but no later than three (3) working days following the receipt of a complaint, the principal shall commence the investigation.

Any party, who is not satisfied with the outcome of the initial investigation, may request a board level investigation by submitting a written complaint to the Title IX Coordinator.

Anti-Discrimination Policy

Policy Notification Statement

It is the policy of TRCCA not to discriminate on the basis of race, color, religion, sex, national origin, age, or handicap in its programs or employment policies.

The Compliance Assurances serves students, parents, employees, applicants for employment, patrons, and programs within TRCCA.

1. TRCCA assures students, parents, employees, applicants for employment, and patrons they will not discriminate against any individual.
2. Parents are provided procedural safeguards, which are included in the Notice of Parent/Student Rights in Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed to be Disabled.
3. An impartial hearing and review (appeal) are provided upon request. Procedures are detailed in the Notice of Parent/Student Rights in Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed to Be Disabled.
4. Notice to students, parents, employees, and the general public of non-discrimination assurances and parent/student rights in identification, evaluation, and placement will also be disseminated annually in the following manner:
 - A. Ad announcement in local newspaper
 - B. Posted notice in each school building
5. TRCCA has established the following local grievance procedure to resolve complaints of discrimination:
 - A. An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
 - B. Such claims must be made in writing and filed with: Section 504 Coordinator
 - C. A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
 - 1) The Section 504 Coordinator will conduct the hearing within a reasonable time after the request is received.
 - 2) The Section 504 Coordinator shall give the parent, student, employee, applicant, or patron reasonable advance notice of the date, time, and place of the hearing.
 - 3) The school corporation shall give the parent, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issues raised. The grievant may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
 - 4) The school corporation shall make its decision in writing within 15 school days after the hearing.

TRCCA will conduct an annual “Student Find” campaign with the goal of locating and identifying all Section 504 qualified individuals with disabilities (age 3 to 21) who reside within the school district.

TRCCA will inform individuals with disabilities and their parents or guardians of the corporation’s responsibilities and procedural safeguards under Section 504, as well as those under Indiana’s Special Education Regulations and the Individuals with Disabilities Education Act (IDEA).

Wellness Policy

Introduction

The Theodore Roosevelt College and Career Academy (AKA Roosevelt Career and Technical Academy) is committed to providing the students of the school with healthy choices, promotion of wellness activities, and physical activities that promote the well-being of the students enrolled. The school will strive to promote activities and situations which enable students to make healthy choices which may then contribute to the total well-being of the school population.

Purpose and Goals

TRCCA recognize that good nutrition and physical activity are essential for students to maximize their full academic potentials, reach their physical and mental potentials, and achieve lifelong health and well-being. A responsible approach to nutrition and physical activity promotes healthy weight maintenance and reduces the risk of many chronic diseases, including asthma, hypertension, heart disease, and Type 2 diabetes.

TRCCA has a responsibility to cultivate a school environment that helps students learn and maintain lifelong healthy eating and lifestyle habits. Many factors play a role in achieving a healthy school environment, including foods and beverages available to students while at school, nutrition education, opportunities for physical activity, and other school-based activities designed to promote student wellness.

TRCCA, a newly chartered Indiana Turnaround School, is establishing a Local Wellness Policy Advisory Committee which is responsible for establishing and measuring the implementation of the Local Wellness Policy. Committee members will work collaboratively and offer multiple perspectives to assure the Local Wellness Policy is consistent with school educational and budgetary goals. It is the responsibility of this group to ensure that the plan is designed to optimize the health and well-being of students and that it fulfills the requirements of Section 204 of The Student Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265).

Policy

Local Wellness Policy Advisory Committee

Mission - TRCCA will maintain a Local Wellness Policy Advisory Committee that serves the following purposes:

- Establish standards for all foods and beverages available to students on the school campus during the entire school day that is consistent with USDA Guidelines.
- Establish goals for student nutrition education, physical activity, and other school-based activities designed to promote student wellness.
- Develop guidance and serve as a resource to school sites for Local Wellness Policy implementation.
- Establish a plan for monitoring, measuring, and evaluating Local Wellness Policy implementation.
- Review and evaluate the Local Wellness policy standards and implementation.
- Recommend all policy related standards for final approval and report findings of policy implementation and evaluation to the Governing Board.

