

# BLOOMINGTON HIGH SCHOOL NORTH



## COUGAR HANDBOOK

2020 - 2021

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### COVID-19 SAFETY

#### **Supporting a Safe and Secure Environment**

- All CDC guidance will be followed. Face coverings with exhalation valves or vents will not be worn.

- Students and staff must wear face coverings at all times, unless appropriately socially distanced, as determined by the teacher (and in compliance with corporation parameters for removal)

**Facial Coverings may only be removed under the following conditions:**

1. During breakfast/lunch, if students are social distanced of six (6) feet or more
2. During outdoor recess, if socially distanced of six (6) feet or more
3. During a maximum of 3-5-minute break, if socially distanced of six (6) or more feet, with all desks facing the same direction.
  - Throughout the day, there will be scheduled breaks for handwashing
  - Teachers will receive training on signs and symptoms of COVID-19

The student or employee may be excluded for 14 days.

**Transportation**

- MCCSC encourages families to:
  - Walk/bike students to school buildings
  - Bring students to school by car
  - Carpool students with other families
- Families may walk their child to the outer school building door
- MCCSC will provide transportation, but social distancing of 6-feet will not be possible
- Students must wear facial coverings
- Drop off/Pick up times may be staggered
- Buses will be cleaned and disinfected between routes and at the end of the day
- Smaller routes when possible
- Drivers and monitors will wear face coverings
- Face coverings must be worn by students
- Students will be assigned seats
- Students living in the same household will be assigned to sit together
- Attendance will be taken
- When possible, windows will be open
- If students do not follow the above protocol on the bus, they will be given a warning and then removed from the bus.

**Before and After School- Extended Day/School Age Care**

- Before and After School Care will still be offered through the Office of School Age Care; however, due to social distancing, a limited number of openings (seats) will be available at each site. • The hours of operation for extended day will be 7:00 a.m. to the start of school day and after school to 5:30. • Fees will be based on weekly rates this school year regardless of the number of days you use. There will be a full-time morning fee and full-time afternoon fee.
  - K-6 morning weekly rate = \$38.75 flat morning rate
  - K-6 afternoon weekly rate=\$43.75 flat afternoon rate.
  - Preschool spots will also be limited.
  - Drop in care will not be available for the 2020-2021 school year.

**At School**

- Students with COVID-19 symptoms must continue to wear facial covering to enter the Health Office
- Parent/Guardian will be contacted for pick-up

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- Student will wait in a separate area until parents arrive

- Parents should contact medical provider
- Student desks will be arranged to social distance to the extent possible- Students are not allowed to move the desks
- Students will be grouped and remain with the same group to allow for social distancing to the extent possible
- When possible, adults will move between rooms, not students
- The number of students in common areas at the same time will be limited
- Schools will repurpose large spaces for possible classroom usage (e.g., gyms, lunch room, auditorium, etc.)
- Outdoor spaces will be utilized, pending weather conditions

### **Recess**

- Playground equipment will be cleaned and sanitized daily
- Recess periods will be staggered throughout the day to accommodate all students
- Students will wash hands before recess-at the teacher designated area
- Students will participate in recess with their class to maintain social distancing (and to assist with possible contact tracing)
- Students will wash hands after recess- at the teacher designated area

### **Meals**

- Students will wash hands for 20 seconds prior to and after meals
- Grab and go meals will be offered and students will eat in designated areas or classrooms with social distancing.
- Sharing of food will not be allowed
- Students will eat in designated areas or classrooms with social distancing
- Students with food allergies will receive special, individualized accommodations

### **Technology and Instruction**

- Drive Through Wireless is available at the following schools: North, South, Jackson Creek, Tri-North, Batchelor, Summit, Highland Park, & University
- Equitable Device & Internet Access will be provided o Buses with WiFi
  - MiFi Hot Spots
  - K-8 iPads
  - 9-12 Laptops
- Ongoing parent & student training- on technology and Canvas will be provided
- Traditional grading practices- Will take place during the 2020-2021 school year regardless of intermittent, online learning or face to face instruction.
- Classes may have an enrichment group that may meet throughout the week in a different space in order to meet the social distancing requirements of 6 feet apart.
- All students will receive daily and or weekly instruction on how to access the Learning Management System (e.g., Canvas)
- K-12 Students will take home MCCSC issued devices daily

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- High Quality, Standards Based Instruction will take place each day
- **Supports for Students with Disabilities, English Language Learners, & High Ability Learners will include:**
  - Review learning needs prior to the opening of school
  - Identify learning gaps from spring closure
  - Deliver specially designed instruction based upon their unique learning needs
  - Design accelerated instruction for students who meet or exceed the standards
  - We have a number of students that are medically fragile, have sensory needs, or have compromised

immune systems that will require a heightened school community effort to maintain their safety. To this end, school personnel will work with parents and their family pediatricians to address individualized safety protocols.

- Daily and weekly Social Emotional/Equity Lessons & Support
- All students will have access to Social Workers/Counselors
- Proactive strategies and opportunities to decrease student anxiety will be taught
- Professional development on Trauma Informed Care and Race and Equity will be provided for all staff
- Instruction will be provided based on a review of essential learnings and priority/power standards from the previous school year to ensure that any gaps that occurred in student learning are addressed
- Personalized learning plans will be created that detail intervention strategies to support students both academically and social emotionally
- Common Formative Assessments (CFAs) have been reviewed and revised to align with Indiana Academic Standards

**Dismissal**

- Dismissal times may be staggered to allow for social distancing
- Face coverings must be worn by students
- Schools will have procedures for bus, parent pick-up, and car rider dismissal. Parents will not be able to enter the building.

**Extracurricular and Co-curricular Activities**

- Students, coaches, sponsors and other personnel will self-screen for COVID-19 symptoms before reporting to events
- Coaches/sponsors will be trained and will ask students if they have any symptoms
- Attendance will be taken
- If a student, coach or sponsor has symptoms, they will not be allowed to attend and should contact their medical provider
- Facial coverings are strongly recommended for students, coaches, and sponsors when possible
- Students may participate in extracurricular activities, in alignment with the IHSAA & ISSMA

**Extra-curricular and Co-Curricular activities will follow the guidance provided by IN-CLASS, IHSAA, & ISSMA including voluntary summer activities and phasing in of activities.**

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## WELCOME

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board Policies and Guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep it available for frequent reference.

This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of the writing of this document. If any of the policies or administrative guidelines is revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal.

## EQUAL EDUCATION OPPORTUNITY

No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational function or student activity. Education services, programs, instruction and facilities will not be denied to anyone in Monroe County Community School Corporation as a result of race, color, religion, national origin, creed or ancestry, age, sex, marital status, sexual orientation, disability or veteran's status. Any other information concerning the above policies may be obtained by contacting the corporation superintendent: Superintendent, MCCSC Administration Building, 315 North Drive, Bloomington, IN 47401

## MISSION OF THE SCHOOL

The mission of the Bloomington High School North community is to seek knowledge through inquiry, wisdom through understanding, success through achievement and purpose through service to others

## SOCIAL EMOTIONAL LEARNING

The MCCSC believes in the importance of social and emotional learning. Through social and emotional lessons delivered within the classroom, all students will explore decision-making, multicultural awareness, healthy relationships, and working through conflict. Students will also practice specific ways to understand, express, and manage their emotions, all within a safe and secure environment.

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## DESIRED EQUITY EXPERIENCE

We are committed to cultivating a safe, welcoming, nurturing, and supportive environment for every child, parent, caregiver, visitor, community partner, and fellow employee in every school each and every day.

## SCHOOL EXPECTATIONS

As members of the Learning Community that is Bloomington High School North, it is the primary goal of faculty members and students to strive for academic excellence as students pursue their high school diploma.

Additionally, students pledge that they will adhere to the following list of expectations while in transit to/from or while attending school or a school function, or while on school grounds:

- I will put school safety at the forefront of my considerations and actions at all times and will report any unsafe situation to a faculty member or administrator.
- I will respect property and technology belonging to the school or individuals as well as all members of the Bloomington High School North Community: students, teachers, administrators, counselors, support staff and visitors, and will represent our school in a positive way.
- I will not do anything to interfere with the educational process of others or myself. •

I will follow all individual classroom rules established by my teachers.

- I will be on time and academically compliant in every class.
- I will adhere to all federal, state and local laws.

Failure to adhere to these expectations could result in being referred to your Cougar Den Teacher, your Counselor or your Administrator.

## STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process before a student is disciplined because of their behavior. Adult students (age eighteen (18) or older) are expected to follow all School rules. If residing at home, adult students should include their parents in their educational programs.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

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The staff expects students to arrive at School prepared to learn. It is the student's responsibility to arrive on time and is prepared to participate in the educational program. If for some reason this is not possible the student should seek help from their principal or their guidance counselor.

## INJURY AND ILLNESS

All injuries must be reported to a teacher or the office immediately. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents or guardians.



A student who becomes ill during the school day should request permission from the classroom teacher to go to the Health Office. The Health Office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## STUDENT WELL - BEING

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures and evacuation procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

In situations that involve dangerous weapons, students are EXPECTED to report concerns immediately. All reports will be handled in confidence. Failure to report a dangerous weapon may subject the student to disciplinary action.

All students must have an emergency medical card completed, signed by a parent or guardian and filed in the school office. Also, students with specific health care needs should submit those needs, in writing and with proper documentation, to the School Health Office.

## BHSN SWITCHBOARD INFORMATION

SAFE SCHOOL HOTLINE 812-330-2494 BHSN Main Office 812-330-7724 Main Office Fax 812-330-7805 BHSN Counseling Direct Line 812-349-4702 BHSN Attendance 812-349-4704 School Nurse 812-330-7724, Ext. 50198 Athletics 812-330-7831 Athletics Hotline 812-349-4715 Athletics Fax 812-349-4735

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BHSN Media Center 812-330-7724 Hoosier Hills Career Center Main Office 812-330-7730 Hoosier Hills Career Center Fax 812-330-7807 MCCSC Central Administration Office 812-330-7700 MCCSC Transportation 812-330-7719

## ADMINISTRATION

Principal Mrs. Michelle Brittain-Watts Assistant Principal Mr. Marcus Debro Assistant Principal Mr. Tim Hudson Assistant Principal Dr. Cory Irwin Assistant Principal Mrs. Gayla McAdams

## GUIDANCE

Director of Guidance Ms. Julie Speer Freshman Counselor Mr. Greg Chaffin Junior Counselor Ms. Katie Clarke Senior Counselor Ms. Kathy Rillo Sophomore Counselor Ms. Abbi Jo Stratton Social Worker/Attendance Officer Ms. Lisa Autry Graduation Coach Ms. Melanie Humbard

## ATHLETICS

Athletic Director Mr. Andy Hodson Athletic Director, Assistant Mr. Scott Bless Athletic Director, Assistant Mr. Jason Speer Athletic Director, Assistant Mr. Jeff Turmail

## SCHOOL HOURS

The school building is open to students from 7:00 a.m. to 3:15 p.m. Students may stay later than this if they are engaged in an activity sponsored by a club advisor, teacher, or coach. Loitering in the building is not permitted.

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## CALENDAR 2020-2021 SCHOOL YEAR

### Date Day(s) Schedule

August 12, 2020 Wednesday First Day for Students

September 7, 2020 Monday Labor Day – No School

October 15 - 16, 2020 Thurs.-Fri. Fall Break – No School

November 3, 2020 Tuesday Election Day – No School

November 23 – 27, 2020 Mon.-Fri. Thanksgiving Break – No School December 18 – January 3

Fri.-Fri. (2 Wks.) Winter Break – No School

January 18, 2021 Monday M.L. King Jr. Day – No School February 15, 2021 Monday Snow

Make-up Day If Needed March 15 – 19, 2021 Mon.-Fri. Spring Break – No School

May 4, 2021 Tuesday No School – No School

May 28, 2021 Friday Last Student Day\*

May 31, 2021 Monday Memorial Day – No School

**\*Additional snow make-up days will be added to the end of the school year as needed.**

## DAILY SCHEDULE OF CLASSES

	Period	Start Time	End Time	Total Time	Passing Period
	Period 1/5	8:00 AM	~ 9:20 AM	1:20	0:05
	Period 2/6	9:25 AM	~ 10:45 AM	1:20	0:05
	Den/Tutorial	10:50 AM	~ 11:30 AM	0:40	0:05
Period 3/7 Lunch A	Lunch	11:30 AM	~ 12:05 PM	0:35	0:05
	Class	12:10 PM	~ 1:30 PM	1:20	0:05
Period 3/7 Lunch B	Class	11:35 AM	~ 12:15 PM	0:40	0:00
	Lunch	12:15 PM	~ 12:50 PM	0:35	0:00
Period 3/7 Lunch C	Class	12:50 PM	~ 1:30 PM	0:40	0:05
	Class	11:35 AM	~ 12:55 PM	1:20	0:00
	Lunch	12:55 PM	~ 1:30 PM	0:35	0:05
	Period 4/8	1:35 PM	~ 2:55 PM	1:20	

The first day of school will be a Maroon Day, with alternating Maroon and Gold Days.

Monday: **Cougar Den**

Tuesday thru Friday: **Tutorial/Enrichment Periods**

**Tutorial Priority Subjects**

- Tuesday: Math then World Languages
- Wednesday: Social Studies then Fine Arts
- Thursday: Science then Practical Arts
- Friday: English then PE

## CAREER CENTER STUDENT HOURS

Bloomington High School North students who attend classes at the Hoosier Hills Career Center are allowed in the North High School building only during the hours in which their North High School classes are in session. The only exception to this rule is that career center students who need access to their North lockers may use their lockers before or after school hours. Students who violate this rule should expect disciplinary action including, but not limited to, suspension, Detention, Extended Detention, ATS or in-school suspension.

*North students who have Hoosier Hills Career Center classes 1st period should report directly to the Career Center. When morning career center students are dismissed from their career classes, they should remain in the career center until the start of their next BHSN class. All HHCC students will have A lunch.*

# ACADEMICS

## ACADEMIC RECORDS

All student records are open to inspection by parents and legal guardians upon request. Students over age eighteen may inspect their records upon request. This is in accord with the Family Rights and Privacy Act of 1974. Arrangements for parents or students to examine records can be made through either the counseling office or the principal's office.

The collection and dissemination of cumulative record data for each student is administered under the provisions of Policy and Regulations 5125. Copies of the Policy and Regulations are available for examination in the office of each building administrator and the Administration Center.

