

# Bloomington Graduation School

## Student/Parent Handbook 2019-2020

Bloomington Graduation School  
"Home of the Dragons"  
705 West Coolidge Drive, Bloomington, IN 47403  
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[www.mccsc.edu/bgs](http://www.mccsc.edu/bgs)  
CEEB-ACT Code 150-204

## **Bloomington Graduation School 2018-19 Faculty and Staff**

Craig A. Belt	Principal
Brian Bowman	Science Teacher & PLATO Coordinator
Amy Davis	Counselor
Nicole Eller	Instructional Assistant (PLATO Aide)
Sarah Erb	English/Language Arts Teacher
Benjamin Farmer	Mathematics Teacher
Debbie Frederick	Administrative Assistant
Lorri French Bender	Special Education Teacher
Bryan Jackson	Custodian
Tim Key	Custodial Supervisor
Dee Larche	Social Worker
Susan Luther	Business & Social Emotional Learning Teacher
Rebecca Rupert	Language Arts Teacher
Emily Schoch	Mathematics Teacher
Andrew Smith	Social Studies Teacher
Sheena Tate	Food Services
T.B.D.	Health Aide

### **MCCSC Advisory Board of School Trustees**

Dr. Lois Sabo-Skelton, President

Mr. Keith Klein, Vice President

Ms. Susan P. Wanzer, Secretary

Ms. Elizabeth Ruh, Assistant Secretary

Ms. Cathy Fuentes-Rohwer, Member

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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: <a href="http://www.mccsc.edu">www.mccsc.edu</a> .	
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## **FOREWORD**

Welcome to Bloomington Graduation School! The staff at BGS is committed to providing your child with a nurturing learning environment that provides opportunities for each child to reach his/her fullest potential.

This handbook was designed to provide you with school policies and procedures. Please read through the information and refer to it throughout the school year.

We feel that parents are an integral part of this process and we welcome and encourage your participation at BGS. Please do not hesitate to call or stop by with questions or concerns. We are looking forward to a great school year!

## **MISSION STATEMENT**

Bloomington Graduation School is a safe, nurturing, competency-based school where students graduate college and career ready.

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.

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

## **EQUAL EDUCATION OPPORTUNITY**

No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational function or student activity. Education services, programs, instruction and facilities will not be denied to anyone in Monroe County Community School Corporation as a result of race, color, religion, national origin, creed or ancestry, age, sex, marital status, sexual orientation, disability or veteran's status. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Discrimination based on disability:

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

All other types of discrimination:

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

## **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 the 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 Bloomington Graduation 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 the 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: the 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>

## **BLOOMINGTON GRADUATION SCHOOL DAILY SCHEDULE**

### **Monday-Friday Schedule**

1<sup>st</sup> Period: 8:15 – 9:00  
2<sup>nd</sup> Period: 9:05 – 9:50  
3<sup>rd</sup> Period: 9:55 – 10:40  
Lair: 10:45 – 11:15  
Lunch: 11:15 – 11:45  
S.S.R.: 11:50 – 12:20  
4<sup>th</sup> Period: 12:25 – 1:10  
5<sup>th</sup> Period: 1:15 – 2:00  
Lair: 2:05 – 2:35

### **2 Hour Delay Schedule**

1<sup>st</sup> Period: 10:15 – 10:45  
2<sup>nd</sup> Period: 10:50 – 11:20  
Lunch: 11:20 – 11:50  
S.S.R.: 11:55 – 12:15  
3<sup>rd</sup> Period: 12:20 – 12:50  
4<sup>th</sup> Period: 12:55 – 1:25  
5<sup>th</sup> Period: 1:30 – 2:00  
Lair: 2:05 – 2:35

## **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.

## **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.

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

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

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.**



# SECTION I

## General Information

### SCHOOL ENROLLMENT

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:

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

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

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

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

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

## **SCHEDULING AND ASSIGNMENT**

The principal 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 principal.

## **EARLY DISMISSAL**

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

- A. a written request signed 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.**

## **WITHDRAWAL FROM OR TRANSFER OUT OF MCCSC**

If a student plans to withdraw or transfer from BGS, the parent must notify the principal. Parents are encouraged to contact the school office for specific details.

## **INJURY AND ILLNESS**

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

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

## **MEDICAL/HEALTH SERVICE**

Health services are provided in the Health Office. You must report to class and obtain a pass from the teacher to see the nurse.

If it is necessary to bring medicine to school, it should be brought to the Health Office upon your arrival at school. Students should not bring medicine to school without a doctor's order. Students who are injured or become ill at school must report to the Health Office.

All students new to the MCCSC must check with the Health Office to verify proper immunization.

“Each health office in the schools of the MCCSC maintains a list of students with medical problems or concerns. At the beginning of each school year, the faculty at each school receives a copy of the list of any of these students who attend their school. This information is necessary for the faculty to have in order to alert them to any medical problems the students might experience while at school.

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

## **IMMUNIZATIONS**

MCCSC Policy 5320

The School Board of School Trustees requires that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, and mumps. Every child who enters kindergarten or grade 1 shall be immunized against hepatitis B, and chickenpox. Every child who enters grades 9 and 12 shall be immunized against hepatitis B. From time to time other communicable diseases may be designated by the State Board of Health.

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

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

## **USE OF MEDICATIONS**

MCCSC Policy 5330

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

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

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

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

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

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

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

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

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

## **SELF-ADMINISTERED MEDICATIONS**

MCCSC Policy 5330.01

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

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

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

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

## **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**

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

The law defines person with a disability as anyone who:

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

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

Students are entitled to a free appropriate public education in the "least restrictive environment". MCCSC provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, MCCSC encourages the parent to be an active participant. To inquire about the procedure please contact the building principal.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between (names of 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 the building principal.

