



**Herron High School**  
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College Board Code 151669  
110 East 16th Street  
Indianapolis, IN 46202  
(317) 231-0010  
[www.herronhighschool.org](http://www.herronhighschool.org)



**Riverside High School**  
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Indianapolis, IN 46208  
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**EXCELLENCE IN CLASSICAL EDUCATION**

**All listings and dates included in this calendar  
were accurate as of its printing. Please be  
advised that changes and additions will occur.**

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of Emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

“Herron/Riverside High School does not discriminate on the basis of race, color, gender, sex, gender identity, disability, religion, ancestry, national or ethnic origin, or any characteristic that is legally protected under applicable local, state or federal law in the administration of its educational policies, behavior policies, admissions policies, scholarship and loan programs, food service and athletic or other school-administered programs.”

**Herron and Riverside High Schools Parent-Student Handbook  
2021-2022**

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## ADDITIONAL INFORMATION

A complete calendar, bell schedules, faculty and staff directory, an electronic version of this handbook, and other information can be found on the websites at <http://www.herronhighschool.org> or <http://www.riversidehighschool.org> .

## MISSION STATEMENT

Herron High School and Riverside High School are communities of scholars that advance timeless ideas and content, build a culture of respect and trust, and engage in an urban environment in order to prepare students to be world-class citizens.

## CORE VALUES

The Herron and Riverside High School Core Values are the guiding principles and belief statements that ensure fidelity to and effective implementation of the schools' charter, vision, and mission. The Core Values were developed and approved in 2012 by a representative team that included Herron High School teachers, administrators, parents, and members of the Board of Directors.

Herron and Riverside High Schools

- Believe that every student is a scholar
- Engage in an urban community
- Advance timeless ideas and content
- Build a culture of respect and trust through relationships with people and ideas
- Serve as a catalyst for renewal

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“Education is an ornament in prosperity and a refuge in adversity”

*Aristotle*

## ACADEMIC CALENDAR FOR 2021-2022

Please refer to the complete Herron and Riverside High School Calendars for all dates and scheduled activities throughout the year at [www.herronhighschool.org/calendar/](http://www.herronhighschool.org/calendar/) or [www.riversidehighschool.org/calendar/](http://www.riversidehighschool.org/calendar/). Dates are subject to change due to unforeseen and unavoidable circumstances.

## ICS COVID-19 RE-OPENING PLAN

In addition to the Herron and Riverside High Schools Parent-Student Handbook, please refer to all policies and procedures in the Indianapolis Classical Schools COVID-19 Re-Opening Plan. Items specified in that plan supersede the Parent-Student Handbook and will be updated as necessary throughout the school year based on recent data and decisions regarding school related to COVID-19.

## ACADEMIC CODE OF HONOR

Herron/Riverside High School offers a classical, liberal arts college preparatory education based on honesty, respect, responsibility and trust. The Herron/Riverside High School community recognizes the critical role of personal commitment to an honor code. To this end, all Herron/Riverside High School students are expected to strive for and maintain the highest standards of academic integrity. Each year the Herron/Riverside High School Academic Code of Honor will be reviewed by all students. By signing the form, students acknowledge they have read, understood, and accept the Academic Code of Honor. Violations of the Code of Honor will result in academic and behavioral consequences. Students will be informed of our honor code through orientation and Herron/Riverside 101 Activities.

## PERSONAL ACADEMIC BEHAVIOR

At the core of the HHS/RHS Code of Honor is the commitment to a culture of honesty, respect, responsibility, and trust. The following policies are intended to help students understand what is expected of them:

- All work submitted must be the student's own work. This includes, but is not limited to, examinations, tests, drafts, papers, homework assignments, extra credit work, lab reports, etc.

- Students may not copy, wholly or partially, from another student's paper, notebook, homework, test or exam.
- Students must cite sources if ideas or quotations have been taken from a book, article, newspaper, the Internet or any other media source.
- Online sources follow the same rules concerning plagiarism outlined below, and students must cite electronic sources.
- A student may not turn in the same work for two or more different courses.

## WORKING WITH OTHER STUDENTS

Collaborating with other students or completing group projects is a tool that is valuable to the overall education received at Herron/Riverside High School. However, a student may not work with others unless the teacher expressly gives them permission to do so. If a student is unclear about whether or not it is permitted, he or she should assume that collaboration is not permitted.

## RESPONSIBLE ACTION

Students at Herron/Riverside High School are part of a community of learners and are expected to make ethical decisions concerning other students' violations of the Code of Honor. If a student witnesses or has reason to believe that a violation of the Code of Honor has occurred, the student should choose a course of action. Possible courses of action include the following:

- The student is to talk with the student who has committed the violation and urge that student to report himself or herself to the instructor or to any other teacher or administrator,
- The student is to discuss the violation with the teacher of that course, naming or not-naming those involved with the violation, to obtain guidance and to determine further course of action, and/or
- The student is to notify any teacher or administrator of a possible violation, stating the date, time, and specifics of the violation.

It should be noted that teachers and administrators are well aware of how difficult it might be for a student to report a violation, and to this end, a concerted effort will always be in place to protect the identities of those

who come forward to report violations. Students should make every effort not to tolerate violations of the Code of Honor nor be influenced by peer pressure, fear of reprisal, or loyalty to friends. Students should remember that taking action against wrongdoing will build individual character and add to a stronger Herron/Riverside High School community.

## **VIOLATIONS OF THE HERRON/RIVERSIDE HIGH SCHOOL CODE OF HONOR**

Students must be aware that violations of the Herron/Riverside High School Code of Honor are not limited to the above stated actions. Any kind of dishonesty related to academic work will be regarded as a violation of the Code of Honor. Examples of this would be giving a false reason for why they were absent on the day of an exam or why their homework is not finished.

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### **DEFINITIONS**

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#### **PLAGIARISM**

Plagiarism is offering words, sentences, paragraphs, facts, or ideas of another person or persons as your own in any academic work turned in to a teacher. This includes taking three or more consecutive words of any text found on the Internet and cutting/pasting them into your work or retyping such from the Internet.

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#### **VIOLATION OF TESTING CONDITIONS AND CHEATING DURING EXAMINATIONS**

It is a violation to use or attempt to use unpermitted materials such as notes, cards, cell phones, etc. during a test. This includes, but is not limited to: writing notes on hands or other body parts, desks, and ID tags to use during the test, sharing test materials with others before they take the test, looking at someone else's test or notes during the examination period, allowing another student to look at your test.

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#### **CHEATING ON HOMEWORK/PROJECTS/PAPERS**

Examples of cheating include copying all or part of another student's homework, report, or project, or allowing another student to copy your homework, report, project or giving another student answers.

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#### UNPERMITTED COLLABORATION

Collaboration means working together to share material with other students on homework, projects, research papers, take-home exams or essays when the assignment is intended as an independent project. Collaboration may only happen with the specific authorization of the teacher.

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#### SUBMISSION OF WORK PREPARED FOR ANOTHER COURSE

This is defined as turning in the same paper, project, or report in whole or in part to two or more teachers without the consent of each teacher.

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#### LYING

Making a false statement with the intent to deceive, such as telling a teacher you finished your homework when you didn't, telling a teacher that you turned in the work and blaming the teacher for losing it, giving any false reasons for not doing your work, or telling a teacher/parent you were sick the day of a test when you weren't constitutes lying.

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#### FAILURE TO REPORT A CODE OF HONOR VIOLATION

Knowing that a violation has occurred and not taking action is a violation of the Code of Honor.

### CONSEQUENCES OF VIOLATIONS OF THE CODE OF HONOR

Each violation of the Code of Honor will be reported to the Administration immediately.

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#### FIRST OFFENSE

- Student(s) will receive a 0% on a portion or entirety of the work, regardless of its relative importance in the class (e.g. homework or research paper).
- Offense will be logged in PowerSchool.
- Parents/guardians of the student(s) will be immediately contacted.



- Students will be required to complete a packet of work designed to help students identify and understand plagiarism and its effects, if appropriate.

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#### SECOND OFFENSE

- In addition to the above, students will receive a 2-hour detention.
- Administration and parents will meet with the student.

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#### THIRD OFFENSE

- In addition to the First Offense consequences above, a meeting with administration and parents will be convened to determine the outcome, which may include but is not limited to detention, loss of credit for the course, suspension, or expulsion.

### GRADING AND COURSEWORK

#### MASTERY LEARNING

Because high school graduation, college acceptance, and college credit are overwhelmingly determined by student performance on assessments of knowledge, mastery of knowledge becomes the single most important measurable outcome of a student's experience and must be reflected in a student's grade. The Herron/Riverside High School Mastery Learning model is specifically designed to distinguish between how a student **practices** learning and the evidence that a student provides to demonstrate **mastery** of learning. Herron/Riverside High School believes that 70% of a student's grade should be determined by performance on Mastery assessments (which include quizzes, tests, standards-based projects and writing activities, etc.), and 30% should be determined by the effort of completing Independent Practice.

Failure to demonstrate mastery in a course in the first semester may necessitate a schedule change for second semester.

The Herron/Riverside High School Mastery Learning model is evident in teacher gradebooks and the Herron/Riverside High School semester grade calculation formula. Every teacher's gradebook contains two weighted categories: **Independent Practice** and **Mastery Evidence**. Mastery

Evidence is valued at 70% of a student's grade; Independent Practice is valued at 30% of a student's grade.

## REMEDIATION

There are two types of remediation at Herron/Riverside High School: (1) Mastery Evidence remediation during the academic semester and (2) course remediation after a Semester Final Exam.

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### MASTERY EVIDENCE REMEDIATION DURING THE ACADEMIC SEMESTER

This form of remediation applies only to students in Advanced Placement World History and all non-Advanced Placement classes.

Students in **9th and 10th** grade where this form of remediation is permitted are provided with two passes to remediate Mastery Evidence items for up to 100% credit during each nine-week segment of an academic semester.

Students in **11<sup>th</sup> and 12<sup>th</sup>** grade where this form of remediation is permitted are provided with one pass to remediate a Mastery Evidence item for up to 100% credit during each nine-week segment of an academic semester.

This form of remediation does not apply to any student in an Advanced Placement class except for Advanced Placement World History. Students in classes where this form of remediation is permitted are provided with two passes to remediate Mastery Evidence items for up to 100% credit during each nine-week segment of an academic semester. Each nine-week segment culminates in a Benchmark Exam or Semester Final Exam. Remediation Passes must be used on Mastery Evidence items contained within the nine-week segment when the passes were distributed. Remediation Passes may not roll-over from one nine-week segment to another; if students do not choose to use their Remediation Passes, then the passes will be voided at the beginning of the next nine-week segment. Remediation Passes may not accumulate. Remediation Passes may not be used for Benchmark Exams or Semester Final exams.

Remediation Passes must be used prior to the end of Benchmark or Final Exam week.

To be eligible to use a Remediation Pass on a Mastery Evidence item, students are always first required to meet any course-specified criteria and/or conditions. Course-specified criteria will be identified in the individual course syllabus and may include (but are not limited to):

- Submitting final drafts of standards-based projects and writing activities, project preparation materials, study guides, etc. by identified deadlines
- Presenting speeches or presentations according to scheduled dates and times
- Requiring students to attend as many study sessions during Office Hours or other designated time as the course teacher deems appropriate to prepare the student for the reassessment or remediation

Students who do not meet the course-specified remediation requirements or conditions will not be permitted to remediate a Mastery Evidence item without approval from a member of the Herron/Riverside High School Leadership Team.

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#### COURSE REMEDIATION AFTER A SEMESTER FINAL EXAM

After factoring in the Semester Final Exam, students who earn a cumulative semester course grade of 69% or below will not receive a grade or credit in a course. The grade report will indicate NG or “No Grade”. However, if a student (a) passes (with a minimum of 70%) his/her Semester Final Exam and (b) has a cumulative grade that is between 60-69%, the student is eligible to remediate the course grade for a maximum grade of 70% (C-).

Students who meet the eligibility requirements to remediate a course grade of NG will have only two weeks from the end of the semester to work with the classroom teacher where the NG was received in order to remediate his/her NG and raise it to 70%. The student, the student’s parent, or the classroom teacher has the power to initiate the semester NG remediation process. At the end of the two weeks, if the student has not earned a passing grade, the NG will stand, and the student will have to

take the class over during the summer or the following school year in order to earn course credit.

It is important to note that a semester course grade of NG is always the accumulated result of student participation and preparation, attendance, cumulative Mastery Evidence and Independent Practice results, a Benchmark Exam grade (valued at 10% of the overall semester grade) and a Semester Final Exam grade (valued at 15% of the overall semester grade).

*Students in need of essential credits to graduate will be registered by counselors for Summer Academy regardless of the opportunity to attempt remediation at the end of 2nd semester. Successful completion of end-of-semester remediation will allow for a student to un-enroll in Summer Academy.*

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#### BENCHMARK AND FINAL EXAMINATIONS

Semester Final examinations are worth 15% of a student's final grade. Benchmark examinations are worth 10% of a student's final grade. Unlike all other Mastery Evidence, students are not allowed to remediate Benchmark and Final examinations.

