

# Tri- North Middle School

## Student / Parent Handbook



1000 W. 15<sup>th</sup> Street  
Bloomington, IN 47404  
(812) - 330 – 7745  
Web: [www.mccsc.edu/trinorth](http://www.mccsc.edu/trinorth)  
Twitter: @TriNorthTrojans

# Mission Statement

Tri-North Middle School will provide a learning environment where all students master the fundamental knowledge and skills of their classrooms' challenging curriculum, are evaluated using a variety of assessment tools, and are continuously supported to ensure success academically and as part of our community.

## School Colors

RED, GREEN, & WHITE

## School Song

TRI-NORTH TROJANS STAND UP AND FIGHT, T-N-T,  
YEA WE'RE DYNAMITE,  
LET'S SHOUT IT.  
TRI-NORTH TROJANS, RED, GREEN, AND WHITE. T-R-O-J-A-N-S,  
TRI-NORTH TROJANS  
TROJANS, WE'RE ALL FOR YOU!

## ARMOR Code

CHOOSE A POSITIVE **ATTITUDE**

DEMONSTRATE **RESPECT**

DISPLAY **MATURITY**

CLAIM **OWNERSHIP**

EMBRACE **RESPONSIBILITY**

## PRINCIPAL'S MESSAGE

Welcome to Tri-North Middle School...Home of the Trojans! We believe Tri-North Middle School provides students with exceptional opportunities in a safe and caring environment. Our students learn and excel to the highest academic levels while also achieving success in our co-curricular, performing arts, and athletic programs. We are proud that many of our students also provide service to both our school and the Monroe County community.

Tri-North Middle School demonstrates an extraordinary commitment to students...a commitment rich in academic excellence and strong community support. While celebrating global diversity, our mission is to provide an environment in which the education of all learners prepares them for post-secondary education and the competitive workplace.

This website provides information to ensure our stakeholders are connected to Tri-North and experience essential levels of support. If you have any questions beyond this website, please contact our staff so we can be of service to you.

Thank you for supporting all our educational endeavors and we are looking forward to a productive and rewarding school year!

***ARMOR Proud....Go Trojans!***

Sincerely,  
Mrs. Floyd

### **Social Emotional Learning Statement**

*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.*

### **Desired Equity Experience Statement**

*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.*

**Call the SAFE SCHOOL HOTLINE  
(812) 330-2494**

**Help Keep our Schools Safe    CONFIDENTIAL    Your Name is Never Asked**  
A confidential means of reporting unsafe conditions that could harm students, staff or the school

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*All MCCSC School Board Policies are available in their entirety at:*  
<https://www.boarddocs.com/in/mccsc/Board.nsf/Public?open&id=policies>

# Monroe County Community School Corporation

## 2020-2021 Staff Calendar

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th colspan="7">AUGUST '20</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>30</td><td>31</td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	AUGUST '20							S	M	T	W	Th	F	S					30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p><b>July/August</b>            30 - New Teacher Welcome  <b>3 - Opening Day for Teachers</b>  <b>4 - Teacher Workday</b>  <b>5 - First Day for Students</b></p> <p>19 Student Days</p>	<p><b>February</b>  <b>12 - 4<sup>th</sup> 6-wk Grading Period</b>  <b>15 - Built-in Snow Day</b>            (Presidents' Day)</p> <p>19 Student Days</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th colspan="7">FEBRUARY '21</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	FEBRUARY '21							S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28						
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Key	Teacher Days	Student Days	6-wk Grading Period Ends	9-wk Grading Period Ends
Teacher Day Only	1 <sup>st</sup> Sem. 91 2 <sup>nd</sup> Sem. 94	1 <sup>st</sup> Sem. 88 2 <sup>nd</sup> Sem. 92	September 18 October 30	October 9 December 17
No School/Holiday	<b>Total Days 185</b>	<b>Total Days 180</b>	December 17	March 5
New Teacher Welcome Day			February 12	May 21
Built-in Snow Day			April 2	
First / Last Student Day			May 21	
Summer Break				

Board Approved  
02/26/2019

# COVID-19 Safety Section

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

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 while eating
  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
  - Student sharing of school supplies will be limited

Students will socially distance while entering building

- Upon arrival, students will wash hands
- MCCSC will continue to clean, sanitize, and disinfect using EPA approved chemicals- students will not be allowed to touch the chemicals provided to classrooms.
- Additional hand sanitizer will be available throughout buildings- Hand Sanitizer must be used appropriately by all students.
- Sanitizing mats at all entrances- Students must use approved entrances into the building to ensure they walk across the sanitizing mats.
- Portable sinks available for handwashing- Students must wash hands at the sinks designated by their teacher.
- Signage promoting safety and social distancing in all buildings- Students must follow all social distancing guidelines and signage throughout the building both inside and outside on school grounds.
- Non-essential guests will be restricted from buildings- Parents will not be permitted to walk their child to the classroom or come into the school to drop off items for their child. Parents and non-essential guests will be allowed to drop off items with the administrative assistant by using the intercom system at the front of each building.
- All CDC Guidance will be followed. Face coverings with exhalation valves or vents will not be worn.

## COVID-19 Safety Section (Continued)

### Before leaving your home:

- Every family must complete a daily self-screening of each child. Staff members will also self-screen.\*

- Fever of 100.4 or greater
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

- Students must wash hands for 20 seconds

(\*Subject to modification with CDC, IN-Class and local health department guidance)

- Parents should inform the school principal if a student is experiencing symptoms related to COVID-19 and the student should not report to school.
- Then contact your medical provider to rule out COVID-19.

### **If a student or employee has:**

- recently had contact with a person with a confirmed case of COVID-19
- has recently traveled to a “hot spot”

**The student or employee will be excluded for 14 days.**



## COVID-19 Safety Section (Continued)

### 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 are required to wear facial coverings while entering in and exiting the bus and while being transported to school.
- 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 p.m.
- 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.
- Face covering are required unless social distancing outside or eating snacks.

## **COVID-19 Safety Section (Continued)**

### **At School:**

- Students with COVID-19 symptoms must continue to wear facial covering to enter the Health Office
- All CDC Guidance will be followed. Face coverings with exhalation valves or vents will not be worn.
- Parent/Guardian will be contacted for pick-up
- 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**

## COVID-19 Safety Section (Continued)

### 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
  - Buses with WiFi
  - MiFi Hot Spots
  - K-8 iPads
  - 9-12 Laptops
- Ongoing parent & student training- on technology and Canvas will be provided
- Larger spaces and smaller class sizes to promote social distancing
- • 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
- 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

## **COVID-19 Safety Section (Continued)**

- 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 required 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**

## **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. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Discrimination based on disability:

Dr. Kathleen Hugo  
Director of Special Education  
315 E. North Drive, Bloomington, IN 47401  
812-349-4756

All other types of discrimination:

Dr. Andrea Mobley  
Assistant Superintendent  
315 E. North Drive, Bloomington, IN 47401  
812-330-7700

## **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 (*notice and a fair hearing*) before a student is disciplined because of his/her behavior.

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.

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

## **DIRECTORY INFORMATION**

MCCSC designates as student "directory information" that may be disclosed without consent of a parent or eligible student: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll; scholarships.

Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow MCCSC to disclose such "directory information" upon written notification to MCCSC within 20 days after receipt of this handbook.

## **PARENT’S RIGHT TO KNOW**

Upon a parent’s request, MCCSC will provide information regarding the professional qualifications of their student’s classroom teachers, including whether the student’s teacher (a) has met Indiana’s qualification and licensing criteria for the teacher’s grade levels and subject areas, (b) is teaching under emergency or other provisional qualification/licensing status, or (c) has been subject to discipline of the teacher’s license, and whether the student is provided services by paraprofessionals and, if so, their qualifications.

## **TESTING**

Upon request, parents will be provided with information regarding student participation in assessments mandated by state and federal law, or by MCCSC. More information about Indiana’s testing requirements is available at: <http://www.doe.in.gov/assessment>

## **STUDENT WELL-BEING**

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire drills, tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

All students must have an emergency medical card completed, signed by a parent or guardian and filed in the school office.

Students with specific health care needs should submit his/her needs in writing and with the proper documentation by a physician to the school office.

## **SOCIAL AND EMOTIONAL LEARNING (SEL)**

The Monroe County Community School Corporation believes in the importance of Social and Emotional Learning (SEL). Through social and emotional lessons delivered within the classroom, all students will explore decision-making, multicultural awareness, healthy relationships, and working through conflict. Students also practice specific ways to understand, express, and manage their emotions; all within a safe and secure environment.

## **SPECIAL EDUCATION AND SECTION 504**

Students are entitled to a free appropriate public education in the “least restrictive environment.” MCCSC provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Some students may qualify for a Section 504 Plan which is part of the Rehabilitation Act of 1973. This is a federal civil rights law to support and protect students with disabilities. Additional information is available under the student tab at <https://www.mccsc.edu/trinorth>. If have questions, please contact a school administrator.

## INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission from the teacher to go to the school health office. It will be determined by school health office staff whether the student should remain at school or released to go home. No student will be released from school without proper parental permission.

