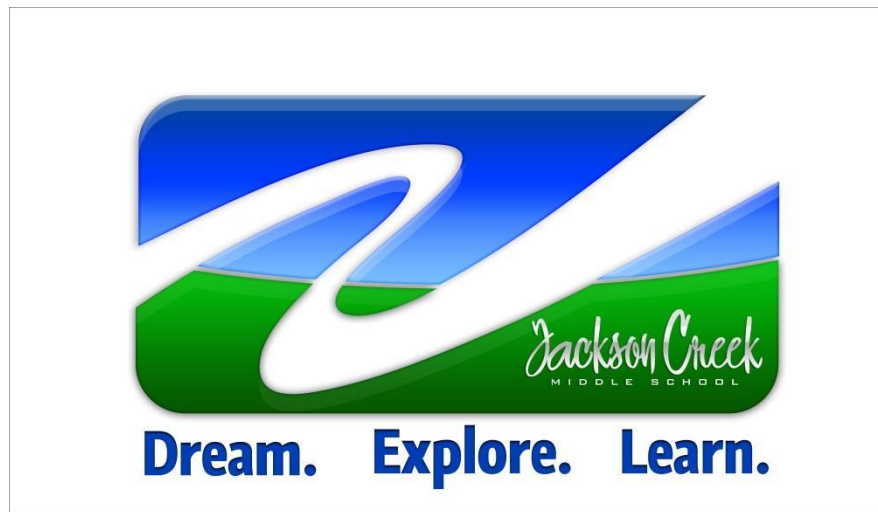


Student/Parent  
Handbook  
**Jackson Creek Middle School**



2016-17

School Year

3980 S. Sare Road  
Bloomington, IN 47401

Main Phone: 812-330-2451  
Attendance: 812-330-2452

<http://www.mccsc.edu/jacksoncreek>

# MONROE COUNTY COMMUNITY SCHOOL CORPORATION 2016-2017 SCHOOL YEAR CALENDAR

## Monroe County Community School Corporation 2016-2017 Staff Calendar

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">AUGUST '16</th></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <p><b>July-August</b> 8 - Opening Day for Teachers 9 - Teacher Workday 10 - First Day for Students</p> <p>16 Student Days</p>	AUGUST '16							8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p><b>February</b> 17 - 4<sup>th</sup> 6-wk Grading Period 20 - Build-in Snow Day</p> <p>19 Student Days</p> <p><b>March</b> 10 - 2<sup>nd</sup> 6-wk Grading Period 13-17 - Spring Break - No School</p> <p>18 Student Days</p> <p><b>April</b> 7 - 5<sup>th</sup> 6-wk Grading Period</p> <p>20 Student Days</p> <p><b>May</b> 2 - Primary Election - Inservice 26 - Last Day of School 6<sup>th</sup> 6-wk Grading Period 6<sup>th</sup> 9-wk Grading Period Science 2 Ends 20 - Teacher Record Day 29 - Memorial Day * Snow make-up days will be added to the end of the school year as needed</p> <p>19 Student Days</p> <p><b>June</b> 2 - Commencement (Tentative) 5 - Report Cards Sent Home</p> <p><b>July</b> 4 - Independence Day</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">FEBRUARY '17</th></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <p><b>MARCH '17</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <p><b>APRIL '17</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <p><b>MAY '17</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <p><b>JUNE '17</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <p><b>JULY '17</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	FEBRUARY '17							8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
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Day	Teacher Days	Student Days	6 <sup>th</sup> Grading Period	9 <sup>th</sup> Grading Period
Teacher Day Only	8-9-10-11-12-13-14	15-16-17-18-19-20-21	22-23-24-25-26-27-28	29-30-31
No School/No Day	5-6-7-8-9-10-11-12-13-14	15-16-17-18-19-20-21	22-23-24-25-26-27-28	29-30-31
Build-in Snow Day	22			
Winter Break/No School	26-27-28-29-30-31			
Summer Break				

Board Approved 10/27/12

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**JACKSON CREEK MIDDLE SCHOOL “FIGHT SONG” AND SCHOOL COLORS**

We are the Jackson Creek Jaguars.  
We'll fight for silver, blue, and green.  
Cheer for the Jags, the mighty Jaguars.  
We're here for victory today.  
So stand up and cheer for the Jaguars.  
We'll fight for silver, blue and green!  
So our honor and glory will lead us to another great victory!

**(REPEAT)**

**SCHOOL COLORS: ROYAL BLUE, EVERGREEN, & SILVER**

## **FOREWORD**

Welcome to Jackson Creek Middle School! The staff at Jackson Creek is committed to providing your child with a nurturing learning environment that provides opportunities for each child to reach his/her fullest potential. We feel that parents are an integral part of this process and welcome and encourage your participation at Jackson Creek.

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 welcome and encourage parental involvement. Please do not hesitate to call or stop by with questions or concerns. I am looking forward to a great school year!

Sincerely,

Dr. David Pillar, Principal

## **MISSION STATEMENT**

**DREAM. EXPLORE. LEARN.**

### Jaguar Code:

1. Be on time.
2. Be prepared.
3. Take care of our building.
4. Be kind, courteous, and respectful to everyone you interact with.

### We Believe:

- All people are unique and have the ability to learn, but with different rates and styles.
- All members of our school community have the right to be treated with dignity and respect.
- All teachers will maintain ongoing professional development and continual self-evaluation and reflection.
- Communities, families and schools share the responsibility for the education of all students.
- The school will provide an orderly, safe and positive environment where all members of our school community will feel welcome.
- The welfare of our community is dependent on how functional and adaptive all our children become.
- The school will open and maintain lines of communication among students, staff, parents, and the community.
- Extra-curricular activities will allow for growth and development of the student outside of the classroom setting.
- The school will have clear expectations for everyone in the school community, while allowing for the growth of the individual.
- The school will focus on the intellectual, physical, emotional, social, and ethical growth and development of the whole person.
- The school will foster an appreciation of creativity in all content areas and programs.
- The school will teach the skills necessary for all students and staff to function successfully in a technological society.
- The school will be involved in a continuous effort to improve and refine its services and educational programs.
- All curriculum and programs of the school will be challenging, integrative, and exploratory.

JCMS Cultural Competency Definition and Mission

Building cultural competence is a process of learning to function effectively among people different from ourselves. Cultural competence requires an understanding of our own identities and values in order to relate better with others.

At Jackson Creek Middle School we acknowledge that different groups of people have been more or less empowered in society and we recognize that students and educators alike can work to change institutional inequities that may exist in schools by doing the following:

- Set goals for school improvement that take into consideration the differing needs of students
- Adapt practices to address the needs of all students
- Embrace differences as assets within our community
- Participate in and invite community involvement
- Create a school environment that is welcoming and safe
- Encourage administration, faculty, and students to explore their own cultural world views
- Demonstrate understanding, empathy, tolerance, and interest with others

JCMS Statement of Civility

At Jackson Creek Middle School, it is an expectation that all adults and students that are a part of our school community or visit us for any purpose or event conduct themselves in a way where their words and actions promote civility and a safe and welcoming environment to learn and work.

**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.

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:

Mrs. Peggy Chambers  
Assistant Superintendent  
315 E. North Drive, Bloomington, IN 47401  
812-330-7700

**SCHOOL CONTACT INFORMATION**

Jackson Creek Middle School Main Office: 812-330-2451

Jackson Creek Middle School Attendance Office: 812-330-2452

During school hours the phones will be answered by a secretary. After hours dial the school's phone number (812) 330-2451 then dial, "1" for main office extensions, "2" for attendance, or "7" for staff directory by last name.

The school's web site address is <http://www.mccsc.edu/jacksoncreek> Family Access will allow the parent or legal guardian to view a student's attendance, grades, schedule, immunization record, and standard demographic information. It is secure and easy to use. To begin using this service, the parent or legal guardian will need to obtain a User ID and password. This information is available at the Student Reception office at Jackson Creek. It is also recommended that parents join the school's listserv to keep up with school announcements and activities. Students can access Skyward using their school username and password.

**SCHOOL DAY**

<b>(Mon. Wed. &amp; Fri.)</b> <b>8:00am – 2:55pm</b>						<b>Advisory &amp; Expo Schedule</b> <b>(Tues. &amp; Thurs.)</b> <b>8:00am – 2:55pm</b>					
Period 1		8:00 – 8:52		52 min.		Advisory/Expo		8:00 – 8:46		46 min.	
Period 2		8:55 – 9:47		52 min.		Period 1		8:49 – 9:34		45 min.	
Period 3		9:50 – 10:42		52 min.		Period 2		9:37 – 10:22		45 min.	
Period 4A	10:45 - 11:37	52 min.	First Lunch	10:45 - 11:15	30 min.	Period 3		10:25-11:10		45 min.	
Second Lunch	11:40 - 12:10	30 min.	Period 4B	11:18 - 12:10	52 min.	Period 4A	11:13-11:58	45 min.	First Lunch	11:13 - 11:43	30 min.
Period 5		12:13 - 1:05		52 min.		Second Lunch	12:01 - 12:31	30 min.	Period 4B	11:46-12:31	45 min.
Period 6		1:08 – 2:00		52 min.		Period 5		12:34-1:19		45 min.	
Period 7		2:03 - 2:55		52 min.		Period 6		1:22 – 2:07		45 min.	
						Period 7		2:10 – 2:55		45 min.	

**DELAYED START SCHEDULE**

<b>Weather Delayed Start</b> <b>(Mon - Fri.)</b> <b>10:00am – 2:55pm</b>					
Period 1		10:00-10:35		35 min.	
Period 2		10:38- 11:12		34 min.	
Period 3		11:15 – 11:49		34 min.	
Period 4A	11:52-12:30	38 min.	First Lunch	11:52 – 12:22	30 min.
Second Lunch	12:33- 1:03	30 min.	Period 4B	12:25 – 1:03	38 min.
Period 5		1:06 – 1:40		34 min.	
Period 6		1:43 - 2:17		34 min.	
Period 7		2:20 - 2:55		35 min.	