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#### SUMMER ACADEMY

Summer Academy combines Herron/Riverside High School's Core Values and the Harrison Center's Global Vision for the Arts to create a unique learning experience. Summer Academy offers course remediation as well as progression opportunities. There are two sessions of Summer Academy. Each session is equivalent to a full semester course. All Herron/Riverside High School behavioral policies and expectations are enforced during these summer sessions. A student may be required to participate in one or both sessions of Summer Academy to remediate one or more core courses in which he/she received an NG during the regular academic year. Parents/Guardians are expected to support the mandatory remediation policy by accommodating the student's scheduled Summer Academy session with any family plans. Based on entrance placement data, incoming freshman and transfer students whose placement exams and/or transcripts identify skill gaps will be required to attend one or both

sessions of Summer Academy prior to the start of the regular academic year. Please refer to the section on Mandatory Remediation.

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#### MANDATORY REMEDIATION

Herron/Riverside High School is committed to individual student success and will work in partnership with families to help students reach their full potential and develop the skills necessary to succeed in college. All students are expected to graduate on time and with a college-ready transcript. Students who receive a final grade of NG in any core subject during the academic year will be required to remediate that course during Summer Academy. At Herron/Riverside High Schools, the core subjects are: English, Math, Social Studies, Science, and Latin. Students who are in need of essential credits to graduate must register for Summer Academy regardless of the opportunity to attempt remediation at the end of 2nd semester. Students must attend Summer Academy until the remediation window ends, at which time they may be removed if they remediated successfully and earned a passing grade. Students who do not follow through with appropriate attendance in Summer Academy are demonstrating Academic Insubordination, jeopardizing their enrollment at Herron/Riverside High School per our Mandatory Remediation policy, and are subject to discipline proceedings which may include expulsion.

Incoming students: Due to the rigor and pace of the school's curriculum, all incoming students will take placement exams during the spring preceding the entrance year. Herron/Riverside High School utilize the NWEA screening exam that assesses prerequisite and grade-level skills for reading, writing, grammar, algebra, and geometry. Based on entrance placement data, incoming freshman and transfer students whose placement exams and/or transcripts identify skill gaps will be required to attend one or both sessions of Summer Academy prior to the start of the regular academic year.

It is the expectation that students and their families adhere to this policy at <http://www.herronhighschool.org/2014/06/25/mandatory-remediation-policy/>

## LATE WORK POLICY

To create a college preparatory culture that extends beyond the curriculum, Herron/Riverside High School supports timely completion of academic work. Late is defined as not submitted when due. Students will be provided with two late passes per class per quarter that can be used to submit Independent Practice assignments within two week after the due date for full credit. Extended time passes may not be used for Mastery assignments. Classroom teachers have the ability to determine and notify students of assignments that are not eligible for extended time.

## GRADING SCALE

Teachers will use multiple forms of assessment to determine a student's grade. Student performance on projects, speeches, reports, and other similar performance-based activities will be used. Rubrics, as compared to other forms of assessments, will often be created to determine student performance.

Listed below is Herron/Riverside High School School's grading scale. All classes use this grading scale. Please note that Advanced Placement (AP) and Honors classes are grade-weighted.

<b>Letter Grade</b>	<b>Grade</b>	<b>Performance Descriptor</b>
A+	99-100	Student has superior understanding of the subject matter.
A	94-98	
A-	90-93	
B+	88-89	Student has a good understanding of the subject matter in most indicators.
B	84-87	
B-	80-83	

C+	78-79	
C	74-77	Student has a minimal understanding of the subject matter.
C-	70-73	
NG	69 and below	Student has not yet attained a skill level for success
I	(Incomplete)	Student has outstanding material, assignments, or tests to complete

Students may receive an I (Incomplete) for a class if a student has had verified medical issues or documented extenuating personal circumstances that significantly impact the student's ability to complete the course, with the approval of the student's teacher, Academic Advisor, and administration. Incompletes must be rectified by the beginning of the following semester or the grade may be changed to an NG and be subject to all policies regarding NGs.

Letter Grade	GPA	Honors Grade	Honors GPA
A+/A	4.0	A+/A	5.0
A-	3.7	A-	4.7
B+	3.5	B+	4.5
B	3.0	B	4.0
B-	2.7	B-	3.7
C+	2.5	C+	3.5
C	2.0	C	3.0

C-	1.7	C-	2.7
NG	0	NG	0

When determining a Grade Point Average (GPA), point values will be assigned to each letter grade and an averaging process will determine the GPA. For further information, students and parents may contact teachers or administrators.

By policy, Herron/Riverside High School does not rank students based on GPA. This is in accordance with the policies of many college preparatory high schools who emphasize strong student achievement. In the instance that class rank is necessary for college admission or scholarships, the academic advisor will work with the student to make a determination.

#### HIGH SCHOOL CREDITS EARNED IN MIDDLE SCHOOL

Herron/Riverside High School accepts high school math credits earned during middle school, starting with Algebra I. Students must provide Herron/Riverside with evidence of these credits at the time of enrollment. Grades for these courses will be listed as “CR” and will not be included in the GPA, with the expectation that the student will complete higher level math courses in high school to complete diploma requirements.

Courses other than math taken at a high school during middle school years will be credited, subject to approval by Herron/Riverside administration, if a high school awards the credits and an official transcript is submitted. Successful completion of other advanced-level courses in middle school will not be credited but may result in placement in higher level courses, subject to approval/recommendation (e.g. Latin, Physics).



## DROP/ADD

The first week of the fall semester constitutes the Drop/Add period during which students may submit Drop/Add forms to the Academic Advising office to request a schedule change. Requests with the proper signatures will be considered in the order in which they are received. If the request is approved, the student's schedule will be updated. After the Drop/Add period is over, students must remain in their scheduled courses. A student who does not complete a course will receive either a W/F for withdrawal failure or a W for withdrawal on his/her transcript. Students may receive a W for documented extenuating medical or personal issues only with approval from the administration. A W will not factor in to a student's GPA. Students will receive a W/F for all other reasons for not completing a course. A W/F will count the same as an NG in the GPA.

## HONOR ROLL

Honor Roll and High Honor Roll will be determined using the following criteria:

- High Honors – A- average or higher
- Honor Roll – B average or higher

## HONORS COURSES

Honors-level classes are offered in all core curriculum classes when there is not an equivalent AP class offered. Students who take honors-level courses will take their classes within a standard classroom environment. Requirements for the Honors course will be more in-depth and extended than the requirements for students who are taking the course for standard credit. The honors curriculum is built on the continuum of the Classical Trivium model and Bloom's Taxonomy.

The decision to take an honors level course is made on the basis of teacher recommendations, student and parent requests, and school administration approval. If a student slips below a B- average, the teacher, parent/guardian, and student should meet to determine if the student is engaging in the appropriate academic level. Students who receive a C or below in an honors-level class for his/her semester grade

may not be allowed to continue the class at the honors level the second semester.

#### DISTINCTION CONFERRED UPON GRADUATION

Herron/Riverside High School will recognize three levels of academic distinction for students upon graduation. Using a student's final cumulative GPA, distinction will be awarded at these three levels:

Cum Laude	4.2 – 4.39
Magna Cum Laude	4.4 – 4.59
Summa Cum Laude	4.6 or higher

#### ADVANCED PLACEMENT

Advanced Placement (AP) courses are entry-level college courses. All students who take an Advanced Placement course are required to take the AP exam for that particular course at the end of the school year. If a student fails to take the AP exam of the course the student is taking, the student will not earn AP credit. College Board, which oversees the Advanced Placement courses and exams, charges fees for each test. Students who qualify for Free and Reduced Lunch will receive a reduction in AP testing fees. The fee schedule for students who qualify for a reduced test fee can be found at <http://apcentral.collegeboard.com>. Herron/Riverside High School will work with students and families who believe they might qualify for a reduced test fee. However, the cost of each AP exam is the responsibility of the student and his/her family.

#### COLLEGE CLASSES AND COURSES AT OTHER INSTITUTIONS

Herron/Riverside High School students are expected to complete all coursework at Herron/Riverside. If a situation exists where a student would like to pursue credit from an institution other than Herron/Riverside, permission must be granted by the student's Academic Advisor prior to enrolling in the course or Herron/Riverside High School will not honor the transfer credit. To obtain this permission, students and

their guardians must submit a Request for Permission to Enroll in an Off-Campus Course form, which is available from the Advising Office. Once submitted, students must receive confirmation that the request is approved before enrolling. Students wishing to study abroad must request permission from their academic advisor with whom they will complete a Study Abroad Graduation Plan and Policy agreement. Herron/Riverside High School does not assume financial responsibility for this coursework nor does it provide transportation to facilitate such coursework.

#### EARLY GRADUATION

Early graduation is not permitted at Herron/Riverside High School. All students are required to take a full load of courses each semester they attend Herron/Riverside High School, including all five core subjects (English, math, social studies, science, and Latin) regardless of graduation progress.

#### ATHLETIC ELIGIBILITY

Rule 18 – Scholarship of the Indiana High School Athletic Association’s General Eligibility Rules pertains to the student athlete’s academic performance. IHSAA Rule 18 states the following:

“...the primary focus of any Indiana secondary school should be to provide educational opportunities for its students in accordance with the requirements set forth by the Indiana Department of Education. This academic training should progress toward an adequate education and ultimately in earning a high school diploma. Participation in interschool programs is a privilege for which reasonable standards should be established and enforced for the educational and personal welfare of the students who participate. If students cannot successfully carry and pass a normal minimum load of formal classroom work and simultaneously undertake the extra demands upon time and energy required by interschool participation, they should postpone their commitment to interschool programs and concentrate time and effort on achieving in the classroom. On the basis of these premises, minimum academic achievement requirements have been established by the IHSAA.”

Rule 18 requires a student to receive a passing grade and earn credit on their most recent Grade Report in at least 70% of the maximum number of full credit subjects that a student can take in order to be eligible to participate in the athletic program.

Students in need of improvement have many opportunities for academic support including Office Hours and Saturday School. Students will be allowed to return to a sports program when his/her most recent grade report reflects the minimum standards.

## TESTING

### ADVANCED PLACEMENT EXAMS

AP exams are directly aligned to the AP courses. All students who are enrolled in an AP course are required to take the exam. Students who do not participate in the AP exam will not receive AP credit on their transcript.

### STATE-MANDATED GRADUATION TESTING

Students will have state standardized testing graduation requirements in several subjects. The state graduation testing requirements vary by cohort and are detailed below.

At the publication of this document, the graduating classes of 2019-2022 will by default be required to pass the Grade 10 ISTEP in Mathematics and English. All students in any of these graduating classes will have the option to opt into the new graduation pathways system which passed through state legislation in the spring of 2018. The state will be transitioning to an ILEARN Biology End of Course assessment which will be proctored to all biology students beginning in the spring of 2019.

### BENCHMARK EXAMS

All students in grades 9-12 are required to take the designated 1st Semester and 2nd Semester Benchmark Exam in all classes in which they are enrolled.

## SEMESTER FINAL EXAMS

All students in grades 9-12 are required to take the designated 1st Semester and 2nd Semester Final Exams in all classes. There are two exceptions:

- Senior final exams, discussed below
- AP students who have earned a 90% in the class by the day of the AP exam

All students in grades 9-12 are required to perform with their greatest academic integrity when taking their required 1st Semester and 2nd Semester Final Exams. Students who intentionally perform below expectation on a 1st Semester and/or 2nd Semester Final Exam in any class may be subject to academic remediation, withholding of grade reports, an Academic Hearing, and/or possible removal from Herron/Riverside High School. Herron/Riverside High School has the right to withhold a graduation diploma from any 12th grade student who intentionally performs below expectation on a 1st Semester and/or 2nd Semester Final Exam in any class during the student's 12th grade year. Students must take their final exam during their exam period unless they have approval from the guidance department. Students with an excused absence are responsible for rescheduling their exam with their teacher.

Students are not required to attend seminars during final exam week but, if in attendance, must maintain silence in the seminar space to accommodate exam takers in the space.

## SENIOR EXAMS – SPRING SEMESTER

Second semester final examinations for seniors will take place during the regularly scheduled class time and in the regularly scheduled classroom on the following dates:

- Wednesday, May 11, 2022 – A1/A2
- Thursday, May 12, 2022 – B1/B2
- Friday, May 13, 2022 – B3/B4
- Monday, May 16, 2022 – A3/A4

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## FINAL EXAM EXEMPTION

Seniors are exempt from taking the 2<sup>nd</sup> semester final exam if they have a 90% or above on a date to be determined at midnight. Seniors should

check their grades for each course after that cut-off and begin preparing for all exams they will need to take. On Monday, May 9, Advisory teachers will review all exemptions and required exams with each senior.

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#### FINAL EXAM ATTENDANCE

All seniors must be in attendance on the days prior to Spring Senior Exams for all classes regardless of their exemption from any exam. During the senior final exam days, seniors are only required to be in attendance during the class of the exam. All other times, seniors must be in seminar or off campus.