## SCHOOL DAY / BELL SCHEDULE

### MONDAY, WEDNESDAY, & FRIDAY

#### LUNCH GROUP A

Period 1: 8:00-8:49  
Period 2: 8:53-9:42  
Period 3: 9:46-10:35  
Period 4: 10:39-11:28  
LUNCH: 11:32-12:02  
TNT: 12:06-12:26  
Period 5: 12:26-1:09  
Period 6: 1:13-2:02  
Period 7: 2:06-2:55

#### LUNCH GROUP B

Period 1: 8:00-8:49  
Period 2: 8:53-9:42  
Period 3: 9:46-10:35  
Period 4: 10:39-11:28  
Period 5 & TNT: 11:32-12:04  
LUNCH: 12:06-12:36  
Period 5 & TNT: 12:38-1:09  
Period 6: 1:13-2:02  
Period 7: 2:06-2:55

#### LUNCH GROUP C

Period 1: 8:00-8:49  
Period 2: 8:53-9:42  
Period 3: 9:46-10:35  
Period 4: 10:39 11:28  
TNT: 11:32-11:52  
Period 5: 11:52-12:35  
LUNCH: 12:39-1:09  
Period 6: 1:13-2:02  
Period 7: 2:06-2:55

### TUESDAY & THURSDAY

#### LUNCH GROUP A

TIE: 8:00-8:37  
Period 1: 8:41-9:23  
Period 2: 9:27-10:09  
Period 3: 10:13-10:55  
Period 4: 10:59-11:41  
LUNCH: 11:45-12:15  
TNT: 12:17-12:37  
Period 5: 12:37-1:19  
Period 6: 1:27-2:09  
Period 7: 2:13-2:55

#### LUNCH GROUP B

TIE: 8:00-8:37  
Period 1: 8:41-9:23  
Period 2: 9:27-10:09  
Period 3: 10:13-10:55  
Period 4: 10:59-11:41  
Period 5 & TNT: 11:45-12:17  
LUNCH: 12:19-12:49  
Period 5 & TNT: 12:51-1:19  
Period 6: 1:27-2:09  
Period 7: 2:13-2:55

#### LUNCH GROUP C

TIE: 8:00-8:37  
Period 1: 8:41-9:23  
Period 2: 9:27-10:09  
Period 3: 10:13-10:55  
Period 4: 10:59-11:41  
TNT: 11:45-12:05  
Period 5: 12:05-12:47  
LUNCH: 12:49-1:19  
Period 6: 1:27-2:09  
Period 7: 2:13-2:55

**\*\*TIE Program stands for Tutorial/Intervention/Enrichment: A time for students to work with teachers on specific skills.**

## ASSEMBLIES

We are proud of our school and our students. Middle school students must behave courteously at school assemblies. Students should give full attention to the performers on stage and show appreciation only through clapping hands. Whistling, shouting, foot stomping and talking during a performance is not appropriate. If you must enter or exit during the performance, please do so at appropriate times.

## DELIVERIES

Student deliveries (balloons, 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. **Balloons are prohibited at Tri-North Middle School and will not be transported on MCCSC buses.** Items brought to students such as books, lunch money, practice equipment, etc. can be left in the main office. Also, any medication or medical equipment brought for a student must be left with the health office.

## EARLY DISMISSAL

No student may leave school prior to dismissal time without either:

- a.) a signed written request or phone call made by the parent/guardian or a person who has been designated on the current enrollment card
- b.) the parent coming to the school office to personally request the release

**No student will be released to a person other than a custodial parent/guardian without a permission note signed by the custodial parent or other legal authorization.**

## EMERGENCY CLOSINGS AND DELAYS

If MCCSC must be closed or the opening delayed because of inclement weather or other conditions, MCCSC will notify the following radio and television stations:

^^		
WTTS 92.3	WGCL 1370	WVNI-FM Spirit 95
WHCC 105.1	WCLS 97.7	WFIU 103.7
<b>Local Television Stations</b>		
WBWB –WTTV Channel 4	WRTV Channel 6	WISH Channel 8
WTHR Channel 13	WXIN-FOX 59	WAVE

## ENROLLMENT IN THE SCHOOL

Students are expected to enroll in the attendance area in which they have legal residency, unless other arrangements have been approved. Students who are new to the school are required to enroll with their parents/legal guardians. When enrolling the parents/guardians will need to provide the following information:

- Certified or Legal Birth Certificate or Passport
- Current Immunization Record
- Two Proofs of Residency
- If custody is an issue, court documentation

In some cases, a temporary enrollment may be permitted. In such cases parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. Tri-North will assist in obtaining the transcript, if not presented at the time of enrollment.



Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the corporation liaison for homeless children with regard to enrollment procedures. Non-resident students should refer to the MCCSC Policy 5111 for eligibility requirements to enroll. Foreign students and foreign exchange students (*from recognized and approved student programs*) are eligible for admission on the same basis as other non-resident students.

## **FIRE, TORNADO, AND SAFETY DRILLS**

MCCSC complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students should immediately stand and leave the room under the supervision of the teacher. No one is to run. Students are not to talk during the fire drill and are to remain at least 75 feet away from the building until the signal is given to re-enter.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornadoes is different from the alarm system for fires and consists of a school-wide signal or announcement.

Safety drills will be conducted during the school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property or other acts of violence.

## **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by MCCSC. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under MCCSC's nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information please contact Becky Rose at the Administration Building (812-330-7700).

## **IMMUNIZATIONS**

The Indiana State Health Department has made it mandatory that your child has adequate certification of immunizations on file in our school records. Please keep your shot record up-to-date and notify our school nurse of any changes. Unless children are immunized properly, they are to be excluded from school.

## LOCKERS

Tri-North Middle School provides facilities for the temporary storage of student possessions. Such facilities will be made available for use as a service to the students. Lockers may be accessed before and after school and before and after lunch. A student using a locker is presumed under state law to have no expectation of privacy in that locker for its contents except as provided in this policy. Lockers are located in the school building and are school property. Only school locks may be used on school lockers. The provision of the facilities shall in no way be interpreted as diminishing or abrogating the Board's authority or control over the use of lockers. All students are encouraged to keep their lockers closed and locked at all times. **A STUDENT IS NOT TO SHARE HIS/HER LOCKER or combination with other students.** All lockers are to be kept clean, free of writing, free of decals and free of any other objects that might leave permanent marks on the lockers – inside or out. Only food or drink items that will be consumed that day should be kept in the student's locker. Students are encouraged to never leave valuable items in their lockers. **If your locker becomes jammed, go to the main office and report the problem.**

### *TO OPEN LOCKS ON LOCKERS*

1. Turn two or three times to right and stop at first number
2. Turn left past second number. Continue turning left and stop on second number
3. Turn right to third number-stop!

## LOST AND FOUND

Students who find lost articles are asked to return them to the office. Students who have lost an item should check the PE department and the lost and found bench in the main office. Putting your name in all your books, notebooks and articles of clothing is one of the best preventions against loss or theft. Retrieve items promptly. Lost items are donated or disposed of at the end of each semester

## HALL PASS

Students are expected to have a designated hall pass whenever they are in the hallway except during passing periods.

## MEAL SERVICE & CAFETERIA PROCEDURES

A nutritious lunch is served daily and all the students are encouraged to participate in the lunch program. This is a prepaid system that establishes an account for your child to deposit money for lunches, extra milk, or ala carte items. Therefore, please make sure that your child has sufficient funds deposited in his or her account to take care of these items.

To begin the lunch system a student should begin pre-paying their account on the first day of school. Students may pay by the week, month or semester. You may pay ahead for as many days as you would like. Online payments can be made using debit and/or credit at <https://www2.mypaymentsplus.com/welcome>. Checks and cash can be sent with students and turned in to the cafeteria before school begins.

Breakfast \$1.70    Reduced Breakfast \$.30                      Lunch 2.90    Reduced Lunch \$.40

Cafeteria experiences should rightfully be considered a part of the total educational program. All school rules are in effect in the cafeteria. Students are expected to be courteous and use appropriate manners. Students will observe the following procedure:

1. Report directly to the cafeteria and be seated in assigned area.
2. Tables will be dismissed in an orderly manner by the lunch supervisor.
3. After getting lunch, return to your table and remain seated.
4. Raise hand and obtain permission before leaving a table for any reason.
5. Be considerate of others. Do not touch the tray or food of others **or throw food or other objects.**
6. When you are finished eating, dispose of all trash in the appropriate containers. Clean table and surrounding area before being dismissed. Make every effort to recycle and place plastic trays in designated areas.
7. **Do not take food or drinks from the cafeteria.**
8. Get permission from an administrator or custodian to use the restroom.
9. Passes to the Media Center must have been previously arranged with a classroom teacher or a Media Center specialist.

Deliveries from restaurants for students will not be accepted.

## **TEXTBOOK RENTAL AND FEES**

Textbooks and other instructional materials will be issued by your classroom teachers. Each student is responsible for maintaining the textbook in good condition. Any lost textbook must be paid for in full.

Textbook rental and instructional materials/supplies fees can be paid by the year or by semester. Parents will be billed by the school corporation and should mail in payment. Any questions should be directed to the accounting department of the MCCSC at (812)330-7700.

## **USE OF MEDICATIONS**

1. **Parent/guardian will assume responsibility for delivering medications to and from school.**
  - a. Before any medication or treatment may be administered by school personnel to any student during school hours or during school related activities, the Corporation Health Services staff shall require the written prescription from the child's physician for all prescription drugs accompanied by the written authorization of the parent.
  - b. Medication(s) should be delivered to the school health office.
  - c. Only medications received in their original bottles or containers with attached labels will be accepted.
  - d. All medications, whether prescription or non-prescription must be clearly labeled as follows:
    1. The name of the child
    2. The clock time of administration
    3. The name of the medication, including quantity per dose
    4. The name of the prescribing physician(s), as copied onto the label by the pharmacist if the medication is prescription
  - e. Not more than a week's supply of such medication should be delivered.
  - f. The school nurse or other designated employee will check the medication and arrange for safe keeping.
2. **A written authorization from the parent/guardian will be on file in the school health office before any prescription or non-prescription medication will be administered. The written authorization may be withdrawn by the parent/guardian at any time and shall be kept on file for no longer than one year.**
3. 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 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 to include controlled substances/medications. “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 Corporation Health Services staff shall require the written prescription from 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 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. All controlled substances should be stored within the health office and kept secure via locking mechanism.

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.

Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

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 Corporation Health Services staff shall permit the administration by staff, (to include health aides, teachers, para-educators, bus drivers, and administration) of any procedure and/or treatment after being properly trained by a school nurse.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

*For further information please refer to School Board Policy 5330*

## **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

Any removal will be limited to the contagious period as specified in MCCSC Administrative Guidelines.

## **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

MCCSC has an obligation to protect staff and students from non-casual contact communicable diseases. When a noncausal contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the county health department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARD-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to the laws protecting confidentiality.

## **STUDENT RECORDS (PROTECTION & PRIVACY)**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.**

Parents or eligible students should submit to the school principal or appropriate school official, a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.**

Parent or eligible students who wish to ask the school to amend a record should write the school principal or appropriate school official, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**3. The right to privacy of personally identifiable information in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school’s school board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

**4. To file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA:**

**Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520**

## **COUNSELING AND SOCIAL WORK**

The middle school years are years of major change for all students. These changes along with our rapidly changing society sometimes create situations where students may need someone with whom they can talk. Tri-North relies on its principal, assistant principals, teachers, and counselors to help students with their concerns. Specific reasons for seeing a counselor are different for each student. Some reasons are personal or school-related concerns, career information, and schedule planning.

Counseling and social work services are offered through individual and group conferences on a voluntary or referral basis. These conferences are confidential. Parents and teachers are not always aware of student interaction with a counselor. Appointments can be made by signing up at the counselors' office between 7:30 A.M. and 3:10 P.M.

