### 2019-2020 PLANNER

Counselor _____________________________

### CLASS SCHEDULE

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<thead>
<tr>
<th>Period</th>
<th>Subject</th>
<th>Teacher</th>
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### SEMESTER I

### SEMESTER 2

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<th>Period</th>
<th>Subject</th>
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<td>Homeroom</td>
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If you are absent . . . Check with a buddy for missing notes and assignments.

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<thead>
<tr>
<th>Per.</th>
<th>Study Buddy Name</th>
<th>Telephone</th>
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Note: This Student/Parent Handbook is based in significant part on policies adopted by the Board of School Trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed in 2012. If you have questions or would like more information about a specific issue or document, contact your school principal, or access the document on the MCCSC website: [www.mccsc.edu](http://www.mccsc.edu) and finding the specific policy or Administrative Guideline in the Table of contents for that section.
**Principal’s Back to School Message**

Dear Student,

Welcome to Batchelor Middle School, home of the Bulldogs. We are proud of Batchelor’s rich history, and look forward to working with each student to build for the future success of each and every student. The middle school years are an exciting time of transition, improvement, and academic preparation for your future success. We are proud to offer an outstanding and challenging academic program, plus many extra-curricular and co-curricular activities. We encourage every student to take advantage of these opportunities in a positive way. This will ensure your middle school experience is the best it can be. Remember that “You get out of this experience what you put into it!” A combination of a positive attitude, willingness to try new experiences, working positively with others, and strong effort will I have no doubt lead to each student’s success.

To ensure a safe and secure environment, we require all students to read, understand, and adhere to MCCSC and Batchelor Middle School policies and guidelines. This daily agenda book should assist you with organization, homework completion, and time management. Also, remember that the hall pass page in this agenda must be used by all students. We look forward to working with you this school year, and GO BULLDOGS!!!

Eric Gilpin
Principal

**Mission Statement**

We dedicate ourselves to enhancing the physical, intellectual, emotional, and social development of all students to produce active learners capable of meeting future challenges.

**Belief Statements**

- Teachers and all school staff must make extraordinary efforts to accommodate the wide range of developmental differences and varying backgrounds of all students.

- Young adolescents have a strong need for personal identity, deepened friendships, expanded social interactions, excitement, and adventure.

- To support student learning, teachers and all school staff must maintain a safe and caring learning environment while implementing effective organizational procedures, curricula, and instructional methods.

- A strong instructional program provides opportunities to strengthen academic skills, increase knowledge in all content areas, foster a sense of personal worth and social responsibility, and promote self-discipline, self-directed learning, and critical thinking.

- Parental involvement and communication with teachers are the key components in student success.
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.

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: All other types of discrimination:

Dr. Kathleen Hugo Dr. Andrea Mobley
Director of Special Education Assistant Superintendent
315 E. North Drive, Bloomington, IN 47401 315 E. North Drive, Bloomington, IN 47401
812-349-4756 812-330-7700

SOCIAL EMOTIONAL LEARNING STATEMENT

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

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members’ directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

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

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

DIRECTORY INFORMATION

MCCSC designates as student "directory information" that may be disclosed without consent of a parent or eligible student: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll; scholarships. Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow MCCSC to disclose such "directory information" upon written notification to MCCSC within 20 days after receipt of this handbook.

PARENT’S RIGHT TO KNOW

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

TESTING

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

STUDENT WELL-BEING

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

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

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

Confidential Call the SAFE SCHOOL HOTLINE 330-2494

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

Your Name is Never Asked

INJURY AND ILLNESS

All injuries must be reported to a teacher or the school office. If minor, the student will be treated and may return to his/her class. If medical attention is required, the office will follow the school’s emergency procedures and attempt to 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 school health office. It will be determined by school health office staff whether the student should remain at school or released to go home. No student will be released from school without proper parental permission.

SECTION I

General Information

SCHOOL DAY / BELL SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
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<tbody>
<tr>
<td>Period 1</td>
<td>8:00-8:45</td>
</tr>
<tr>
<td>Period 2</td>
<td>8:49-9:34</td>
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<tr>
<td>Period 3</td>
<td>9:38-10:23</td>
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<tr>
<td>Period 4</td>
<td>10:27-11:12</td>
</tr>
<tr>
<td>A Lunch</td>
<td>11:12-11:42</td>
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<tr>
<td>A Period 5</td>
<td>11:46-12:31</td>
</tr>
<tr>
<td>B Period 5</td>
<td>11:16-12:01</td>
</tr>
<tr>
<td>B Lunch</td>
<td>12:01-12:31</td>
</tr>
<tr>
<td>Period 6</td>
<td>12:35-1:20</td>
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<tr>
<td>Period 7</td>
<td>1:24-2:09</td>
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<tr>
<td>Homeroom</td>
<td>2:13-2:23</td>
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<tr>
<td>Advisory</td>
<td>2:26-2:55</td>
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**ASSEMBLIES**

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

**DELIVERIES**

Student deliveries (balloons, flowers, etc.) for special occasions (birthdays, holidays, etc.) must be left at the main office in the student’s name. A pass will be sent for the student to claim the item at the end of the school day. **Balloons will not be transported on MCCSC buses.** Items brought to students such as books, lunch money, practice equipment, etc. can be left in the main office. Also, any medication or medical equipment brought for a student must be left with the health office.

**EARLY DISMISSAL**

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

a.) a signed written request or phone call made by the parent/guardian or a person who has been designated on the current enrollment card

b.) the parent coming to the school office to personally request the release

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

**EMERGENCY CLOSINGS AND DELAYS**

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

<table>
<thead>
<tr>
<th>Radio Stations</th>
<th>Television Stations</th>
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<tbody>
<tr>
<td>WTTS 92.3</td>
<td>WBWB –WTTV Channel 4</td>
</tr>
<tr>
<td>WGCL 1370</td>
<td>WRTV Channel 6</td>
</tr>
<tr>
<td>WHCC 105.1</td>
<td>WTHR Channel 13</td>
</tr>
<tr>
<td>WVNI-FM Spirit 95</td>
<td>WXIN-FOX 59</td>
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<tr>
<td>WFIU 103.7</td>
<td>WAVE</td>
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</tbody>
</table>

Information can also be found on the MCCSC Website [www.mccsc.edu](http://www.mccsc.edu)

**ENROLLMENT IN THE SCHOOL**

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

- Certified or Legal Birth Certificate or Passport
- Current Immunization Record
- Two Proofs of Residency
- If custody is an issue, court documentation
In some cases, a temporary enrollment may be permitted. In such cases parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. Batchelor will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the corporation liaison for homeless children with regard to enrollment procedures.

Non-resident students should refer to the MCCSC Policy 5111 for eligibility requirements to enroll.

Foreign students and foreign exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

**FIRE, TORNADO, AND SAFETY DRILLS**

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

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.

**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 or proof of residency. For additional information please contact Becky Rose at the Administration Building (812-330-7700).

**IMMUNIZATIONS**

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

**LOCKERS**

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

*If your locker becomes jammed, go to the main office and report the problem.*

Please review Hall Procedures on page 24. These rules are enforced in the locker bays.

**TO OPEN LOCKS ON LOCKERS**

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

**LOST AND FOUND**

Students who find lost articles are asked to return them to the office. Students who have lost an item should check the PE department and the lost and found shelves located in the cafeteria. Putting your name in all of your books, notebooks and articles of clothing such as coats, hats, and gym clothes is one of the best preventions of losing things or having them stolen. Lost items are kept for FIVE DAYS. After five days, they are donated or thrown away.

**MEAL SERVICE**

Please do not send soft drinks or candy in your child’s lunch. Please send nutritional drinks and food.

