

JAMES WHITCOMB RILEY HIGH SCHOOL

Technology and Engineering Magnet School

Francois Bayingana, Principal

Sherry L. Bolden-Simpson, Assistant Principal

Derrick White, Assistant Principal

Mariel Brewer, Director of Guidance

Marie Doan, Athletic Director

The faculty, staff, and administration welcome you to James Whitcomb Riley High School. We are committed to providing a sound, rewarding educational program in pursuit of the SBCSC VISION of

Quality Learning for Every Student Every Day!

**James Whitcomb Riley High School
"The Pride of the South Side"**

School Colors: Blue and Gold

School Mascot: Wildcat

School Song:

Wave the flag for dear ole Riley,
Hold her colors high.
Let the blue and golden banners
Flaunt against the sky.
Cheer the team in every battle

James Whitcomb Riley High School

Mission Statement

Through a challenging standard-based course of study, with educational decisions guided by data and policy, Riley students will become responsible learners who work collaboratively and accept ownership of their academic progress and social development.

Riley High School Vision Statement

The Riley High School Family accepts responsibility to provide quality instruction to ALL students.

Belief Statements

We believe that:

1. All students are capable of learning and it is our responsibility to assure that they do.
2. Differentiated instruction maximizes student success.
3. Students have a responsibility to be actively involved in the learning process.
4. Students educational opportunities are enriched through attending a school with a diverse population.
5. Students experience opportunities to achieve emotional and physical well-being through discipline and responsibility.
6. Education is a lifelong process.

7. Each student is a valued individual with unique intellectual, physical, social, and emotional needs.
8. Students, parents, staff, teachers, administrators, and the community share the responsibility and desire for educational excellence.

Telephone Numbers

Main Office 283-8400

Fax 283-8405

Attendance Office 283-8412

Student Services (Guidance) Office 283-8414

Magnet Program Office 283-8497

Athletic Office 283-8419

Nurse's Office 283-8420

Treasurer's Office 283-8423

Department Chairs

Art	Mr. Zielasko
Business	Mrs. Buczynski
Family and Consumer Sciences	Mrs. Wassner
World Languages	Mr. Stebbins
English / Language Arts	Mrs. Wiand
Mathematics	Mr. Logsdon
Music	Mr. Balog
Health/PE	Mr. VanDriessche
Science	Mr. Morgan

Social Studies	Mr. Tholin
Special Education	Mrs. Cain
Technology Education	Mr. Brubaker

Student Services

Mrs. Charan Richards – 9
Ms. Mariel Brewer – 10
Mrs. Nancy Block – 11
Miss Beth Gavin – 12
Mrs. Mary Dunn – Social Worker
Ms. Satia Lloyd – Nurse
Ms. C. Wallace – Secretary

Special Staff Assignments

Main Office Secretary	Mrs. Cheryl Mielcarek
Student Management Secretary	Miss Ashley Gill
Athletic Secretary	Mrs. Kathy Johnson
Treasurer	Mrs. Janiece Martin
Student Resource Officer	Officer Brian Kendall
Magnet Coordinator	Mr. Matt Modlin
Bilingual Specialist	

Website: <http://www.edline.net/pages/RileyHS>

**SOUTH BEND COMMUNITY SCHOOL CORPORATION
2014-15 SCHOOL CALENDAR**

Orientation.....	new teachers only.....	August 18, 2014
Teacher Work Day.....	all staff.....	August 19, 2014
Classes Begin.....		August 20, 2014
Labor Day.....	schools/offices closed.....	September 1, 2014
Teacher Record Day.....	no school for WHS students only.....	October 10, 2014
Teacher Record Day.....	no school for students except WHS.....	October 24, 2014
Teacher Record Day.....	no school for WHS students only.....	November 14, 2014
Thanksgiving Break.....	schools/offices closed.....	November 27 & 28, 2014
Winter Recess.....	begins.....	December 22, 2014
Classes Resume.....		January 5, 2015
Teacher Record Day.....	no school for students except WHS.....	January 16, 2015
Martin Luther King Day.....	schools/offices closed.....	January 19, 2015
President's Day.....	schools/offices closed.....	February 16, 2015
Teacher Record Day.....	no school for WHS students only.....	February 27, 2015
Teacher Record Day.....	no school for students except WHS.....	March 23, 2015
Good Friday.....	no school for students, offices open ½ day.....	April 3, 2015
Spring Recess.....		April 6-10, 2015
Snow Day #1.....	no school for students/teachers (unless needed as make-up).....	April 13, 2015
Snow Day #2.....	no school for students/teachers (unless needed as make-up).....	May 22, 2015
Memorial Day.....	schools/offices closed.....	May 25, 2015
Last Day for Students.....		June 4, 2015
Teacher Record Day.....		June 5, 2015

All Schools Except Washington High School Washington High School Only
 1st grading period (46 days): August 20 – October 23 1st trimester (60 days): August 20 – Nov. 13
 2nd grading period (47 days): October 27 – January 15 2nd trimester (60 days): Nov. 21 – Feb. 26
 3rd grading period (43 days): January 20 – March 20 3rd trimester (60 days): March 2 – June 4
 4th grading period (44 days): March 24 – June 4
 sc: 02/14/14

Other Important Dates:

Homecoming: September 26, 2014
 Riley Prom: (subject to change)
 Riley Graduation: June , 2015

Riley Bell Schedule

Period 1- 7:45 - 8:33 (48 Min)

Period 2- 8:38 - 9:28 (50 Min)

Period 3- 9:33 - 10:21 (48 Min)

Period 4 A-Lunch 10:26-10:56 (30 Min)

Class- 11:01-12:06 (65 Min)

Class- 10:26-10:56 (30 min)

B-Lunch 11:01-11:31 (30 Min)

Class- 11:36-12:06 (30 min)

Class- 10:26-11:31 (65 Min)

C-Lunch 11:36-12:06 (30 Min)

Period 5- 12:11 - 12:59 (48 Min)

Period 6- 1:04 - 1:52 (48 Min)

Period 7- 1:57- 2:45 (48 Min)

STUDENT ATTENDANCE :

Attendance

Daily attendance is critical to ensure success in the learning process. Maintaining a school attendance rate of **95% accumulated over all four years of high school** is one of the criteria to be met to qualify for a high school diploma if a student fails to pass the Graduation Qualifying Exam. In accordance with Indiana Compulsory School Attendance Law, we expect every student to attend every class daily and to be on time unless there is an **unavoidable** absence for a valid reason in accordance with SBCSC Policy. In an effort to keep parents informed of student attendance, Riley has an automatic computer generated calling system which will call home if a student is marked absent from one or more classes in any day.