## SCHEDULING AND ASSIGNMENT

The Counseling Department will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Counseling Department.

Once the schedule is finalized and school has started, schedule changes will not be made for classes unless an error has been made. Changes will be made to ensure appropriate level of class, i.e., appropriate level of mathematics class. Before other changes can be made, the following steps must be taken:

1. Parent and child discuss concerns of class.
2. Parent contacts teacher of class child wants to drop. This can be done by calling the school office (812-330-7745) and leaving a message for teacher to return call.
3. Parent and teacher discuss situation and concerns about the class.
4. Parent and teacher develop strategies to help student where possible. For example, if child has poor grades, set up a tutoring schedule with the teacher before or after school.
5. If strategies or resolution of concern is not possible and schedule change is found to be the best solution by parent and teacher, the teacher will inform counselor of needed change.
6. The counselor will talk to student and with the approval of the principal make change in schedule with least amount of disruption to existing schedule.
7. The counselor will notify all teachers involved that a change in schedule has been made.

## WORK PERMITS

Work permits are issued through the counselors' offices. Students must show a birth certificate and a completed "Intent to Employ" form signed by the parent(s)/guardian(s) and the prospective employer.

## TRANSFER OUT OF MCCSC

If a student plans to transfer from **Tri-North**, the parent must notify the main office. **Student planning to withdraw from Tri-North because of a move should contact the main office at least two days before withdrawal.** The student will be given a withdrawal form to be signed by each teacher. This completed form must be returned to the main office in the office at the end of the day **before the student leaves.** Students are required to turn in all books to their teachers, pay any fees or library overdue fees, and receive a final grade from all teachers.

The student may not **withdraw from school before the age of eighteen (18)** 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.

## TELEPHONE

Office phones are for office use only and may not be used by students except for emergencies only. Students will not be excused from class to make or accept telephone calls except in the case of an emergency. **After school arrangements with parents should be made before leaving home. The office will take only emergency messages and relay these to students.** It is important that arrangements be made in advance for early release from school. **The office will not be able to deliver messages on early release days. Students must be certain that they understand this policy.**

## SCHOOL VISITORS

The School Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or building principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person who possesses a firearm or when there is reason to believe the presence of such person would be detrimental to the good order of the school. If an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the Corporation from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

Individual Board members who are interested in visiting schools or classrooms shall make the appropriate arrangements with the Superintendent.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the Superintendent as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

1. The building principal is responsible for all persons in the building and on the grounds. The following applies to visitors to the school:
  - a. Anyone who is not a regular staff member or student of the school will be termed a "visitor."
  - b. Visitors to school buildings or school campuses will report to the school office immediately upon their arrival.
  - c. Teachers, students and other staff are not expected to take instructional time to discuss individual matters with visitors.
2. The building principal or office staff will welcome visitors and provide any necessary assistance. The principal will establish sign-in procedures for visitors. Visitors will be required to register and to wear name tags.
3. Rules and regulations concerning visitors will be clearly posted throughout the building and will be at all entrances and the main office. The principal has the authority to develop additional regulations for specific buildings based on these guidelines:



- a. Invited Guests – Teachers planning to invite guests to the classroom will make necessary arrangements and inform the principal and office staff.
  - b. Parents and Legal Guardians – Parents and guardians are encouraged to visit for class exhibits, lunch, celebrations, and to participate in volunteer opportunities.
  - c. School Board – Individual School Board members who are interested in visiting schools will make appropriate arrangements through the Superintendent and principal. Such visits shall be for the purpose of becoming acquainted with school programs, personnel, operation and facilities.
  - d. Student Guests – Student visitations are not allowed except under certain situations for which the principal must grant approval, such as a specific school program or activity.
  - e. Volunteers – Volunteers may help in classrooms, with programs, and with extracurricular activities. Criminal history checks are required and confidentiality agreements may be required as appropriate to a classroom or school.
4. Visits to classrooms may be allowed at the discretion of the principal and must be arranged in advance. Factors to be considered include but are not limited to the following: instructional viability or connection, disruption of classroom activity; time of the school year; nature of the class, and class size. Under no circumstances are classroom visits to be used for the purpose of teacher or program evaluation.
  5. The building principal has the authority to prohibit the entry of any person to school, to expel any person who possesses a firearm, and to exclude anyone where there is reason to believe the presence of said person would be detrimental to the good order and operation of the school. The principal is authorized to request whatever assistance is required from local law enforcement if such an individual refuses to leave the school grounds or causes a disturbance.

Approved by the Superintendent 7/25/85

## **SAFETY AND SECURITY**

1. All doors are locked throughout the school day. Visitors should press the button, and will be asked to identify yourself and state your business.
  - If you are with a group entering at the same time, all members of the party must follow this procedure prior to the doors being unlocked.
  - If you arrive as students are passing between classes, you will be asked to wait until the conclusion of the passing period.
2. All visitors must report to the office when they arrive at school.
3. All visitors are given and required to wear a building pass while they are in the school building.
4. As you exit the main entrance during school hours, please ensure that you do not let visitors in the doors as you leave. All visitors and students must check-in via the camera system.
5. Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass and to question people who are “hanging around” the building after hours.
6. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
7. Portions of the building that will not be needed after the regular school days are closed off.
8. If a person wishes to confer with a member of the staff he/she should call for an appointment prior to coming to the school in order to prevent any inconvenience.
9. Students may not bring visitors to school without first obtaining written permission from the building principal.
10. All MCCSC employees are to wear identification badges while in MCCSC schools, offices, or on MCCSC property.
11. MCCSC shall utilize video surveillance and electronic monitoring in order to protect MCCSC property, promote security, and protect the health, welfare and safety of students, parents and visitors.

## USE OF TOBACCO

**TOBACCO FREE FACILITIES AND TOBACCO USE** In the interest of providing a health-promoting environment for all our children and youth while attending school, and in the interest of providing a health-promoting environment for all our students, school patrons, and visitors when attending school-related functions, it is the official policy of the Monroe County Community School Corporation that a tobacco-free environment be established and maintained with all school buildings, facilities, vehicles, and on all school grounds.

To protect students who, choose to use tobacco from an environment that might be harmful to them, the School Board prohibits the use and/or possession of tobacco by students in school buildings, on school grounds, on school buses, or participating in any school-related event.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

The administration of each school building will take appropriate action in cases involving students who use tobacco in violation of this policy.

### MCCSC Schools Progressive Discipline Approach to Tobacco, Smoking, & 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 education 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 service a one day out-of-school suspension for their third offense. Students will be required to participate in additional tobacco/vape prevention and intervention education as determined by the administrative and student services team. Students will be referred to community tobacco/vape cessation resources.

## USE OF WIRELESS COMMUNICATION DEVICES

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. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Smartphones, tablets, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, iPads and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the School Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Students may use wireless communication devices (WCDs) before and after school, during after school activities (e.g. extra-curricular activities), at school-related functions, and any additional time approved by the building administrator. Use of WCDs, except those approved, at any other time is prohibited and they must be powered completely off and stored out of sight. WCD's may be used as an instructional device only when prior approval is given by the classroom teacher or building administrator.

#### Student Code of Conduct:

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. 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.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

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. See Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

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.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by Corporation staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in Corporation custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care 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. 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.

## **STUDENT LEARNING 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**

- 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.
- 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.
- Students should always keep the learning device secured while carrying it—at school and at home.
- 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.
- 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.
- 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
- Students are responsible for saving or backing up their documents.
- When transporting the device at school, keep it in the Monroe County Community School Corporation provided carrying case.
- Classroom teachers will establish standards for learning device use in their respective classrooms.
- Learning devices are to be used in the classroom for only school related activities.
- Students are not allowed to download or install any unapproved software or other materials without permission.
- 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.
- 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.
- Any malfunctions of the hardware or software shall be reported to the technology staff, building coordinator or student repair shop.

- 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.
- 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.
- Inappropriate or careless use of a learning device must be reported to a teacher or other staff member immediately.
- 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.
- 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.
- 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.
- Heavy objects should never be placed or stacked on top of your learning device. This includes books, musical instruments, sports equipment, etc.

### **Troubleshooting**

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

### **Using the Learning Device for Internet and Email:**

- 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.
- 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.
- Parents/Guardians and students are required to read, understand, and agree to the *Monroe County Community School Corporation Responsible Use Policy*.
- Emails and other media that are accessed, created, or stored on the learning devices are the sole property of the

### **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 IPAD TO SCHOOL.**

#### **Damage or Loss of Equipment:**

- **Warranty for Equipment Malfunction:** Monroe County Community School Corporation has purchased a manufacturer's warranty covering parts and labor.
- 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
  - Optional accidental damage insurance is offered for students and families at [www.worthavegroup.com](http://www.worthavegroup.com).
- **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 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.
- **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:

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

## **Using the Learning Device at Home:**

- Students must have the written permission of their parent or guardian before they will be allowed to take their learning device home.
- Parents/guardians will be given the child's login name and password, so that they can supervise the student's use of the learning device at home.
- When at home, the learning device should always be used under adult supervision in a common family location (i.e., kitchen, living room, dining room).
- Do not leave learning device unattended in vehicles. Avoid leaving learning device in extreme hot or cold temperatures, such as in a car.
- Students are responsible for recharging the learning device at home on a daily basis.
- Heavy objects should never be placed or stacked on top of your learning device. This includes books, musical instruments, sports equipment, etc.

## **Monroe County Community School Corporation Student Learning Device Loan Agreement**

Providing learning devices for instructional use by students is an exciting venture. Certain guidelines are necessary to protect the learning device and the school network and ensure that this technology serves as an effective instructional tool. Students and their parents/guardians must agree to the following:

1. The student agrees to follow all Corporation regulations and policies governing the use of the learning device as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
2. The learning device is the property of Corporation. If a student withdraws from the school prior to the end of the loan period, the learning device is to be returned to school officials by the student prior to withdrawal.
3. The student shall not remove or alter any Corporation identification labels attached to or displayed on the learning device, nor shall the student change identification within the learning device, such as the learning device name.
4. The student agrees to handle the learning device carefully and protect it from potential sources of damage.
5. The student agrees to take care to keep the learning device secure and safe. The student will assume the risk of loss by theft, destruction, or damage.
6. The student must report theft (or suspected theft) of the learning device, loss of the learning device, damage to the learning device, or malfunctioning of the learning device to school personnel immediately.
7. Upon request, the student agrees to deliver the learning device to Corporation staff for technical inspection or to verify inventory or other information; this may include random screening.
8. Learning devices may be checked out for the school year. Learning devices will be collected from students at the end of the school year. After a learning device has been initially assigned to a student, it will remain designated to that student for the remainder of the student's school education for a period not exceeding four years. Learning devices must be checked out at the beginning of each school year; the student, at the end of the school year, will return the learning device.
9. Monroe County Community School Corporation is not liable for lost data or time spent on data.

