



**Student Policies and Discipline Handbook
2019-20**

Superintendent
Principal
Counselor

Dr. Judith DeMuth
Mrs. Jessica Willis
Ms. Keri Gross

**TRUST. RESPECT. RESPONSIBILITY.
FIDELITAS•VENERATIO•OFFICIUM**

Monroe County Community School Corporation 2019-2020 Staff Calendar

<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="7">AUGUST '19</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></td><td>1</td><td>2</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	AUGUST '19							S	M	T	W	Th	F	S						1	2	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>July/August 1 - New Teacher Welcome 5 - Opening Day for Teachers 6 - Teacher Workday 7 - First Day for Students</p> <p>18 Student Days</p>	<p>1 February 3 14 - 4th 6-wk Grading Period 17 - Built-in Snow Day (Presidents' Day)</p> <p>19 Student Days</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="7">FEBRUARY '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></td><td></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> </tbody> </table>	FEBRUARY '20							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	29							
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Key	Teacher Days	Student Days	6-wk Grading Period Ends	9-wk Grading Period Ends
Teacher Day Only	1 st Sem. 91	1 st Sem. 88	September 13	October 11
No School/Holiday	2 nd Sem. 94	2 nd Sem. 92	November 1	December 19
Built-in Snow Day	Total Days 185	Total Days 180	December 19	March 6
First / Last Student Day			February 14	May 22
Summer Break			April 3	
			May 22	

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FOREWORD

Welcome to The Academy of Science and Entrepreneurship (The Academy). The faculty and staff of The Academy are committed to providing all students with a challenging and supportive learning environment that encourages them to reach their fullest potential academically, personally, and socially. It is a goal of The Academy to create an active and engaged learning community. We feel that parents are an integral part of this process and welcome and encourage their support and participation at The Academy.

Since the Academy is a district optional school, students and their parents/guardians have choice whether or not to enroll. Optional schools are public schools that offer an option to the traditional schools in a district. In the case of The Academy, the option is to attend a school that is part of a national network of New Technology schools that follow a unique project-based approach to learning. No student is required to enroll at The Academy. By choosing to come to The Academy, students and parents/guardians are committing to follow the norms, learning requirements, rules, policies and procedures of the school. Otherwise, they have the option to attend their home school in the district. We believe it is a privilege to attend The Academy. It is also a privilege for the faculty and staff of The Academy to have the opportunity to teach your children.

This handbook is designed to provide both parents and students with important information regarding the school's philosophy, policies and procedures, as well as, district and state policies. It is critically important that both parent and student read through this handbook, discuss its contents, and refer to it throughout the school year. Students will be held accountable for following school rules and policies and failure to read this handbook does not release students or parents from their responsibility to support and follow them. Please feel free to contact the school office if you have any questions.

Thank you for taking the time to familiarize yourself with the important information in this handbook.

We are looking forward to a great school year!

The Faculty and Staff of The Academy

MISSION STATEMENT

The Academy of Science and Entrepreneurship cultivates a collaborative learning community that empowers students to innovate and achieve in an ever-changing world.		
COMMUNITY – Trust, Respect, Responsibility		
<i>Pillars</i>	We believe...	We do...
Collaborate	The ability to problem solve, communicate, negotiate, listen effectively and to be accountable to others are critical skills necessary to be successful in the 21 st century.	Model and practice collaboration through school-wide decision-making, Project-Based Learning, incorporating community partners and other classroom practices.
Empower	The school environment should develop self-directed, willing, confident learners who find their voice yet understand the balance between one's personal freedom and one's responsibility to others and the greater community.	Foster an environment that promotes student ownership of learning, both individually and collectively; includes and supports student voice in the development of school culture; and, encourages self-discipline and personal responsibility.
Innovate	The challenges of living in an ever-changing world require people to be adaptable, flexible and critical thinkers who can apply their learning to new situations, confront challenges that have no clear answers, solve problems and respond to unanticipated obstacles.	Utilize Project-Based Learning and other learning strategies that offer students multiple opportunities to explore authentic, open-ended questions that allow for multiple approaches with a possibility of multiple outcomes.
Achieve	ALL STUDENTS CAN ACHIEVE THROUGH MULTIPLE PATHWAYS THE KNOWLEDGE, SKILLS, AND ATTITUDES NECESSARY FOR TRANSITIONING TO POST-SECONDARY SUCCESS AND TO MEET THE RIGOROUS REQUIREMENTS OF WORKING IN A TECHNOLOGY-RICH, INTELLECTUALLY COMPLEX AND PERSONALLY CHALLENGING WORLD.	Center the curriculum around authentic learning that incorporates Project-Based Learning and other learning strategies, state curriculum standards, 21 st century skills, college credit, and the opportunity to pursue career pathways, ensuring that students are both college and career ready.

NEW TECHNOLOGY PHILOSOPHY AND PRACTICE

Based on the concept of the New Technology High Schools developed in Napa, California, The Academy of Science and Entrepreneurship is an optional school that differs from the traditional high schools in the Monroe County Community School Corporation. The major focus of teaching and learning at The Academy is Project-Based Learning combined with college and career preparation.

Project-Based Learning brings together intellectual inquiry, rigorous real-world standards and student engagement in relevant and meaningful work. Many schools offer project-based learning for their students, but The Academy is unique because students are thoroughly immersed in it. Learning at The Academy requires students to master the subject matter necessary for traditional standardized tests, but also requires them to develop the skills to meet the rigorous requirements of working in a technology-rich, intellectually complex and personally challenging world. Project-Based Learning offers students multiple opportunities to apply their learning to new situations where the answer is not obvious – where students are confronted with challenges that have no clear answers, where they must solve problems and respond to unanticipated obstacles.

Adolescents often learn best when they encounter intriguing topics and people in real-world situations and when they are faced with genuine challenges, choices, and responsibility for their own learning. Classes are designed to help students gain knowledge through application and experience. Teams of students are often given problems or challenges they must solve by using what they have learned and the resources surrounding them, both at school and in the community. Students have the opportunity to learn outside the classroom through fieldwork, internships, community service, career training and by taking college-level dual-credit courses.

New Technology schools are intentionally designed to develop in students the perceptions, attitudes, and skills needed to successfully navigate the ever-changing world of the 21st century. These tools apply to all aspects of life - college, work, family, and community. At the corner stone of this work are three critical areas – respect, trust, and responsibility. Research consistently shows that people who are successful in life are people who have developed strong inter-personal communication skills, self-discipline, personal responsibility and accountability. The Academy is dedicated to helping students develop these qualities as part of their “tool box” for life. The Academy desires to produce young adults with the confidence and capability to handle the challenges of contemporary life and manage their lives successfully.

As a result of this commitment, The Academy students, faculty and staff have developed norms to inform and guide the behavior of all who are present in the school. These norms reinforce the importance of respect, trust and responsibility as core values of the school. The rules and policies described in this handbook are designed to help students and parents understand what will be expected of students while at school and what measures the staff and faculty of The Academy are prepared to take to ensure the safety and security of the school community and to ensure that an atmosphere that promotes academic engagement is always present.

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.

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

SCHOOL DAY

Monday - Friday

Classes Begin: 8:10 AM

Classes End: 2:40 PM

When a delay is called because of circumstances beyond our control, school will start at 10:10.

