

# Student-Parent Handbook 2018-2019



Burris and Hatfield Schools  
Mitchell Community Schools  
Mitchell, Indiana

Adopted by Board of School Trustees of  
Mitchell Community Schools  
Effective August 2018 to August 2019

# Index

Additional Rules and General Information.....	24
Attendance.....	16
Book Clubs.....	35
Bullying.....	28
Burris/Hatfield Grading Scale.....	10
Burris Mission Statement.....	8
Burris Photography and Video Release Form.....	15
Burris School C.L.A.S.S. Procedures.....	9
Burris School Grading Procedures: Grades 3-4-5.....	9
Burris School Lifelong Guidelines.....	8
Burris School Lifeskills.....	8
Cafeteria.....	37
Calendar, School.....	5
Civil Rights Nondiscrimination Grievance Procedure.....	56
Closing or Delayed Opening of School Due to Bad Weather.....	14
Criminal Gang Activity.....	28
Desk Inspection Policy.....	39
Directory.....	4
Board of Education	
Superintendent’s Office Personnel	
Division of Child Services.....	15
Driver’s License and Permits.....	41
Dress Code.....	38
Enrollment.....	10
Evaluation, Promotion, Retention.....	39
Family Educational Rights and Privacy Act.....	57
Family Vacations.....	17
Field Trips.....	17
Grounds for Suspension or Expulsion.....	18
Hatfield Mission Statement.....	7
Hatfield Procedures.....	8
Homework.....	36
Indiana Discipline Code.....	42
Inspection of Book Bags and Coats.....	39
Inspection of student Desks and Lockers.....	39
Lawrence County Health Department.....	15
Library.....	36
Lost and Found.....	38
Medication, Administration of Student.....	29
Medication, Self-Administered.....	30
Mitchell Community Schools Calendar.....	61
Mitchell Community Schools Insurance Policy for Devices.....	12
Modification.....	7

Nondiscrimination Policy .....	55
Other Collections.....	35
One-to-One Device Guidelines .....	35
Pest Control Policy .....	36
Philosophy of Mitchell Community Schools.....	7
Pictures, School .....	35
Pre-School .....	11
Protection of Pupil Rights Amendment.....	58
Pupil Safety .....	38
Purpose of Handbook .....	7
Racial Harassment.....	55
Release of Children During School Day .....	15
Responsible Use of Technology Policy.....	30
S.A.F.E.R./21st Century After-School .....	14
School Attendance Areas.....	11
School Day .....	13
Sexual Harassment .....	55
Speech/Language Services .....	60
Student Discipline Rules .....	17
Student Wellness .....	38
Suspension and Expulsion Procedures .....	23
Telephone Use.....	38
Textbook/Device Rental Information.....	11
Tobacco Free Environment .....	60
Vision Screening .....	60

# Mitchell Elementary Schools Directory

## Board of Trustees

Mrs. Cynthia L. Brooking  
Mr. Steve Burton  
Mrs. Crystal D. Mikels  
Mr. Patrick Redman  
Mr. Christopher S. Shaw

## Superintendent's Office

441 North 8th Street, Mitchell, IN 47446, Phone 849-4481

Dr. Steve Phillips ..... Superintendent  
Mr. Phillip Storm ..... Curriculum Director  
Mr. Greg Pittman ..... Attorney  
Mrs. Malinda Powell ..... Corporation Treasurer  
Mrs. Debbie Arthur ..... Deputy Treasurer  
Mrs. Sherry Burkett ..... Secretary  
Mrs. Sara Goodman ..... Nurse  
Mr. Lloyd Kacher ..... Maintenance

## Burriss Elementary School

1755 Hancock Avenue, Mitchell, IN 47446, Phone 849-2509

Ms. Jessica Jones ..... Principal  
Mrs. Tami Cole ..... Secretary  
Mrs. Audria Griffin ..... Secretary

## Hatfield Elementary School

1081 Teke Burton Drive, Mitchell, IN 47446, Phone 849-3834

Mrs. Renee Childress ..... Principal  
Mrs. Jenny Day ..... Secretary  
Mrs. Beth Covey ..... Secretary

# 2018-2019 School Calendar

Semester I (90 student days)

Wednesday	August 1	Teacher In-Service
Thursday	August 2	Teacher In-Service
Thursday	August 2	Hatfield Open House 5:00-5:45 p.m.
Friday	August 3	First Student Day Grades 1-5
Friday	August 3	Kindergarten Orientation 8:30-9:30 & 10-11:00 a.m.
Monday	August 6	Pre-Kindergarten Orientation 9:30 a.m.
Monday	August 6	Kindergarten begins regular schedule
Tuesday	August 7	Pre-Kindergarten begins regular schedule
Tuesday	August 7	Burris Open House 5:00-6:15 p.m.
Tuesday	August 21	PTO Room Parents Kick Off Hatfield Cafeteria 6:00 p.m.
Monday	September 3	Labor Day - No School
Wednesday	September 5	Picture Day - Burris and Hatfield
Friday	September 7	Student Progress Reports
Friday	October 5	End of First Grading Period - (45 days)
Wednesday	October 10	Parent-Teacher Conferences/No School
Wednesday	October 10	Report Cards Home
Mon-Fri	October 15-19	Fall Break - No School
Thursday	October 25	PK Parties 9:30 a.m. & 1:30 p.m.
Friday	October 26	3rd, 4th, and 5th grade Burris Fall Parties
Friday	October 26	K-2 Hatfield Fall Parties 1:45 p.m.
Tuesday	November 6	Picture Retakes
Monday	November 12	Veterans Day Program - Burris 1:00 p.m.
Friday	November 16	Student Progress Reports
Wednesday	November 21	Thanksgiving Vacation
Thursday	November 22	Thanksgiving Vacation
Friday	November 23	Thanksgiving Vacation
Mon-Fri	Nov. 26 - 30	Holiday Shop at Burris
Mon-Fri	December 10-14	Holiday Shop at Hatfield
Thursday	December 20	Last Day Before Christmas Break End of Second Grading Period - (45 Days) End of First Semester - 90 days

# 2018-2019 School Calendar

## Semester II (90 student days)

Thursday	January 3	First Day of Second Semester
Friday	January 4	Report Cards home
Monday	January 21	Student Appreciation Day or Emergency Make-Up
Friday	February 8	Student Progress Reports
Thursday	February 14	Hatfield Valentine's Parties K-2
Friday	February 15	Burriss Valentine's Parties Gr. 3, 4, & 5
Monday	February 18	President's Day/Emergency Make-Up Day or No School
Friday	March 8	End of Third Grading Period - (45 days)
Friday	March 15	Report Cards
Mon-Fri	March 25-29	No School - Spring Break
Tues-Thurs	April 9-11	Kindergarten Round-Up
Friday	April 12	Student Appreciation Day or Emergency Make-Up Day
Thursday	April 18	Student Progress Reports
Friday	April 19	Student Appreciation Day or Emergency Make-Up Day
Friday	April 26	Student Appreciation Day or Emergency Make-Up Day
Tuesday	May 7	Last Day for Field Trips During the Instructional Day
Wednesday	May 22	Students' Last Day End of Fourth Grading Period - (45 days)
Thursday	May 23	End of Second Semester - (90 days) Teachers' Records Day
Friday	May 31	Mail Report Cards

Student Appreciation Days may be rescheduled as instructional days within the calendar to make up for days missed because of weather-related or other emergency dismissals. Additional emergency dismissal days will be made up on consecutive weekdays following May 22, 2019, until students have 180 instructional days. Teachers' Records Day will be May 23, 2019, or will be rescheduled to the first non-holiday week day following the last student instructional day rescheduled after May 22, 2019.

## Purpose of Handbook

This handbook is designed to acquaint the students and the parents with the philosophy, goals, rules, and regulations of the elementary school, and to note some special times and dates for the 2015-2016 school year. Please keep this handbook in a convenient place and use it as a reference book. Hopefully, it will answer many questions that are important to your child's education. Questions that are not answered within the handbook should be referred to the classroom teacher or the building principal.