# ACADEMICS

## FIELD TRIPS

Educational field trips are an integral part of the school's instructional program, supplementing and providing enrichment for the learning activities which take place in the regular classroom. Parents do not need to sign a special permission form for students to participate in educational field trips that occur during school hours within the county. The teacher or sponsor will notify parents of the details of the trip and provide the principal with a list of students and adults who will be participating. To participate in a school event, the staff in charge of the event must take the Emergency Medical Authorization form for those students. This includes, but is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events. Parents who do not wish for their child to participate in one of these field trips should notify the building principal in writing in advance of the scheduled trip.

## GRADES AND REPORT CARDS

Students will receive report cards every six weeks. The report cards are carried home by the students during the semester. The semester cards are mailed home at the end of each semester. A student's progress can be monitored using Skyward or Canvas and Tri-North encourages parents to maintain communication with teachers throughout the school year.

GRADING SCALE:	90-100 <b>A</b>
	80-89 <b>B</b>
	70-79 <b>C</b>
	60-69 <b>D</b>
	59 & below <b>F</b>

## HOMEWORK

Research shows that homework can provide the following benefits:

1. Students have an opportunity to review, reinforce, and extend classroom learning; learn responsibility and organizational skills; practice wise use of time; transfer school activities into career and leisure interests; and develop varied enrichment activities.
2. Teachers can use it to extend classroom presentations for the purpose of reinforcement, enrichment and application; to have additional course evaluation; and to communicate classroom content and procedures to parents.
3. Parents, through homework, can become aware of student's classroom obligations and progress; can assist in the development of an attitude of responsibility; and can encourage and support student achievement and success.

Teachers will discuss homework expectations and procedures with students at the beginning of the term. Attempts will be made to make assignments clear, specific, and relevant and to instill a positive attitude to all homework.



Middle school students are expected to become increasingly more responsible for their learning. This includes learning to budget time, planning carefully, bringing materials home and to class, and checking with teachers on what the assignments, procedures, and deadlines are (particularly following absences). When a student is absent from school, he/she is always allowed to make up missed work.

Parent cooperation is imperative. Parents should encourage children by showing an interest, providing a quiet, suitable place to study; establishing a regular “homework time”, initiating student-teacher-parent communication, and supporting the student in his/her own responsibility toward homework.

Regular attendance is very important. No matter how many make-up assignments are completed, a student will not benefit as much from the assignment as he/she would if he/she were present for the original lesson. A student’s academic, social and emotional growth all hinge on good attendance.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with state standards and MCCSC policy.

Unless exempted, each student will be expected to participate and demonstrate growth on the ILEARN test in grades 7 and 8. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group and individual tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

# **STUDENT ACTIVITIES**

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The School Board encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, to ensure that students attending as nonparticipants are properly safe-guarded, the School Board recommends that all elementary and pre-high school students be accompanied by a parent or adult chaperone when they arrive at the event and throughout its duration. The School Board will not be responsible for students if they attend without an adult chaperone.

The School Board will continue to provide adequate supervision for all students who are participants in Corporation-sponsored events.

## **ELIGIBILITY FOR ACTIVITIES**

To be eligible to participate in extra-curricular activities, a student must maintain an acceptable standard of conduct and academic work. The effort and conduct of a student is under continuous review by faculty and administration as well as sponsors and coaches. During each activity’s season, grade checks will be made every six-week grading

period, and occasionally may be made every week. A student must pass all subjects in order to maintain his/her eligibility to participate in the activity. School authorities maintain the right to determine all participation requirements and privileges.

## **DANCES**

Dances are for Tri-North students only. A ticket will be required for admission. A ticket will be sold only at the announced times; no tickets will be available at the door. Dances are scheduled from 6:00 to 8:00 p.m. and students should arrange for transportation no later than 8:15 p.m. Students may **not** leave the dance early unless their parents come to the door to get them. School rules of conduct and dress code apply to school dances. Appropriate forms of dance will be conducted on the dance floor.

## **NATIONAL JUNIOR HONOR SOCIETY**

In 1929, the National Junior Honor Society was established to create an organization that would recognize and foster student achievement in the areas of scholarship, character, service, leadership and citizenship. Through NJHS service activities, members maintain and extend the qualities that won them selection. Membership is thus both an honor and an obligation. Through service projects and activities, students have an obligation to use one's talents, skills, and knowledge for the betterment of others. Selection for membership in the NJHS is based on the following:

1. Candidate must have attained a minimum First Semester G.P.A. of 3.85. All eligible candidates receive a Tri-North Middle School National Junior Honor Society Application for Membership.
2. Candidate must submit a narrative statement as to his/her involvement in school, extracurricular, and /or community activities.
3. All students nominated for NJHS are expected to perform a minimum of 5 documented hours of service to the Tri-North Community.
4. Candidate (and parent) must sign the Tri-North Middle School National Junior Honor Application for Membership form.
5. The Application for Membership must be turned in for consideration by the determined submission date printed on the form.
6. Candidate must be in good standing regarding attendance and conduct.

For Continuing Membership:

1. NJHS member meets the 3.85 Semester G.P.A. standard and maintains a good citizenship and discipline referral record.
2. All students nominated for NJHS are expected to perform a minimum of 5 documented hours of service to the Tri-North Community.

# **ATHLETICS**

## **PHILOSOPHY**

The athletic program at Tri-North Middle School is built on a spirit of friendly competition, sportsmanship, and conduct of the highest level. It embodies consideration for the wellbeing of student athletes, both ours and opponents. It recognizes that athletics is only one component of the total educational process and keep its importance in proper perspective. It recognizes that success or failure cannot be measured in wins or losses but in the effort expended to perform to potential, the sacrifice of self for team goals, the degree of discipline displayed both on and off the court or field, and the extent to which the inherent values of sport are learned.

## **TO THE ATHLETE**

We encourage every student to participate in the extracurricular athletic program. Being a member of a Tri-North Middle School athletic team is the fulfillment of an ambition for many students. Attaining this goal carries with it certain responsibilities and traditions. Each member of a Tri-North team will be expected to continue to uphold the traditions that have been established over the years. Students, you have inherited a program that values academics success, positive attitudes, and athletic success; you will be challenged to uphold all three aspects of our program.

It will not be easy and it will not happen overnight, but as an athlete you will grow over the course of each of your seasons. When you wear the school colors, we assume you will wear them with pride and will accept the responsibility that comes with representing Tri-North.

**Athletics Participation Determined by Gender:** All MCCSC middle schools will follow IHSAA guidelines and rules in regards to participation of students that identify as transgender. These rules and guidelines state that a student must participate on athletic teams that are consistent with their birth gender.

### **ATHLETIC TEAMS: The following athletic programs are offered at Tri-North. FALL SEASON**

<b>Cheerleading</b>	<b>(Tryouts in Spring/Summer Prior to School Year)</b>
<b>Cross-Country</b>	<b>(Practice Begins Early August- Meets August thru October)</b>
<b>Football</b>	<b>(Practice Begins Early August- Games August thru October)</b>
<b>Volleyball</b>	<b>(Practice Begins Early August – Matches August thru October)</b>

### **WINTER SEASON**

<b>Cheerleading</b>	<b>(Team Continues from the Fall Season)</b>
<b>Boys Basketball</b>	<b>(Practice Begins October – Games November thru February)</b>
<b>Girls Basketball</b>	<b>(Practice Begins November – Games January thru March)</b>
<b>Wrestling</b>	<b>(Practice Begins November – Meets January thru March)</b>
<b>Swimming</b>	<b>(Practice Begins February – Meets Feb. &amp; March)</b>

### **SPRING SEASON**

<b>Track &amp; Field</b>	<b>(Practice Begins March – Meets April &amp; May)</b>
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## **ATHLETIC ELIGIBILITY RULES FOR TRI-NORTH**

1. **ACADEMIC ELIGIBILITY**—All athletes are students first and therefore must maintain academic eligibility in order to participate throughout the season. A student must be passing all of his/her classes to retain athletic eligibility. If a student is a member of a team and receives a failing grade on a report card, he/she will not be allowed to participate in any game or performance for a period of three weeks. At the end of the three-week period the athletic director will recheck the student's grades. If the student on probation has all passing grades at the end of the three weeks, he/she will retain full athletic eligibility. A student on probation who is not passing all classes at the end of the three weeks may be removed from the team. If a student who was eligible with the report card but does receive a failing grade after three weeks, he/she will receive a warning about possible ineligibility if the

failing grade continues with the next report card. If a student is failing a class at the time of tryouts, the athlete may tryout but cannot participate in competition until grades are checked again (the three week check or six weeks' grading period) and the athlete is passing all his/her classes. **A student must be a full-time student to participate in athletics. A student may not participate in any given sport more than once at each grade level.**