- Seniors must stay in the classroom until the end of the period
- Seniors may ONLY be in one of the following places on campus:
  - In the classroom taking an exam
  - Attending class for an upcoming exam
  - In seminar studying for upcoming exams
  - At lunch
- Seniors may not be in the hallways, offices, or any place else on campus.

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#### RESCHEDULING FINAL EXAMS

Seniors are not permitted to reschedule their final examinations.

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#### UNDERCLASSMEN IN MAJORITY SENIOR CLASSES

Underclassmen in majority senior classes are expected to continue to attend the class and participate in enrichment activities which will affect their final grade.

#### PSAT

The Preliminary Scholastic Aptitude Test (PSAT) is administered to sophomores and juniors each year at no cost to the student. The purpose of the PSAT is to acquaint students with the format of the Scholastic Aptitude Test (SAT), and for juniors, the test is used to qualify students as National Merit Scholars.

## NWEA

Measures of Academic Progress (MAP) are state-aligned computerized adaptive tests provided by NWEA – Northwest Evaluation Association - that accurately reflect the instructional level of each student and measure growth over time. Tests are administered once a semester to all freshmen and sophomores, but may be administered to upperclassmen as needed.

## ACADEMIC SUPPORT

### SEMINARS

Seminars are supervised study periods and are an opportunity for students to study, complete Independent Practice, and/or remediate Mastery Assessments. All seminars are staffed by multiple teachers who serve as both monitors of quiet work and resources for extra help within the school day. Students must make use of their seminar to be academically successful. The behavioral expectations for the seminars are the same as for all other academic environments at Herron/Riverside High School.

Students who are absent during regular class during a mastery assessment may have their assessment provided to seminar. Students must take mastery assessments on the day they are provided in seminar. Assessments that are not completed will be returned to the teacher.

### FACULTY OFFICE HOURS

Faculty members from each department will be available to help students who need additional academic support before and after school. This support will be offered Monday through Thursday, 8:00-8:45 a.m. and 4:15-5:00 p.m. Morning Office Hours begin promptly at 8:00 a.m. and students are required to stay with their Office Hour teacher until 8:45 a.m. Students may enter campus as early as 7:50 a.m. to visit their lockers and arrive on time. Students arriving after 8:00 a.m. will be allowed to attend after the door monitor calls their teacher to notify them that they will be arriving late. Students who arrive after 8:10 a.m. will be directed to the cafeteria for morning supervision where they may email their teacher for permission to enter late. Afternoon Office Hours begin promptly at 4:15 p.m. After 4:15, students are not permitted to enter Office Hours and will be directed to Fifth Period. Students are

responsible for verifying teacher availability for Office Hours before and after school.

Students who have NGs in classes may be required to attend Office Hours. The specifics concerning this requirement will be communicated to students by his/her Academic Advisor.

There will be no Office Hours offered on days when school is delayed or closed.

### MANDATORY OFFICE HOURS

Students who have 4 or more NGs will be required to attend Mandatory Office Hours in coordination with Academic Intervention Plans put in place by the counseling team. Students who do not attend their Mandatory Office Hours may have loss of extracurricular (club and sport) participation privileges as well as assigned detentions to make up for missed time.

### SATURDAY SCHOOL

In order to promote the academic success of all Herron/Riverside High School students, Herron/Riverside High School will offer Saturday School sessions twice each semester from 9:00 a.m. – 1:00 p.m. for students who are struggling academically. Saturday sessions are offered to help students make solid gains academically and to catch up in classes in which they are behind.

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### ASSIGNMENT

Students may be assigned Saturday School for the following reasons:

- Any student who has **three** NGs in core classes (English, Math, Social Studies, Science, or Latin) or **four** NGs in any classes on the Monday prior to the Saturday School.
- Any student deemed in need of academic support by an Academic Advisor.

Students may also be assigned a Saturday School for disciplinary reasons as discussed in the relevant sections below, including but not limited to



skipping detention, skipping school, and as a consequence of disciplinary Interventions.

Students will be notified in writing of their required attendance by their Advisory teacher on the Tuesday morning prior to the Saturday School and parents will be notified by automated alert.

Students who are assigned Saturday School will be disallowed from participation in all extra-curricular, including athletic, activities while attending Saturday School. All policies of the regular school day apply to Saturday School.

*Herron/Riverside High School reserves the right to require any student who is in high academic jeopardy to attend any Saturday School. This is especially relevant for juniors and seniors who are at risk of not graduating on time. Families should monitor student grades and plan accordingly if their student is likely to need to attend a designated Saturday School.*

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#### ATTENDANCE AT SATURDAY SCHOOL

Missing a Saturday School will be considered insubordination and the student will be required to attend two evening sessions the week following Saturday school regardless of extracurricular activities.

If there is a legitimate conflict in being able to attend any assigned Saturday School, a parent or guardian must call their student's academic advisor to explain the circumstances before the **Thursday** prior to the Saturday School. Legitimacy of the conflict will be determined by the advisor and alternatives may be offered. Alternatives may include but are not limited to mandatory attendance at office hours or evening sessions.

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#### SATURDAY SCHOOL DATES

It is recommended that parents take note of the Saturday School dates below and not schedule or plan events that will conflict with those Saturdays. This is especially recommended for parents with students who have historically struggled with passing their classes.

<b>Notification Date</b>	<b>Saturday School Date</b>
Monday, September 27, 2021	Saturday, October 2, 2021
Monday, November 29, 2021	Saturday, December 4, 2021
Monday, March 7, 2022	Saturday, March 12, 2022
Monday, April 18, 2022	(Seniors) Saturday, April 23, 2022
Monday, May 16, 2022	(9-11) Saturday, May 21, 2022

### SPECIAL EDUCATION SERVICES

Herron/Riverside High School embraces an inclusion model in which students with special needs are included in general education classrooms for all or most of the school day as deemed appropriate. Additionally, support and accommodations are available to students in the resource department during a directed study time called seminar. Support and accommodations are also provided via a push-in model in which classes may be co-taught by a general education teacher and a special educator or based on individual students' needs and established accommodations. The resource department supports students who qualify for Individualized Education Plans - IEPs, and 504 plans. More information about Special Education is available from the Special Education Coordinator.

### ATTENDANCE

Regular and punctual attendance is vital for students to achieve academic success. Herron/Riverside High School students are expected to have regular and punctual attendance in order to develop habits of responsibility, punctuality, and self-discipline. Attendance is a requirement under the laws of Indiana as expressed in the Compulsory Attendance Statute (I.C. 20-33-2).

Ensuring that students consistently attend class on a daily basis is a responsibility that is shared by students, school officials, parents/guardians, and the general community. Students should arrive

fifteen to twenty minutes prior to the start of school to ensure they have ample time to visit their lockers and prepare for their day.

### PERFECT ATTENDANCE

Perfect attendance will be awarded at year-end to recognize students without any excused or unexcused absences.

### EXCUSED ABSENCES (AE)

Excused absences are defined as absences for legitimate reasons for being out of school. Parents should provide written notice of the cause of absence within 48 hours. Parents should email [attendance@herronhighschool.org](mailto:attendance@herronhighschool.org) or [attendance@riversidehighschool.org](mailto:attendance@riversidehighschool.org) to report an absence before the beginning of the school day on the day of the absence. Parents may also call the student services desk by the beginning of the school day on the day of absence. Per Indiana Department of Education guidelines, these include:

- Illness verified by note from parent/guardian regardless of student age
- Illness verified by note from physician indicating student's inability to attend school
- Family funeral verified by note from parent/guardian
- Maternity verified by note from physician
- Military-connected families (e.g. absences related to deployment and return) verified by note from parent/guardian

### EXEMPT (AA)

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student without penalty when verified by appropriate documentation. These include:

- Serving as a page or honoree of the General Assembly
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary, or general election
- When subpoenaed to testify in court
- Serving with the National Guard for no more than ten (10) days
- Serving with the Civil Air Patrol for up to five (5) days
- Participating in or exhibiting at the State Fair

- Seniors and juniors on college visitation (CV) trips for no more than two (2) days per semester

#### OFF-CAMPUS EXCUSED (OE)

Students with internships or other approved off-campus school activities will be marked Off-Campus Excused (OE), an attendance code that counts as present.

#### IN-SCHOOL EXCUSED (IE)

Students participating in standardized testing during the school day but outside of the regularly scheduled classroom and class time will be marked In-School Excused (IE), an attendance code that counts as present.

#### FIELD TRIPS (FT)

Students on field trips will be marked Field Trip (FT), an attendance code that counts as present.

#### UNEXCUSED ABSENCES (AU)

An unexcused absence is any absence not covered under the definition of excused or exempt, or for which written documentation has not been provided within 48 hours. Students more than twenty (20) minutes late to a class will be marked absent unexcused. These students must check in at Student Services or face further disciplinary consequences beyond a log entry for being tardy for greater than two minutes. See Corrective Logs.

**All Independent Practice and Mastery assignments due during an unexcused absence may be marked with a grade of zero (0) without possibility of make-up.**

#### HABITUAL ABSENTEEISM & TRUANCY

Students who are absent unexcused (AU) ten days or more from any class within a school year are considered habitually truant and may face the loss of motor vehicle operator's license privileges, referral to the Marion County Juvenile Prosecutor for truancy, referral to the Department of Child Services for educational neglect, expulsion, and/or any other actions deemed appropriate and necessary by the administration.

## CHRONIC ABSENTEEISM

Students who miss ten days of school or ten periods of any class for any reason, excused or unexcused, will be subject to review by the Assistant Head of School in cooperation with the Advising Office and the Resource Department. Families will receive written and verbal notification of student absences prior to this review. Possible outcomes include parent-student Intervention, forfeiture of credit for the semester, referral to the Department of Child Services for educational neglect, expulsion, and/or any other actions deemed appropriate and necessary by the administration.

## PARENTAL RESPONSIBILITY

Under I.C. 20-33-2, it is unlawful for a parent to fail to ensure that the parent's child attends school. If a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a medical Certificate of Incapacity from the student's healthcare provider to the school not later than six (6) days after the certificate is demanded. The Certificate of Incapacity must be signed by:

- an Indiana physician; or
- an individual holding a license to practice osteopathy or chiropractic in Indiana; or
- a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

## TARDINESS

Regular and punctual attendance also includes arriving promptly to class. Punctuality is paramount for maintaining the good order of the school society and maximizing productivity in the limited time students are in school.

**Tardiness is defined as not being seated when the bell sounds.**

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## EXCUSED TRANSPORTATION TARDIES (ET)

Recognizing that even the best plans can be upended by unknown and uncontrollable variables, students with legitimate reasons for being tardy to school first period may receive an excused transportation tardy for the following reasons:

- Late bus for normal route, accident on bus route, or mechanical failure (verified with IndyGo)
- Motor vehicle mechanical failure or accident (verified by parent/guardian)
- Severe, unforeseen, and unavoidable traffic situations caused by accidents, flooding or other weather related causes (verified)

**There is a maximum limit of not more than two (2) excused transportation tardies per quarter.**

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#### EXCUSED TARDIES (TE)

An excused tardy is issued for students who are late to class because they were unable to reach class on time due to outside appointments or meetings with school personnel. Parents/Guardians or school personnel should provide written notice of the cause of the tardy within 48 hours.

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#### UNEXCUSED TARDIES (TU)

An unexcused tardy is any tardy not covered under the definition of excused. See unexcused absence if a student is tardy greater than 20 minutes.

#### CLOSED CAMPUS

Herron/Riverside High School is a closed campus. Once a student arrives on school grounds, regardless of the reason or time, the student is not allowed to leave until dismissed by faculty, staff, and/or administration. Students who violate the closed campus policy will be assigned a one-hour detention and may be subject to search.

*Herron/Riverside High School is not responsible for students who are dropped off or picked up at any other location than campus.*

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#### PARKING LOT VISITATION

Students may not visit their cars or the parking lot during lunch or any other part of the school day for any reason. Students who have items that do not fit in their lockers and that are necessary for the school day (e.g. icon paintings, sculptures, etc.) should make arrangements with their teacher and/or administration to find suitable temporary storage. Students who are found to visit their vehicles during the day will be directed to the Assistant Head of School and may be subject to search.

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#### EARLY DISMISSAL

No student is permitted to leave school early at any time without both parental permission and administrative approval. Parents must submit a request to be approved by the administration via written note, email, or phone call to Student Services if they need to release their student early from school. Students who fall ill must be released by the school nurse and may not dismiss themselves or call their parents for dismissal. It is imperative for the safety of all involved that students do not bypass the school medical services. Students who do not follow the proper procedure will not be released by the administration and may face disciplinary action including but not limited to detention or suspension.

Students will not be released from class prior to parent/guardian arrival when leaving school early for approved purposes. In order to minimize lost instructional time, a student will be dismissed from class only after a parent has arrived at school and signed in with Student Services. Students who drive themselves will not be released without approval from Student Services.

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#### SKIPPING SCHOOL

Skipping school is defined as follows: 1) when a student who is present at school is late to or absent from class and/or leaves the campus without permission from the administration 2) when a student who was sent/dropped off by a parent to school but did not arrive to class. Students found to be skipping school will face consequences which may include but are not limited to detention, suspension and/or any other actions as deemed appropriate by the administration.