The handbook pertains to all elementary buildings in Mitchell Community Schools. There will be several sections that deal with aspects that need to be separated by buildings. These areas will be titled as such: Hatfield or Burris. All other items discussed are applicable to all elementary students.

We at your elementary schools are always interested in improving this handbook. Suggestions that are given in written form are most valuable in future preparation of similar booklets.

## Modification

The Board of School Trustees of Mitchell Community Schools reserves the right to change, modify, delete, or add to the student handbook from time to time without prior notice. In the event this should occur, all students will be notified in writing of any such change, modification, deletion, or addition.

## Philosophy of Mitchell Community Schools

It is the duty of the Board of Trustees to provide the means for educating the children of Mitchell Community Schools. Here, as elsewhere in the United States, this is one of the most important community functions. The public support of schools in our society reflects our conviction about the worth, dignity, and potentiality of the individual as well as his/her rights in our democratic social order (from board policy and handbook, paragraph one).

## Hatfield Elementary School Mission Statement

The staff at Hatfield Elementary School, in partnership with parents and the community, is dedicated to providing an excellent education to students of all abilities, which prepares them to become successful life-long learners.

Motto: *The Future Starts Here"*

## Hatfield Procedures

1. Be respectful with your words and actions.
2. Listen carefully and follow directions the first time given.
3. Keep hands, feet, and objects to yourself.
4. Raise your hand before speaking or getting out of your seat.
5. Complete your own best work.

## Burriss School Mission Statement

“At Burriss Elementary we create a welcoming and safe environment for our students, families, staff, and community. Together we collaborate to grow successful citizens and academic risk-takers who challenge themselves to become lifelong learners.”

Motto: “*Burriss Elementary - Growing Life Champions*”

## Burriss School Lifelong Guidelines

*Trustworthiness* - To act in a manner that makes one worthy of trust and confidence

*Truthfulness* - To be honest about things and feelings with oneself and others

*Active Listening* - To listen with the intention of understanding what the speaker intends to communicate

*No Put-Downs* - To never use words, actions, and/or body language that degrade, humiliate, or dishonor others

*Personal Best* - To do one’s best given the circumstances and available resources

## Burriss School Lifeskills

Acceptance and Tolerance – “Appreciating and respecting differences in people.”

Assertiveness – “Sticking up for yourself, and asking for what you need or deserve in ways that are respectful.”

Balance – “Having several different parts of your life that are important to you, without giving any of them too much attention.”

Being A Good Sport – “Knowing and following the rules and playing fair.”

Caring – “Feeling, and showing, interest or concern for others.”

Cheerfulness – “Showing happiness.”

Citizenship – “Being a good citizen of your community and doing things to make it better.”

Cleanliness – “Keeping things neat and clean.”

Compassion – “Feeling bad for a person or animal who is suffering or hurt.”

Cooperation – “Being willing to work with other people to get something done.”

Courage – “Being brave and having the strength to face a hard or scary situation even though you are afraid.”

Creativity – “Using your imagination to come up with new ideas or solutions to problems.”

Diligence – “Doing your best and finishing what you begin.”

Fairness – “Giving everyone what they deserve, holding everyone (including yourself) to the same rules, and respecting everyone- whether you like them or not.”

Forgiveness – “Willing to forgive people when they do something that hurts or upsets you. You are also able to forgive yourself.”

Generosity – “You enjoy giving to and sharing with others.”

Gratitude – “You are thankful and you show it.”

Helpfulness – “Willingly help others because you want to – not because you expect a reward.”

Honesty – “Telling the truth even when it’s hard. And you do not cheat, steal, or lie, even if you think you can get away with it.”

Integrity – “Trying to be honest and true to your beliefs at all times, no matter where you are or what’s going on.”

Kindness – “You enjoy doing positive things for others.”

Leadership – “Doing new things first, so others can see how they’re done and can follow. Also, doing what needs to be done to get through a hard time or crisis.”

Loyalty – “Being faithful to a belief, person, or group.”

Patience – “Willing to wait for what you want, need, or deserve – without complaining or giving up.”

Peacefulness – “Working to avoid violence and resolve conflicts.”

Perseverance – “You keep trying – even if you have problems or fail at first – until you accomplish your goal.”

Problem Solving – “Dealing with problems in a positive and constructive way.”

Punctuality – “You value being on time. Also, you meet deadlines, such as for assignments.”

Relationship with Others – “Having strong relationships with your family and friends means contributing your time, kindness, and honest feelings to them.”

Relationship with Self - “Having a good relationship with yourself means you are comfortable with being you, you try to understand who you are, and you have things you like to do alone.”

Respect for the Environment – “You honor nature. You are grateful for the earth and show it by treating it well.”

Respect for Others – “Thinking of others as important people. You respect them for who they are – including their faults.”

Respect for Self – “Thinking of yourself as an important person. You take care of yourself by eating a healthy diet, getting enough rest and exercise, and avoiding risky or dangerous behavior.”

Responsibility – “Knowing what is expected of you and doing it.”

Self-Discipline – “Having the self-control to learn new skills and cut out bad habits.”

Trustworthiness – “You can be depended on. Others know you will be fair, you will keep your word, and you will fulfill your responsibilities.”

Sense of Humor – “To laugh and be playful without harming others.”

## Burris School Grading Procedures: Grades 3-4-5

### **Please note the following information concerning classroom work and grades:**

-No retakes on tests

-Homework is used for grades

-Weighting of Grades (i.e., value of test grades, quizzes, homework grades, etc.)—

Grades 3-4-5 will use: 60% Assessments and 40% Classwork/Other

-No extra credit or bonus points are used

-No dropping of the “lowest grade” in a grading period

-Make-Up Work—Students will be given the same number of make-up days to

correlate with days of excused absence (i.e., out two days, student will have two days to make up the assigned work).

## Burris School C.L.A.S.S. Procedures

### **General Hallway/Stairway Procedures**

1. Walk quietly in line.
2. Keep to the right side of the hallway/stairway when possible.
3. Keep your hands and feet to yourself.
4. Take one step at a time on the stairways.

### **Restroom Procedures**

1. Use quiet voices.
2. Take care of business.
3. Keep the area clean.
4. Wash hands and leave.

### **Cafeteria Procedures**

1. Wait quietly in serving line.
2. Stay in your seat wait for assistance.
3. Eat quietly and politely.
4. Keep your eating area clean at all times.

### **Cafeteria Dismissal Procedures**

1. Stay in your place.
2. Sit still and be quiet while you're waiting to leave.
3. When you're on your way out, keep the line moving and pay attention.
4. Follow hall procedures and teacher instructions once you're in the hall.

### **Morning Procedures**

1. Students arriving before 8:00 a.m. should remain in the waiting area until dismissed.
2. Students eating breakfast report directly to the cafeteria. All others report directly to their classrooms.
3. Once finished with breakfast, students should go straight to class.

### **Audience Procedures**

1. Show interest through active listening.
2. Show respect by sitting quietly in your place.
3. Wait patiently
4. Save questions for appropriate time.

## **Burriss/Hatfield Grading Scale**

100% = A+	87% -89% = B+	77% -79% = C+	67% -69% = D+
94%-99% = A	84% -86% = B	74% -76% = C	64% -66% = D
90%-93% = A-	80% -83% = B-	70% -73% = C-	60% -63% = D-
			0% -59% = F

## **Enrollment**

Any child whose fifth (5th) birthday is on or before August 1 of the current school year and whose parents or legal guardian is a resident of Mitchell Community Schools is eligible to enter kindergarten. Children whose sixth (6th) birthdate is on or before August 1 and whose parents or legal guardian is a resident of Mitchell Community Schools may enter grade 1. Indiana Attendance Law requires all children to be enrolled when they are seven (7) years old. Kindergarten is not compulsory in Mitchell Community Schools; however, it is strongly encouraged.