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

To begin the lunch system you should begin pre-paying your account of the first day of school. To set up an account you may pay by the week, month or semester. You may pay ahead for as many days as you would like. Online payments can be made using debit and/or credit. Checks and cash can be sent with students and turned in to the cafeteria before school begins. Checks should be made out to Batchelor Middle School.

Breakfast price for students is $1.50 per day. Lunch price for students is $2.70 per day. Extra items may be purchased at cost.

Forms requesting free or reduced price lunches are available in the school office.

**Cafeteria Procedures**

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

1. Drop off books and materials at lockers.
2. Report to the cafeteria before the bell rings in an orderly manner.
3. Keep Cafeteria lines single file in designated “yellow tape” area.
4. Raise hand and obtain permission before leaving a table for any reason.
5. Be considerate of others. Do not touch the tray or food of others or throw food or other objects.
6. Dispose of all trash in the appropriate containers. Clean table and surrounding area before being dismissed. Make every effort to recycle and place plastic trays in designated areas.
7. **Do not take food or drinks from the cafeteria.**
8. Get permission from an administrator or custodian to use the restroom.
9. Passes to the Media Center must have been previously arranged with a classroom teacher or a Media Center specialist. **DO WE NEED THIS?**

*Pop machines are shut off during the school day. Deliveries from restaurants for students will not be accepted.*
USE OF MEDICATIONS

1. **Parent/guardian will assume responsibility for delivering medications to and from school.**
   a. Before any medication or treatment may be administered by school personnel to any student during school hours or during school related activities, the Corporation Health Services staff shall require the written prescription from the child’s physician for all prescription drugs accompanied by the written authorization of the parent.
   b. Medication(s) should be delivered to the school health office.
   c. Only medications received in their original bottles or containers with attached labels will be accepted.
   d. All medications, whether prescription or non-prescription must be clearly labeled as follows:
      1. The name of the child
      2. The clock time of administration
      3. The name of the medication, including quantity per dose
      4. The name of the prescribing physician(s), as copied onto the label by the pharmacist if the medication is prescription
   e. Not more than a week’s supply of such medication should be delivered.
   f. The school nurse or other designated employee will check the medication and arrange for safe keeping.

2. **A written authorization from the parent/guardian will be on file in the school health office before any prescription or non-prescription medication will be administered. The written authorization may be withdrawn by the parent/guardian at any time and shall be kept on file for no longer than one year.**

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

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

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

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

Except in the case of authorized self-medication, all forms of medication shall be administered by the Corporation in accordance with the Superintendent’s guidelines.

No student is allowed to provide or sell any type of prescribed or non-prescribed (over-the-counter) medication to another student.
Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Student Discipline Code.

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

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

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

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

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

For further information please refer to School Board Policy 5330

Students who have been ill or have missed school due to illness should be fever free for 24 hours before returning.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

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

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

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

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 **Batchelor Middle School**, 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 **Kari Rickerby, Assistant Principal**.

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.

**STUDENT RECORDS (PROTECTION & PRIVACY)**

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

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

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

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

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

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

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

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

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

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

SCHEDULING AND ASSIGNMENT

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

STUDENT VALUABLES, ELECTRONIC DEVICES AND CONFISCATED ITEMS

Students are cautioned not to bring large amounts of money or other valuables to school. Students who wear glasses or watches should keep track of them at all times. Because they may be disruptive to classes, cell phones and other electronic devices not required for class-related activities must remain in the owner’s locker and turned off between 7:55-2:55 (the academic school day). Cell phones and electronics discovered will be confiscated and turned over to the office. Other items that will be confiscated by school personnel include: tobacco in any form, matches, lighters, squirt guns, knives, throwing stars, fireworks, laser pens, gambling devices, and skate boards. The school is not responsible for the protection of valuables nor can school personnel be held accountable for safekeeping of such items. Parents or guardians must pick up the items.

TRANSFER OUT OF MCCSC

If a student plans to transfer from Batchelor the parent must notify the Guidance department. Parents are encouraged to contact the school office for specific details.

Procedures for Withdrawing From School:

a. A student who is going to withdraw from BMS should contact the BMS main office at least two (2) days before the withdrawal.
b. The student will be given a withdrawal form from the BMS main office to be filled out by each teacher.
c. The completed form must be turned in to the BMS main office at the end of the day before the student withdraws.
d. The student is required to return all textbooks to his/her teachers, iPad and charging block, and pay any fees or overdue library fines.
e. The student will receive a final grade from all her/his teachers.

TELEPHONE

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

SAFETY AND SECURITY

1. All visitors must report to the office when they arrive at school.
2. All visitors are given and required to wear a building pass while they are in the school building.
3. 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.
4. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
5. As many unneeded outside doors as possible are locked during the school day.
6. Portions of the building that will not be needed after the regular school days are closed off.
7. 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.
8. Students may not bring visitors to school without first obtaining written permission from the building principal.
9. All MCCSC employees are to wear identification badges while in MCCSC schools, offices, or on MCCSC property.
10. 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.

VISITORS

POLICY

BOARD OF SCHOOL TRUSTEES RELATIONS

MONROE COUNTY COMMUNITY SCHOOL CORPORATION

SCHOOL 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.

REF: I.C. 20-26-5-4; 20 USC 3351

GUIDELINES

OFFICE OF THE SUPERINTENDENT RELATIONS

MONROE COUNTY COMMUNITY SCHOOL CORPORATION

1. The building principal is responsible for all persons in the building and on the grounds. The following applies to visitors to the school:
   a. Anyone who is not a regular staff member or student of the school will be termed a “visitor.”
   b. Visitors to school buildings or school campuses will report to the school office immediately upon their arrival.
   c. Teachers, students and other staff are not expected to take instructional time to discuss individual matters with visitors.

2. The building principal or office staff will welcome visitors and provide any necessary assistance. The principal will establish sign-in procedures for visitors. Visitors will be required to register and to wear name tags.

3. Rules and regulations concerning visitors will be clearly posted throughout the building and will be at all entrances and the main office. The principal has the authority to develop additional regulations for specific buildings based on these guidelines:
   a. Invited Guests – Teachers planning to invite guests to the classroom will make necessary arrangements and inform the principal and office staff.
   b. Parents and Legal Guardians – Parents and guardians are encouraged to visit for class exhibits, lunch, celebrations, and to participate in volunteer opportunities.
   c. School Board – Individual School Board members who are interested in visiting schools will make appropriate arrangements through the Superintendent and principal. Such visits shall be for the purpose of becoming acquainted with school programs, personnel, operation and facilities.
   d. Student Guests – Student visitations are not allowed except under certain situations for which the principal must grant approval, such as a specific school program or activity.
   e. Volunteers – Volunteers may help in classrooms, with programs, and with extracurricular activities. Criminal history checks are required and confidentiality agreements may be required as appropriate to a classroom or school.

4. Visits to classrooms may be allowed at the discretion of the principal and must be arranged in advance. Factors to be considered include but are not limited to the following: instructional viability or connection, disruption of classroom activity; time of the school year; nature of the class, and class size. Under no circumstances are classroom visits to be used for the purpose of teacher or program evaluation.

5. The building principal has the authority to prohibit the entry of any person to school, to expel any person who possesses a firearm, and to exclude anyone where there is reason to believe the presence of said person would be detrimental to the good order and operation of the school. The principal is authorized to request whatever assistance is required from local law enforcement if such an individual refuses to leave the school grounds or causes a disturbance.

Approved by the Superintendent 7/25/85

USE OF WIRELESS COMMUNICATION DEVICES

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

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

Student Code of Conduct:

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

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

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior.

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

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a 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.

For further information please refer to School Board Policy 5136

**Headphones/Earbuds**

Headphones/earbuds may be used as an instructional device only when prior approval is given by the classroom teacher or building administrator. These headphones are provided by the classroom teacher and/or building administrator. Students should keep personal headphones securely locked in their locker along with any WCDs including cell phones. Use of these devices are not to be used outside of approved classroom instruction.