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#### HALL PASSES

Students may not be out of class at any time for any reason without a faculty/staff-issued hall pass. Students found in the hallways or on campus without a pass will be directed back to the classroom and the teacher should follow up with our Deans if they should not have been allowed outside of the classroom.

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#### BATHROOM PASSES

Students are provided with six minutes to transition from class to class and bathrooms can be found on every floor of all three buildings, including the cafeteria. Students should strive to make use of the bathroom during passing periods and lunch to minimize the loss of instructional time. During class, students must sign out and in on each classroom's log sheet to be granted a pass to the bathroom. Students who abuse this privilege may face consequences including the loss of bathroom passes, detention, and/or other actions as deemed appropriate by the administration.

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#### NURSE PASSES

Students may only visit the clinic with a pass signed by a teacher or administrator and only in cases of exceptional need. Students without a pass will not be evaluated by the school nurse and will be redirected to class.

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#### MORNING ARRIVAL

Recognizing that many families have obligations that make a 9:00 a.m. start difficult, students may be dropped off as early as 7:30 in the morning. Students arriving between 7:30 a.m. and 7:50 a.m. will be supervised by faculty/staff in the entryway of Main at HHS and in a designated location at RHS. Starting at 7:50 a.m. students arriving on campus may head to Office Hours and at 8:00 will be directed to the Fesler cafeteria at HHS and the cafeteria at RHS. Morning supervision ends fifteen minutes prior to the start of the school day. Students may not enter Office Hours without administrative authorization after 8:00 a.m. Please see section on Before School Parking Regulations.

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#### AFTERNOON DEPARTURE & FIFTH PERIOD



Students are permitted to visit their lockers and arrange transportation until 4:15 p.m. at which point they must be actively leaving campus, in Office Hours with a teacher, in a club, or with a team/coach. Students are not permitted to loiter on campus after 4:15. Students may not enter Office Hours without administrative authorization after 4:15 p.m.

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#### FIFTH PERIOD

Fifth Period runs from 4:15 – 5:00 and is provided for families who need to pick their students up after 4:15 but who do not attend Office Hours, clubs, or sports. Students must sign in and be signed out by a parent from Fifth Period. Students must be picked up no later than 5:00 p.m.

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#### FOOD DELIVERIES

During the school day and Fifth Period, students and parents are not permitted to order food to be delivered to campus from off-site restaurants. Food delivered to student services will be kept until the end of the day and students will be offered a school lunch from the cafeteria.

#### DISCIPLINE

Herron/Riverside High School believes that strong relationships and high expectations are the foundations of a culture of mutual trust, respect, and responsibility. Herron/Riverside High School strives to create a safe, inclusive environment in which every student is known, respected, and cared for as an individual. All policies apply to students when they are on campus, at a school event, or representing Herron/Riverside High School in the community.

Herron/Riverside High School reserves the right to enact any and all measures deemed appropriate and necessary, including contacting law enforcement or other authorities, in addressing student conduct and the safety of all school stakeholders. Herron/Riverside High School also reserves the right to hold students accountable for any illegal activities that may occur off campus, outside of school hours, and/or when not in uniform.

#### UNIVERSAL BEHAVIOR POLICIES

- Show respect for people, property, and the learning process

- Be in correct uniform
- Use school-appropriate and responsible language
- Remain awake, alert, and engaged in class
- Come to class on time and prepared to learn
- Come to class without food, candy, gum, or unauthorized beverages
- Come to class without cell phones or other unauthorized electronic devices

**CORRECTIVE LOGS**

Students who do not meet the expectations outlined in the Universal Behavior Policies will be corrected by faculty and staff and reminded how to meet the expectations. Such corrections will be entered in PowerSchool (viewable under Teacher Comments) and tracked by the Assistant Head of School. Following is a reference guide to the corrections that fall under this system. Other behavioral infractions not addressed within the chart will be addressed on a case-by-case basis.

Reason	Explanation
Tardy (<2 minutes)	A student is not on-time by the tardy bell.
Uniform	A student is not wearing the uniform correctly, is missing components, or has extraneous items.

<p>Electronics</p>	<p>Violation of the Acceptable Use Policy or possession of unauthorized electronic devices.</p> <p>Unauthorized electronics, including headphones, will be confiscated and given to the Assistant Head of School. First offense = student return; second offense = parent approval of return; subsequent offenses = parent return.</p>
<p>Gum/ Food/ Drink</p>	<p>A student is in possession of any food, candy, mints, gum, or unauthorized beverage in the classroom or is giving the appearance of eating/drinking/chewing gum. Cough drops must be distributed by the school nurse along with an accompanying note verifying their usage. Unauthorized items must be put away immediately.</p>
<p>Inappropriate Behavior</p>	<p>A student is disruptive or disrespectful to peers, adults, and/or the learning environment. Also includes public displays of affection (PDA) and inappropriate social media behavior. <b>Students participating in behaviors deemed as inappropriate by any member of the faculty, staff, and administration will be subject to immediate disciplinary consequences which may include immediate Interventions, detention, suspension, and/or expulsion depending upon the severity of the infraction.</b></p>

Jaywalking	Crossing one of the adjacent streets anywhere but a crosswalk at designated safe-crossing times (per request from Indianapolis Metropolitan Police Department).
Sleeping	Opting out of the educational process by sleeping or giving the appearance of sleeping.
Inappropriate Language	<p>A student uses racist, bigoted, profane, or otherwise offensive language that is not directed at anyone.</p> <p><b>Automatic 1 hour detention per instance</b></p> <p>A student who uses such language directed at another student or adult will face immediate Intervention and suspension.</p>
Very Tardy (>2 minutes)	<p>A student is not on-time by the secondary tardy bell.</p> <p><b>Automatic 1 hour detention per instance</b></p>

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#### CORRECTIVE LOG INTERVENTIONS

Corrective log entries accumulate over the course of each quarter and may be logged by any teacher or administrator. The accumulation of such

logs results in a progression of interventions ranging from simple warnings to possible expulsion.

**SHORT-TERM ACCOUNTABILITY**

Accumulation in One Week	Result
4	One-Hour Detention

**LONG-TERM ACCOUNTABILITY**

Accumulation in One Quarter	Result
8	Intervention with Advisory teacher or Assistant Head(s) of School.
16	Intervention with Assistant Head of School and possibly parents/guardians
24	Intervention with Assistant Head of School and parents/guardians <b>Behavior Plan</b>
32	Behavior Plan evaluation with Assistant Head of School, parents/guardians, guidance department, Head of School, and other applicable faculty <b>Suspension</b>

**DETENTIONS**

Detentions are assigned for the accumulation of corrective log entries or for reasons deemed appropriate and necessary by the Assistant Head of

School. Students will be notified verbally, in writing, and families notified through the automated alert system. Detentions may include both internal community service as well as academic work.

**Students who are assigned detention will be disallowed from participation in all extra-curricular activities, including athletics, while serving the detention.**

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#### EXCUSED DETENTION ABSENCES

An excused detention absence is granted for an excused absence from school only. Students with significant familial hardship should approach the Assistant Head of School, at minimum, two days prior to the assigned detention date, as no petitions will be heard the day of detention. Only one adjustment per initial detention will be arranged.

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#### UNEXCUSED DETENTION ABSENCES

An unexcused detention absence is anything not covered under the definition of excused. Any student with an unexcused detention absence will be re-assigned the original detention and face further consequences including possible additional detention time, removal of privileges and ability to participate in extra-curricular activities and athletics, Interventions, suspension, and Saturday School.

#### INTERVENTIONS

The Assistant Head of School may hold meetings with students, administration, parents, and/or faculty to discuss the causes of student behavior, learn the origins of problems in upholding Herron/Riverside's Core Values and Universal Behavior Policies, and/or address students' academic and personal needs, possibly through the creation of a unique behavior intervention plan. These Interventions may be initiated at any time by the Assistant Head of School, Academic Advisors, and/or Administration.

#### IN-SCHOOL SUSPENSIONS (ISS)

In-school suspensions may be assigned in lieu of out-of-school suspension, when appropriate. ISS is designed to allow students to continue to work on their assigned studies in an educational environment.

## OUT-OF-SCHOOL SUSPENSIONS (OSS)

Out-of-school suspensions are assigned for serious infractions of the policies and procedures of Herron/Riverside High School. OSS is designed to give students time to reflect on the negative behavior and develop a plan to correct their behavior. Assignments will be made available upon request of the student or parent. Students who are assigned OSS will be immediately disqualified from all extra-curricular activities for the duration of their suspension.

## EXPULSION

Students may be expelled from school for a variety of reasons. Prior to expulsion, students will be offered the requisite due process, including the opportunity for an expulsion meeting. Expellable offenses include but are not limited to the following:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Unlawful possession, use, distribution or receipt of any controlled substance, alcoholic beverage or other intoxicant; or been under the influence of any controlled substance or alcoholic beverage, or an intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or materials as a controlled substance, alcoholic beverage, or intoxicant.
- Committed robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco, any products containing tobacco or nicotine, cigarettes, smokeless tobacco, chew packets.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully offered, arranged, or negotiated to sell any drug or drug paraphernalia.
- Committed repeated acts of insubordination, including failure to abide by school policies and behavioral expectations, behavioral

- plans or contracts; substantial disobedience or misconduct; academic insubordination including failure to comply with mandatory remediation programming and improvement plans.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other personnel engaged in the performance of their duties.
  - Knowingly received stolen school property or private property.
  - Was convicted of a felony charge in a juvenile or adult court, whether the act took place on or off campus, and whether it occurred during or outside regular school hours.
  - Engage in any illegal activities under State or Federal laws.

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### DUE PROCESS

Ind. Code 20-33-8, which was enacted by the Indiana General Assembly, guarantees due process for pupils suspended or expelled from classes. Students facing expulsion are afforded the protections of due process and judicial review in accordance with State law as provided in Ind. Code § 20-24-8-5 and those sections of Title 20, Article 33, Chapter 8 of the Indiana Code that are applicable to Indiana Charter Schools, namely Ind. Code §§ 20-33-8-19, IC 20-33-8-21, and IC 20-33-8-22. In cases of expulsion, the Head of School of Herron/Riverside High School or his or her designee will conduct an expulsion meeting upon written request by parents/guardians when filed within ten days of receipt of the expulsion notice.

### RESTRICTED AREAS

Students are only allowed in permitted areas. Restricted areas include but are not limited to restricted hallways, unsupervised classrooms and offices, teacher bathrooms and workrooms, posted areas, elevator, etc. Students who enter restricted areas will be assigned a one-hour detention.

### WEAPONS AND DANGEROUS OBJECTS

Weapons and items deemed dangerous objects, including fireworks and explosives, are strictly prohibited at Herron/Riverside High School. Weapons are defined as a loaded or unloaded firearm, or any device, weapon, material, chemical substance, animal, biological disease or virus



capable of causing serious bodily injury (IC 35-41-1-8). Students in possession of a weapon or dangerous object will be immediately referred to local law enforcement agencies and will be expelled for up to one calendar year, as stated in IC 20-33-8-16.

#### TOBACCO

Herron/Riverside High School is a tobacco-free zone. Students of any age are not permitted to possess, use, distribute, buy, or sell tobacco on campus, while in uniform, on or off campus, or at any school event. Possession of tobacco, paraphernalia including lighters, rolling papers, pipes, e-cigarettes, vaporizers, and e-hookahs will result in confiscation of said items, immediate parent contact, and suspension. Repeated offenses will result in a range of consequences including but not limited to suspension, expulsion, and/or any other actions deemed appropriate by the administration.

#### ILLCIT SUBSTANCES

Herron/Riverside High School is a drug-free zone. Possession or use of any illicit substances is strictly prohibited and will result in an Intervention and consequences including confiscation, suspension, expulsion, possible arrest, and/or any other actions deemed appropriate by the administration. Students thought to be under the influence of or in possession of an illicit substance may be subject to or have their belongings subject to drug testing. Students and parents should clearly understand that the ingestion, distribution, or attempt to sell 'look-alike' drugs will be treated with the same severity as the actual drugs. Drug paraphernalia, including magazines and other printed materials and clothing (e.g. belts, hats, etc.), promoting the use of drugs, whether possessed for personal use or with the intent to sell or distribute, will be seen as an attempt to promote the distribution and use of illegal drugs and will result in an immediate confiscation, Intervention and consequences including detention, suspension, expulsion, and/or any other actions deemed appropriate by the administration.

#### THEFT, ROBBERY, EXTORTION

Theft, robbery, and extortion are strictly prohibited at Herron/Riverside High School. Students found guilty of these acts will face an immediate Intervention and consequences including police contact, suspension,

expulsion, and/or any other actions deemed appropriate by the administration.

#### GAMBLING

Gambling is strictly prohibited at Herron/Riverside High School property. Students found guilty of gambling will face an immediate Intervention and consequences including suspension, expulsion, and/or any other actions deemed appropriate by the administration.

