

DRUG TESTING FOR STUDENTS

Because tobacco use, involvement in fights and continuous negative behaviors often indicate potential drug use, any student who commits any of the following acts may be requested to submit to drug tests administered under school supervision:

- A. violations of the school's tobacco policy
- B. suspension from school for three (3) or more days for fighting
- C. violation of any other school rules which results in the student being suspended from school for three or more days.

The results of the drug test will be provided to the Principal or his/her designee, who will always share the results with the parents. If the results are positive, the Principal (or designee) will proceed as follows:

- A. **FIRST POSITIVE TEST:** The results of the test will only be provided to the parent(s) or guardian(s). The Principal (or designee) will work with parents to provide evaluation and/or treatment as indicated.
- B. **SECOND POSITIVE TEST:** The results of the test will be provided to both the parents and the Director (or designee). The Principal (or designee) will work with the parents to provide evaluation and/or treatment as indicated.
- C. **THIRD POSITIVE TEST:** The parent will be required to pay for the drug test and the results of the test will be provided to both the parents and the Director (or designee). The Principal (or designee) will work with the parents to provide evaluation and/or treatment as indicated.

In addition, the school may require a student to submit to a test for drugs and alcohol if the student exhibits behaviors which lead school authorities to suspect the student is under the influence of alcohol or controlled

substances. Further, the school may subject items in such student's possession to appropriate tests to determine whether those items contain illicit drugs or alcohol. Any student found to be under the influence of or in possession of alcohol or other illicit drugs will be dealt with according to the student discipline policy.

Refusal to submit to alcohol and drug tests will be considered an admission of being under the influence of alcohol or other drugs. This is a violation of school rules and will be dealt with according to the student discipline policy.

The Director shall develop policies to implement this policy.

STUDENT ASSISTANCE PROGRAMS

In keeping with its concern for the safety and well-being of both students and staff and for maintaining a school environment that is conducive to learning, the Board shall adopt policies related to student conduct in the school setting and shall authorize disciplinary measures for the violation of these policies.

The Board seeks to maintain a balance between maintaining a proper educational environment and a compassion for students who suffer from or are victims of intemperate, amoral, or illegal behavior. Educational programs have been established to promote healthful, productive living and discipline shall be maintained to protect students and staff from actions that disrupt teaching and learning. However, the Board recognizes that students may experience difficulties that education programs and sound discipline do not prevent, and that other forms of assistance need to be available through the school.

Administrative guidelines are to be prepared which will ensure that:

- A. the rights of both parents and students are protected;
- B. a steering committee is established which is chaired by an administrator and includes academic staff members, counselors and/or other clinical resource people, and parents and other members of the community;
- C. staff members are properly trained for their roles and participate in ways that comply with their certification or licensure;
- D. outside resource people and agencies are properly licensed to provide services and have a history of effective assistance;
- E. assistance activities, whether provided by the Options Charter School or by an outside resource, are properly supervised by Options Charter School personnel.

THE SCHOOL AND GOVERNMENTAL AGENCIES

The Board of School Trustees is committed to protect students from individuals not associated with the school but also recognizes its responsibility to cooperate with law enforcement agencies and the Department of Welfare.

When such agencies request permission to interrogate a student at school, the Director (or designee) shall assure that the agency has informed the parents, when appropriate.

Whenever it has been determined that an agency has a legitimate purpose in interrogating a student within the confines of the school, the Director (or designee) shall be present throughout the proceedings. He/she shall also verify that the student(s) has(ve) been informed of his/her right to refuse to answer questions, to be informed that anything he/she says may be used against him/her in court, and to consult with and be advised by legal counsel.

No student shall be released to an agency, other than a law-enforcement agency or child protection agency, without a proper warrant or written parental permission, except in the event of emergency or for the protection of life or property as determined by the Director.

The Director shall prepare guidelines to promote understanding and cooperation between staff members and students and these agencies.

STUDENT DISCIPLINE

The Board of School Trustees acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and students should learn to assume responsibility for their own behavior and consequences of their actions.

The Board shall require each student of the school to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infractions of these rules. Such rules shall require that students:

- A. conform to reasonable standards of socially acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which the student is engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

Data regarding disciplinary actions shall not be entered on a student's permanent record.

The Director shall develop administrative guidelines for student conduct which carry out the purposes of this policy and:

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not demean students;
- D. do not violate any individual rights constitutionally guaranteed to students.

The Director shall designate sanctions for the infractions of rules which shall:

- A. relate in-kind and degree to the infractions;
- B. help the student learn to take responsibility for his his/her actions;
- C. be directed, where possible, to ameliorate any harm which may have been caused by the student's misconduct.