SBCSC Attendance Policy

Excused Absence: Absences become part of the permanent school record. Therefore, students are expected to bring a parent note to excuse any absence for the following valid reasons:

- A. Illness
- B. Recovery from accident
- C. Required court attendance
- D. Professional appointments: Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- E. Death in the immediate family
- F. Observance or celebration of a bona fide religious holiday in accordance with SBCSC Policy 5223
- G. Maternity
- H. Military connected families' absences related to deployment and return
- I. College visits, not to exceed five (5) days total for the school year
- J. Such other good cause as may be acceptable to the Superintendent or permitted by law

Absence Reporting: If a student has been absent from school for any part of the school day, the parent/legal guardian must notify the school of the absence *in writing*, stating the reason. **This note should be given to the Office of Student Management within 2 school days after the student returns.** Otherwise, the absence will be considered unexcused/truant. The note should contain:

- the student's first and last name
- the reason for the absence
- the date(s) of the absence
- the name of the parent/legal guardian
- a phone number that a parent/legal guardian can be reached to verify the absence if necessary

*If the child will be absent for an extended period of time due to a prolonged illness or unusual circumstance, please call and notify the Attendance Office. Additionally, call the Student Services Office (Guidance) to request homework if practical.

Excessive Absence: Absences will be considered excessive when there are more than nine (9) accumulated in the course of a semester. Students with chronic health problems will need to be referred to the Attendance Office to initiate a Certificate of Incapacity. This verification will allow you to avoid referral to the juvenile authorities for excessive absences and possible revocation of driving privileges until the age of 18.

Unexcused Absence/Truancy: Any absence that does not fall into one of the above categories or for which no parent note is provided is considered unexcused. Each incidence of truancy (absent from any class or any part of the school day, **including lunch**, without the knowledge or consent of the parent/guardian or school administration) will result in appropriate consequences as deemed by administrative discretion, the High School Code of Conduct, and/or the Behavior Intervention Plan.

Habitual Truancy: The accumulation of a total of 10 incidents of unexcused absences or more per semester, in defiance of parental authority is considered habitual truancy. “Incidents” shall include both partial and full day absences. Habitual Truancy may result in revocation of Motor Vehicle Driving Privileges as described in Indiana Code Section 20-8.1-3-17.2.

Tardiness: Tardiness is defined as being late to class without an approved excuse. Students are expected to be on time for all classes. Excessive tardiness will result in appropriate consequences as deemed by administrative discretion, the High School Code of Conduct, and/or the Behavior Intervention Plan.

Exit Passes/Early Departure: Whenever possible, medical and dental appointments should be made after regular school hours. If it is necessary to be released from school, an exit pass must be obtained in the Office of Student Management upon the student’s arrival to school in the morning. **A written note from the parent/legal guardian, including the date and time of the appointment, is required** (except in an extreme emergency, *please do not call* the school to request an exit pass). *All students leaving the building between 7:45 a.m. and 2:45 p.m. must obtain an exit pass. Students leaving the building without an exit pass will be considered truant.*

Entering the Building

All students are to enter the building for the school day through the main entrance on S. Fellows St. The main doors will be open starting at 7:00 a.m. Upon entering, all students will be checked for proper display of school ID and compliance with the dress code. At the conclusion of the school day, only students participating in extracurricular activities, academic work, or tutorial assistance may remain in the building after 3:00 p.m.

Late Arrival to School

In order to provide a more secure environment, our doors are locked at 7:45 A.M. To gain entry past this time, enter by way of the main, Fellows Street entrance by buzzing into the office **one time**, and identifying yourself by full name. Students and guests must report to the main office or security station. Students will be asked to sign in, and to show their student ID cards as they check in.

Students arriving late to school during the middle of a class period due to an **excused appointment** (see excused absences on previous page) must report to the Office of Student Management to receive a pass to class. *Verification of the appointment must be provided by the doctor’s office, court official, etc.

Telephones

All office phones are reserved for business and emergency purposes. Students will not be called out of class to receive telephones calls. Messages will be delivered to students on an emergency, case-by-case basis. In these cases, the caller must state their name and nature of the emergency. Students are only permitted to use classroom phones for emergencies and with the permission of and under the direct supervision of a teacher. Students are **not allowed to use personal cell phones between 7:00 a.m. and 2:45 p.m.** All Cell phones, iPods, CD players, MP3s, cameras, walkie-talkies, video games, and other electronic devices are not permitted to be in use in any way between 7:00 a.m. and 2:45 p.m. devices are to be turned off and put away while at school. Student use of electronic devices will result in confiscation of the device. On the 1st violation, the device may be picked up by a parent or legal guardian. On the 2nd violation, the device will be held for 2 weeks, and then may be picked up by a parent or legal guardian. On the 3rd and all subsequent violation, the device will be held until the end of the school year.

Transfers and Withdrawals

Any student wishing to withdraw or transfer to another school must begin the process in the Attendance Office. Students under the age of 18 must be accompanied by a parent or legal guardian. An exit interview is required with the principal before the paperwork can be completed. All fees and fines must be paid in the Treasurer’s Office at the time of withdrawal. **An appointment is recommended** to help assure timely completion of this process. Our registrar will forward all appropriate records to your new school.

Visitor Policy

Visitors are welcome in school for an educational function or official business. **All visitors are asked to enter through the main doors on S. Fellows St. and to report to the main office upon arrival to sign in and receive a visitor's ID.** Students may not bring children, friends, or relatives to school. Visitors must exit the building upon completion of their stated business.

We invite parents to meet with their child's teachers to discuss their child's progress. According to established policy, **parents are asked call ahead to schedule a time to meet with a teacher.**

ID Cards

South Bend Community School Board policy requires students to wear and have visible an official school identification badge at all times while on the school campus. This policy is in place for the safety and security of all students, staff, and visitors. Being able to quickly and easily identify individuals is of critical importance as we strive to keep the building orderly and safe.