Membership - The Local Wellness Policy Advisory Committee membership at TRCCA will include the following individuals:

- Parents – at least two, preferably one from Junior Academy and one from Senior Academy
- Students - Two high school students
- School Food Service - A managerial employee of the food service staff
- School Administrator - School principal or designee
- School Nurse
- Physical Education/Health Education - PE/health educator
- School Operations Manager.

The Wellness Policy Advisory Committee Chairperson will be with the School Operations Manager whose primary responsibility is for coordinating committee activities related to standards establishment, policy implementation and monitoring, and reporting to the Governing Board.

Nutrition Guidelines

School Meals Program

The school meals program will operate in accordance with the National School Food Service Program standards and applicable laws and regulations of Indiana. TRCCA will offer varied and nutritious food choices that are consistent with the federal government's current Dietary Guidelines for Americans. Menus will be planned with input from the Advisory Committee members, and other school personnel and should take into account students' cultural norms and preferences.

- Food-pricing strategies and food marketing programs will be designed and used to encourage students to purchase nutritious meals.

- Students will be encouraged to start each day with a healthy breakfast.
- School meals will be prepared in a way that maximizes nutrient density and reduces fat and sodium.
- Parents and caregivers are encouraged to support a healthy school environment by providing a variety of nutritious foods if meals or snacks are sent from the home.

Competitive Foods

Nutrition information for a la carte snacks and beverages offered in snack bars, meal service lines, vending and school stores is readily available to students, parents and the school community.

- Nutritious and appealing foods such as fruits, vegetables, low and non-fat dairy products and whole grain products will be available wherever food is sold or offered on the school campus during the school day.
- All a la carte snacks and beverages offered for sale to students during the school day comply with USDA regulations prohibiting the sale of “foods of minimal nutritional value.”

Eating as a Positive Experience

- TRCCA will provide adequate lunch time for students to enjoy eating healthy foods and socializing, scheduled near the middle of the school day as possible.
- Adequate serving space will be provided and efficient methods of service will be used to ensure students have access to school meals with a minimum amount of waiting time.
- Adequate seating will be available to accommodate all students served during each meal period. Adequate supervision will be provided in the dining area.
- The dining area will be clean, orderly and inviting.
- Water fountains are accessible during breakfast and lunch to all students at all campuses so that students may always have the option of drinking water.

Food Safety

All food service equipment and facilities will meet applicable local and state standards for safe food preparation and handling, sanitation, and workplace safety.

In accordance with Section 111 of the Student Nutrition and WIC Reauthorization Act of 2004 (Public Law 108265), TRCCA, in coordination with the Food Service Vendor, will implement a food safety program for the preparation and service of school meals based upon the Hazard Analysis and Critical Control Point (HACCP) principles.

Nutrition Education

Classroom Activities

Students will have the opportunity to participate in a variety of classroom nutrition education learning experiences based on the curricular framework of Indiana. In addition, teachers will provide students with additional activities that promote wellness and healthy choices. Physical

education will be provided with an emphasis on the skills and curricular areas defined in the Indiana State Standards.

Cafeteria

The school cafeteria will serve as a “learning laboratory” enabling students to apply critical thinking skills taught in the classroom. Attractive and current nutrition education materials will be prominently displayed in dining areas.

Physical Activity

Physical Activity during the School Day

Students will be given opportunities for physical activity during the school day through physical education (P.E.) classes, and other activities. Schools will promote an environment supportive of physical activity.

Physical Activity Before and After School

Students will be given opportunities for physical activity through a range of before and after school programs including intramurals, interscholastic athletics, and physical activity clubs.

Physical Education Classes

Physical education classes are taught by state certified instructors in an environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills, and knowledge. Physical education will include the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity.

Creating a Positive Environment for Physical Activity

TRCCA will promote a positive environment for physical activity by providing a physical and social environment that encourages safe and enjoyable activities for all students, including those who are not athletically inclined.

Other School-Based Activities to Promote Student Wellness

Food Sold for Fundraising Activities

The schools will review fundraising activities and encourage activities that promote healthy food choices.

Healthy Classroom Parties and Celebrations

TRCCA recognizes that classroom parties and celebrations are a tradition at schools. School staff and parents are encouraged to include healthy food offerings, as defined in this policy, at school parties and events to support a healthy environment throughout the district.

District Faculty, Staff, and Food Service Staff Role in a Healthy School Environment

Professional Development

District and food service staff and faculty are encouraged to become full partners in the district's wellness goals. District and food service staff are encouraged to model healthy eating behaviors. The Wellness Committee will provide the schools with events throughout the year that will promote wellness.