M, T, W, TH			Friday			DELAY SCHEDULE		
Block w/Advisory			Regular Block			Block w/Advisory		
Period			Period			Period		
Day 1-Blue			Day 1			Day 1-Blue		
1	8:10 AM	9:30 AM	1	8:10 AM	9:37 AM	1	10:10 AM	11:08 AM
2	9:31 AM	10:51 AM	2	9:40 AM	11:07 AM	2	11:10 AM	12:08 PM
Lunch	10:51 AM	11:26 AM	lunch	11:10 AM	11:40 AM	Lunch	12:10 PM	12:40 PM
Advisory	11:26 AM	11:58 AM	3	11:43 AM	1:10 PM	Advisory	no advisory/symposium	
3	11:59 AM	1:19 PM	4	1:13 PM	2:40 PM	3	12:43 PM	1:41 PM
4	1:20 PM	2:40 PM	Day 2			4	1:43 PM	2:40 PM
Day 2-Green			5	8:10 AM	9:37 AM	Day 2-Green		
5	8:10 AM	9:30 AM	6	9:40 AM	11:07 AM	5	10:10 AM	11:08 AM
6	9:31 AM	10:51 AM	lunch	11:10 AM	11:40 AM	6	11:10 AM	12:08 PM
Lunch	10:51 AM	11:26 AM	7	11:43 AM	1:10 PM	Lunch	12:10 PM	12:40 PM
Symposium	11:26 AM	11:58 AM	8	1:13 PM	2:40 PM	Symposium	no advisory/symposium	
7	11:59 AM	1:19 PM				7	12:43 PM	1:41 PM
8	1:20 PM	2:40 PM				8	1:43 PM	2:40 PM

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 fellow students and the staff. Students will be expected to follow staff members' directions and obey all school norms.

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. Parents will have access to Canvas via parent login so that they may monitor the progress of their student. In addition, parents 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. To further such communication, it is important that parents maintain current email addresses in the school office.

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.

SOCIAL EMOTIONAL LEARNING

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

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. Parent involvement in this procedure is required. More importantly, MCCSC encourages the parent to be an active participant. To inquire about the procedure please contact Anna Oresko, Special Education teacher.

Students with disabilities who do not qualify for special education may be served within the regular education program with a Section 504 accommodation plan developed through an interactive dialogue between The Academy of Science and Entrepreneurship, the student, and the student's parent/guardian. Parents/Guardians who believe their child may have a disability that interferes substantially with the student's ability to function properly in school should contact Keri Gross, Counselor.

SUPPORTS FOR STUDENTS WITH DISABILITIES

In compliance with state and federal law, MCCSC will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities.

In order to qualify as a protected student with a disability, the student must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for “protected students with disabilities” are distinct from those applicable to eligible students enrolled (or seeking enrollment) in special education programs. See school board policy 2260.01 for additional details and procedures. For further information on the evaluation procedures and provision of services to protected students with disabilities, contact: Jessica Willis, Principal.

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 PARTICIPATION IN PERSONAL ANALYSIS, EVALUATION OR SURVEY

The MCCSC has a form that is to be used to provide, as required by law, prior written consent of a student's parents or guardians for the student's participation in a personal analysis, evaluation, or survey that is not directly related to academic instruction and reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings.

RELEASE OF STUDENT INFORMATION

Each year the Corporation shall provide public notice to students and their parents of the Corporation’s intent to make available, upon request, certain information known as "directory information". The School Board designates as student "directory information": 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. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

The Corporation shall notify parents and students that they may request that the information not be released by the Corporation to the military recruiting representatives. This notification is to include the process necessary to request that the student not be identified to a military recruiter.

The parent or student must make the request in writing at the end of the student's sophomore year in high school. This is a one-time opt-out opportunity. If the student opts-out in his/her sophomore year and later changes his/her mind a revocation may be made.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within twenty (20) days after receipt of the Corporation's annual public notice.

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 a staff person immediately.

All students must have an Emergency Medical Authorization (EMA) 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. All students must have the appropriate vaccine documentation on file in the Health Office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the health 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 make contact with the student's parents/guardians.

A student who becomes ill during the school day should request permission from the teacher to go to the health office. It will be determined by school staff whether the student should remain at school or be released to go home. Students should not on their own contact parents and ask to be picked up. It is the responsibility of the school to contact the parent after the student is checked out by the school nurse's aide. No student will be released from school without proper parental permission.

IMMUNIZATIONS

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

USE OF MEDICATIONS

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.

SELF-ADMINISTERED MEDICATION

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

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

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

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

WELLNESS PROGRAM

The School Board recognizes that proper nutrition at appropriate meal times are needed for students to grow, learn and thrive. The School Board also recognizes that good health fosters student attendance and education. The following applies to all school campuses during school hours.

1. **FOOD AS A REWARD** – Schools will not use food or beverages to reward good behavior. An exception to this is if it is in a student's IEP [Individual Education Plan].
2. **SACK LUNCHESES** – To be consistent with the school vending machine policy parents are asked to not pack carbonated beverages (pop) in school sack lunches.
3. **FOOD AS CELEBRATIONS** – MCCSC recognizes the link of rewarding good behavior with food to lifelong patterns of overeating. MCCSC is addressing this in the classroom as well as with support from parents.
 - a. Food as celebration during the school day will not be during the school meal hours as based on National School Lunch Guidelines. Further, foods or beverages for celebration will meet the food nutritional guidelines of content and portion size used by MCCSC Food Services.
 - b. Birthday celebrations often cut into an already short school day and the serving size and frequency of sugar based treats can be overwhelming for the students. Parents are strongly encouraged to provide non-food or healthy foods (fruit, granola bars, etc).
4. **SCHOOL CLUBS AND PARENT ORGANIZATIONS** that provide food during the school day will serve food and beverages that meet the nutrition guidelines and portion sizes for food and beverages sold individually as stated in Section 3 of this wellness program.
5. **STORE BOUGHT FOOD** – No food item shall be served to students during the school day that is prepared in a private home unless it is specifically tied to the curriculum. All food must be obtained from sources that comply with Indiana State Department of Health code 410-IAC 7-24. This would include food that is to be shared with other students for class parties, snacks, and celebrations. This does not include sack lunches or snacks that are prepared by a parent for their own child to consume.
6. **FUNDRAISERS** – 80% of fundraising proceeds must be non-food or must meet the guidelines and portion sizes for food and beverages sold individually as stated in MCCSC Guideline 8500AG.

DRUG PREVENTION 5530

The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Indiana statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. tobacco and tobacco products;
- E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to School Board policy;
- F. anabolic steroids;
- G. any "look-alike" substances;
- H. any other illegal substance so designated and prohibited by law.

The School Board prohibits the use, possession, concealment, or distribution of any drug and any drug-related paraphernalia at any time on Corporation property or at any school-related event. It further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for educational purposes.

TOBACCO FREE SCHOOL

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

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.

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 once per 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.

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:

Local Radio Stations		
WTTS 92.3	WGCL 1370	WVNI-FM Spirit 95
WHCC 105.1	WCLS 97.7	WFIU 103.7
Local Television Stations		
WBWB –WTTV Channel 4	WRTV Channel 6	WISH Channel 8
WTHR Channel 13	WXIN-FOX 59	WAVE
Information can also be found on the MCCSC Website www.mccsc.edu		

BUILDING SECURITY

1. All visitors must report to the office when they arrive at school.
2. 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. Suggested question- How may I help you?
3. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
4. As many unneeded outside doors as possible are locked during the school day.

5. 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.
6. Students may not bring visitors to school without first obtaining written permission from the building principal.
7. 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.

EMERGENCY PROCEDURE

Help Keep Our Schools Safe



Confidential

Call the SAFE SCHOOL

HOTLINE 812-330-2494

A confidential means of reporting unsafe conditions that could harm students, staff or the school.

Your Name is Never Asked

SECLUSION AND RESTRIANTS

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

GENERAL INFORMATION

ENROLLMENT IN THE SCHOOL

Student recruitment is a major focus of The Academy of Science and Entrepreneurship. Students that attend The Academy are recruited during their 8th grade year from the MCCSC middle schools, as well as, private and charter schools within the community.