**Proper Care for Student Devices**

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

**Responsible Use of the Learning Device**

- Each learning device is assigned to an individual student. Learning devices should never be shared or swapped with another student. The learning device and case are the property of the Monroe County Community School Corporation.
- Students should not deface the learning device or carrying case in any way. This includes but is not limited to marking, painting, drawing, or marring any surface of the learning device. Students must maintain attachment of the provided sticker for identification of their learning device.
- Students should always keep the learning device secured while carrying it at school and at home.
- The technology coordinator will assign Internet passwords at the beginning of the year. A student must never share their password with other students. Passwords should always be kept confidential. Each student’s classroom teacher will have access to a confidential record of student passwords if needed.
- Students who take their learning device home are responsible for bringing their learning device, fully charged, to school each day. If a student fails to bring their fully charged learning device to school each day, they may not be able to participate in certain curricular activities, similar to leaving their textbook at home.
- If a student forgets a learning device at home, and it is needed for curricular activities, a parent/guardian will be called to bring the learning device to school.
- Students are responsible for saving or backing up their documents.
- When transporting the device at school, keep it in the Monroe County Community School Corporation provided carrying case.
- Classroom teachers will establish standards for learning device use in their respective classrooms.
- Learning devices are to be used in the classroom for only school related activities.
- Students are not allowed to download or install any unapproved software or other materials without permission.
- Learning devices may not be used to play music (audio CDs, online music or video sources, etc.) during the school day unless approved by a teacher and under a teacher’s supervision.
Interactive online games and streaming radio and video reduce network bandwidth, and are not allowed unless approved by a teacher and under a teacher’s supervision.

Any malfunctions of the hardware or software shall be reported to the technology staff, building coordinator or student repair shop.

When a learning device has to be rebuilt, the learning device will be returned to the student with the operating system and the original software only.

Protect the learning device LCD screen from damage from pointing, poking, or other abrasions. Do not place any foreign objects on the keyboard (such as a pencil, pen, etc.) that could be smashed into the screen when the top is closed. LCD screens can be cleaned with a static-free soft cloth. Do not spray window cleaner on the screen.

Inappropriate or careless use of a learning device must be reported to a teacher or other staff member immediately.

Learning devices are fragile, and if dropped they may break. Learning devices should only be used when they are on a flat, stable surface such as a table or desk.

Protect the learning device from extreme heat or cold. Learning devices should never be left in a car, even if the car is locked. If you must leave your device in a car for a short time, place it in the trunk and make certain the car is locked.

Protect learning devices from the weather, water or other liquid, food, and pets. You should never eat or drink while using your learning device, or use your learning device near others who are eating and drinking.

Heavy objects should never be placed or stacked on top of your learning device. This includes books, musical instruments, sports equipment, etc.

Troubleshooting

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

Using the Learning Device for Internet and Email:

- Understand that the Monroe County Community School Corporation does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material the best protection is teacher/ guardian/ parent supervision.
- Personal information about yourself or others while using the Internet or email should not be shared. This includes your name, age, address, phone number or school name.
- Parents/Guardians and students are required to read, understand, and agree to the Monroe County Community School Corporation Responsible Use Policy.
- Emails and other media that are accessed, created, or stored on the learning devices are the sole property of the Monroe County Community School Corporation. The Monroe County Community School Corporation has the right to review these items for appropriateness, and to limit or revoke a student’s access to them at any time, for any reason.

Equipment:

- Ownership: Monroe County Community School Corporation retains sole ownership of the device and grants permission to the student to use the device according to the guidelines set forth in this document. The device must be returned at the end of each school year or upon the student’s departure from the Monroe County Community School Corporation. Please check with the Principal if transferring schools within the Monroe County Community School Corporation. Moreover, Monroe County Community School Corporation administrative staff retains the right to physically collect and/or remotely inspect the device at any time. These
protocols include, but are not limited to software upgrades, document inspection, compliance check-ups and any other reason deemed necessary by the administration.

- Efforts are made to keep all device configurations the same within each school. All systems include ample RAM, hard-disk space, productivity software, wireless network capability and a protective case. The Monroe County Community School Corporation will retain records of the serial numbers of provided equipment and software where applicable.

Substitution of Equipment: In the event the device becomes inoperable, the Monroe County Community School Corporation has a limited number of loaner devices for use while the device is repaired or replaced. These guidelines remain in effect for any substitute equipment.

**Damage or Loss of Equipment:**

- Warranty for Equipment Malfunction: Monroe County Community School Corporation has purchased a manufacturer’s warranty covering parts and labor.
- The warranty covers manufacturer’s defects. Families incur no additional charges for repairs covered by the warranty.
- Responsibility for Damage: The student is responsible for maintaining a 100% working device at all times. The student shall use reasonable care to ensure that the device is not damaged.
- In the event of damage not covered by the warranty, Monroe County Community School Corporation will charge the Student and/or Parent the full cost for repair or replacement, including labor.
- Lost parts will be charged at the current Monroe County Community School Corporation replacement cost.
- Optional accidental damage insurance is offered for students and families at [www.worthavegroup.com](http://www.worthavegroup.com).
- Actions Required in the Event of Loss or Damage: Report the damage immediately to the school building repair center. In the event of loss, report the information to the Principal for investigation. The Monroe County Community School Corporation staff will file a police report if the incident occurred in a Monroe County Community School Corporation facility. If the device is stolen or vandalized while not at a Monroe County Community School Corporation facility, the parent shall file a police report and inform the Principal.
- Repair: Occasionally, unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.). Personnel in the Monroe County Community School Corporation school-based repair centers are trained and certified to assist and repair student devices.

**Consequences of Inappropriate Use:**

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

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

**Using the Learning Device at Home:**

- Students must have the written permission of their parent or guardian before they will be allowed to take their Learning Device home.
- Parents/guardians will be given the child’s login name and password, so that they can supervise the student’s use of the Learning Device at home.
When at home, the learning device should always be used under adult supervision in a common family location (i.e., kitchen, living room, dining room).

Do not leave learning device unattended in vehicles. Avoid leaving learning device in extreme hot or cold temperatures, such as in a car.

Students are responsible for recharging the learning device at home on a daily basis.

Heavy objects should never be placed or stacked on top of your learning device. This includes books, musical instruments, sports equipment, etc.

Monroe County Community School Corporation Student Learning Device Loan Agreement

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

1. The student agrees to follow all Corporation regulations and policies governing the use of the learning device as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.

2. The learning device is the property of Corporation. If a student withdraws from the school prior to the end of the loan period, the learning device is to be returned to school officials by the student prior to withdrawal.

3. The student shall not remove or alter any Corporation identification labels attached to or displayed on the learning device, nor shall the student change identification within the learning device, such as the learning device name.

4. The student agrees to handle the learning device carefully and protect it from potential sources of damage.

5. The student agrees to take care to keep the learning device secure and safe. The student will assume the risk of loss by theft, destruction, or damage.

6. The student must report theft (or suspected theft) of the learning device, loss of the learning device, damage to the learning device, or malfunctioning of the learning device to school personnel immediately.

7. Upon request, the student agrees to deliver the learning device to Corporation staff for technical inspection or to verify inventory or other information; this may include random screening.

8. Learning devices may be checked out for the school year. Learning devices will be collected from students at the end of the school year. After a learning device has been initially assigned to a student, it will remain designated to that student for the remainder of the student’s school education for a period not exceeding four years. Learning devices must be checked out at the beginning of each school year; the student, at the end of the school year, will return the learning device.

9. Monroe County Community School Corporation is not liable for lost data or time spent on data.
Monroe County Community School Corporation Student Learning Device Loan Agreement

I have read and agree to abide by all Monroe County Community School Corporation policies and regulations for the use of equipment including the Responsible Use Policy Agreement and the Student Learning device Regulations. I accept responsibility for damage to or loss of the equipment listed below while in my possession. I will report any damage to hardware or software immediately to designated school personnel and will return equipment promptly when requested by school personnel.