- A Riley High School Identification Card is issued free of charge to every student. **Once issued, students are required to properly wear and have visible their permanent Riley High School ID card upon arrival in the building and at all times from 7:00 am to 2:45 pm in the building.** (Properly worn is defined as: worn on one school-approved lanyard around the neck.) The ID card is not to be altered, changed, damaged, or covered in any way. Doing so will result in confiscation and will require the student to purchase a new card.
- Students must show and properly display their ID to staff upon request.
- The ID is required for admission to extra-curricular activities and to purchase lunch.
- Students are not permitted to wear any IDs other than their own current Riley-issued ID card. Other cards will be confiscated and not returned.
- Failure to comply with the ID policies will result in consequences.
- ❖ If a student does NOT have a valid ID on a lanyard upon arrival to Riley High School, he/she is to stop at the security desk in the main atrium. The student may:
 - A. **Pay \$1 cash for a one day temporary ID**
 - B. **Pay \$1 cash for a lanyard (if they have an ID with no lanyard)**
 - C. **Pay \$4 cash for a new permanent ID (plus \$1 for a lanyard if necessary).**
 - D. **If a student is unable to pay cash at that time:**
 - A \$1 charge will be placed on his/her **student obligation account** and a one day temporary ID will be provided. **Once a student has charged \$1, he/she may not charge temporary IDs until the \$1 is paid back. Students in violation will be referred to administration and assigned consequences.**

Lunch Information

Students are required to wear their student ID in order to purchase lunch. The student ID number is on a bar code which is scanned in order to purchase lunch. By scanning the code, the student will be charged the correct price for full price, reduced price or free lunch. Students are assigned a specific 30-minute lunch period in the cafeteria. **They are required to be in the building AND in the cafeteria during that time**, unless given explicit permission and an official pass from a teacher. In accordance with SBCSC policy, students are not permitted to leave the building during lunch. Parents/legal guardians may set up a lunch debit account for their student based on their SBCSC identification number. Students simply enter their number at the cash register to debit their account. This account automatically adjusts for free or reduced lunch if applicable. For a complete, up-to-date menu, check out the SBCSC Food Service Web Page at www.sbesc.k12.in.us.

The South Bend Community School Corporation operates on a CLOSED CAMPUS policy and students are never permitted to leave the building during the school day unless proper procedures are followed. Failure to comply with this policy is considered truancy.

Physical Education Classes

Physical Education is a graduation requirement in the state of Indiana. The Physical Education Department requires all physical education students to wear a **Riley High School physical education uniform**. This uniform consists of a t-shirt and shorts or sweats. Uniforms will be available for purchase before school and at lunchtime. Riley issued and approved string bags will also be available for purchase. This is the only bag students are permitted to carry to P.E. class.

RILEY HIGH SCHOOL UNIFORM POLICY

In order to promote a safe and orderly environment focused on learning, the following uniform policy has been adopted by the Riley High School parents and faculty. Students who violate the uniform code will not be admitted to class and may be suspended from school. I. C. 20-33-8-12

The Riley High School Uniform will consist of:

- Short or long sleeved solid polo shirt with a collar or solid collared dress shirt
 1. Only solid shirts of the following colors are permitted: navy/dark blue, yellow/gold, black, or white. Any insignia must be smaller than 2 inches.
 2. Students are **not allowed** bare midriffs, tank tops, or tube tops of any kind (nor can these be worn over the polo or dress shirt).
 3. Approved Riley spirit wear (t-shirts, sweatshirts) may be worn **over** the polo or dress shirt **with the collar visible**. The spirit wear must be in standard Riley uniform colors. Hooded garments are not allowed except as approved on “dress down day”.
- Solid cardigans, sweaters, fleeces, or sweatshirts worn over the polo shirt or collared dress shirt
 1. Only the following colors are permitted: navy/dark blue, yellow/gold, black, or white
 2. Students may **not** wear hooded garments, stripes, coats or blankets.
- Pants, slacks, shorts or skirts
 1. Only the following colors are permitted: navy, khaki/brown, or black.
 2. Shorts and capri’s (no knit or fleece material) of the above colors may be worn from April 1st through October 30th only.
 3. Skirts and shorts may be no shorter than three inches below the finger tips and/or three inches above the knees. Blue jeans and sweat pants are **not permitted** as part of the regular uniform.
- Belts: Students must wear a belt that is threaded through the belt loops.
- Shoes and sneakers
 1. Shoes must be closed toe and closed heels.
 2. Students may **not** wear slide-ons, flip-flops, slippers, or sport sandals of any kind.
- Student ID: Your ID is part of your uniform and must be properly worn and visible at all times.
- Clothing must fit as designed, not be over sized, too snug, and may **not sag**. Modifying clothing in any way is not permitted.
- Athletic teams or clubs **must have prior approval from school administration in order to dress out of uniform. Subject to approval**, teams will be limited to an approved jersey or team/club shirt worn over the polo or dress shirt (the collar must be visible) and only on the day of an event.

The following are NOT permitted to be worn to school:

- * hooded garments of any kind
- *revealing or suggestive clothing
- *clothing & jewelry containing messages or images about alcohol, drugs, tobacco, violence, cults, racism, profanity, gang membership, or sexual content
- *hats, bandannas, sweatbands, hairnets, “do rags”, headscarves
- *blue jeans, leggings, pajamas, boxer shorts, biker shorts, hip huggers or low waist pants, micro mini skirts, short shorts (shorts & skirts must be three inches (3”) below fingertips), pants with holes

- *sunglasses, chains, spikes, gloves
- *saggy pants or clothing that reveals/displays undergarments
- *slippers or house shoes
- *Other items or styles that are not in the spirit of the uniform policy or that draw undue attention to a student or cause distractions to the educational environment.

Students who fail to follow a school's dress code or uniform policy may be given detentions or excluded from extracurricular activities, but may not be barred from attending class. A student may receive additional consequences for violating a school's dress code or uniform policy if the student's dress disrupts or may disrupt the educational process as described in Level II, Seriously Disruptive Behavior.

GENERAL SCHOOL CONDUCT:

SBCSC STUDENT EXPECTATIONS

The most critical step in building a safe, respectful, and productive learning environment is establishing a positive school climate where students and adults have strong, positive relationships and students understand what is expected of them as learners at school. Schools should nurture students by providing them with positive behavioral supports and meaningful opportunities for improving social and emotional skills, such as recognizing and managing emotions, developing caring and concern for others, making responsible decisions, establishing positive relationships, and handling challenging situations in a constructive way. School principals and staff members must establish and maintain a positive school climate and must effectively communicate, teach, and model the positive behaviors they expect students to exhibit in the classroom and in other parts of the school throughout the day.