The application process will include the following steps:

- Visit www.mccsc.edu/ase and review the application process under the “Our School” Menu
- Complete and submit an application form. Applications form can be printed out and completed by hand or submitted electronically.
- Read and sign the Student and Guardian Commitment Agreement.
- Attend an information session with the The Academy counselor or principal.
- Attendance, grades and discipline will be reviewed by ASE. Students outside of MCCSC may be asked to submit a transcript or report card from previous school.

- Additional information may be gathered through teacher/counselor recommendations and interviews.
- Acceptance letters/packets are sent on a rolling acceptance basis unless we reach or exceed our enrollment capacity.
- Students are then required to complete enrollment and scheduling paperwork and submit to ASE before a student will be officially enrolled at ASE.

Students that apply who are not 8th graders will be handled on a case-by-case basis.

Students who are new to the MCCSC 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

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The Academy 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.

SCHEDULING AND ASSIGNMENT

The school counselor will work with students to ensure they are assigned the appropriate classes and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the school counselor.

TRANSFER POLICY

Mid-year transfers for students entering or leaving an MCCSC school will be reviewed on a case-by-case basis and will depend on the alignment of curriculum and credits earned. Mid-year transfers are strongly discouraged. Students wishing to transfer in/out of ASE to another MCCSC high school will need to complete an “Inter MCCSC School Transfer Request Form Grades K-12”. This form can be picked up in the main office and will need to be returned to the building principal. Transfers must be approved by both the sending and receiving school principals.

WITHDRAWALS

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

ATTENDANCE

Reporting Absences:

- **Absences must be reported to the school office by 10:00 a.m. on the day of the absence.** Parents should call the school office (812)330-2480 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 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 may 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.

Tardy and Partial-Day Absences:

In an attempt to increase student instructional time, MCCSC schools record these losses using the following process throughout the district:

- Students who are 5 minutes late or less to school or to the classroom due to their own actions will be marked tardy. (i.e.: stopping to chat with friends, in the restroom) Students who are greater than 5 minutes late to class will be marked tardy and may be considered truant.
- Students who are late to class due to a school issue beyond their or their parents' control will not be marked as tardy. (i.e.: late bus)
- All other reasons students are not in school for a portion of the day will be marked as a "partial day absence" on student report cards. (i.e.: late arrival more than 15 minutes, mid-day absence, early dismissal)

Releasing Students During the School Day

- In the morning, parents should send a note to the office to inform her/him that the student will be leaving during the day. If your student is leaving and not returning, please indicate this in your note.
- Parents should check in at the office and office personnel will contact the child. Parents should not go directly to the classroom in an effort to avoid disruptions to instruction.
- A student will not be released to anyone other than the parent unless the parent has made prior arrangements.
- Students should never leave the school without permission from the main office.
- If a student is leaving for the purpose of a dentist or doctor appointment, please submit a medical excuse from the physician or dentist to the office.
- Please try to avoid taking your student from school during the school day if at all possible.

Pre-Arranged Absence

A pre-arranged absence may be requested by filling out the Pre-Arranged Absence Request Form. These are available on the wall outside the main office. The form should be presented to the student's teachers AT LEAST ONE WEEK in advance of the day of the planned absence. Teachers will sign the form after the school principal has approved the absence. It is the responsibility of the student to return the signed form to the school office. An approved pre-arranged absence is an excused absence and the rules for make-up work are in effect.

TARDY POLICY

Developing responsibility and a sense of personal accountability are important goals for students at The Academy. Students are responsible for being on time to school and on time to class. Students who arrive late present a disruption to the class and miss instructional time. Being on time to class is an attitude that students must have in order to succeed both in school and in the world of work. In an attempt to foster this attitude, teachers will keep accurate attendance records documenting tardiness to class and may develop individual classroom rules concerning tardies.

Tardy is defined as a student who is less than five minutes late to class. Teachers will annotate these attendance records with attendance code T. Excessive tardies may result in loss of privileges, parent conferences, detentions, or other consequence. Repeated tardies can lead to suspension from school. Students who are more than five minutes late to class are assigned an attendance code D. They must go to

the office to obtain a late admit slip. Students who are more than five minutes late to class may be considered truant.

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 the 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 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 with the National Guard for no more than 10 days (IC 20-33-2-15)
- Service on a precinct election board or as a helper to a political candidate or party on the day of as municipal, primary or general election (IC 20-33-2-15)
- Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17)
- Any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the Corporation
- Facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day and is approved in writing by the school principal
- When subpoenaed to testify in court (IC 20-33-2-16)

In each of these circumstances, the student is excused from school and is not to be recorded 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:

- Out of school suspensions
- Recovery from accident
- Professional appointments
- Death in the immediate family
- Illness
- College visit for a junior or a senior
- Participation in or observance of a bona fide religious holiday
- Absences that are 504 related; related to Article 7 or Section 504
- Military-connected students whose parents or legal guardian are experiencing a deployment
- Such other good cause acceptable to the Principal and permitted by law

It is the responsibility of the student to contact his/her teachers to make the needed arrangements for completing or turning in late work as a result of an excused absence. In some classes, a project contract may spell out the procedure for dealing with late or missing work due to absence.

Every effort will be made to notify parents in writing of absences that reach the ten (10) day total, including excused absences.

Unexcused Absences: (truancy or other excessive absences)

Unexcused absences also include absences coded in “H-M” which are over the ten day limit or for which a notice has been sent to the parents requiring a “physician’s statement of incapacity” for the child. In-school suspensions are not considered absences, and out of school suspensions are counted as excused 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, teacher or designee for multiple tardies and unexcused absences may include but not be limited to:

For Tardies:

- a. The teacher records classroom tardies. When the student accumulates three tardies, the teacher contacts the parents. A parent conference may be called.
- b. With the fourth tardy, teachers may institute appropriate sanctions such as after-school or lunch detentions. These will be handled by the classroom teacher.
- c. Students who are late to school or who have unexcused absences from class will be referred to the detention officer. The student must serve an after-school or lunch detention. Repeated tardies or unexcused absences could lead to a Saturday school detention or suspension.
- d. If the student is consistently late for the start of school and he/she drives to school, then the student’s driving privileges to school may be revoked.

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 school social worker or other designated staff member
 2. 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. Applies corrective and/or disciplinary action if the truancy continues. Minimal due process will include but not be limited to:
 1. Send an Attendance Notification Letters (These may be a “Five Day Letter”, “Ten Day Letter” or “Partial Absence Letter”. A “Ten Day Letter” may require a physician’s statement of incapacity for future absences to be counted as excused.)
 2. Make documented phone calls to parents
 3. Refer to the School Social Worker for parental contact/conference.
 4. File One Day Legal Notice
- f. Ensures that the MCCSC’s policies and administrative guidelines on student discipline are followed when truant students are disciplined. This may include but not be limited to:
 1. Detention after school
 2. In-school suspension
 3. Removal of privileges
 4. Referral to Monroe County Probation Department
 5. Termination of enrollment in affected classes
 6. Recommendation for expulsion from school
- g. Provides for the reporting to the Bureau of Motor Vehicles those students who have been determined to be a habitual truant, expelled from school, or suspended for the second time during the school year.

For 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 school social worker or other designated staff member
 2. Parent conference with appropriate school administrator or designee
- c. Make every effort to communicate the issues to 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
 4. File One Day Legal Notice
 5. 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.)
- d. Consider what appropriate interventions might be helpful in alleviating excessive absences including what referrals might be made to outside agencies. (A list of possible agencies will be available in the MCCSC Social Services Department.)
- e. Ensure that students/families with continued excessive absences are referred to appropriate agencies for legal action including the Monroe County Prosecutor, the Monroe County Probation Department, and/or the Monroe County Child Protection Services.