The Director shall publish the rules of the Options Charter School regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due-process procedures that will be followed in administering the Code of Conduct. These rules shall be distributed to all students and their parents and additional copies shall be made readily available in the School Office.

A student who has been disorderly on a school vehicle or school-sponsored field activity may be excluded from transportation services in accordance with Board policies on transportation or from future field activities.

The Director and Principal shall have the authority to assign discipline to students, subject to the Options Charter School administrative guidelines, and student's due process right to notice, hearing, and appeal.

Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board.

No student is to be detained after the close of the regular school day unless the student's parents have been notified and informed that the student will be detained.

I.C. 20-8.1-5-1 et seq.

SUSPENSION AND EXPULSION OF NONDISABLED STUDENTS

The Board of School Trustees recognizes that removal from the educational programs of the Options Charter School, whether by suspension, expulsion, or exclusion is the most severe sanction that can be imposed on a student in this school and one that cannot be imposed without due process since removal deprives a child of the right to an education.

For purposes of this policy, suspension, expulsion, and exclusion shall be as defined in the Indiana Code.

The Director is authorized to suspend, expel, or exclude a student when circumstances warrant and proper guidelines have been followed. He/she shall report all such cases to the Bureau of Motor Vehicles in accordance with law and the Bureau's guidelines.

I.C. 20-8-8.1-5-4

IN-SCHOOL SUSPENSION

In-school suspension will only be offered at the discretion of the Director or Principal for offenses found in the Student Code of Conduct. Such an alternative will be dependent upon the financial ability to support such a program and subject to the approval of the Director.

The Director shall establish administrative guidelines to implement this policy.

DUE PROCESS RIGHTS

The Board of School Trustees recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the School's disciplinary procedures.

The Director shall establish administrative guidelines to ensure that all members of the staff follow due process procedures when dealing with students. In addition, a statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

I.C. 20-8.1-5.1-1 et seq.

CORPORAL PUNISHMENT

While recognizing that students may require disciplinary action in various forms, the Board of School Trustees cannot condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Professional staff should not find it necessary to resort to physical force or violence to compel obedience. If all other means fail, staff members may always resort to removal of the student from the classroom or school through suspension or expulsion procedures.

Professional staff as well as support staff may, within the scope of their employment, use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property.

When an employee inflicts unnecessary, unreasonable, irrational, or inappropriate force upon a student, he/she may be subject to discipline by this Board and criminal assault charges as well.

Except as noted above, no staff member shall have any type of physical contact with a student in a disciplinary mode. This may include slapping or striking a student by hand or with an object.

I.C. 20-5-2-2(17)
General Assembly Resolution, March, 1993

STUDENT COMPLAINTS

The Board of School Trustees recognizes that as citizens, students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint or concern shall be any such issue that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints of the students of this school provided that such complaints and grievances are made according to the procedures established by the Director and Indiana Law.

STUDENT ACTIVISM

It is policy of the Board of School Trustees to encourage students to express opinions and ideas, take stands, and support policies, publicly and privately, orally and in writing. Students may be given this opportunity for expression through established school media. Such expressions shall not interfere with the educational program or present a health or safety hazard. Students may advocate change of public policy, federal, state, or local law and school regulations and pursue their advocacy provided they follow administrative guidelines establishing the time, place, and manner.

Students may not use obscenity, slanderous, or libelous statements, or disruptive tactics, or advocate violation of the law or school regulations.

PREPARING FOR VOTER REGISTRATION

The Board of School Trustees believes that preparing students to assume the responsibilities which our democratic society places on each of its citizens is an important function of the School. Supplying our students with all pertinent information regarding voting registration is one crucial means of meeting this goal.

Accordingly, the Director, using such resources as staff and student body, local officials, and others, can provide and develop a nonpartisan, voter education program for the school.

The administration of the School shall offer all students who attain the age of majority the opportunity to register as voters.

EQUAL ACCESS OF STUDENT ORGANIZATIONS

The Board of School Trustees will not permit the use of school facilities by non-school-sponsored student clubs and activities or school sponsored, extracurricular clubs and activities during instructional hours. During non-instructional time, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of religious, political, philosophical, or other content of the activity.

An application for permission for non-school-sponsored student clubs and activities to meet on school premises shall be made to the Director, who shall grant permission provided that he/she determines that:

- A. the activity has been initiated by students;
- B. attendance at the meeting is voluntary;
- C. no agent or employee of the school will promote, lead, or participate in the meeting;
- D. the meeting does not materially or substantially interfere with the orderly conduct of instructional activities in the school;
- E. non-school persons do not direct, conduct, control, or regularly attend the activity.