Policy Implementation

Monitoring

The School Operations Manager will be assigned to ensure compliance with standards of the Local Wellness Policy in the school. The Food Service Vendor will ensure compliance with nutrition policies within the school food service areas and will report on this matter to the Chairperson of the Local Wellness Policy Advisory Committee.

Policy Review

The Wellness Committee will assess progress by first doing a baseline assessment and then monitoring throughout the year. The Wellness Policy will be revised based on need. Furthermore, the committee will meet periodically and present reports to the Governing Board who may use the updates from the policy in their reporting documentation.

Federal Public Law 108-265 and IC 5-22-15-24(c)
Adopted the 13th day of December, 2012.

Curriculum, Instruction and Assessment

Supplemental Material Selection and Animals in Classrooms

The Board recognizes the value of supplemental materials, including technology and animals in classrooms, to enhance the effectiveness of the instructional process. Supplemental materials utilized by the instructional staff should contribute to goals and objectives as stated in the curriculum guides and course outlines. Supplemental materials, including technology and animals in classrooms, shall be selected as part of the textbook adoption process and/or other appropriate processes.

Animals in Classrooms

Live animals with the exception of fish in aquariums are only to be in the school for educational purposes. Animals may be allowed to stay in the classroom for the duration of the school year. No live animals will be left unattended for more than two (2) days. At no time will animals considered dangerous be brought into the classrooms.

Service dogs are permitted on school buses and in classrooms to perform the functions for which they are trained. A dog's laminated identification card may be requested for verification.

The superintendent will be responsible for the implementation and enforcement of this policy.

LEGAL REFERENCE: 410 I.A.C. 33-4-7

Vehicle Idling Policy

The purpose of this policy is to eliminate unnecessary idling by corporation school buses such that idling time is minimized and to reduce vehicle exhaust that has the potential to be drawn into the building.

Vehicle exhaust from idling school buses can accumulate in and around the bus and pose a health risk to children, drivers and the community at large. Exposure to vehicle exhaust can cause lung damage and respiratory problems. Vehicle exhaust also exacerbates asthma and existing allergies, and long-term exposure may increase the risk of lung cancer. Idling buses waste fuel and financial resources of the school corporation.

This policy applies to the operation of every corporation-owned school bus, vehicles or private vehicles on school grounds.

Corporation Owned and Private Vehicles Idling Time

1) Drivers of all corporation owned and private vehicles are to turn off the engine if the vehicle is to be stopped more than 3 minutes in locations where vehicle exhaust may be drawn into the building or while on school grounds.

Corporation Vehicle Idling Time

l) When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area.

2) School buses will not idle (on school grounds or off school grounds) for longer than five (5) minutes unless:

- a) There are extreme weather conditions (meaning 32 degrees Fahrenheit or less) and the purpose is to warm the interior of the bus,
- b) Longer idling time is necessary to facilitate the loading and unloading of students of special needs,
- c) There are safety or emergency situations,
- d) There are maintenance or mechanical inspection/repair issues requiring a longer time to facilitate the inspection/repair process, or
- e) The bus is idling in traffic.

3) Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.

4) In colder weather, schools are directed to provide a space inside the school where bus drivers who arrive early can wait

Chemical Management

The purpose of this policy is to reduce student and staff exposure to chemical hazards from hazardous chemicals used or kept at the school. By selecting products with lesser hazards, and by properly using these procedures there will be a reduced risk of exposure to these products.

The superintendent will be responsible for the implementation and enforcement of this policy.

Inventory

Each year, school corporation personnel as assigned by the superintendent or designee shall conduct a corporation-wide chemical inventory. During the inventory, expired and unwanted chemicals are to be identified for proper disposal.

Purchasing

Chemical purchases shall adhere to the following protocol.

1. This school has identified the following procedures and guidelines for purchasing chemicals in an effort to minimize student and staff exposure to chemical hazards:
 - a. All purchases of chemicals shall be approved by the school administration.
 - b. Donated items such as hand sanitizers and any products employees bring into the school must be approved by the school administration.
2. First in first out method will be followed. Over purchasing and stock piling are not permitted.
3. The least toxic chemical that is still effective for the job is to be selected. Material Safety Data Sheets should be reviewed to make this determination. This includes selection of cleaning supplies as well as teaching tools for classrooms. Micro and green chemistry are encouraged.
4. Chemicals listed on ban chemical list shall not be purchased.