ATTENDANCE CODES

- A – Absent – excused (parent contact)
- B – Home bound instruction approved by special education. C – Out of class – present/excused from class (counselor, social worker, etc.)
- D – Tardy greater than 5 minutes
- E – Unexcused absence – no parent contact (ELE)
- F – Field trip – attending school activity
- G – Partial-day absence – with parent permission
- H – Truant – absent without parent knowledge
- I – In-school detention/suspension

- J – Jail (incarcerated, short-term, not withdrawn)
- K – Alternative to suspension
- L – HS Credit Program – Teen Learning Center
- M – Unexcused absence – parent contact – medical statement required to excuse
- N – Nurse – sent home by health personnel
- O – Out-school-suspension
- P – Prearranged absence (vacation)
- Q – Health Office Excluded
- R – Religious exemption
- S – Partial-day Absence with appointment statement
- T – Tardy – less than 5 minutes
- U – Unexcused Absence – parent contact after 24 hours
- V – College Visit
- W – 504 Medical Determination or IEP approve absence
- X – Exempt – (polls, page, jury duty, court appearance, NG – limit 10 days per year), or weather-related (bus cannot reach student stop)
- Y – Youth Outreach (MS only)
- Z – Hospitalized (not withdrawn from school with education provided)

LATE ARRIVAL AND EARLY DISMISSAL

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the Corporation.

The School Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this Corporation, the School Board shall require that the school be notified in advance of such absences by personal request of the student's parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released from school to any individual until the student has identified the individual and the individual has signed the log or dismissal form in the principal's office accepting responsibility for the student. If that individual is not a parent or guardian of the student, notification must have been received from the parent or guardian authorizing the release of the student.

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

- a. an assigned release period as part of their Academy schedule
- b. a written request signed by the parent/guardian or a person who has been designated on the current enrollment card
- c. 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.

FREE AND REDUCED-PRICE MEALS

1. The administration of the Food Service Department will be assigned to the Director of Food Services.
2. The Monroe County Community School Corporation will observe the following procedures with respect to determining the eligibility of children for free or reduced student lunches under the National School Lunch Program.
 - a. All schools will provide forms to be used in filing applications for free and reduced lunches. Forms may be obtained and completed by parents. School officials and social workers will offer assistance in completing these forms, making it clear that such assistance does not guarantee acceptance of the application. School officials, teachers and social workers will also be alert to possible cases of need not disclosed by parental applications. When such need appears to exist forms may be completed by school officials for the parents, who will be notified that this has been done on their behalf.
 - b. Patrons will be notified of the acceptance or denial of the application. If the application is denied, the patron will be informed of the name of the school official to whom he may take an appeal for a review of the decision.
 - c. No procedure will be used in serving free or reduced student lunches that will make it possible to identify the recipient. School officials will try, when feasible, to explain to parents the procedures to protect the anonymity of free or reduced lunch recipients.
 - d. The names of children determined to be eligible for free or reduced student lunches will not be published, posted or announced in any manner.
 - e. Children receiving free or reduced student lunches will not, as a condition of receiving such meals, be required to:
 - (1) use a separate lunchroom or section of the lunchroom;
 - (2) go through a separate serving line;
 - (3) enter the lunchroom through a different entrance than is used by children who are paying the full price for meals;
 - (4) eat lunch at a different time from paying children;
 - (5) work for their meal;
 - (6) receive a different meal than is received by paying children.
 - f. An income level which qualifies a family for public assistance, such as Aide to Dependent Children, General Assistance, or participation in the Food Stamp or Commodity Distribution program, will be considered an important part of the criteria used to establish a valid basis for awarding free or reduced student lunches.
3. The Monroe County Community School Corporation will observe the following procedure with respect to verification of eligibility for Free/Reduced price meals.
 - a. A minimum of 3% of the total number of approved free and reduced meal applications must be verified by October 31 each year.
 - b. Applications can be selected by:
 - (1) Error-prone profiling;
 - (2) Random selection.
 - c. Notification to households selected for verification must include:
 - (1) Type of acceptable information for income verification;
 - (2) Name of school official to be contacted for assistance;
 - (3) Time frame (10 days) in which household should respond.
 - d. Benefits may be terminated when:
 - (1) Household is unable to confirm current eligibility;
 - (2) Household refuses to cooperate.
 - e. The household has the right to appeal termination of benefits through the hearing officer designated by the Board of School Trustees or Superintendent. (The hearing will be held within 30 days.)
 - f. Records must contain the following in case of an appeal/review:
 - (1) Application selection procedures;

- (2) Date notices were sent to parents;
- (3) Notes on any contacts made;
- (4) Results of verification;
- (5) Reasons for any denial or change of eligibility;
- (6) Signature of verification official;
- (7) Total number of applications on file by October 31.

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, drinking, and/or hover boards 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:

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

- 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

- When you leave the bus, use the handrail.
- 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.

Once students have arrived on The Academy campus, they are forbidden to leave campus without permission from the school administration until the end of the school day.

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.

Students 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) with questions regarding:

- Visit the "Here Comes the Bus" under transportation on the MCCSC website.
- 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 812-330-7719.

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.

STUDENT DRIVING AND PARKING

Vehicle Registration

- Students must fill out a request for a parking permit which must be signed by the student and parent/guardian. This request will be turned in to the main office.
- Students will not be allowed to park on campus without a proper permit.
- Students who plan to drive to Hoosier Hills Career Center (HHCC) must fill out the permission form and have it signed by the parent/guardian. Students who plan to drive others or who plan to ride with others must indicate such on the form.

Driving Regulations

- Vehicles improperly parked or without a valid permit may be towed at the owner's expense.
- Display permit at all times on rear view mirror.
- Students are not allowed to go to their vehicles during class or passing periods without permission from a teacher or administrator.
- Students suspended out-of-school for the second time during the school year could lose their driving permits.
- Repeat truancy offenders will lose their driving privileges.
- Students who drive to school and are repeatedly tardy to school may lose their driving privileges.
- Students who violate traffic laws while on school property (eg. speeding) or who endanger themselves or others may lose their driving privileges.
- Students who drive to Hoosier Hills Career Center (HHCC) and who are truant or tardy to either HHCC or The Academy could lose their driving privileges.
- Car searches may be conducted by the administration with or without the aid of the local police department/sheriff's department when there is reasonable suspicion to suspect the presence of something detrimental to the educational process or the safety of the school.

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).

PARENTAL INVOLVEMENT

Children are more likely to succeed in school when their parents are actively engaged in their education. The Academy encourages parent involvement and provides many avenues by which parents can become involved in the school. Contact the PTN by sending email to ase-ptn-president@bloomingtonacademy.org

- Join the Parent Teacher Network
- Act as community partners
- Volunteer at school
- School Improvement Committee
- Attend and/or chaperone at events and extra-curricular activities

The school provides multiple social media sources for parents to follow happenings at the school – school web site, list serve, Twitter, Facebook and emailed announcements that are also posted on the ASE website under quicklinks. Also, parents can follow their students’ academic progress through the school learning management system CANVAS.

VISITORS

The School Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But 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 such 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.

SCHOOL VISITOR PROCEDURES:

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.
- a. Teachers, students and other staff are not expected to take instructional time to discuss individual matters with visitors.

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 a visitor pass.

Rules and regulations concerning visitors will be clearly posted at the entrance and the main office. The principal has the authority to develop additional regulations for specific buildings based on these guidelines:

- a. Background checks are required for individuals that volunteer to work with our students. Individuals should complete required paperwork with the administrative assistant in the main office.
- b. Invited Guests – Teachers planning to invite guests to the classroom will make necessary arrangements and inform the principal and office staff.
- c. Parents and Legal Guardians – Parents and guardians are encouraged to visit for class exhibits, lunch, celebrations, and to participate in volunteer opportunities.