## **RESTRAINT AND SECLUSION POLICY**

"As 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."

## 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).

## 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:

- I. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.**
  - A. 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.
  
- II. 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.**
  - A. 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.
  
- III. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**
  - A. 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.

- B. 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.
- C. 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.

**IV. 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**

### **MEAL SERVICE**

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.

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

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

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

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

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

### **EMERGENCY CLOSINGS AND DELAYS**



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

Local Radio Stations		
WTTS 92.3	WGCL 1370	WVNI-FM Spirit 95
WHCC 105.1	WCLS 97.7	WFIU 103.7
Local Television Stations		
WBWB –WTTV Channel 4	WRTV Channel 6	WISH Channel 8
WTHR Channel 13	WXIN-FOX 59	WAVE
MCCSC Mobile App		
<p>You can download the MCCSC Mobile App for both Android and Apple devices            Information can also be found on the MCCSC Website <a href="http://www.mccsc.edu">www.mccsc.edu</a></p>		

## SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the school building.
- C. Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass and people who are “hanging around” the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. 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.
- H. Students may not bring visitors to school without first obtaining written permission from the building principal.
- I. All MCCSC employees are to wear identification badges while in MCCSC schools, offices, or on MCCSC property.
- J. 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

Board of School Trustees Relations  
 MCCSC Policy 9150

### **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

Approved by the Board 7/15/91

Revised 12/16/94 [to include reference to 'who possesses a firearm']

Revised 2/2/06 [to update I.C. reference]

## **VISITOR GUIDELINES**

Office of the Superintendent

MCCSC Policy 9150

### **SCHOOL VISITORS**

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

1. Invited Guests– Teachers planning to invite guests to the classroom will make necessary arrangements and inform the principal and office staff.
  2. Parents and Legal Guardians– Parents and guardians are encouraged to visit for class exhibits, lunch, celebrations, and to participate in volunteer opportunities.
  3. 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.
  4. 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.
  5. 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.
- D. 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.
- E. 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

Revised: 11/8/07 (reviewed by the Board 11/20/07)

## **USE OF CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES**

Cell phones, music devices and other electronic equipment are expected to be powered off, out of sight and not used for any reason during class. If a parent or guardian texts a student throughout the school day, please understand that the student will not be able to immediately respond. If there is an emergency and the student must be reached, please call the BGS front office at 812-330-7708. The office will relay the information to the student and allow the student to respond to the call in the office.

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

- Passing periods.
- Lunch.
- Before and after school.

If a student does not follow cell phone protocol, the following will take place:

- Violation 1 – Loss of phone/device for 1 school day.
- Violation 2 – Loss of phone/device for 1 school week.
- Violation 3 – Loss of phone/device for the remainder of the school year.

If students are concerned about these items being lost or stolen, they should be left at home.

Bloomington Graduation School assumes no responsibility for the safety of these items. Administration cannot spend school time investigating stolen or lost items that fall within this category. If one of these items is lost or stolen, students should report the incident to the office and complete an incident report detailing the information.

## **WIRELESS COMMUNICATION DEVICE**

MCCSC Policy 5136

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

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images.

Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Possession of a WCD by a student is a privilege. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year or have their privileges forfeited.

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

A person who discovers a student in possession of or using a 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.

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

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The matter may be referred to law enforcement if the violation involves an illegal activity.

While students may use school phones to contact Parents/Guardians during the school day, parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

## **ACCEPTABLE USE AGREEMENT**

Student Access to Networked Information Resources Policy and Guidelines

2521

Students must sign and Acceptable Use Agreement prior to having a computer account. Excerpts of the Agreement include:

### **RESTRICTIONS**

The following activities are not permitted on MCCSC electronic resources:

- A. Accessing, uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.
- B. Damaging computers, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional mis- or overuse of electronic distribution or storage space, or the spreading of computer “viruses” through the inappropriate use of files.
- C. Violating copyright, or otherwise using another person’s intellectual property without his or her prior approval or proper citation; using another person’s passwords; trespassing in another person’s folders, work or files.
- D. Violating local, state or federal statute.

### **REASONABLE USAGE**

Among, but not limited to, users should refrain from overuse of connect time, information storage space, printing or processing capacity.

- A. Request permission before downloading any program or file; scan for potential “virus” before executing, running, decompressing, or unzipping.
- B. Regularly remove unneeded files and/or folders from MCCSC and/or building accounts; save information to your storage space or to individual diskette; and not use local hard drives for storage.
- C. Obtain permission before signing on to a mail list or list service, or accessing private accounts, such as e-mail.
- D. Install no software programs not owned by or licensed to the MCCSC or the school on any MCCSC resources. This includes “freeware” or “shareware” programs as well as regular commercial versions.

### **RIGHTS AND PRIVILEGES**

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

review files to maintain system integrity and to be sure that the system is being used within the stated limits.

### **DISCLAIMERS**

The MCCSC makes no warranties of any kind, either expressed or implied, for the provided access. The staff, the school and the MCCSC are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on MCCSC resources, or for personal property used to access MCCSC resources; for the accuracy, nature, or quality of information stored on MCCSC resources or gathered through corporation-provided access; for unauthorized financial obligations incurred through MCCSC-provided access. Further, even though the MCCSC may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state and federal statute.