Material Safety Data Sheets (MSDS) will be available at the central office and in any rooms where chemicals are stored. The MSDS books are to be updated annually and as new chemicals are purchased or disposed of.

USE

1. Chemicals will be mixed and used according to manufacturer's directions. Measuring devices or direct mixing systems are to be used. Any warnings, especially requirements for ventilation are to be followed.
2. When possible, use of cleaning products should be performed when students are not present.

3. Areas where chemicals are being used will be properly ventilated, including classrooms and laboratories.
4. Only properly trained staff may use hazardous chemicals. Staff will receive annual training and when required, certification (i.e. pesticide applicators).
5. Required notification procedures will be followed (i.e. pesticide notifications)

Storage

1. Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.
2. Storage areas will be properly ventilated.
3. Storage areas will be compatible with the chemicals being stored in them.
4. Reactive chemicals will not be stored near each other.
5. Hazardous chemicals will be stored in locked areas at all times.
6. All original containers will be labeled with the date received

Disposal

1. Unwanted, unused, and outdated chemicals should be identified on a regular basis but at least annually. These identified chemicals should be marked for disposal.
2. Disposal will follow state regulations. Pouring down the drain or throwing in the trash is not acceptable or proper disposal in most instances.

Spills, Chemical Explosions, and Accidents (including inhalation, ingestion, or direct contact)

1. Notify the building administrator.
2. Follow guidelines outlined in Hazardous Materials section of Crisis Response Plan.

LEGAL REFERENCE: 410 I.A.C. 33-4-8

Internet Safety Policy

Introduction

TRCCA believes that technology and its utilization enhances the quality and delivery of education and is an important part of preparing students for life in the 21st century. The community of technology users must understand that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable educational tool, there are sections that are not commensurate with community, school, or family standards. TRCCA believes that the Internet's advantages far outweigh its disadvantages and will provide Internet filtering that blocks access to a large percentage of inappropriate sites. It should not be assumed that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, TRCCA considers access to the Internet and computer resources a privilege, not a right. Therefore, users violating the TRCCA's Acceptable Use Policy (AUP) may be subject to revocation of these privileges and potential disciplinary action.

It is the policy of TRCCA to:

- prevent users from accessing or transmitting inappropriate material over its network via the Internet, electronic mail, or other forms of direct electronic communications;
- prevent unauthorized access and other unlawful online activity;
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

To the extent practical, technology protection measures including Internet filters shall be used to block or filter the Internet or other forms of electronic communications and access to inappropriate information. EdisonLearning filters Internet access through the use of iPrism Web Security.

Specifically, as required by the Children's Internet Protection Act (CIPA – for more information on the CIPA requirements, please visit this URL: <http://www.fcc.gov/guides/studentss-internet-protection-act>), blocking shall be applied to visual depictions of material deemed obscene or to student pornography or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the TRCCA's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act prevention of inappropriate network usage includes:

- unauthorized access, including "hacking," and other unlawful activities; and
- unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Training: Student Safety and Digital Citizenship

To help ensure student safety and citizenship in online activities, students will be educated about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

Supervision and Monitoring

It shall be the responsibility of all members of the TRCCA staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Students's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Technology Manager or designated representatives.

Public Review

The Internet Safety Policy will be shared with the school community at a public meeting on Internet safety, following normal public notice, on TRCCA.

Revisions to the Internet Safety Policy will be on an as need basis under the direction of the school's Technology Manager with approval from EdisonLearning's Technology.

Acceptable Use Policy [Student Copy]

Technology Information Resources in the Schools

The school's information technology resources, including email and Internet access, are provided for educational purposes. Access to the Internet and computer resources is a privilege, not a right. Therefore, users violating this Acceptable Use Policy (AUP) may be subject to revocation of these privileges and potential disciplinary action. Adherence to the following policy is necessary for continued access to the school's technological resources:

- 1. I will respect and protect the privacy of others.**
 - I will only use accounts that have been assigned to me.
 - I will not view, use, or copy passwords and data.
 - I will not access networks to which I am not authorized.
 - I will not distribute private information about others or myself.

- 2. I will respect and protect the integrity, availability, and security of all electronic resources.**
 - I will follow all network security rules and regulations.
 - I will report security risks or violations to a teacher or network administrator.
 - I will not destroy or damage data, networks, or other resources that do not belong to me.
 - I will conserve, protect, and share these resources with other students and Internet users.