2. **AGE ELIGIBILITY**—A student athlete may not participate in a sport if as an eighth grader, he/she is 16 years old by the date of the last event of the sport; or if as a seventh grader he/she is 15 years old by the date of the last event of the sport in which he/she is participating.
3. **BEHAVIOR**—Participation in athletics means more than competition between individuals or schools. It teaches fair play, sportsmanship, following rules, understanding and appreciation of team work, leadership, and that a good work ethic usually means success.
  - a. Student athletes are expected to have good behavior in their classrooms and other areas of the school. Constant disruptive behavior will result in probation, loss of participation privileges, or dismissal from the team.
  - b. Student athletes will be viewed as ambassadors for Tri-North. If a student's conduct during participation in an event is negative in nature, he/she can be removed from competition.
  - c. On trips, athletes directly represent the community, school, and coaches. It is expected that all concerned will dress in an acceptable manner when traveling and will conduct themselves in a manner meeting each coach's expectations and guidelines. All school rules apply when a student is participating in the name of Tri-North.
  - d. In the area of athletic competition, a real athlete doesn't use profanity or illegal tactics. He/she learns the fact that losing is part of the game, and that he/she should be gracious in defeat and modest in victory. It is always courteous to congratulate an opponent on a well-played game after the contest. However, if there is nothing good to say to an opponent, one should leave the field rapidly. Good athletes do not display fits of temper, engage in horseplay, etc. When things fail to go as desired or when replaced by a teammate, a true athlete has complete control of himself/herself at all times.
  - e. Officials in a game are there for the purpose of insuring that both teams receive a fair deal. Officials do not lose games for participants. It is an athletic tradition and rule that no one except the appointed captain talks to the official. He/she should speak in an appropriate tone when clarifying a rule.
  - f. If an athlete is removed from a competitive event by an official for an infraction, such as unsportsmanlike conduct, the athlete will be ineligible for participation in his/her next athletic event. This may carry over into the next athletic season in the event the incident occurs during the final competition of a season.
  - g. An athlete who is suspended from school will not be permitted to practice, participate in a contest or attend a school function until he/she has been reinstated in school and has completed a full day of classes.
  - h. The use of drugs, alcohol, or tobacco by middle level students is against the law. Any Tri-North athlete found in violation of this law will be removed from his/her team.
4. **PHYSICALS**—Participation will be permitted only after the student has a physical examination from a licensed physician on file in the athletic director's office. A signed statement from the parents is also necessary to be able to participate. Forms are available in the office. The physical is valid if dated after April 1 for that school year. If a student who had a physical in another school transfers to Tri-North, he/she will not be permitted to participate until a physical from the former school covering the current year has been mailed or faxed to Tri-North.
5. **CONCUSSIONS** - It is the policy of the School Board that the risk of student injury be considered and addressed in the planning and implementation of every student activity sponsored by the School Board. The School Board therefore directs and requires that before beginning practice for a high school interscholastic and intramural sports activity, the coach/sponsor of the activity provide the parent of each high school student participant and each high school student participant who is eighteen (18) years of age or older with the information sheet on Student Concussions and form issued by the Indiana Department of Education, and require the student's parent and any

student who is eighteen (18) years of age or older to sign and return the document acknowledging the receipt of the information from the Indiana Department of Education on Student Concussions.

- a. The coach/sponsor shall maintain an original of the signed document for each student participant and shall not allow the student athlete to participate in the sport until the signed document from the parent and any student who is eighteen (18) years of age or older is properly executed and returned.
  - b. A high school student athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of the injury and may not return to and the coach/sponsor receives a written clearance from the licensed healthcare provider who evaluated the student athlete that the student athlete can safely return to participation in the sport or activity.
6. **FOLLOWING AN INJURY**—If a student is injured during practice or a game and requires a doctor’s care, the student will not be permitted to participate without the clearance from a certified physician. This must be in writing and put on file with the athletic director. If a student is absent five or more consecutive days due to illness or injury, that student must present to the athletic director written verification from a licensed physician stating that the student may resume participation.
  7. **PRACTICE**—All athletes must attend all practices unless they have a legitimate excuse and have made arrangements with their coach. Any athlete who is absent from school, due to illness, will not be permitted to practice. Athletes must have a minimum of ten practices in their respective sport in order to participate in competitions.
  8. **ATTENDANCE**—Any athlete who is absent from school for a full day on the day of a game for reason of illness, will not be permitted to participate in the athletic event. Exceptions to this rule would include: observance of a major religious holiday, doctor or dental appointments which last longer than expected, attendance at funerals and school field trips. Any exceptions must be prearranged with attendance and the school principal. Students who are absent from school for five consecutive days due to illness, or who are physically unable to practice for five consecutive days, due to illness or injury, must present to their coach a statement from a licensed physician that they are again physically fit to participate in athletics.
  9. **PHYSICAL EDUCATION**—All athletes are required to participate in the physical education program. Any athlete who is unable to participate in the regular physical education class on the day of a game will not be permitted to participate in the game that evening.
  10. **MULTIPLE TEAM PARTICIPATION**—While in a sport’s season, student may participate in a practice or an athletic contest on any other similar team during the same season in which the athlete represents his/her school in that sport. However, middle school athletics are extra-curricular endeavors that serve the purpose of developing the skills, both those of character and athletic, to make students successful and enhance their middle school experience. These students should not miss scheduled middle school games or practices to attend those of an outside activity. Should a student miss a school team event for outside endeavors, the coaches and administrators will agree upon appropriate consequences, as the commitment to the team is expected. Students are also expected to maintain high standards of academics, attendance, and behavior as they represent the school and the corporation at events both at home and as visitors.
  11. A student may participate on more than one Tri-North athletic team during the same period of time when seasons unavoidably overlap. The following guidelines apply:
    - a. The athlete may not quit a team after the first contest and participate in another sport during that season unless all coaches concerned give their consent.
    - b. The first team a student is selected for has priority over practice and game commitments. Athletes will have a responsibility to each of the teams or squads in which he/she is a member.
    - c. An athlete’s participation on a team during the season takes priority over a preseason practice.
    - d. Due to the extended season of cheerleaders, competitions will take precedence if a conflict arises.

- e. Coaches and sponsors will work together in cooperation with the administration for the good of the student if a conflict develops between athletic commitments.
  - f. Students who participate in two sports at Tri-North which overlap will be under constant review by the athletic director and the principal in order to retain this privilege.
12. TRANSPORTATION—All athletes are expected to ride the team bus to and from an athletic event. If a parents/legal guardians desire to take an athlete home, they must give the coach written notice to that effect. Other emergency situations must be cleared through the coach. A parent/guardian may take only his/her student athlete home after the contest. If parents/guardians want their athlete to ride home from the contest with another parent/legal guardian from the team, they must give the coach written notice to that effect. Student athletes must have the MCCSC Emergency Medical Authorization Form on file in the office before they will be permitted to ride an MCCSC bus to any Tri-North athletic event.
  13. EQUIPMENT—Any equipment issued to a Tri-North athlete is expected to be returned in the same condition it was issued. Failure to return equipment or uniforms will result in compensation to the school for replacement.
  14. EMERGENCY MEDICAL FORMS—All student athletes must have on file the MCCSC Emergency Medical Authorization Form in the office before they will be permitted to ride an MCCSC bus to any event.
  15. ATHLETIC GUIDELINE—Every athlete and their parents/legal guardians must have read the athletic guidelines and turn in all necessary forms before he/she can participate in an athletics contest.
  16. *ALL SCHOOL RULES APPLY TO ATHLETIC EVENTS.*
  17. TICKET PRICES—FOR ALL REGULAR SEASON TRI-NORTH HOME EVENTS
 

Single Event Entry: Adults \$3.00	Students \$1.00
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All Sports Pass: Good for all regular season Tri-North HOME athletic events for the 2017-2018 school year. All Sports Passes are not good for tournaments or invitationals. Some home events are held at Bloomington High School North. Adults \$30.00 Students \$15.00

## **NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES USE OF SCHOOL FACILITIES V Policy 7510**

The School Board believes that the school facilities of this Corporation should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property, or interfere with the educational program of the schools, and is harmonious with the purposes of this Corporation.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the principal.

Corporation facilities shall be available for the below-listed uses. When there are competing interests for such uses, approval will be given according to the following priorities:

- A. uses directly related to the schools and the operations of the schools
- B. uses by not-for-profit or for-profit organizations providing childcare programs which meet the State requirements and additional conditions established by Board policies and the Superintendent's guidelines
- C. uses and groups indirectly related to the schools
- D. meetings of employee associations
- E. uses for voter registration and elections
- F. departments or agencies of the municipal government
- G. other governmental agencies
- H. community organizations formed for charitable, civic, social, educational, political, or religious purposes
- I. commercial or profit-making organizations but not for profit-making purposes

The use of school facilities shall not be granted for any purpose which is prohibited by law.

The Superintendent shall develop administrative guidelines for the granting of permission to use Corporation facilities including a schedule of fees. Such guidelines are to include the following:

- A. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by the Board.
- B. Use of school equipment in conjunction with the use of Corporation facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where guidelines so specify, no item of equipment may be used except by a qualified operator. C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

Should all or any part of the Corporation's community be struck by a disaster, the Board shall make Corporation grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the appropriate local authority to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

No liability shall attach to this Corporation, any employee, officer, or members of this Corporation specifically as a consequence of permitting access to these facilities.

## STUDENT CONDUCT

### ATTENDANCE

#### Reporting Absences:

- Absences must be reported to the school office by **9:00 a.m.** on the day of the absence. Parents should call the school office (812)330-7763 to report the absence or send a note to the office.
- If you would like to report the absence when the office is closed, you may call the school and leave a voicemail message.
- If your child is going to be absent more than one day, you only need to call once if you inform the office of the dates of the absences.
- An attempt will be made to contact parents of children absent from school with no notification from the parent. This is to ensure the safety of all students.
- If your child will be absent or tardy due to a doctor/dentist appointment, it is very important to bring in a doctor's statement to the office.

#### Leaving School Early, Arriving Late, Partial Day Attendance and Tardies:

- **ARRIVING EARLY:** Many students because of transportation concerns, working parents or other factors, arrive at school early. Students may enter the building at 7:35 a.m. (Student entry into building).
- **ARRIVING LATE:** If a student arrives at school after 8:00, he/she is to report to the attendance secretary to receive an unexcused tardy pass to class unless he/she has evidence of excusable circumstances for being late. In that case, an excused tardy pass will be issued. Students who are persistently late will be referred to the assistant principal or the social worker.
- **PARTIAL DAY ATTENDANCE:** Any student who is not present at any time in his/her assigned class or activity will be considered as absent for that period.

- **TARDIES TO CLASS:** It is essential for students to report to their classes on time and to attend all classes. Students must arrive in their classrooms by the conclusion of the bell tones, or they will be marked tardy. After the bell tone sounds, students will be tardy to class unless they have an authorized signed school pass. Consequences for “tardies to class” begin at the start of each six weeks and are as follows:

1 <sup>st</sup>	Tardy	verbal warning by teacher
2 <sup>nd</sup>	Tardy	verbal warning by teacher
3 <sup>rd</sup>	Tardy	verbal warning by teacher/social worker meeting to outline tardy policy/ contact home
4 <sup>th</sup>	Tardy	final warning by teacher
5 <sup>th</sup> +	Tardies	assistant principal meeting/lunch detention &/or other consequence

### **Releasing Students During the School Day:**

- In the morning, parents should contact the school attendance office to inform the office that the child will be leaving during the day. Please indicate if your child is leaving and not returning.
- Parents should check in at the office and office personnel will contact the child via the intercom.
- A child will not be released to anyone other than the parent unless the parent has made prior arrangements.
- Children should never leave the school without permission from the teacher and the main office.
- If a child is leaving for the purpose of a dentist or doctor appointment, please submit to the office a medical excuse from the physician or dentist.
- Please try to avoid taking your child from school during the school day if possible.
- It is imperative parents taking students to lunch adhere to their student’s lunch schedule. Please do not take children out of class early and be sure to return on time. If you have more than one child with two different lunch schedules, please do not take one student out of class to go to lunch with a sibling. It is important for children to be in class.