## HOMEWORK GUIDELINES (MCCSC POLICY 2330)

Teachers will be as conscientious and thoughtful about making appropriate homework assignments and properly preparing students for them as they would be in shaping any other part of the day's plans. They should be aware of and consider the needs of their students and conditions, which may affect their ability to complete assignments.

Written copies of the teacher's homework procedures will be distributed and discussed with students at the beginning of the school year for elementary schools and at the beginning of each semester for middle and high schools. The teacher will follow reasonable guidelines concerning the amount of homework assigned and the length of time required for completion. The following guidelines may assist the teacher in the planning of homework assignments.

1. Homework assignments should be specific and students should know what is expected of them. 2. Homework should include only those activities which a student can do outside of the school and which have direct application to classroom studies.
3. The teacher should develop a clearly understood procedure for evaluating assignments. 4. Homework should be an integral part of the classroom activities. It should not be "busy work" or construed as punishment, and it should not be assigned for disciplinary reasons.
5. Care and good judgment in making assignments should instill a positive attitude toward all homework. 6. Management and organizational skills for lengthy assignments should be provided. 7. The teacher should notify the parent/guardian if a student consistently fails to complete homework assignments.

Cooperation by parents/guardians is a necessary factor in meaningful homework experiences. Parents/guardians can encourage their children by showing interest in and exhibiting helpful attitudes toward homework. They should:

1. Provide a quiet, well-lighted place for study.
2. Establish a regular "homework time" in the home. Help the student set aside adequate time for homework completion.
3. Encourage and support the student's efforts. Be available for questions, but remember that homework is the child's, not the parent's, responsibility.
4. Encourage the child to seek help and ask questions of the teacher when in doubt about an assignment.
5. Communicate with the teacher whenever the child has consistent difficulty with homework assignments.

In the early grades, the effectiveness of homework assignments depends largely on the concern each student's parents and teachers show for his/her welfare. As the student matures, however, his/her success with homework becomes progressively more dependent on individual efforts. The student, with guidance from teachers and parents, should continue to develop responsibility for communicating between home and school. Each student has the responsibility to develop good work and study habits. The student should:

1. Clarify with the teacher any questions pertaining to homework instructions before leaving class or at other times when the teacher is available.
2. Take home any materials and information needed to complete the assignment.
3. Learn to budget his/her time. When study time is provided during the day, the student should take advantage of it. Long-term assignments should be planned so they do not have to be done all at once.
4. With the aid of their parents:
  - (1) Set aside a special time in which to do the assignment.
  - (2) Find a place free from excessive noise and other distractions in which to work.
  - (3) Organize activities and work so assignments can be completed in a reasonable length of time.
  - (4) Check carefully the completed assignments.

## GRADE REPORTING

Grades close one week prior to issuing report cards and report cards will be issued on the following week. Honors and Advanced Placement Courses are weighted. Courses taken at Indiana University are not weighted and will not be included on the Bloomington High School North transcript unless it is required for graduation. Honors courses will receive an additional .5 grade point and Advanced Placement classes will receive an additional 1.0 grade point. If a student earns a B in an Advanced Placement class, rather than calculate the GPA using 3 points, one point would be added to use 4.0 in the GPA calculation. Consider the following example:

### **Course Credits Grade Grade Points Earned**

Algebra 1 A 4

Earth Science 1 B 3

English 1 B 3

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World Geography 1 A 4

Band 1 A 4

Computer Applications 1 A 4

Introduction to Technology 1 B 3

Physical Education 1 A 4

**Total 8 29**

Dividing the number of grade points (29) by the number of credits (8) gives the grade point average 3.6. Each semester the number of grade points is divided by the number of class credits. It becomes increasingly difficult to affect GPA later in high school because, as the number of credits increases, each semester's grade points have less of an effect. Using the example above, if a senior with a GPA of 2.0 in the fall semester of his last year in high school earned a GPA of 3.6, his overall GPA would raise to 2.23. A freshman beginning with a GPA of 0.0 would raise his GPA 3.6 points, whereas a senior with the same semester grades but a prior grade history could raise it only .23 points. That is because 27 has a bigger impact when divided by  $7\frac{1}{2}$  than when, in the senior year, it is added to 96 grade points already earned and divided by  $53\frac{1}{2}$  credits. Students who want to use their junior and senior year to "make up" for missed opportunities find it mathematically impossible to change their GPA very much. The best opportunity to affect GPA is in the freshman and sophomore years. Six weeks grades function as progress reports and do not figure into a student's overall GPA. To have the greatest number of opportunities after high school, students and parents should understand that the difficulty of the courses pursued, as well as academic success, is more important than GPA alone.

Pluses and minuses on semester grades will be included in GPA calculation

Grade A+ A A- B+ B B- C+ C C- D+ D D- F Points 4 4 3.7 3.3 3 2.7 2.3 2 1.7 1.3 1 .7 0 Students who retake a course become ineligible to be valedictorian or salutatorian. Students may continue to retake courses and replace grades, but any course they retake must be completed by the end of the academic year following the year they initially took the course.

## SKYWARD FAMILY AND STUDENT ACCESS

Family access allows parents and students to view attendance and grade reports, food service balance, academic schedule, immunization record, standard address, phone number, and other demographic information. It is totally secure and easy to use. You will need to obtain a user ID and password in order to begin using this service. Those who previously created an account in middle school can use the same login information for BHSN. Those who have yet to create a Skyward account should bring an ID to the main office for obtaining a username and password.

## RECOGNITION OF STUDENT ACHIEVEMENT

### NATIONAL HONOR SOCIETY

The National Honor Society Faculty Council and administration's procedures and criteria for election into the National Honor Society are as follows:

- The National Honor Society Faculty Council will consist of five faculty members and the NHS sponsor. • For either juniors or seniors to be eligible for election to the NHS, a student must have an accumulated grade point average of 3.5 or better at the time of the election.
  - The student must be currently enrolled and have attended at least one full semester at Bloomington High School North prior to the election.
  - Those students' names will be submitted to the total North faculty who will review and select the students who will receive an invitation for membership. The selection will be based equally on the four criteria of scholarship, leadership, service, and character.
  - The Faculty Council serves as a review board for students proposed for membership in the NHS. • Elections will take place twice a year, once in the spring for juniors and the second time will be in the fall for seniors.
- Students can be expelled from the association by the Faculty Council due to the student falling below a 3.5 GPA and/or a major infraction of school rules.

### DEPARTMENTAL AWARDS

Each department selects student(s) in each academic discipline to receive an award at the Academic Awards ceremony in spring. Award winners' names are engraved on perennial trophies displayed in the trophy case located near the Cougar Wall of Fame.

### VALEDICTORIAN

- The valedictorian will be the student(s) who has the highest cumulative grade point average at the end of the eighth semester of his or her senior year. In the case of a tie, multiple students may be designated valedictorian. In order to be named valedictorian, the student must meet the following pre-conditions:
- The student shall have been in attendance in high school (9-12) for eight semesters.
  - The student shall have attended BHS North no less than one year immediately prior to his or her eighth semester.
  - The student shall have taken no more than three credits pass/fail or in a non-graded format during his or her first seven semesters.
  - The student shall have completed all graduation requirements no later than the last day of scheduled classes for seniors.
  - No significant disciplinary infractions.

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### SALUTATORIAN

The salutatorian will be the student who has the second-highest cumulative grade point average at the end of the eighth semester. In the case of a tie, multiple students may be designated salutatorian. In order to be named salutatorian, the student must meet the following pre-conditions:

- The student shall have been in attendance in high school (9-12) for eight semesters.
- The student shall have attended BHS North no less than one year immediately prior to his or her eighth semester.
- The student shall have taken no more than three credits pass/fail or in a non-graded format during his or her first seven semesters.

- The student shall have completed all graduation requirements no later than the last day of scheduled classes for seniors.
- No significant disciplinary infractions.

## COUNSELING OFFICE

### COUNSELORS

The mission of the Bloomington High School North Counseling department is to help each student reach his or her full potential academically, emotionally, and professionally. Counselors encourage students as they develop a four-year educational plan. During the school day they are available for academic, career, and personal counseling. They serve as the student advocate to facilitate communication between students, parents, teachers, and administrators.

Students should make it a point to get to know their counselor as soon as possible. Our counselors are interested in each student and in the matters that concern them. The only thing you need to do to see your counselor is to make an appointment in the guidance office. Appointments should be made by signing up in the Counseling Office either before school, after school or in-between classes. Parents are encouraged to call counselors regarding student and family issues. The telephone number for the counseling office is 349-4702.

### COURSE SELECTION

A separate, printable publication entitled "Curriculum Guide" is published each year on the BHSN Webpage and contains detailed information regarding student scheduling, courses available, special programs, and course descriptions. Students are expected to finalize their course selections for the following school year by the end of the spring scheduling period.

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### CHANGE OF PROGRAM

Opportunity is provided to all students to discuss course selections with parents, teachers, and counselors before the actual registration process. Teachers are contracted and assigned on the basis of registration patterns; therefore, course changes will be made only to correct errors, to change student misplacement, and to balance course sections. Student-initiated class change requests will not be considered.

### STUDENT PATHWAYS

Students will begin taking career assessments in the middle school, and we strongly encourage students and parents to reference their career interests as schedules are created. There are several careers available in the assessment and our courses have been linked to the in order to help students and parents schedule courses that align with student interests.



## COLLEGE REPRESENTATIVE VISITS

Bloomington High School North will provide an opportunity for junior and senior students to meet with college admission representatives.

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# STUDENT ACTIVITIES

## EXTRA-CURRICULAR ACTIVITIES

### ELIGIBILITY

Purpose:

1. To emphasize the importance of academic achievement.
2. To monitor the academic progress of ECA participants frequently and more consistently.
3. To provide support and encouragement to all ECA participants for academic achievement.

Goals:

1. To raise the overall GPA of ECA participants.

2. To ensure that qualified ECA participants meet the academic standards necessary to continue at the collegiate level if the opportunity exists.

General Rule: Students must pass six classes to be eligible.

Monitoring Process: ECA participants who are considered to be in season will be monitored each grading period and when official report cards are issued.

Off-Season Monitoring: All students at North will be monitored according to the established grading periods. Sponsors of extracurricular activities will attempt to monitor off-season participants at the end of each grading period.

Attendance and Extracurricular Participation: A student must attend school for one half day on the day of a scheduled activity of any kind (music, athletics, speech, drama, etc.). Exceptions to this rule are the observance of major religious holidays or medical conditions requiring a doctor/s care. These exceptions should be prearranged with the attendance office and the student should be cleared by a building administrator for participation. If the student is absent on Friday or the day before a school holiday begins, he/she will not be allowed to participate until the teacher/coach sponsoring the activity and a building administrator have determined the validity of the absence and/or the status of the student's health.

## EXTRA-CURRICULAR CODE OF CONDUCT

It is the belief of our school and community that representing Bloomington High School North in any of our co curricular or extracurricular activities is an honor and a privilege. As a part of upholding this belief, appropriate conduct and behavior expectations need to be followed at all times. Any student at BHSN who chooses to

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participate in an extra-curricular activity of any type will be required to follow the Code of Conduct guidelines outlined below in order to maintain eligibility in that activity. Extra-curricular activities include athletics, band, choir, clubs, and any other school sponsored activities that happen outside the school day.

It will be the responsibility of the staff and administration of the school to fairly and consistently enforce this policy in all extra-curricular activities in which our students participate. The intent of this policy is to encourage positive decision-making skills and work with the student and parents to provide appropriate safety nets when the student has made a poor choice. It is our hope that this policy will help promote and ensure the tradition and pride that we all have in our students and school. The Code of Conduct must be signed before the student will be permitted to participate. The Code of Conduct will be kept on file and will be in effect for the student's high school career. Consequences for violations of the Code of Conduct are in addition to those assigned for violating school rules. These consequences may vary depending on the cooperation and honesty of those involved.

**I. Alcohol, Drugs, and Tobacco:** Students involved in extra-curricular activities should be aware that if they

are present at a function where alcohol and/or drugs are being used, they should leave immediately. The use or possession of alcohol, drugs or tobacco (includes e-cigarettes) by students will not be tolerated and will result in the following penalties:

- A. If the student turns him/herself into school personnel and/or cooperates with school personnel during the investigation of each offense.
  - 1. First offense--The student will participate in a drug-counseling program that will be coordinated by the school. If reasonable suspicion of continued use arises after the initial incident, the student will be required to take a drug test.
  - 2. Second offense--Suspension of 20% of total season (including sanctioned scrimmages). Students will be allowed to practice but may not dress for competition during suspension.
  - 3. Third offense--One calendar year suspension.
  - 4. Fourth offense--Permanent suspension in all extra-curricular activities.
- B. If the student does not turn him/herself into school personnel and does not cooperate with school personnel during the investigation of any offense (this would include denying usage and failing a drug test):
  - 1. First offense--Suspension 50% of total season (including sanctioned scrimmages), and the student will participate in a drug-counseling program that will be coordinated by the school.
  - 2. Next offense--Permanent suspension in all extra-curricular activities. If a student has been given counseling, which means there was cooperation on the first offense, and then denies usage and fails a test, it would fall into this category.

**II. Suspension from School:** Student is suspended from the extra-curricular activity for same period of time.

**III. Grades:** All students must be enrolled in and passing courses in compliance with IHSAA regulations to be eligible for athletic participation. Eligibility for extra-curricular participation will be determined by the club

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sponsor/administration.

**IV. Behavior:** Conduct of all students involved in extra-curricular activities will be of the highest caliber while in school, in the community, during practices, games and competitions. Students who do not represent BHSN in an appropriate manner exhibited by their habits, conduct or character in or out of school, year round, shall be subject to disciplinary measures. This could result in suspension or dismissal from activities as determined by the coach, sponsor, athletic director or principal. This conduct includes relationships with coaches, team members, fellow students, teachers and the general public.

*Pursuant to MCCSC Guidelines for Code of Conduct, "No student shall engage in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct." Our school community will not tolerate any behavior intended to degrade, insult, threaten or harm an individual in the school community; such behavior is grounds for disciplinary action. No initiation or hazing will be tolerated. In a group situation, each person is guilty of lending his or her influence to the group and will be responsible for what may have happened as a result of the actions of the group.*

**V. Profanity:** The use of profanity will not be tolerated.

**VI. Stealing, Theft and Vandalism:** Students shall not vandalize property at school or at other schools nor have

in their possession any item(s) stolen from any source, including uniforms or equipment from BHSN or from other schools.