- 3. I will respect and protect the intellectual property of others.**
 - I will not infringe copyrights I will not make illegal copies of music, games, or movies.
 - I will not plagiarize.
 - I will follow US Copyright Fair Use understanding.
 - I will respect Creative Commons licensing.

- 4. I will respect and practice the principles of community.**
 - I will communicate only in ways that are kind and respectful.
 - I will report threatening or discomfoting materials to a teacher.
 - I will not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - I will not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).

- I will not use the resources to further other acts that are criminal or violate the school's code of conduct.
- I will not send spam, chain letters, or other mass unsolicited mailings.
- I will not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

If I follow all the rules above, I may:

1. Create content that is posted to websites, wikis, blogs or other web-based tools.
2. Use direct communications such as Internet Relay Chat (IRC), online chat, or instant messaging with a teacher's permission.
3. Use the resources for any educational purpose.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to protect school property or further the health, safety, discipline, or security of any student or other person. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

X _____
(Student Signature) (Date)

As the parent of _____ I understand the school policy regarding computer usage and will do the best I can to model these guidelines to my child(ren).

X _____
(Parent Signature) (Date)

- *Parents, please discuss these rules with your child(ren) to ensure he or she understands them.*
- *These rules also provide a good framework for your child(ren)'s use of computers at home, at libraries, or anywhere.*
- *For more information, see www.cybercrime.gov.*

Acceptable Use Policy [School Copy]

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5. I will respect and protect the privacy of others.

- I will only use accounts that have been assigned to me.
- I will not view, use, or copy passwords and data.
- I will not access networks to which I am not authorized.
- I will not distribute private information about others or myself.

6. I will respect and protect the integrity, availability, and security of all electronic resources.

- I will follow all network security rules and regulations.
- I will report security risks or violations to a teacher or network administrator.
- I will not destroy or damage data, networks, or other resources that do not belong to me.
- I will conserve, protect, and share these resources with other students and Internet users.

7. I will respect and protect the intellectual property of others.

- I will not infringe copyrights I will not make illegal copies of music, games, or movies.
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- I will not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- I will not use the resources to further other acts that are criminal or violate the school's code of conduct.
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Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

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(Parent Signature) (Date)

- *Parents, please discuss these rules with your child(ren) to ensure he or she understands them.*
- *These rules also provide a good framework for your child(ren)'s use of computers at home, at libraries, or anywhere.*
- *For more information, see www.cybercrime.gov.*

Discipline Guidelines

| VIOLATION | FIRST TIME | SECOND TIME | THIRD TIME |
|---|--|--|--|
| Cafeteria (Throwing Food/Other Objects) | Clean Cafeteria (1 day) | Clean Cafeteria (2 days) | Clean Cafeteria (3 days) |
| Cellphones/Headphones/Earbuds | Confiscate | Confiscate | Confiscate |
| Dress Code Violation | 1 ISS | 2 ISS | 1 Suspension |
| Forged Pass (Etc.) | 1 Detention | 1 Friday | 2 Saturdays |
| Gambling/Dice (Any Form of Wagering) | 1 Detention | 1 Friday | 2 Saturdays |
| Improper Affection | Verbal Warning | Contact Parents/ISS | Contact Parents/2 ISS |
| In Hall w/o Permission | 1 Detention | 1 Friday | 2 Saturdays |
| In Parking Lot w/o Permission | 1 Detention | 1 Friday | 2 Saturdays |
| Sleeping in Class/or Appearance of Sleeping | 1 Detention | 1 Friday | 2 Saturdays |
| Tardy to School/Study Hall | Warning | 1 ISS | 2 ISS |
| Vandalism | Work/Payment 10 Hours of Community Service | Work/Payment 15 Hours of Community Service | Work/Payment 20 Hours of Community Service |
| Truant from Class or School | 1 Detention | 1 Friday | 2 Saturdays |
| Stealing | Repayment or Replacement 10 Hours of Community Service | Repayment or Replacement 15 Hours of Community Service | Repayment or Replacement 20 Hours of Community Service |

First Violation (1 After School Detention)

Second Violation (1 Friday Detention)

Third Violation (2 Saturday Detentions) Mandatory Parent meeting

Fourth Violation: Mandatory Parent/Student workshop

Fifth Violation: Mandatory review of change of placement

This applies to repeated misconduct on all levels.

Junior Academy Students (Cellphones in the lockers at all times) NO EXCEPTIONS