#### DAMAGE TO PROPERTY

Damaging or defacing school property will result in the replacement or restoration of the damaged property by the student along with disciplinary actions. The parent or guardian will be held responsible for the replacement of the damaged property and may be subject to associated costs. Students found guilty of damaging property will face an immediate Intervention and consequences including suspension, expulsion, and/or any other actions deemed appropriate by the administration.

#### ACTS OF AGGRESSION, VIOLENCE, FIGHTING, AND HATRED

Fighting, bullying, cyber-bullying, intimidating, hazing, or any other actions of unlawful conduct are severe infringements on the rights of others, attacks on the educational process, and are strictly prohibited. Causing, threatening, participating in, encouraging, or attempting to initiate aggressive behavior or violence, whether physically or verbally, may result in immediate Intervention and consequences including suspension, expulsion, and/or any other actions deemed appropriate by the administration.

Herron/Riverside High School does not tolerate fighting of any kind: fighting at school, at a school event, traveling to or from school, or when wearing Herron/Riverside High School attire will result in immediate suspension from school and likely expulsion. Play fighting may result in similar consequences.

Herron/Riverside High School prohibits any action that can be construed as hate speech or hate violence. Hate speech includes the use of epithets or negative comments based on race, ethnicity, national origin, religion,

disability, gender identity, or sexual orientation. Hate violence includes willfully interfering with or threatening another person's personal or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation. Violations may result in immediate consequences including but not limited to suspension, expulsion, and/or any other actions deemed appropriate by the administration.

#### **BULLYING INCLUDING CYBERBULLYING**

Bullying is strictly prohibited at Herron/Riverside High School. Bullying is defined as any physical, verbal, or written act, gesture, or behavior committed by a student or group of students with the intent to harass, ridicule, humiliate, intimidate, or harm another student, faculty member, staff member, or guest. This includes negative social media interactions, in or outside of school environment, that are harassing in nature and/or disruptive to the educational environment. Students found guilty of bullying and/or cyberbullying will face immediate Intervention and consequences including suspension, expulsion, and/or any other actions deemed appropriate by the administration.

#### **HAZING**

Hazing is strictly prohibited at Herron/Riverside High School. Hazing is defined as any action which recklessly or intentionally endangers the mental and/or physical health or safety of a person. Students found guilty of hazing may face immediate Intervention and consequences including suspension, expulsion, and/or any other actions deemed appropriate by the administration.

#### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection are prohibited at all times while on Herron/Riverside High School campus and at all school related activities.

#### **ACADEMIC INSUBORDINATION**

It is the expectation that all students meet Herron/Riverside High School's academic expectations to the best of their ability. Students who do not adhere to these expectations, including compliance with Universal Behavior Policies and Academic Honor Code, active engagement in classroom activities and completion of class work, attendance at Office

Hours or Saturday Schools, participation in remediation processes, and attendance at Summer Academy, are demonstrating Academic Insubordination. Students who exhibit academically insubordinate behaviors may be subject to detention, suspension, or expulsion.

## UNIFORM

Herron/Riverside High School's uniform requirements are intended to promote a better learning environment and increase academic achievement by fostering school spirit, reducing socio-economic differences, and most importantly, enhancing student safety.

Herron/Riverside High School believes that students should be judged on the merits of their actions, not on the labels or expense of their clothing. To ensure a more orderly, fair society, students are expected to be in uniform at all times during the school day.

All uniform items may be purchased at Schoolbelles at 6315 N. Keystone Ave., Indianapolis, IN 46220, or online at [www.schoolbelles.com](http://www.schoolbelles.com) with school code S2275 for Herron and S2727 for Riverside. Pants, shorts, skirts, and Herron/Riverside outerwear must be purchased from Schoolbelles. Crewnecks, belts, shoes, polo shirts, tights, thermal layering, and socks may be purchased elsewhere provided they meet the requirements listed below.

Students are not to:

- Modify, embellish, or deface (including writing on) their uniform in any way. This includes permanent and temporary IDs.
- Wear chains, spiked jewelry, excessive jewelry, grills, or any jewelry deemed inappropriate by administration (e.g. dog collars, chained wallets, etc.)
- Wear hats, bandanas, headphones, or sunglasses in the school buildings. Whether or not it is during school hours, hats, bandanas, headphones, and sunglasses must be removed and out of sight.
- Headphones may only be used with expressed permission by the faculty member in the space. Headphones will be treated as unauthorized electronic devices in all other circumstances.

*Herron/Riverside High School reserves the right at any time to deem as inappropriate any clothing, accessories, or hair styling as it sees fit and confiscate items to be returned to parent/guardian.*

## BASE UNIFORM

### POLO SHIRT – WHITE OR BLACK (HERRON) / WHITE OR NAVY (RIVERSIDE)

- Solid-colored
- Collar visible above all fleeces, cardigans, and sweatshirts
- Buttoned up to within the top two buttons
- May be plain or sporting the Herron/Riverside emblem (any other logo must be smaller than 2” and only on the left chest pocket)
- May have short or long sleeves
- Seniors may wear red (HHS) / goldenrod (RHS) “senior” polos sold at bookstore or senior t-shirts on a Jeans Day in place of polo
- Achaean/Argonaut 80 members may wear official gray polos.

### STUDENT ID CARD & LANYARD

- Must be student’s own current year Herron/Riverside-issued photo ID card in plastic case, and right-side up
- Must be worn on a Herron/Riverside issued lanyard around the neck
- Must be worn visibly above and outside of all clothing at all times during the school day
- May not be defaced, broken, or obscured in any way
  - Such ID cards are treated as missing and will be replaced immediately
  - Students will be issued one free ID card per semester. Additional ID cards must be purchased for \$5.

Temporary ID cards will be issued as needed. (Student log will be updated.)

### KHAKI/CHINO TROUSERS

- Must be the official pants from Schoolbelles
- May not sag, be excessively loose or tight, and may not be rolled up above the ankles
- Must be intact and clean
- No tears, rips, holes, or ink markings of any kind. No capris.

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#### BACKED SHOES

- Slide-on sandals, flip-flops, and slippers are not permitted
  - Excessively high heels are not permitted
  - Pants must fit over the outside of any boots worn down to the ankle
- Students will receive a log entry and parents will be notified.

#### OPTIONAL COMPONENTS

In addition to the base uniform, students are permitted to add the following components:

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#### WHITE, CREWNECK UNDERSHIRT

- Must be visible on the collarbone/neck
- No v-necks, scoop necks, tank-tops, etc.

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#### SOLID, PLAIN BROWN OR BLACK BELT WITH A TRADITIONAL BUCKLE

- Worn with pants and shorts, not skorts
- Leather or cloth are acceptable
- Woven-style is acceptable
- May not have any decorations including but not limited to metal studs, rivets, tabs, rhinestones, etc.

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#### HERRON/RIVERSIDE FLEECE, CARDIGAN, OR SWEATSHIRT

- Polo collar must be visible above - may not be tucked inside the outerwear
- Seniors may substitute collegiate or military fleeces, cardigans, or sweatshirts. This outerwear must represent an established College or University or US Military branch. Fictional organizations or student made representations should not be worn.
- Hooded sweatshirts must comply with our head coverings policies.
- Must not be defaced, colored, ripped, torn, cut-off, covered in paint, or modified in any way

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#### PLAIN NAVY/BLACK CREWNECK SWEATSHIRT

- Solid-colored
- Collar visible above all fleeces, cardigans, and sweatshirts
- Buttoned up to within the top two buttons
- May be plain or sporting the Herron/Riverside emblem (any other logo must be smaller than 2” and only on the left chest pocket)
- May have short or long sleeves

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#### SHORTS

- Must be the official short pants from Schoolbelles
- May not sag, be excessively loose or tight, and must not have the length altered in any way
- Must be intact and clean
- No tears, rips, holes, or ink markings even of a decorative nature
- Students should purchase skorts/shorts that touch the knee to account for the growth that will occur over a student’s time at Herron.
- Skorts/shorts must be no more than 2” above the knee. Students wearing skorts or shorts that are **no more than** two inches above the knee will not be logged.
- Parents of students whose skort/short fails to meet the 2” requirement will receive a phone call to discuss solutions.
- Students who wear skort/short that fail to adhere to the 2” rule a second time be logged for a uniform infraction.
- Students will **not** be removed from class for wearing non-compliant skort/short lengths. However, students who persist in wearing their skorts or shorts more than two inches above the knee will need to wear their uniform pants until the situation is rectified.

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#### SKORTS

- Herron red and black plaid or Riverside blue and gray plaid skorts purchased from Schoolbelles may be worn in place of khaki pants
- May not be rolled up at the waist
- No tears, rips, holes, or ink markings even of a decorative nature
- May not be altered to be excessively loose or tight.
- Students should purchase skorts/shorts that touch the knee to account for the growth that will occur over a student’s time at Herron.

- Skorts/shorts must be no more than 2” above the knee. Students wearing skorts or shorts that are **no more than** two inches above the knee will not be logged.
- Parents of students whose skort/short fails to meet the 2” requirement will receive a phone call to discuss solutions.
- Students who wear skort/short that fail to adhere to the 2” rule a second time be logged for a uniform infraction.
- Students will **not** be removed from class for wearing non-compliant skort/short lengths. However, students who persist in wearing their skorts or shorts more than two inches above the knee will need to wear their uniform pants until the situation is rectified.

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#### LEGGINGS/TIGHTS/HOSIERY

- Solid red, black, white, or grey (Herron) or navy, white, black, or grey (Riverside) leggings may be worn with skorts
- May not have any patterns or designs
- Must be opaque and solid
- No tears, rips, or holes, even of a decorative nature
- Only one color at a time, both legs matching

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#### CALF OR KNEE-SOCKS

- Follow the same rules as leggings
- Any socks that go above the ankle fall under this definition

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#### THERMAL LAYERING

- All students may wear thermal base layering under their uniform
- Any type of thermal leggings are permitted under khaki pants
- White, long-sleeve, crewneck thermal shirts are permitted under polos at all times

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#### HEADWEAR

- No hats except in accord with religious tenets or medical need, may be worn inside the buildings
- No bandanas, wave caps, night caps, do-rags, cat ears, headbands with items attached, worn in any style
- Headbands and headwraps are permitted provided they are not distracting



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### SMOCKS

- Students participating in a visual art class may wear a smock or a large shirt during class to protect their school uniform from paint or stains

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### CLEAR BAG

- During the school day students may only use a clear, plastic bag to carry their tablet/laptop
- May be purchased at Herron/Riverside or self-bought; incoming students will be issued one clear bag.
- May be messenger bag or backpack style
- Must be colorless and transparent
- Subject to search at any time
- Any non-clear bag must be secured in a student or athletic locker during the school day.

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### WATER BOTTLE

- May be reusable or recyclable plastic
- May only contain water – no other beverages are permitted
- Fruit may be added as long as it is not eaten outside of the lunch period and it does not discolor the water
- Must have a secure lid

### JEANS DAYS

On days designated by the administration and sponsored by student-led clubs and organizations, students may substitute ~~blue~~ jean pants (not shorts, capris, or overalls) for khaki pants.

- Must purchase a ticket, displayed on ID, removed prior to next day
- Must meet all the same requirements as official pants
- Students may wear spirit wear tops on Jeans Days, as long as they are purchased through their club/activity.
- Seniors may wear their Class of 20XX Senior T-Shirt
- No tears, rips, holes, or ink markings of any kind. No capris, overalls, or jean shorts.

### SPIRIT WEEK ATTIRE

Herron/Riverside hold two spirit week celebrations. The fall semester celebration is held in conjunction with Homecoming. Students are asked to dress in attire which conforms to daily themes. The spring semester celebration is held in conjunction with Dance Marathon and students are asked to conform to blue jeans day expectations and daily themed tops. Specific attire expectations will be communicated to families during the days leading up to these celebrations.

### WINTER ATTIRE

As designated by the administration, students will be permitted to wear non-Herron/Riverside outerwear in the depths of winter. These items must be removed and placed appropriately per teacher direction by the time the bell rings. Students may also wear plain black scarves in the classroom during this time. The administration will communicate to students in announcements the week before returning to normal attire in the spring and will communicate to families with an automated alert.

### PERSONAL GROOMING

Students should refrain from personal grooming or preening at all times in class. This includes combing, brushing, or picking the hair, applying makeup, and using lotion, perfume, or cologne. These activities detract from the learning environment, disrupt others, and are not related to academic success. Students will be redirected when found grooming themselves, with the possibility of confiscation of any items and referral to the Assistant Head of School.

### UNIFORM FEES

Students will not be permitted to class without having uniform issues addressed. Students out of uniform will be outfitted with items from the uniform closet, when available. Failure to launder and return the items within one week will result in a purchase fee. Damaged uniform items will be assessed a purchase fee. Students must be in school uniform during the school day; students who refuse to wear uniform items will face consequences including Intervention and possible suspension.