## **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.

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

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

### **Help Keep Our Schools Safe**



**Confidential**

**Call the SAFE SCHOOL**

**HOTLINE 330-2494**

**A confidential means of reporting unsafe conditions that could harm students, staff or the school. Your Name is Never Asked**



# **SECTION I—GENERAL INFORMATION**

## **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.

## **DELIVERIES TO STUDENTS**

It is discouraged for non-essential items to be delivered to school for students. Items brought to students such as books, lunch money, practice equipment, etc. can be left at the Attendance office. Either an administrator or office aides will personally deliver the item to the student during class, or the student will be called to the office to claim the item/s at the end of the school day. Any medication or medical equipment brought for a student must be appropriately left with the Health Office staff located in the Student Reception Center.

## **EARLY ARRIVALS TO SCHOOL**

Many students because of transportation concerns, working parents, or other factors, arrive at school well before the 7:45 a.m. bell tone sounds. No student should arrive to school before 7:30 a.m., and students can choose to report to the cafeteria from 7:30 – 7:45 a.m. if they choose to enter the building. Teachers are not officially on duty in the hallways until the time of the 7:45 a.m bell tone unless those teachers are fulfilling supervision duties. Normally, no student may be in any other part of the building until the 7:45 a.m. bell tone sounds unless a teacher has issued a pass for a student to report to the teacher's classroom.

## **EARLY DISMISSAL**

No student will be released early from school to a person other than a custodial parent/guardian or someone appearing on the emergency contact list. Identification must be provided before student will be released from school.

## **ELEVATOR USE**

No student will be allowed to use the elevator without having an official pass specifically for the elevator.

## **EMERGENCY CLOSINGS AND DELAYS**

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

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

## **EMERGENCY DRILLS**

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

## **ENROLLMENT IN THE SCHOOL**

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

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

In some cases, a temporary enrollment may be permitted. In such cases parents will be notified about documentation required to establish permanent enrollment.

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

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.

### **FOOD, DRINK, CANDY AND GUM**

**Only special classroom activities** that constitute a necessity for food, drink, or candy to enable the success of learning activities will be allowed in that classroom only. Students should not take food, drink, or candy from one classroom to another and should not take food/drink from the cafeteria. Highly caffeinated energy drinks are not permitted at school.

### **HALL PASSES**

Students are expected to have a designated hall pass whenever they are in the hallways before school and during class periods. Students without a hall pass will be assumed to be off limits from class and disciplinary procedures will apply. With a signed pass, students have the opportunity to use their lockers, to deal with non-emergency errands, to get a drink of water, etc. Also, teachers may write passes for needed restroom visits, health office visits, library media center visits, etc. If a teacher believes that a student is abusing restroom passes, the teacher will immediately contact the parents/legal guardians and an administrator. Individual teachers and/or teams have the authority to limit the number of passes students may use.

### **HEALTH OFFICE**

Students who become ill during a class should obtain a pass to go to the Health Office. All students who wish to leave school during the day because of illness must first report to the Health Office, and all phone calls home should be made from there. Students are not permitted to use cell phones or classroom phones to call home in order to make arrangements to leave because of illness. If the Health Office is not open for any reason, students will report to the Student Reception Center secretary. **All students who leave school because of illness must sign out at the Attendance Office.** The Health Office maintains a list of students with medical concerns or problems, and the Health Office informs the teachers to alert them concerning anything the students might experience while at school. If parents/legal guardians **DO NOT** want this information disclosed, they should indicate their objections in writing to the Health Office.

#### *Use of Medication*

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:

1. 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. All controlled substances should be stored within the health office and kept secure via locking mechanism.
2. 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.
3. 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.

4. Students who may require administration of an emergency medication may have such medication, identified as aforementioned, stored in the school's health office and administered in accord with this policy. However, if authorization (Form 5330 F3) for self-medication has been provided by the parent and physician which complies with the requirements of Policy 5330.01 - Self-Administered Medication, then the student may retain possession of the self-administered medications.
5. Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
6. 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.
7. 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 medication

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

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

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

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

### **HOMELESS STUDENTS**

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

### **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>

## **HOW TO VOICE PARENTAL CONCERNS**

At no time should parents/legal guardians be in doubt concerning their children's progress. Parents/legal guardians are notified of student progress through the report cards. **If a parent/legal guardian questions or believes there might be a concern or is seeking help, the parent/legal guardian should do the following:**

- First, if a concern exists, call the teacher, coach, or the sponsor.
- Next, if a classroom concern continues, call a guidance counselor.
- Finally, if the concern still persists, an administrator should be notified.

A teacher, a guidance counselor, or an administrator can request a conference with a parent/legal guardian in order to arrange for parental help or to clear up a misunderstanding.

## **IMMUNIZATIONS**

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

## **INJURY AND ILLNESS**

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

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

## **LOCKERS**

Due to the three minute passing periods students are encouraged to go to their locker at the beginning of the school day, before and after lunch and at the end of the school day. Tardies to class will be recorded and stopping at your locker between classes may result in a tardy to class and students are encouraged to plan locker visits at appropriate times.

Lockers are assigned at the beginning of school. Students are responsible for maintaining it in a neat, orderly fashion. **Sharing of lockers is not permitted.** Trading or reassigning of lockers can only be done with permission from the office. Locker combinations should be private.

Use only free standing shelves because those which press against the sides damage the locker and prevent the adjacent lockers from working properly. Use only tape or fun tack to attach pictures to the inside of the locker. Do not use glue or contact paper. Do not write on the lockers. Do not keep food or drinks except lunches in the lockers. **Do not place anything in the locker which is a violation of school rules or the law. A locker is not private property and there is no expectation of privacy in that locker or its contents. Court rulings support that school officials have the right to inspect lockers at any time with or without consent.**

## **LOST AND FOUND**

The Attendance Office will be the location for inquiring about lost and found items. Students who find lost articles are asked to take them to the Attendance Secretary. If you have lost an item, check with the Attendance Secretary.

## **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. Students may pay by the week, month or semester. You may pay ahead for as many days as you would like. Online payments can be made using debit and/or credit. Checks and cash can be sent with students and turned in to the cafeteria before school begins. The website for the online system is [www.mypaymentsplus.com](http://www.mypaymentsplus.com).

Breakfast price for students is \$1.50 per day. Lunch price for students is \$2.70 per day. Reduced lunch prices are .40 cents. Extra items may be purchased at cost.

### *Cafeteria Procedures and Appropriate Cafeteria Behavior*

Students are expected to follow all of the cafeteria rules and procedures. Infractions committed by students can lead to verbal warnings, to seating students at the temporary alternative seating arrangement, and to students remaining after lunch in order to help tidy the cafeteria. If there are additional progressive cafeteria incidents, students will be issued discipline referrals. The initial discipline referrals will result in a period of time assigned to a lunch detention dining area. Repeated inappropriate behavior will result in escalated consequences.

### *Cafeteria Seating*

During the first few days of each grading period or when determined by the lunchroom supervisors, students will decide where and with whom they would like to sit. After this time, students will sit only at their selected table. Lunchroom supervisors also reserve the right to assign students to a table when students are unable to meet behavior expectations in the cafeteria. Students purchasing food from the cafeteria should report to their assigned table and wait for a lunchroom supervisor to excuse their table. Students will purchase all their meal items during this single trip through the lunch line. Students will then remain seated during the lunch period, disposing of trash when directed to do so by one of the lunchroom supervisors.

I expect that all students will maintain academic integrity in their work. That means that any form of cheating or plagiarism will not be tolerated. Cheating is defined as any attempt to copy or use work that is not your own. Plagiarism is defined as taking someone else's work and passing it off as your own. Plagiarism can involve not using proper citations or not giving credit to the original author of a piece of work. There is a no-tolerance policy for blatant, deliberate acts of cheating or plagiarism."

## **PROPER USE OF STUDENT DEVICES**

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

### *Responsible Use of the Learning Device*

- Each learning device is assigned to an individual student. Learning devices should never be shared or swapped with another student. The learning device and case are the property of the Monroe County Community School Corporation.

- Students should not deface the learning device or carrying case in any way. This includes but is not limited to marking, painting, drawing, or marring any surface of the learning device. Students must maintain attachment of the provided sticker for identification of their learning device.
- Students should always keep the learning device secured while carrying it-at school and at home.
- The technology coordinator will assign Internet passwords at the beginning of the year. A student must never share their password with other students. Passwords should always be kept confidential. Each student's classroom teacher will have access to a confidential record of student passwords if needed.
- Students who take their learning device home are responsible for bringing their learning device, fully charged, to school each day. If a student fails to bring their fully charged learning device to school each day, they may not be able to participate in certain curricular activities, similar to leaving their textbook at home.
- If a student forgets a learning device at home, and it is needed for curricular activities, a parent/guardian will be called to bring the learning device to school
- Students are responsible for saving or backing up their documents.
- When transporting the device at school, keep it in the Monroe County Community School Corporation provided carrying case.
- Classroom teachers will establish standards for learning device use in their respective classrooms.
- Learning devices are to be used in the classroom for only school related activities.
- Students are not allowed to download or install any unapproved software or other materials without permission.
- Learning devices may not be used to play music (audio CDs, online music or video sources, etc.) during the school day unless approved by a teacher and under a teacher's supervision.
- Interactive online games and streaming radio and video reduce network bandwidth, and are not allowed unless approved by a teacher and under a teacher's supervision.
- Any malfunctions of the hardware or software shall be reported to the technology staff, building coordinator or student repair shop.
- When a learning device has to be rebuilt, the learning device will be returned to the student with the operating system and the original software only.
- Protect the learning device LCD screen from damage from pointing, poking, or other abrasions. Do not place any foreign objects on the keyboard (such as a pencil, pen, etc.) that could be smashed into the screen when the top is closed. LCD screens can be cleaned with a static-free soft cloth. Do not spray window cleaner on the screen.
- Inappropriate or careless use of a learning device must be reported to a teacher or other staff member immediately.
- Learning devices are fragile, and if dropped they may break. Learning devices should only be used when they are on a flat, stable surface such as a table or desk.
- Protect the learning device from extreme heat or cold. Learning devices should never be left in a car, even if the car is locked. If you *must* leave your device in a car for a *short* time, place it in the trunk and make certain the car is locked.
- Protect learning devices from the weather, water or other liquid, food, and pets. You should never eat or drink while using your learning device, or use your learning device near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your learning device. This includes books, musical instruments, sports equipment, etc..