Device ID number: _______________ Learning device Serial Number: ______________________

School: __________________________________________

Student Name: ________________________________ Student ID: __________________________

Permanent Address: _______________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Signature of Student ______________________ Date: __________________

Signature of Parent or Guardian ______________________ Date: __________________
SECTION II

ACADEMICS

COMPUTERS/ELECTRONIC DEVICES

Students using computer equipment and/or electronic devices owned by parties other than the school corporation, whether on or off of school property, may be held accountable for violations of this student handbook if the use in any way causes a disruption of the educational process or causes harm or potential harm to students, staff, or other persons affiliated with the school or the school corporation. This includes the use of home computers, library computers, or any other computer or electronic device to which the student may have access.

COUNSELING AND GUIDANCE

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

Counseling services are offered through individual and group conferences on a voluntary or referral basis. These conferences are confidential and parents and teachers are not always aware of student interaction with a counselor. Appointments can be made by using the online sign-up form located on our school website between 7:45 A.M. and 3:05 P.M. A pass will be sent for the student when a counselor is available. Students must never wait for a counselor.

Ways to see a counselor

1. Parent may call and ask for counseling services for their child.
2. Students may come to the counseling office and sign up before school, after school or during passing periods. However no late passes will be written. Students must be aware of the time.
3. Students may ask teachers for a pass to the counseling office. If a counselor is available the student will be seen immediately. If the counselor is with someone else the student must sign up and return to class.
4. Teachers and administrators may make referral to the counseling office.

Schedule Change Request Procedure

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

1. Parent and child discuss concerns of class.
2. Parent contacts teacher of class child wants to drop. This can be done by calling the school office (330-7763) and leaving a message for teacher to return call.
3. Parent and teacher discuss situation and concerns about the class.
4. Parent and teacher develop strategies to help student where possible. For example, if child has poor grades, set up a tutoring schedule with the teacher before or after school.
5. If strategies or resolution of concern is not possible and schedule change is found to be the best solution by parent and teacher, teacher will inform counselor of needed change.
6. Counselor will talk to student and with the approval of the principal make change in schedule with least amount of disruption to existing schedule.
7. Counselor will notify all teachers involved that a change in schedule has been made.

**Work Permits**

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

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

**GRADES**

Individual grade reports will be issued at the end of each six week grading period as progress reports. Semester grades become a part of the permanent records for students. Grade cards will normally be issued on the Friday following the end of each six week grading period. When there is a Friday that falls during vacation and school is not in session, the report cards will be issued on the last day before the vacation begins. The grade cards are carried home by the students during the semester. Semester cards are mailed home.

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>F</td>
<td>Below 59</td>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D-</td>
<td>60-62</td>
</tr>
</tbody>
</table>

**Grade Point Average**

The grade point average of each student is computed on a 4.0 scale using only the semester grades. All plus and minus signs are disregarded. The g.p.a. is computed by assigning 4 points for each A, 3 points for each B, 2 points for each C, 1 point for each D, and 0 points for each F. The total of these divided by the number of classes equal the g.p.a.

**Grading Periods**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Grade Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 14</td>
<td>End of 1st six weeks</td>
<td>Feb. 15 end of 4th six weeks</td>
</tr>
<tr>
<td>Oct. 26</td>
<td>End of 2nd six weeks</td>
<td>Apr. 5 end of 5th six weeks</td>
</tr>
<tr>
<td>Dec. 20</td>
<td>End of 1st semester</td>
<td>May 24 end of 2nd semester</td>
</tr>
</tbody>
</table>

**HOMEWORK**

Research shows that homework can provide the following benefits:

1. Students have an opportunity to review, reinforce, and extend classroom learning; learn responsibility and organizational skills; practice wise use of time; transfer school activities into career and leisure interests; and develop varied enrichment activities.
2. Teachers can use it to extend classroom presentations for the purpose of reinforcement, enrichment and application; to have an additional course evaluation; and to communicate classroom content and procedures to parents.

3. Parents, through homework, can become aware of the student’s classroom obligations and progress; can assist in the development of an attitude of responsibility; and can encourage and support student achievement and success.

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

As a faculty we provide opportunities to complete work within the school day. However, we recognize that some students may need additional academic support to practice the processes and skills being taught during class. In response to this need, we have created a program called **Homework Help** that takes place outside of the school day. Homework Help lasts from 2:55-4:30 on the 2nd, 4th, and 6th Wednesday of the 6 week grading period. Specific dates will be communicated at the beginning of each semester.

Middle school students are expected to become increasingly more responsible for their learning. This includes learning to budget time, planning carefully, bringing materials home and to class, and checking with teachers on what the assignments, procedures, and deadlines are (particularly following absences). Students are allowed one additional day to turn in work for each day absent. **If requesting homework for absent student, 24 hours must be given to gather this information.**

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

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**LIBRARY MEDIA CENTER**

- Curriculum development
- Instructional design
- Reference assistance
- Reading promotion
- Outreach and promotion of Library Media Center Services
- Gathering materials
- Planning and impromptu support of instructional units
- Information Literacy Skills development

Batchelor’s Media Center exists to support students and teachers with the Batchelor school mission statement. The Media Center operates with as few rules as possible. However, the ones we do have are important. The following are some things students should know:

**When may I visit the Media Center?**

Students may come to the Media Center before school (7:45-8:00 A.M.) with a pass or after school (2:55-3:05 P.M.). During school hours when students come to the Media Center from a class, they must have a signed agenda book pass. When you leave, have your agenda book pass signed before you return to your class. During lunch time students may use the Media Center; however they **MUST** get a pass from a teacher or a librarian before their lunch period begins. Before leaving the cafeteria, students must show a pass to a cafeteria supervisor. Once in the Media Center, students **MUST** stay until the end of the lunch period. Students are to enter by the middle doors only (under the clocks). Only teachers are to use the doors at the corners.

**REPORT CARDS**

Report cards are sent home with children the week following the end of each 6 week term. Semester report cards are mailed. The final report card will be mailed home or sent home the last day of school. You can monitor your child’s
progress using Skyward and encourage you to maintain communication with your child’s teacher throughout the school year.

**STUDENT ASSESSMENT**

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

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

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

**TEXTBOOK USAGE AND FEES**

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

Textbook rental and instructional material/supplies fees can be paid by the year or by semester. Parents will be billed by the school corporation and should mail in payment. Any questions should be directed to the central office at 330-7700.

Rented books are to be returned in good condition (Read the rental agreement.) If a student withdraws during the school year, he/she should return books to the classroom teachers. Any textbook lost or otherwise unavailable for return at the end of the semester or upon withdrawal must be paid for by the student. This restitution will be the replacement cost of the book. At the beginning of the year, teachers are required to have students turn in a list of any pages on which a textbook is damaged, including the cover. The number of the textbook must accompany this list.

**SOCIAL EMOTIONAL LEARNING (SEL)**

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

STUDENT ACTIVITIES

ATHLETICS

The boys’ interscholastic program includes football, cross-country, swimming, basketball, wrestling, and track and field. The girls’ program is comprised of volleyball, cross-country, swimming, gymnastics, basketball, and track and field. Cheerleading is also considered a part of the athletic program, but is not considered a sport.

<table>
<thead>
<tr>
<th>Season/Activity</th>
<th>Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>Volleyball, 8th</td>
<td>Sept.-Oct.</td>
</tr>
<tr>
<td>Winter</td>
<td></td>
</tr>
<tr>
<td>Wrestling</td>
<td>Feb.-Mar.</td>
</tr>
<tr>
<td>Swimming-Coed</td>
<td>Mar.</td>
</tr>
<tr>
<td>Spring</td>
<td>Apr.- May</td>
</tr>
<tr>
<td>All Year</td>
<td>Fall, Winter</td>
</tr>
</tbody>
</table>

ATHLETICS AND CONDUCT

Participation in athletics means more than competition between two individuals or two teams representing different middle schools. It teaches fair play and sportsmanship, understanding and appreciation of teamwork, and the fact that quitting means failure while hard work means success. The administration and/or coach may remove a student from participation at any time based upon his/her conduct and attitude.