**VII. Criminal Guilt:** If you are found guilty of a criminal act, you will not be allowed to participate in extra curricular activities for one year.

**VIII. Quitting Teams:** If you quit a team after the first interscholastic contest you may not participate in another sport during that season without consent from both coaches involved. This includes offseason weight programs conducted by the school.

**IX. Timeline:** In accordance with school policy and the IHSAA these rules are in effect all year, including summer.

**X. Appeal Process:** A student and his or her parent/guardian have the right to appeal a ruling by so notifying the administration in writing within five (5) business days after notification of the decision. The Extra Curricular Activities Appeals Board consists of members of the administrative staff. If written notification is not received within five (5) business days, the right of the appeal is forfeited.

**XI. Hazing/Bullying:** Will not be allowed; those involved shall be subject to disciplinary measures. This could result in suspension or dismissal from activities as determined by the coach, sponsor, athletic director or principal.

### SUPPORT/EDUCATION GROUPS

Our school is interested in supporting students who may have unique concerns or needs. An effort is being made to create and sponsor support and education groups. These groups will meet with a qualified facilitator. The goals of each group will be somewhat specific to each group, but will include efforts to clarify the issues, provide a non-threatening way to speak of problems or issues, to explore ideas that will further understanding and to facilitate seeking help for those in need.

- 21 Eating Disorders School Nurse For those who are dealing with the effects of an eating disorder or their friends who are trying to help them
- Grief and Loss Group Counseling For those who have experienced bereavement.
- U.S. (United Students) Greg Chaffin For gay, lesbian, bisexual, and transgender students or their friends
- Peer Mediation Curt Simic For students who wish to resolve conflicts with a mediator
- Young Parents Counseling For those who are currently or soon will be teen mothers and/or fathers and are continuing their education (couples are welcome).
- Cougars International Greg Chaffin \*Students may request participation or teachers may refer students by contacting their guidance counselor.

### CLUBS AND GROUPS OFFERINGS

Academic Decathlon	AMIGOS Club	Books for Building Lives
Academic Super Bowl	Best Buddies	Build On
African-American Read-In	Book Buddies	Business Professionals of America
	Book Club	Champions Together

Chess Club  
Cougar Leaders  
Environmental Club  
Fellowship of Christian Athletes  
Fused (Student  
Newsmagazine) German Club  
German National Honor Society  
Habitat for Humanity  
Hoosiers Outrun Cancer  
Team Indiana Math League  
Interact Club  
International Cougars  
Japan Club  
Japanese National Honor  
Society Japanese Olympiad of

Indiana Latin Club  
Marching Band  
Math Olympiad  
Model United Nations  
The Movement  
National Art Honor  
Society National Honor  
Society  
National Latin Honor  
Society Nikean (BHSN  
Yearbook) Red Cross  
Riley Dance Marathon  
Science Olympiad  
Sistas Who Care  
Sociedad Honoraria

Hispanica Spanish Club  
Spell Bowl  
Student Council  
TAME (Teen Anger Management  
Education)  
Theatre & Thespian Troupe  
#414  
Tri-M Music Honor  
Society United Students  
Video Club  
VOICE: Girls Mentoring and  
Support Group  
Where is the Love  
Winter Percussion

## SPORTS OFFERINGS

Baseball Lacrosse Basketball Soccer  
Bowling Softball Cross Country Student Athletic Board  
Football Swimming Golf Track and Field Gymnastics  
Wrestling

# STUDENT CONDUCT

## ATTENDANCE

Regular attendance is essential for a student's success in school. Every absence, whether excused or not, is a day lost in the classroom that can never be retrieved. While make-up assignments may be completed, the dialogue between the teacher and the students can never be effectively duplicated.

The State of Indiana places education at the top of its priorities and the Indiana Compulsory Attendance Law requires students to attend school regularly. Accordingly, it is incumbent upon BHSN to use every reasonable measure to assist students in developing positive attendance habits. While the responsibility for a student being present in school rests with the student and his/her parents/guardians, the school will assist in this responsibility. This cooperation between the student, parents/guardians and the school is essential in providing the fundamental foundation of regular school attendance.

## ATTENDANCE REPORTING

When a student is absent from school, the following procedure **must** be followed:

1. It is expected that a parent or guardian call the Attendance Office or the attendance voice mail (349-4704) on the day the absence occurs to notify the school of the absence. The attendance voice mail is available 24 hours a day, seven days a week.

The following should be included on the voice mail message:

- The student's full name and grade
  - The name of the person making the call and the relationship to the student
  - The reason for the absence
  - The date(s) of the absence(s) and periods if not for the entire day
  - A telephone number so the call can be verified
2. Notes are not acceptable for reporting absences or arranging for students to be released for appointments. However, if the parent or guardian does not have access to a telephone, prior arrangements for the use of notes must be made with an administrator. If the absence is due to a medical, dental or other professional appointment, a note of verification from the place of business is required. The note should include the date, time and length of the appointment on professional letterhead with phone number and address.
  3. All phone calls and verification notes must be received by the Attendance Office no later than the day the student returns to school in order for the absence to be excused. If this deadline is not met, the absence will be permanently recorded as UNEXCUSED.

## EARLY DISMISSAL AND PROFESSIONAL APPOINTMENTS

Students who arrive late to school due to appointments must have prior parental notification (via telephone) to school officials and must sign in at the attendance office when they arrive at school. Documentation must be provided to the Attendance Secretary at this time.

Students will not be allowed to leave school grounds without the knowledge and permission of a parent or guardian. A phone call from the parent or guardian must verify this permission. Students are required to attend pep sessions, convocations, and other approved programs. When a student needs to leave school before the end of the school day, the following steps must be followed:

1. The parent or guardian should call the Attendance Hotline (812-349-4704) to ask for a release pass. Please allow at least 45 minutes for passes to be delivered.
2. The Attendance Secretary will write the student a pass to leave at the specified time. 3. The student will show the pass to the teacher and report to the Attendance Secretary to sign-out and obtain a parking lot pass (if necessary). **All students leaving the building without permission or without signing-out will be considered truant.**
4. When traveling to the parking lot, the student will show the parking lot pass to security personnel. Upon returning, the student must sign-in with the Attendance Secretary. When a student leaves for an appointment, written verification from doctors, dentists, and other professionals must be presented at that time.
5. Students sent home from the Nurse's Office must present their pass from the nurse to the Attendance Secretary and sign-out. Before a student who has become ill or injured is sent home, the school will notify parents or guardians to arrange for transportation. Under no circumstances will the school allow another student to transport the ill or injured student.
6. Students on release, community service or internship must leave the building by the end of passing time and not return until the end of the period.

## TARDY POLICY

It is important for students to be on time to school and on time to each class. Students who arrive late present a disruption to the class and miss instructional time. Being on time to class is an attitude that students must have in order to succeed in school. In an attempt to help foster this attitude, the teacher will keep accurate attendance records documenting tardiness to class and will develop individual classroom rules concerning tardies. Also, hall sweeps will be conducted throughout the year to encourage students to get to class on time. Students caught in hall sweeps will face disciplinary consequences.

Tardy is defined as a student arriving late to class. Students arriving 5 minutes late to class or less will have their attendance records annotated with attendance type code "T." Students arriving more than 5 minutes late

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to class will have their attendance records annotated with attendance type code "D." **Excessive tardies may result in loss of extra-curricular privileges, including athletics.** Students who do not arrive for an assigned

class will have the absence recorded with attendance type code "H" and will be considered truant.

## SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an excused absence. A suspended student will be responsible for making up schoolwork lost due to suspension within the prescribed time limits given by the classroom teacher. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from School. Assignments may be obtained by contacting the teacher and make up tests may be scheduled when the student returns to school.

## ATTENDANCE GUIDELINES

These guidelines apply to all Monroe County Community School Corporation schools. Provision is made herein for appropriate action by school officials. Participation in an out-of-class, school-sanctioned activity, which has prior approval of the principal or designee, counts as attendance.

- A. A student enrolled in this school corporation is bound by the requirements of state law and this policy to attend school until graduation, or withdrawal, whichever comes first. Acceptance of the terms of this guideline is a condition of enrollment for all students, including those not subject to the Compulsory Attendance Act of the State of Indiana. This applies to students who enroll or transfer into this school corporation at any time during a school year. Attendance and discipline records, including determinations made by the previous school, shall be honored and treated as though the conduct occurred within this school system.
- B. A student with any number of excused absences from school (excluding out-of-school suspension) or other absences up to the equivalent of 10 days per 180 school day time period shall have the right to make up work they missed within a reasonable length of time.

The following guidelines apply:

1. It is the responsibility of the student to obtain and complete all such make up work. 2. Assignments missed in any given class must be requested on the first school day that class meets following the absence(s).
3. Students absent two or more days will be given one day for each day missed to complete the assigned make up work.
4. Work turned in late due to absences will be accepted but points may be deducted for the tardiness of such work.
5. The option to make up work missed does not apply for cases of habitual truancy or continued excessive absences of any kind. If the student has been determined to be a habitual truant, or if the student has excessive absences to the extent that a physician's statement of incapacity is now required, the student may not be allowed to make up the work that was missed.

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- C. Individual schools are encouraged to establish incentives for attendance including but not limited to award programs recognizing students with good attendance records. Students absent in observance of bona fide religious holidays will, for purposes of such awards only, be considered as not absent.
- D. Teachers will take attendance each class period, with absences recorded and submitted to the office as directed.



- E. If the student has a physician documented mental or physical impairment (physician's statement of ongoing incapacity), such as ongoing and/or severe seizures, migraines, asthma, or other similar conditions, a 504 conference may be held when appropriate, and future absences (with a parent phone call) will be excused for the student and also not count against the school's attendance rate.

### EXEMPT ABSENCES

Exempt absences for the student, which do not count against the Corporation's attendance rate,

include: A. Serving as a page or honoree of the General Assembly (IC 20-33-2-14);

B. 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 (IC 20-33-2-15);

C. When subpoenaed to testify in court (IC 20-33-2-16);

D. Serving with the National Guard for no more than 10 days (IC 20-33-2-17);

E. Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2);

F. Any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the Corporation;

G. Facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day and is approved in writing by the school principal.

In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school.

### EXCUSED ABSENCES

Excused absences for the student, which does count against the school's attendance rates (this includes absences up to ten [10] days for which a parent phone call or note is received within twenty-four [24] hours of the absence) include:

A. Illness

B. Recovery from accident

C. Death in the immediate family

D. Professional appointments

E. College visit for a junior or senior (BHSN policy limits to 2 days in a school

year) F. Participation in or observance of a bona fide religious holiday

G. Out of school suspensions

H. Related to Article 7 or Section 504

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I. Military-connected students whose parents or legal guardian are experiencing a

deployment J. Such other good cause acceptable to the Principal and permitted by law

### UNEXCUSED ABSENCES

Unexcused absences include truancy or other excessive absences. All days missed in excess of the ten day

limit or for which a notice has been sent to the parents requiring a “physician’s statement of incapacity” for the child are considered unexcused. In-school suspensions are not considered absences, and out of school suspensions are counted as excused absences. Actions taken by the principal or designee for unexcused absences may include but not be limited to:

For Truancy:

- a. Identifies the truant as a student who willfully does not attend school.
  - b. Identifies the “habitual truant”, that is, “the student who has unexcused absences from school for more than ten (10) days of school in one (1) school year. 10 days is the equivalent of 40 periods as we have 4 periods a day at BHSN.
  - c. Investigates the cause(s) of the truant behavior via:
    - (1) Parent contact by the designated staff member
    - (2) Parent contact by appropriate school administrator or designee
    - (3) Parent conference with appropriate school administrator or designee
  - d. Considers, when appropriate, any modifications of the student’s educational program that meet particular needs which may be causing the truancy.
  - e. Ensures that every effort is made to notify parents that a child is truant, and that there may be corrective and/or disciplinary actions taken if the truancy continues. This minimal due process will include but not be limited to:
    - (1) Send an Attendance Notification Letters (These may be a “Five Day Letter”, “Ten Day Letter” or “Partial Absence Letter” a “Ten Day Letter” may require a physician’s statement of incapacity for future absences to be counted as excused.)
    - (2) Make documented phone calls to parents
    - (3) Refer to the School Social Worker for contact/conference
    - (4) File One Day Legal Notice
  - f. Ensures that the Corporation’s policies and administrative guidelines on student discipline are adhered to when truant students are disciplined. This may include but not be limited to:
    - (1) Detention after school hours
    - (2) Placement in In-school suspension
    - (3) Removal of privileges
    - (4) Referral to Monroe County Probation Department
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- (5) Termination of enrollment in the affected classes
  - (6) Referral into an Alternative to Expulsion program
  - (7) Recommendation for expulsion from school (Expulsion is the last resort for truancy problems and other efforts must be made before expulsion is recommended.)
- g. Provides for the reporting to the Bureau of Motor Vehicles those students who have been determined to be

a habitual truant, expelled from school, or suspended for the second time during the school year. - For any student age 13 through 17 who has been determined or designated a habitual truant under this policy, the following review procedures apply:

- (a) The principal shall review the student's attendance record no less than one time each year to determine if the prohibition against receipt of an operator's license or learner's permit shall continue. The principal shall be guided by the following factors:
  - (i) At least sixty (60) school days must have elapsed in order to have a significant sampling upon which to make a determination of improved attendance;
  - (ii) The number of absences since the initial determination or designation and the reasons for each shall be reviewed. One absence based on truancy (willful and in defiance of parental authority) shall cause the principal to recommend that the aforementioned prohibition shall continue.
- (b) The principal shall forward his/her recommendation to the Board of Trustees for its review and determination. If the prohibition against receipt of the license or permit is removed, the principal shall notify the State Bureau of Motor Vehicles. The removal of the prohibition, however, shall not cause the number of truancy days to be erased for purposes of later determining that a student is a repeat habitual truant under this policy.
- The only statutory timelines, which apply to habitual truancy procedures, are those contained in Indiana Code 20-33-8-1—34 and 20-33-2-11.
- The superintendent shall see that a uniform summary information form is developed which:
  - (a) Indicates the date of the principal's determination of habitual truancy and of the hearing examiner's determination, if any;
  - (b) Indicates the date and result of the review of the attendance record of a habitual truant by the principal and Board of Trustees; and
  - (c) Is placed in and becomes a permanent part of the student's record file which shall be included with any records sent to another school system in which the student enrolls.
- If a student who has been designated and/or determined a habitual truant and remains ineligible to obtain a license/permit properly quits this school system or transfers to a public or non-public school, the principal with authority to review such student's attendance record shall be deemed to lose such authority and to no longer be under a duty to conduct the review. Conversely, if such a student moves from one school to another within this corporation or transfers into this school system from another corporation, the principal shall conduct the appropriate review.