<b>Component</b>	<b>Purchase Fee</b>
Belts	\$4.00
Socks	\$4.00
Tights/Leggings	\$7.00
Crewneck undershirts	\$4.00
Polo shirts	\$5.00
Khaki pants/shorts	\$15.00
Skorts	\$15.00

### **TITLE IX AND ANTI-HARASSMENT STATEMENT**

Herron/Riverside High School does not discriminate on the basis of sex in its educational programs and activities or tolerate sexual harassment. Sexual harassment includes sexual violence and any other harassment based on sex. Any student who believes he or she has been subjected to sexual harassment is encouraged to report the incident(s) to school officials. Herron/Riverside High School is committed to conducting a prompt investigation. Students and/or parents may file a complaint of sexual harassment by contacting any member of school leadership, including an advisor, a teacher, or the school's Title IX coordinator. Complaints of sexual harassment may be made verbally, in person or by phone, or in writing by email or mail, or by submitting the complaint in writing and handing the document to one of the people listed in this document.

Members of the school's Leadership Team and the Title IX Coordinator are responsible for investigating complaints of sexual harassment. Investigations will be launched immediately upon the filing of a complaint and will be completed promptly. In many cases, investigations may be resolved within five school days, but in some situations, the investigation may require up to 60 days to complete. Both parties will be notified in writing of the outcome of the investigation.

Investigations and determinations will be based on a preponderance of evidence in accord with Federal requirements. Appropriate disciplinary sanctions of individuals who engage in sexual harassment will be implemented, and may include suspension or expulsion of a student and suspension or termination of an employee. A complete Policy Regarding Sexual Harassment and other Unlawful Harassment has been distributed to all students and is available on our website.

Students or employees who retaliate against individuals who report sexual harassment will be promptly disciplined. The school's Title IX coordinator, Karen Laliuff, will be responsible for ensuring that the school complies with and carries out its responsibilities under Title IX, including investigation of complaints alleging noncompliance with Title IX. Please refer questions about this policy to:

Karen Laliuff  
Title IX Coordinator  
317-231-0010 X1113  
[klaliuff@herronhighschool.org](mailto:klaliuff@herronhighschool.org)

#### HERRON/RIVERSIDE HIGH SCHOOL POLICY REGARDING SEXUAL AND OTHER UNLAWFUL HARASSMENT

Herron/Riverside High School is committed to maintaining a school environment free of unlawful discrimination and harassment. Each individual has the right to learn or work in a safe atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. Therefore, Herron/Riverside High School expects that all relationships among persons on campus will be respectful and free of bias, prejudice, and harassment. All members of the Herron/Riverside High School community share responsibility for preventing, discouraging, and reporting any form of unlawful harassment.

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#### DEFINITIONS OF HARASSMENT

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#### SEXUAL HARASSMENT

Sexual harassment of any kind is in total disregard to the culture of Herron/Riverside High School and will not be tolerated. Sexual harassment constitutes discrimination and is unlawful under federal, state and local laws. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to:

- Unwelcome sexual advances, leering, sexual flirtations or propositions
- Sexual slurs, epithets, verbal abuse, derogatory comments or sexually degrading descriptions
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, stories, drawings, pictures or gestures, including digital media
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Touching an individual's body or clothes in a sexual way, or in a way that may be construed as sexual
- Purposefully limiting a student's access to educational tools
- Cornering or blocking of normal movements
- Displaying sexually suggestive objects or images in the educational environment or via social media
- Any act of retaliation against an individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual harassment complaint
- Request for sexual favors regardless of the seriousness of the request, i.e. to say "I was just joking" does not excuse the statement

Not all behavior with sexual connotations constitutes unlawful sexual harassment. All reports of harassment will be promptly investigated by the Herron/Riverside Disciplinary team and addressed in accordance with disciplinary policies or Title IX procedures. Behavior that constitutes unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or "Sexual

Assault," "Dating Violence," "Domestic Violence" or "Stalking" as defined in the Clery Act will be investigated as a Title IX violation.

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#### NON-SEXUAL HARASSMENT

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that derogates or shows hostility or aversion toward an individual because of:

- His/her race, color, religion, national origin, ancestry, citizenship status, sex, sexual orientation, gender identity, marital status, age, disability, military service or veteran status, pregnancy, childbirth or related conditions
- Any other characteristic protected by law, and that:
- Is sufficiently severe, pervasive, and persistent such that it adversely affects an individual's education, or such that it creates a hostile or abusive educational environment.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; derogatory jokes; and written or graphic material that derogates or shows hostility or aversion toward an individual or group or that is placed on walls, elsewhere on the school premises, or within social media.

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#### DEFINITIONS OF SEXUAL VIOLENCE

Sexual violence is a criminal matter and includes, but is not limited to; rape, sexual assault, sexual battery, sexual coercion; or “any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.” Victims of sexual violence are strongly encouraged to report the matter to law enforcement agents immediately. Victims should also file a complaint and request a Title IX investigation (Title IX of the Education Amendments of 1972 prohibits discrimination and harassment based on sex) by school officials, whether the incident occurred on or off campus, if the act of violence was perpetrated by a student or employee of Herron/Riverside High School. In all cases, victims of sexual violence

will be directed to seek services from community crisis counseling providers.

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#### INDIVIDUALS AND CONDUCT COVERED

These policies apply to all students and employees of the Herron/Riverside High School community, including persons hired to provide contracted services and persons volunteering at school activities. Conduct prohibited by these policies is unacceptable in all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs occur on campus, on a bus, or at another location away from campus. Individuals who violate these policies will be subject to disciplinary action, up to and including suspension or expulsion (if a student) or suspension or termination of employment (if an employee), and in egregious situations, law enforcement officials will be notified.

In accordance with its obligations under federal law, Herron/Riverside High School reserves the right to investigate reports of harassment occurring between students and other members of the school community, regardless of whether the alleged harassment occurred on or off school grounds; during or outside school hours; or using school-owned or personally-owned electronic devices (e.g., postings to digital media and electronic forums such as Twitter and Facebook or text messages).

Courts have struggled to strike a balance between safeguarding students' First Amendment rights and protecting the authority of school administrators to maintain an appropriate learning environment. However, in keeping with Herron/Riverside High School's mission to create world-class citizens, and in accordance with provisions in the school's Acceptable Use Policy, students are prohibited from using school computers or the school network to harass others, whether the harassment occurs on or off campus. The full range of disciplinary actions outlined in the Student Handbook may be applied, including detention, restrictions on computer use, suspension, and expulsion.

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#### RETALIATION IS PROHIBITED

Herron/Riverside High School encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Herron/Riverside High School to investigate such reports. Herron High School prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Retaliation against an individual for reporting harassment or discrimination or for participation in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will subject an individual to disciplinary action. Acts of retaliation should be reported immediately and will be investigated and corrective action taken promptly. Corrective action may include suspension, expulsion and in egregious situations, the involvement of law enforcement officials.

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#### COMPLAINT PROCEDURES - REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION, SEXUAL VIOLENCE OR RETALIATION

Herron/Riverside High School encourages reporting of all perceived incidents of discrimination, harassment, sexual violence or retaliation, regardless of the offender's identity or position. Herron High School encourages the prompt reporting of complaints or concerns so that rapid and corrective action can be taken. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. All employees of Herron/Riverside High School are required to immediately report in writing to the school's Title IX/Harassment Coordinator suspected discrimination, harassment, sexual violence or retaliation of a student regardless of whether it is based on the employee's own observations, on information from the student, the student's parent, or a third party. An employee who observes such acts is expected to intervene, unless circumstances would make such intervention dangerous. All complaints of discrimination, harassment, sexual violence or retaliation will be investigated.

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#### FORMAL COMPLAINT PROCEDURE

If a complaint is not resolved through the informal complaint procedure, or if an individual elects to file a formal complaint initially, the following formal procedures will be followed.



An individual who believes he or she has been subject to discrimination, harassment, sexual violence or retaliation may file a formal complaint, orally or in writing, with the Title IX/Harassment Coordinator. If a report is made to any other employee of Herron/Riverside High School, orally or in writing, about any complaint of discrimination, harassment, sexual violence or retaliation, the employee must immediately report that information to the Title IX/Harassment Coordinator. Complaint forms can be found in the offices of Advising, Assistant Head of School, and the Title IX Coordinator.

All allegations of harassment, discrimination, sexual violence or retaliation will be investigated promptly. Members of the school's Leadership team and the Title IX/Harassment Coordinator are responsible for investigating complaints. This team includes Jonathan Harris, Vice President, Academics; Deb Cooney, Vice President, Operations; Juli Woodrum, Vice President, Chief Financial Officer; Tenika Holden-Flynn, Head of School, Herron High School; Atticus Westerfeld, Assistant Head of School, Herron High School; Rachelle Klinger, Assistant Head of School, Herron High School; Katie Dorsey, Head of School, Riverside High School; Emanuel Harper, Assistant Head of School, Riverside High School; Karen Lalioff, Title IX/Harassment Coordinator;

Herron/Riverside Title IX investigation procedures are under review in order to ensure they are in line with newly released federal regulations. After the review is concluded, investigation procedures will be made available online and included in future communications with Herron/Riverside stakeholders.

Where there has been a policy violation, Herron/Riverside High School will make every reasonable effort to stop any conduct in violation of these policies and prevent recurrence. Where appropriate, Herron/Riverside High School will also take steps to remedy the effects of any violation. Some examples of such remedial measures include: the provision of counseling and/or academic support to the victim or recalculating certain course grades. Any appropriate remedial measures will be determined on a case-by-case individualized basis.

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#### CONFIDENTIALITY AND RECORDKEEPING

Herron/Riverside High School will make all reasonable efforts to protect the privacy of all parties involved in an investigation and to keep the complaint and investigation confidential. Confidentiality, however, cannot be guaranteed. For example, some details or identities may need to be revealed in order to fully investigate the complaint.

In accordance with its regular recordkeeping practices, Herron/Riverside High School will maintain records of all complaints of discrimination, harassment, sexual violence or retaliation.

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#### FALSE CLAIMS OF SEXUAL HARASSMENT, RETALIATION, AND/OR DISCRIMINATION

In order to cover all possibilities of misconduct, Herron/Riverside High School reserves the right to discipline students who have falsely accused another of harassment, sexual violence, retaliation, and/or discrimination. This does not mean that a complaint will be considered "false" solely because it cannot be corroborated. Disciplinary action for making false claims may include suspension or expulsion.

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#### CONCLUSION

Herron/Riverside High School has developed these policies to ensure that all its students can learn in an environment free from harassment, discrimination and retaliation. Herron/Riverside High School will make every reasonable effort to ensure that all necessary persons are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. In addition to any individuals previously mentioned in this policy, complaints of discrimination, harassment, sexual violence or retaliation may be submitted to any of the following administrators:

**Janet H. McNeal**

President

[jmcneal@herronhighschool.org](mailto:jmcneal@herronhighschool.org)

317-231-0010 x1113

**Deborah Cooney**

Vice President, Operations

[dcooney@herronhighschool.org](mailto:dcooney@herronhighschool.org)

317-231-0010 x1104

**Jonathan Harris**

Vice President, Academics

[jharris@herronhighschool.org](mailto:jharris@herronhighschool.org)

317-231-0010 x1127

**Juli Woodrum**

Vice President, CFO

[jwoodrum@herronhighschool.org](mailto:jwoodrum@herronhighschool.org)

317-231-0010 x1109

**Katie Dorsey**

Head of School, RHS

[kdorsey@riversidehighschool.org](mailto:kdorsey@riversidehighschool.org)

317-231-0010 x16101

**Anne Deckard**

Head of School, HHS

[adeckard@herronhighschool.org](mailto:adeckard@herronhighschool.org)

317-231-0010 x1150

**Emanuel Harper**

Assistant Head of School, RHS

[eharper@riversidehighschool.org](mailto:eharper@riversidehighschool.org)

317-231-0010 x16104

**Atticus Westerfeld**

Assistant Head of School, HHS

[awesterfeld@herronhighschool.org](mailto:awesterfeld@herronhighschool.org)

317-231-0010 x1124

**Karen Lalioff**

Title IX / Harrassment Coordinator

[klalioff@herronhighschool.org](mailto:klalioff@herronhighschool.org)

317-231-0010 x 1113

## CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS, INDIANA CODE 35-45-9-1

It is the policy of Herron/Riverside High School to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions. Herron/Riverside High School prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

Definitions:

"Criminal gang" defined (per IC 35-45-9-1)- "criminal gang" means a group with at least three (3) members that specifically: (1) either: (A) promotes, sponsors, or assists in; or (B) participates in; or (2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

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

A school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the Head of School. The school may take appropriate action to maintain a

safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions will be taken according to the severity of the offenses per the Code of Student Conduct and in accordance with Herron/Riverside High School's disciplinary policies.

## TECHNOLOGY

### AUTHORIZED AND UNAUTHORIZED ELECTRONIC DEVICES

Students are not allowed to use nor have in their possession any unauthorized electronic devices during the school day. Unauthorized electronic devices include, but are not limited to: cell phones, pagers, headsets, radios, tape recorders, mp3 players, CD players, iPods, smart watches, etc. Students are not allowed to use unauthorized electronic devices during lunch, passing periods, seminars, in the bathrooms, or on field trips. If a student brings an unauthorized device to school it must be locked in their locker immediately after entering the building. If the unauthorized electronic device is seen by a teacher or administrator during the school day the student will be corrected, the device confiscated, and then the device handed to the Assistant Head of School. Consequences will be administered. See Corrective Log Entry. Exceptions to this rule are made for electronic medical devices required to monitor health conditions and assisted learning devices per a student's IEP.