### Troubleshooting

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

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

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

### Equipment:

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

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

### Damage or Loss of Equipment:

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

### Consequences of Inappropriate Use:

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

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

### **ONSITE OR OFFSITE EVACUATION**

MCCSC has an obligation to protect the safety of our staff and students. All staff members are familiar with procedures in the event of an emergency. These procedures may include the evacuation of the school to an onsite location or an offsite location. In the event of a dangerous situation, students will be evacuated to the proper location and details will be given to parents and guardians via the Emergency Notification System (School Messenger).



All students must have their emergency evacuation information card completed, signed by a parent or guardian, and filed in the school office. Parents are encouraged to keep this information updated with the school as needed.

## **SAFETY AND SECURITY (POLICY 9150)**

### Visitors Policy

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

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

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

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

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

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

### School Visitors Guidelines (policy 9150)

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

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

### **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 Kristin Poage, Assistant Principal Jackson Creek Middle School.

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 Jackson Creek Middle School the student, and the student's parent/guardian. Parents/Guardians who believe their child may have a disability that interferes substantially with the student's ability to function properly in school should contact Kristin Poage, Assistant Principal Jackson Creek Middle School.

### **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: Kristin Poage, Assistant Principal Jackson Creek Middle School.

#### *Seclusion and Restraints.*

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

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

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

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

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

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

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

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

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

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

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

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

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

**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.

**STUDENT VALUABLES AND CONFISCATED ITEMS**

Students are cautioned not to bring large amounts of money or other valuables to school. Students who wear glasses or watches should keep track of them at all times.

**TOBACCO FREE FACILITIES AND TOBACCO USE**

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

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

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

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

**TRANSFER OUT OF MCCSC**

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

*[Procedures for Withdrawing from School](#)*

1. A student who is going to withdraw from JCMS should contact the JCMS Student Reception Secretary at least

two (2) days before the withdrawal.

2. The student will be given a withdrawal form from his/her counselor to be filled out by each teacher.
3. The completed form must be turned in to the JCMS Student Reception Area at the end of the day before the student withdraws.
4. The student is required to return all textbooks to his/her teachers, and pay any associated fees.
5. The student is required to return all library material and pay any library fines.
6. The student will receive a final grade from all her/his teachers.

### **USE OF WIRELESS COMMUNICATION DEVICES**

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

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

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

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

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

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

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

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

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

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

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

Students are personally and solely responsible for the care and security of their WCDs. The School Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

**While students may use school phones to contact Parents/Guardians during the school day, Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. – MCCSC Board Policy 5136**

## **TELEPHONES**

Office phones are for the office use and may only be used by students in emergencies with permission of the Student Reception secretary. Students will not be excused from class to make or accept phone calls except in the case of emergencies. **Students need to make after school arrangements with parents/legal guardians before leaving their homes in the morning to eliminate the need to call home as well as the parental need to contact their children at school.** The Student Reception Center secretary will only take and relay emergency messages to students.

## SECTION II – ACADEMICS

### **ACADEMIC INTEGRITY/CHEATING/PLAGIARISM**

All students will maintain academic integrity in their work. That means that any form of cheating or plagiarism will not be tolerated. Cheating is defined as any attempt to copy or use work that is not your own. Plagiarism is defined as taking someone else's work and passing it off as your own. Plagiarism can involve not using proper citations or not giving credit to the original author of a piece of work. There is a no-tolerance policy for blatant, deliberate acts of cheating or plagiarism.

### **STUDENT LEARNING DEVICES & AGREEMENTS (POLICY 2521.01)**

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

#### Responsible use of the learning device at School:

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

- Any malfunctions of the hardware or software should be reported to the technology staff or building coordinator.
- When a learning device has to be rebuilt, the learning device will be returned to the student with the operating system and the original software only.

*Using the Learning device at Home:*

Students must have the written permission of their parent or guardian before they will be allowed to take their learning device home.

- Parents/guardians will be given the child's login name and password, so that they can supervise the student's use of the learning device at home.
- When at home, the learning device should always be used under adult supervision in a common family location (i.e., kitchen, living room, dining room).
- Do not leave learning device unattended in vehicles. Avoid leaving learning device in extreme hot or cold temperatures, such as in a car.
- Students are responsible for recharging the learning device at home on a daily basis.

*General Learning device Policies and Procedures:*

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

- If the learning device is lost or stolen, parents/guardians should immediately report the loss or theft to the Monroe County Community School Corporation.
- If the learning device is damaged or not working properly, it must be turned in to the classroom teacher who will contact the Information Services Department for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the learning device.

*Using the Learning device for Internet and Email:*

- Students and parents/guardians understand that the Monroe County Community School Corporation does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material the best protection is parental/guardian supervision the information that a student is accessing from the Internet while at home.
- Students should never share personal information about themselves or others while using the Internet or I. This includes a student's name, age, address, phone number or school name.
- Parents/guardians and students are required to read and agree to the Corporation's Responsible Use Policy prior to receiving Internet and email access.
- Students should be aware that Internet access and email, and other media that are accessed, created or stored on their learning devices are the sole property of the Monroe County Community School Corporation. The Monroe County Community School Corporation has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, for any reason.

*General Use and Care of the Learning device:*

When transporting their learning device to and from school, students should always be sure it is placed in the carrying case, and the case is fully closed. Learning device bags can then be placed inside the student's book bag or backpack.

- Students are expected to treat their learning device with care and respect. The learning device and case are the property of the Monroe County Community School Corporation, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the learning device or carrying case are not allowed and will result in loss of privileges.
- Students are encouraged to help each other in learning to operate their learning device. However, such help should be provided with voices and not hands. Students should operate their own learning device at all times.
- Any inappropriate or careless use of a learning device should be reported to a teacher or other staff member immediately.



- Students should not use their learning device while walking, on the bus, or otherwise being transported. Learning devices should only be used while they are on a flat, stable surface such as a table. Learning devices can be fragile, and if they are dropped they may break.
- Students should protect their learning device from extreme heat or cold. Learning devices should never be left in a car, even if the car is locked.
- Learning devices should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their learning device, or use their learning device near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your learning device. This includes books, musical instruments, sports equipment, etc.

*Consequences of Inappropriate Use:*

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

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

**MONROE COUNTY COMMUNITY SCHOOL CORPORATION STUDENT LEARNING DEVICE LOAN AGREEMENT (POLICY 2521.02A)**

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

1. The student agrees to follow all Corporation regulations and policies governing the use of the learning device as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
2. The learning device is the property of Corporation. If a student withdraws from the school prior to the end of the loan period, the learning device learning device is to be returned to school officials by the student prior to withdrawal.
3. The student shall not remove or alter any Corporation identification labels attached to or displayed on the learning device, nor shall the student change identification within the learning device, such as the learning device name.
4. The student agrees to handle the learning device carefully and protect it from potential sources of damage.
5. The student agrees to take care to keep the learning device secure and safe. The student will assume the risk of loss by theft, destruction, or damage.
6. The student must report theft (or suspected theft) of the learning device, loss of the learning device, damage to the learning device, or malfunctioning of the learning device to school personnel immediately.
7. Upon request, the student agrees to deliver the learning device to Corporation staff for technical inspection or to verify inventory or other information; this may include random screening.

8. Learning devices may be checked out for the school year. Learning devices will be collected from students at the end of the school year. After a learning device has been initially assigned to a student, it will remain designated to that student for the remainder of the student’s school education for a period not exceeding four years. Learning devices must be checked out at the beginning of each school year; the student, at the end of the school year, will return the learning device.
9. Monroe County Community School Corporation is not liable for lost data or time spent on data.

**CLASSROOM GRADING SCALE**

Letter Grade	Percent	GPA	Letter Grade	Percent	GPA	Letter Grade	Percent	GPA	Letter Grade	Percent	GPA	Letter Grade	Percent	GPA
A+	99-100%	4.0	B+	87-89%	3.3	C+	77-79%	2.3	D+	67-69%	1.3	F	Below 59%	0.0
A	93-98%	4.0	B	83-86	3.0	C	73-76%	2.0	D	63-66%	1.0			
A-	90-92%	3.7	B-	80-82%	2.7	C-	70-72%	1.7	D-	60-62%	.7			

**HIGH HONOR ROLL:** 3.7-4.0 average GPA    **HONOR ROLL:** 3.3-3.6 average GPA

**DEFINITION OF ACADEMIC RIGOR AT ICMS**

*Academic Rigor* is a pervasive belief that student learning and achievement is the foremost priority of the middle school. This academics-first belief is shared and supported by all members of the extended school community - the principal and the administrative staff, each individual teacher in every subject area, counselors, the library media specialist, coaches, every support staff member, parents/guardians, and, most importantly, students. *Academic Rigor* includes the following components:

- a public **commitment** to academic excellence as the top priority of the middle school.
- **clear curriculum goals and academic standards** that specify what students should know and be able to do as a result of instruction at each grade level and in each subject area.
- the **integration** of information skills, technological skills, reading and writing skills, and critical-thinking / problem-solving skills into the curriculum of every course offering.
- **assessments** that allow students to demonstrate that they achieve the curriculum goals and meet academic standards.
- **instructional strategies** aligned with curriculum goals and assessments that meet the learning needs and learning styles of students.
- **homework** that is meaningful and challenging and that reinforces and extends the learning of curriculum goals.
- **academic opportunities** for students to excel through curricular and competitive participation.
- **academic support** for all students to achieve curriculum goals and meet academic standards.
- expectation that students will **attend school** on every scheduled school day so that they have the opportunity to achieve academic goals and meet academic standards.