Student Code of Conduct

The SBCSC Code of Conduct (SCC) applies to students at all times during the school day, while on school property, while traveling to and from school, at any school-related event, on any vehicle funded by SBCSC (such as a school bus), and while using the SBCSC network (systems computer resources and infrastructure).

The SCC also applies to student behavior outside of school if the behavior disrupts or may disrupt the educational process at the school. In other words, students may be disciplined at school for seriously inappropriate behavior off school property and during non-school hours if the behavior will interfere with teaching and learning at the school. This includes seriously inappropriate behavior such as social networking websites that disrupts or may disrupt the educational process at the school.

CONSEQUENCES FOR VIOLATIONS

Community Service: Service work assigned to students as a consequence for their actions.

After School Detention: The student remains after school in an assigned detention area and is expected to complete classroom assignments and/or assignments given by the detention supervisor.

Saturday School Detention: The student may be assigned from one to four hours of detention on a Saturday. Students must arrive and be present no later than 9:00 a.m. All Saturday detentions will begin at 9:00 a.m. Students are expected to bring and complete classroom assignments and/or assignments given by the detention supervisor.

In-School Suspension: Suspension from class, but not from school. The student remains in the school building and must complete the work assigned in ISS.

Police Referral: When a student engages in illegal activity or poses a danger to the health or safety of

others, it may be necessary for school staff to contact the South Bend Police Department (SBPD) to seek their assistance. School administrators have the discretion to call 9-1-1 in emergency situations if students or staff members are in danger.

Once school staff members contact SBPD, the responding police officers ultimately will determine whether or not to investigate, arrest, and/or take any other steps in response. Refer to the SCC to determine which behavior violations **MAY** and which behavior violations **MUST** result in police notification.

Out-of-School Suspension: Temporary denial by the school administration of the right to attend class or school activities (maximum of five school days). Students serving out-of-school suspensions are not allowed to come onto school property, participate in extracurricular activities, or attend school-sponsored events. A student may be considered trespassing if he or she comes onto school grounds while suspended.

Suspensions are excused absences. Students serving suspensions are able to obtain homework, and upon the students' return, provided with the opportunity to make up any quizzes, tests, special projects, or final exams given during the period of suspension.

Students serving suspension are allowed to take state assessments at school and may participate in test preparation activities with approval of the Office of Expulsion Services. Any exceptions to the guidelines for suspension will be made by the Office of Expulsion Services.

Expulsion: The removal of a student from school for 11 or more consecutive days, up to a maximum of two calendar years.

Due Process: Due process of the law will be provided to students in all discipline matters. This includes the opportunity to be informed of the provisions of the Code of Conduct or of other school regulations or procedures allegedly violated together with evidence to support the charge. Students will be given an opportunity to respond. Any student recommended for expulsion shall be entitled to have the legal procedures provided by law followed prior to any decision being made as to that expulsion.

RILEY HIGH SCHOOL STUDENT EXPECTATIONS and POLICIES

General Policies (in addition to those in the High School Code of Conduct):

- *All students are expected to properly wear their ID Cards at all times while on the school campus.
- *Any student in the hall during class must have a pass from their period teacher.
- *Students are to move efficiently from one class to another and behave appropriately during passing periods. Students are NOT permitted to stand at, lean on, or slide down any railings in the hallway.
- *Students are not permitted to throw anything in the hallways, down the stairs, or over railings, or out of windows at any time.
- *Food and drinks are permitted only in the cafeteria.
- *Book bags & backpacks are not to be carried in the hallway or to class. They are to be kept in the student's locker during the school day.
- *Locker combinations are not to be given to anyone but the student(s) assigned to that particular locker.
- *Coats and blankets are not to be worn or carried during the school day. These items must remain in lockers.
- *Students are to follow all classroom, Riley High School, and SBCSC rules and policies at all times.
- *Profanity and inappropriate, disrespectful, or abusive language are not permitted and will not be tolerated. Failure to comply will result in consequences

Cell Phones and Electronic Devices

Cell phones, iPods, CD players, MP3s, cameras, walkie-talkies, video games, and other electronic devices are not to be in a student's possession or used in anyway between 7:00 a.m. and 2:45 p.m. Devices are to be **turned off and kept in a student's locker** while at school. Violation will result in **confiscation** and/or additional consequences. On a first offense, a confiscated device will be returned

only to a parent or legal guardian. Parents must sign that they received the device and understand the policy. A second offense will result in confiscation for a two-week period and release of the device only to a parent or legal guardian. A third offense will result in confiscation until the end of the current school year. Cooperation of students and parents is critical to eliminating the distraction of cell phones and electronic devices at school!

- Any student who refuses to relinquish a cell phone or electronic device to school personnel will be issued an automatic suspension of 1-3 days depending on the degree of refusal.
- If the students relinquish the cell phones and or electronic devices as requested by faculty and staff **immediately**, the cell phone electronic device policy described above will be implemented.
- Teachers and staff will no longer hold phones or devices to circumvent the policy for students for any reason.
- Confiscated cell phones and electronic devices will be turned into the Office of Student Management.
- **All confiscated phones / devices must be picked up by a legal guardian during the school hours (7:30am-3:30pm) .**

Plagiarism and Cheating/Academic Dishonesty

Academic dishonesty is using the work of others or using published works and representing it as your own work. It is also copying another students' test, assignment, etc. Violators will receive a zero for that assignment or exam with no opportunity to make it up.

Public Display of Affection

Public display of affection is inappropriate in the school setting. Students are expected to exercise self-control and respect for themselves and others. Specifically, kissing and other inappropriate displays of affection are not allowed in school. Students failing to respect this policy will be considered insubordinate and appropriate consequences will apply.

Arrival and Dismissal

Students who have extracurricular activities are to remain in the building and go directly to their activity. Once students leave the building, they are expected to leave school grounds unless waiting for a school bus. Walkers are to leave school grounds immediately after school. Students are not to engage in skateboarding, snowball throwing, horseplay, or other inappropriate behavior at arrival and dismissal. All school rules and the SBCSC Code of Conduct apply. Possession of tobacco and/or smoking is not permitted anywhere in the vicinity of the school. Unauthorized visitors are not permitted on school grounds during arrival and dismissal.