- d. 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.
- e. 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.
- f. 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.
- g. ASE Graduates – Graduates who wish to visit the school must make prior arrangements through the office. Also, they need to make appointments to visit faculty or staff during the school day. It is preferred that visits occur after school as to not disrupt the school schedule.

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.

USE OF TECHNOLOGY

WIRELESS COMMUNICATION DEVICES 5136

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberrys/Smartphones, 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.

High school students, including the Hoosier Hills Career Center may use wireless communication devices (WCDs) before and after school, during their lunch break, in between classes, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. In addition, they may use wireless devices during after school activities (e.g. extra-curricular activities), at school-related functions and when using to submit for journalism class projects (i.e. newspaper, yearbook). Use of WCDs, except those expressly approved by the principal or teacher, at any other time is prohibited and they must be powered completely off and stored out of sight. **Note: Students at ASE are not allowed to use personal devices between classes as stated above.**

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 particular 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.

The Academy educational approach stresses that students will use technology as an educational tool and not as a personal or recreational activity. The Academy norms explain that inappropriate use of technology at school is unacceptable. All students have access to computers at school and much work is done on them. There may be times other technology is used for schoolwork too. Students do not have permission to talk or text on cell phones, play games, listen to iPods and otherwise use technology as a way to avoid being engaged in their class work. This distracts others as well. This does not aid the educational goals of the school.

Cell phones, iPods, personal laptop computers, etc. may be brought to school but must be out-of-sight and turned off with the following exceptions:

- **The teacher gives permission for them to be used for a legitimate educational purpose.**
- **Students have permission to use them in the cafeteria and during their breakfast and lunch periods.**
- **Before and after school.**

Otherwise, if a student is using any of the above-mentioned electronic devices, they will be confiscated and turned into the office. Students will be able to pick them up at the end of the school day. Repeated offenses will lead to more serious restrictions. Also, students will lose agency points for the class period.

Acceptable Use Agreement - Policy and Guidelines 2521.01

Student Learning Devices

Please read and/or discuss the following with your student. His/her and your signatures are required on a separate form like the one on the following page before an account will be issued to your student.

The Corporation is pleased to offer students the opportunity to access and utilize the vast range of applications available through the use of the Corporation-issued Learning device or Apple iPad, henceforth to be called learning device. To maintain the utmost responsible use of this equipment, all students must abide by the following guidelines set by the Corporation and must sign and return this form to their school before being issued a learning device. The learning device and carrying case issued to you are the property of the Corporation. This learning device is on loan to the student, and must be used in accordance with the following Policies and Procedures, the Corporation's Responsible Use Policy and any applicable laws. Use of this learning device, as well as access to the learning device network, the Internet and email are a privilege and not a right. These learning devices are provided for educational purposes only, and are intended to support the learning objectives of the Corporation.

Responsible use of the Learning Device at School:

- Students should not deface the learning device in any way. This includes, but is not limited to marking, painting, drawing, or marring any surface of the learning device. Students must use the provided sticker for identification of their learning device.
- Each learning device is assigned to an individual student. Students should never "swap" or "share" their learning device with another student.
- Always keep the learning device secure as you are walking in the building or at your home.
- The technology coordinator will assign your Internet password to you at the beginning of the year. Students may never share their password with another student. 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.
- Learning devices are to be used in the classroom for school related activities only.
- Classroom teachers will establish standards for learning device use in their respective classrooms.
- 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 sources, etc.) during the school day unless approved by a teacher and under a teacher's supervision.
- Interactive online games and iTunes radio 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 should be reported to the technology staff or building coordinator.
- 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.

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.

General Learning Device Policies and Procedures:

- Do protect the learning device LCD screen from damage from pointing, poking, or other abrasions. Do not touch the screen. Do not place any foreign objects on the keyboard (such as a pencil, pen, etc.) that could be smashed into the monitor 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.
- If the learning device is lost or stolen, parents/guardians should immediately report the loss or theft to the Monroe County Community School Corporation.
- If the learning device is damaged or not working properly, it must be turned in to the classroom teacher who will contact the Information Services Department for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the learning device.

Using the Learning Device for Internet and Email:

- Students and parents/guardians 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 parental/guardian supervision the information that a student is accessing from the Internet while at home.
- Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number or school name.
- Parents/guardians and students are required to read and agree to the Corporation's Responsible Use Policy prior to receiving Internet and email access.
- Students should be aware that Internet access and email, and other media that are accessed, created or stored on their learning devices are the sole property of the Monroe County Community School Corporation. The Monroe County Community School Corporation has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, for any reason.

General Use and Care of the Learning Device:

- When transporting their learning device to and from school, students should always be sure it is placed in the carrying case, and the case is fully closed. Learning device bags can then be placed inside the student's book bag or backpack.
- Students are expected to treat their learning device with care and respect. The learning device and case are the property of the Monroe County Community School Corporation, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the learning device or carrying case are not allowed and will result in loss of privileges.
- Students are encouraged to help each other in learning to operate their learning device. However, such help should be provided with voices and not hands. Students should operate their own learning device at all times.
- Any inappropriate or careless use of a learning device should be reported to a teacher or other staff member immediately.
- Students should not use their learning device while walking, on the bus, or otherwise being transported. Learning devices should only be used while they are on a flat, stable surface such as a table. Learning devices can be fragile, and if they are dropped they may break.
- Students should protect their learning device from extreme heat or cold. Learning devices should never be left in a car, even if the car is locked.
- Learning devices should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their learning device, or use their 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.
- **It is strongly advised that students insure their devices to cover accidental damages and theft**

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, and 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 from school.
- Expulsion from school.
- Civil or criminal liability under applicable laws.

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 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.

DRESS CODE

Clothes are an important communicator. Clothing should be appropriate to the context. For example, how a student might dress for school is different from how she/he would dress to go to the mall or a party. New Technology schools strive to maintain a casual professional climate. In order to maintain a proper atmosphere that reflects a real-world workplace environment, students should dress appropriately. At The Academy, students are expected to wear their clothing and to manage their appearance in a proper, modest and responsible manner. A student's dress/appearance should not disrupt the educational setting, interfere with health or safety, promote vulgarity, or create health risks.

Expectations for Clothing:

- Clothing that advertises/promotes alcohol, tobacco, drugs, suggestive sexual remarks, hate, racism, violence, profanity, gangs or obscenity is forbidden.
- All clothing is required to have straps or sleeves and must completely cover undergarments.
- Shirts or tops must cover the chest, breast, waist, and back below the shoulder blades at all times. See through clothing is prohibited. Pants or bottoms must be worn at or above waistline and must cover a student's buttocks at all times.

Students will be afforded the opportunity to correct improper attire on first offense. Parents will be contacted for Students who are unable or refuse to remedy the clothing issue and will risk being sent home for not complying with this rule. Additional dress referrals will be viewed as "refusal to comply with a reasonable request"

Appropriate attire for project presentations is determined by the teacher.

DELIVERIES

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

FOOD AND DRINK

The Academy provides opportunity to eat breakfast and lunch in the cafeteria. Students may also bring lunch. All meals are to be eaten in the cafeteria during designated times. Teachers may give permission for students to eat a snack (snack bar) and drink water in the classrooms with the exception of the science labs. There will be no food or drink in the science labs. **No outside food deliveries (restaurant, fast food, etc.) to the students during the day will be allowed. All such food will be confiscated by the office. Students on release may bring in food for themselves but may not bring deliveries for other students.**

PASSING PERIOD

The Academy does not have bells and does not have a formal passing period between classes. When students are released from class they are expected to move directly to their next class. When they arrive at their next class, they check in with their teacher and get permission to go to the bathroom, nurse, or office. It is expected that students take no more than 3 minutes to pass between classes. It is not a time to gather and socialize in the bathrooms, halls, cafeteria or on the balcony. **IMPORTANT: The time between classes is NOT a time to use cell phones or other electronic media.**

WORK PERMITS

Work Permits are issued through the office at The Academy. Students must have with them a completed "Intent to Employ" form signed by the parent(s)/guardian(s) and the prospective employer. These permits will be issued only to students. A student may only hold one job at a time.