Parents must furnish the school with the following information:

#### **A. Required of all students:**

1. Legal name, home address, and telephone number
2. Parent or legal guardian's name and employer
3. Health information including doctor's name, address, and telephone number
4. Immunization records as required by state law (IC 20-8.1-7). No child will be permitted to attend school beyond the first day without a written immunization statement unless a waiver is granted by the school.

#### **B. Required of the first time students (kindergarten or grade 1) birthdate verified by any of the following:**

1. Birth certificate
2. Life insurance policy over one (1) year old
3. Family Bible
4. Passport
5. Baptismal certificate

#### **C. Required of transfer pupils:**

1. Report card, transfer letter, or other school form indicating previous enrollment.
2. Health card information including present immunization dates.

## Pre-School

Eligibility for attendance in the Pre-School is based on criteria set forth by federal and state guidelines. Pre-School's educational focus is based on The Creative Curriculum for Early Childhood (Dodge and Colker) and is developmentally appropriate for each individual child enrolled.

Pre-School follows the Mitchell Community Schools' calendar. Class times are broken into two sessions daily. The morning session meets from 8:00 a.m. until 10:30 a.m. The afternoon session meets from noon until 2:30 p.m. These times are carefully placed around other arrival and dismissal times. If parents transport children to and from school, promptness will be greatly needed and appreciated. Children transported to school by parents should not come into the classroom early.

## School Attendance Areas

All eligible students living within Mitchell Community Schools boundaries will attend Mitchell Community Schools as follows: pre-kindergarten, kindergarten, first, and second grade students will attend Hatfield Elementary School.

All third, fourth, and fifth grade students will attend Burriss Elementary School.

## Textbook/Device Rental Information

**Each student of Mitchell Community Schools (MCS) will be issued a device** (Chromebook or iPad) as part of his/her textbook rental for the school year. It is our expectation that the student will be responsible for the care and protection of this electronic tool.

**Part of the textbook rental costs may also include** fees for labs, materials, or other class fees, or Advanced Placement books and/or materials as required. While device rental and textbooks may be covered for those who qualify for state assistance; class fees are not covered and are the responsibility of the student to pay.

**All students shall rent** all necessary devices and textbooks for all school subjects from the school. Personal devices will not be allowed.

**Each student is responsible** for the device and books rented to him/her and must return the device/book in good condition. Students must pay the full replacement cost of the device or textbook if lost, stolen or damaged.

**The school shall offer Device Insurance** to all students who may accept or decline that insurance. Please see the Insurance Section of this handbook as well as the Responsible Use Policy of Technology Policy 7540.05 for more information.

### **Book rental fees should be:**

- Paid upon enrollment
- A payment plan arranged through the school office
- Or an application completed for state assistance

### **Withdrawals:**

- A student who withdraws during the first week of school will be given a full refund
- A student who withdraws during the first nine weeks will receive a one half refund
- Class charges are not refundable after the first nine weeks
- If paper workbooks are rented, a full refund will be given only for unused and unmarked workbooks

**If legal action must be taken to collect book rental**, Indiana law provides that the court may impose reasonable attorney fees.

Mitchell Community Schools  
Insurance Policy for Devices  
(Student Chromebook/iPad)

Each student of Mitchell Community Schools (MCS) will be issued a device (Chromebook or iPad) as part of his/her textbook rental for the school year. It is our expectation that the student will be responsible for the care and protection of this electronic tool.

MCS has chosen to offer an insurance policy for the accidental damage of this device. Prior to a student receiving his/her Chromebook or iPad device, MCS must receive this form filled out and signed by the student’s legal parent/guardian along with the insurance fee or designation of the insurance waiver checked below. The costs are outlined below. Claims and deductibles are applied to individual students and not to families. After the third claim, the student is liable for the full repair or replacement cost of the device.

If a student withdraws from MCS and then re-enrolls later in the current school year, the coverage purchased at the student’s initial registration will be reinstated along with the number of claims made prior to withdrawal. The insurance will be active from the time it is paid and the device issued until either the device is officially remitted to school officials at the end of enrollment or the end of the school year whichever comes first.

Annual Premium Due at Registration per Family	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3	Damage After Claim #3
\$20 per student	\$25	\$50	\$100	Full replacement cost (\$245) or repair cost
<i>Please note: If you: insured your device in 2017-2018, did not make a claim in 2017-2018, and wish to continue coverage in 2018-2019 the Premium to continue insurance is \$5 per device</i>	\$25	\$50	\$100	Full replacement cost (\$245) or repair cost

The Chromebook or iPad device or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The user may not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

Events that may not be covered by this policy include, but are not limited to: lost device, theft, damage due to negligent or malicious actions of the student such as transporting outside of protective case, food and drink around the device, or exposure to extreme heat or cold (left in the car).

Events that may be considered accidental damage by this policy include, but are not limited to: events at home that result in property damage caused by wind, fire, and water, events where a device is in a car that is involved in an accident, events that may be created by parents, siblings, or classmates which result in damage to the unit (the other party may be held responsible for damages depending on the evidence), other events as determined by the Technology Coordinator or school administration.

This policy will pay to repair or replace the unit as a result of accidental damage. Current homeowner insurance or auto insurance policies will be the first insurer when applicable. This policy may be used to cover costs beyond the scope of these insurance policies including deductibles that apply to those policies.

This policy is optional and may be refused by the parent/guardian. Students who agree to purchase this policy also agree to keep the unit in the protective case when not in use and/or transporting.

# School Day Hatfield

## Arrival Procedures

- *Students arriving in private vehicles:* The only area students may be dropped off each morning is at the **REAR** of the building. Staff members will greet students from 7:50 a.m. - 8:20 a.m. Shelter is provided when weather necessitates it. Parents may park in a parking space in the front lot and enter the building at any time to deliver items, attend meetings, etc. Students arriving in private vehicles, however, will be expected to enter at the rear of the building.
- *Students arriving in busses:* The **FRONT** of the building is the location for children who ride the school bus. Staff members will greet students at 8:00 a.m. and remain on duty until the last bus has unloaded.
- *Tardy students:* Students arriving after 8:20 a.m. must be escorted into the building by an adult using the front entrance. These children must be signed in at the office and issued a tardy slip to present to the classroom teacher.

Parents may park in a parking space in the front lot and enter the building at any time to deliver items, attend meetings, etc. Students, however, will be expected to enter based on the above procedure.

## Dismissal Procedures

- *Students dismissing to buses:* The **FRONT** of the building is the dismissal location for children who ride the school bus. Staff members will escort children out of the building at 2:50p.m.
- *Students dismissing to private vehicles:* The dismissal area for students being picked up after school will occur at the **REAR** of the building. Vehicles should enter the parking lot and follow the driveway behind Hatfield, circling to the left and making a single-file line, stopping at the south door. Staff members will be on duty to assist children in loading vehicles. Staff will direct traffic patterns to help alleviate confusion. Staff members will escort children out of the building at 2:50 p.m.
- **Adults should not park and walk across the parking lot to pick up students. This creates a hazard for children as well as adults.**
- *Early dismissal:* The previous procedure remains intact for parents/guardians who need to pick up a child early from school. The adults should enter the building via the front entrance, sign the student out, and request office staff to call the child for dismissal. Students still in attendance after 2:40 p.m. will need to follow dismissal procedures as outlined above.

**OUR GOAL IS STUDENT SAFETY; THEREFORE, NO EXCEPTIONS WILL BE MADE TO THESE PROCEDURES.**

## Burriss

Students should plan to arrive between 8:00 a.m. - 8:15 a.m. each morning. No students should enter the building before 8:00 a.m. if eating breakfast. Tardy time is 8:20 a.m. Parents who bring and pick up students are asked not to use the bus loading area in front of the school. Lunch will be 30 minutes per cafeteria schedule. Dismissal time is 3:00 p.m.

### Burriss 21st Century After-School Program

The 21st Century Community Learning Centers After-School Program is an after school enrichment program for elementary school students. This FREE program provides homework/tutoring, art/craft projects, recreational activities, and some limited transportation home. Services are available from the time the regular school day ends (including early-release days) until 5:45 p.m. on all days that school is in session. Enrollment is limited. Call Hoosier Uplands at (812) 849-4457 for more information.