### **MCCSC ATTENDANCE GUIDELINES:**

The complete MCCSC Attendance Guidelines are available upon request in the school office.

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 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.

**Exempt Excused** Absences for the student, which do not count against the school Corporation’s attendance rates include:

- serving as a page or honoree of the General Assembly (IC 20-33-2-14);
- 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);
- when subpoenaed to testify in court (IC 20-33-2-16);
- serving with the National Guard for no more than 10 days (IC 20-33-2-17);
- serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2);
- 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** which do count against the school's attendance rates include:

- A. Illness
- B. Recovery from accident
- C. Death in the immediate family
- D. Professional appointments
- E. College visit for a junior or senior
- F. Participation in or observance of a bona fide religious holiday
- G. Out of school suspensions
- H. Absences that are 504 related to Article 7 or Section 504
- 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**

An unexcused absence is an absence from school not authorized by state law or Corporation policy. The Superintendent will develop administrative guidelines which define and address each category. The Superintendent is authorized to establish an educational program for parents of truant students, which is designed to encourage parents to ensure that their children attend school regularly. The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year;
- B. investigates the cause(s) of his/her truant behavior;
- C. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
- D. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
- E. provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.
- F. provides for corrective action, such as by juvenile probation or the Department of Child Services, as appropriate.

**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.
- 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”.
  - 2. A “Ten Day Letter” may require a physician’s statement of incapacity for future absences to be counted as excused.) Make documented phone calls to parents
  - 3. Refer to the School Social Worker for contact/conference
  - 4. File One Day Legal Notice

**For 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. This 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
- d. File One Day Legal Notice
- e. Demand a physician’s statement of incapacity for all future absences (Verification of incapacity through a physician’s statement, or other verification documented by the school that verifies a student is legitimately ill, will be counted as excused absences.)
- f. 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.)
- g. 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.

**STUDENT BEHAVIOR STANDARDS**

Tri-North students have the right to a safe, positive learning environment. These rights must not be violated by anyone, including other students. Bullying by a student or group of students against another student is prohibited. Lewd, vulgar, offensive or abusive conduct, speech, and/or dress are not acceptable. Students must not disrupt the order of the school. In order to create and maintain a positive learning environment, we expect children to observe school-wide expectations and classroom expectations.

**BEHAVIOR EXPECTATIONS**

Good conduct is good citizenship based on the principles of respect and responsibility. We will be polite to each other and treat others the way we like to be treated. Our actions and behavior will contribute to a safe, calm, friendly environment so that teachers can teach, and students can learn.

- 1. Do not hurt anyone else physically or verbally.

2. Arrive in class on time and be prepared with the following: books; paper; pencil; charged, school-issued device; any other appropriate materials; and completed assignments.
3. Listen to the teacher; don't talk out of turn.
4. Use negotiation skills or seek conflict mediation when disagreeing with someone instead of shouting, hitting, or fighting.
5. Walk to the right in the hallways and on the stairways. Do not run, push, or shove in the hall.
6. Vulgarities, obscenities, and gang signs in any form are prohibited.
7. Do not throw rocks, snowballs, or any other objects that could injure another person.
8. All MCCSC buildings are designated as tobacco free. Use or possession of tobacco in any form in or around the school building during the school day, on the school bus, or during any school-sponsored activities is prohibited.
9. No food or drinks are allowed outside the cafeteria except lunches kept in lockers in a closed container.
- 10. Students are cautioned not to bring large amounts of money to school. All electronic devices (including cell phones) should not be brought to school unless related to instruction or a class related activity. Because these valuable items may be disruptive to classes, they must remain in the owner's locker between 8:00-2:55 PM. Cell phones may be left in the attendance office during the school day. Items such as tobacco in any form, vaping devices, matches, lighters, squirt guns, knives, throwing stars, fireworks, laser pens, gambling devices, skate boards, etc. will be confiscated by school personnel and turned over to the office. The school is not responsible for the protection of valuables nor can school personnel be held accountable for safe keeping of such items. Parents or guardians must pick up the item. The first time a cell phone is confiscated, it will be turned over to the parent. With any subsequent confiscation, the phone will remain in the office until the end of the school year.**
11. Selling of anything by students is permitted ONLY with prior approval by the principal. Anything confiscated will not be returned.
12. Backpacks, purses, equipment bags, string bags, and/or bags of any kind are to remain in the lockers during the school day.
13. Public displays of affection such as kissing, handholding, and arms around waists, are not allowed.
- 14. Possession, consumption, and/or transmission of any alcoholic beverage, prescription or nonprescription drug, or look-alike drug is illegal. Anyone in violation of the law faces immediate suspension and possible expulsion as well as juvenile justice.**
- 15. Never bring weapons, look-alike weapons, or items intended to be weapons to school. Anyone doing so faces immediate suspension and possible expulsion. 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. IC 20-33-8-16(e).**
- 16. Bullying, Hazing, and Relational Aggression is a violation under Indiana law (IC 30-35-2-1 *Intimidation* and IC 20-33-8-0.2 *Bullying*). Bullying by a student or a group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.**
17. 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, socioeconomic status, disability, or position in the school. 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.
18. Relational Aggression (RA) is behavior that is intended to harm someone by damaging or manipulating his or her relationship with peers. Using RA to gain social status, handle conflict, as "fighting words" that are an expression intended to arouse anger or hostility at the person to whom they are directed is unacceptable.

Examples of RA are: spreading rumors, gossip, exclusion, taunting, and building social alliances.

19. Any threat of violence toward another individual, (especially a threat of homicide or threat implying potential homicide) whether that individual be a student, a school employee, or a visitor on campus is a serious health and safety issue for the school. It is a violation of Indiana law (35-45-2-1) regarding intimidation and may be dealt with through a referral to appropriate local law enforcement agencies and a recommendation for expulsion from school. 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.

## **STUDENT DRESS**

As students mature and become adults, they will be required to meet certain dress standards for many occupational obligations and social functions. At Tri-North Middle School students are expected to wear their clothing and to manage their appearance in a proper, modest and responsible manner. All staff members monitor appropriateness and a school administrator will make final decisions regarding appropriateness.

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 may be removed from school for not complying with this rule. Additional dress referrals will be viewed as “refusal to comply with a reasonable request”.

- A. Clothing and/or accessories, that present a clear and present danger or likelihood to cause a material and substantial disruption of school or school activities is prohibited.
- B. All clothing is required to have straps or sleeves. Shirts or tops must cover the chest, breast, waist, and back below the shoulder blades at all times. See through clothing is prohibited.
- C. All shorts should be long enough to cover a student’s buttocks at all times and during all activities or movements.
- D. Pants should be worn at or above the waist line
- E. Undergarments should not be exposed at any time. Camisoles are considered to be undergarments.
- F. Any clothing or jewelry that advertises/promotes alcohol, tobacco, drugs, suggestive sexual remarks, hate, racism, sexist remarks, homophobia, xenophobia, violence, profanity, gangs or obscenity is forbidden. G. Jackets of a heavy texture and all coats are not to be worn in the classroom.
- H. Shoes must be worn at all times. Slippers are not acceptable.
- I. The wearing of hats or any head covering are prohibited with the exception of those needed for religious or medical reasons.
- J. Sunglasses are prohibited.
- K. Bags of any kind are to remain in the locker during the school day.

*Expectations for student dress apply to during school hours and at all school related functions.*

## **PUBLIC DISPLAY OF AFFECTION**

Holding hands, arms around each other, or other displays of affection are not permitted at school or school sponsored activities.

## **EXPULSION FOR FIREARMS POSSESSION**

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition, he/she shall be subject to expulsion for a period of one calendar year.

## **DUE PROCESS RIGHTS**

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

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

Adopted by the Board 7/15/91

No particular method of procedure is required for due process, but what is required is: 1) Adequate notice of the charges; 2) Reasonable opportunity to prepare and meet them; 3) An orderly hearing adopted to the nature of the case; and 4) A fair and impartial decision.

## **STUDENT DISCIPLINE**

### **I. Student Conduct**

The Board believes that students should have certain expectations regarding their rights, and learn 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.

## II. Student Code of Conduct

A. 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;

1. No student shall possess, handle or transmit any firearm or destructive device on school property.
2. 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:
  - a. 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.
  - b. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. 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 constituents an interference with school purposes or an educational function.
4. No student shall knowingly possess, use, or be under the influence of alcohol or any alcoholic beverage.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.

- a. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
  - b. 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.
  - c. Setting fire to or damaging any school building or property.
  - d. 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.
  - e. 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.
11. 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.
  12. 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.
  13. 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.
  14. No student shall knowingly possess, handle, or transmit a knife or any object that can reasonably be considered a weapon.
  15. No student shall be willfully absent from school or tardy to school
  16. No student shall engage in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  17. 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.
  18. 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:
    - a. engaging in sexual behavior on school property;
    - b. disobedience of administrative authority.
  19. No student shall cause or attempt to cause damage to school property, or steal or attempt to steal school property.
  20. No student shall cause or attempt to cause damage to private property, or steal or attempt to steal private property.

21. 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.
22. No student shall use an electronic paging device or a handheld portable telephone on school grounds during school hours.

B. 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.

### III. Consequences for Violations of the Student Code of Conduct

School officials will implement practices of progressive discipline when students do not adhere to the Code of Conduct in order to maintain an appropriate safe and orderly school environment. Progressive discipline means beginning with the least severe or restrictive discipline appropriate to the offense, and utilizing more severe sanctions when a student's behavior warrants. Actions may include, but are not limited to, office referral, conferencing, mediation, detention, removal from class or activity, in-school suspension, alternative to suspension program, suspension, alternative to expulsion, and expulsion. Actions may not include the use of physical activity or the withholding of food as a form of discipline.

The School Board recognizes that removal from the educational program of the Corporation, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this Corporation and one that cannot be imposed without due process since removal deprives a non-disabled student of the right to an education. In all cases, except when legally defined, alternatives to suspension will be considered as a first option to suspension, and alternatives to expulsion will be considered as a first option to expulsion.