### **SANCTIONS**

Violations of school and MCCSC networked information resources policies could result in the loss of access to electronic resources. Additional disciplinary action may be determined at the building and/or classroom level in line with existing practice regarding language and behavior (Policy and Guidelines 5600). When appropriate, law enforcement agencies may be involved.

# SECTION II

## ACADEMICS

### 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 AND REPORT CARDS

The first two trimester report cards will be mailed home the week following the end of the trimester. The final report card for each trimester will be mailed home at the end of the third trimester. **Please maintain close contact with your child's teacher throughout the school year.** Grades and assignments can be accessed via student CANVAS web pages at any time.

### STUDENT ASSESSMENT

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

# GRADUATION REQUIREMENTS

## CORE 40 DIPLOMA



Effective beginning with students who enter high school in 2012-13 school year (class of 2016).

Course and Credit Requirements	
<b>English/ Language Arts</b>	<b>8 credits</b> Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in high school.</small>
<b>Science</b>	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b> World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> <small>(College and Career Pathway courses recommended)</small>
<b>40 Total State Credits Required</b>	

Schools may have additional local graduation requirements that apply to all students

\* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

12-07-2012

### CORE40 with Academic Honors (minimum 47 credits)

For the Core 40 with Academic Honors diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
    2. 2 credits in AP courses and corresponding AP exams,
    3. 2 credits in IB standard level courses and corresponding IB exams.
  - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
  - E. Earn an ACT composite score of 26 or higher and complete written section
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

### CORE40 with Technical Honors (minimum 47 credits)

For the Core 40 with Technical Honors diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  1. State approved, industry recognized certification or credential, or
  2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following.
  - A. Any one of the options (A - F) of the Core 40 with Academic Honors
  - B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
  - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
  - D. Earn the following minimum score(s) on Compass; Algebra 66 Writing 70, Reading 80.



## GENERAL DIPLOMA

<b>Indiana General High School Diploma</b>	
<p><b>The completion of Core 40 is an Indiana graduation requirement. Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.</b></p> <p><b>To graduate with less than Core 40, the following formal opt-out process must be completed:</b></p> <ul style="list-style-type: none"> <li>▪ The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) must meet to discuss the student's progress.</li> <li>▪ The student's Graduation Plan (including four year course plan) is reviewed.</li> <li>▪ The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.</li> <li>▪ If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.</li> </ul>	
<b>Course and Credit Requirements (Class of 2016 &amp; Beyond)</b>	
<b>English/Language Arts</b>	<b>8 credits</b>
	Credits must include literature, composition and speech
<b>Mathematics</b>	<b>4 credits</b>
	2 credits: Algebra I or Integrated Mathematics I 2 credits: Any math course <i>General diploma students are required to earn 2 credits in a Math or a Quantitative Reasoning (QR) course during their junior or senior year. QR courses do not count as math credits.</i>
<b>Science</b>	<b>4 credits</b>
	2 credits: Biology I 2 credits: Any science course <i>At least one credit must be from a Physical Science or Earth and Space Science course</i>
<b>Social Studies</b>	<b>4 credits</b>
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Any social studies course
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>College and Career Pathway Courses</b>	<b>6 credits</b>
	Selecting electives in a deliberate manner to take full advantage of college and career exploration and preparation opportunities
<b>Flex Credit</b>	<b>5 credits</b>
	Flex Credits must come from one of the following: <ul style="list-style-type: none"> <li>• Additional elective courses in a College and Career Pathway</li> <li>• Courses involving workplace learning such as Cooperative Education or Internship courses</li> <li>• High school/college dual credit courses</li> <li>• Additional courses in Language Arts, Social Studies, Mathematics, Science, World Languages or Fine Arts</li> </ul>
<b>Electives</b>	<b>6 credits</b>
	Specifies the minimum number of electives required by the state. High school schedules provide time for many more elective credits during the high school years.
<b>40 Total Credits Required</b>	
Schools may have additional local graduation requirements that apply to all students	

# SECTION III

## STUDENT ACTIVITIES

### EXTRA-CURRICULAR ELIGIBILITY

#### **PURPOSE**

- A. To emphasize the importance of academic achievement.
- B. To monitor the academic progress of ECA participants frequently and more consistently.
- C. To provide support and encouragement to all ECA participants for academic achievement.

#### **GOALS**

- A. To raise the overall GPA of ECA participants.
- B. To ensure that qualified ECA participants meet the academic standards necessary to continue at the collegiate level if the opportunity exists.

#### **MONITORING PROCESS**

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

#### **CONSEQUENCES**

Students must be passing four classes to participate in extracurricular activities per IHSAA guidelines.

#### **OFF-SEASON MONITORING**

All students at South, North, BGS, and the Academy will be monitored according to the established grading periods. Sponsors of extracurricular activities will attempt to monitor off-season participants at the end of each grading period.

#### **ATTENDANCE AND EXTRACURRICULAR PARTICIPATION**

A student must attend school for one half day on the day of a scheduled activity of any kind (music, athletics, speech, drama, etc.) Exceptions to this rule are the observance of major religious holidays or medical conditions requiring a doctor's care. These exceptions should be prearranged with the attendance office and the student should be cleared by a building administrator for participation. If the

student is absent on Friday or the day before school holiday begins, he/she will not be allowed to participate until the teacher/coach sponsoring the activity and a building administrator have determined the validity of the absence and/or the status of the student's health.

Only students who attend MCCSC schools (North, South, The Academy and BGS) and live in Bloomington districts are eligible to participate in extracurricular activities.