### Burriss S.A.F.E.R. Before-School Program

The S.A.F.E.R. before-school program provides morning child care services beginning at 6:30 a.m. until the regular school day begins (including weather related school day delays). Fees are based on a sliding scale. Enrollment forms are available at the school office, program site, or Hoosier Uplands Main Office. Enrollment is limited. Call Hoosier Uplands at (812)849-4457 for more information.

### Closing or Delay of School Due to Bad Weather

Mitchell Community Schools uses the School Reach Parent Notification Phone System. Our superintendent will place a recorded informational phone message to each student's home in the event of a school closing or delay based on phone numbers provide by parents/guardians at enrollment time Students and parents/guardians who suspect that school may be canceled due to inclement weather could also listen to the Bedford radio stations WBIW/WQRK/WWEG Radio (1340 AM, 105.5 FM, and 102.5 FM), - Bedford/Mitchell, WSEZ/WUME Radio (1560 AM and 95.5 FM)- Paoli, WFLQ/Q-100 (100.1 FM) - French Lick, Wave TV (Channel 32) and WLKY (Channel 32) - Louisville.

On mornings with a two-hour delay: morning pre-school will begin at 10:00 a.m. and end at 11:30 a.m. Afternoon pre-school will begin at 1:00 p.m. and end at 2:30 p.m. All students should be instructed by their parents/guardians as to what to do in case school must be canceled early because of weather or other emergencies. Phone calls to the school become impossible to handle and getting messages to the student during these circumstances cannot always be done. Parents should fill out the "Snow Plan Early Dismissal Day" sheet given in October each school year to help the school pan for early dismissals.

## Release of Children During the School Day

No student may leave the school grounds after arriving without first receiving permission from his/her teacher, the principal, or principal's designee. Parents desiring early release of their child are reminded of the following regulations:

1. Children will not be released from the classroom. They must be released at the school's office. Parents are required to wait in the office
2. Children are not permitted to meet their parents outside the school building. They must be picked up at the school office. A *Release of Student* form will be signed by you or your designee at that time.
3. Children will not be released to anyone other than parent, guardian, or designee as noted on health emergency card. Parents should send a note with other persons who come to pick up their child.
4. Instruct your child to refuse rides with strangers.

## Division of Child Services

The Division of Child services (DCS) periodically interviews students in the Mitchell Community School System. In cooperation with the DCS, Mitchell Community Schools will allow DCS to interview students without a court order. The DCS will determine whether or not the parent or guardian of a student will be invited prior to the interview.

## Lawrence County Health Department

Mitchell Community Schools works with the Lawrence County Health Department to record and review student immunization data using the Children and Hoosier Immunization Registry Program (CHIRP).

## Burris/Hatfield School Photograph and Video Release Form

From time to time we take pictures during activities. We would like your permission to use these pictures on our website and/or in our newsletter. We will never reference your student by name or provide any specific information regarding your student. We also will never sell these pictures; we will use them exclusively for internal purposes and promotional activities (including, but not limited to our website and newsletter). If you wish to have your student excluded from having their picture used, please contact the Burris Office.

## Attendance

Mitchell Community Schools' students have had excellent attendance in the past. This is due to concerned, cooperative parents and community awareness of the importance of attending school regularly. When absent from school, students are required to return with a written statement from their parent indicating the cause of the absence. Up to the tenth (10th) day, a note from a parent/guardian will excuse a student's absence from school. Beginning on the eleventh (11th) day, however, and lasting the rest of the year, a student will be excused only with a doctor's statement or a parent conference. A student who misses ten days or more in a class without a doctor's statement or a parent conference is subject to disciplinary action. Students who are tardy or released early ten days or more will be subject to the same disciplinary action.

1. Parents/guardians will be notified in writing after the fifth absence/tardy/early release and will be invited for a conference. Parents/guardians will be notified in writing again after the ninth day of absence/tardy/early release.
2. Every absence must be explained by submitting a note from a parent/guardian, doctor, dentist, or legal counsel to the teacher immediately upon the student's return to school.
3. Students will not be allowed to submit a doctor's statement for previous absences to avoid accumulation eight days absences. A student must present the doctor's statement on the first day of his return to school.
4. Excused Absences:
  - a. Illness of students or dental/doctor appointment.
  - b. Death within the immediate family. Absences for serious illness within the family or a family emergency will be allowed upon request.
  - c. Exhibiting at the state fair.
  - d. Election campaign worker. Prior arrangements should be made with the principal.
5. Tardiness—Any student reporting to school after classes begin must report to the office before going to class. Excessive tardiness or early release will lead to disciplinary action.
6. Perfect Attendance Certificates will be awarded to any student who does not miss **any school time.**
7. Outstanding Attendance Certificates will be given to any student who misses less than one-half day because of doctor/dental appointment or to attend a funeral of a member of their immediate family. Immediate family is defined as a relative no further removed than first cousin or one domiciled in the same home. However, the student must be in attendance part of the morning and afternoon sessions and must not miss more than one half day the appointment or funeral. A doctor's or dentist's note must be submitted to verify the appointment. How your student's attendance is reported to the state and appears on the report card may be different than how Perfect and Outstanding Awards are determined.

Students who leave school because of their illness and are absent less than a half day will qualify for Outstanding Attendance Certificate.

Twelve noon is defined as the beginning of the afternoon sessions.
8. Students may be excluded from school attendance for the following:
  - a. If he or she has a dangerous, communicable disease and presents a threat to the health of other students.
  - b. If he or she does not comply with minimum immunization requirements according to Indiana State Law (IC-20-34-4-2).

9. Students who are absent from school for the following reasons will be counted present as provided by State Law. This will be done upon proper documentation of the absences.
  - a. Serving as a page in Indiana General Assembly.
  - b. Being subpoenaed to appear in court.
  - c. Being honored by the General Assembly
  - d. The bus to which the student is assigned is late, fails to run that portion of its route on which the student lives, or fails to run the route at all.
  - e. 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
  - f. The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes
10. Parents are asked to call the Elementary Schools office between 8:30 a.m. and 9:00 a.m. if their child is not going to be in school that day. All parents who have not called their school office to report and absence will receive phone notification from School Reach.

## Family Vacations

Any student's parent requesting to take a child out of school for vacation purposes shall use the following procedure:

1. Parents are to contact the principal and complete the proper form.
2. Students are to make arrangements with their teacher to do make-up work and return it to the teacher at the designated time.
3. Students may be asked to record and report aspects of their vacations.

## Field Trips

There will be times during the school year that the school will extend its classrooms to include special interest areas of the community. Responsibilities for students on the special times include:

1. Inform their parents of the planned event.
2. Deliver an informational sheet and permission form to parents.
3. Return the signed permission form to their classroom teacher.
4. Come to school on the day of the trip properly dressed, bring sack lunch if needed and as directed.
5. Demonstrate their best behavior during the time away from school, follow all rules that apply, and especially listen to any adult that has supervision responsibilities.

## STUDENT DISCIPLINE RULES

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, the Board of Trustees authorizes administrators and staff members to take the following actions:

- I. REMOVAL FROM CLASS OR ACTIVITY - TEACHER:
  - a) A middle school, junior high, or high school teacher may remove a student from the teacher's class or activity for a period of up to 5 school days if the student is assigned regular or additional work to be completed in another school setting.
  - b) An elementary teacher may remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
  - c) If a teacher removes a student from class under a) or b) above, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension.

2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to 10 school days.
3. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

## GROUND FORS SUSPENSION OR EXPULSION

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

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

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

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

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or school property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.

2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes fighting, coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
    1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
    2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    3. The student has been instructed in how to self-administer the prescribed medication.
    4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

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

29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
30. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

#### B. Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or
  - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the School Principal who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the School Principal. This report may be made anonymously.
5. The Principal shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student (s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.

6. The Principal will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
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. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
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.
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.

### C. Possessing A Firearm or A Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:
  - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - a combination of parts designed or intended for use in the conversion of a device into a destructive device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.