### IV. DEFINITIONS

- A. **PREVENTION**- Agreed upon school wide norms and expectations for behavior taught to all students. Effective classroom management strategies for which staff is held accountable and emphasis on building positive student teacher connections.
- B. **PROGRESSIVE DISCIPLINE**- A means of using the least restrictive response that is appropriate to the violation committed. This could include:
  - Loss of recess, lunch detention, after school detention, and restriction from after school activities.
  - Counseling with the principal or designee regarding the behavior in question.
  - Conferences with the parent.  Mediation
  - Removal from class or activity
  - Assignment of additional schoolwork or community service work.
  - Alternative to suspension
  - Suspension
  - Alternative to Expulsion
  - Expulsion
- C. **MEDIATION**- a voluntary and confidential process in which a neutral third-party facilitator helps people discuss difficult issues and negotiate an agreement. Peer Mediation refers to a process in which young people act as mediators to help resolve disputes among their peers. The student mediators are trained and supervised by a teacher or other adult.



- D. **REMOVAL FROM CLASS OR ACTIVITY**- An elementary, middle school or high school teacher will have the right to remove a student from his/her class or activity for disciplinary reasons for a period of up to one (1) school day, or up to five (5) school days with approval of the principal. This includes sending a student to the office. Students sent to administration for disciplinary issues will be considered on administrative time while they wait for a disposition. An action taken by a principal or designee that removes the student from the instructional process for an extended period of time will be defined as in-school suspension. In-school or out-of-school suspensions are reported to the State as full day suspensions no matter the actual length of the suspension. During the period of removal, the student may 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 a conference with the teacher and/or the principal.
- E. **ALTERNATIVE TO OUT OF SCHOOL SUSPENSION (ATS)** – This includes any activity that does not remove the student from school grounds or alternative school sites. This may include, but is not limited to mediations, after school detentions, lunch detentions, in-school suspension or the ATS program.
- E. **SUSPENSION FROM SCHOOL** – This includes removal from school grounds or any school function for up to 10 days. 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 ten (10) school days.
- F. **ALTERNATIVES TO EXPULSION (ATE)** – This includes any endeavor to continue the student’s education rather than the removal of the student from any school grounds and any instructional activities for the remainder of a semester or any period exceeding 10 school days. This may include but is not limited to mediations, the Youth Outreach Program, Teen Learning Center, retention at school under a contract that may include additional expectations or restrictions or any other activity approved by the Superintendent or his/her designee.
- G. **EXPULSION** – This includes the removal of a student from the school grounds or any other function or activity. In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation number one listed under the grounds for Suspension and Expulsion in this guideline.
- H. **DESIGNEE** – For the purposes of this policy and the attending guidelines, the principal’s designee refers to an assistant principal or chief building administrator.

V. **GROUND FOR DISCIPLINARY ACTIONS INCLUDING SUSPENSION OR EXPULSION**

- A. Grounds for suspension or expulsion are student misconduct or substantial disobedience. The grounds for suspension or expulsion listed above apply when a student is:
  - 1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
  - 2. Off school grounds at a school activity or event.
  - 3. Traveling to or from school or a school activity, function, or event.
- B. Examples of student misconduct or substantial disobedience are listed in the Student Code of Conduct beginning on page 1 of this document.
- C. Recognizing that 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 20-8.1-5.1, the Board authorizes administrators and staff members to take the following actions, with the stipulation that out of school suspensions, alternatives to out of school suspensions, expulsions, and alternative to expulsions will be initiated by the school principal, assistant principal, or chief building administrator.

## VI. PROCEDURES

- A. REMOVAL FROM CLASS OR ACTIVITY – Specific procedures shall be determined at the school level.
- B. ALTERNATIVE TO SUSPENSION (ATS) – Mediations, school detentions, lunch detentions, and in-school suspension shall be determined at the school unless placement is recommended at a different facility such as the ATS program. The procedures for ATS placement are:
  - 1. Complete suspension paperwork for ATS only;
  - 2. Have student sign Rules of ATS and form letter to Prosecuting Attorney;
  - 3. Notify parents of ATS and have parents sign forms if possible;
  - 4. Notify ATS program.
- C. 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.
- D. ALTERNATIVES 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.

Requirements for Participation:

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. ATE Process for non-alcohol or drug offenses:
  1. File expulsion paperwork (Form 5600-2) with the Office of the Superintendent indicating that an ATE will be offered. Under certain circumstances, students may be placed at Youth Outreach without filing for expulsion.
  2. Hold a conference with the student and parent(s)/guardian(s) informing them that expulsion has been filed but offering an ATE instead. The terms of the ATE must be clearly stated at this conference.
  3. If the student and parent(s)/guardian(s) are in agreement to accept the proposed ATE then the ATE Agreement (Form 5600-18) will be signed by all parties and the student and parent(s)/guardian(s) will be provided with any further information necessary.
  4. If the student or the parent(s)/guardian(s) are not in agreement with the ATE and the terms therein, then the request for expulsion will proceed.
  5. In either event, (3 or 4 above) the school administrator must inform the expulsion examiner that the expulsion will proceed or that an ATE has been agreed upon.
  6. The expulsion examiner will notify the student and parent(s)/guardian(s) in writing that expulsion is proceeding and they have a right to a hearing, or that an ATE has been agreed to in lieu of an expulsion, but should the student not comply with the terms of the ATE Agreement in any manner, that expulsion will automatically ensue for the duration of the original expulsion request.
  7. The ATE Agreement will officially be deemed ended at the end of the time when the requested expulsion would have ended.

#### ATE Additional Processes for Drug/Alcohol Related Offenses:

The MCCSC procedures are based on trust and reasonable suspicion, rather than presumed guilt. Further, the detection of use is through the health office to rule out other health issues as well as to collect physiological evidence. The consequences are combined with a referral for help, rather than solely punishment. When the violation of Student Code of Conduct pertains to illegal drug or alcohol possession or use, the above procedures apply, as well as the following. (Form 5600-18) Students who are apprehended transmitting or selling drugs are not eligible.

1. To confirm reasonable suspicion of drug or alcohol possession or usage:
  - a. Normal investigative procedures and questioning of anyone knowledgeable of the incident should be pursued.

- b. The student is to be sent (or escorted) to the nurse's office. The nurse will conduct a health check, which includes, but is not limited to blood pressure, pulse rate, and pupil dilation
  - c. Should personal, vehicle or locker search be necessary, the provisions of MCCSC Policies and Guidelines 5513 and 5771 will be followed. Witnesses should be present in any form of personal search.
  - d. If drugs are involved and the vitals are unusual, an administrator refers the parent to a drug test lab that conducts a minimum 7-panel test that measures THC (marijuana) levels down to a detection of 20 nanograms. (See list of available labs on intranet)
  - e. If alcohol is involved and the vitals are unusual, an administrator will have the nurse or police conduct a portable breath test.
2. Failure to comply with steps in "1" when there is reasonable suspicion may result in expulsion for failure to comply with directions and disobedience of administrative authority.
  3. Upon confirmation of alcohol or drugs, the following actions are taken:
    - a. The student's parents will be notified immediately or as soon as practically possible. Such notification will be documented.
    - b. Possession of controlled substances or alcohol is to be reported to local law enforcement officials (using form 5600-20).
    - c. Confirm that the incident is a first-time offense and that the offense did not include transmitting or selling drugs/alcohol. The school is under no obligation to offer ATE to a student more than one time during the student's school career.
  4. The terms of an ATE for drug or alcohol offenses must include:
    - a. A referral to an outside entity for an assessment by a certified/licensed addictions counselor or counseling agency recognized by the State of Indiana Division of Mental Health and Addictions. (see attached list of updated local resources on MCCSC Intranet). The recommendations from the assessment agency must be jointly accepted by the school, student, and parents.
    - b. The MCCSC retains sole authority establishing the conditions for the student's return to school.
    - c. The MCCSC will:
      - Inform parents of available resources for evaluation of student substance abuse.
      - Provide information to the parents regarding relevant procedures, timelines, and the School Referral Evaluation form, etc., of the Alternative to Expulsion Program.
      - Hold a re-entry consultation with the student/ family, school personnel, and other appropriate personnel as designated prior to the student's return to school.
      - Provide appropriate follow-up data to the referral agency upon request.
  5. In order to be accepted as an appropriate referral agency, that agency must:
    - a. Schedule an assessment interview with the student and parents/guardians as soon as possible (must be done within 5 days).

- b. Provide appropriate educational/psychological treatment or therapy (or refer to an appropriate agency) for each student
  - c. Provide an assessment recommendation to school personnel.
  - d. Reserve the right to terminate service to students who refuse to participate appropriately.
  - e. Work with the school corporation in assessing the program and implementing modifications when necessary and feasible.
6. In order to fulfill the requirements of law enforcement agency notification for drug offenses, which occur on school property, the following procedures will be utilized:
- a. School personnel have a duty to report to school administrators all drug violations that occur on school property or within 1,000 feet of school property. Drug violations include dealing in, possessing or manufacturing controlled substances, marijuana, hashish, counterfeit controlled substances, or drug paraphernalia. School administrators must report, in writing, all drug violations, of which they have personal knowledge or for which they have received a report, to a law enforcement official. Form 560020 will be filed with appropriate law enforcement agencies and the Administration Center.
  - b. Advise the parents that the appropriate law enforcement agencies are currently being notified— (Bloomington Police Department/Indiana State Police/Monroe County Sheriff.)
7. When behavior warrants, suspension and expulsion procedures shall be followed.

F. 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.
- 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.
  - f. The date the expulsion would end if upheld.
  - g. 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.)

- h. 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.
6. 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.

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  
Revised Guidelines Reviewed by the Board: 1/8/08, 3/28/2017

## **SUSPENSION and/or EXPULSION OF NONDISABLED STUDENTS**

### DEFINITIONS

Recognizing that 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 IC20-33-8, 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 ten (10) school days.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this guideline.

## GROUNDINGS FOR SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed in Section A below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

A violation by a student of a rule listed in Sections A is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. Violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation.

### A. Student Misconduct and/or Substantial Disobedience

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:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging 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:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. 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.
  - c. Setting fire to or damaging any school building or property.
  - d. 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.