Technology and Engineering Magnet Program

High School Diploma Requirements

Indiana CORE 40

Education, business, labor and government leaders of the State of Indiana have agreed upon the educational expectations called the Indiana CORE 40. Indiana's CORE 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

Students:

- * must meet the CORE 40 standard to be considered for admission to an Indiana four-year college or university.
- * should meet the CORE 40 standard to ensure success in one- and two-year college and technical training programs.
- * should meet the CORE 40 standard to ensure success in the workforce.

*Each student will be assisted by his/her guidance counselor to create a career and course plan, designing programs of study for grades 9 through 12. The plan will direct students toward achievement of life goals beyond high school.

CORE 40 Diploma Requirements

English/Language Arts	<u>8 credits</u>		
Mathematics	<u>6 credits</u>	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II	All students are required to take a math or physics course during their junior or senior year.
Science	<u>6 credits</u>	2 credits: Biology I 2 credits: Chemistry I, Physics I, or Integrated Chemistry-Physics 2 credits: any Core 40 science course	
Social Studies	<u>6 credits</u>	2 credits: U.S. History 2 credits: World History and Civilization or Geography and History of the World 1 credit: Economics 1 credit: U.S. Government	
Directed Electives	<u>5 credits</u>	World Languages, Fine Arts, Career/Technical	
Physical Education	<u>2 credits</u>		
Health and Wellness	<u>1 credit</u>		
Electives	<u>6 credits</u>		
TOTAL	<u>40 credits</u>		

For the Core 40 with Academic Honors diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in a single language or 4 credits in each of 2 languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of "C" or above in courses that will count toward the diploma.
- Have a grade point average of "B" or above.
- Complete one of the following:
 - A. Two Advanced Placement courses and corresponding AP exams.
 - B. Academic, transferable dual high school/college courses resulting in 6 college credits.
 - C. One Advanced Placement course and corresponding AP exam and academic transferable dual high school/college course(s) resulting in 3 college credits.
 - D. Score 1200 or higher combined SAT math and critical reading.
 - E. Score a 26 composite ACT.
 - F. An International Baccalaureate Diploma.

For the Core 40 with Technical Honors diploma, students must:

- Complete all requirements for Core 40.
 - Earn a grade of "C" or above in courses that will count toward the diploma.
 - Have a grade point average of "B" or above.
 - Complete a career-technical program resulting in 8-10 credits.
 - Complete state recognized certification requirements by completing two of the options below, one of which must be A or B:
 - A. Take WorkKeys, an industry-driven assessment and score at or above a designated level on each of the three core readiness subject areas (Mathematical Reasoning, Reading for Information, and Locating Information).
 - B. Technical, transferable dual high school/college credit courses resulting in 6 college credits.*
 - C. Professional career internship or cooperative education.*
 - D. A state approved industry recognized certification.*
- * Must be in the Career-Technical area of study.

General High School Diploma Requirements

For students to graduate with less than Core 40, the following opt-out process must be completed:

- The student, the student's parent/guardian, and the student's counselor (or another staff member who assists

students in course selection) meet to discuss the student's progress.

- The student's career and course plan is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and determine the career/academic sequence that they will pursue.

General Diploma Course and Credit Requirements:

English/Language Arts	<u>8 credits</u>	
Mathematics	<u>4 credits</u>	2 credits: Algebra I 2 credits: any math course
Science	<u>4 credits</u>	2 credits: Biology I 2 credits: any science course
Social Studies	<u>4 credits</u>	2 credits: U.S. History 1 credit: U.S. Government 1 credit: any social studies course
Physical Education	<u>2 credits</u>	
Health and Wellness	<u>1 credit</u>	
Career Academic Sequence	<u>6 credits</u>	
Flex Credit	<u>5 credits</u>	

To earn 5 Flex Credits a student must complete one of the following:

- Additional credits to extend the career academic sequence
- Courses involving workplace learning, which may include the following courses:
 - Career exploration internship
 - Professional career internship
 - Business cooperative experiences
 - Cooperative family and consumer sciences
 - Industrial cooperative education
 - Interdisciplinary cooperative education
 - Marketing field experience
- High School/College dual credit courses
- Additional courses in:
 - Language Arts
 - Social Studies
 - Mathematics
 - Science
 - World Language
 - Fine Arts

Electives 6 credits

TOTAL **40 credits**

Graduation Qualifying Exams

Students in the Classes of 2012 and beyond are required to pass End-of-Course Assessments (ECA) in Algebra I and English 10. These exams are given at the conclusion of those courses. Students who do not achieve a passing score may retake the test each spring.

STUDENT SERVICES:

283-8414

Schedule Changes

Students requesting a schedule change must fill out a REQUEST TO SEE COUNSELOR FORM for an appointment. Until you are called, **you are expected to follow your current schedule.** Failure to follow

this procedure can result in unnecessary delays. *Schedule changes will only be made in extraordinary circumstances, such as needing a required class, having an incomplete class schedule, or being misplaced into a course.* With the approval of a counselor, these changes may be made during the first two (2) weeks of a semester. Beyond the first two weeks, schedule changes will rarely be made, and require administrative approval.

Request to See Counselor

All students are assigned a guidance counselor to assist them with academic, vocational, and personal decisions. Students wishing to see their counselor must fill out a REQUEST TO SEE COUNSELOR FORM to request an appointment. All teachers have REQUEST TO SEE COUNSELOR FORMS available in their classrooms. The assigned counselor will send for the student as soon as possible. Appointments can also be made with the guidance secretary.

Progress Reports and Report Cards

Parents/legal guardians have a right to be informed of the academic progress of their student(s), and teachers have an obligation to do so. Information to parents/guardians shall take the form of a report card issued at the end of each nine-week term of each grading period. Progress reports shall be issued to students according to the established academic criteria. Students will receive a progress report if they are:

- (1) Failing to meet the prescribed academic standard;
- (2) Failing the prescribed course of study;
- (3) Achieving at least two letter grades or more below what was indicated on the last report card.

Parents are encouraged to call the Student Services Office (283-8414) regarding the progress of their student(s) and speak with their child's counselor.