PREGNANT STUDENTS

Student pregnancy will be treated as a medical condition. In the interest of the student's health and safety, school officials (counselor) should be consulted as soon as the pregnancy has been determined.

TEXTBOOK RENTAL AND COURSE FEES

The State of Indiana does require students to pay a book rental fee and a course/lab fee. These fees vary from student to student according to the classes they are taking. Textbook/fee bills are mailed home in late September or early October for the year. This amount is determined by the courses in which the student is enrolled. If there is a problem concerning payment, please see the counselor or principal.

CARE OF SCHOOL PROPERTY

Basic to the philosophy of the School Board is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including school property. Each student should realize that vandalism to school property is costly to repair and is directly related to increased school taxes.

Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the proper use of school materials and equipment.

Students who cause damage to school property shall be subject to disciplinary measures and restitution for damages.

The School Board authorizes the recovery of costs related to the loss, damage, or destruction of school equipment, apparatus, musical instruments, library materials, textbooks, and for damage to school buildings.

The School Board reserves the right to file a civil action in a court of competent authority against parents of a student who willfully destroys Corporation property.

The Superintendent shall develop procedures to implement this policy which include the requirement that all incidents involving the destruction of property be reported to the School Board. The Superintendent may report to the juvenile authorities any student whose damage of school property has been serious or chronic in nature.

PUBLIC DISPLAYS OF AFFECTION

The Academy believes that the school should reflect a casual yet serious workplace environment. As part of creating and maintaining that environment, hugging, embracing, kissing, and other displays of affection are not permitted at school or school sponsored activities.

ACADEMICS

The Academy of Science and Entrepreneurship is an innovative high school that offers graduates the opportunity to earn the Core 40 or Academic Honors Diploma. Diploma programs are planned through consultation with the guidance counselor. Students also must pass the ISTEP English and Math exams and Career Readiness Assessments in order to complete graduation requirements. If students do not pass these tests, then there are two available waiver options – the evidence-based waiver and the work-readiness waiver. Please check with the guidance counselor to learn more about those options.

LEARNING OUTCOMES

Students at The Academy are evaluated on the basis of their mastery of the course content and standards, as well as, five learning outcomes. The learning outcomes measure success in traditional content areas as well as 21st century skills. The learning outcomes and their definitions are listed below. Percentage weighting varies by class.

Agency: Students will develop a growth mindset and take ownership over learning.

Collaboration: Students will demonstrate the ability to be a productive member of diverse teams through strong interpersonal communication, a commitment to shared success, leadership, and initiative.

Oral Communication: Students will demonstrate the ability to communicate knowledge and thinking through effective oral presentations.

Written Communication: Students will demonstrate the ability to communicate knowledge and thinking through writing.

Knowledge and Thinking: Students will demonstrate the ability to reason, problem solve, develop sound arguments or decisions, and create new ideas by applying the knowledge and skills of a discipline.

GRADING SCALE

A – 100 – 90% B – 89-80% C – 79-70% D – 69-60% F – 59-0%

REPORT CARDS

Report cards are sent home with students the week following the end of each 6 weeks grading period of school. The semester and final report cards will be mailed home all others are sent home with the students one week after the end of the 6-week grading period. Parents are encouraged to closely monitor their student's progress throughout the year via CANVAS.

STUDENT ASSESSMENT

The Academy uses a 4.0 grading scale. Physics and Spanish III are weighted .5 and College courses are weighted an additional 1.0.

To measure student progress, students will be tested in accordance with state standards and MCCSC policy. Each student will be expected participate in the state-designated College and Career Readiness Assessments. These assessments are required for graduation. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group and individual tests such as Accuplacer and PSAT are given to students to monitor progress and determine educational mastery levels.

COLLEGE COURSES AND DUAL CREDIT

At The Academy, students will have the opportunity to enroll in college courses and dual credit courses at Ivy Tech as well as other approved institutions such as Indiana University. The Academy has a special agreement with Ivy Tech that allows students to enroll in thirty credits of coursework tuition free. Some courses are offered on The Academy campus but five courses may be taken on the Ivy Tech campus. Students should check with the guidance counselor for enrollment pre-requisites.

Students and parents are expected to sign the *ASE Dual Credit Memorandum of Understanding (MOU)* form prior to being released from The Academy campus for the semester. If the MOU is not returned, the student will not be released from The Academy campus to attend any off campus courses until the form is submitted with the necessary signatures. The MOU contains important dual credit information as well as The Academy's policies and expectations for students enrolled in college courses.

Two key expectations are that:

1. If an ASE student drops or simply stops attending an Ivy Tech or other college course, he/she **MUST** notify the school counselor about the situation in order to avoid any problems with credits needed for graduation.
2. It is the responsibility of the student to submit a college transcript of grades and earned credit to the counselor (for each course taken) so that a grade and credit can be placed on the high school transcript.

Attainment of college credit at Ivy Tech is based on meeting proficient scores on the Accuplacer test in Reading, Writing, and in some cases Math and earning a C or better grade in the course.

HOMEWORK

The nature and frequency of homework will vary greatly from course to course at The Academy. Some courses require daily homework whereas others may not have specific homework assignments but students are expected to work at home on long-range projects. Most classes provide time in class to work on schoolwork and some students have resource time to work on their assignments. It is very important for students to take advantage of the time provided at school to do their work. Most all assignments are hosted in CANVAS so parents and students can access them at any time.

Teachers will be as conscientious and thoughtful about making appropriate homework assignments and properly preparing students for them as they would be in shaping any other part of the day's plans. Homework assignments should be specific and students should know what is expected of them and how the work will be evaluated. Homework should have a direct application to classroom learning. Long-range projects should have clear guidelines for organizing and managing the work. Finally, the teacher should notify the parent/guardian if the student consistently fails to complete homework assignments.

It is important that the parent/guardian provide a supportive environment for homework. Recommendations include establishing a quiet, well-lighted place for study and a regular homework schedule. Also, parents can encourage students to seek help from their teachers when they are confused and they (parents) can communicate with teachers if the student consistently struggles with homework.

Student responsibilities include clarifying assignments with the teacher before leaving class, checking CANVAS, taking home materials as needed, budgeting their time, turning the work in on time, and accepting responsibility for making up assignments when absent.

SPECIAL EDUCATION

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance. This protection applies not just to students, but all individuals who have access to MCCSC's programs and facilities.

The law defines a person with a disability as anyone who:

- a. Has a mental or physical impairment that substantially limits one or more major life activities
- b. Has a record of such an impairment
- c. Is regarded as having such an impairment

MCCSC has specific responsibilities under these two laws, which include identifying, reviewing, and if the child is determined to be eligible, affording access to appropriate educational accommodation.

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. Parent involvement in this procedure is required. More importantly, MCCSC encourages the parent to be an active participant. To inquire about the procedure, please contact the Special Education Director at The Academy.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between The Academy, the student, and the student's parent/guardian.

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:

- a. 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.

- b. 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.

c. 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 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.

d. 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

CONTROVERSIAL ISSUES

The principal of the building will maintain knowledge of the issues and areas being taught in his/her school which may be regarded as controversial. When a teacher is in doubt about discussing an issue, showing a film, or reading a book that might be controversial, the teacher will confer with the principal.

If the decision is to proceed with the activity, the teacher will send a letter home to parents explaining the assignment and the educational value of it. In some cases the letter should also provide an alternative assignment for students.