3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

### EXPULSION PROCEDURE

When a principal recommends to the superintendent that a student be expelled from school, the following procedures will be followed:

1. The superintendent may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. expulsion examiner: a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. *An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.*
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

### NO RIGHT TO APPEAL

The student or parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals.

LEGAL REFERENCE: I.C. 20-33-8-18, I.C. 20-33-8-19

## Additional Rules and General Information

The entire foundation and success of the Mitchell Elementary Schools' educational program depends upon the basic concept of self-discipline.

Self-discipline will allow all individuals to exist in a world of change and with individual rights afforded by Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others.

All disciplinary action taken by the Mitchell Elementary Schools shall be governed by I.C. 20-33-8 et. seq. and the Mitchell Elementary School Student Handbook. Every student will receive, at the time of enrollment, a copy of the handbook which has a summary of Public Law 131-1995 included at the back of that book. The Homeroom rules have been developed by the teachers and are as follows:

1. Follow directions.
2. Be courteous.
3. Complete your own best work including all assigned homework.
4. Raise our hand before you speak.
5. Be a good listener.
6. Follow all rules in the handbook.

The teachers will devise a discipline plan that they will explain to their homeroom, that will detail how they will administer the violations of the room rules. The possible measures that a teacher or a substitute teacher may use are:

1. Keep a student in during recess.
2. Move the student's desk to a different location in the room.
3. Call the parents or send a note home.
4. Assign after-school detention.
5. Give a verbal reprimand.
6. Place the student in a time-out chair in the classroom, in the hall, or in another classroom, or to the Learning and Behavioral Support (LABS) area.
7. Stand the student in the hall outside the classroom.
8. Sit the student on a bench during recess.
9. Assign the student a different seat in the cafeteria.
10. Have the student apologize for a misdeed.
11. Give a student a zero on an assignment he/she has cheated on.
12. The student will clean up the mess he/she has made.
13. Assign the student a specific place in line or a specific seat during special events.
14. Escort a student by the hand.
15. Restrict extracurricular activities, field trips, and programs.
16. Have the student redo the assignment.
17. Send the student to the principal.
18. Assign in-school suspension to the Learning and Behavioral Support (LABS) area.
19. Assign the student to noon recess study hall.
20. Have a private conference with the student.
21. Place the student's name on the board.
22. Confiscate items that are not appropriate.
23. Refer the student to the school counselor.
24. Have a conference with the student's parents or guardians.
25. Homework should never be merely "busy work" or punishment. Rather, Mitchell Community Schools expects it to be an important part of classroom activities which motivates students and promotes their learning. Assigning students to 'write sentences' as a consequence is, therefore, against school policy. Teachers may consider requiring students to complete a behavior summary sheet listing the offense, an example of a an alternate way he/she could have handled the situation, and their plan to handle a similar situation in the future.

When a student is assigned in-school detention the student will be assigned regular or additional school work to complete in another school setting. When a teacher assistant or tutor is directly supervising students, he/she may use the following measures:

1. Give a verbal reprimand.
2. Assign the student a different seat in the cafeteria.
3. Have the student clean up the mess he/she has made.
4. Refer the student to the homeroom teacher for other action.
5. Assign the student to noon recess study hall.
6. Have a private conference with the student.
7. Confiscate items that are not appropriate.
8. Refer the student to the principal.

There are some types of serious misbehavior which warrant sending the student directly to the principal's office. The principal may use any several forms of punishment for these misbehaviors. These may include recess detention (one (1) day to two (2) weeks), after-school detention, assigning a special seat in the cafeteria, in-school detention, Saturday School detention, out-of-school suspension (one (1) to ten (10) days ), recommendation for expulsion, and corporal punishment.

A student who has served five (5) or more days of in-school detention may be considered to be substantially disobedient and given out-of-school suspension, for each succeeding misbehavior.

Most students are responsible and attempt to do what is expected of them while they are at school. This is easier for the student when they know what they are expected to do. The following are some guidelines which will help the child adjust to expected behavior and are devised with the safety of the child given highest consideration. They are categorized for convenience.

#### 1. Arrivals-Dismissals

- a. Students should plan to arrive between 8:00 a.m. and 8:20 a.m. unless attending the S.A.F.E.R. Latch-key program or eating breakfast which begins at 7:50 a.m. Tardy time at Hatfield and Burriss is 8:20 a.m. Hatfield students should not arrive before 7:50 a.m.
- b. The loading and unloading of Burriss students transported in cars should be done in the large parking lot to the east of the building. Students should be loaded and unloaded at the rear of the building at Hatfield.
- c. Students should take care of lunch and milk money, tickets, etc., as soon as they arrive.
- d. Students going home on their bus will be escorted to their exit area. Students who are not going home on a bus will be dismissed from their homeroom to an area close to their classroom which will serve as a holding area until buses begin leaving the front of the building. While in the holding area and still on school property, students are subject to school rules until released to parents or guardians. At the appropriate time (approximately 2:50 p.m. at Hatfield and 3:00 p.m. at Burriss) students will be brought to the designated dismissal areas (rear of the building at Hatfield and the All-Purpose Room at the east doors at Burriss). Included in this group are students who are being picked up in cars, students who are attending Boy or Girl Scout meetings, students who are joining their S.A.F.E.R. supervisors, or attending other after-school meetings. Parents can assist the dismissal procedure by providing a note if their child is not riding a bus or going home as he/she usually does. If a parent has a change in plans during the school day, he/she should call or come into the school office and let us provide the child and his/her teacher with the information. Parents can assist by keeping the routes (hallways) clear during dismissal times. At Hatfield students are dismissed to parents waiting in cars.

- e. Students at Burris are not permitted to ride bicycles to school. Bikes are not allowed at Hatfield.
  - f. Elementary students are not permitted to walk to school.
2. Playground
- a. Stay in designated areas at play time. Do not leave the playground without permission. Seek help from supervising person in retrieving balls from the street or private property.
  - b. Use equipment properly.
  - c. Play safely.
  - d. Obey rules due to the weather.
  - e. Line up promptly and quietly.
  - f. No fighting.
  - g. No baseballs allowed.
  - h. No footballs on blacktop.
3. Halls
- a. Move quietly and safely.
  - b. Keep orderly lines.
4. Restrooms
- a. Take care of your business and leave.
  - b. No playing around.
5. Cafeteria
- a. Follow the directions of all cafeteria personnel and supervisors.
  - b. Observe proper behavior at all times including “quiet time.”
  - c. Stay in your seat unless given permission to leave.
  - d. Don’t throw or play in food.
  - e. Use good manners.
  - f. Talk quietly at your own table.
  - g. Keep the lunch room and tables clean.
  - h. Students are instructed not to bring cans or glass bottled drinks to the cafeteria.
6. Bus Loading Procedure
- a. Go directly to your bus from your classroom.
  - b. Be attentive to the teacher or aide in charge of your area.
  - c. Walk to your bus when directed to do so by supervisor. **DO NOT RUN.**
  - d. Always stay on sidewalk until the bus has come to a complete stop.
  - e. Don’t bounce balls on the way to the bus.
  - f. Don’t crawl under a bus to retrieve anything.
7. School Bus Behavior
- Each child will receive at the beginning of the school year a set of school bus rules and regulations. Children are expected to follow these rules and are under the direct supervision of the bus driver. The principal may assist the driver when necessary in administering discipline.
8. General Rules
- a. No backpacks on wheels or unusually large backpacks are allowed.
  - b. Radios, CD players, tape players, electronic games, electronic devices, cell phones and all trading cards are not allowed at school.
  - c. Students are not to bring pets to school without the written permission of their home room teacher.
  - d. Hats, caps, or headwear are not to be worn in the building.
  - e. Guns, knives, matches, lighters, or dangerous toys are not to be brought to school.

f. Chewing gum is not permitted in the building.

g. Absolute quiet in emergency drills.

h. No skateboards, rollerblades, or shoes with skate-like rollers in them allowed on school property.

9. Bus Stop Behavior

Students are to conduct themselves in a safe and orderly manner while waiting at their bus stop.