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## OTHER EXCESSIVE ABSENCES

- A. Identify instances where the parent(s) actions or lack of actions may "fail to ensure that the child attends school".
- B. Investigate the cause(s) of the excessive absences via:
  - 1. Parent contact by the designated staff member
  - 2. Parent contact by appropriate school administrator or designee

3. Parent conference with appropriate school administrator or designee
- C. Make every effort to communicate the issues with the parent(s) in a timely manner. These may include but not be limited to:
  1. Send attendance notification letters (five day, ten day, partial day absence letters) 2.
  - Make documented phone calls
  3. Refer to the School Social Worker for contact/conference
  4. File One Day Legal Notice
  5. Demand a physician's statement of incapacity for all future absences (Verification of incapacity through such a physician's statement, or other verification the school documents that verifies a student is legitimately ill, will be counted as excused absences.)
- D. Consider what appropriate interventions might be helpful in alleviating excessive absences including what referrals might be made to outside agencies. (A list of possible agencies will be available in the MCCSC Social Services Department.)
- E. Ensure that students/families with continued excessive absences are referred to appropriate agencies for legal action including the Monroe County Prosecutor, the Monroe County Probation Department, and/or the Monroe County Child Protection Services.

LEGAL REF: I.C. 9-24-2-1, 9-24-2-4, 9-25, 20-33-2-8, 20-33-2-5, 20-33-2-6, 20-33-2-9, 20-33-2-11, 20-33-2-14, 20-33-2-15, 20-33-2-16, 20-33-2-17, 20-33-2-18, 20-33-2-21, 20-33-2-27, 20-33-2-28, 20-33-2-28.5, 20-33-8-14, 20-33-8-15, 20-33-8-16, 20-33-8-19, 20-33-8-1-34. Accepted by the Board 5/13/76; 6/13/85 (effective 8/1/85); 8/25/86 (effective 8/28/86); 8/9/93; 5/9/94 Revised: 8/25/77; 9/1/77; 8/10/78; 8/15/80; 6/25/81 Approved by the Superintendent: 5/9/85; 3/17/86; 8/18/86; 7/12/06

## ATTENDANCE CODES

The first letter of the code is the significant one:

- A = excused (parent called, and student missed majority of the class period)
- C = out of class, excused (usually student is with another teacher or in the office)
- D = Tardy(>5 minutes late to class)
- F = field trip
- G = excused (parent called, and student missed only part of the class period)
- H = truant/unexcused (no parent call)
- I = out of school suspension
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- K = in-school suspension
- M = unexcused (parent called, but student has exceeded his/her legal limit of 10 days/40 periods)
- N = nurse
- S = excused (partial period missed, like a G above, except a doctor's note was provided)
- T = tardy (<5 minutes late to class)
- V = college visit
- W = Certificate of Incapacity
- Z = Hospitalized

The second set of letters just gives more detail about a particular absence: DR = Appointment - no statement provided

DM = doctor's note was provided

FA = family emergency

FL = funeral

IL = ill

IN = injury

MB = missed bus

OU = out of town

OV = overslept

## STUDENT BEHAVIOR STANDARDS

### STUDENT CONDUCT (MCCSC POLICY)

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this Corporation. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the Student Code of Conduct/Student Discipline Code accordingly.

## BEHAVIOR EXPECTATIONS

The Monroe County Community School Corporation does not discriminate against students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities. Harassment of a student(s) or staff member by other students or any member of the staff is contrary to the School Board's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law.

As members of the Learning Community that is Bloomington High School North, it is the primary goal of faculty members and students to strive for academic excellence as students pursue their high school diploma. Additionally, students pledge that they will adhere to the following list of expectations while in transit to/from or while attending school or a school function, or while on school grounds:

- **I will put school safety at the forefront of my considerations and actions at all times and will report any unsafe situation to a faculty member or administrator.**
  - **I will respect property and technology belonging to the school or individuals as well as all members of the Bloomington High School North Community: students, teachers, administrators, counselors, support staff and visitors, and will represent our school in a positive way.**
  - **I will not do anything to interfere with the educational process of others or myself.**
- I will follow all individual classroom rules established by my teachers.**

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- **I will be on time and academically compliant in every class.**
- **I will adhere to all federal, state and local laws.**

Failure to adhere to these expectations could result in being referred to your Cougar Den Teacher, your Counselor, or your Principal.

## CLASSROOM ENVIRONMENT

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allow a teacher to communicate effectively with all students in the class; and all students in the class the opportunity

to learn.

The Monroe County Community School Corporation believes that all people are to be treated with dignity and respect at all times. This is true regardless of an individual's color, ethnicity, national origin, ancestry, gender, sex, sexual orientation, religion, appearance, age, family background, marital status, socio-economic status, disability, or position in the school system. Our school community will not tolerate any behavior intended to degrade, insult, threaten or harm an individual in the school community; such behavior is grounds for disciplinary action.

## RELATIONAL AGGRESSION

Relational Aggression (RA) is behavior that is intended to harm someone by damaging or manipulating his or her relationship with peers. The Monroe County Community School Corporation recognizes that students often use RA to gain social status or to handle conflict. RA at any MCCSC school or building is unacceptable, as it leads to lowered self-esteem, absenteeism, and possibly violence. Examples of RA are: spreading rumors, gossip, exclusion, taunting, and building social alliances. Within the Monroe County Community School Corporation, practicing empathy and inclusion is the rule!

## BULLYING

The Monroe County Community School Corporation believes that all people are to be treated with dignity and respect at all times. This is true regardless of an individual's color, ethnicity, national origin, ancestry, gender, sex, sexual orientation, religion, appearance, age, family background, marital status, socio-economic status, disability, or position in the school system. Our school community will not tolerate any behavior intended to degrade, insult, threaten or harm an individual in the school community; such behavior is grounds for disciplinary action.

In accordance with Indiana Code IC 20-33-8-0.2, "Bullying" means overt, repeated acts or gestures, including: 1. verbal or written communications transmitted;

2. physical acts committed: or

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3. any other behaviors committed: by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. places the targeted student in reasonable fear of harm to the targeted student's person or property; 2. has a substantially detrimental effect on the targeted student's physical or mental health; 3. has the effect of substantially interfering with the targeted student's academic performance; or 4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected

characteristics, such as gender, sexual orientation, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Students who experience or observe bullying should report the incident to a teacher, counselor, or administrator. Students who are responsible for bullying another student will be subject to disciplinary action.

## GANG ACTIVITY POLICY

The Board of School Trustees of the Monroe County Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school sponsored functions. Gang Activity means 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.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal. The principal or designee may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

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

As appropriate to the investigation findings, the principal or designee also shall provide intervention and/or relevant support services. The principal or designee shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

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## HAZING

The staff and administration of Bloomington High School North will not tolerate any form of hazing in student groups. The administration will take any disciplinary action, up to and including recommendation for expulsion, for any hazing incident. Anyone involved in hazing has committed at least a class B misdemeanor.

Hazing is defined as: "Any act whether physical, mental, emotional or psychological which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate him or her or which may, in any fashion, compromise his/her inherent dignity as a person in order to belong to or remain part of a team or group."

Any team, group or individual initiations that fall under the above definition will be considered hazing. Due to the



unlimited range of possibilities, a complete list will not be provided. The administration will judge each individual infraction separately.

## HARASSMENT

Harassment includes any speech or action that creates a hostile, intimidating, or offensive learning environment. In a group situation, **each person is guilty of lending his or her influence to the group and will be responsible for what may have happened as a result of the actions of the group.**

## HARASSMENT SEXUAL DISCRIMINATION AND HARASSMENT GUIDELINES (MCCSC POLICY)

Harassment of a student(s) by other students or any member of the staff is contrary to the School Board's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

All such reports are to be made to our Harassment Officer. Each report will be investigated promptly. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including suspension or expulsion from the Corporation.

**OTHER VIOLATIONS OF THE ANTI-HARASSMENT POLICY** Immediate steps will be taken to impose disciplinary action on individuals engaging in any of the following

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prohibited acts:

- A. retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. filing a malicious or knowingly false report or complaint of harassment.

## REPORTING HARASSMENT

Conduct constituting harassment may take different forms, including but not limited to the following: **SEXUAL HARASSMENT**

### **A. Verbal:**

The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the

Corporation.

**B. Non-Verbal:**

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the Corporation. **C. Physical Contact:**

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the Corporation.

Any form of sexual harassment that constitutes child abuse must be reported immediately in accordance with AG 8462.

**GENDER, ETHNIC, RELIGIOUS, DISABILITY, HEIGHT, AND WEIGHT**

**HARASSMENT A. Verbal:**

1. Written or verbal innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or other person associated with the Corporation.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation by refusing to have any form of social interaction with the person. **B. Non-Verbal:**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation.

**C. Physical:**

Any intimidating or disparaging action such as hitting, or spitting on a fellow student, staff member, or

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other person associated with the Corporation.

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

- A. If the alleged harasser is a student, staff member, or other person associated with the Corporation other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal or the Corporation's Title IX Enforcement Officer (Peggy Chambers, 315 North Drive, Bloomington, IN 47401, 812-330-7700).
- B. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Title IX Enforcement Officer.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared and forwarded to the Title IX Enforcement Officer.

The student may file a formal Title IX Grievance with the Title IX Enforcement Officer for any complaint of sexual harassment. Grievance forms can be found in the main offices of each school. Grievance forms should be promptly turned in to the Enforcement Officer, Human Resources, Director, 315 North Drive, Bloomington, IN 47401 812-330-7700.

Each report received by the Principal or the Title IX Enforcement Officer as provided above shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or is in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

**The purpose of this provision is to:**

- A. protect the confidentiality of the student who files a complaint;
- B. encourage the reporting of any incidents of sexual or other forms of harassment;
- C. protect the reputation of any party wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved (may include parents), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence. Any form of

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sexual harassment, which constitutes child abuse, must be reported immediately in accordance with AG 8462.

The Corporation recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the Corporation recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the Corporation.

See AG 8462

Approved 8/9/93; Revised 10/10/94

MONROE COUNTY COMMUNITY SCHOOL CORPORATION

Bloomington, Indiana

**GRIEVANCE PROCEDURE FOR TITLE IX, P.L. 92-318, DISCRIMINATION AND**

## HARASSMENT ON THE BASIS OF SEX 5517

Copies of Title IX, P.L. 92-318 and the accompanying regulations from H.H.S. are available for examination in the Administrative Center, 315 North Drive, Bloomington, Indiana.

The purpose of this Grievance Procedure is to provide for an orderly method of resolving grievances on the part of students or employees, based upon charges of discrimination or harassment on the basis of sex in the Monroe County Community School Corporation's educational programs or employment practices. Staff members who are represented by AFSCME and MCEA should be aware that grievance procedures developed through these negotiated contracts may also be appropriate for use in cases of discrimination in employment.

Group grievances may be filed by two (2) or more persons who have a basically similar grievance when it is believed that the filing of a group grievance will be the most efficient method of extending the benefits of any resolution of a grievance to all persons involved. A group grievance involving persons from the same building may be initiated at Level I. A group grievance involving persons from different buildings may be initiated at Level II.

All students, employees, and applicants for positions are advised that additional avenues for resolving grievances are available through the Human Rights Commission of the City of Bloomington, Indiana. Information regarding these services is available at the Municipal Building, 220 East Third Street, Bloomington, Indiana.

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Persons who may file a grievance based upon discrimination or harassment and all employees of MCCSC are advised that any retaliation or discrimination directed at persons who file grievances is contrary to policy and practice of MCCSC.

Records of grievances filed shall not be placed in the permanent file of a person who is a participant in a grievance procedure.

### **Section 1. Definitions**

- (a) "Corporation" means the Monroe County Community School Corporation.
- (b) "Days" means working days, for grievances filed by employees; and school attendance days, for grievances filed by students.
- (c) "Employee" means a person who is on a permanent basis as opposed to a temporary basis, on the payroll of the Corporation.
- (d) A "grievance" is a complaint alleging action by the Corporation in violation of Title IX or the implementing regulations.
- (e) "Enforcement Officer" means the employee designated by the Corporation to coordinate its efforts to comply with and carry out its responsibilities under Title IX and the implementing regulations. The "Enforcement

Officer” for the Monroe County Community School Corporation has been identified as the Director of Personnel, Pam Sklar, 315 North Drive, Bloomington, Indiana 812-330-7700.

- (f) “Student” means a person enrolled in one of the schools operated by the Corporation.
- (g) “Superintendent” means the Superintendent of Schools or designee.
- (h) “Respondent” means the person against whom the grievance is filed.

## **Section 2. Procedure**

All grievances brought by students or employees shall be handled in the following manner: Each report received by the Principal or the Title IX Enforcement Officer as provided above shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or is in the context of legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

### **Step One – Informal**

Prior to the institution of the Informal Grievance Step, all persons are advised that they may contact the “Enforcement Officer” for advice and information regarding the utilization of the grievance procedure. All persons are further advised that other informal contacts may be made with any employee of the school corporation whom it is believed would be able to provide advice and assistance in the informal resolution of a grievance.

Within ten (10) days of the time that the grievant knew, or reasonably should have known of the grievance (or 39 within ten (10) days of the publication of the grievance procedure, whichever is later), the grievant shall present the grievance verbally to the building principal (if the grievant is a student) or to the immediate supervisor (if the grievant is an employee). Within ten (10) days after presentation of the grievance, the principal or immediate supervisor shall verbally answer the grievance.

### **Step Two – The “Enforcement Officer”**

- (a) Within ten (10) days of the verbal answer, if the aggrieved is not satisfied with the disposition of the grievance at Level I or if no decision is rendered within the above stated time limits, the aggrieved shall complete grievance report form Level II and submit the grievance to the “Enforcement Officer.”
- (b) The grievance shall (1) name the employee or student involved, (2) state the facts giving rise to the grievance, (3) identify the specific provisions of Title IX or the implementing regulations alleged to be violated, and (4) indicate the specific relief requested.
- (c) The “Enforcement Officer” shall investigate the grievance and within five (5) days after receiving the written grievance, the “Enforcement Officer” shall give his answer in writing to the grievant.