The conduct of an athlete is closely observed in many areas of life. It is important that this behavior be above reproach in all of the following areas:

**On the field**

In the area of athletic competition, a real athlete doesn’t use profanity or illegal tactics. He/she learns the fact that losing is part of the game, and that he/she should be gracious in defeat and modest in victory. It is always courteous to congratulate an opponent on a well-played game after the contest. However if there is nothing good to say to an opponent, leave the field rapidly. Good athletes do not display fits of temper, engage in horseplay, etc. When things fail to go as desired or when replaced by a teammate, a true athlete has complete control of himself/herself at all times. Officials in a game are there for the purpose of insuring that both teams receive a fair deal. Officials do not lose games for participants. It is an athletic tradition and rule that no one except the appointed captain talks to the official. He/she should speak in an appropriate tone when clarifying a rule. Any behavior contrary to that which has been stated is a direct reflection on the school, team, and coaches and will not be tolerated. Violation of a minor nature can result in removal from the game.
In the classroom
A good athlete is a good student. He/she plans time so that he/she can give sufficient energy to studies to maintain acceptable grades. An athlete should give respectful attention to classroom activities and show respect for students and faculty members at all times. Horseplay and unnecessary talking are not approved habits of behavior. An athlete should have a good attendance record and should never be truant from classes or school. Poor attendance, truancy, and poor conduct in the classroom are sufficient reasons to remove a student from any athletic team.

On trips
On trips, athletes directly represent the community, school, and coaches. Therefore, it is expected that all concerned will dress in an acceptable manner when traveling and will conduct themselves in a manner meeting each coach’s expectations and guidelines. All school rules apply when a student is participating in the name of Batchelor.

ATHLETIC ELIGIBILITY
To be eligible to represent the school in inter-school athletics A STUDENT MUST

1. Be a regular, full-time, bona fide student in good standing in the school represented.
2. Be passing all subjects during the six weeks of the sport’s duration.
3. Attend the entire school day the day of inter-scholastic competition. (See Attendance Information)
4. Attend school and be on time for the full day after an athletic contest unless the absence is verified by a certified physician.
5. While in a sport’s season, a student may participate in a practice or an athletic contest on any other similar team during the same season in which the athlete represents his/her school in that sport. However, middle school athletics are extra-curricular endeavors that serve the purpose of developing the skills, both those of character and athletic, to make students successful and enhance their middle school experience. These students should not miss scheduled middle school games or practices to attend those of an outside activity. Should a student miss a school team event for outside endeavors, the coaches and administrators will agree upon appropriate consequences, as the commitment to team is expected. Students are also expected to maintain high standards of academics, attendance, and behavior as they represent the school and the corporation at events both at home and as visitors.
6. Receive clearance from a certified physician before returning to participate if an injury requiring a doctor’s care occurs during a practice or game.
7. Present to the principal written verification from a licensed physician stating that he/she may participate again if absent five or more days due to illness or injury.
8. Have filed with the principal before the first practice each year, a completed Student-Parent Physician certificate.
9. Represent the school in a becoming manner and must not display improper conduct or bad habits in or out of school.
10. Not have transferred from one school to another for athletic purposes as a result of undue influence or persuasion by any person or group.
11. Participate in P.E. classes on the day of an event; otherwise, he/she will not be eligible to compete.
12. Not participate in any given sport more than once at each grade level.
13. Not participate in two Batchelor sports if both are a “cut” sport.
14. The above summary of rules will be under continuous review by the faculty, the administration and the coaches. During each athletic season, grade and conduct checks will be conducted by coaches. School authorities maintain the right to determine participation requirements and privileges, including the right to practice, dress or sit with the team. The inter-school athletic guidelines for middle level schools as prescribed by the I.H.S.A.A. and approved by the Monroe County School Board will be followed.
PARTICIPATION DETERMINED BY GENDER

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

STUDENT ATTENDANCE AT SCHOOL EVENTS
The School Board encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. **Students must attend the entire school day the day of an extracurricular event in order to attend.** Exceptions to this rule are the observance of a major religious holiday, doctor or dental appointments documented with written statement from physician, attendance at funerals, and school field trips. Any exceptions must be prearranged with the assistant principal in charge of attendance and cleared by the building principal.

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

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

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.

C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

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

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

I.C. 20-26-5-1, 20-26-5-4, 20-26-8-1 et seq.

Approved 7/15/91

Revised 8/9/93 {Code citations updated 6/18/07}

**DANCES**

The following are general guidelines for dances at Batchelor Middle School. The dances are for Batchelor students only. Students from other schools will not be admitted. A school identification card (with picture) may be required for admission. A ticket will be required for admission and will be sold only at the announced times. Tickets are not available at the door. Dances are usually scheduled from 6:30 to 8:00 P.M. and students should arrange for transportation at these times. Students may not leave the dance early unless their parent comes to the door to get them. Normal school rules of conduct apply for student behavior. School dress codes apply to school dances as well as a regular school day. Appropriate forms of dance will be conducted on the dance floor.

**NATIONAL JUNIOR HONOR SOCIETY**

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

Candidate must have attained a minimum First Semester G.P.A. of 3.75. All eligible candidates receive a Batchelor Middle School National Junior Honor Society Application for Membership.

Candidate must submit a narrative statement as to his/her involvement in school, extracurricular, and/or community activities.

Candidate (and parent) must sign the Batchelor middle School National Junior Honor Application for Membership form.

The Application for Membership must be turned in for consideration by the determined submission date printed on the form.

Candidate must have a good discipline referral record. (Maximum of two infractions-less if a major infraction occurred.) For Continuing Membership:

NJHS member meets the 3.75 Semester G.P.A. standard and maintains a good discipline referral record.
All students nominated for NJHS are expected to perform 5-10 hours of service to Batchelor Middle School by serving as open house guides, tutors, etc. All students passing the three phases are inducted into the National Junior Honor Society.
SECTION IV

STUDENT CONDUCT

ATTENDANCE

Reporting Absences:

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

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

- **ARRIVING EARLY:** Many students because of transportation concerns, working parents or other factors, arrive at school early. Students may enter the building at 7:35 a.m. (Student entry into building).
- **ARRIVING LATE:** If a student arrives at school after 8:00, he/she is to report to the attendance secretary to receive an unexcused tardy pass to class unless he/she has evidence of excusable circumstances for being late. In that case, an excused tardy pass will be issued. Students who are persistently late will be referred to the assistant principal or the social worker.
- **PARTIAL DAY ATTENDANCE:** Any student who is not present at any time in his/her assigned class or activity will be considered as absent for that period.
- **TARDIES TO CLASS:** It is essential for students to report to their classes on time and to attend all classes. Students must arrive in their classrooms by the conclusion of the bell tones, or they will be marked tardy. After the bell tone sounds, students will be tardy to class unless they have an authorized signed school pass. **(Consequences for “tardies to class” begin at the start of each semester.)** Consequences for tardies to class are as follows:
  - Three tardies to same class will result in parent contact attempt by the teacher
  - Four tardies to the same class will result in a referral to the office for assignment to after school detention (Friday School).
  - Five or more tardies to the same class will result in a one day in-school detention.

Releasing Students During the School Day:

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

**MCCSC Attendance Guidelines:**

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

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

A student enrolled in this school corporation is bound by the requirements of state law and this policy to attend school until graduation, or withdrawal, whichever comes first. Acceptance of the terms of this guideline is a condition of enrollment for all students, including those not subject to the Compulsory Attendance Act of the State of Indiana. This applies to students who enroll or transfer into this school corporation at any time during a school year. Attendance and discipline records, including determinations made by the previous school, shall be honored and treated as though the conduct occurred within this school system.