## **NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES**

### **USE OF SCHOOL FACILITIES**

MCCSC 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}

# SECTION IV

## STUDENT CONDUCT

### ATTENDANCE

#### REPORTING ABSENCES

- A. Absences must be reported to the school office by 9:00 a.m. on the day of the absence. Parents/guardians should call (812-330-7708) or send a note to the school office.
- B. If you would like to report the absence when the office is closed, you may call the school and leave a message.
- C. 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.
- D. An attempt will be made to contact parents/guardians of children absent from school with no notification from the parent/guardian. This is to ensure the safety of all students.

- E. If your child will be absent or tardy due to a doctor/dentist appointment, it is very important to bring in a doctor's statement to the office.

### **TARDY AND PARTIAL-DAY ABSENCES**

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

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

### **RELEASING STUDENTS DURING THE SCHOOL DAY**

- A. In the morning, parents should send a note to the administrative assistant or call to inform her/him that the child will be leaving during the day. If your child is leaving and not returning, please indicate this in your note.
- B. Parents should check in at the office and office personnel will contact the child via the intercom. Parents should not go directly to a classroom, to avoid disruptions to instruction.
- C. A child will not be released to anyone other than the parent unless the parent has made prior arrangements.
- D. Children should never leave the school without permission from the teacher and the office.
- E. 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.
- F. 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.

### **EXCUSED ABSENCES**

This includes absences **up to ten [10] days** for which a parent phone call or note is received within twenty-four [24] hours of the absence:

- A. Required Court Attendance
- B. Observance of a bona fide religious holiday
- C. Service as a page in the General Assembly
- D. Active Duty in National Guard
- E. Service on a precinct election board or helper for a political candidate
- F. College visit
- G. Absences medically documented due to a physical or mental condition resulting in 504 classification
- H. Illness
- I. Out of School Suspensions
- J. Recovery from accident
- K. Professional appointments
- L. Death in the immediate family
- M. Such other good cause as may be acceptable by to the principal or designee or permitted by law. Such determination shall be made on a case by case basis. Such absences will not be excused after ten (10) days or if a “One Day Legal Notice” has been filed.

**Every effort will be made to notify parents in writing of absences that reach the five (5) day total, including excused absences.**

### **UNEXCUSED ABSENCES**

Truancy or other excessive absences.

Unexcused absences also include absences in “H-M” above which are over the ten day limit or for which a notice has been sent to the parents requiring a “physician’s statement of incapacity” for the child. In-school suspensions are not considered absences, and out of school suspensions are counted as excused absences.

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

#### **I. 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 Attendance Notification Letters (These may be a "Five Day Letter", "Ten Day Letter" or "Partial Absence Letter". A "Ten Day Letter" may require a physician's statement of incapacity for future absences to be counted as excused.)
  2. Make documented phone calls to parents
  3. Refer to the School Social Worker for contact/conference
  4. File One Day Legal Notice

## II. 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, and partial day absence letters)
  2. Make documented phone calls
  3. Refer to the School Social Worker for contact/conference
  4. File One Day Legal Notice
  5. Demand a physician's statement of incapacity for all future absences (Verification of incapacity through a physician's statement, or other verification documented by the school that verifies a student is legitimately ill will be counted as excused absences.)
- D. Consider what appropriate interventions might be helpful in alleviating excessive absences including what referrals might be made to outside agencies. (A list of possible agencies will be available in the MCCSC Social Services Department.
- E. Ensure that students/families with continued excessive absences are referred to appropriate agencies for legal action including the Monroe County Prosecutor, the Monroe County Probation Department, and/or the Monroe County Child Protection Services.

## **EXCUSED ABSENCES**

MCCSC Policy 5200

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

- A. Serving as a page or honoree of the General Assembly (IC 20-33-2-14);
- B. Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15);
- C. When subpoenaed to testify in court (IC 20-33-2-16);
- D. Serving with the National Guard for no more than 10 days (IC 20-33-2-17);

- E. Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2);
- F. Any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the Corporation; 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. 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

Every effort will be made to notify parents in writing of absences that reach the five (5) day total, including excused absences. This will be sent as a general notice letter after 5 days and again after 10.

### **STUDENTS EXPERIENCING HOMELESSNESS**

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

### **ATTENDANCE CODES**

- A: Absent – excused (parent contact)
- B: Home-bound instruction approved by Special Ed.
- C: Out of Class – present-excused from class (e.g., w/counselor, social worker, etc.)
- D: More than 5 minutes tardy–counted as truant
- E: Early Dismissal – left building w/parent permission
- F: Field Trip – attending school activity
- G: Left school – with parent permission
- H: Truant (MS/HS – absent without parent knowledge)
- I: In-school detention/suspension
- J: Jail (incarcerated, short-term (not withdrawn))
- K: Alternative to Suspension
- L: Left Seminar without permission (HS)



M: Medical/dental/hospital – statement required  
N: Nurse – sent home by health personnel  
O: Out-of-school suspension  
P: Prearranged absence (i.e. vacation)  
Q: Lice/Nits present  
R: Religious exemption  
S: Return to School – return from appointment  
T: Tardy  
U: Absent – no parent contact/physician statement  
V: College Visit (college, polls, page, jury duty, court appearance, etc.)  
W: 504 Medical Determination  
X: Exempt – polls, page, jury duty, court appearance, NG)  
Y: Take-Your-Child-to-Work Day  
Z: Hospitalized (not withdrawn from school)

While BGS will enforce MCCSC attendance guidelines, strategies to improve attendance will also be implemented.

These strategies may include (but are not limited to):

- Field trips as rewards for maintaining good attendance.
- Using the buddy system approach to encourage students.
- Having BGS family events to celebrate achievement (possibly midterm, final, and end of semester).