## **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.

## **GUIDANCE DEPARTMENT**

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

Counseling services are offered through individual and group conferences on a voluntary or referral basis. These conferences are confidential and parents and teachers are not always aware of student interaction with a counselor. Appointments can be made in the Student Reception Office. The student will be called down when the desired staff member is available.

### *Schedule Change Request Procedure*

**Schedule changes will not be made for elective classes chosen during registration unless the school makes an error.** Changes will be made to ensure an appropriate level of a course, i.e., appropriate level of mathematics. Before any schedule change is made, the following steps must be taken:

1. Parent and child discuss concerns of the class.
2. Parent contacts the teacher of the class the student wants to change.
3. Parent and teacher discuss the situation and concerns.
4. Parent and teacher develop strategies to help the student.
5. If the strategies are not possible or do not work, a schedule change request will be completed and discussed with the guidance counselor.
6. If the guidance counselor decides a schedule change might be best, the counselor will consult with the principal.
7. If the schedule change is granted, the change will take place with the least amount of disruption to the existing schedule.
8. If the schedule change is granted, the guidance counselor will inform all teachers involved in the schedule change.

## **HOMEWORK INFORMATION**

Teachers will discuss homework expectations and procedures with students at the beginning of the school year. Attempts will be made to make assignments clear, specific, and relevant. Middle school students are expected to become increasingly responsible for their learning and homework responsibilities. However, parental cooperation is imperative. Parents/legal guardians should encourage their children by showing an interest in homework and school, by providing a suitable place to study at home, by establishing a "homework" time, and by checking Skyward on a regular basis. All teachers use Skyward Family Access to post grades. Parents can obtain a username and password from student reception and will need to provide a photo ID.

## **LIBRARY MEDIA CENTER**

### Hours

**7:45-3:05pm.** Special arrangements for extended times can be made with the librarian.

Students are welcome to visit the library before school, during the school day with a school pass and after school.

### Library Media Center Standards of Behavior

The Jackson Creek library belongs to everyone: students, teachers, and staff. Standards of behavior are established in order to make the library a pleasant and useful place to visit.

- Be courteous of others using the library
- Be productive
- Return materials on time
- Respect library materials and furniture.
- Conserve paper and place used paper in recycle bins
- Speak in a quiet voice
- Refrain from eating, drinking and chewing gum in the library.
- Students must have their own school pass.

### Circulation Periods

- Books, audio books and magazines: three weeks
- Reference material: overnight and due before 9 am the following day
- All library material, except reference, may be renewed. When renewing a library item for the second time, students are asked to bring the item with them to the library.
- Patrons cannot check out additional items until outstanding fines and overdue items are cleared.

### Fines

- Books and magazines are charged \$0.05 per day per item.
- Reference materials are charged \$1.00 per day per item.

### Lost Items

- If a student loses a book, he or she must go to the library to determine the cost of the book.
- A \$1.00 processing charge will be added to the cost of the lost book.
- Payment for lost books must be made before a patron can check out additional items.

### Lunch Period

- The library is usually open during lunch periods.
- Students must obtain a school pass from the library before the lunch period.
- Students must check in with a cafeteria supervisor and have their passes signed before they visit the library.
- Students must remain in the library until the period is over.

### Plagiarism

Plagiarism is defined as using someone else's words or ideas without giving proper credit – or without giving any credit at all – to the writer of the original. Whether plagiarism is intentional or unintentional, it is a serious offense. To avoid plagiarism students should give credit whenever they use:

- Another person's idea, opinion or theory
- Any facts, statistics, graphs, drawings (any information that is not common knowledge)
- Quotations of another person's actual spoken or written words
- Paraphrase of another person's spoken or written words.

### Internet Use

The Internet can be accessed from the library computer workstations for educational purposes.

## **SCHEDULING AND ASSIGNMENT**

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

## **STUDENT ASSESSMENT**

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

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

Additional group and individual tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Acuity is administered three times prior to ISTEP and measures student progress and achievement of standards.

## **REPORT CARDS**

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

## **TEACHER CONTACT OF PARENTS WITH STUDENTS OF FAILING GRADES**

There will be no surprise F's issued on the report cards of any students without parental contact conducted by the teachers. Parental contact is defined as follows: The teacher will communicate directly to the parents/legal guardians by phone, e-mail or participate in a conference whenever a student is going to earn his/her first F in the class or whenever a student who was passing at the time of the last grading period begins doing failing (F) work or is not performing up to the teacher's expectations prior to the issuance of the next report card. If the parents/legal guardians cannot be reached after several documented phone call attempts to work and/or home phone numbers of the parents/legal guardians, a teacher will mail home a notice before the report card is issued. Parents/legal guardians should immediately call the teacher when receiving a mailed notice.

## **TEXTBOOK RENTALS AND FEES**

Textbooks and other instructional materials will be issued by the classroom teachers. Each student is responsible for maintaining the textbook in good condition. Any lost textbook must be paid for in full. Textbook rental and instructional materials/supplies fees can be paid by the year or by semester. Parents will be billed by the school corporation and should mail in payment. Any questions should be directed to the accounting department of MCCSC at 330-7700.

### *Lost or Damaged books*

At the beginning of the year, each teacher will have his/her students complete a Textbook Condition Form so students can list any damages that have previously occurred to the textbook. In the event that a student's textbook is lost or damaged beyond repair, the following procedures should be followed:

1. The teacher will instruct the student that all fees must be paid to the Visitor Reception Secretary.
2. The teacher will allow the student to use a "loaner copy" in and out of school for two weeks from the day that parent notification was mailed to the parents/legal guardians by the Visitor Reception Secretary. Payment for the lost or damaged book will be expected within two weeks of the day the parent/legal guardian notification was mailed home. After the two week period has expired, the student will only be loaned a textbook during class and not out of class to take home.
3. The student will be issued a receipt upon payment for the lost or damaged book. The Visitor Reception Secretary will give a copy of the receipt to the teacher.
4. Once the teacher receives a paid receipt copy from the Visitor Reception Secretary, the teacher will issue a

permanent replacement textbook to the student.

5. In the event the student's lost textbook is found, the student should return the second book to the teacher. The teacher will sign on the receipt that the textbook was returned. The student must turn in the signed receipt to the Visitor Reception Secretary so that the proper refund can be mailed to the parent/legal guardian.
6. The teacher will collect the replacement textbook from the student upon the return of the lost textbook.

## **SECTION III – STUDENT ACTIVITIES**

### **ATHLETICS**

#### *Philosophy*

The athletic program at Jackson Creek Middle School is built on a spirit of friendly competition, sportsmanship, and conduct of the highest class. It embodies consideration for the welfare of student athletes, both ours and our opponents. It recognizes the place of athletics as one component in the total educational milieu and keeps it in proper perspective. It recognizes that success or failure cannot be measured in wins or losses but in the effort expended to perform to potential, the sacrifice of self for team goals, the degree of discipline displayed both on and off the court or field, and the extent to which the inherent values of sport are learned.

#### *Participation*

Jackson Creek has provided a wide range of extracurricular athletic programs. We encourage every student to participate in the extracurricular athletic programs that are offered. Participation in athletics is a privilege earned by meeting the academic and citizenship standards set by Jackson Creek administration and faculty. Participation in some sports and activities has been limited while others have kept everyone who tried out (providing that they conformed to school and team rules).

#### *Athletics and Conduct*

Participation in athletics means more than competition between two individuals or two teams representing different middle schools. It teaches fair play and sportsmanship, understanding and appreciation of teamwork, and the fact that quitting means failure while hard work means success. The conduct of an athlete is closely observed in many areas of life. It is important that this behavior be above reproach in all of the following areas:

**In the Classroom:** Student athletes are expected to have good behavior in their classrooms and other areas of the school. Disruptive behavior could result in probation, loss of participation privileges, or dismissal from the team.

A good athlete is a good student. He/she plans time so that he/she can give sufficient energy to studies to maintain acceptable grades. An athlete should give respectful attention to classroom activities and show respect for students and faculty members at all times. Horseplay and unnecessary talking are not approved habits of behavior.

An athlete should have a good attendance record and should never be truant from classes or school. Poor attendance, truancy, and poor conduct in the classroom are sufficient reasons to remove a student from any athletic team.

**On the Field:** Student athletes will be viewed as goodwill ambassadors for Jackson Creek Middle School. If a student's conduct during game and/or practice situations is negative in nature and continues after being warned by the coach, he/she will be removed.

In the area of athletic competition, a real athlete doesn't use profanity or illegal tactics. He/she learns the fact that losing is part of the game, and that he/she should be gracious in defeat and modest in victory. It is always courteous to congratulate an opponent on a well-played game after the contest. However if there is nothing good to say to an opponent, one should leave the field rapidly. Good athletes do not display fits of temper, engage in horseplay, etc. When things fail to go as desired or when replaced by a teammate, a true athlete has complete control of himself/herself at all times.

Officials in a game are there for the purpose of insuring that both teams receive a fair deal. Officials do not lose games for participants. It is an athletic tradition and rule that no one except the appointed captain talks to the official. He/she should speak in an appropriate tone when clarifying a rule.