### **Step Three – The Superintendent**

- (a) Within ten (10) days of the receipt of the “Enforcement Officer’s” answer, if the aggrieved is not satisfied with the disposition of the grievance at Level II or if no decision is rendered within the above stated time limits,

the aggrieved may complete the grievance form Level III and submit the grievance to the Superintendent.

- (b) The Superintendent shall hear the grievance within twenty (20) days after receipt of any written grievance properly filed with the Superintendent's Office and shall render his decision in writing within seven (7) days after such hearing.
- (c) The grievant and the respondent shall be afforded a full and fair opportunity to present evidence relevant to the facts and to the issues raised by the grievance, may be represented by counsel, and may bring witnesses at the hearing of a grievance by the Superintendent.

#### **Step Four – The Board**

- (a) Within ten (10) days of the receipt of the Superintendent's answer, if the aggrieved is not satisfied with the disposition of the grievance at Level III or if no decision is rendered within the above stated time limits, the aggrieved may complete grievance report form LEVEL IV and submit it to the Board of School Trustees through the Office of the Superintendent of Schools.
- (b) The Board of School Trustees shall hear the grievance within ten (10) days after receipt of any written grievance properly filed with the Board through the Superintendent's Office and shall render its decision in writing within ten (10) days after such hearing.
- (c) The grievant and the respondent shall be afforded a full and fair opportunity to present evidence relevant to the facts and to the issues raised by the grievance and may be represented by counsel and may bring witnesses at the hearing of a grievance by the board.

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- (d) The grievant and all parties to the grievance shall be furnished a copy of the decision of the Board.
- (e) The decision for the Board shall be final within the school corporation.

#### **Section 3. Failure to Observe Time Limits**

In the event the grievant fails to exhaust its remedies under the grievance procedure provided above, or to abide by the time limits with respects to each step, the grievance shall be presumed to be abandoned and the matter shall be settled in accordance with the Corporation's last answer thereto. In the event the Corporation fails to give its answer at any step within the time limits prescribed, the grievant shall have the right to proceed immediately to the next step. Any time limit may be extended by written mutual agreement of the grievant and the Corporation.

#### **Section 4. Effect of Settlement**

Any settlement of a grievance shall be applicable to that grievance only and shall not necessarily set a precedent for the disposition of any other grievance. Any grievance initiated under this procedure shall be brought by and for the student or employee alleging action in violation of Title IX and the implementing regulations by the Corporation affecting the student or employee initiating the grievance.

Approved November 1976

Revised 10/10/94

# RULES

## FOOD AND DRINK

Students will be expected to follow classroom expectations provided by each teacher. Situational food or drink may be allowed in class, but as a general rule, with the exception of water, no food or drink is allowed in classrooms. Drinks should never be brought into a computer lab or the library as preventing accidents in those two areas is increased because of potential damage.

## DANCES

Dances are frequently held for Bloomington High School North students. Dances are sponsored by school clubs or organizations and must be approved in advance through the Main Office. The adult sponsors are in charge of the dances and all school rules apply at these events. This includes dress code and appropriate student conduct, which includes dancing.

While dances are for student entertainment, dancing in suggestive ways (excessive touching, simulation or exposure, etc.) will not be tolerated. Those who continue to dance in this way, after being asked to stop, will be asked to leave. Students who do not plan to attend the dance and loiter will be asked to leave. Any guest that wishes to come to a dance must be pre-approved by the dance sponsor & an assistant principal. A BHSN student that has an ID must accompany this guest. No student will be admitted to a dance without a valid student ID.

## STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. However, with the right of expression comes the responsibility to do so appropriately. **With prior administrative approval**, students may distribute or display, at appropriate times, non-sponsored, non-commercial written material, buttons, badges or other insignia; and the like. All items must meet the guidelines established in MCCSC Policy 5722. In addition, material cannot be displayed or distributed if it:

- A.** is obscene to minors, libelous, indecent, or vulgar,
- B.** is commercial in nature,
- C.** advertises any product or service not permitted to minors by law,
- D.** intends to be insulting or harassing,
- E.** intends to incite fighting; or
- F.** presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Materials may not be displayed or distributed during passing times between classes. Permission may be granted

for display or distribution during lunch periods and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

## PUBLICATIONS

Any dissemination of Non-School sponsored publications must follow the guidelines in MCCSC Policy 5722. Students who wish to distribute any such material must make an appointment with the Principal to discuss the publication.

## DRESS AND GROOMING

As students mature and become adults, they will be required to meet certain dress standards for many occupational obligations and social functions. To that end, BHSN students are expected to wear their clothing and to manage their appearance in a proper, modest, and responsible manner. **Appropriateness is monitored by all staff members and final decisions regarding appropriateness will be made by a school administrator.**

A student's dress/appearance should not disrupt or distract from the educational environment. Distracting apparel includes sunglasses, hats, blankets, hoodies on heads, bandanas and other head-coverings beyond those used for religion. Students shall not wear clothing that exposes undergarments, buttocks, upper thigh, midriff or breast. Clothing must be opaque. Tube tops, cut off shirts, or tank tops with straps less than two (2) inches in width are not permitted. Apparel with reference to drugs, alcohol, profanity, or sexual innuendo, or that deviates from the educational mission of the school is not appropriate.

All pants and shorts must fit at the waist. No sagging or low-riding pants will be permitted. Clothing must cover undergarments when sitting, standing, or bending.

Students shall not wear clothing, footwear, insignia, jewelry, or accessories that are destructive to school property or cause excessive maintenance problems (such as cleats, pants/skirts with metal inserts that damage furniture, chains, jewelry with spikes, etc.).

If a student is in doubt, he/she should not wear the item of clothing. Students will be afforded the opportunity to correct improper attire on their first visit to the office for this offense. Students who are unable or refuse to remedy this clothing issue will spend the remainder of the day in in-school suspension (ISS) for not complying with this rule. Additional dress referrals will be viewed as **“refusal to comply with a reasonable request.”**

## HALL PASSES

It is the philosophy of Bloomington North that students should be in class during the time assigned. Teachers  
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have discretion when issuing passes to students. Students must have a hall pass issued and filled out completely by a faculty member when:



- entering a class while the period is in progress (otherwise student will be considered tardy or truant);
- leaving a class to confer with a guidance counselor or administrator;
- leaving the classroom, after obtaining teacher permission, to go to locker, to acquire a drink from a water fountain, or to use the restroom. (On each of these occasions, the student must return to the class immediately upon completing the intended purpose for leaving or within the time limit set by the teacher and return the pass to the teacher);
- leaving the classroom to use the library. The student must return to the classroom of the teacher granting the permission before the end of the period;
- leaving any room or assigned place for any reason unless accompanied by a teacher;
- leaving a class for the office to sign out to leave campus;
- leaving a class when sent for (via written pass) by a guidance counselor or administrator.

### CELL PHONES/MUSIC DEVICES/OTHER ELECTRONIC EQUIPMENT

Cell phones, music devices, and other electronic equipment are expected to be powered off, out of sight, and not used for any reason (music, calculator, watch, or camera) during class unless an individual teacher authorizes the use of such equipment to enhance the learning environment. Parents, please don't call or text students during class hours. If contact is needed, please call the office, and we will relay a message to your child. Cell phones, music devices, and other electronic equipment may be confiscated if being used in violation of these rules.

Cell phones and other electronic items may be used during these times:

- during passing periods.
- during lunch in the café and commons.
- before and after school.
- when authorized by the classroom teacher to enhance the learning environment.

If students are concerned about these items being lost or stolen, they should be left at home. Bloomington High School North assumes no responsibility for the safety of these items. Administration cannot spend school time investigating stolen or lost items that fall within this category. If one of these items is lost or stolen, students should report to student services and complete an incident report detailing the information.

### MESSAGING

Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexual or harassing nature in electronic or any other form, including the contents of cell phones or other electronic devices,

## WIRELESS COMMUNICATION DEVICE

### MCCSC POLICY 5136

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

- Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images.
- Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.
- **Possession of a WCD by a student is a privilege. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year or have their privileges forfeited.**
- **Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.**
- A person who discovers a student in possession of or using a WC in violation of this policy is required to report the violation to the building principal.
- Students are personally and solely responsible for their WCD and security of their WCDs. The School Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.
- No expectation of confidentiality will exist in the use of WCDs on school premises/property.
- Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.
- Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The matter may also be referred to law enforcement if the violation involves an illegal activity.
- While students may use school phones to contact Parents/Guardians during the school day, Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

## PERSONAL PROPERTY

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Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

## CARE OF PROPERTY

North has a staff of custodians and maintenance personnel to provide for the upkeep of the school property. All students are expected to help keep the building, grounds, and equipment in good condition and to give the custodians the respect to which all staff members are entitled. We are fortunate to have a well-equipped building to use. A little effort by each of us can keep our building attractive, clean, and in good condition.

Students found misusing the building or equipment will be disciplined (which may include custodial detention time) and billed for the destruction. Student assistance is needed to foster an interest in keeping the building clean and free of misuse.

## PLAGIARISM

A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge indebtedness whenever he or she does any of the following:

- a) quotes another person's actual words, either oral or written;
- b) paraphrases another person's words, either oral or written;
- c) uses another person's idea, opinion, or theory; or
- d) borrows facts, statistics, or other illustrative material, unless the information is common knowledge."

Quoted from Code of Student Rights, Responsibilities, and Conduct, Part III, Student Misconduct, Academic Misconduct, By action of the University Faculty Council (April 24, 1990) and the Trustees of Indiana University (May 4, 1990). Amended by the University Faculty Council (April 13, 1993; May 12, 1993, and October 8, 1996) and the Trustees of Indiana University (December 4, 1992; June 5, 1993, and December 13, 1996).

## TOBACCO FREE SCHOOL

The Board of School Trustees of the MCCSC has adopted a policy establishing the MCCSC properties, including BHS North, as a tobacco-free school. As a result of this policy, no smoking, possession, or use of tobacco products (or lighters or matches) will be allowed on the grounds or within 1,000 ft. of the building at any time. The possession of oral tobacco is not allowed on school grounds. This policy includes the use of e-cigarettes.

## STUDENT DRIVING AND PARKING

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Only those students who are involved in special programs approved by the principal can be released from the campus. Otherwise, once students arrive on campus, they are not permitted to leave without prior parental contact with the attendance office.

When students obtain parental permission to leave the BHSN for appointments, they will be sent appointment cards from the attendance office. The Attendance Office or an assistant principal must approve any other request for a student to leave campus. Students who leave BHSN campus without prior permission from parents will be considered truant.

- It is mandatory that students sign out in the attendance office and sign back in upon their return to school.
- Students are not permitted to leave for lunch.

## VEHICLE REGISTRATION

- Students must fill out a request for a parking permit, which must be signed by the student and parent/guardian. This request will be turned in to the bookstore.
- Students will be notified when permits will be on sale at the bookstore. At this time, if students owe fees, they will need to pay these outstanding fees before they can purchase a parking permit.
- One permit will cost \$5.00. (Nonrefundable) If a student needs a duplicate permit for another vehicle, the cost will be \$5.00.
- Students will not be allowed to park on campus without a proper permit.

## DRIVING REGULATIONS

- Vehicles improperly parked or without valid permit may be towed away at owner's expense. • Failure to comply with normal traffic regulations may result in traffic arrest, fine, and loss of parking and driving privileges on the BHSN campus, with automatic referrals to the Monroe County authorities. • Display the permit at all times on your rear view mirror.
  - Cars should be locked. No loitering in or near cars is permitted at any time.
  - Students must park in areas assigned to students.
  - Do not park in spaces designated as WS (work study).
  - Failure to report accidents will result in disciplinary action.
  - Students are not allowed to go to their vehicles during class or passing periods without permission from an administrator.
  - Students suspended out-of-school for the second time during the school year could lose their driving permits.
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- Repeat truancy offenders will lose driving privileges.
  - Students withdrawing from school, expelled from school, or graduating in January will be required to turn in their parking permit at the time they exit.
  - The BHSN campus, streets, and parking areas are open to properly registered students and staff and to campus visitors on official business during the school day.

- Visitors are to park in the visitor parking area.
- Bicycles and small motorbikes must be parked (and locked) in racks provided outside the buildings.
- Students who wish to ride a motorcycle to school should contact a building administrator to establish an appropriate parking area.

## PARKING REGULATIONS

- Parking permits will be available in the Bookstore at the beginning of the school year.
- Parking in all designated students lots will occur each day on a first come, first serve basis. Failure to register your vehicle or to park in an appropriate lot may result in disciplinary action and the loss of driving privileges. All vehicles are to be registered in the Office by the end of the first week of school.
- Drivers of cars parked in an unauthorized parking lot, parked illegally within an approved parking lot, or cars not displaying a proper registration sticker will have the appropriate school discipline assigned.
- Car searches may be conducted by the administration with or without the aid of the local police department/sheriff's department when there is reasonable suspicion to suspect the presence of something detrimental to the educational process.
- Students are not allowed to park in the surrounding neighborhood.

# STUDENT DISCIPLINE

## STUDENT CONDUCT

The Board believes that students should have certain expectations regarding their rights, and learns to assume responsibility for their own behavior and the consequences of their actions. To that end, students

have certain rights relative to their education and treatment, and they have certain responsibilities along those same lines. Such rights and responsibilities would include:

- A. the right to an education, but also the responsibility to take advantage of that opportunity and the responsibility to not interfere with the rights of other students to get an education;
- B. the right to expect to be treated with reasonable standards of socially-acceptable behavior, but also the responsibility to conform to reasonable standards of socially-acceptable behavior;
- C. the right to have your person and property treated with respect, but also the responsibility to treat others and their property with respect;
- D. the right to have your personal rights respected, but also the responsibility to respect the rights of others;
- E. the right to expect that those faculty and staff who have authority over you will exercise that authority appropriately, but also the responsibility to obey the constituted authority and to respond appropriately to those who hold that authority.

It is also acknowledged that an essential element of appropriate student behavior involves communication and cooperation between the school and the home environment. To that end, school administrators and staff are encouraged to contact parents/guardians as quickly as possible when discipline issues arise. Likewise, parents/guardians are encouraged to contact their child's school whenever issues arise that could impact the behavior and/or discipline related to their child.