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

A. serving as a page or honoree of the General Assembly (IC 20-33-2-14);
B. serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15);
C. when subpoenaed to testify in court (IC 20-33-2-16);
D. serving with the National Guard for no more than 10 days (IC 20-33-2-17);
E. serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2);
F. any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the Corporation;
G. facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day and is approved in writing by the school principal.

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

**Excused Absences** which do count against the school’s attendance rates include:

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

**Unexcused absences**

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

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

Actions taken by the principal or designee for unexcused absences may include but not be limited to:

For Truancy:

a. Identifies the truant as a student who willfully does not attend school.

b. Identifies the “habitual truant”, that is, “the student who has unexcused absences from school for more than ten (10) days of school in one (1) school year.

c. Investigates the cause(s) of the truant behavior via:
   1. Parent contact by the designated staff member
   2. Parent contact by appropriate school administrator or designee
   3. Parent conference with appropriate school administrator or designee

d. Considers, when appropriate, any modifications of the student’s educational program that meet particular needs which may be causing the truancy.

e. Ensures that every effort is made to notify parents that a child is truant, and that there may be corrective and/or disciplinary actions taken if the truancy continues. This minimal due process will include but not be limited to:
   1. Send an Attendance Notification Letters (These may be a “Five Day Letter”, “Ten Day Letter” or “Partial Absence Letter”.
   2. A “Ten Day Letter” may require a physician’s statement of incapacity for future absences to be counted as excused.) Make documented phone calls to parents
   3. Refer to the School Social Worker for contact/conference
   4. File One Day Legal Notice

For other Excessive Absences:

a. Identify instances where the parent(s) actions or lack of actions may “fail to ensure that the child attends school”.

b. Investigate the cause(s) of the excessive absences via:
   1. Parent contact by the designated staff member
   2. Parent contact by appropriate school administrator or designee
   3. Parent conference with appropriate school administrator or designee

c. Make every effort to communicate the issues with the parent(s) in a timely manner. This may include but not be limited to:
   1. Send attendance notification letters (five day, ten day, partial day absence letters)
   2. Make documented phone calls
   3. Refer to the School Social Worker for contact/conference

d. File One Day Legal Notice

e. Demand a physician’s statement of incapacity for all future absences (Verification of incapacity through a physician’s statement, or other verification documented by the school that verifies a student is legitimately ill, will be counted as excused absences.)

f. Consider what appropriate interventions might be helpful in alleviating excessive absences including what referrals might be made to outside agencies. (A list of possible agencies will be available in the MCCSC Social Services
Department.

g. Ensure that students/families with continued excessive absences are referred to appropriate agencies for legal action including the Monroe County Prosecutor, the Monroe County Probation Department, and/or the Monroe County Child Protection Services.

**STUDENT BEHAVIOR STANDARDS**

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

Generally, most students follow school-wide expectations. However, two general grounds for suspension and/or expulsion are student misconduct and substantial disobedience. Examples of student misconduct and substantial disobedience include, but are not limited to behavior that disrupts the school environment, bullying, aggressive behavior, attempting to cause physical injury or behaving in a manner that could result in physical harm. This applies on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity; or traveling to or from school or a school activity. Please see MCCSC Policy 5200 for specific grounds for suspension and expulsion.

**USE OF TOBACCO**

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

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

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes. The administration of each school building will take appropriate action in cases involving students who use tobacco in violation of this policy.

**MCCSC Schools Progressive Discipline Approach to Tobacco, Smoking, & Vaping**

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

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:

1. 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;
2. 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;
3. The right to have your person and property treated with respect, but also the responsibility to treat others and their property with respect;
4. The right to have your personal rights respected, but also the responsibility to respect the rights of others;
5. 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.

When students do not adhere to their responsibilities in the school environment, they jeopardize their rights in that environment. To that end the Board shall require each student of this Corporation to adhere to a code of conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules.

Additionally, the Corporation guidelines for suspension and expulsion are deemed to be a part of the expected code of conduct. Each school shall have a written code of conduct spelled out in the school handbook, and these may reflect minor differences based upon the age of students and specific issues at that school.

To that end, the Superintendent shall publish to all students and their parents the rules of this corporation regarding a Student Code of Conduct, the sanctions which may be imposed for breach of those rules, and the due process procedures that will be followed in administering the code of conduct.

The principal shall also appoint a committee to develop and periodically update rules of student conduct including grounds for suspension and expulsion when student misconduct or substantial disobedience occurs.

The principal, or his designee, shall have the authority to assign discipline to students subject to Corporation guidelines and the student’s due process rights to notice, hearing, and appeal.

Teachersons and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board when such conduct interferes with the educational program of the school or threatens the health or safety of others.

A student who has been disorderly on a school vehicle may be excluded from transportation services in accordance with Board policies on transportation. (See Board Policy 8600 F) If a student is recommended for suspension from riding a bus for the remainder of a semester, the parent has the right to appeal that suspension according to the guidelines in IC 20-33-8-1-34.

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. An informed and effective alternative to suspension and expulsion will often be the product of collaboration between students, their families, and school officials.

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

Any student who brings a firearm or destructive device to school or is in possession of a firearm or destructive device on school property shall be expelled for at least one (1) calendar year, with the return of the student to school to be at the beginning of the first semester after the end of the one (1) year period. The superintendent may, on a case by case basis, modify the length of expulsion for such an offense. The Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding any expulsions for the above stated firearm or destructive device offenses together with the name of the school, the number of students so expelled, and the types of weapons that were brought on district property. (20 U.S.C. 3351)

Data regarding disciplinary action(s) must be entered on a student’s record when such notation can be used to assist counselors and/or administrators. The dates and circumstances of out of school suspensions and expulsions will be communicated to schools within the MCCSC. The dates of out of school suspensions (appropriately marked attendance record) will be communicated to any public or private school corporation to which a student transfers as part of the student’s cumulative record. Expulsion determinations will be included in a student’s cumulative folder. Upon request, the circumstances of out of school suspensions and expulsions will be communicated to outside public or private schools where the student is registered.

The Superintendent is authorized to suspend or expel a non-disabled student when circumstances warrant and proper guidelines have been followed. In all cases by February 1st and October 1st of each year a report shall be filed by the school principal to the Bureau of Motor Vehicles concerning student ineligibility for a driver’s license or learner’s permit due to any of the following conditions:

1. Habitual truancy
2. Second out of school suspension
3. Expulsion
4. Withdrawal from school for any reason other than financial hardship.

The Superintendent will establish and periodically review administrative guidelines for discipline in schools to include:

1. Student Code of Conduct
2. Alternative to Suspension
3. Alternative to Expulsion
4. Suspension and Expulsion
5. Procedures for referral to outside agencies
6. Process Flowchart
7. All appropriate forms and reporting procedures

**EXPULSION FOR FIREARMS POSSESSION**

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

**DUE PROCESS RIGHTS**

The School Board recognizes the importance of safeguarding a student’s constitutional rights, particularly when subject to the Corporation’s disciplinary procedures.
The Superintendent shall establish administrative guidelines to ensure that all members of the staff follow due process procedures when dealing with students. In addition, a statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

Adopted by the Board 7/15/91

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

**STUDENT DISCIPLINE**

I. Student Conduct

The Board believes that students should have certain expectations regarding their rights, and learn to assume responsibility for their own behavior and the consequences of their actions. To that end, students have certain rights relative to their education and treatment, and they have certain responsibilities along those same lines. Such rights and responsibilities would include:

A. The right to an education, but also the responsibility to take advantage of that opportunity and the responsibility to not interfere with the rights of other students to get an education;

B. The right to expect to be treated with reasonable standards of socially-acceptable behavior, but also the responsibility to conform to reasonable standards of socially-acceptable behavior;

C. The right to have your person and property treated with respect, but also the responsibility to treat others and their property with respect;

D. The right to have your personal rights respected, but also the responsibility to respect the rights of others;

E. The right to expect that those faculty and staff who have authority over you will exercise that authority appropriately, but also the responsibility to obey the constituted authority and to respond appropriately to those who hold that authority.