Any behavior contrary to that which has been stated is a direct reflection on the school, team, and coaches and will not be tolerated. Violation of a minor nature can result in removal from the game. If an athlete is removed from a competitive event by an official for an infraction, such as unsportsmanlike conduct, the athlete will be ineligible for participation in his/her next athletic event.

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

When an athletic team takes a bus to an athletic contest all athletes are expected to ride the bus both to and from the athletic event. If a parent/legal guardian desires to take a student athlete home, the parent/legal guardian must have written notice to the coach prior to the contest.

A parent/legal guardian may take only his/her student athlete home after the contest. If parents/legal guardians want their student athlete to ride home from the contest with another parent/legal guardian from the team, they must give the coach written notice to that effect prior to the game. Other emergency situations must be cleared through the coach.

Student athletes must have on file the MCCSC Emergency Medical Authorization Form in the school office before they will be permitted to ride an MCCSC bus to any Jackson Creek athletic event.

All athletes will be expected to conduct themselves properly while on an athletic bus. All school rules apply.

#### Proof of Physical Eligibility

Participation will be permitted only after the student has a physical examination from a licensed physician on file in the athletic director's office. If a student who had a physical in another school transfers into Jackson Creek, he/she will not be permitted to participate until a physical from the former school (covering the current year) is mailed or faxed to Jackson Creek. Physical examinations must be completed each year after April 1 to be valid for the next school year.

#### Student Concussions

The School Board therefore directs and requires that before beginning practice for a school interscholastic and intramural sports activity, the coach/sponsor of the activity provide the parent of each student participant with the information sheet on Student Concussions and form issued by the Indiana Department of Education, and require the student's parent to sign and return the document acknowledging the receipt of the information from the Indiana Department of Education on Student Concussions. The coach/sponsor shall maintain an original of the signed document for each student participant and shall not allow the student athlete to participate in the sport until the signed document from the parent is properly executed and returned. A high school student athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of the injury and may not return to and the coach/sponsor receives a written clearance from the licensed healthcare provider who evaluated the student athlete that the student athlete can safely return to participation in the sport or activity.  
MCCSC Board Policy 5340.01

#### Number of Practices

Athletes must have a minimum of ten practices in their respective sport in order to participate in competitions.

#### Participation in Same Sport by Grade

A student may not participate in any given sport more than once at each grade level.

#### Following an Injury

If a student is injured during practice or a game and requires a doctor's care, the student will not be permitted to participate without clearance from a certified physician. If a student is absent five or more consecutive days due to illness or injury, that student must present to the athletic director written verification from a licensed physician stating that the student may resume participation.



### Participation in More Than One Sport or More Than One Team

While in a sport's season, a student may participate in a practice or an athletic contest on any other similar team during the same season in which the athlete represents his/her school in that sport. However, middle school athletics are extra-curricular endeavors that serve the purpose of developing the skills, both those of character and athletic, to make students successful and enhance their middle school experiences. These students should not miss scheduled middle school games or practices to attend those of an outside activity. Should a student miss a school team event for outside endeavors, the coaches and administrators will agree upon appropriate consequences, as the commitment to team is expected. Students are also expected to maintain high standards of academics, attendance, and behavior as they represent the school and the corporation at events both at home and as visitors.

However, a student may participate on more than one Jackson Creek athletic team during the same period of time when seasons unavoidably overlap. The following guidelines apply:

- The student may not quit a team after the first contest and participate in another sport during that season unless all coaches concerned give their consent.
- The first team a student is selected for has priority over practice and game commitments.
- A student should not participate in practice or contests in both sports during the same day.
- A student's participation on a team during the season takes priority over a preseason practice.
- Coaches and sponsors will work together in cooperation with the principal and the athletic director for the good of the student if a conflict develops between athletics and academic competition.
- Students who participate in two sports at Jackson Creek which overlap will be under constant review by the athletic director and the principal in order to retain this privilege.

### Participation in Physical Education

Any athlete who is enrolled in a physical education class at Jackson Creek must participate in his/her regularly scheduled P.E. class on the day of a game, meet or contest to be eligible to participate or perform in an after school athletic event or practice.

### Participation Determined by Grades

Grades will be checked by the guidance counselor and/or athletic director at the end of each six weeks grading period the day report cards are issued. A student must be passing all of his/her classes in order to retain full athletic eligibility. Any student who is failing one or more classes may not participate in an athletic contest. If a student is a member of a team and receives a failing grade on a report card, he/she will not be allowed to participate in any game or performance for a period of **three** weeks. At the end of the three-week period the athletic director will recheck the student's grades. If the student on probation has all passing grades at the end of the three weeks, he/she will regain full athletic eligibility. A student on probation who is not passing all classes at the end of the three weeks may be removed from the team. If a student is failing a class at the time of tryouts, the athlete may tryout but may not participate in competition until grades are checked again (three week grade check or six week grades) and the athlete is passing all his/her classes. Eligibility for the first six weeks of the 8th grade year will be determined by the grades from the last six week grading period of the 7th grade year.

### Grade Guidelines for Transfer Students

A transfer student will be given the opportunity to participate in extracurricular activities until the transfer student's first complete Jackson Creek Middle School six weeks grading period is finalized. After the conclusion of the grading period, any transfer student will be fully subject to academic eligibility guidelines.

### Participation Determined by Conduct

A student athlete who receives an out of school suspension or an alternative to suspension from school will not be permitted to practice, participate in a contest or attend a school function until he/she has been reinstated in school and has completed a full day of classes according to his/her official class schedule. The student may be subject to further suspensions from competition and/or practices.

The use of drugs, alcohol, or tobacco by middle school age students is against the law. Any Jackson Creek student athlete found in violation on school property or at a school sponsored event will be removed from his/her team.



Student conduct outside of the normal school day and occurring away from school grounds may also result in suspension of extracurricular privileges. Such conduct includes actions which would reflect poorly on Jackson Creek Middle School or a violation of the law if prosecuted.

#### Participation Determined by Attendance

Students must be on time and in attendance at school for the full day on the day of any event or practice in order to be eligible to participate. Exceptions to this rule are the observance of a major religious holiday, doctor or dental appointments documented with written statement from physician, attendance at funerals, and school field trips. Any exceptions must be prearranged with the assistant principal in charge of attendance and cleared by the building principal.

#### Participation Determined by Age

A student athlete may not participate in a sport if as an 8th grader, he/she is 16 years old by the date of the last event of the sport; or if as a 7th grader, he/she is 15 years old by the date of the last event of the sport in which he/she is participating.

#### Equipment

Any equipment issued to a Jackson Creek athlete is expected to be returned in the same condition it was issued. Failure to return equipment or uniforms will result in compensation to the school for replacement. Students who fail to return equipment or make restitution for lost equipment may not participate in another sport until the materials are replaced. School issued uniforms are not to be worn at anytime without the express permission of the coach or sponsor.

#### Communication with Coaches

##### Appropriate Concerns to Discuss with Coaches:

- The treatment of your child mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.

It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as those that follow, must be left to the discretion of the coach.

##### Issues Not Appropriate to Discuss with Coaches:

- Playing time
- Team strategy
- Play calling
- Other student-athletes

#### Ticket Prices

##### Season Passes

Adult	\$30.00
Student	\$15.00

##### Single Event

Adult	\$3.00
Student	\$1.00
Family	\$7.00 (Any combination of adult and students in your <u>immediate</u> household.)

#### Athletic Website

Visit <http://www.jackson.mccsc.edu> and click on Athletics

*Addresses for Schools on the JCMS Athletics Schedule*

<b>Batchelor Middle School</b>	900 W Gordon Pike	Bloomington	47403
<b>Bedford Middle School</b>	1501 N Street	Bedford	47421
<b>Bedford North Lawrence High</b>	595 Stars Blvd	Bedford	47421
<b>Bloomfield Junior High</b>	PO Box 266, 500 W South Street	Bloomfield	47424
<b>Brown County Jr. High</b>	PO Box 578	Nashville	47448
<b>Brownstown Central Jr. High School</b>	520 West Walnut St.	Brownstown	47220
<b>Central Middle School</b>	725 7th Street	Columbus	47201
<b>Cloverdale Middle School</b>	312 E Logan St	Cloverdale	46120
<b>Eastern Greene County</b>	RR 4 Box 623	Bloomfield	47424
<b>Edgewood Junior High</b>	601 Edgewood Drive	Ellettsville	47429
<b>Greencastle Middle School</b>	400 Percy L. Julian Drive	Greencastle	46135
<b>Lighthouse Christian Academy</b>	1191 W That Road	Bloomington	47403
<b>Linton-Stockton Jr. High School</b>	10 H St. N.E.	Linton	47441
<b>John R. Wooden Middle School</b>	1450 E Columbus Street	Martinsville	46151
<b>Northside Middle School</b>	1400 27th Street	Columbus	47201
<b>Oolitic Middle School</b>	903 Hoosier Ave	Oolitic	47451
<b>Owen Valley Middle School</b>	626 W State Highway 46	Spencer	47460
<b>Saint Charles</b>	2224 E 3rd Street	Bloomington	47401
<b>Seymour Middle School</b>	920 N O'Brian St	Seymour	47274
<b>Shawswick Middle School</b>	71 Shawswick School Road	Bedford	47421
<b>Tri-North Middle School</b>	1000 W 15th Street	Bloomington	47404

*Additional Information on locations of athletic contests-*

- Central Middle School Football is played at Columbus East H.S.
- Northside Middle School Football is played at Columbus North H.S.
- Batchelor swimming and track is held at Bloomington H.S. South
- Tri North football, swimming, and track is held at Bloomington H.S. North
- St. Charles swimming is held at Bloomington H.S. North
- Bedford Middle School swimming is held at Bedford North Lawrence High School
- Martinsville Wooden football, track, and swimming is held at Martinsville High School

**DANCES**

The following are general guidelines for dances at Jackson Creek Middle School:

1. The dances are for Jackson Creek students only. Students from other schools will not be admitted.

2. An identification card (with picture) may be required for admission.
3. In order to be admitted, a student's name must be marked as paid on the list for the dance. "Tickets" are sold during the school day and only at the announced times.
4. Tickets are not available at the door.
5. Dances are scheduled from 5:30-7:30 p.m. and students should arrange for prompt transportation at these times.
6. Students may not leave the dance early unless their parent comes to the door to get them.
7. Normal school rules of conduct apply for student behavior.
8. School dress codes apply to school dances.
9. Only appropriate forms of dance will be conducted on the dance floor.