10. Deliveries to School

Burriss and Hatfield Schools reserve the right to regulate deliveries of gifts, flowers, balloons, and other items to the school.

## Criminal Gang Activity

I.C. 20-26-18

I.C. 20-33-9-10.5

I.C. 35-45-9-1

Mitchell Community Schools prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and at school sponsored functions. Mitchell Community Schools also prohibits reprisal or retaliation against individuals who report gang activity and similar destructive group behavior.

The principal, or his/her designee, will take appropriate action to maintain a safe and secure school environment. Appropriate consequences and remedial actions will be pursued in the event such gang activity is discovered. The principal shall inform the parents of all students involved in the alleged incident(s) and discuss the availability of counseling and other intervention services. (As per Student Policy #5640)

## Bullying

Mitchell Community Schools is committed to providing a safe, positive, and productive educational environment for all students. 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. Behaviors that will not be tolerated are any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, 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, function, or event; traveling to or from school or a school activity, function or event; or using property or equipment provided by the school.

Bullying as defined by state law means overt, repeated acts or gestures, including verbal or written communication transmitted, physical acts committed, or any other behaviors committed by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes he/she is has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal.

## Administration of Student Medication

Medication will be administered to a student of Mitchell Community Schools only with the written and dated consent of the student's parent (guardian). The consent of the parent shall be valid only for the period in the parent's written consent and in no case longer than the current school year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's order, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated withdrawal of consent of the parent (guardian) and the written order of the physician shall be kept on file in the school the student attends.

Any medicine to be administered to a student shall be brought to the principal's office in its original container where it will be kept in a secure place. All prescription medication classified as a *scheduled drug* controlled substance I-IV drug such as: Ritalin, Adderall, Dexedrine, Tylenol #3, Vicodin, Lortab, Lomotil, Darvocet, Percocet, or any substance containing codeine must be brought to the building office directly by the parent (guardian). These medications are not to be transported to or from school by the student.

Medicine shall be administered in accordance with the parent's written statement in the case of nonprescription medicine or the physician's order in the case of prescription medicine only by the school nurse or other employee(s) designated in writing by the principal. Nonprescription medicine must be age specific. All administering of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable medicine or a blood glucose test by finger prick shall receive proper training from a practitioner or a registered nurse and such training shall be documented in writing by the practitioner or registered nurse and kept on file in the principal's office. Since herbal supplements are not monitored by the FDA, the Mitchell Community Schools nurse will not be give herbal supplements at school.

Some medication guidelines to follow are:

1. Over-the-counter medications not normally recommended for children (aspirin-containing products such as Pepto-Bismol and Excedrin Migraine)
2. The medication must be in the original container with the label intact and with a current expiration date. Medication left at school past the expiration date will be disposed of.
3. All student medication to be administered at school in grades K-8 should be brought to school by the parents/guardian or a designee who is at least eighteen (18) year of age.
4. All student medication to be administered at school in 9-12 may be brought to school by the parent/guardian, a designee who is at least 18 years of age, or by the student with the parent/guardian's written permission.
5. Medication should not be sent to school with a student on a school bus.
6. Any changes in dosage must be accompanied by a new physician's order or new pharmacy label/consent.
7. When a medicine is ordered by a physician for once, twice or three times daily, it should be given a home.
8. Medication that is possessed by a school for administration during school hours or at school functions for students in grades K-8 may only be released to the parent/guardian or a designee who is at least eighteen (18) years of age.
9. Medication that is possessed by a school for administration during school hours or at school functions for students in 9-12 may only be released to the parent/guardian's permission or a designee who is least 18 years of age.
10. Medication cannot be sent home with the student on the school bus.
11. Any medication on hand at the end of the year will be disposed of if not picked up.

## Self-Administered Medication

No students shall be allowed to keep medicine at school unless the students has received written authorization by the principal to possess and self-administer medication for a chronic disease or medical condition. To be able to possess and self-administer medication while the student is on school grounds or off school grounds at a school activity or function, the parent (guardian) must file an annual authorization with the principal. The written authorization must include the following:

1. A physician's statement affirming:
  - a. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
  - b. The student has been instructed in how to self-administer the medication;
  - c. The nature of the disease or medical condition requiring emergency administration of the medication.

The written authorization must be filed with the principal annually.

## Responsible Use of Technology Policy (MCS Board Policy 7540.05)

It is the policy of the Mitchell Community Schools Board of Education to provide electronic resources to students and staff for the purposes of

- promoting student achievement,
- supporting student and staff mastery of digital age skills, and
- maximizing efficiency in corporate operations.

### **1. The MCS Board of Education expects students and staff to utilize these resources in a manner consistent with this policy.**

All MCS students and staff are responsible for their actions and activities involving the school district's computers, electronic devices, network and Internet services, and for their computer files, passwords and accounts.

The rules and guidelines in this policy detail responsible use of electronic information resources under which students, staff, and all members of the MCS community, herein referred to as "users," will be held accountable. The rules and guidelines outlined in this policy provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity.

Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed.

## **2. Responsible Use**

- a. School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with MCS's educational mission, curriculum and instructional goals. (IC 20-33-8-4)
- b. Users must comply with all Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school- issued electronic resources, whether on or off school property.
- c. Students also must comply with all specific instructions from school staff.

## **3. Prohibited Use**

- a. Accessing or Communicating Inappropriate Materials– Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages. (IC 35-45-2-2)
- b. Illegal Activities– Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. MCS and its employees assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
- c. Violating Copyrights or Software Licenses– Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
- d. Plagiarism–Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder. (IC 21-39-2-5)
- e. Use for Non-School-Related Purposes- MCS's computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user's responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual for occasional personal communications. (MCS Board Policy 7540.04)
- f. Misuse of Passwords/Unauthorized Access–Users may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems. (MCS Board Policy 7540.03)

- g. Malicious Use/Vandalism–Users may not engage in any malicious use, disruption or harm to the school district’s computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses. (IC 20-33-8-8)
- h. Avoiding School Filters–Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters. (MCS Board Policy 7540.04)
- i. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the MCS Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy. (IC 20-33-5.5-3)
- j. Wasting System Resources - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator. (MCS Board Policy 7540.03)
- k. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the MCS Technology Department.

**4. Compensation for Losses, Costs and/or Damages**

Users may be responsible for compensating MCS for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. MCS assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.

**5. Student and Staff Security**

Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately. (20 U.S.C. 1232g)

Staff may post student pictures on district/ school/classroom “public” websites as long as the student’s name or other identifying information is not included. Students’ grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access. (20 U.S.C 1232g)

All Mitchell Community Schools are closed campuses. MCS retains all rights concerning any recording and/or publishing of any student's or staff member's work(s) or image(s). Students must obtain permission from a MCS staff member to publish a photograph or video of any school-related activity. It is best practice and common courtesy to ask permission before recording an individual or groups. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.

MCS staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment. (IC 20-33-8-4)

## **6. Technology Privacy**

All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the district's property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with district's computer system, telephone system, electronic mail system, and voice mail system. Students and staff should have no expectation that any information contained on such systems is confidential or private.

## **7. System Security**

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the MCS Technology Department Staff may change their passwords to all systems at least once every 90 days.

## **8. Personal Devices**

All users are prohibited from using privately-owned electronic devices in school unless explicitly authorized by the building Principal or MCS System Administrator.

## **9. Additional Rules for Laptops, iPads, or other Electronic Devices Issued to Students or Staff**

- a. Electronic devices loaned or leased to students or staff shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration. (IC 20-33-8-4)

- b. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
- c. Users must report a lost or stolen device to the building administration immediately. If a device is stolen, a report also should be made immediately with local police.
- d. The policy and rules apply to the use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
- e. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules. (IC 20 -33-8)
- f. Parents are responsible for supervising their student's use of the device when not in school.
- g. The device configuration shall not be altered in any way by users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the teacher or building administrator.
- h. The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
- i. The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

## **10. Terms of Use**

MCS reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including but not limited to student suspensions or expulsion from school or staff suspensions or terminations, for violations of this policy. Additionally, all handbook regulations apply to the use of the MCS network, Internet, and electronic resources.