Specifics related to student expectations are included in the following Code of Conduct.

## CODE OF CONDUCT

The Monroe County Community School Corporation shall hold the students of this corporation to the following Code of Conduct. Failure to comply with said codes may be considered student misconduct and/or substantial disobedience, which are grounds for suspension and/or expulsion. This Code of Conduct will include, but is not limited to the following examples and/or rules related to the responsibilities and behavior of its students;

- No student shall possess, handle or transmit any firearm or destructive device on school property.
- No student shall possess, handle or transmit any deadly weapon on school property. The following devices are considered to be deadly weapons defined in I.C. 35-41-1-8:

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- A weapon, laser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
- No student shall engage in the unlawful selling or transmission of a controlled substance,

illegal drug, alcohol, prescription drugs, or anything purported to be or that is represented as a look-a-like, or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

- No student shall knowingly possess, use, or be under the influence of alcohol or any alcoholic beverage.
  - No student shall knowingly possess, use, or be under the influence of any narcotic drug, illegally obtained/used prescription drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, caffeine-based stimulants, substances containing \*phenylpropanolamine (PPA), stimulants or intoxicants of any kind, or any paraphernalia used in connection with the listed substances.
- No student shall knowingly possess or use any substance, which is represented to be, or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
- No student shall threaten (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
- No student shall threaten or intimidate any student for the purpose of, or with the intent of obtaining money or anything of value from the student.
- No student shall engage in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
- No student shall use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urge other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision.
  - Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
  - Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - Setting fire to or damaging any school building or property.
  - Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.

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- No student or group of students shall engage in the bullying of another student(s) or any behavior with the intent to harass, ridicule, humiliate, intimidate, harm, or engage in repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior.
- No student shall engage in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct

includes coercion, harassment, bullying, hazing, or other comparable conduct.

- No student shall intentionally cause or attempt to cause physical injury or intentionally behave in such a way, as could reasonably cause physical injury to any person.
- No student shall knowingly possess, handle, or transmit a knife or any object that can reasonably be considered a weapon.
- No student shall be willfully absent from school or tardy to school
- No student shall engage in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- No student shall fail to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions.
- No student shall violate or repeatedly violate any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - Engaging in sexual behavior on school property;
  - Disobedience of administrative authority.
- No student shall cause or attempt to cause damage to school property, or steal or attempt to steal school property.
- No student shall cause or attempt to cause damage to private property, or steal or attempt to steal private property.
- No student shall fail in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

In addition to the behaviors listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Policies and consequences for student behavior apply while at school; while traveling to school or any school sponsored event; and while participating in any school-sponsored event at home or away. Flagrant violations of any rules could result in immediate suspension and/or request for expulsion. Any student violating the MCCSC Student Code of Conduct may be given a health assessment by the school nurse.



If a student is suspended from school for any reason, participation in extra-curricular activities and events is suspended until the suspension period has ended. Students who are suspended from school on Friday will not be eligible for participation in extra-curricular activities and are not to be on school property until the following Monday or the end of the suspension period.

In any situation where student behavior presents a potentially dangerous or disruptive condition for the school's proper operation, administrators may use their own discretion in determining appropriate consequences. The following list of consequences is provided so students understand the various consequences for violating the MCCSC Student Code of Conduct. Please understand that these consequences may be modified or altered depending on specific situations as reviewed by the school administration.

• **Mediation/Counseling:** Mediation/Counseling is an opportunity for students to work out conflicts. Mediation/counseling involves the students discussing the issues and working to resolve them. Options for mediation include meeting with counselors, social workers, administrators and peers. • **Restitution**

• **Loss of Privilege**

• **Detention (After School):** Students who have been assigned detention time by teachers or administrators are expected to serve when assigned. Detention is to be served from 3:05 p.m. - 3:55 p.m. Monday through Thursday or from 7:00 a.m. – 7:35 a.m. on Friday. Any deviations from these times must be made with the teacher or administrator assigning the detention. If a student is absent the day of an assigned detention, it is the student's responsibility to come to the office to reschedule. If a reschedule is needed, please see the Discipline Secretary prior to the date of the detention.

The following rules are expected to be followed by each student during detention:

• Students who are late to detention will not be admitted, and they will be counted as having not served their detentions.

• **All students must bring school work to detention.** Students who do not bring schoolwork with them will be dismissed from detention, and they will be counted as having not served their detentions. • Students who miss/skip detention will receive further consequences.

• Students who refuse to follow detention rules will be dismissed from detention, counted as having not served their detention, and referred to an administrator for further disciplinary action. • CD players, MP3's and cell phones are not allowed.

• All school rules are enforced.

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• **Extended Detention (Wednesday School):** Students who have been assigned extended detention time by administrators are expected to serve when assigned. Wednesday School is to be served from 3:05 p.m. – 4:45 p.m. Any deviations from this must be made with the administrator assigning the detention. If a student is absent the day of an assigned extended detention, it is the student's responsibility to come to the office to reschedule. **Students are reminded that only one Wednesday School per year will be rescheduled and that is only with a parent call to 330-7724 ext. 52315 prior to noon on the day assigned.**

The following rules are expected to be followed by each student during detention:

• Students who are late to detention will not be admitted, and they will be counted as having not served their

detentions.

- **All students must bring school work to detention.** Students who do not bring schoolwork with them will be dismissed from detention, and they will be counted as having not served their detentions. • Students who miss/skip detention will receive further consequences.
- Students who refuse to follow detention rules will be dismissed from detention, counted as having not served their detention, and referred to an administrator for further disciplinary action. • CD players, MP3's and cell phones are not allowed.
- All school rules are enforced.
- **Alternative to Suspension (ATS):** Legally separated from regular classes for up to five (5) days. Participation in the ATS program, which is housed at BHSN, will be an option for students whenever possible as opposed to issuing an Out-of-School Suspension. The classroom rules for ATS are posted and credit will be given for class work completed. ATS is counted as a regular day of attendance.
- **Out-of-School Suspension:** Legally separated from regular classroom activities and removed from the school for one to ten days. It is the student's responsibility to request and make-up all assigned work. Students will be given one day to complete work for each day of suspension. If a student meets these requirements, full credit for make-up work will be given.
- **Remove from Class/Activity:** Permanently withdrawn and/or reassigned from the class or area where there is a pattern of student misbehavior.
- **Alternative to Expulsion:** Students who have violated the Student Code of Conduct (5600 guidelines) for which suspension and recommendation for expulsion are made, may be offered an Alternative to Expulsion (ATE); unless otherwise prohibited by law. The school may offer an ATE more than once during a student's school career, but is under no obligation. Should the student not satisfactorily complete the program, he/she will face expulsion.
- **Expulsion:** Removal from school for a period of up to one calendar year.
- **Report to Local Law Enforcement Agencies**
- **Referral for Assessment**

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## **MCCSC'S PROGRESSIVE DISCIPLINE APPROACH TO TOBACCO, SMOKING, AND VAPING**

- **1<sup>st</sup> Offense:** Students in possession of or using tobacco, including e-cigarettes/vapes, will serve a one day in-school suspension for their first offense. Students will be required to participate in the "Teens Beat Tobacco" class provided by IU Health or an MCCSC School Social Worker or Counselor, either at school or at the IU Health Community Health location.
- **2<sup>nd</sup> Offense:** Students will serve a two day in-school suspension for their second offense. Students will be required to participate in additional tobacco/vape prevention and intervention as determined by the administrative and student services team. Students will be referred to community tobacco/vape cessation resources.

**3<sup>rd</sup> Offense:** Students will serve a one day out-of-school suspension for their second offense. Students will be required to participate in additional tobacco/vape prevention and intervention as determined by the administrative and student services team. Students will be referred to community tobacco/vape cessation resources.

## **RESTRAINT AND SECLUSION**

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or to others may be physically restrained and/or placed in seclusion by school staff in accord with School Board policies. These could occur along with other emergency actions such as calling the police. Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such incident the parents or guardian will be informed when any of these actions have occurred.

## **EXPULSION FOR POSSESSION OF A FIREARM OR DESTRUCTIVE DEVICE**

If the student is guilty of possession of a firearm or destructive device, the length of the expulsion is mandated by law to be for one calendar year with the return of the student to be at the beginning of the next semester after one calendar year. In these situations, only the Superintendent may modify the length of the expulsion period. I.C. 20-33-8-16(e).

## **DRIVING LICENSE REVOCATION/ISSUANCE**

According to Indiana State Law IC-9-1-4-29(g), students who have been suspended from school for a second time during the year, have been expelled, or have been excluded from school due to misconduct are ineligible for a driver's license or learner's permit. Further, the law provides for invalidation of the driver's license or learner's permit of a student who has become ineligible subsequent to issuance, and requires school principals

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to notify the Indiana Bureau of Motor Vehicles of the identity of such students.

## **DRIVING LICENSE FOR EXPELLED, SUSPENDED, WITHDRAWN STUDENTS**

Expelled, Suspended, Withdrawn students:

### 1. Issuance of License or Permit

a. Indiana Code 9-24-2-1(a) states: "A driver's license or learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions: i. Is a habitual truant under IC 20-33-2-11

ii. Is under at least a second suspension from school for the school year under IC 20-33- 8-14 iii. Is under an

- expulsion from school under IC 20-33-8-14, 20-33-8-15, 20-33-8-16 iv. Has withdrawn from school before graduating, for a reason other than financial hardship, and the withdrawal was reported under IC 20-33-2-21(a). Any student who withdraws from school must have an exit interview under IC 20-33-2-9.
- b. For purposes of the issuance (as opposed to invalidation) of a license/ permit, if a student receives a second suspension from school in any one school year, the principal shall notify the State Bureau of Motor Vehicles of the beginning and ending dates of the second suspension and the date of the end of the semester in which the student is reinstated to school.
- i. This Board of School Trustees interprets Indiana Code IC 9-24-2-1(a) and 9-24-2-4 to mean that a student who receives such second suspension or expulsion, or has withdrawn from school as described in section 1(4) may not be issued a license/permit until the end of the semester in which the person returns to school.
- ii. The principal shall not sign any eligibility form designed to accompany an individual application for the issuance of a license/ permit for any student who receives a second suspension, expulsion, or exclusion until the person returns to school.
- iii. If the State Bureau of Motor Vehicles via a written communication to Indiana school corporations indicates a different interpretation, this school system will follow said Bureau's interpretation.

## 2. Invalidation and/or revalidation of Driver License or Driver Permit

- a. Indiana Code 9-24-2-4 states: "(a) If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal invalidate the person's license or permit until the earliest of the following:
- i. The person becomes eighteen (18) years of age.
- ii. One hundred twenty (120) days after the person is suspended, or the end of the semester during which the person returns to school, whichever is longer.
- iii. The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-33-8.
- b. For purposes of the invalidation of a license/permit, the principal shall notify the State Bureau of Motor Vehicles in the following circumstances, with each notice indicating the last day of the semester in which

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the student returns to school:

- i. The student receives a second suspension from school in any one school year; ii. The student is expelled from school for any reason established by state statute and/or this school system for the grounds stated in Indiana Code 20-33-8-14, 20-33-8-15, 20-33-8-16.
- iii. The student is determined to be a habitual truant under 20-33-2-11
- iv. The student withdraws from school and it is reported under IC 20-33-2-21(a) c. Should any such second suspension, expulsion or determination of habitual truancy be reversed after the student has utilized the procedures under Indiana Code 20-33-8-19, the principal shall notify the State Bureau of Motor Vehicles directly in writing.
- d. Any student whose license/permit has been invalidated by the State Bureau of Motor Vehicles may appeal

pursuant to Indiana Code 9-25.

For sections (1) Issuance of License or Permit and (2) Invalidation and/or revalidation of Driver License or Driver Permit, notice of final determinations by the hearing examiner and/or Board shall be by certified mail.

## DUE PROCESS RIGHTS

### A. Definitions

Recognizing the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8, the Board authorizes administrators and staff members to take the following actions:

- 1. REMOVAL FROM CLASS OR ACTIVITY – TEACHER:** An elementary, middle school or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day, or up to five (5) school days with approval of the principal. During the period of removal, the student will be assigned regular or additional work to be completed in another school setting. *If removal from class extends beyond the immediate period of instruction or constitutes a progressive pattern of behavioral consequences, the parent(s) will be notified and afforded an opportunity for conference with the teacher and/or the principal.*
- 2. SUSPENSION FROM SCHOOL – PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to five (5) school days, or up to ten (10) school days with approval of superintendent.
- 3. EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period of up to one (1) calendar year.

### B. GROUNDS FOR SUSPENSION OR EXPULSION

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to: **C. SUSPENSION PROCEDURES**

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SUSPENSION FROM SCHOOL – When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to procedural due process, which includes:
  - a. A written or oral statement of the charges;
  - b. If the student denies the charges, a summary of the evidence against the student will be presented; and,
  - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

3. Parents/guardians will be notified of a possible suspension as soon as possible, but in all cases the parents or guardians of suspended students will be notified in writing. The written notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal (Notice of Suspension Form 5600-1).
4. Students under suspension will not be eligible for enrollment at other schools of the district.
5. The names of suspended students will be reported immediately to the superintendent's office.

**ALTERNATIVES TO EXPULSION (ATE)** – Students who have violated the Student Code of Conduct (5600 guidelines) for which suspension and recommendation for expulsion are made, may be offered an Alternative to Expulsion (ATE); unless otherwise prohibited by law. The school may offer an ATE more than once during a student's school career, but is under no obligation. Should the student not satisfactorily complete the program, he/she will face expulsion.

**Requirements for Participation in ATE:**

1. Parents or legal guardian and the student must agree to the concept and terms of the Alternative to Expulsion agreement. This may include additional expectations or restrictions.
2. The student and parents must comply with all recommendations of Alternative to Expulsion agreement or face expulsion.
3. In the event that a referral to an outside agency is involved, the parents or legal guardians will be responsible for the cost for the entire program regardless of attendance or successful completion. No person will be excluded from the ATE program for inability to pay. A sliding scale or no cost services will be pursued.
4. Students who are apprehended transmitting or selling drugs are not eligible. **D. EXPULSION** – When a principal (or designee) recommends to the superintendent (or designee) that a student is expelled from school, the following procedures will be followed:

1. Insure that procedural due process has been offered as cited under procedures for suspension.

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2. Filing procedures, which must be followed, include:

a. Accurate completion of the student information on the Request for Expulsion Form. b.