A student-initiated group granted permission to meet on school premises shall be provided the same rights and access and shall be subject to the same administrative guidelines that govern meetings of School organizations sponsored by this Board, except as provided by this policy. Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's race, color, creed, religion, gender, national origin, disability, or social or economic status.

The Board will not permit the organization of a fraternity or sorority or secret society. A student-initiated meeting may be attended by no more than two outside resource persons. The Director may exclude non-students from directing, controlling, and/or attending any such meetings of students.

A professional staff member shall be assigned to attend a student-initiated meeting in a custodial capacity and shall not participate in the activity. No professional staff member shall be compelled to attend a student-initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

The Director may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of the students and staff members.

20 U.S.C. 4071 et seq.
P.L. 98-377

MARRIED OR PREGNANT STUDENTS

Neither marriage nor pregnancy shall be limiting factors for the education of any student in the Options Charter School.

The Board of School Trustees' responsibility for the education of all school-age children includes the education of pregnant students, whether married or unmarried. Any variation from continuing regular school classes shall be based upon the assessed needs of such students.

The school may request medical verification of a student's ability to continue in assigned courses in the program.

SEARCH AND SEIZURE

The Board of School Trustees recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion.

The Board acknowledges the need for in-school storage of students' possessions and shall provide storage places for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the Principal to conduct a regular inspection of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of this responsibility, school authorities may search the persons or property (including vehicles) of a student, with or without the student's consent, whenever they have reasonable suspicion that the search is required to discover evidence of a violation of law or of school rules. The extent of the search may be governed by the seriousness of the alleged infraction, a student's age, and a student's disciplinary history. Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health and safety of the student or of others is immediately threatened.

Strip searches are prohibited.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the Director or Principal, who shall seek to be freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the Director or Principal in the presence of the student and an additional staff member. A search prompted by the reasonable belief that health and safety are immediately threatened will be

conducted with as much speed and dispatch as may be required to protect persons and property.

The Director (or designee) shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search, and the name of the informant, if known; the persons present when the search was conducted; any illicit substances or objects found; and the disposition of same. The Director (or designee) shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Director shall prepare administrative guidelines to implement this policy.

I.C. 20-8.1-5-17

DANGEROUS WEAPONS

The Board of School Trustees will not tolerate the possession of weapons or other devices designed to inflict bodily harm by anyone while on school property, at a school-related event, or while en route to or from school on a school vehicle.

This policy shall also encompass such actions as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Director shall prepare administrative guidelines to insure immediate reporting to the parent or guardian and proper disciplinary action as provided in the Code of Conduct and reporting to the local law enforcement agency.

Procedure shall also include the immediate reporting to the appropriate law enforcement agency if a dangerous weapon is found or is suspected to be in the possession of a student, school employee or a visitor.

STUDENT RIGHTS

The Board of School Trustees recognizes that students possess not only the right to an education but the rights of citizenship as well.

In granting students the education to which they are entitled, the Board shall provide them with the guidance, counsel, and custodial care appropriate to their age and maturity. At the same time, no student shall be deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts.

Attendant upon the rights guaranteed to each student are certain responsibilities which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the administrative guidelines of the Options Charter School.

The Board realizes that as students differ in age and maturity, so do they differ in ability to handle both rights of citizens and concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

STUDENT GOVERNMENT

The Board of School Trustees acknowledges the importance of offering students the opportunity to participate in self-government within the establishment of the School.

Students shall have the right to organize, conduct meetings, elect officers and representatives, and petition the Director, Principal, and the Board.

The Board will recognize the Student Government as the official voice of the student body and for the purposes of:

- A. giving students practical experience in organizing, planning, and affecting outcomes;
- B. developing student leadership;
- C. providing a learning experience in democratic decision-making.

The Director shall establish administrative guidelines to implement this policy.

STUDENT FUND RAISING

The Board of School Trustees acknowledges that the solicitation of funds by or from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy, "student fund raising" shall include the solicitation and collection of money by or from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

The Board will permit fund raising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the school.

Fund raising by approved school organizations, those whose funds are managed by the school, may be permitted in school by the Principal. Such fund-raising off school grounds may be permitted by the principal.

Fund-raising by students on behalf of school-related organizations whose funds are not managed by the School may be permitted on school grounds by the Principal.

All other fund-raising shall be done in accordance with Board Policy 9700.