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

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

II. Student Code of Conduct

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

1. No student shall possess, handle or transmit any firearm or destructive device on school property.

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

   a. A weapon, laser or electronic stun weapon, equipment, chemical substance, or other material that in the
manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

3. No student shall engage in the unlawful selling or transmission of a controlled substance, illegal drug, alcohol, prescription drugs, or 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.

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

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

III. Consequences for Violations of the Student Code of Conduct

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

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

IV. DEFINITIONS

A. PREVENTION- Agreed upon school wide norms and expectations for behavior taught to all students. Effective classroom management strategies for which staff is held accountable and emphasis on building positive student-teacher connections.

B. PROGRESSIVE DISCIPLINE- A means of using the least restrictive response that is appropriate to the violation committed. This could include:
   - Loss of recess, lunch detention, after school detention, and restriction from after school activities.
   - Counseling with the principal or designee regarding the behavior in question.
   - Conferences with the parent.
   - Mediation
   - Removal from class or activity
   - Assignment of additional schoolwork or community service work.
   - Alternative to suspension
   - Suspension
   - Alternative to Expulsion
   - Expulsion

C. MEDIATION- a voluntary and confidential process in which a neutral third-party facilitator helps people discuss difficult issues and negotiate an agreement. Peer Mediation refers to a process in which young people act as mediators to help resolve disputes among their peers. The student mediators are trained and supervised by a teacher or other adult.

D. REMOVAL FROM CLASS OR ACTIVITY- An elementary, middle school or high school teacher will have the right to remove a student from his/her class or activity for disciplinary reasons for a period of up to one (1) school day, or up to five (5) school days with approval of the principal. This includes sending a student to the office. Students sent to administration for disciplinary issues will be considered on administrative time while they wait for a disposition. An action taken by a principal or designee that removes the student from the instructional process for an extended period of time will be defined as in-school suspension. In-school or out-of-school suspensions are reported to the State as full day suspensions no matter the actual length of the suspension. During the period of removal, the student may be assigned regular or additional work to be completed in another school setting. If removal from class extends beyond the immediate period of instruction or constitutes a progressive pattern of behavioral consequences, the parent(s) will be notified and afforded an opportunity for a conference with the teacher and/or the principal.

E. ALTERNATIVE TO OUT OF SCHOOL SUSPENSION (ATS) – This includes any activity that does not remove the student from school grounds or alternative school sites. This may include, but is not limited to mediations, after school detentions, lunch detentions, in-school suspension or the ATS program.

E. SUSPENSION FROM SCHOOL – This includes removal from school grounds or any school function for up to 10 days. A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.

F. ALTERNATIVES TO EXPULSION (ATE) – This includes any endeavor to continue the student’s education rather than the removal of the student from any school grounds and any instructional activities for the remainder of a semester or any period exceeding 10 school days. This may include but is not limited to mediations, the Youth Outreach Program, Teen Learning Center, retention at school under a contract that may include additional expectations or restrictions or any other activity approved by the Superintendent or his/her designee.
G. EXPULSION – This includes the removal of a student from the school grounds or any other function or activity. In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation number one listed under the grounds for Suspension and Expulsion in this guideline.

H. DESIGNEE – For the purposes of this policy and the attending guidelines, the principal’s designee refers to an assistant principal or chief building administrator.
V. 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.

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

SUSPENSION and/or EXPULSION OF NONDISABLED STUDENTS

DEFINITIONS

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC20-33-8, the Board authorizes administrators and staff members to take the following actions:
1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER**: An elementary, middle school or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day, or up to five (5) school days with approval of the principal. During the period of removal, the student will be assigned regular or additional work to be completed in another school setting.

If removal from class extends beyond the immediate period of instruction or constitutes a progressive pattern of behavioral consequences, the parent(s) will be notified and afforded an opportunity for conference with the teacher and/or the principal.

2. **SUSPENSION FROM SCHOOL - PRINCIPAL**: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.

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

**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 rule11: 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.
The nature of the disease or medical condition requires emergency administration of the prescribed medication.

The student has been instructed in how to self-administer the prescribed medication.

The student is authorized to possess and self-administer the prescribed medication.

12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

13. Possessing, using, transmitting, or being affected by caffeine-based substance other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.

14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, any type of look-alike products or other related products associated with tobacco or nicotine use.

15. Possessing, using, distributing, purchasing, or selling e-cigarettes or other related products.

16. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.

17. Failing to comply with directions of teachers or other school personnel during any period of times when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

18. Failing to completely and truthfully respond to question from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal laws.

19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or state or federal law.

20. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constituents an interference with school purposes or an educational function.

21. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rule or state or federal law.

22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

23. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.

24. Possessing sexually related materials, which include images displaying uncovered breasts, genitals or buttocks.

25. “Sexting” or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.

26. Engaging in pranks or other similar activity that could result in harm to another person.
27. Using or possessing gunpowder, ammunition, or an inflammable substance.

28. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
   a. engaging in sexual behavior on school property;
   b. engaging in sexual harassment of a student or staff member;
   c. disobedience of administrative authority;
   d. willful absence or tardiness of students;
   e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
   f. violation of school corporation’s acceptable use of technology policy or rules;
   g. violation of school corporation’s administration of medication policy or rules;
   h. possessing or using a laser pointer of similar device

29. Any student conduct rule the school building principal establishes and gives notice to students and parents.

B. POSSESSION OF A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm or destructive device on school property.

2. The following devices are considered to be a firearm under this rule: any weapon that is capable of expelling, designed to expel, or 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.

LEGAL REFERENCES:

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

Revised Guidelines Reviewed by the Board: 3/28/2017

STUDENT HAZING, HARRASSMENT, AND BULLYING

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

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

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

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

**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:
Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity;

Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual;

Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

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

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

A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.

B. Physical assault.

C. Threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.

D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

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

F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

I. Inappropriate boundary invasions by a Corporation employee or other adult member of the Corporation community into a student's personal space and personal life.

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

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

**Race/Color Harassment**

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

**Religious (Creed) Harassment**

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

**National Origin Harassment**

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

**Disability Harassment**

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

**Reports and Complaints of Harassing Conduct**

Members of the Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Members of the Corporation community or third parties who believe they have been unlawfully harassed by another member of the Corporation community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extra-curricular programs. Individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.
The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually in the parent and staff handbooks and on the School Corporation's web site.

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

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

**Privacy/Confidentiality**

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

**Informal Process for Addressing Complaints of Harassment**

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

**Formal Process for Addressing Complaints of Harassment**

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Members of the Corporation community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one (1) of the Complaint Coordinators identified in the administrative guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the administrative guidelines.
After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

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

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

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

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

**Sanctions and Monitoring**

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

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

**Education and Training**

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

**BULLYING**

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The School Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein.
Bullying as defined by Indiana law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile student environment that:

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

This type of behavior is a form of harassment and would include, but is not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Bullying does not include:

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

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

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

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

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

Monroe County Community Schools will provide training and/or instruction on anti-bullying prevention and policy to students in grades 1 through 12, as well as staff, in accordance with Indiana law.

The Superintendent designee will be responsible for administrative guidelines to enforce this policy.

**Criminal Organization**

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. Criminal Organization Activity means a student who knowingly or intentionally actively participates in a criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.
Per state law, a school employee shall report any incidence of suspected criminal organized activity, criminal organized intimidation, or criminal organized 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 criminal organized 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 criminal organized 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 organized 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.