### **WITHDRAWING FROM SCHOOL**

MCCSC Policy 5130

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

### **CRIMINAL ORGANIZATION/CRIMINAL ORGANIZATION ACTIVITY IN SCHOOLS**

The Board of School Trustees of the Monroe County Community School Corporation prohibits criminal organization activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior.

Per state law, a school employee shall report any incidence of suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a

safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected criminal organization activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. Consequences for a student who engages in criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal organization activity, and whether consequences were imposed or services provided to address the activity.

(Above excerpted from Board Policy 5840)

LEGAL REFERENCE: IC 20-26-18  
IC 20-33-9-10.5  
IC 35-45-9-1

## **STUDENT BEHAVIOR STANDARDS**

Bloomington Graduation School 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 5610 for specific grounds for suspension and expulsion.

### **BACKPACKS**

The district policy allows computer bags and backpacks in the classroom. Teachers will determine location of bags in classroom if concerns arise. Students are responsible for contents in bags at all times.

## **DANCES**

Dances for Bloomington Graduation School students are held. Dances are sponsored by school clubs or organizations and must be approved in advance through the Main Office. The adult sponsors are in charge of the dances and all school rules apply at these events. These rules include dress code and appropriate student conduct.

While dances are for student entertainment, dancing in suggestive ways (i.e. excessive touching, simulation, or exposure) will not be tolerated. Those who continue to dance in this way, after being asked to stop, will be asked to leave. Students who do not plan to attend the dance, but instead loiter at the facility will be asked to leave. Any guest that wishes to come to a dance must be pre-approved by the dance sponsor and school administrator. Guests must be accompanied by a BGS student. All dance attendees must carry proper identification.

## **DRESS CODE**

As students mature and become adults, they will be required to meet certain dress standards for many occupational obligations and social functions. At BGS, students are expected to wear clothing and to manage their appearance in a responsible and appropriate manner. Appropriateness is monitored by all staff members. Final decisions regarding appropriateness will be made by a building administrator. If a student is in doubt, he/she should not wear the item of clothing.

Prohibited clothing includes: clothing with vulgar, profane, or suggestive slogans, clothing that advertises or promotes alcohol, tobacco, drugs and illegal products, and clothing that presents a message that is not consistent with the educational mission of BGS or disrupts that learning process in the classroom.

In order to encourage students to represent themselves in a professional manner, in addition to the above clothing items, wearing the following is not allowed:

- Visible undergarments
- Wearing the hoods on hoodies (hats are ok)
- Pajamas and blankets
- Sagging pants

Students will be afforded the opportunity to correct improper attire on their first visit to the front office for this offense. Students who are unable or refuse to remedy this clothing issue will spend the remainder of the day in ISS (In-School Suspension) for not complying with this rule. Additional dress referrals will be viewed as “refusal to comply with a reasonable request”

## **BEHAVIOR DEFINITIONS AND EXPECTATIONS**

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

## **BULLYING**

Bullying means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- A. Places the targeted student in reasonable fear of harm to their person or property;
- B. Has a substantially detrimental effect on the targeted student's physical or mental health;
- C. Has the effect of substantially interfering with the targeted student's academic performance; or
- D. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as gender, sexual orientation, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

## **HAZING**

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.

## **NO HARASSMENT**

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

## **RELATIONAL AGGRESSION**

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

## **EXPECTATIONS**

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

## **EQUAL ACCESS TO PROGRAMS AND FACILITIES**

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.

## **SEXUAL DISCRIMINATION AND HARASSMENT GUIDELINES**

Office of the Superintendent  
MCCSC Policy 5517

### **STUDENT HARASSMENT**

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

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

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

### **REPORTING HARASSMENT**

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

#### **I. Sexual Harassment:**

- A. Verbal: The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation.
- B. Non-Verbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the Corporation.
- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the Corporation. Any form of sexual harassment which constitutes child abuse must be reported immediately in accordance with AG 8462.

## **II. Gender/Ethnic/Religious/Disability/Height/Weight Harassment:**

### **A. Verbal:**

1. Written or verbal innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or other person associated with the Corporation.
  2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation by refusing to have any form of social interaction with the person.
- B. Non-Verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation.
- C. Physical: Any intimidating or disparaging action such as hitting or spitting on a fellow student, staff member, or other person associated with the Corporation.

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

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

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

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

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

The purpose of this provision is to:

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

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

If the investigation reveals that the complaint is valid, and then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence. Any form of sexual harassment which constitutes child abuse must be reported immediately in accordance with AG 8462.

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

See AG 8462

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

MONROE COUNTY COMMUNITY SCHOOL CORPORATION

Bloomington, Indiana

## **DISCIPLINE**

### **STUDENT DISCIPLINE**

MCCSC Policy 5600

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:

- 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.

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. All secondary students will be required to sign a form confirming that the Code of Conduct for that school has been read and is understood. Failure to sign this form shall have no effect on the utilization of the disciplinary actions contained in the Code with that student.

The Superintendent 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.

Teachers 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 whom 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 1<sup>st</sup> and October 1<sup>st</sup> 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:

- A. Habitual truancy
- B. Second out of school suspension
- C. Expulsion
- D. 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:

- A. Student Code of Conduct
- B. Alternative to Suspension
- C. Alternative to Expulsion
- D. Suspension and Expulsion
- E. Procedures for referral to outside agencies
- F. Process Flowchart
- G. All appropriate forms and reporting procedures

Replaces Policies 5600 and 5610 – DRAFT 4-17-07 [with addition of three 'also' inserted in first paragraph by DISCO] Citations: (NCLB) IC 20-33-8-33, 9-24-2-1, IC 20-33-8-0.2---34, 35-47.5-2-4, 35-47-1-5, 35-41-1-8.