## **EXTRA CURRICULAR ACTIVITES**

Jackson Creek Middle School has provided a wide range of extra-curricular activities for students. We strongly encourage students to participate in this additional dimension of their education. Experiences are often available in music, art, athletics, academics, and school and community service. Information will be provided early in the year concerning extra-curricular activities.

### Eligibility

To be eligible to participate in extra-curricular activities, a student must maintain an acceptable standard of conduct and academic work. The effort and conduct of a student is under continuous review by faculty and administration as well as sponsors and coaches. During each activity's season, grade checks will be made every six-week grading period, and occasionally may be made every week. A student must pass all subjects in order to maintain his/her eligibility to participate in the activity, and grades lower than a "C" may be cause to notify parents and may result in a decision by the school to withhold participation privileges. School authorities maintain the right to determine all participation requirements and privileges.

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

### Use of School Facilities

### *Policy 7510*

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

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

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

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

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

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

- A. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by the Board.

B. Use of school equipment in conjunction with the use of Corporation facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where guidelines so specify, no item of equipment may be used except by a qualified operator.

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

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

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

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

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

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

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

## SECTION IV – STUDENT CONDUCT

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. (*Policy 5500*)

### **ATTENDANCE**

Attendance at school is one of the most important things your child can do to insure that they succeed, not only in school, but in life. Studies have shown that poor attendance contributes to failing grades, poor self-esteem and depression. It also significantly increases the likelihood of their using drugs and alcohol, dropping out, teen pregnancy, and involvement with the legal system. As a result, we take attendance very seriously and ask that you support us by following the district and school policy.

Absences up to ten (10) days, within a 180 day period, will be excused on a daily basis with a parent phone call or dr. statement. Any absence in excess of ten (10) days, in the 180 day period, will require a “physicians statement” or “Certificate of Incapacity” signed by the physician stating the student was actually seen by a physician and excused from school for that day or portion of that day. At that juncture, any absences not supported by the “physicians statement” or Certificate of Incapacity” will be marked unexcused.

The school administrator reserves the right to verify such statements and to investigate the cause of each absence and to educate parties involved concerning the attendance policy. Part of the process may entail the administrator and/or school social worker meeting with the student, meeting with the parent, parent phone contacts, home visits, requests for further documentation by the physician, etc.

#### Reporting Absences:

- Absences must be reported to the school office by **9:00 a.m.** on the day of the absence. Parents should call the school office 330-2452 to report the absence or send a note to the office.
- If you would like to report the absence when the office is closed, you may call the school and leave a voicemail message.
- If your child is going to be absent more than one day, you only need to call once if you inform the office of the dates of the absences.
- An attempt will be made to contact parents of children absent from school with no notification from the parent. This is to ensure the safety of all students.
- If your child will be absent or tardy due to a doctor/dentist appointment, it is very important to bring in a doctor’s statement to the office.

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

- **ARRIVING EARLY:** Many students because of transportation concerns, working parents or other factors, arrive at school early. Students may enter the building at 7:30 a.m. (Student entry into building).
- **ARRIVING LATE:** If a student arrives at school after 8:00, he/she is to report to the attendance secretary to receive an unexcused tardy pass to class unless he/she has evidence of excusable circumstances for being

late. In that case, an excused tardy pass will be issued. Students who are consistently late will be referred to the assistant principal or the social worker.

- **PARTIAL DAY ATTENDANCE:** Any student who is not present at any time in his/her assigned class or activity will be considered as absent for that period.
- **TARDIES TO CLASS:** It is essential for students to report to their classes on time and to attend all classes. Students must arrive in their classrooms by the conclusion of the bell tones, or they will be marked tardy. After the bell tone sounds, students will be tardy to class unless they have an authorized signed school pass. **(Consequences for “tardies to class” begin at the start of each semester.)** Consequences for tardies to class are as follows:
  - Three tardies to same class will result in parent contact attempt by the teacher
  - Four/Five tardies to the same class will result in a referral to the office for assignment to a Wednesday after school detention.
  - More than five tardies to the same class will result in an In-School Suspension.

#### Releasing Students During the School Day:

- In the morning, parents should contact the school attendance office to inform the office that the child will be leaving during the day. Please indicate if your child is leaving and not returning.
- Parents should check in at the office and office personnel will contact the child via the intercom.
- A child will not be released to anyone other than the parent unless the parent has made prior arrangements.
- Children should never leave the school without permission from the teacher and the main office.
- If a child is leaving for the purpose of a dentist or doctor appointment, please submit to the office a medical excuse from the physician or dentist.
- Please try to avoid taking your child from school during the school day if at all possible.

#### MCCSC Attendance Guidelines:

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

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

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

Exempt - Excused absences for the student, which do not count against the school Corporations attendance rates include:

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

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

Excused Absences - which do count against the school's attendance rates include:

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

Unexcused absences. - An unexcused absence is an absence from school not authorized by state law or Corporation policy.

The Superintendent will develop administrative guidelines which define and address each category.

The Superintendent is authorized to establish an educational program for parents of truant students, which is designed to encourage parents to ensure that their children attend school regularly.

**The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:**

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

**Every effort will be made to notify parents in writing of absences that reach the five (5) and (10) day total, including excused absences.**

For Truancy:

- a. Identifies the truant as a student who willfully does not attend school.
- b. Identifies the "habitual truant", that is, "the student who has unexcused absences from school for more than ten (10) days of school in one (1) school year.
- c. Investigates the cause(s) of the truant behavior via:
  1. Parent contact by the designated staff member
  2. Parent contact by appropriate school administrator or designee
  3. Parent conference with appropriate school administrator or designee
- d. Considers, when appropriate, any modifications of the student's educational program that meet particular needs which may be causing the truancy.
- e. Ensures that every effort is made to notify parents that a child is truant, and that there may be corrective and/or disciplinary actions taken if the truancy continues. This minimal due process will include but not be limited to:
  1. Send an Attendance Notification Letters (These may be a "Five Day Letter", "Ten Day Letter" or "Partial Absence Letter".

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

*For other Excessive Absences:*

- a. Identify instances where the parent(s) actions or lack of actions may “fail to ensure that the child attends school”.
- b. Investigate the cause(s) of the excessive absences via:
  1. Parent contact by the designated staff member
  2. Parent contact by appropriate school administrator or designee
  3. Parent conference with appropriate school administrator or designee
- c. Make every effort to communicate the issues with the parent(s) in a timely manner. This may include but not be limited to:
  1. Send attendance notification letters (five day, ten day, partial day absence letters)
  2. Make documented phone calls
  3. Refer to the School Social Worker for contact/conference
- d. File One Day Legal Notice
- e. Demand a physician’s statement of incapacity for all future absences (Verification of incapacity through a physician’s statement, or other verification documented by the school that verifies a student is legitimately ill, will be counted as excused absences.)
- f. Consider what appropriate interventions might be helpful in alleviating excessive absences including what referrals might be made to outside agencies. (A list of possible agencies will be available in the MCCSC Social Services Department.)
- g. Ensure that students/families with continued excessive absences are referred to appropriate agencies for legal action including the Monroe County Prosecutor, the Monroe County Probation Department, and/or the Monroe County Child Protection Services.

**MAKE-UP WORK**

When a student is absent from school, he/she is required to make up missed work. A student with any number of excused or other absences may have the right to make up work he/she missed within a reasonable length of time. Students are encouraged to request missing work if planning to be absent for more than 3 days. Please allow 24 hours for teachers to provide missing work to student reception secretary.

The following procedures apply:

1. It is the responsibility of the student to obtain and complete all such make up work.
2. Assignments missed in any given class must be requested on the first school day that class meets following the absence(s).
3. Students absent two or more days will be given one day for each day missed to complete the assigned make up work.
4. Work turned in after absences may be accepted but points may be deducted for the tardiness of such work.

**ANTI-HARASSMENT (POLICY 5517)**

*General Policy Statement*

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.



The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

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

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

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

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

#### *Definitions*

##### *Sexual Harassment*

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

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

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

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

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

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

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

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

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

#### *Race/Color Harassment*

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

#### *Religious (Creed) Harassment*

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

#### *National Origin Harassment*

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

#### *Disability Harassment*

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

#### Reports and Complaints of Harassing Conduct

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

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

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

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

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

#### Privacy/Confidentiality

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

#### Informal Process for Addressing Complaints of Harassment

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

### Formal Process for Addressing Complaints of Harassment

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

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

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

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

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

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

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

### Sanctions and Monitoring

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

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

### Education and Training

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

### **BULLYING (POLICY 5517.01)**

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

Bullying as defined by Indiana law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile student environment that:

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

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

Bullying does not include:

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

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

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

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

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

Monroe County Community Schools will provide training and/or instruction on anti-bullying prevention and policy 7:30

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

*Bullying Guidelines (policy 5517.01)*

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

1. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or
  - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
2. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
3. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the [school administrator] who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the [school administrator]. This report may be made anonymously.
4. The [school administrator] shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
5. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.
6. The [school administrator] will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.