*Herron/Riverside High School or Herron/Riverside High School's staff and faculty are not responsible for lost, stolen, or damaged unauthorized electronic devices that students bring to school.*

### COMPUTER/NETWORK GENERAL EXPECTATIONS AND ACCEPTABLE USE

Computer and network users are expected to abide by Herron/Riverside High School's Acceptable Use Policy and general rules of etiquette while operating the school's equipment on or off campus, utilizing the school's email system, and accessing/using the Internet through the school's network. These include, but are not limited to, the following:

- Be polite – abusive language in email or other electronic messages will not be tolerated. Herron/Riverside High School rules and

policies for behavior, language usage, and communication apply at all times.

- Be aware that email and other electronic messages sent using the tablet and/or laptop computer are NOT private or confidential.
- Respect the rights of others to use an open and hospitable technology environment, regardless of race, ethnicity, color, religion, creed, sexual orientation, age, marital status, or handicap status.
- Without expressed permission, users are not to record audio of, photograph, or video any other person.
- Do not reveal personal addresses, telephone numbers, or email addresses to unknown or unrecognized users. In addition, do not reveal information about other students, faculty, or staff to anyone at any time without expressed permission.
- Do not use the HHS/RHS network in any way that interferes with or disrupts the usage by other users. Use of YouTube, music/video sites, etc. are only allowed with expressed consent from faculty.
- Do not attempt to access illegal, banned, or forbidden materials on the Internet while using the tablet and/or laptop computer.
- Do not order any materials or use credit/debit cards while using the HHS/RHS network.
- Do not use for inappropriate or illegal purposes.
- Do not use for commercial, private advertisement, or for-profit purposes.
- Do not use for lobbying or political purposes.
- Do not use to infiltrate or interfere with a computer system and/or damage data, files, operations, software or hardware components of a computer or system.
- Do not use to access, view or obtain material that is obscene, pornographic (including child pornography), or harmful to minors.
- Do not use to transmit material likely to be offensive or objectionable to recipients.
- Do not use to obtain, copy or modify files, passwords, data or information belonging to other users.
- Do not use to misrepresent other users on the network.
- Do not use another person's email address, user account, or password.
- Do not use to disrupt the work of other persons. Hardware or software of other persons shall not be destroyed, modified, or abused in any way.

- Do not use to upload, create or attempt to create a computer virus.
- Do not use to read, delete, copy or modify the e-mail or files of other users or deliberately interfering with the ability of other users to send or receive email.
- Do not use while access privileges are suspended or revoked.
- Do not engage in or access chat rooms, gaming sites, instant messaging, or social media without the permission and direct supervision of a teacher or administrator.
- Loading or use of unauthorized games, programs, files, music or other electronic media is forbidden.
- The unauthorized disclosure, use or dissemination of personal information regarding minors is forbidden.
- Bullying/Cyber bullying is forbidden.
- Use which involves any copyright violation is forbidden.
- Use to invade the privacy of other persons is forbidden.
- Posting anonymous messages is forbidden.
- Hate mail, harassment of any kind, discriminatory remarks, threatening statements, and other antisocial communications are forbidden.
- The illegal installation, distribution, reproduction or use of copyrighted software is forbidden.
- Any attempt to circumvent or disable the filter or any security measure is forbidden.
- Do not knowingly acquire or use passwords for use of wireless networks that are not intended for your use.

## HELP DESK

Students who are having problems with their tablet and/or laptop computer or who have questions about the technology can take their device to the Help Desk. Student-owned devices cannot be serviced by the Help Desk. A pass will be required to go to the Help Desk during the school day.

## STUDENT ORGANIZATIONS

Student organizations are a vital part of creating a positive school culture. Student organizations help to provide outlets for student interest and curiosity outside of the standard high school curriculum.

Herron/Riverside expects that students will be involved in at least one extra-curricular activity while attending Herron/Riverside. This expectation is based on our desire to encourage curiosity, service, and social engagement. This expectation has the added benefit of helping students distinguish themselves when applying to colleges. Student organizations allow for Herron/Riverside to build a culture of respect and trust through relationships with people and ideas, which is one of our core values as an institution.

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#### STARTING A NEW CLUB

In order to start a new club or organization, a student must complete the new organization application form which can be obtained from the Assistant Head of School's Office. The requirements for starting a new club are as follows:

1. Evidence of sufficient student interest (10 Students or more).
2. Congruence with Herron/Riverside's Core Values (Pg. 3 of the Student-Parent Handbook)
3. Availability of an appropriate Herron/Riverside sponsor.
4. No significant duplication of purpose, goals, or activities of an existing school-sponsored club.
5. This application must be turned in within the first quarter of the Academic Year.

After completing and turning in the form to Assistant Head of School, the application will go through the following process:

1. Review of the proposal form by the Assistant Head of School in light of the criteria for school-sponsored clubs.
2. Meeting with potential sponsor and/or students and the Assistant Head of School.
3. Written recommendation by the Assistant Head of School to the Executive Team for acceptance or rejection of the club as a school-sponsored club.
4. Final written decision by the Executives will be provided to the sponsoring Herron/Riverside staff member.

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## REQUIREMENTS FOR STUDENT ORGANIZATIONS

- Student organizations must remain open to all students.
- Student organizations must have at least two executive positions: President and Vice President.
- Student organizations must fill out a Special Event/Fundraiser Request Form to the Assistant Head of School two weeks prior to their fundraiser for approval.
- Dances must be organized through the Assistant Head of School's Office.
- After any fundraising events, all funds must be submitted to the Assistant Head of School's office immediately.
- Special events, outside of normal meeting times/places must be approved by the Assistant Head of School. Club leadership and sponsorship should submit a Special Event/Fundraiser request form to the Assistant Head of School at least three weeks in advance.

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## RULES FOR POSTING IN COMMON AREAS

- Postings in Common Areas like hallways and bulletin boards must be approved by the Assistant Head of School. Postings should be to inform students of club activities and events. They should not be used to promote ideas, perspectives, or opinions. Club meetings are the appropriate venue for students to share their ideas and opinions with those who have chosen to attend.
- Student organizations must submit any postings in hallways or bulletin boards to the Assistant Head of School to be approved and stamped. Organizations will be provided with a list of regulations regarding where and how they are allowed to post their approved postings.
  - Postings must only be applied to surfaces with blue painter's tape which is applied to the back of the posting.



- Postings must not be replacing or covering previous postings from other organizations.
- Postings must not be applied to any glass surfaces in the buildings.
- No postings are allowed on the wall directly behind the student services desk.
- If you are posting in a classroom, the classroom teacher must approve of your posting.

## GENERAL INFORMATION, RULES, AND REGULATIONS

### ANNOUNCEMENTS

Announcements are shared at the beginning of Advisory every day and during lunch on days when Advisory is not in session. Announcements are posted under the Daily Bulletin in PowerSchool and copied to the website. Student announcements must be cleared by the Assistant Head of School before being included.

### BUS PASSES

Herron/Riverside High School issues city bus passes (IndyGo) to students who need to use public transportation to get to and from school each day. The school provides bus passes free of charge to students who receive Free and Reduced Lunch. Students who do not qualify for Free and Reduced Lunches will be charged half of the price for the bus pass. Students can request or purchase a bus pass at Student Services monthly. Each bus pass is current for 30 calendar days. Herron/Riverside High School will not issue replacement bus passes until the previous bus pass has expired.

### COLLECTIONS/SALES

Collections/sales of any item are only permitted when they directly support a school-sponsored fundraising endeavor. Permission must first be obtained from the administration before students can sell items or conduct collections on campus for school-sponsored fundraising events. Students and/or school organizations must apply to sell their items by consulting with Herron/Riverside High School's Advancement Office.

Final decisions will be made by the administration and the approval or disapproval will be communicated to the student and/or the organization. Approved items can only be sold before or after school and during the lunch periods. Any student or organization with approved permission to sell or collect money must turn in collected/earned money to the Business Office prior to 2:30 p.m. each day.

## COMMUNICATION

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### COMMUNICATION WITH ADMINISTRATION

Unexpected interruptions can seriously and negatively impede the progress of building a world-class high school; therefore, it is necessary for parents to call the school in advance to make an appointment to meet with school personnel. Walk-in appointments cannot be facilitated. Please call at least two days in advance of an expected appointment time. If there is an urgent issue or an emergency that requires a meeting more quickly, please let the Student Services Coordinator know about the circumstances.

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### COMMUNICATION WITH STUDENTS

Telephone calls are not to be made by students during class time. All necessary arrangements for the student's day, including transportation home, should be made before arriving to school. A school telephone is available for emergency student use at the Student Services desk. Students are not allowed to use the telephones in the classrooms. Students who wish to bring a cell phone to school must keep it in his/her locker during the school day and assume all risks against theft, damage, and loss. Seniors who do not request a locker must keep their cell phone out of sight in their backpack or pocket. It may not be used for any reason during school hours.

Parents must contact the Student Services Coordinator if there are any changes to their student's daily schedule. The Student Services Coordinator will notify the student. Parents should not, under any circumstances, attempt to contact their student on their personal cell phones during school hours.

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#### COMMUNICATION WITH TEACHERS

Parent/Teacher conferences are scheduled throughout the school year (see school calendar). If a parent wishes to request a meeting with his/her student's teachers, the parent should email the teacher and/or call the school to schedule an appointment. Herron/Riverside High School believes that parent/guardians and school personnel should work together as a team to ensure the success of all students. Faculty email addresses are available on our website.

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#### PARENT / GUARDIAN CLASSROOM VISIT POLICY

Parents or guardians wishing to schedule a classroom visit should review the policy found on both Herron and Riverside's websites.

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#### POWERSCHOOL

Herron/Riverside High School uses PowerSchool for many record keeping functions of the school. Parents/guardians and students will receive a PowerSchool password that will enable them to check their student's academic progress and attendance via <http://herron.powerschool.com>. PowerSchool is an important and critical tool for parents to stay aware of their student's grades. A user guide is available on Herron/Riverside High School's website. Grades are updated every Sunday evening by midnight.

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#### SCHOOL NEWSLETTER

The Herron/Riverside High School newsletter is published weekly and is distributed via email. Parents who do not have an email address should request a hard copy of the newsletter from the Student Services Coordinator. Important school information is communicated through this newsletter, and all parents and students should read it each week. The weekly newsletters are archived on the Herron/Riverside High School website.

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#### WEBSITE

Herron/Riverside High School maintains a website at [www.herronhighschool.org](http://www.herronhighschool.org) and [www.riversidehighschool.org](http://www.riversidehighschool.org). Parents and students are encouraged to check the website regularly for

information on announcements, special events, and changes to the schedule.

## COMMUNITY RESOURCES

Herron/Riverside High School has effectively collaborated with many organizations throughout the community to address student barriers to success. Community resources are necessary to provide preventive services, respond to identified student needs and concerns, and provide crisis intervention and support. If families need additional support services they may contact their designated School Counselor, the Director of Community Relations, or find information at [tinyurl.com/ICScommunityResources](http://tinyurl.com/ICScommunityResources). Extended services include support for:

- Depression
- Anxiety
- Grief Counseling and Support
- Substance Abuse Counseling
- Mental Health Counseling
- Employment - Education
- Transitional Living
- Housing

## INTERNSHIP PROGRAM

Herron/Riverside High School's internship program is rooted in the belief that community involvement is critical to the future success of our students.

Student interns benefit by gaining real-world work experience during their senior year. Students will have the opportunity to explore fields of interest as they develop skills in professionalism, collaboration, and creative problem solving. Students will receive up to one credit hour (each semester) for their participation in the internship program. Students will have the opportunity to work at the internship 6-8 hours per week (or more pending approval from the internship supervisor).

Internship work hours are: 9 am – 12:00 pm (Monday/Wednesday or Tuesday/Thursday) and 1:00 pm – 4:00 pm (Monday/Wednesday or Tuesday/Thursday).

Work hours on Friday will be determined by internship supervisor. Interns will perform appropriate tasks assigned. Student internships are based on student interest, which will allow them to learn about the many facets of an organization and how different departments collaborate. Students are not compensated monetarily while in the internship program. At the end of the student's junior year, he/she may apply and submit an application indicating their interest in an internship. In addition to the application, the following will be factored into the decision to grant the student an internship:

- Current and historical grades and cumulative GPA
- Attendance record
- Disciplinary history
- Teacher recommendations
- Community involvement including extracurricular activities and volunteerism

## LOCKERS

Herron/Riverside High School reserves the right to search lockers at any time. A locker will be assigned to each student grades 9 through 11. Seniors will have the option of having a locker assigned to them. If a senior chooses not to use a locker, they are still required to follow all other school rules regarding backpacks and cell phones. Students are expected to take proper care of their assigned locker. Locker combinations are to be kept confidential, and lockers are to be kept locked when not in use. Students are to request approval to exchange locker assignments from an administrator and are prohibited from sharing lockers. Any costs associated with damage to lockers through misuse may be charged to the student/parent. Students who intentionally jam their lockers so that they do not have to use a combination to open it are assuming the risk of their property being stolen from the locker. Failure to adhere to this rule could result in the loss of property and the loss of locker privileges. Herron/Riverside High School is not responsible for loss of property removed from lockers; therefore, students should not bring valuables on to school property nor store them in their locker. Persons found tampering with a locker other than their own will be subject to disciplinary action.