The Director shall establish administrative guidelines for the solicitation of funds which shall:

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. limit the kind and amount of advertising for solicitation;

- D. ensure proper distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded;
- E. ensure proper supervision of students during such activity.

The Director shall distribute this policy and the guidelines which implement it to each organization granted permission to solicit funds.

STUDENT GROUPS

It is the policy of the Board of School Trustees that student groups be organized as authorized school organizations only if they are approved by the school administration, sponsored by school personnel, composed of members of the current student body, hold the majority of their meetings at school, and have established aims which are educational in nature.

Membership in the organization or operation of any school fraternity, sorority, or any other secret society for as described by law is prohibited at Options Charter School.

SOCIAL EVENTS

The Board of School Trustees recognizes the value of student social events in enhancing and enriching the educational experience for the children of this community.

The Board may make school facilities available and provide appropriate staff for the conduct of social events which have been approved by the Director.

As voluntary participants in school social events, students shall be held responsible for compliance with rules set forth for their conduct, and infractions of those rules will be subject to the same disciplinary measures applicable during the regular school program.

The Director shall develop administrative guidelines for the conduct of student social events which shall include:

- A. designation of a staff member who shall be the Board employee responsible for the event;
- B. provisions for adult supervision and/or police protection required by the circumstances of the event;
- C. provisions for the safety of all students and adults involved.

SAFETY PATROL

The Board of School Trustees recognizes the value of student safety patrols as a beneficial part of the school program to instruct students in good safety habits and to provide opportunities for leadership training.

The actual formation of a Safety Patrol shall be at the discretion of the Director. Should the Director conclude that it is in the best interests of the students and the educational program of the Options Charter School, the Board authorizes the formation of a school safety patrol comprised of students. Members shall serve without compensation.

All students eligible may apply for service on the Safety Patrol; selection among them will be made based on consideration of qualities of:

- A. responsibility and good citizenship;
- B. leadership capacity;
- C. maturity;
- D. academic proficiency.

Members of the school Safety Patrol may be assigned to control and direct student traffic:

- A. in the school building;
- B. on school grounds;
- C. on sidewalks or paths adjacent to a street or roadway.

No Safety Patrol member shall be permitted to direct or place himself/herself in the path of vehicular traffic.

The Board authorizes the purchase of supplies and equipment to identify Safety Patrol members and enable them to perform their assigned functions.

A staff member shall be assigned as supervisor to the school Safety Patrol whose job it shall be to:

- A. receive and screen all applications for membership;
- B. select safety patrol officers;
- C. instruct safety patrol members in their duties and responsibilities;
- D. where necessary and for good cause, remove a member from the safety patrol.

The Director shall develop administrative guidelines to implement this policy.

STUDENT PRODUCTION OF GOODS AND SERVICES

It is the policy of the Board of School Trustees that students may produce goods and services for nonprofit community organizations or groups during school hours or in school activities only to the extent that such production furthers the educational development of those students. Care must be exercised by the administration in interpreting this policy to avoid exploitation of the students.

PUBLIC PERFORMANCES BY STUDENTS

The Board of School Trustees recognizes the value of students sharing their talents and skills with the community through participation and performance in public events.

The Board endorses such performances when:

- A. they constitute a learning experience which contributes to the educational program;
- B. they do not interfere with other scheduled activities of the school;
- C. the circumstances of the event do not pose a threat to the health, safety, and well-being of the students who will be involved.

All requests for public performances by students require the approval of the Director.

The Director shall develop administrative guidelines to implement this policy which require that:

- A. all requests for public performances by student groups shall be presented for approval;
- B. parental permission is sought and received before students participate;
- C. when public performances are scheduled as a regular part of a course of study taken for credit, students shall be informed in advance of the obligation to participate and will be excused from participation only in accordance with the administrative guidelines governing school attendance;
- D. no student, group of students, or employee of this Board may receive personal compensation for the performance in public by students organized for a school activity, but may collect donations to an approved student activity fund;

- E. the interests of our students be protected and guarded against exploitation;
- F. student behavior is governed by common courtesy, the Student Code of Conduct and appropriate student rules.

STUDENT EMPLOYMENT

The Board of School Trustees believes that attendance at a school should occupy a student's full attention and should take precedence over non-school-related employment.

If a student must work while attending school, he/she shall receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with school studies and activities.

The Director shall prepare guidelines which will ensure that:

- A. the student's employment complies with Indiana laws;
- B. all students employed in out-of-school jobs are closely monitored by staff regarding school attendance and achievement in order to determine the impact on school performance of students assuming out-of-school work commitments.

I.C. 20-8.1-4