Work Permits

To obtain a work permit, an "Intent to Employ" card must be filled out by your prospective new employer. (forms available in the Riley Student Services Office). After the form is completed and signed by the employer, the student's parents/guardian, and the student, it should be turned in to the student services office. This should be done before school if you wish for the permit to be ready the same day after school. Intent to Employ cards turned in after 11:00 a.m. may be picked up the next day after 11:00 a.m. Work permits can only be picked up during regular school hours. When the school offices are closed in the summer, work permits may be obtained at the Education Center at 215 South St. Joseph St., Student Services Office.

Make-up Work

It is the student's responsibility to arrange for make-up work following an absence. If a student will be absent for an extended period of time, contact the Student Services Office at 283-8414 for assistance in obtaining assignments. Please allow 24 hours for teachers to prepare materials. Teachers may not accept make-up work for credit if the student has been truant.

GRADUATION INFORMATION

Commencement Ceremony

1. Graduating seniors who engage in pranks, vandalism, or destruction of school property will not participate in the commencement ceremony.
 2. Graduating seniors who have outstanding financial obligations to Riley High School will not participate in the commencement ceremony nor be given tickets to the ceremony.
 3. Students must meet all graduation requirements in order to participate in the commencement ceremony.
-

HEALTH SERVICES/NURSE:

283-8420

Illness during the school day: The school nurse is available everyday. Students who are ill must have a pass from the classroom teacher to visit the nurse. Any student who wishes to be sent home from school due to illness during the school day **must** report to the school nurse. The student is NOT permitted to call a parent or guardian directly. Only the nurse may approve an exit pass due to illness. **A student will**

NOT be released from school without the approval of the nurse and a parent/guardian or authorized adult. Notes may be verified by a phone call.

Medication:

Students are not permitted to possess, self-administer, or distribute over-the-counter or prescription medication of any kind at school, on school grounds, or at school events/activities. Any medication taken at school must be kept in the nurse's office, and a medication form must be on file. The medications are kept in a locked cabinet in the nurse's office. Students report to the nurse to take their medication. For students who need to take **medication** on a regular basis during school hours, parents must bring the medication to school in the original pharmacy container and complete the form. Short-term medications, such as antibiotics, can be administered by the school nurse at school if they are in the original pharmacy container and there is a signed permission note from the parent/legal guardian. Non-prescription medication can only be administered if accompanied by a note from a parent and a written order from a doctor. Students who use inhalers may carry the inhaler on their person, but a medication permit needs to be on file with the nurse.

TREASURERS OFFICE:

283-8423

The Treasurer's Office is located on the first floor across from the concession stand. The school treasurer collects fees, funds, and fines in the office from 7:30 a.m. to 3:00 p.m.

LIBRARY: **283-8424**

Students may use the library during the day **with a pass** issued by a classroom teacher, or with the student's entire class under classroom teacher supervision. Substitute teachers may not issue passes to the library unless prior arrangements have been made with the classroom teacher. The library is for school work only! Student IDs must be presented before books can be checked out. Books are loaned for two weeks, but may be renewed if another student has not requested the material. Students are also required to present IDs in order to use the Internet. **No food or drink is allowed in the library at any time.**

EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES

"Wildcat Pride" is evident in our activities programs in addition to our pride in academics at Riley High School. Participation in extra-curricular and co-curricular activities provides a well-rounded high school experience for Riley High School students. All of our students are encouraged to participate in one or more activity. Refer to the activity section of this booklet for a complete listing of clubs and activities.

Student Clubs and Organizations

Riley High School offers opportunities for students to participate in the following clubs and organizations:

Band	Dan Balog / Jeff Gorman
Bible Club	Rachel Ganser
Cheerleading	Melissa Turner
Chess Club	David Shaeen
Class Officers – Class of 2015	
Class of 2016	
Class of 2017	
Class of 2018	
Creative Writing	
Dance Team	Tammy Neeser
Debate Team	Brad Volheim
Drama Club	
Ecology Club	Louann Kensinger

French Club	
Friends, Inc.	
Future Problem Solvers	Lauren Wiand
GAPP	
Glee Club	Jane Voorde
Gospel Choir	<i>vacant</i>
Hispanic Club	<i>vacant</i>
Interact	
Latin Club	Jim Stebbins
MCJR ROTC	Mst. Sgt Vanderkooi
Mock Trial	Brad Volheim
National Honor Society (NHS)	& Jim Stebbins
Quiz Bowl	David Shaheen
Newspaper (Riley Review)	Marcia Kovas
SADD	Melody Golubski
Science Olympiad	B. Brubaker / M. Modlin / K. Leonard
Spanish Club	
Spell Bowl	<i>vacant</i>
Student Council	
T.R.E.E.S.	
Yearbook (<i>Hoosier Poet</i>)	Brad Volheim

Athletic Opportunities

Riley High School offers IHSAA competitive teams in the following sports:

Fall Sports: Cross-Country (boys and girls) - Varsity, JV
Football (boys) - Varsity, JV, Freshman
Golf (girls) – Varsity, JV
Soccer (boys) - Varsity, JV
Soccer (girls) – Varsity, JV
Tennis (boys) – Varsity, JV
Volleyball (girls) - Varsity, JV, Freshman

Winter Sports: Basketball (boys and girls) – Varsity, JV, Freshman
Swimming (boys and girls) – Varsity, JV
Wrestling (boys) - Varsity, JV

Spring Sports: Baseball (boys) - Varsity, JV
Golf (boys) – Varsity, JV
Softball (girls) – Varsity, JV
Tennis (girls) – Varsity, JV
Track (boys and girls) - Varsity, JV

Bowling and Hockey are also offered as club sports during the winter season.

Prom Information

1. Each student must present their student I.D. to purchase a ticket for the prom.
2. Students with outstanding financial obligations to Riley High School will not be permitted to purchase a ticket to the prom or accompany a date to the prom.
3. Underclassmen may attend the prom only if accompanied by an upper-class date.
4. If you are bringing a student who does not attend Riley High School, you must receive prior written approval.

- School-age guests (18 or under) must be enrolled in a school and must obtain a signature on a Riley guest form from an administrator at their school stating that they are in good standing.
- Guests who have graduated high school (age 18 – 20), must submit a form with a signature and must receive approval from a Riley administrator. All guests must be 20 years of age or younger.