- e. 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.
2. Engaging 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, hazing, or other comparable conduct.
3. Engaging 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.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
7. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing 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 or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon or looks like a weapon.
11. Possessing, using, transmitting, or being under the influence of any narcotic drug, prescription drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, alcoholic beverage, , , stimulants or intoxicants of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.
  - a. Exception to rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
    - (1) That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
    - (2) The nature of the disease or medical condition requires emergency administration of the prescribed medication.



- (3) The student has been instructed in how to self-administer the prescribed medication.
  - (4) The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
  13. Possessing, using, transmitting, or being affected by caffeine-based substance other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
  14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, any type of look-alike products or other related products associated with tobacco or nicotine use.
  15. Possessing, using, distributing, purchasing, or selling e-cigarettes or other related products.
  16. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
  17. Failing to comply with directions of teachers or other school personnel during any period of times when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  18. Failing to completely and truthfully respond to question from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal laws.
  19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or state or federal law.
  20. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constituents an interference with school purposes or an educational function.
  21. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rule or state or federal law.
  22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  23. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
  24. Possessing sexually related materials, which include images displaying uncovered breasts, genitals or buttocks.
  25. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
  26. Engaging in pranks or other similar activity that could result in harm to another person.
  27. Using or possessing gunpowder, ammunition, or an inflammable substance.
  28. Violating or repeatedly violating 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:
    - a. engaging in sexual behavior on school property;
    - b. engaging in sexual harassment of a student or staff member;
    - c. disobedience of administrative authority;
    - d. willful absence or tardiness of students;
    - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
    - f. violation of school corporation's acceptable use of technology policy or rules;
    - g. violation of school corporation's administration of medication policy or rules;

- h. possessing or using a laser pointer of similar device
29. Any student conduct rule the school building principal establishes and gives notice to students and parents.

## B. POSSESSION OF A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm or destructive device on school property.
2. The following devices are considered to be a firearm under this rule: any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is: an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above, a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or destructive device: suspension up to 10 days and expulsion from school for one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

## C. POSSESSION OF A DEADLY WEAPON

- a. No student shall possess, handle or transmit any deadly weapon on school property.
- b. The following devices are considered to be deadly weapons for purposes of this rule:
  - a weapon, Taser 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.
  - a biological disease, virus, or organism that is capable of serious bodily injury.
- c. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.

- d. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

#### D. Unlawful Activity

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 that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### F. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

LEGAL REFERENCES: I.C. 20-33-8-1 et seq. I.C. 35-31.5-2-86 I.C. 35-47.5-2-4 I.C. 35-47-1-5

## Hazing

The School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy

Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this to all students and Corporation employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

## ANTI-HARASSMENT

### General Policy Statement

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all Corporation operations, programs, and activities.

All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the Corporation community at school-related events/activities (whether on or off Corporation property).

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following 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.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

### **Definitions Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity
- B. Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls. Sexually suggestive objects,

pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals.

- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a Corporation employee or other adult member of the Corporation community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's education, or such that it creates a hostile or abusive educational environment.

NOTE: Sexual conduct/relationships with students by Corporation employee or any other adult member of the Corporation community is prohibited, and any teacher, administrator, coach or other school authority, or staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and may also be guilty of the criminal charge of "sexual battery" as set forth in Indiana Code 35-42-4-8. In the case of a child under fourteen (14) years of age, the person may also be guilty of "child molesting" under Indiana Code 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person may also be guilty of "sexual misconduct with a minor" under Indiana Code 35-42-4-9. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave with pay until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's educational

performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Reports and Complaints of Harassing Conduct**

Members of the Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the Corporation community or third parties who believe they have been unlawfully harassed by another member of the Corporation community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extra-curricular programs. Individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually in the parent and staff handbooks and on the School Corporation's web site.

The Superintendent shall establish administrative guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This policy and the administrative guidelines will be readily available to all members of the School Corporation community and posted in appropriate places throughout the School Corporation.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

### **Privacy/Confidentiality**

The Corporation will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Informal Process for Addressing Complaints of Harassment**

The administrative guidelines will include an informal complaint process to provide members of the Corporation community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the Corporation community or third parties who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The administrative guidelines will include as a requirement the prerequisite that the informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process. Those members of the Corporation community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process. However, all complaints of harassment involving a Corporation employee or any other adult member of the Corporation community against a student will be formally investigated.

### **Formal Process for Addressing Complaints of Harassment**

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the

investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Members of the Corporation community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one (1) of the Complaint Coordinators identified in the administrative guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the administrative guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

A copy of the written report will also be delivered to the member of the Corporation community or third party making the complaint and the individual accused of the harassing conduct.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct. The decision of the Superintendent shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the Corporation community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Indiana Civil Rights Commission, or the Equal Employment Opportunity Commission.

#### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior remedial action has been taken against a member of the Corporation community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future. *Education and Training*

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the Corporation community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general will be age and content appropriate.

## **BULLYING**

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The School Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein.

Bullying as defined by Indiana law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile student 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 target 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 and would include, but is not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Bullying does not include:

- participating in a religious event;
- acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- participating in an activity consisting of the exercise of a student's freedom of speech rights;
- participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- participating in an activity undertaken at the prior written direction of the student's parent; or

This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

1. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
2. disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

The Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system or computer network.

Monroe County Community Schools shall provide training to the school corporation's employees and volunteers who have direct, ongoing contact with students concerning bullying behavior.

Monroe County Community Schools will provide training and/or instruction on anti-bullying prevention and policy 7:30 The Superintendent designee will be responsible for administrative guidelines to enforce this policy.

### **Bullying Guidelines (policy 5517.01)**

Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

1. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts



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

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or
  - 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.
2. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
  3. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the [school administrator] who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the [school administrator]. This report may be made anonymously.
  4. The [school administrator] shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
  5. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.
  6. The [school administrator] will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
  7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
  8. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.
  9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
  10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
  11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
  12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

## **CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS**

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 investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. 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.

## **SEARCH AND SEIZURE**

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment. In balancing these competing interests, the School Board directs the Superintendent to utilize the following principles.

### **School Property**

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device. The School Board directs the school principals to conduct a regular inspection of all such storage places.

### **Student Person and Possession**

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the School Board as defined by I.C. 20-33-8-14

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

### **Non-Invasive Test Instruments**

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the School Board has established a zero tolerance for alcohol use.

### **Use of Dogs**

The School Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

The Superintendent shall promptly record in writing the following information for each search pursuant to this policy:

- A. the information upon which the search was based
  - B. the time, date, location, students, or places searched, and persons present
  - C. a description of any item seized and its disposition
- the time and date of notice to the parent or guardian in the case of the search of the person of a student

## **SELLING MATERIALS FOR PRIVATE GAIN**

The sale of all items at Tri-North Middle School must have the permission of the principal or designee. All sales which are attributed to profit of a personal nature are prohibited and will be confiscated.

## **SUBSTITUTE TEACHERS**

Our school is fortunate to have people who are available to help us when our regular teachers are unable to attend school. Substitute teachers are special guests to our school, and will be treated with respect. Students should be polite, follow directions, and generally on their best behavior while a substitute is in their class. The regular teacher

leaves instructions of what is to be done while he/she is gone from class. The substitute is in full authority while in the classroom. **Students referred to the office for disrupting the teaching of a substitute will serve in school suspension as a consequence.**

## **STUDENT RIGHTS OF EXPRESSION**

MCCSC recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material, buttons, badges, or other insignia; and the like. All items must meet school guidelines.

- A. A material cannot be displayed or distributed if it:
- is obscene to minors, libelous, indecent, or vulgar,
  - advertises any product or service not permitted to minors by law,
  - intends to be insulting or harassing,  intends to incite fighting,
  - or 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.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

- B. 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.

# **TRANSPORTATION**

## **BUS TRANSPORTATION TO SCHOOL**

The Monroe County Schools provides students the privilege of bus transportation for students who live within school attendance area. Children are expected to follow these rules while riding the bus.

- Be on time at the bus stop.
- Be careful to protect the private property at the bus stop. Do not trespass.
- Bus drivers have the same disciplinary authority as a classroom teacher. Follow the driver's instructions the first time given.
- Stay in your seat. The driver may assign seats.
- Keep head, hands, arms, and feet inside the bus.
- Profanity, smoking, eating, and/or drinking is not allowed on the bus.
- Always cross in front of the bus when boarding or after exiting.

### **Safety checklist:**

#### **Getting to the bus stop:**

1. Always get to the bus stop at least five minutes before the bus is due to arrive.
2. Running across the road to catch the bus isn't smart.

3. If you have to walk on roads where there are no sidewalks, always walk against traffic. Try to stay off the road as much as possible.
4. When crossing the street to get to the bus, always look left, then look right, then look left again. If there are parked cars blocking your view, go to the nearest corner cross walk.

### **While you're riding the bus:**

1. When the bus is moving, always stay in your seat. Let the bus driver concentrate on the road. Remember, the bus driver's job is to get you to and from school safely.

### **Getting off the bus**

1. When you leave the bus, use the handrail.
2. Make sure there is nothing sticking out on you (your clothes, the hood of your coat, key chains, backpack, etc.) that could get caught in the handrail on the bus or the bus door.

Riding a school bus is a privilege, which can be denied at any time for disruptive or unsafe behavior. If students remain seated, talk quietly, keep hands and feet and objects to themselves, and cooperate with the driver, the ride will be more pleasant and safer for all.

Children must have a change of transportation form signed by their parent if they are to ride a bus other than their regularly assigned bus, or get off at a different stop.

### **Bus Transportation Questions:**

Please go to the MCCSC website ([www.mccsc.edu](http://www.mccsc.edu)) with questions regarding:

- which bus your child will ride.
- where the bus stop is located.
- what are the pick-up/drop-off times.
- or call the transportation department at 330-7719.

## **PENALTIES FOR INFRACTIONS**

A student who becomes a behavior problem on the school bus shall be disciplined in accordance with the Student discipline code and may be deprived of the privilege of riding the school bus.

### **BICYCLES AND STUDENT OPERATED MOTORIZED VEHICLES**

Tri-North Middle School assumes no responsibility for the safe keeping of bicycles. A bicycle parking area is located outside the gymnasium. If a student rides a bicycle to school make sure it is parked and locked when at school. NO STUDENT should operate a motorized vehicle of any kind without the principal's permission.

### **BUS STOPS AND WALKING**

Students are under the school jurisdiction from the time they leave their homes to go to school until they arrive at their homes at the end of each school day. Their behavior on the way to school as well as on their way home should be the same as if they are on school property. This includes both walking to school and waiting at the bus stop.