Policy 5600 Adopted by the Board 7/15/91; Revised 10/11/05

[Revision presented to School Board on 6/5/07 for first reading – on agenda for 6/19/07 but withdrawn ... not approved]

Revision approved by the Board 1/22/08

## 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 (1) year.

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

I.C. 20-33-8-16(e).

## 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.

## VIOLATIONS WITH POSSIBLE CONSEQUENCES

### **ANY blatant rule violation can result in expulsion**

#### **Abuse/Battery (Physical or Sexual):**

First offense                      Expulsion – Police Referral

#### **Arson:**

First offense:                      Expulsion – Police Referral

#### **Cheating/Plagiarism:**

First offense:                      Teacher discretion

Second offense:                      Teacher discretion

Third offense:                      3 days out-of-school suspension

**Disruptive Behavior:****Blatant disruptions could result in an immediate expulsion request**

First offense: Discretion of principal

Second offense: Discretion of principal

**Dress Code Violations:**

First offense: Warning

Second offense: Warning

Third offense: In-school suspension

**Driving Violations:**

First offense 30 day suspension of parking pass.

Second offense Revoke driving privileges for year.

**Drugs & Alcohol – Possession, Use:**

First offense: Recommend expulsion – Police Referral

**Drugs & Alcohol – Transmitting:**

First offense: Recommend expulsion – Police Referral

**Drug Paraphernalia – Possession:**

First offense: Recommend expulsion – Police Referral

**Wireless Communication Devices – Possession:**

First offense: Loss of phone/device for 1 school day.

Second offense: Loss of phone/device for 1 school week.

Third offense: Loss of phone for the remainder of the school year.

**Fighting:**

Depending on the Situation: 5 days out-of-school susp. – Police Referral

Recommend Expulsion – Police Referral

**Fire Alarm Violation:**

First offense: Recommend expulsion – Police Referral

**Fire Arms – Possession, Using, Transmitting:**

First offense: Recommend expulsion – Police Referral

**Hall Pass or School Document Misuse:**

First offense: In-school suspension or loss of privileges

Second offense: ATS or in-school and pass restrictions

**Forgery:** Administrative discretion

**Harassment, Bullying, Hazing (verbal):**

Blatant harassment and intimidation could result in an immediate expulsion request

First offense: In-school suspension/ASD

Second offense: 1 day out-of-school suspension

Third offense: 3 days out-of-school suspension

**Internet Agreement Violations:**

First offense: Referred to Counselor

Second offense: Revoke computer account/Could pay for repairs - In-school suspension

Third offense: 1-3 day out-of-school suspension

**Littering:**

First offense: Loss of privileges or Community Service

Second offense: Administrator discretion

**Obscene Language or Gestures:**

- First offense: In-school suspension
- Second offense: 1 day Out-of-school suspension
- Third offense: 3-5 days Out-of-school suspension/or expulsion

**Promoting Rule Violations:**

- First offense: In-school suspension or community service
- Second offense: 1-3 day out of school suspension
- Third offense: Out-of-school suspension/Expulsion (possible)

**Refusal To Comply With Reasonable Request:**

- First offense: In-school suspension or community service
- First offense (Flagrant): Expulsion (possible)
- Second offense: Up to the discretion of the building administrator
- Third Offense: 3-5 days Out-of-school suspension

**Stealing or Possessing Stolen Goods**

- First offense: 5 days Out-of-school suspension/restitution
- Second offense: Expulsion

**Tobacco – Possession, Smoking/Vaping, Transmission (including e-cigarettes):**

- First offense: 1 day Out-of-school suspension – Attend “Teens Beat Tobacco” class
- Second offense: 3 days Out-of-school suspension – Fine of \$142.50 to the County Clerk
- Third offense: 5 days Out-of school suspension

**Vandalism (misuse of property):**

- First offense: 3 days Out-of-school suspension & Pay or repair damages/restitution
- First offense (flagrant): Expulsion/Pay for damages
- Second offense: Expulsion/Pay for damages

**Weapons – Threat, Possession, Transmission, Use:**

- First offense: Mandatory expulsion for (1) calendar year - Police referral
- Failure to report weapon possession could result in an expulsion request

## CONSEQUENCES FOR RULE VIOLATION

Policies and consequences for student behavior apply while at school, while traveling to or from school or any school-sponsored event, and while participating in any school-sponsored event at home or away.

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

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

The following list of student actions and related consequences is provided so students understand the standard disciplinary procedures. Please understand that these standard procedures may be modified or altered depending on specific situations as reviewed by the school administration. Flagrant violations of any rules could result in suspension and/or expulsion. Any student violating a school rule may be given a health assessment by the school nurse.