*Lockers are the property of Herron/Riverside High School. Herron/Riverside High School reserves the right to search a student's locker and its contents at any time and without prior notice for any reason or no reason at all.*

#### LOST AND FOUND

All unclaimed items left on or around the school grounds will be placed in the Lost & Found. At the end of each month, all unclaimed items will be donated to charity.

#### LUNCH AND BREAKFAST POLICY

Herron/Riverside High School offers all students lunch at an affordable price. Herron/Riverside High School participates in the federal Free or Reduced Lunch Program. Families are required to fill out the Free or Reduced Lunch form every year. Eligibility for Free or Reduced Lunch must be renewed each year. Students who qualify for the Free and Reduced Lunch program also qualify for free or reduced breakfast, text books, AP testing, SAT and ACT exams, college application fees, bus passes, technology, and possible other benefits.

Students are allowed to charge lunch each day to their lunch account. It is the responsibility of the family to ensure that the student has money in his/her account. Families will periodically be sent reminders of negative balances.

Students who qualify for the Free and Reduced Lunch program receive the assistance when purchasing a full lunch consisting of one entrée, 2 sides, and a carton of milk. The full lunch must be purchased, lest the student be charged a la carte prices. Any additional lunch items beyond the full meal will be charged to the student's account. It is the responsibility of parents/guardians to communicate to their student permission to purchase additional items from the menu and to provide funding in the student's account. The school's lunch management system does not allow us to deny lunch or a la carte purchases based on parent request.

Students may deposit money into their lunch account at Student Services before or after school any day. Herron/Riverside High School accepts cash, check, and credit card. Families may also make lunch deposits online using the “Pay Now” link at the top right hand corner of the Herron/Riverside High School webpage. Money may also be deposited with the lunch attendant during their lunch period. The administration encourages families to pay by check so that students do not have to carry large sums of money. When a student pays into his/her lunch account, the money is credited to the student’s account, and the student’s lunches are redeemable by the student’s presentation of his/her student ID at the lunch line.

## PARKING

Herron/Riverside High School has limited parking space. Students are encouraged to walk, ride their bicycles, carpool, or use IndyGo. Students are highly discouraged from parking on the streets near school, as they are not secured by Herron/Riverside High School, and it is disruptive to the residents.

Students who drive to school should register for a Herron/Riverside High School Driver placard. This allows us to notify students directly if their car is not in a secure area of the community.

In order to obtain a Herron/Riverside High School Driver placard, student drivers must agree to the rules and policies below and sign the registration form, which is available at Student Services.

The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student’s vehicle on school premises may be searched if the school authority has reasonable suspicion to believe that a search will turn up evidence that the student has violated or is violating either the law or school policy. Violations may result in the loss of parking privileges, parking tickets, and/or towing at the owner’s expense.

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### STUDENT DRIVERS GENERAL PARKING REGULATIONS

- Students are required to register their vehicle and license numbers at the Herron/Riverside Student Services in order to drive to school.

- To obtain a Herron/Riverside High School driver registration permit, students are required to have a valid Indiana Driver's License and proof of current insurance.
- Registered drivers are required to register all students who carpool with them. Registered drivers are not permitted to transport any student to or from school who is not listed as part of their carpool.
- The Herron/Riverside High School driver registration tag must be displayed at all times.
- Students are required to observe a 5 mph driving speed at all times when in school parking lots.
- Students are required to observe all posted neighborhood school zone speed limits at all times.
- Vehicle stereo volume must be kept at a sub-nuisance level and music must be free from profanity at all times while on school property and within the surrounding school driving zones.
- Students may not use tobacco or other substances while in their or anyone else's vehicle at all times while on school property and within the surrounding school driving zones.
- Students are required to observe all faculty and adult directives at all times while they are in their vehicles on school property and in the school zones immediately surrounding the school.

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#### BEFORE SCHOOL PARKING REGULATIONS

- Upon morning arrival, students are required to exit their vehicle within 5 minutes of parking and proceed into the buildings. Students may not loiter in the parking lot, green spaces, or neighborhood.
- Upon morning arrival, students are not permitted to leave the parking lot in their vehicle and return. Once student drivers arrive at school, they are required to stay at school until the end of the day.
- Upon morning arrival, students are not permitted to exit their vehicle and enter other vehicles (parked or passing).
- Upon morning arrival, students are not permitted to allow any non-carpooling student to enter their vehicles (parked or passing).
- Upon morning arrival, students must park in marked spaces and always provide clearance for traffic and other parked vehicles.
- Upon morning arrival, students are not permitted to park in the spaces reserved for faculty or visitors.



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#### AFTER SCHOOL PARKING REGULATIONS

- Unless students are participating in an afternoon school-related activity, commitment or club, all drivers must exit the parking lot by 4:15 p.m. (or 15 minutes after the final school bell).
- Registered drivers, their passengers, or any other non-driving students are not permitted to loiter or gather inside or outside of their vehicles, the parking lot, surrounding green spaces, or neighborhood after 4:15 p.m.
- When exiting the parking lot, students are required to observe all specified neighborhood traffic patterns

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#### PARKING LOT

For the safety of students, parents, teachers, and school visitors, students are not permitted to congregate in Herron /Riverside High School campus parking lots before, after, or during school hours. Students who do not abide by the rules stated above or congregate in the parking lots may be subject to disciplinary action including detention or suspension.

#### PUBLICATION OF EDUCATIONAL DATA

Herron/Riverside High School reserves the right to publish any educational data.

#### RE-ENROLLMENT

Students enrolled in and attending an Indianapolis Classical School, who are in good standing, are eligible for re-enrollment the following school year and are not required to go through the application or lottery process. However, returning students must fill out all annual registration forms including the Intent to Reenroll Form by March 15 or by the date specified each year.

Students who do not return this form will be subject to losing their spot at Herron or Riverside High Schools for the following school year.

#### SAFETY DRILLS

Upon sounding of the alarm, all students are to immediately follow the directions of the faculty and staff to the designated areas. Failure to do so can result in behavioral consequences. Drills are to be taken seriously by

everyone. Students should not attempt to recover personal property, but should proceed directly to the appropriate exit. Students are to return to class promptly and orderly when recalled.

### SCHOOL HOURS

School hours are 9:00 a.m. - 4:00 p.m. Monday through Thursday and 10:00 a.m. - 4:00 p.m. on Fridays. School doors open at 7:50 a.m. and close at 5:10 p.m. Students arriving at 8:00 a.m. and afterward must report immediately to the cafeteria. Students who are on campus after 4:15 p.m. and not actively participating in Office Hours, a club, sport, or Fifth Period must vacate the premises. Please abide by these times when making arrangements to drop off and pick up your student. Students who do not comply with these guidelines are subject to disciplinary consequences.

### SCHOOL PICTURES

School pictures are taken by a professional photographer the same day as schedule pick-up. Parents should check the monthly calendar, the newsletter, or the Herron/Riverside High School website for picture re-take day.

### STUDENT FEES

Fees will be assessed for both semesters during October. Students will be assessed fees for textbook rental, supplies, technology use, and AP exams. Students will also be assessed fees for any uniform purchase related to noncompliance with the uniform. Finally, fees are assessed to seniors for graduation expenses including the cost of the cap and gown along with the diploma and diploma cover. Fees for textbook rental and AP exams are waived for students who qualify for the Free and Reduced Lunch program. All other fees are the responsibility of the family.

*Herron/Riverside High School reserves the right to send unpaid accounts to collections. In this event, the family will be responsible for any and all expenses related to the collection of the account.*

## TRANSCRIPTS

Requests for transcripts should be directed to the Registrar by submitting a Transcript Request Form available at Student Services or on the website. Electronic transcripts may be ordered at [www.parchment.com](http://www.parchment.com). Transcripts for college applications are processed through Naviance by the College Advisor.

## VISITORS

All Parents/Guardians/Visitors will be asked to present a photo ID upon arriving on campus. During school hours, all visitors to Herron/Riverside High School are required to wear a badge and sign the visitor log upon arrival and departure. Permission to attend a student's class must be issued by the administration in advance of the visit. Parents and/or guardians should request permission at least 48 hours in advance if they would like to sit in on their student's classes. Parents who wish to meet with teachers should refer to the Communication with Teachers section of the handbook.

## WORK PERMITS

Work permits are no longer being issued by Indiana schools and are now issued by the State of Indiana.

## SCHOOL MEDICAL SERVICES

The school clinic is open during school hours. In order for a student to receive medical services (including medication administration), a consent form must be on file in the clinic. If the consent form is not on file then the student cannot receive medical services at the school. The consent form is available in the clinic and on the school website.

## CLINIC VISITATION

It is imperative that students be in class as much as possible in order to be academically successful. When a student is truly unable to remain in the classroom, the teacher will send the student to the clinic with a time-stamped pass. The school nurse will evaluate the student and determine the appropriate course of action, which may include but is not limited to

returning the student to class or calling a parent for retrieval. At no time should students call parents/guardians to pick them up when they feel ill. Only the school nurse has the authority to make that determination. Students who do not visit the nurse but call for a parent to retrieve them will be marked with an unexcused absence and may face additional disciplinary action.

## MEDICATIONS

In order for both prescription and over-the-counter medications to be administered, Herron/Riverside High School requires a signed Herron/Riverside High School Medication Consent Form, which can be obtained from the school clinic.

Prescription medications are to be given by the instructions on the label. The label must include the student's name, physician's name, dosage, and time to be given.

Over-the-counter medications are to be given according to the manufacturer, unless there is a physician's order stating otherwise.

All medications must be in the original containers. Medications brought in baggies or other containers are not acceptable and will not be administered.

Students are not allowed to possess or self-administer prescription or over-the-counter medications, unless they have been diagnosed with a chronic disease or medical condition by a physician.

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## CHRONIC DISEASE OR HEALTH CONDITIONS

Students diagnosed with chronic diseases or health conditions may possess and self-administer medications if the following conditions are met:

- The parent has filed an authorization form annually for the student to self-possess and administer the medication (located on the Herron/Riverside High School Emergency Form for epi-pens and inhalers).

- A physician states in writing the disease or condition for which the physician has prescribed the medication.
- A physician states in writing the student has been instructed on the purpose of the medication, understands the appropriate method and frequency to self-administer the prescribed medication.

*Indiana State Law prohibits the school from sending medications home with students. Medications can be picked up during school hours. Any medications not picked up by the end of the school year are disposed of.*

## COMMUNICABLE DISEASES

Students who are ill with any of the below conditions should not return to school until the doctor gives permission to do so:

- Conjunctivitis (Pinkeye) - inflammation of the eye lining. A student with either viral or bacterial conjunctivitis will be sent home. The student may return to school after antibiotic treatment has begun and the eyes are clear.
- Head Lice - A student must be treated with pediculocidal shampoo and he or she can return to school once all nits (lice eggs) have been removed from the hair. The student's return will require clearance from the school nurse.
- Fever - temperature of 100°F or above. Student may return to school if there has been no fever in the preceding 24 hours.
- Mononucleosis - can be determined by diagnostic lab tests. Student may return after acute symptoms have disappeared. Please inform the school of any physical restrictions on activities.
- Strep Throat - can only be diagnosed with a throat culture. Student may return to school 24 hours after antibiotic treatment has begun and if there has been no fever for the preceding 24 hours.
- Any other disease that has been deemed contagious by a physician.

Please keep your contagious student at home to recover until symptoms have subsided.

## IMMUNIZATIONS

The minimum immunization requirements for school entry mandated by the Indiana State Department of Health (IC-20-34-4) are as follows:

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT). 4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd birthday.
- 4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday).
- 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age).
- 2 doses of measles (rubeola) vaccine on or after the first birthday.
- 2 doses of mumps vaccine on or after the first birthday.
- 1 dose of rubella (German measles) vaccine on or after the first birthday.
- 2 doses of varicella (chicken pox) vaccine on or after the first birthday separated by age-appropriate interval or written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.
- 1 dose of tetanus-diphtheria-acellular-pertussis vaccine (Tdap) given on or after 10 years of age.
- One (1) dose of a meningococcal conjugate vaccine (MCV4) is required for 6th grade and one (1) booster dose of MCV4 is required for students in grade 12. Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4

*In accordance with Indiana state law, students lacking the proper immunizations or without the completed paperwork filed with the school may not be permitted to attend Herron/Riverside High School until they are in compliance with the immunization requirements.*

If you have any questions please contact the school clinic.

Herron High School: (317) 231-0010 x1103.

Riverside High School: (317) 231-0010 x16103