Student Eligibility Requirements for Homecoming/Prom Court Members

- Courts will consist of eight girls for Fall Homecoming, eight boys for Winter Homecoming and eight girls and eight boys for Prom
- Student must be considered a senior by having earned a minimum of 30 credit hours
- Student must have passed all classes the previous two grading periods, and be passing all current classes
- Student must hold a minimum GPA of 2.0
- Student must be in good standing for attendance during the last two and current grading periods, in all classes
- Student may not have had an out of school suspension during the entire time frame of their Sophomore, Junior or Senior year
- Student must participate in a minimum of one Riley High School extra curricular activity
- Student will select three *teachers* from their Sophomore, Junior or Senior year to whom evaluations will be sent. The selected teachers will evaluate the student on citizenship and demeanor
- **For Homecoming** . . . Seniors will vote for eight female *or* eight male members. The male and female with the most votes will be crowned King and Queen. **For Prom** . . . Seniors will vote for eight male *and* eight female court members. The male and female with the most votes will be crowned King and Queen
- For Homecoming . . . Court members must select an escort who is a current Riley High School student or recent Riley High School graduate, in good standing. Prom Court members will not select an escort
- For Prom, students must not have any outstanding financial obligations to Riley High School. For Homecoming and Winter Ball, students must not have any outstanding financial obligations in excess of \$25 to Riley High School

CONDUCT AT EXTRACURRICULAR ACTIVITIES AND EVENTS:

All school and SBCSC rules and policies apply at all extracurricular events and activities. Students are expected to conduct themselves in an orderly and respectable manner. Students must follow all requests and directives by staff, chaperones, or security. Student's need not wear uniforms, however, dress must be modest and appropriate (see above section on items "NOT permitted to be worn on the school campus or at school events"). Suggestive or revealing clothing is not permitted. Students are required to use only the designated entrance and exit door(s). Students are not permitted to leave and re-enter. Students may be denied entrance or removed from an activity or event by Riley staff, chaperones, and security at their discretion due to inappropriate conduct or appearance at or prior to the event.

Sportsmanship

Fans at athletic and extracurricular events are to behave and cheer in a way that is appropriate for a family event at all times. Good sportsmanship is to be shown by all in attendance. Cheers with inappropriate language, excessive negativity, or demeaning messages will not be permitted. Patrons may be denied entrance or removed from an activity or event by Riley staff or security at their discretion due to inappropriate conduct at or prior to the event.

Dances

Current school ID cards are required to enter dances. Most dances are for Riley students only. Students may be denied entrance or removed from a dance by Riley staff and chaperones at their discretion. Students are expected to dance in an appropriate manner for a school event. Sexually suggestive dancing, such as "grinding," is not permitted. Music containing profanity, inappropriate lyrics, or inappropriate messages is not permitted.

Use of School Facilities

An approved coach or sponsor MUST BE PRESENT for students to use the school building, grounds, and facilities for extracurricular activities.

ADDITIONAL SBCSC and RILEY HIGH SCHOOL POLICIES

Hallway Flyers and Information

Students are not permitted to post or distribute information at school without written administrative approval. Information must be school-related and postings should be placed on the tile portion of the walls. Do not tape signs to painted surfaces.

Lockers/Locker Inspection Policy

Each student is assigned one hallway locker. Students must keep their lockers locked and keep combinations confidential. Students are not to share their locker with other students. Contents of lockers are the responsibility of the student to whom the locker is assigned. Lockers are intended only for storage of personal, school related items, schoolbooks and supplies, etc. **Lockers are neither designed nor expected to store valuable personal property such as leather jackets, cash, and/or other valuables.** They may not be used to store school property (other than books assigned to the student assigned to that locker), contraband (drugs, weapons, volatile, explosive, or noxious substances) or anything that would interfere with school purposes. **Any contraband discovered in a locker search is the responsibility of the student to whom the locker is issued.**

All lockers are school property made available for student use, including hall, dressing room, laboratory classrooms and fine arts lockers, and may be searched at any time by school administration. Students should have no expectation of privacy in the locker. Lockers may be individually searched when their contents draw attention, when maintenance is necessary for the locker, when there is suspicion that the locker contains items that are prohibited at school, or when the locker is not being used in accordance with school rules.

Bus Regulations

Rules of student conduct apply on school corporation buses. Students riding buses are under the supervision and control of the school bus driver and (when applicable) paraprofessionals at all times, and are subject to his/her disciplinary measures. To assure the safety of our students, the school bus driver will insure that these regulations are observed by passengers:

1. Be at your assigned bus stop five minutes prior to the scheduled arrival of the bus
2. While waiting at the bus stop, stay back from the roadway and refrain from horseplay.
3. Only ride your assigned bus. Students may ride home with another student if they have a signed note from a parent, confirmed by the principal or designee, and there is room on the bus. Drivers are required to keep all notes from parents as a matter of record.
4. Wait until the bus is completely stopped with the stop arm extended before crossing the street, and cross at least ten feet in front of the school bus.
5. Wait until the bus stops, the door opens, and the driver says it is okay to step on the bus.
6. If you cross the street in front of the bus, walk 10 giant steps in front of the bus and wait for the driver's hand signal to cross.
7. If you drop something near the bus, tell the bus driver. NEVER try to pick it up as the driver may not see you.
8. Follow the bus driver's directions **at all times.**
9. Get on the bus quickly and take your assigned seat. Assigned seats are required at all levels.
10. Remain seated, facing forward
11. Keep your feet out of the aisle.
12. Keep your hands, feet, books, and pencils, etc. to yourself.
13. Talk in quiet voices.
14. No eating or drinking on the bus.
15. Remain seated upon arrival at your school. The driver will tell you when it is time to unload.

Transportation is a privilege granted by the state and school district. Upon recommendation of the bus driver, school authorities may suspend or expel any pupil from riding on the bus if he/she refuses to

conduct himself/herself in the appropriate manner.

Student Parking Regulations

1. Students must park in the student parking lot within the painted guidelines. **No students are permitted to park in the faculty lot north of the school.**
2. No vehicle may be parked in such a way as to block another vehicle.
3. School parking lots and all vehicles in them are subject to search or towing without notice if their presence or contents become suspect. No student may refuse access to a vehicle by administrators, security personnel, or law enforcement officers when there is reasonable cause for a search of the vehicle.
4. No loitering is allowed in the parking lot. Students are not to sit in or stand near cars.