- A. **In-School Suspension:** Legally separated from regular classes for one (1) period for up to five (5) days. The classroom rules for in-school suspension are posted and credit will be given for class work completed. In-school suspension is counted as a regular day of attendance.
- B. **Out-of-School Suspension:** Legally separated from regular classroom activities and removed from the school for one to ten days. **It is the student's responsibility to request and make-up all assigned work.** Students will be given one day to complete work for each day of suspension. If a student meets these requirements, full credit for make-up work will be given.
- C. **Alternative to Suspension:** Participation in the ATS program, which is housed at BGS, will be an option for students whenever possible as opposed to sending them home.
- D. **Part-Time Day Students:** Students will still be considered full-time status, if and when students are put on a half-day schedule. It is the student's responsibility to ensure all work is completed. Students are to make arrangements to be picked up by 12:30, and to notify the front office of those arrangements. Students coming off a "Working from home" status could be placed on a part-time status as part of the transitioning process into full day. **NO STUDENT ON HALF-DAY WILL BE ALLOWED TO GO HOME WITH ANOTHER STUDENT WITHOUT A 24 HOUR WRITTEN NOTIFICATION FROM A PARENT OR LEGAL GUARDIAN.**
- E. **Students Working from Home:** At the discretion of the school administrator, students could be placed on "working from home" status as part of the ATE (Alternative to Expulsion Process). **It will be the student's responsibility to communicate with their teacher to make sure accurate progress is being made.** Students can transition back into the school building as part-time students with agreed upon arrangements between the student, parent/legal guardian and school administrator.

## **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

# SUSPENSION & EXPULSION GUIDELINES

## I. 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.

## II. GROUNDS FOR SUSPENSION OR EXPULSION

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

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

A violation by a student of a rule listed in Sections A is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation

of the same or similar rule. Violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation.

A. Student Misconduct and/or Substantial Disobedience

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

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



12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substance other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, any type of look-alike products or other related products associated with tobacco or nicotine use.
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 constitutes an interference with school purposes or an educational function.
21. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rule or state or federal law.
22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
23. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
24. Possessing sexually related materials, which include images displaying uncovered breasts, genitals or buttocks.
25. "Sexting" or using a cell phone or other personal communication device to possess or

send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.

26. Engaging in pranks or other similar activity that could result in harm to another person.
27. Using or possessing gunpowder, ammunition, or an inflammable substance.
28. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - f. violation of school corporation's acceptable use of technology policy or rules;
  - g. violation of school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device
29. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

B. POSSESSION OF A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm or destructive device on school property.
2. The following devices are considered to be a firearm under this rule: any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:  
an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary

charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above, a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or destructive device: suspension up to 10 days and expulsion from school for one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

#### C. POSSESSION OF A DEADLY WEAPON

- a. No student shall possess, handle or transmit any deadly weapon on school property.
- b. The following devices are considered to be deadly weapons for purposes of this rule:

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- 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

### III. 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:
  - i Lunch detention, after school detention, and restriction from after school activities.
  - ii Counseling with the principal or designee regarding the behavior in question.
  - iii Conferences with the parent.
  - iv Mediation.
  - v Removal from class or activity.
  - vi Assignment of additional school work or community service work.
  - vii Alternative to suspension.
  - viii Suspension.
  - ix Alternative to Expulsion.
  - x Expulsion
- c **MEDIATION** – A voluntary and confidential process in which a neutral third-party facilitator helps people discuss difficult issues and negotiates an agreement. Peer Mediation refers to a process in which young people act as mediators to help resolve disputes among their peers. The student mediators are trained and supervised by a teacher or other adult.
- d **REMOVAL FROM CLASS OR ACTIVITY** – An elementary, middle school or high school teacher will have the right to remove a student from his/her class or activity for disciplinary reasons for a period of up to one (1) school day, or up to five (5) school days with approval of the principal. This includes sending a student to the office. Students sent to administration for disciplinary issues will be considered on administrative time while they wait for a disposition.

An action taken by a principal or designee that removes the student from the instructional process for an extended period of time will be defined as in-school suspension. In-school or

out-of-school suspensions are reported to the State as full day suspensions no matter the actual length of the suspension. During the period of removal, the student may be assigned regular or additional work to be completed in another school setting. If removal from class extends beyond the immediate period of instruction or constitutes a progressive pattern of behavioral consequences, the parent(s) will be notified and afforded an opportunity for a conference with the teacher and/or the principal.

- e **ALTERNATIVE TO OUT OF SCHOOL SUSPENSION (ATS)** – This includes any activity that does not remove the student from school grounds or alternative school sites. This may include, but is not limited to mediations, after school detentions, lunch detentions, in-school suspension or the ATS program.
- f **SUSPENSION FROM SCHOOL** – This includes removal from school grounds or any school function for up to 10 days. A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to five (5) school days, or up to ten (10) school days with approval of the Superintendent.
- g **ALTERNATIVES TO EXPULSION (ATE)**– This includes any endeavor to continue the student’s education rather than the removal of the student from any school grounds and any instructional activities for the remainder of a semester or any period exceeding 10 school days. This may include but is not limited to mediations, the Youth Outreach Program, Teen Learning Center, retention at school under a contract that may include additional expectations or restrictions or any other activity approved by the Superintendent or his/her designee.
- h **EXPULSION**– This includes the removal of a student from the school grounds or any other function or activity. In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation number one listed under the grounds for Suspension and Expulsion in this guideline.
- i **DESIGNEE**– For the purposes of this policy and the attending guidelines, the principal’s designee refers to an assistant principal or chief building administrator.