If a parent or any other citizen believes that a subject is being improperly treated in a classroom, his/her concern must first be directed to the attention of the teacher involved. The teacher and the party will discuss the matter with the principal of the building. If the concern is not resolved at this level, the problem will then be submitted in writing to the Superintendent who will attempt to mediate the differences. If this attempt is unsuccessful, the Superintendent will request the Board of School Trustees to hold a hearing at which time the parties involved may present their case. In this event, the concern must be in writing, defining clearly the time, place and circumstances of any alleged violation of the policy on the part of the teacher.

FIELD TRIPS

Educational field trips are seen as an integral part of the school's instructional program, supplementing and providing enrichment for the learning activities which take place in the regular classroom. 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.

STUDENT ACTIVITIES

Students at The Academy can choose from a range of extracurricular activities, offered both at The Academy and at their districted high school. Students are expected to follow the rules established by the club sponsors and coaches as well as the policies governing extra-curricular activities established by the schools.

All Academy school rules and policies are in effect during extra-curricular activities and events whether they are located on or off campus. Also, it is expected that students will stay until the end of the scheduled activity unless arrangements have been made between the parent/guardian and the appropriate school staff member in charge of the event.

Activities at The Academy:

1. Business Professionals of America
2. Diversity
3. Drama
4. Yearbook
5. The Green Pioneers
6. HOPE
7. Robotics
8. Spanish Club
9. Student Leadership
10. Travel
11. Other organizations are developed based on the interests of the student body

Activities at BHS North and BHS South:

- Sports - Football, Basketball, Soccer, etc.
- Band/Marching Band
- Theater

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Use of School Facilities 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. Users shall be liable financially for damage to the facilities and for proper chaperonage.
- C. 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 BEHAVIOR STANDARDS

The Academy strives to develop and maintain a culture of trust, respect, and responsibility. Towards this end, behavioral expectations are clearly defined. The school is committed to helping students understand what is acceptable in the professional world and maintaining a culture that supports it. All students at The Academy are expected to be professional in their behavior with fellow students as well as with the professional staff. Students who are guilty of violating school rules and policies may forfeit their opportunity to attend The Academy.

STUDENT DISCIPLINE CODE POLICY 5600

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. 35-31.5-2-86:
 - 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 any thing 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.
- 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 are 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 school-work 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.
- F. 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.
- G. 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.
- H. 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.
- I. 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. GROUNDS 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 5600-20 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.

SUSPENSION AND/OR EXPULSION OF NONDISABLED STUDENTS - 5610 GUIDELINES

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.

GROUNDS 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.- See progressive consequences statement
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 or similar device
 29. Any student conduct rule the school building principal establishes and gives notice of 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 many readily be converted to expel a projectile by mean 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.

STUDENTS WITH DISABILITIES

Students with disabilities are subject to the discipline rules adopted by the School Board, and therefore, may be suspended or expelled for any violation(s) of the rules for which nondisabled students could also be suspended or expelled. In accordance with I.C. 20-33-8 and 511 IAC 7-44, administrators may take the following discipline actions:

A. Suspension

A suspension is defined as a unilateral, temporary removal of a student from the student's current placement. A short-term removal of a student pursuant to the student's individualized education program is not a suspension. An in-school suspension is not considered a suspension as long as the student is provided both general education and special education services consistent with the student's individualized education program and the student is allowed to participate with nondisabled students as the student would have in the student's current placement.

A student with disabilities may be suspended up to ten (10) consecutive school days for a violation of school rules. Additional suspensions of up to ten (10) consecutive school days for each separate act of misconduct are permissible in the same school year as long as the suspensions do not constitute a pattern of removals from the student's current placement.

Before a student with disabilities can be suspended, the student must be afforded the same due process procedures provided to a nondisabled student.

Educational services do not have to be provided to a student with disabilities during the first ten (10) cumulative days of suspension if educational services are not provided to nondisabled students who have been similarly suspended. Beginning on the 11th cumulative day of suspension in a school year, a student with disabilities shall be provided educational services. The principal and the student's special education teacher shall determine the services that will be provided to the student.

Whenever a student with disabilities has been suspended for more than ten (10) cumulative days in a school year, a case conference committee meeting must be convened for the purpose of reviewing the student's behavior and developing a behavioral intervention plan. If a behavioral intervention plan already exists, the plan and its implementation must be reviewed.

B. Expulsion

An expulsion is defined as the temporary removal of a student from the student's current placement for more than ten (10) consecutive school days. An expulsion also includes a series of suspensions totaling more than ten (10) cumulative days that constitutes a pattern of removal from the student's current placement.

Before a student with disabilities can be expelled from school, the case conference committee must meet to review the student's behavior and develop a behavioral intervention plan or review an existing plan and its implementation. The case conference committee must also review the relationship between the student's disability and the misconduct. If the case conference committee determines the student's behavior was a manifestation of the student's disability, the student may not be expelled. If, however, the committee determines the behavior of the student was not a manifestation of the student's disability, the Superintendent may appoint an expulsion examiner who will conduct the same expulsion proceedings afforded to nondisabled students. The parent of the student with disabilities may also request a due process hearing in accordance with Article 7 to challenge the manifestation determination of the case conference committee.

While expulsion (or a challenge to the manifestation determination) proceedings are pending, a student with disabilities must remain in the student's current placement unless the parent of the student agrees to a removal of the student from the current placement.

If a student with disabilities is expelled, the student must be provided educational services during the period of expulsion. The case conference committee determines the extent of the educational services that will be provided during the expulsion period and where the services will be provided.

C. Expulsion for Weapons or Illegal Drugs

If a student with disabilities either carries a weapon (including a firearm) to school or a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, the student may be placed in an interim alternative educational setting for no more than forty-five(45) calendar days. A case conference committee must determine the appropriate alternative educational setting for the student and the educational services the student will receive in the alternative educational setting. A parent of a student with disabilities may request a hearing under Article 7 to challenge the interim alternative educational setting, but during any such hearing, the student must remain in the alternative setting.

The case conference committee must review the student's behavior and develop a behavioral intervention plan or review an existing plan and its implementation. The committee must also review the relationship between the student's disability and the misconduct. If the case conference committee determines the student's behavior was a manifestation of the student's disability, the student may not be expelled. If, however, the committee determines the behavior of the student was not a manifestation of the student's disability, the Superintendent may appoint an expulsion examiner who will conduct the same expulsion proceedings afforded to nondisabled students. The parent of the student with disabilities may also request a due process hearing in accordance with Article 7 to challenge the manifestation determination of the case conference committee.

If a student with disabilities is expelled, the student must be provided educational services during the period of expulsion. The case conference committee determines the extent of the educational services that will be provided during the expulsion period and where the services will be provided.

D. Removal From Placement Because of Likely Injury

If a student with disabilities has been suspended or expelled and the school believes returning the student to the educational placement the student was in prior to the suspension or expulsion is substantially likely to result in injury to the student or others, the school may request a hearing under Article 7 to determine an appropriate placement for the student. An independent hearing officer may order a change in the student's current placement to an interim alternative educational setting for up to forty-five (45) calendar days.

E. Injunctive Relief

School officials may seek injunctive relief from a court to remove a student with disabilities from school or to change a student's placement if the school believes that maintaining the student in the student's current placement is substantially likely to result in injury to the student or others.

STUDENT 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.

GANG ACTIVITY

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.

ANTI- HARASSMENT GUIDELINES 5517

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: 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.
- 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 5517.01

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.

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 to students in grades 1 through 12, as well as staff, in accordance with Indiana law.

Bullying Guidelines

1. 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.
2. 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.
3. 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.
4. 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 principal 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 principal. This report may be made anonymously.
5. The principal 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.
6. 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.
7. The principal 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.

8. 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.
9. 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.
10. 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.
11. 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.
12. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
13. 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.
14. 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.