9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

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

The Board of School Trustees of the Monroe County Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions. Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

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

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

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

### **STUDENT HAZING (POLICY 5516)**

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

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental,



emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

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

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

### **CARE OF SCHOOL PROPERTY**

Students of Jackson Creek Middle School have the privilege of attending one of the finest middle schools in the State of Indiana. This building and accompanying equipment have been provided in order to enhance the student's education. Everyone is concerned when public property is abused, so willful damage or destruction will not be tolerated. Individuals who willfully damage or destroy school property shall be required to make complete restitution. Where there is sufficient evidence and the individual fails to make restitution, the MCCSC Board of Trustees *shall prosecute the individual to the fullest extent of the law.*

### **DISCIPLINE (POLICY 5600)**

#### *Student Discipline Guidelines*

##### ***I. Student Conduct (Policy 5600)***

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

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

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



## *II. Student Code of Conduct (policy 5600)*

- A. The Monroe County Community School Corporation shall hold the students of this corporation to the following *Code of Conduct*. Failure to comply with said codes may be considered student misconduct and/or substantial disobedience which are grounds for suspension and/or expulsion. This Code of Conduct will include, but is not limited to the following examples and/or rules related to the responsibilities and behavior of its students;
1. No student shall possess, handle or transmit any firearm or destructive device on school property.
  2. No student shall possess, handle or transmit any deadly weapon on school property. The following devices are considered to be deadly weapons defined in I.C. 35-41-1-8:
    - a. A weapon, laser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
    - b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  3. No student shall engage in the unlawful selling or transmission of a controlled substance, illegal drug, alcohol, prescription drugs, or anything purported to be or that is represented as a look-alike, or engaging in a criminal law violation that constitutes a danger to other students or constituents an interference with school purposes or an educational function.
  4. No student shall knowingly possess, use, or be under the influence of alcohol or any alcoholic beverage.
  5. No student shall knowingly possess, use, or be under the influence of any narcotic drug, illegally obtained/used prescription drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, caffeine-based **stimulants**, substances containing \*phenylpropanolamine (PPA), stimulants or intoxicants of any kind, or any paraphernalia used in connection with the listed substances.
  6. No student shall knowingly possess or use any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
  7. No student shall threaten (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
  8. No student shall threaten or intimidate any student for the purpose of, or with the intent of obtaining money or anything of value from the student.
  9. No student shall engage in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
  10. No student shall use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urge other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision.
    - a. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
    - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
    - c. Setting fire to or damaging any school building or property.
    - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
    - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
  11. No student or group of students shall engage in the bullying of another student(s) or any behavior with the intent to harass, ridicule, humiliate, intimidate, harm, or engage in repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior.

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

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

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

School officials will implement practices of progressive discipline when students do not adhere to the Code of Conduct in order to maintain an appropriate safe and orderly school environment. Progressive discipline means beginning with the least severe or restrictive discipline appropriate to the offense, and utilizing more severe sanctions when a student's behavior warrants. Actions may include, but are not limited to, office referral, conferencing, mediation, detention, removal from class or activity, in-school suspension, alternative to suspension program, suspension, alternative to expulsion, and expulsion. Actions may not include the use of physical activity or the withholding of food as a form of discipline. The School Board recognizes that removal from the educational program of the Corporation, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this Corporation and one that cannot be imposed without due process since removal deprives a non-disabled student of the right to an education. In all cases, except when legally defined, alternatives to suspension will be considered as a first option to suspension, and alternatives to expulsion will be considered as a first option to expulsion.

#### *Before/After school Detention*

Students who have been assigned a before/after school detention are expected to report to student reception. After school detention will be served from 3:00 – 5:00 p.m. and before school detention will be served from 7:30 a.m. – 8:00. Students and parents must make transportation arrangements for students serving after-school detention.

- Detention will meet Monday through Friday

- Students who are late to detention will not be admitted, and they will be counted as having not served their detentions.
- All students must bring work to detention and are expected to be silent and work.
- Students who refuse to obey the rules will be dismissed from detention, and they will be counted as having not served the detention.
- Students who are absent from school on the day of a detention should plan to serve the missed detention on the first day of returning to school.

Working Lunch

Working lunch is an opportunity for students to get caught up on missing assignments. If a student has three (3) or more missing assignments in the same class, the teacher may assign students a working lunch which is served with a supervisor that coordinates this program. Assignments may be submitted to the supervisor and they will be turned in to the teacher. Students are welcome to bring their lunch from home or they will be provided with a lunch from the cafeteria. Any specific dietary needs will be accommodated.

Lunch Detention

Lunch detention is a basic consequence for minor behavior problems or attendance issues. Lunch detentions are generally served in the office area. Rather than reporting to the cafeteria for lunch on days in which they are assigned lunch detentions, students are to report directly to the office area. Students are welcome to bring their lunch from home or they will be provided with a lunch from the cafeteria. Any specific dietary needs will be accommodated.

Wednesday School

Wednesday school is a consequence for more severe or regularly repeated behavior problems or attendance issues. Wednesday schools will be held after school on Wednesdays from 3:00-5:00 at an announced location at school and will be monitored by a supervisor or administrator. Students will be expected to bring assignments with them to work on during this time. Parents/guardians will be responsible for providing transportation from school at 5:00.

In-School Detention

The in-school detention program is utilized as an alternative to out-of-school suspension. The program is designed to utilize appropriate resources in seeking satisfactory adjustment of the student to the school. Assignment to this program will be at the discretion of the administrators. Students are assigned to a separate learning area on the school grounds. Classroom assignments will be provided to the student for completion and no grade penalties are assigned for not being in the regular classes during assignment to the in-school detention program. During lunch time, the student will be able to participate in the school lunch program, although the student remains separated from the student body. At the principal's request, a school guidance counselor may meet with the student on each day of the suspension. Students assigned in-school detention will not be allowed to participate in extracurricular activities on those particular school day/s.

**GENERAL GUIDE TO VIOLATIONS CHART**

WASD-Wednesday After School Detention    SIS-In-School Suspension    SOS-Out of School Suspension

Violation	1st offense	2nd offense	3rd offense	4th offense	5th offense	6th offense
Tardy to school (per semester)	Warning (Attendance Secretary)	Warning	Tardy warning letter sent home to be signed by parent	Referral / WASD	Referral / WASD	Referral / SIS / Administrator's discretion

Tardy to class	Teacher Warning	Teacher Warning	Teacher Warning / Contact Parent	Referral / WASD	Referral / WASD	Referral / SIS
Use of Electronic Device Violations	Confiscated-Parent picks up	Confiscated-Parent picks up	Confiscated-Parent picks up and WSAD	Confiscated-Parent picks up and WASD	Confiscated-Parent picks up and SIS	Confiscated-Parent picks up and SIS
Tobacco	2 days SOS and Referral to Prosecutor	4 days SOS and Referral to Prosecutor	5 days SOS and Referral to Prosecutor	Recommendation for Expulsion		
Fighting- Depending on the situation	3 days SOS, police referral, and counseling meeting	5 days SOS, police referral, and counseling meeting	10 days SOS & Recommendation for Expulsion			
Theft/ Vandalism	3 days SOS, police referral, and restitution	5 days SOS, police referral, and restitution	Recommendation for Expulsion			
Disruption or Failure to comply	Lunch Detention	Lunch Detention	WASD	WASD	SIS	SOS/ Recommendation for Expulsion
Truancy	Letter to Parent	WASD	WASD - Social Worker Referral	SIS - Court Referral	SIS	SIS

[Expulsion for firearm possession](#)

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).

[Due process rights](#)

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

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

Adopted by the Board 7/15/91

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

[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.

**RESPECT AND RESPONSIBILITY**

Students are expected to be kind, courteous, and respectful at all times. It is the general expectation that students show respect for themselves, each other, the school, school property, and the staff of Jackson Creek Middle School at all times. Students are expected to take responsibility for themselves, their actions, and taking care of the school. Jackson Creek’s bullying prevention rules are as follows:

- 1. We will not Bully others.
- 2. We will try to help students who are bullied.
- 3. We will try to include others who are left out.
- 4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

	<b>Arrival</b>	<b>Dismissal</b>	<b>Locker Room</b>	<b>Halls/Stairs/Lockers</b>	<b>Computer Lab</b>
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<p style="text-align: center;"><b>R E S P E C T</b></p>	<ul style="list-style-type: none"> <li>• Leave bus or vehicle in an orderly fashion</li> <li>• Follow the directions of supervisors</li> <li>• Dispose of litter into trashcans</li> </ul>	<ul style="list-style-type: none"> <li>• Listen quietly for any bus changes or alternative dismissal announcements</li> <li>• Wait for teacher dismissal</li> <li>• Keep hands and feet to yourself in the hallways</li> <li>• Dispose of litter into trashcans</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your hands off others' belongings</li> <li>• Change clothes quickly and exit promptly</li> <li>• Keep belongings in your locker and keep it locked</li> <li>• Keep the locker room neat and free of trash</li> </ul>	<ul style="list-style-type: none"> <li>• Walk on the right side, and move quietly while classes are in session</li> <li>• Keep locker neat and orderly</li> <li>• Take care of school property</li> <li>• Honor others' personal space</li> </ul>	<ul style="list-style-type: none"> <li>• Access only school-appropriate sites</li> <li>• Take care of computer lab property</li> <li>• Follow all copyright laws</li> <li>• Honor the privacy and work of others</li> <li>• Refrain from overuse of all computer resources</li> </ul>
<p style="text-align: center;"><b>R E S P O N S I B I L I T Y</b></p>	<ul style="list-style-type: none"> <li>• Travel directly to the front of the school or cafeteria</li> <li>• Turn off all electronic devices by 7:45 A.M. and place them in lockers</li> <li>• Students not riding the bus must enter the building through the upper "E" wing doors not earlier than 7:30</li> <li>• At 7:45 am bell students will go to their lockers, put away their coat and personal items, gather books and go to class.</li> </ul>	<ul style="list-style-type: none"> <li>• Travel directly from class to locker</li> <li>• Gather up homework and supplies</li> <li>• Move directly from lockers to bus line, parent pick-up, or extracurricular area at 2:55 P.M.</li> <li>• Students not riding the bus must exit through the upper "E" wing doors.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your combination private</li> <li>• Keep your locker neat and orderly</li> <li>• Use only the main gym doors, unless otherwise directed</li> <li>• Food and drink items are not permitted</li> <li>• Absolutely no horseplay</li> </ul>	<ul style="list-style-type: none"> <li>• Move promptly to your next location</li> <li>• Avoid starting and/or participating in horseplay</li> <li>• Keep your combination private and your locker locked</li> <li>• Food and drink items are not permitted</li> </ul>	<ul style="list-style-type: none"> <li>• Sit at assigned computer</li> <li>• Obtain permission before downloading files or accessing personal email</li> <li>• Save all data to your computer locker, regularly removing unneeded files and/or folders</li> <li>• Use only MCCSC-approved software</li> <li>• Obtain teacher's permission before accessing an email account</li> </ul>