Disclaimer – MCS and its employees make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, MCS is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
3. Unauthorized financial obligations resulting from the use of MCS electronic resources.

## One-to-One Device Guidelines

1. Students are expected to follow all guidelines laid out in the Mitchell Community School Technology Policy.
2. Students must comply with all specific instructions from school staff.
3. Users may not access, submit, post, publish, forward, download, scan, or display any materials deemed inappropriate, defamatory, threatening, harassing or illegal.
4. Downloading, copying, distributing, and duplicating software, music files, videos and pictures, or other copyright material is prohibited unless the use falls within the Fair Use Doctrine.
5. Students should keep passwords and log-ins private.
6. Students may not access others' accounts.
7. Students should not use the network in a way that wastes resources. This includes but is not limited to excessive printing, online games, and audio/video streaming that is not directly related to educational projects.
8. Device cameras should only be used when directly related to educational projects. The use of cameras in any type of electrical device is prohibited in locker rooms and restrooms.
9. Students are responsible for having their device charged, and at school in working order every day.
10. Devices should be used only by the student to which it was issued. That person is responsible for any activity or action performed on the device.
11. All devices, e-mail, and electronic communication systems are the district's property. Students should have no expectation that any information contained on such systems is confidential or private.
12. Misuse of the device, violation of these guidelines, and/or excessive (10+) absences may result in loss of the device.

## School Pictures

Individual pictures are taken. A pre-paid procedure will be followed. Students will be provided with information and money envelope concerning the process and picture packages they can order. Parents who want to order pictures are to send money in properly completed envelopes with the child on picture day. Satisfaction guaranteed, pictures will either be retaken or money refunded if not satisfied. Retakes will be done in cases of a photographic error, eyes closed, glare on glasses, and children who are absent on the day of the first sitting.

## Book Clubs

Some teachers order books with parental permission through book clubs, and the children are expected to pay for these books when ordering.

## Other Collections

School employees or other individuals may not collect money for any reason not stated previously without proper authorization from the office of the principal.

## Pest Control Policy

Mitchell Community Schools is committed to providing students and staff a safe environment. It seeks to prevent students and staff members from being exposed to pests and pesticides. While pesticides protect students and staff members from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard. Therefore, pest control practices should involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children and staff members.

The corporation will:

1. Inform annually students, parent, and staff members of the corporation's pest control policy at the time of student registration by including a statement in the student and/or staff handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
5. Provide notice of all pesticide application to the school nurse.
6. Maintain written record for at least 90 days of any pesticide applications.

The corporation will provide at least two school days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information.

In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.

The corporation may provide for training school employees to become certified pest control applicators. Financial support for such training may be provide by the corporation subject to budgetary constraints of the corporation.

The superintendent shall prepare and disseminate guidelines for the implementation of this policy.

## Library

The school library is open and available to all of our students. The students are encouraged to make good use of its facilities in accordance with the rules of the library.

## Homework

Students will have to be absent at least one day before homework will be sent. Requests should be made before 9:00 a.m. and not picked up until after 3:15 p.m.

## Cafeteria

Mitchell Community Schools participates in the National School Lunch Program and the School Breakfast Program. Well balanced, nutritional meals are provided daily. Current meal prices will be announced at the beginning of the school year. Through Harmony, each student will have a food service account that follows them throughout their MCS career. Your child's school can provide you with the log on information.

Free/Reduced priced meals: Unless notified each school year in writing from the Food Services Director (FSD) that your student is directly certified for free meals, each household requesting benefits must fill out an application each school year. Parents may apply for free or reduced price meals at any time during the school year. Parents may apply online through Harmony or apply with a paper form, which is available at each school office. The Food Service Director is available to assist households in filling out these applications. All students eligible for free or reduced price lunches also qualify for free or reduced priced breakfasts, which are served at 8 a.m. daily in the cafeteria.

Cafeteria Payments: Parents may:

1. Pay online: Make an online payment to your child's account using your credit or debit card through Harmony. Small fees are associated with online payments. (These funds are processed off site and take approximately 10-14 hours before funds are available in the child's account.)
2. Pay in person: You may stop in the cafeteria or school office between 8 a.m. and 2 p.m., Monday through Friday, to pay by cash or check. You also have the option of sending cash or a check to school with your child. Please include your child's name and student ID number when sending a payment. Checks should be made payable to either Burriss Elementary School or Hatfield Elementary School.
3. Pay in the Mail: Send a check to ATTN: Food Service, Burriss Elementary School, 1755 Hancock Ave., Mitchell, IN 47446 or Hatfield Elementary School, 1081 Teke Burton Drive, Mitchell, IN 47446. Please include your child's name and student ID number when sending a payment.

Charging: Burriss and Hatfield Elementary Schools discourage meal charges, but we understand there are instances when a student may need assistance with meal funds. It is the responsibility of the parents to provide meals either by food from home, by sending money to school so that the school may supply a meal, or by applying for meal assistance through the free and reduced price meal program. If a student repeatedly comes to school with no lunch and no money, food service employees must report this finding to the building principal as this activity may be a sign of abuse or neglect and the proper authorities should be contacted. Charging is not allowed for any a la carte items, such as milk, juice, or ice cream. Charging is not allowed for adults. All staff and parents must prepay for service. In case of emergency, a student may charge a meal. A maximum of \$9.00 for full price meals and \$2.00 for reduced price meals may be charged. Payment is due the following school day. In the event that payment is not received in full, the child will be denied breakfast and will receive a discreetly delivered alternate sack lunch for three consecutive school days. After these three days, service will be discontinued until payment is remitted in full, including minimum lunch charges. The alternate sack lunch meal, consisting of a cheese sandwich and milk, will be offered at current a la carte prices. The FSD will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges. As a child approaches the maximum chargeable amount, an email will be sent to the household and a payment reminder will be sent home with the student. Once a child reaches the maximum chargeable amount, the parent may be notified verbally, in writing or via e-mail that money needs to be deposited into their child's cafeteria account. Further, the Food Service Director will attempt telephone communications before the sack lunch procedure is applied. In an effort to maximize communications, guardians are responsible for updating phone numbers, as well as home and email addresses.

Milk will be available for a la carte purchase at breakfast and at lunch. Carbonated beverages such as pop/soda cannot be brought to school.

Breakfast will not be served when school is on a two-hour delay.

A \$28 service fee may be charged for checks returned for insufficient funds.

This institution is an equal opportunity provider and employer.

## Student Wellness

Hatfield and Burris schools are committed to promoting student health and reducing childhood obesity. To this end, we request that parents consider making healthy choices when sending in snack foods for students use, providing birthday treats, and items for classroom parties. We appreciate your assistance in this important matter which will benefit the health of our students. Please refer to the Wellness Policy tab on our website for more information.

## Dress Code

Student dress should be comfortable and appropriate to the season of the year.

Dress should *not* be such as to prevent normal movement of the student on the playground and up and down stairways. Slacks, jeans, levis, and dungarees are acceptable for both girls and boys. Any form of dress that is unhealthy or disruptive to the school program is prohibited. This includes, but is not limited to, shoes that fall off easily, midriff tops, and shirts that advertise alcohol and tobacco.

## Telephone Use

Children will be permitted to use the telephone if their health or safety is involved. Use of the telephone will be denied for forgotten homework, books, gym shoes and other similar articles.

Students *may not* use the telephone to make arrangements to go to the home of a friend to play.

The school personnel will deliver messages to your children for you.

Use of the telephone by children will be determined by the principal for instances not covered in the above paragraphs.

## Lost and Found

When a lost article is turned in, it is placed in the lost and found box in the office. If the article is not claimed after six weeks, it is either discarded or given to someone who has a need for it.

Clothing marked with the child's name is returned to the child as soon as the owner is identified.