**STUDENT DRESS**

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

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

A. Clothing and/or accessories, that present a clear and present danger or likelihood to cause a material and substantial disruption of school or school activities is prohibited.

B. All clothing is required to have straps or sleeves. Shirts or tops must cover the chest, breast, waist, and back below the shoulder blades at all times. See through clothing is prohibited.

C. All shorts should be long enough to cover a student’s buttocks at all times and during all activities or movements.

D. Pants should be worn at or above the waist line

E. Undergarments should not be exposed at any time. Camisoles are considered to be undergarments.

F. Any clothing or jewelry that advertises/promotes alcohol, tobacco, drugs, suggestive sexual remarks, hate, racism, sexist remarks, homophobia, xenophobia, violence, profanity, gangs or obscenity is forbidden.

G. Jackets of a heavy texture and all coats are not to be worn in the classroom.

H. Shoes must be worn at all times. Slippers are not acceptable.

I. The wearing of hats, hoods, or any head covering are prohibited with the exception of those needed for religious reasons

J. Sunglasses are prohibited.

K. Bags of any kind are to remain in the locker during the school day.

*Expectations for student dress apply to during school hours and at all school related functions.*
HALL PROCEDURES/Hall Passes

Students must have their hall pass approved through the Google form by a teacher.

THE RAISING RESPONSIBILITY SYSTEM

Middle School is a time for adolescents to make choices, but also to rely on the guidance and counsel of adults who are important in their lives. At Batchelor we use four levels of social development to help us discipline, or teach, our students how to succeed at school and in life. The first two levels are not acceptable at school. Anarchy is the absence of order and is characterized by chaos. Next is bullying or bossing which is characterized by bothering or bossing others and breaks our standards at school. The top two levels are both acceptable at school. Cooperation is when a person is considerate and complies with requests, but the motivation is external—either from peers or adults. Democracy is our goal for all students. This level is characterized by self-discipline, initiative, and displaying responsibility because it is the right thing to do. A person’s motivation is internal, and this is the highest level on the social development continuum. By teaching students what it means to function in a democracy, we believe that we are supporting students in learning how to make good choices, as well as supporting the goals of our school, community, and nation.

Refocus Zone

The refocus zone is a program utilized for temporary removal from the classroom. The refocus zone is located in another room outside of the classroom.

ATS (Alternative to Suspension)

The ATS program is utilized as an alternative to the out-of-school suspension. The program is designed to utilize appropriate resources in seeking satisfactory adjustment of the student to the school. Students are assigned to a separate learning area on the school grounds. At lunch time, he/she will be able to participate in the school lunch program, although separate from the student body. At the principal’s request, a school guidance counselor may meet with the student on each day of the suspension. Students ATS by an administrator may not be allowed to participate in extra curricular activities. Students are expected to work quietly in isolation during ATS. Failure to meet these expectations will result in an out of school suspension.

Friday School

Friday School is a moderate level consequence. Students have the opportunity to gain tutorial help in areas of need, evaluate past behavior and set goals for the future. Friday School is designed to be a positive, useful experience. It is important to note that transportation will not be provided and that failure to attend an assigned Friday School will result in a consequence as outlined in the discipline section. Friday School meets in the designated teacher’s classroom from 2:55-5:30 p.m.

MORNING/AFTER SCHOOL PROCEDURES

1. Bus rider and walkers will report to the cafeteria through the lower northeast entrance (gym side of cafeteria-Door 2A). Earliest cafeteria entrance time is 7:30 a.m.
2. Car riders will be dropped off in the lower drive (courtyard-Door 1H)
3. Students may choose to walk laps on the second floor.
4. Those having breakfast must sit and eat on the large, East side cafeteria.
5. Students may be seated and socialize in the auditorium.
6. All students must remain seated in the area they reported to.
After School Procedures

Below are the procedures for staying after school for any activities.

1. All bus riders and walkers will go to their lockers and report to the ramp in front of the school to wait for their bus.
2. Buses will be released in waves. Bus #s will be posted on the front doors DAILY.
3. Once first wave buses are released, one teacher will take students who are walking home to the stop sign. The other teacher will help students cross the parking lot.
4. All car riders will go to their lockers and report to the first floor courtyard. Students will exit doors 1H to look for their parents.
5. Students are to report to assigned area by 3:05.
6. When the activity is over, students must leave immediately. Arrangements must be made in advance for pick-up.

Referrals will be given to students who are in the building without permission.
No visiting in hallways after 3:05 each day.

PUBLIC DISPLAY OF AFFECTION

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

SEARCH AND SEIZURE

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the School Board directs the Superintendent to utilize the following principles:

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.

Guidelines 3122.01 and 4122.01: Reasonable Suspicion Drug and Alcohol Testing are now posted on the website under the Board of Trustees/Policies and Guidelines tab. The Reasonable Suspicion consent forms can be found in the Human Resources section under Administrative Forms.

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.

SUBSTITUTE TEACHERS

Our school is fortunate to have people who are available to help us when our regular teachers are unable to attend school. Substitute teachers are special guests to our school, and will be treated with respect. Students should be polite, follow directions, and generally on their best behavior while a substitute is in their class. The regular teacher leaves instructions of what is to be done while he/she is gone from class. The substitute is in full authority while in the classroom. Students referred to the office for disrupting the teaching of a substitute will serve Friday School as a consequence.

STUDENT RIGHTS OF EXPRESSION

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

A. A material cannot be displayed or distributed if it:
   • is obscene to minors, libelous, indecent, or vulgar,
   • advertises any product or service not permitted to minors by law,
   • intends to be insulting or harassing,
   • intends to incite fighting,
   • or presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

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

B. Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.
SECTION V
TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

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

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

Safety checklist:

Getting to the bus stop:

1. Always get to the bus stop at least five minutes before the bus is due to arrive.
2. Running across the road to catch the bus isn’t smart.
3. If you have to walk on roads where there are no sidewalks, always walk against traffic. Try to stay off the road as much as possible.
4. When crossing the street to get to the bus, always look left, then look right, then look left again. If there are parked cars blocking your view, go to the nearest corner cross walk.

While you’re riding the bus:

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

Getting off the bus

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

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

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

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

- which bus your child will ride.
- where the bus stop is located.
- what are the pick-up/drop-off times.
- or call the transportation department at 330-7719.
- Sign up for Here Comes the Bus so that you can view the real-time location of your child’s school bus on a computer, tablet or smartphone. The website and/or app also emails alerts and pushes notifications so you can send your child to the bus at the right time.

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.

DROP OFF AREA

Students other than those arriving via school bus transportation should be dropped off at the lower level. Due to safety issues, no private vehicles are permitted in the upper parking lot between 7:30 and 7:55 a.m. and 2:35 and 3:25 p.m. Students dropped off at the lower drive near the courtyard. Students should enter the first floor door near room 131 (1H) and go directly to the 2nd floor using the blue stairwell.

Students arriving between 7:55 and 8:00 a.m. may use the upper parking lot.

For parents needing to pick up their student for an emergency or an appointment at the end of the school day, you will need to park in the lower parking lot/drop off area and walk up the steps into the front office to sign your student out.
I ___________________________ HAVE RECEIVED A STUDENT HANDBOOK

Please Print Name

CONTAINING THE RULES AND REGULATIONS OF BATCHELOR MIDDLE SCHOOL. I HAVE READ
THE RULES OR HAD THEM READ TO ME. I FEEL THAT I HAVE A GOOD UNDERSTANDING OF THE
RULES AND REGULATIONS OF BATCHELOR MIDDLE SCHOOL.

__________________________________
STUDENT’S SIGNATURE

_________________________________
DATE

(Fill in your name, sign and date it,
and turn it in to the teacher who reviews the rules with you.)