	Cafeteria (AM)	Cafeteria (Lunch)	Office	Restroom	Auditorium
<b>R E S P E C T</b>	<ul style="list-style-type: none"> <li>• Enter and leave quietly</li> <li>• Stay seated</li> <li>• Throw away trash and leftover food when finished eating</li> <li>• Push in your chair when leaving the table</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and leave quietly</li> <li>• Stay seated</li> <li>• Pick up any additional trash</li> <li>• Push in your chair when leaving the table</li> <li>• Keep voice at a conversational level</li> <li>• Use table manners</li> </ul>	<ul style="list-style-type: none"> <li>• Have a purpose for your visit</li> <li>• Enter and leave quietly</li> <li>• Wait for the secretary to acknowledge you</li> <li>• Focus on your business and respect others' privacy</li> <li>• Use "please" and "thank you"</li> </ul>	<ul style="list-style-type: none"> <li>• Leave restroom clean for the next user</li> <li>• Honor the privacy of others</li> <li>• Take care of restroom property</li> </ul>	<ul style="list-style-type: none"> <li>• Give presenters appropriate attention</li> <li>• Respond to presenters appropriately</li> <li>• Keep feet on the floor</li> </ul>
<b>R E S P O N S I B I L I T Y</b>	<ul style="list-style-type: none"> <li>• Sit at tables in the back of the cafeteria first</li> <li>• Nine students per table</li> <li>• Students who choose to eat or drink are required to sit at the reserved tables</li> <li>• Remain seated in the cafeteria until you are dismissed</li> <li>• Leave chairs at the table so that each table will have nine chairs at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Be seated in the cafeteria by the second bell</li> <li>• Report directly to your assigned table</li> <li>• Nine students per table</li> <li>• Single-file line while getting lunch and returning trays</li> <li>• Return to assigned tables after obtaining lunch and returning trays</li> <li>• Remain seated until dismissed</li> <li>• Dispose of trash and leftover food when directed</li> <li>• Food and drink remains in cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>• Keep office visits to a minimum</li> <li>• Have a pass</li> <li>• Use the office phone for emergencies only</li> <li>• Sign in and follow the office staff's instructions</li> <li>• Travel directly to and from the office</li> </ul>	<ul style="list-style-type: none"> <li>• Travel directly to and from the nearest restroom</li> <li>• Take care of personal needs</li> <li>• Report problems immediately</li> <li>• Leave promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the seating dismissal directions given by adults</li> </ul>

### **PUBLIC DISPLAYS OF AFFECTION**

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

### **SEARCH AND SEIZURE**

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

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

#### School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a

Corporation administrator by the use of a lock or other device. The School Board directs the school principals to conduct a regular inspection of all such storage places.

#### *Student Person and Possession*

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

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

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

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

#### *Non-Invasive Test Instruments*

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

#### *Use of Dogs*

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

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

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

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

### **SELLING MATERIALS FOR PRIVATE GAIN**

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

### **STUDENT BEHAVIOR STANDARDS**

Jackson Creek Middle 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 5200 for specific grounds for suspension and expulsion.

### **STUDENT DRESS CODE**

The determination of student dress shall be the responsibility of the parents/legal guardians, except where such apparel is **dangerous to the health/safety of the student**, or is so **disruptive as to interfere with the learning or teaching processes**. No apparel should draw undue attention from other students or faculty members. A Jackson Creek Middle School administrator will resolve any questions concerning student dress. Specific guidelines include, but are not limited to the following:

1. Attire typically worn at the beach or for lounging at home, such as pajamas, is prohibited.
2. Bare midriff apparel is not to be worn: ALL TOPS must be long enough to tuck in.
3. All tops/shirts must fully cover the shoulders and underarm areas—SPAGHETTI STRAPS, BARE BACKS, TANK TOPS, HALTER TOPS, TUBE TOPS, BASKETBALL JERSEYS WITH NO UNDERSHIRTS, AND SEE-THROUGH CLOTHING ARE PROHIBITED.
4. Low neckline tops, such as scooped necks or any tops that might be considered indecent or cause disruption to the learning environment are prohibited.
5. All pants must be worn at waist level. At no time should undergarments be visible. The legs of pants must be of equal length. EXCESSIVELY BAGGY PANTS ARE PROHIBITED. The waistline of shorts and pants are not to be rolled.
6. Shorts, mini-skirts, skorts, or holes or slits in any clothing may not be higher than the tip of the middle finger with arms extended to the side.
7. Any clothing that advertises/promotes alcohol, tobacco, drugs, suggestive sexual remarks, hate, racism, violence, profanity, gangs or obscenity is forbidden.
8. Jackets of a heavy texture and ALL COATS are not to be worn during school hours.
9. Shoes must be worn at all times.
10. The wearing of hats or any head covering such as bandanas, sweatshirt hoods, athletic headbands, combs, and picks is prohibited.
11. Excessively long and heavy chains or accessories with spikes or pyramids, or fish hooks are not to be worn at school.
12. Sunglasses are prohibited unless approved by an administrator.
13. Backpacks and large book bags, etc. are prohibited. They must remain in lockers during the school day.

### **STUDENT RIGHTS OF EXPRESSION**

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

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

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

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

### **TARDY TO CLASS**

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

- a) After two (2) tardies to class, the teacher will give the student a verbal warning.
- b) After three (3) tardies to class, the teacher will issue a tardy warning and must contact parent by phone or e-mail.
- c) After four (4) tardies to class, the teacher will write a discipline referral to an administrator.

### **TARDY TO SCHOOL**

If a student arrives at school after the 8:00 starting time, he/she is tardy to school, and should report to the attendance office.

The consequences for tardiness to school for each semester are as follows:

After three (3) tardies to school, the attendance secretary will issue a tardy letter to be signed by a parent/legal guardian and returned to the attendance secretary on the following school day. If the form is not returned, the attendance secretary will write a discipline referral to an administrator.

## **SECTION V – TRANSPORTATION**

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

Jackson Creek Middle School assumes no responsibility for the safe keeping of bicycles. A bicycle parking area will be designated for students. If a student rides a bicycle to school, the student should make sure it is parked and locked when at school. Using another student’s bicycle without permission is prohibited. This is considered stealing the bicycle. NO STUDENT should operate a motorized vehicle of any kind without the principal’s permission.

### **BUS STOPS AND WALKING**

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

### **BUS TRANSPORTATION TO SCHOOL**

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

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

- Always cross in front of the bus when boarding or after exiting.

Safety checklist:

**Getting to the bus stop:**

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

While you're riding the bus:

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

Getting off the bus

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

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

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

Bus Transportation Questions:

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

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

Penalties for Infractions:

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

**(NON-BUS) DROP OFF AND PICK UP**

To avoid traffic congestion, all students are encouraged to ride their assigned bus. However, students not riding MCCSC buses should be picked up and dropped off only in the designated area near the school gymnasium.

- During posted "bus hours," only busses are permitted to use the driveway that sweeps in front of the building.
- Parents are not to drop their students off or pick their students up from the front driveway at these times. From 7:30 am – 8:00 and from 2:30 – 3:20 pm, parents may pick up or drop off their children by entering the driveway that is farthest north (it is closest to the gym and Olcott Park).
- The traffic pattern for this driveway flows around the perimeter of the large parking lot and orients vehicles so that students may enter or leave the passenger side of the vehicle directly from the sidewalk.
- Students are only permitted to enter or leave the passenger side of a vehicle that is directly next to the sidewalk.
- Parents who need to come in to the building with their child in the morning should park their car and must escort their children across the parking lot to the sidewalk.

- Unescorted children will NOT be permitted to walk to their parent's car that is parked in the lot. It is not safe for unescorted children to be in the parking lot during pick up or drop off times because the flow of traffic is continuous.
- The flow of traffic works like this.
  - The parent enters the north driveway and follows the SINGLE lane ONE-way traffic first toward the gym and then through a hard right to move around three sides of the perimeter of the parking lot.
  - Once the fourth side is reached the sidewalk is accessible. The section of sidewalk that students may use to enter or leave vehicles runs from Olcott Park to the base of the steps from E-wing doors.
  - This section of the drive in the parking lot has TWO lanes. The parent continues to move forward staying in the lane that is closest to the sidewalk until their child either gets out or gets in to the vehicle.
  - Once the child is either securely in the vehicle or securely on the sidewalk the parent may move into the left lane and drive around the other right lane vehicles to move toward the exit. Please note that the right lane (closest to the sidewalk) is for drop off or pick up only. The left lane of traffic (closest to the parking lot) is for exit only.
  - The cars continue to move forward to fill in the constantly opening spots along the sidewalk (right lane of traffic). For this reason it is NOT safe for students to enter vehicles from any location other than the sidewalk. See diagram below.