**V. Grounds for disciplinary actions including suspension or expulsion:**

- a Grounds for suspension or expulsion are student misconduct or substantial disobedience. The grounds for suspension or expulsion listed above apply when a student is:
  - i 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.
  - ii Off school grounds at a school activity or event.
  - iii 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 51 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:
  - i Complete suspension paperwork for ATS only;
  - ii 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:
  - i 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:
    - 1 A written or oral statement of the charges;
    - 2 If the student denies the charges, a summary of the evidence against the student will be presented; and, the student will be provided an opportunity to explain his or her conduct.
  - ii 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.
  - iii 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).
  - iv Students under suspension will not be eligible for enrollment at other schools of the district.
  - v 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.
  - i **Requirements for Participation:**

- a) 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.
  - b) The student and parents must comply with all recommendations of Alternative to Expulsion agreement or face expulsion.
  - c) 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.
  - d) Students who are apprehended transmitting or selling drugs are not eligible.
2. **ATE Process for non-alcohol or drug offenses:**
- a) File expulsion paperwork (Form 5600-2) with the Office of the Superintendent indicating that an ATE will be offered.
  - b) 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.
  - c) 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.
  - d) 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.
  - e) In either event (c or d above) the school administrator must inform the expulsion examiner that the expulsion will proceed or that an ATE has been agreed upon.
  - f) 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.
  - g) The ATE Agreement will officially be deemed ended at the end of the time when the requested expulsion would have ended.
3. **ATE Additional Processes for Drug/Alcohol Related Offenses:**
- a) 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.
  - b) To confirm reasonable suspicion of drug or alcohol possession or usage:
    - (1) Normal investigative procedures and questioning of anyone knowledgeable of the incident should be pursued.

- (2) 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.
  - (3) 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.
  - (4) 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)
  - (5) If alcohol is involved and the vitals are unusual an administrator will have the nurse or police conduct a portable breath test.
- c) Failure to comply with steps in "b" when there is reasonable suspicion may result in expulsion for failure to comply with directions and disobedience of administrative authority.
  - d) Upon confirmation of alcohol or drugs, the following actions are taken:
    - (1) The student's parents will be notified immediately or as soon as practically possible. Such notification will be documented.
    - (2) Possession of controlled substances or alcohol is to be reported to local law enforcement officials (using form 5600-20).
    - (3) 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.
  - e) The terms of an ATE for drug or alcohol offenses must include: 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.
  - f) The MCCSC retains sole authority establishing the conditions for the student's return to school.
  - g) The MCCSC will:
    - (1) Inform parents of available resources for evaluation of student substance abuse.
    - (2) Provide information to the parents regarding relevant procedures, timelines, and the School Referral Evaluation form, etc., of the Alternative to Expulsion Program.
    - (3) 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.
    - (4) Provide appropriate follow-up data to the referral agency upon request.
  - h) In order to be accepted as an appropriate referral agency, that agency must:



- (1) Schedule an assessment interview with the student and parents/guardians as soon as possible (must be done within 5 days).
  - (2) Provide appropriate educational/psychological treatment or therapy (or refer to an appropriate agency) for each student.
  - (3) Provide an assessment recommendation to school personnel.
  - (4) Reserve the right to terminate service to students who refuse to participate appropriately.
  - (5) Work with the school corporation in assessing the program and implementing modifications when necessary and feasible.
- i) 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:
- (1) 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.
  - (2) Advise the parents that the appropriate law enforcement agencies are currently being notified—(Bloomington Police Department/Indiana State Police/Monroe County Sheriff.)
- j) When behavior warrants, suspension and expulsion procedures shall be followed.
- E. **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. Ensure 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.

F. **APPEAL RIGHTS** – The school board has previously voted that it will not hear student expulsion appeals. No further options exist with the School Corporation on this matter once the Hearing Examiner has made a determination. The only remaining recourse is with the courts. The discipline action determined by the Hearing Examiner will continue in effect pending a final determination by the courts.

LEGAL REFERENCE: 20 U.S.C. 8001; 20 U.S.C. 8002; I.C. 20-33-8-0.2—34; I.C. 35-47.5-2-4; I.C. 35-41-1-8; I.C. 35-47-1-5

Approved by the Board: 1/12/78; Revised 1/11/88; 4/11/88; 7/15/91

Revised Guidelines Reviewed by the Board: 6/5/07—replaces former guidelines 5600 & 5610 Revised

Guidelines Reviewed by the Board: 1/8/08

## **SEARCH AND SEIZURE**

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the MCCSC and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. MCCSC reserves the right not to return items which have been confiscated.

## **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. Material cannot be displayed or distributed if it:
  - 1. Is obscene to minors, libelous, indecent, or vulgar;
  - 2. Advertises any product or service not permitted to minors by law;
  - 3. Intends to be insulting or harassing;
  - 4. Intends to incite fighting;
  - 5. 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.
- B. 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.
- C. 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.

## **STUDENT CONDUCT**

MCCSC Policy 5500

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

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

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

## **USE OF SECLUSION AND RESTRAINT WITH STUDENTS**

### MCCSC Policy 5630.01

Monroe County Community School Corporation's emphasis is on prevention and de-escalation, which reduces the risk of injury to both students and program staff. The emphasis is always on the care, safety, and welfare of our students and the primary technique used is verbal de-escalation. Restraint and seclusion are emergency procedures to be used when there is risk for injury to someone. It is the policy of the School Board to limit the use of seclusion or physical restraint in the education and discipline of students to circumstances in which the strategy can be used safely in a manner that is in the best interests of the student and as defined in this policy.

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.

# SECTION V

# TRANSPORTATION

## BUS TRANSPORTATION TO SCHOOL AND BUS CONDUCT

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.

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

### SAFETY CHECKLIST

#### A. **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, and then look right, then look left again. If there are parked cars blocking your view, go to the nearest corner crosswalk.

#### B. **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.

#### C. **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 or call the transportation department (330-7719) with questions about:

- A. Which bus your child will ride.
- B. Where the bus stop is located.
- C. Pick-up/drop-off times.

### **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.