VIOLATION OF ANY OF THESE REGULATIONS WILL RESULT IN TOWING THE VEHICLE AT THE OWNER'S EXPENSE. PRIOR NOTIFICATION WILL NOT BE ISSUED.

***Motor Vehicle Law Driving Privileges:** Indiana Code Section 20-8.1-2-17.2 provides that an operator's license or learner's permit may not be issued to a person less than eighteen (18) years of age who meets any of the following conditions:

1. Is a habitual truant (a student who "willfully refuses to attend school in defiance of parental authority", and/or a student who accumulates a total of ten (10) incidents of unexcused absences, or more per semester, in defiance of parental authority. "Incidents" shall include partial and full day absences)
2. Is under at least a second suspension from school for the school year
3. Is under an expulsion from school
4. Has withdrawn from school for a reason other than financial hardship, and the withdrawal was reported before graduating.

Student Drop-Off

Parents are reminded that they are to drop-off and pick-up students in the student parking lot on Fellows St. Parents are **NOT** permitted to enter the bus lane in front of the school nor the staff parking lot on the north side of the school to drop-off or pick-up students.

Rights and Responsibilities

Student Rights

- To receive a free high-quality public education
- To be safe at school
- To be treated fairly, courteously, and respectfully
- To bring complaints or concerns to the school principal or staff for resolution
- To tell his/her side of the story before receiving a consequence
- To be told the reason(s) for any disciplinary action verbally and in writing
- To be given information about appealing disciplinary actions
- To express opinions, support causes, assemble to discuss issues, and engage in peaceful and responsible demonstrations.

Student Responsibilities

- To read and become familiar with this policy
- To attend school daily, prepare for class, and complete class and homework assignments to the best of his/her ability
- To know and obey school rules and instructions given by the school principal, teachers, and other staff
- To tell school staff about any dangerous behavior or bullying that occurs at school, on the way to and from school, or in the school community
- To bring to school only those materials that are allowed
- To treat everyone in the school community with respect
- To respect school property, community property, and the property of others

Parent/Guardian Rights

- To be actively involved in their child's education

- To be treated fairly and respectfully by the school principal, teachers, and other staff
- To access information about the Board's policies and procedures
- To be notified promptly if their child is disciplined for inappropriate or disruptive behavior and informed of the consequences assigned
- To appeal disciplinary actions taken
- To receive information about their child's academic and behavioral progress

Parent/Guardian Responsibilities

- To read and become familiar with this policy
- To make sure their child attends school regularly, on time, and to notify the school before the school day begins if their child is absent
- To give the school accurate and current contact information
- To tell school officials about any concerns or complaints respectfully and in a timely manner
- To work with the school principal, teachers, and other staff to address any academic or behavioral concerns regarding their child
- To talk with their child about the behavior expected in school
- To support their child's learning and school activities at home
- To be respectful and courteous to staff, other parents, guardians, and students
- To respect other students' privacy rights

SEXUAL HARASSMENT: STUDENTS

I. Definitions and Harassment

A. Types of Sexual Harassment

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by an employee to a student, or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment;
4. Denial of an educational opportunity because another student submits to unwelcome requests for sexual favors made by a teacher which results favorably for that particular student and; such conduct is engaged in by employees or students over which the School Corporation has some degree of control of their behavior.

B. Unwelcome Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed student has indicated, by his or her conduct or verbal objection, that it is unwelcome.
3. A student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct be deemed unwelcome.

C. Examples of Sexual Harassment

Sexual harassment, as set forth in Section I(A) may include but is not limited to the following:

1. Verbal harassment or abuse.

2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, or other educational opportunities.

D. Specific Prohibitions

1. School Employees

(a) In addition to the prohibitions above, it is sexual harassment for a school employee to use his or her authority or position to solicit sexual favors or attention from a student.

(b) Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary actions, as described below.

II. Complaint/Investigation Procedure

A. Any student who is experiencing sexual harassment by any employee or student in the School Corporation may use the complaint procedure explained below or may complain directly to his or her teacher, counselor, building principal or assistant, or the Title IX complaint designee of the School Corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect the student's future, grades, or educational opportunities.

B. Each allegation of sexual harassment will be investigated. Investigations will be designed to protect the privacy of the parties concerned to the extent possible, and findings will be discussed with the student and the student's parents. If, after the investigation, the School Corporation finds that an employee has violated the Corporation's sexual harassment policy, it will take appropriate disciplinary action up to and including termination.

C. Reporting Sexual Harassment:

All allegations and/or reports of sexual harassment shall be handled in the following manner:

COMPLAINANT

Report the offensive behavior to your teacher, counselor, building principal or assistant principal, or the Title IX complaint designee of the School Corporation, either verbally or in writing.

BUILDING PRINCIPAL/TITLE IX COORDINATOR

1. Every effort shall be made to protect the complainant from further harassment while the report is being investigated. Depending on the nature of the allegations, actions such as change of classroom or suspension of employees may be appropriate.

2. The report of the offensive behavior should be communicated to the alleged offender. If the complaint involves alleged sexual harassment by an employee of the School Corporation OR if the situation is not settled between the complainant and the alleged student offender, then a formal investigation should be initiated.

3. A formal investigation will include:
- *interview of complaint
 - *interview of offender
 - *interview of peers of alleged offender and complaint, if appropriate
 - *interview of other witnesses

3a. If the investigation shows sexual harassment or the possibility thereof, then it will be turned over to the Executive Director of Curriculum & Instruction within 21 working days from the initiation of the investigation.

3b. If the investigation shows no sexual harassment, then so advise the complainant and provide counsel regarding further interactions between complainant and the alleged offender.

EXECUTIVE DIRECTOR OF SUPPORT SERVICES

The Executive Director of Curriculum & Instruction will review the investigation file; gather any additional data within 14 working days of receipt of the investigation; and respond promptly based on the facts and available “sanctions.”

III. Sanctions for Misconduct

A. A substantiated charge against an employee of the School Corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.

B. A substantiated charge against a student in the School Corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

IV. False Reporting

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

V. Notification of this Policy

Notice of the policy will be circulated to all schools and departments of the South Bend Community School Corporation and incorporated in each employee and student handbook.