THE ACADEMY PROGRESSIVE DISCIPLINE PLAN

Stage I. Classroom Level Discipline Procedures

- Unofficial Body Language
- Unofficial Verbal Warnings
- Physical Relocation
- Official Verbal Warning – “_____ this is an official warning for _____ behavior. (Include clear redirection of behavior.)
- Sent to the detention room. To return, student must: take responsibility for action, explain reasoning, explain appropriate behavior for the situation.

Stage II. Call to parent/parent conference with teacher

Stage III. Official Office Referral

- Administration counsels student to obey rule
- Documented in discipline database
- Staff may notify parents of rule violation by email or phone
- Principal may arrange face-to-face meeting with parent and student
- In-school Suspension
- Behavioral contract
- Saturday school
- Out-of-School Suspension
- After School Detention

Stage IV. Repeated violations

- Student serves a five-day suspension
- Alternative to Expulsion

- Student serves a ten-day suspension/expulsion

Severe Infractions

In any situation where student behavior presents a potentially dangerous or disruptive condition for the school's proper operation, administrators may use their own discretion in determining appropriate consequences. Any activity that is considered to be gang-related will not be tolerated and will be dealt with severely.

Consequences for Severe Infractions

- Conference with principal
- Loss of mobility at school
- Loss of technology
- Loss of driving/parking privileges
- Removal from class
- Parent monitoring of all e-mail activity
- Loss of Internet access at school
- After school detention
- Saturday school
- In-school suspension
- Out-of-school suspension
- Expulsion
- Referral for counseling
- Report to law enforcement
- Alternative to Expulsion

Select Categories and Consequences

- Arson
 - First Offense: Recommended expulsion
- Bullying
 - see MCCSC Bullying guidelines
- Cheating and Plagiarism - See page 57 of Student Handbook
- Defiance
 - First offense: Teacher discretion
 - Second offense: suspension/Saturday school
 - Third offense: possible removal from class/out-of-school suspension
- Driving/parking violations
 - First offense: 30 day suspension of driving privileges
 - Second offense: revoke driving privileges for the year
- Drugs – Dealing
 - First offense: Recommended expulsion, Police referral
- Drugs/Alcohol – Possession, Use
 - First offense: Recommended suspension or expulsion
- Sexual Harassment
 - See MCCSC Harassment guidelines
- MCCSC Schools Progressive Discipline Approach to Tobacco, Smoking, & Vaping
 - 1st Offense: Students in possession of or using tobacco, including e-cigarettes, will serve a one-day out-of-school suspension for their first offense. In accordance with the corporation tobacco policy, they will also be required to attend the “Teens Beat Tobacco” class provided by IU Health.
 - 2nd Offense: For a second offense, offending students will serve a three-day out-of-school suspension. In addition, the school will submit a referral to the Monroe County

Clerk's Office, per the corporation tobacco policy. The Monroe County Clerk's Office will issue a fine to the family of the offending student for the amount of \$142.50 that is to be paid to the County Clerk's office. The corporation assumes no responsibility for overseeing the payment of this fine.

- 3rd Offense: The third offense will result in a five-day out-of-school suspension.
- Technology Misuse
 - Loss of privileges
 - Confiscation
 - Saturday school
- Theft
 - First Offense: 3 day out-of-school suspension
 - Second Offense: 5 day-out-of school suspension; police referral
 - Third Offense: Recommended expulsion
- Vandalism
 - Student must reimburse school for damages
- Violence/Fighting (depending on the situation)
 - First Offense: 3 day out-of-school suspension; police referral
 - Second Offense: 5 day out-of-school suspension; police referral
 - Third Offense: Recommended expulsion
- Destructive Device
 - First offense: 3 day out-of-school suspension; police referral
 - Second offense: Recommended expulsion
- Fire Arms or Weapons
 - Mandatory expulsion for (1) calendar year, Police referral

SEARCH AND SEIZURE 5771

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:

A. 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.

B. 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.

C. **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.

D. **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.

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.

School Sponsored Publications 5722

The School Board may sponsor student publications and productions as a means by which students learn, under adult direction, the rights and responsibilities of public expression in a free society.

For purposes of this policy, "publications" shall include any audio, visual, written or electronic materials. "Productions" shall include theatrical performances as well as impromptu dramatic presentations or audio/video productions/presentations designed to provide school news/information.

In sponsoring a student publication or production, the School Board is mindful of the fact that it could be available to any student attending this school, and must, therefore, generally be suitable for all students.

Issues on which opposing points of view have been promulgated by responsible opinion may be introduced in a school sponsored publication provided equal opportunity is given to present each view and provided further that the material is not presented in a manner which violates case law.

Advertising is permitted in school newspapers, yearbooks, programs, etc., which are published by student organizations. Permission shall be given by the principal.

The School Board reserves the right to designate and prohibit the publications or productions which are not protected by the right of free expression because they violate the rights of others. The School Board encourages respect for diversity, ethnic, religious, racial and/or other delineated groups in all coverage and commentary.

The School Board prohibits Publications and Productions that:

- A. fail to identify the student or organization responsible for distribution;
- B. libel or slander any specific person or persons;
- C. constitute a direct and substantial danger to the health of students;
- D. contain obscenity or materials otherwise deemed profane; or
- E. solicit funds for non-school organizations or institutions where such solicitations have not been approved by the School Board.

A student may use school equipment or facilities to report or editorialize about a local public question as part of the news coverage of a referendum by a student newspaper or broadcast.

The decision as to whether or not something is published or produced shall be made by the advisor with appeal to the principal and Superintendent.

ACADEMIC INTEGRITY

Plagiarism is the act of appropriating the ideas, language, or work of another, and passing them off as one's own product. As used here, it includes the act of "cheating," when a student obtains or assists others in obtaining credit for work that is not his/her own.

- Presenting/including materials taken from sources, such as books, periodicals, newspapers or the Internet without appropriate documentation.
- Downloading an essay or part of an essay from an Internet source and submitting it as one's own.
- Copying from another student's test or helping another student during a test/providing or accepting information regarding specific test content.
- Copying another student's homework, test, quiz, book report, assignment, or take-home test.
- Allowing another student to copy a test, homework, quiz, project, book report, assignment, or take-home test.
- Using programmable calculations in a manner not specified by the teacher.

***Consequences of Plagiarism and Other Acts of Academic Dishonesty**

- First offense during the student's tenure at The Academy:
 - a. A mandatory zero credit will be given for educational product.
 - b. Immediate parent contact by the teacher.
 - c. Notification sent by the teacher to counselor and principal.

- d. An in-school suspension may be assigned by the principal.
- Second offense during the student's tenure at The Academy:
 - a. A mandatory zero credit will be given for educational product.
 - b. Immediate parent contact by the teacher.
 - c. Mandatory parent conference with student, teacher, counselor, and administrator within three days.
 - d. Required conference and/or notification of all student's teachers following parent conference.
 - e. Two-day out-of-school suspension.
- Third offense during the student's tenure at The Academy:
 - a. A mandatory zero credit will be given for educational product.
 - b. Notification by teacher to counselor and principal.
 - c. Mandatory parent conference with teacher, counselor, administrator, and student.
 - d. Required conference and/or notification of all student's teachers following parent conference.
 - e. Three-day out-of-school suspension
 - f. If an incident occurs a third time in the same class, the student may receive a failing grade for the semester. The student may be removed from the class.
- Fourth offense during the student's tenure at The Academy:
 - a. A mandatory zero credit will be given for educational product
 - b. Student given formal reprimand.
 - c. Recommendation for expulsion from school.

*Please be advised that college courses and dual-credit courses may have stricter policies regarding plagiarism and the consequences may be more severe. Students should familiarize themselves with the Ivy Tech or IU course syllabi for each of course they are taking.