Signature of the appropriate administrator.

c. Causal Hearing date and/or pre-expulsion date when applicable, otherwise not applicable. d. The code of conduct citation that the student is charged with violating. This includes every violation that will be discussed at any necessary expulsion hearing.

e. All appropriate suspension information, if the student has been suspended, including the dates for the beginning and ending of the suspension.

b. The date the expulsion would end if upheld.

c. The request for continued suspension should be checked **only** if a principal (or designee) is requesting that the suspension be continued. This should only be requested when there is a risk to others or to the educational process, and should **not** be checked for a student who is special education. (Note: requesting a continued suspension can result in an additional hearing just to determine the

continued suspension.)

- d. In all cases, the Request for Expulsion form **must** be on the superintendent's desk no later than two (2) school days after the decision to request expulsion has been made. This timeline must be adhered to because of the great risk of violating due process.
3. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. Legal counsel;
  - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
4. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
5. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place and purpose of the meeting. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion hearing, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
7. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

**E. Appeal Rights** - The school board has previously voted that it will not hear student expulsion appeals.

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No further options exist with the School Corporation on this matter once the Hearing Examiner has made a determination. The only remaining recourse is with the courts. The discipline action determined by the Hearing Examiner will continue in effect pending a final determination by the courts.

LEGAL REFERENCE: 20 U.S.C. 8001; 20 U.S.C. 8002; I.C. 20-33-8-0.2—34; I.C. 35-47-5-2-4; I.C. 35-41-1-8; I.C. 35-47-1-5 Approved by the Board: 1/12/78; Revised 1/11/88; 4/11/88; 7/15/91 Revised Guidelines Reviewed by the Board: 6/5/07—replaces former guidelines 5600 & 5610 Revised Guidelines Reviewed by the Board: 1/8/08

## SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be made conducted with or without a student's consent by school authorities. Failure to comply constitutes

an interference with school purposes or an educational function as stated in the Student Code of Conduct.

## LOCKER SEARCHES

Students are provided lockers, desks and other equipment in which to store materials. A student who uses a locker that is the property of the school corporation is presumed to **have no expectations of privacy** in that locker or of the locker's contents. Locks are to prevent theft, not prevent searches. The use of a locker is a privilege granted to students. It should be clearly understood that this equipment is the property of the School and the principal or his designee has the authority to examine the contents of any locker located on school property when he has sufficient reason to believe that the contents of the locker include elements which:

1. Present an immediate threat to the health, safety, and welfare of the student, other students, or members of the school staff, administrators, or other persons present in the school;
2. Cause, or can reasonably be foreseen to cause, an interference with school purposes or educational function;
3. Have been reported lost or stolen; or
4. Are forbidden by state law or school rules.

A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may, at the request of the school principal; and in accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker's contents.

# GENERAL INFORMATION

## TRANSFERS

Please contact the attendance office and schedule an appointment if you plan to transfer. All library materials, school textbooks and other school related materials must be accounted for before a student transfers from BHSN. A student will remain active on the BHSN roll until an official verification of enrollment is received from the receiving school. BHSN must receive this notification within five (5) school days to process the transfer, otherwise the student will be reported as missing and a request for removal due to non-attendance will be processed.

## WITHDRAWALS

### MCCSC POLICY 5130

The student may not withdraw from school unless the student, the student's parent or guardian, and the principal agree to the withdrawal and the parent or guardian and the principal provide written consent for the student to withdraw from school. If the principal (this duty may not be delegated to a designee) does not consent to the



student's withdrawal, the student's parent may appeal the denial to the Superintendent.

Please contact the Principal or his designee to schedule an appointment to withdraw from school. A parental conference ("Exit Interview") with the student, parent and principal are state- mandated for students who desire to withdraw. All library materials, school textbooks and other school related materials must be accounted for before a student withdraws from BHSN.

## STUDENTS EXPERIENCING HOMELESSNESS

Homeless students have the right to remain in their school or origin or the local attendance areas school, according to the child's best interest. The school of origin is the school that the student attended when permanently housed or last enrolled. The local attendance areas school is any public school that non homeless students who live in the attendance in which the student is actually living are eligible to attend.

## LOCKERS

Lockers are the property of the school and are provided for student use. Each student will be assigned a locker at the beginning of the school year and will be expected to keep the locker unless permission to change is obtained from the office. Seniors are issued a locker in the Senior Locker Bay if their previous locker has not been damaged.

All lockers are to be kept clean and free of writing. Students are not permitted to apply decals of any type to school lockers - inside or out. Students will be assessed a fee of \$10.00 if their lockers need to be repainted. Additional fees may be charged to repair damage to lockers. Any student found vandalizing a locker will be assessed a fee of \$20.00 or the actual locker restitution cost, whichever is higher.

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- Each student is fully responsible for the security of the items in his/her locker.
- Sharing of lockers with other students is prohibited. Do not share your locker combination with other students.
- Students are responsible for the care and proper use of the assigned locker.
- Students are encouraged to keep their lockers closed and locked at all times.
- Students are encouraged to never leave money or valuable items in their lockers. This includes PE lockers. Students having valuables are encouraged to bring them to the main office for the day. *The school is not responsible for lost or stolen possessions.*
- School personnel will not investigate situations when personal belongings are lost as a result of items being left unlocked in any locker or when lockers are shared.
- Report any locker problems, including damage, to the main office.

## PHONE CALLS AND MESSAGES TO STUDENTS

No student will be allowed to use the telephone in the classrooms unless he or she has the permission of the classroom teacher. Messages to students are discouraged because of the great number, which could occur in

a school of our enrollment. It is requested that messages be avoided unless they are an emergency. Please be certain your families understand this. In cases of emergency, families are requested to contact an administrator who will give the message to the student.

## ANNOUNCEMENTS AND POSTERS

A daily announcement bulletin is published at the close of each school day. Announcements to both teachers and students are included in the bulletin. Student announcements in the bulletin are read on the P.A. system at the beginning of the first block each day. Only announcements pertaining to school sponsored student activities will be accepted. Students who wish to have announcements read must have a faculty member or administrator

sponsor the announcement. Any bus changes will be announced just prior to the end of the school day. The Student Bulletin Board is for use of approved student organizations, informal student groups, and individual students. The bulletin board may be used for school activities, out-of-school activities, or matters of general interest to students. Prior approval by school officials is required for the posting of notices or other communications. An administrator must stamp all notices and posters in order to be posted in school.

## EMERGENCY DRILLS

Emergency drills will be scheduled on a regular basis throughout the school year. It is important that students, faculty and staff respond quickly to these drills in an appropriate manner and with a serious attitude. Fire and tornado drills will be signaled using existing alarms and earthquake drills will be signaled by voice instruction over the intercom system. Procedures for these drills will be received by each teacher and are posted in each

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classroom.

## EMERGENCY SCHOOL CLOSING

In case of inclement weather, the changing or canceling of school will be announced on local radio and television stations also, information will also be posted on the MCCSC and Herald-Times websites.

## TEXTBOOK RENTAL AND FEES

Textbook rental and instructional material/supply fees are billed by central office administration and will be sent by mail to your residence. This amount is determined by the courses in which you are enrolled. If you have a problem concerning payment, please see one of the counselors or stop in the main office.

## VISITORS

Interested parents and school officials are welcome to visit BHSN at any time. All visitors are to report to the Main Office so that school officials will know of their presence in the event of a call or emergency situation. We

allow shadowing when it is predicated on the visitor/family enrolling at BHSN. Shadowing opportunities must be pre-arranged in the guidance office. We do not allow social visits for students during the school day. Persons not enrolled at Bloomington High School North are not to be on school grounds unless they are on school business and they must report to the Main Office to sign in upon arriving on campus. Visitors must also report back to the Main Office to sign out before leaving.

## WORK PERMITS

Work permits are issued in the counseling office at BHSN. Students must be 14 years of age or older and have a completed "Intent to Employ" card signed by the parents and the prospective employer. These permits will be issued only to students. Students should be aware that they are allowed only one work permit at a time.

## STUDENT DELIVERIES

Student deliveries (balloons [mylar only], flowers, etc.) for special occasions (birthdays, holidays, etc.) must be left at the Main Office in the student's name. A pass will be sent for the student to claim the item at the end of the school day. Items brought to students such as books, lunch money, practice equipment, etc. can either be left in the Main Office. Any medication or medical equipment brought for a student must be left at the Health Office.

## LOST AND FOUND

The Lost and Found is located in the Main Office. Students who find property that does not belong to them

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should turn it in at once. Students who have lost their textbooks should check the Lost and Found, as well as asking the chairperson of the department and the bookstore to determine if the book has been turned-in to them. Delinquencies and fees for lost books must be paid as soon as possible. Students will be billed for books and materials, which are not returned, and they will not be eligible for a parking permit until all delinquencies are cleared. Seniors will not be allowed to participate in graduation ceremonies until such fees have been paid.

## STUDENT IDENTIFICATION CARDS

Students are required to carry their BHSN ID card while on school grounds. Student IDs are used for identification purposes, meal purchases, and to check out library materials. Replacement cards are made daily. Procedure for Obtaining a Replacement ID card:

1. Go to the cafeteria to have a new lunch number assigned. A replacement ID will not be issued without completing this step. This step has been implemented to protect a student's account from improper use or theft.
2. Requests for replacement ID cards must be made by 10:00 a.m. to receive the card by 11:00 a.m. on the same day. For those students who make requests after 10:00 a.m., the card will be available by 11:00 a.m. the next school day.

3. Take the new lunch number to the BHSN Technology Office located in the library and request a replacement ID card. The replacement ID card will be made with the new lunch number on it.

## BOOKSTORE

The bookstore is located near the entrance of the school's cafeteria. Notebooks, paper, pencils, and other school related items may be purchased at the bookstore. (Textbooks and other instructional materials will be issued by your classroom teacher).

## HEALTH SERVICES

The Health Office is located near the bookstore in room 126. Students are admitted to the health center only by a pass from a teacher or administrator, except in an emergency. If the student is not able to go alone, he or she should tell the teacher. The teacher will notify the nurse or have another student accompany the ill student to the nurse's office. If the nurse is not present, or if the nurse's office is closed, students should report to the guidance office for assistance.

Any student unable to remain at school due to illness must report to the nurse's office. If a student leaves school due to illness, but does not go through the health office, the absence may be considered truancy. The student's family will be notified immediately by the nurse or a school administrator. School officials must receive parental permission before a student may leave school. All students who leave school because of illness must sign out in the attendance office.

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Medication authorization forms must be signed by a parent/guardian and if applicable, a physician. Any medications should be brought to the Health Office by the parent or guardian.

If you have any type of medical concern, question, or problem, please see the school nurse. Each health office in the Monroe County Community Schools maintains a list of students with medical problems or concerns. At the beginning of each school year, the faculty at each school receives a copy of the list of any of these students who attend their school. This information is necessary for the faculty to have in order to alert them to any medical problems the students might experience while at school.

This procedure is in accordance with the Family Educational Rights and Privacy Act. If parents do not want this information disclosed, they should indicate their objection in writing and be certain that it is delivered to the health office in their child's school.

Students who abuse the use of the health office may have their privileges revoked by an administrator or faculty member.

### Immunizations

MCCSC Policy 5320

The School Board of School Trustees requires that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, and

mumps. Every child who enters kindergarten or grade 1 shall be immunized against hepatitis B, and chicken pox. Every child who enters grades 9 and 12 shall be immunized against hepatitis B. From time to time other communicable diseases may be designated by the State Board of Health.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains un-immunized at the close of the twenty (20) day period, the Superintendent shall commence exclusion proceedings, unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contraindicated.

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

### **Use of Medications**

#### **MCCSC Policy 5330**

The Corporation Health Services Staff shall not be responsible for the diagnosis of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school

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hours, or the child requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies that are FDA approved. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization or injections.

Before any medication or treatment may be administered by school personnel to any student during school hours or during school related activities, the MCCSC Corporation Health Services staff shall require the written prescription form the child's physician for all prescription drugs accompanied by the written authorization of the parent. In the case of FDA approved non-prescription drugs, preparations, or remedies, a written authorization from the parent must be on file prior to administration of the treatment. These documents shall be kept on file in the school's health office of the child's school and made available to the persons authorized to administer medication or treatment. The prescription must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription. The labeled bottle must match the prescription. Both written authorization from the parent and written prescription from the child's physician shall be required to authorize any self-medication by the student. In addition physician's statement authorizing self-medication must include the information set forth in Policy 5330.01 - Self- Administered Medication.

Before any non-prescribed medication or treatment may be administered, the Corporation Health Services staff shall require the prior written consent of the parent (see 5330 F1a and Form 5330 F1b). These documents shall be kept in the school health office.

Except in the case of authorized self-medication, all forms of medication shall be administered by the Corporation in accordance with the Superintendent's guidelines. No student is allowed to provide or sell any type of prescribed or non-prescribed (over-the-counter) medication to another student.

Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Student Discipline Code.

Students who may require administration of an emergency medication may have such medication, stored in the school's health office and administered in accord with this policy. However, if authorization (Form 5330 F3) for self-medication has been provided by the parent and physician which complies with the requirements of Policy 5330.01 - Self-Administered Medication, then the student may retain possession of the self administered medications.

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9-12, if the student's parent provides written permission for the student to receive the medication.

The MCCSC Corporation Health Services staff shall permit the administration by staff of any procedure and/or treatment after being properly trained by a school nurse.

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### **Self-Administered Medication**

MCCSC Policy 5330.01

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization. All other medications must be checked in with the school nurse.

The physician's statement filed annually to include the following information:

- A. An acute or chronic disease or medical condition exists for which the medication is prescribed.
- B. The student has been given instruction as to how to self-administer the medication.
- C. The nature of the disease or medical condition requires emergency administration of the medication.

The Corporation, School or School Board is not liable for civil damages as a result of a student's self administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

## CAFETERIA INFORMATION AND PROCEDURES

Breakfast is available in the cafeteria between 7:20 am and 7:50 am every day.

Bloomington High School North is a closed campus; therefore, all students (with the exception of students on

release during the lunch hour) eat lunch in the school cafeteria. Students are not permitted to leave the building during lunch. No commercially prepared food or drinks are allowed to be brought in the building. The cafeteria staff provides five types of basic lunch services. The first is a type A hot tray lunch; the second is a sandwich and french-fry line; the third is a vegetarian line with salad, soup, yogurt, etc.; the fourth is a pizza line; and the fifth is a sub sandwich and side order line. Students may purchase lunches in any of the five lines. During breakfast and lunch periods, *all food is to be consumed only in the cafeteria*. Students are expected to throw their trash in waste cans located near food consumption areas. Students are to remain only in the cafeteria during their lunch periods. All other areas are “off limits” during lunch.

Students must use either their Student ID or PIN to access their meal account. Students may deposit money in their lunch account from 7:00 am to 1:30 pm daily. Students may also check their balance during these hours and should do so on a regular basis.

If a student’s account reaches \$5.00 in debt, he or she will be offered a peanut butter sandwich and milk. Student IDs or PIN’s should not be given to another student.

Vending machines are on before and after school only, with the exception of those serving bottled (flavored) water.

## LIBRARY/MEDIA CENTER

**Mission:** The Bloomington High School North Library is based on a student centered philosophy. Materials and services are tailored to meet the needs of students and staff. A wide variety of services are offered including recreational reading materials, reference books, and computer resources.

**Hours:** 7:00 – 3:30 pm daily

Special arrangements for extended research times can be made with the librarian.

**Telephone:** 812-330-7724

**Circulation Periods:** Books: 15 school days, Magazines: 5 days

**Reference Materials:** To be checked out at the end of the day, and due the next morning before 7:40 am.

**Fines:** \$.10 per day per item following a 7-day grace period, with a per item maximum of \$2.00. Patrons with overdue items cannot check out items until the overdue is cleared. Library fines are to be paid in the library office.

**Lost Items:** If a student loses a library item, he or she must go to the library office to determine the amount owed. A form will be completed and payment can be made in the library office.

**Rules:** The Bloomington High School North Library is a place that belongs to everyone, students, teachers and staff. There are rules about how you act in the library in order to help make it a pleasant and useful place for everyone to visit. In the spring of 1995, students, teachers, and staff created this list of library rules and expected behaviors for all who visit the North Library.

- Be courteous and considerate of others.
- Take care of shared materials and shared space.
- Act safely.

- Be productive.

These behaviors mean that Library materials belong to everyone. Make sure materials you use are in good condition for the next person. To accomplish these goals please:

- Return materials on time.
- Return and push in chairs.
- Keep feet off furniture.
- Conserve paper and place used paper in recycle bins.
- Speak in a quiet voice. Loud voices and coarse language is offensive to others. •

No food or drinks in library.

If you have trouble following the rules and expected behaviors, your teacher or librarian will remind you of them. However, if you still have trouble following library rules you will be asked to leave.

Students who fail to follow behavior guidelines and library rules may be subject to having their library privileges revoked at any time during the year.

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**COMPUTER USE AND NETWORK RESOURCE POLICY** The use of computers and the network resources of the school is a privilege, not a right. Regardless of the class or the location of the computer used, each student is expected to follow the rules governing the use of computers and to be responsible, honest, and ethical in the use of these resources. Additionally, it is expected that students will use common sense, make good decisions, and practice proper computer etiquette. Pursuant to MCCSC Policy and Guidelines 2521, rules have been established relevant to the use of computers at BHSN. Students are expected to be familiar with these rules. 1. Computer use shall be clearly school-related. Using BHSN computers or network resources for non-school

or personal reasons limits the ability of others to access the technology resources for school-related work. 2. *Students shall log onto the network with their own username and password. A student's username and password shall be kept confidential. Students should never allow another student to use his or her account, and they may not use any account other than his or her own on BHSN technology resources.* 3. Students who plan to use the Internet at school shall have a signed copy of the MCCSC Acceptable Use Policy (AUP) on file as required by the MCCSC and the Indiana Department of Education. **This form must be submitted each school year and shall be signed by the student, a parent or guardian, and a teacher.** Blank copies are distributed to students at the beginning of each school year, at the time of enrollment for new students, and subsequently are available in the BHSN main office. The signed AUP is kept on file by the school Technology Coordinator. Students are expected to be familiar with the stipulations of the AUP and to abide by them at all times.

4. Students shall not install any software or programs not owned, approved, or licensed by the MCCSC on any MCCSC or BHSN technology resources. This includes freeware, shareware, or any other available software or program. It is a federal crime to unlawfully copy software. Students who copy or attempt to install software on the BHSN technology resources shall be referred to the school's administration.

5. Any tampering with or vandalizing hardware, software, or data is considered an unethical and inappropriate use of the school's technology resources and shall not be tolerated. Students shall be held financially



accountable for the repair or replacement of stolen or abused hardware, software, or materials.

6. No student shall change any settings on a computer that will alter the appearance or operation of any part of a computer on the school system.
7. The use of chat software utilizes considerable bandwidth and can cause the network to become slow. Chatting is not an acceptable use of the networked resources at BHSN.
8. The playing of games on BHSN computers, whether installed and run locally on the computer's hard drive, flash drive, CD-ROM drive, or Web-based, is not an appropriate, school-related use of the resources and is unacceptable. Web-based games use considerable bandwidth and may cause the network to become slow. In addition, it is often the case that Web-based game sites deposit spyware and malware with the ability to render a computer useless until it is serviced. Spyware can use bandwidth with the result that network becomes slow.
9. Using the BHSN computer resources to stream audio or video files is unacceptable unless it can be demonstrated that these downloads are clearly related to school-related work.

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Using the BHSN computer resources to share or store audio or video files (for example .mp3 files) is considered an unacceptable use of the technology unless it can be demonstrated that copyright laws have been followed and that the files are clearly related to school work.

10. *Students should not be in a computer lab without direct, faculty or staff supervision.*

11. Food, beverages, and computers don't mix well. Regardless of location, students should leave food and beverages on a counter away from the computers.
12. With respect to file storage, students should follow appropriate practices for maintaining the integrity of their files:
  - Save only those files that are clearly related to school work
  - Do not save multiple iterations of files unless required for a class
  - Save important files in your student locker (Z: drive)
  - Do not save files on other drives such as the C:\ drive, Y:\ drive, M:\ drive, or N:\ drive; these files may be deleted without notice and you may be referred to the administration for disciplinary action. • For transporting files between home and school, save files on a CD-R, thumb drive, or e-mail it to yourself.
13. Delete files no longer needed for school to conserve server space
14. Student lockers may routinely be examined for inappropriate use
15. If required, teachers may ask on the behalf of students for the BHSN Technology Coordinator to set up a collaborative workgroup folder for a limited time in the Y:\Open Share folder. Without the appropriate permission, files may be deleted here without notice. Other practices mentioned above should still be followed.
16. Violations of the any of the rules or any other disruptive technology-related actions may result in a disciplinary referral resulting in the loss of Internet use, removal from a course, detention, suspension or expulsion from school.

## **Rights and Privileges**

The student user has full rights (within the limits of these guidelines, responsibilities and prohibitions) to the instructional networked resources provided by the MCCSC. The student's account provides for personal storage space on the MCCSC resources which may be treated as a student locker and should be cleared periodically. It is important that the students keep passwords secure and private. However, users should not expect that files will always be private. MCCSC network administrators have the right to review files to maintain system integrity and to be sure that the system is being used within the stated limits.

### **Disclaimers**

The MCCSC makes no warranties of any kind, either expressed or implied, for the provided access. The staff, the school and the MCCSC are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on MCCSC resources, or for personal property used to access MCCSC resources; for the accuracy, nature, or quality of information stored on MCCSC resources or gathered through corporation-provided access; for unauthorized financial obligations

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incurred through MCCSC-provided access. Further, even though the MCCSC may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state and federal statute.

## **PROPER CARE FOR STUDENT DEVICES**

We are fortunate in the Monroe County Community School Corporation to provide devices for all of our students and teachers. In order to maintain the quality and functionality of our equipment, you must be responsible for its care. The following protocols are designed to keep devices in working order for all. Please familiarize yourself with these guidelines and make it a habit of practice.

### **Responsible Use of the Learning Device**

- a. Each learning device is assigned to an individual student. Learning devices should never be shared or swapped with another student. The learning device and case are the property of the Monroe County Community School Corporation.
- b. Students should not deface the learning device or carrying case in any way. This includes but is not limited to marking, painting, drawing, or marring any surface of the learning device. Students must maintain attachment of the provided sticker for identification of their learning device.
- a. Students should always keep the learning device secured while carrying it at school and at home.
- b. The technology coordinator will assign Internet passwords at the beginning of the year. A student must never share their password with other students. Passwords should always be kept confidential. Each student's classroom teacher will have access to a confidential record of student passwords if needed.
- c. Students who take their learning device home are responsible for bringing their learning device, fully charged, to school each day. If a student fails to bring their fully charged learning device to school each day, they may not be able to participate in certain curricular activities, similar to leaving their textbook at home.

- d. If a student forgets a learning device at home, and it is needed for curricular activities, a parent/guardian will be called to bring the learning device to school
- e. Students are responsible for saving or backing up their documents.
- f. When transporting the device at school, keep it in the Monroe County Community School Corporation provided carrying case.
- g. Classroom teachers will establish standards for learning device use in their respective classrooms.
- h. Learning devices are to be used in the classroom for only school related activities.
- i. Students are not allowed to download or install any unapproved software or other materials without permission.

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- j. Learning devices may not be used to play music (audio CDs, online music or video sources, etc.) during the school day unless approved by a teacher and under a teacher's supervision.
  - k. Interactive online games and streaming radio and video reduce network bandwidth, and are not allowed unless approved by a teacher and under a teacher's supervision.
- l. Any malfunctions of the hardware or software shall be reported to the technology staff, building coordinator or student repair shop.
- m. When a learning device has to be rebuilt, the learning device will be returned to the student with the operating system and the original software only.
- n. Protect the learning device LCD screen from damage from pointing, poking, or other abrasions. Do not place any foreign objects on the keyboard (such as a pencil, pen, etc.) that could be smashed into the screen when the top is closed. LCD screens can be cleaned with a static-free soft cloth. Do not spray window cleaner on the screen.
- A. Inappropriate or careless use of a learning device must be reported to a teacher or other staff member immediately.
- B. Learning devices are fragile, and if dropped they may break. Learning devices should only be used when they are on a flat, stable surface such as a table or desk.
- C. Protect the learning device from extreme heat or cold. Learning devices should never be left in a car, even if the car is locked. If you *must* leave your device in a car for a *short* time, place it in the trunk and make certain the car is locked.
- D. Protect learning devices from the weather, water or other liquid, food, and pets. You should never eat or drink while using your learning device, or use your learning device near others who are eating and drinking.
- E. Heavy objects should never be placed or stacked on top of your learning device. This includes books, musical instruments, sports equipment, etc.

### Troubleshooting

- a. REBOOT your device while at school to see if the problem persists.
- b. Promptly report any problems to the building Student Support Center.
- c. Hardware issues must be addressed to Monroe County Community School Corporation  
**PERSONNEL** only

## Using the Learning Device for Internet and Email:

7. Understand that the Monroe County Community School Corporation does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material the best protection is teacher/ guardian/ parent supervision.
8. Personal information about yourself or others while using the Internet or email should not be shared. This includes your name, age, address, phone number or school name.
9. Parents/Guardians and students are required to read, understand, and agree to the *Monroe County Community School Corporation Responsible Use Policy*.

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10. Emails and other media that are accessed, created, or stored on the learning devices are the sole property of the Monroe County Community School Corporation. The Monroe County Community School Corporation has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, for any reason.

## Equipment:

- Ownership: Monroe County Community School Corporation retains sole ownership of the device and grants permission to the student to use the device according to the guidelines set forth in this document. The device must be returned at the end of each school year or upon the student's departure from the Monroe County Community School Corporation. Please check with the Principal if transferring schools within the Monroe County Community School Corporation. Moreover, Monroe County Community School Corporation administrative staff retains the right to physically collect and/or remotely inspect the device at any time. These protocols include, but are not limited to software upgrades, document inspection, compliance check-ups and any other reason deemed necessary by the administration.
- Efforts are made to keep all device configurations the same within each school. All systems include ample RAM, hard-disk space, productivity software, wireless network capability and a protective case. The Monroe County Community School Corporation will retain records of the serial numbers of provided equipment and software where applicable.

Substitution of Equipment: In the event the device becomes inoperable, the Monroe County Community School Corporation has a limited number of loaner devices for use while the device is repaired or replaced. These guidelines remain in effect for any substitute equipment. **A LOANED DEVICE WILL NOT BE GIVEN TO A STUDENT WHO DOES NOT BRING HIS/HER LAPTOP TO SCHOOL.**

## Damage or Loss of Equipment:

- A. Warranty for Equipment Malfunction: Monroe County Community School Corporation has purchased a manufacturer's warranty covering parts and labor.
  - B. The warranty covers manufacturer's defects. Families incur no additional charges for repairs covered by the warranty.
- Responsibility for Damage: The student is responsible for maintaining a 100% working device at all times. The student shall use reasonable care to ensure that the device is not damaged. ● In the event

of damage not covered by the warranty, Monroe County Community School Corporation will charge the Student and/or Parent the full cost for repair or replacement, including labor.

- Lost parts will be charged at the current Monroe County Community School Corporation replacement cost

C. Optional accidental damage insurance is offered for students and families at [www.worthavegroup.com](http://www.worthavegroup.com).

D. Actions Required in the Event of Loss or Damage: Report the damage immediately to the school building repair center. In the event of loss, report the information to the Principal for

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investigation. The Monroe County Community School Corporation staff will file a police report if the incident occurred in a Monroe County Community School Corporation facility. If the device is stolen or vandalized while not at a Monroe County Community School Corporation facility, the parent shall file a police report and inform the Principal.

E. Repair: Occasionally, unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.). Personnel in the Monroe County Community School Corporation school-based repair centers are trained and certified to assist and repair student devices.

### **Consequences of Inappropriate Use:**

The use of any Corporation technology is a privilege and not a right. Students are expected to use their Learning Device in accordance with these Policies and Procedures, Corporation Responsible Use Policy, and any applicable laws. Failure to use this Learning Device in an appropriate manner will result in the following consequences, as determined by the staff and administration of the Monroe County Community School Corporation. Consequences include, but are not limited to:

2. Limitation or cancellation of student use or access privileges, including the privilege of taking the Learning Device home.
3. Suspension/expulsion from school.
4. Civil or criminal liability under applicable laws.