## Pupil Safety

Regular fire drills will be held in each building. Students are to walk to designated exits upon hearing the fire alarm. When students are away from their classroom during a drill or fire, they should leave through the nearest exit and join their classmates in designated outside area.

Tornado drills also will be held during the year, Students are to walk to their designated area when the alarm is given and take a low squat position and protect their heads when instructed.

Other safety drills may be conducted during the school year at the principal's discretion.

Parents should make an appointment with the building principal or their designee prior to visiting the classroom. No one will be allowed to visit a classroom without prior arrangements.

## Evaluation, Promotion, and Retention

A continuous evaluation of each student shall be maintained using daily work, unit tests, standardized achievement tests, etc.

The student will be receiving information weekly about the correctness of his/her current work. An exception to this would be in music and art where students are evaluated each nine week period. Parents should be continuously evaluating their child's work by reviewing completed papers brought home, visiting school, participating in parent-teacher conferences, and reviewing report cards.

Regular parent-teacher conferences will be held after the first nine weeks of school. Report cards will be distributed to each student at the end of the semester, in the middle of the second semester, and at the end of the school year. Students not in attendance two-thirds of the total days of any nine weeks grading period will not receive a standard report card of evaluation. However, any parent requesting a conference or written evaluation of student progress during the time enrolled in school for that grading period will receive such.

Students absent due to extended illness and who have not completed class make up work will receive "incompletes" on their report card. "Incompletes" will be deleted upon completion of work.

Also, parents desiring conferences with their child's teacher may do so by calling or writing for an appointment. Every effort will be made by the school office to schedule conferences during times when the teacher is not holding regular classes with the students. Parents calling the school asking to speak to their child's teacher should consider the teacher's schedule before making a request. Students suspended or expelled from Mitchell Community Schools shall not be promoted to the next grade level in the subsequent school year without the approval of the principal of the grade from which the student was suspended or expelled.

Beginning with the 2011-12 school year, grade 3 students not passing the Indiana IREAD reading assessment will be retained unless meeting good cause exemption requirements.

## Inspection of Student Desks and Lockers Inspection of Book Bags and Coats

All lockers and desks made available for individual use on the school premises are the property of Mitchell Community Schools. This includes all desks as well as all lockers located in the hallways, physical education and athletic dressing rooms, FACS classrooms, offices, as well as the art and music classrooms are the property of Mitchell Community Schools. These lockers and desks are made available for individual use in storing school supplies, equipment, and personal items necessary for use at school; but the lockers and desks are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The individual's use of the locker and/or desk does not diminish the school corporation's ownership or control of the locker and/or desk. The school corporation retains the right to inspect the locker or desk and its contents to insure that the locker and/or desk is being used in accordance with its intended purpose, to eliminate fire or other hazards, to maintain sanitary conditions, to locate lost or stolen materials, and to prevent the use of the lockers or desks to store prohibited or dangerous materials such as weapons, illegal drugs, alcohol, or educationally disruptive materials.

A student who uses a locker or desk that is the property of Mitchell Community Schools is presumed to have no expectation of privacy in that locker or the locker's or desk's content (IC 20-9. 1-5-17).

Principals or their designee are authorized to inspect individual desks and lockers in a manner consistent with this policy and applicable Indiana statute. Upon the authorization of the superintendent of schools, inspection of individual desks and lockers may be conducted with the assistance of dogs under the control of a policy agency.

All vehicles located on the property of Mitchell Community Schools are subject to inspection with the assistance of dogs under the control of a policy agency upon the authorization of the superintendent of schools. The owner or driver of any vehicle identified as potentially containing drugs or items which are forbidden by state statute will be requested to open the vehicle for the purpose of conducting a more detailed search.

Individuals are permitted to bring onto the property of Mitchell Community Schools, backpacks, briefcases, book bags, handbags, and/or other devices for carrying books and supplies needed for educational and personal purposes. Likewise they are permitted to have coats and other bulky articles of clothing on the property of Mitchell Community Schools which are necessary for their comfort as long as those articles of clothing do not otherwise violate the adopted rules of Mitchell Community Schools. Backpacks; briefcases; book bags; handbags; other devices for carrying books, supplies and personal items; coats; and other bulky articles of clothing are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. Principals are authorized to inspect individual backpacks; briefcases, book bags; other devices for carrying books, supplies and personal items, coats; and other bulky articles of clothing in a manner consistent with this policy and applicable Indiana statute. Upon authorization of the superintendent of schools, all items described within this paragraph may be inspected with the assistance of dogs under the control of a policy agency.

Individuals whose locker, desk, or vehicle is found to have violated MCS Board of Trustees policies adopted to ensure an appropriately safe educational atmosphere in Mitchell Community Schools. If it is determined one or more of the policies have been violated, Mitchell Community Schools will impose penalties accordingly, and violations of state statutes will be reported to the appropriate civil authorities.

## Driver's License

### I. Students Prohibited from Obtaining a License or Learner's Permit

In accordance with Indiana Code 9-24-2-1:

Sec. 1. (a) A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

- (1) Is a habitual truant under IC 20-33-2-11. Mitchell Community Schools defines a "habitual truant" as a student who on the second occurrence during any one school year is inexcusably absent from his/her assigned location without parent knowledge.
  - (2) Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
  - (3) Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.
  - (4) Is considered a dropout under IC 20-33-2-28.5.
- (b) At least five (5) days before holding an exit interview under IC 20-33-2-28.5, the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian that the student's failure to attend an exit interview under IC 20-33-2-28.5 or return to school if the student does not meet the requirements to withdraw from school under IC 20-33-2-28.5 will result in the revocation or denial of the student's:
- (1) driver's license or learner's permit; and
  - (2) employment certificate.

### II. Suspension of Learner's Permit/Driver's License

In accordance with Indiana Code 9-24-2-4:

Sec. 4. (a) If a person is less than eighteen (18) years of age and is a habitual truant, is under suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:

- (1) The person becomes eighteen (18) years of age.
  - (2) One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer.
  - (3) The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-33-8.
- (b) The bureau shall promptly mail a notice to the person's last known address that states the following:
- (1) That the person's driving privileges will be invalidated for a specified period commencing five (5) days after the date of the notice.
  - (2) That the person has the right to appeal the invalidation of a license or permit.
- (c) If an aggrieved person believes that:
- (1) the information provided was technically incorrect; or
  - (2) the bureau committed a technical or procedural error, the aggrieved person may appeal the invalidation of a license under IC -25.
- (d) If a person satisfies the conditions for reinstatement of a license under this section, the person may submit to the bureau the necessary information certifying that at least one (1) of the events described in subsection (a) has occurred.
- (e) Upon certifying the information received under subsection (d), the bureau shall revalidate the person's license or permit.
- (f) A person may not operate a motor vehicle in violation of this section.
- (g) A person whose license or permit is invalidated under this section may apply for restricted driving permit under IC 9-24-15.
- (h) The bureau shall revalidate the license or permit of a person whose license or permit was invalidated under this section who does the following:
- (1) establishes to the satisfaction of the principal of the school where the action occurred that caused the invalidation of the person's license or permit that the person has:
    - (A) enrolled in a full-time or part-time program of education; and
    - (B) participated for thirty (30) or more days in the program of education.
  - (2) submits to the bureau a form developed by the bureau that contains:
    - (A) the verified signature of the principal or the president of the governing body of the school described in subdivision (1); and
    - (B) notification to the bureau that the person has complied with subdivision (1).
- A person may appeal the decision of a principal under subdivision (1) to the governing body of the school corporation where the principal's school is located.

## Indiana Student Discipline Code

### **IC 20-33-8 Student Discipline**

**IC 20-33-8-0.2** As used in this chapter, “bullying” means overt, repeated acts or gestures, including:

- (1) verbal or written communications transmitted;
- (2) physical acts committed; or
- (3) any other behaviors committed;

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

**IC 20-33-8-0.5** As used in this chapter, “physician” means an individual licensed to practice medicine or osteopathic medicine under:

- (1) IC 25-22.5; or
- (2) the law of another state.

**IC 20-33-8-1** As used in this chapter, “principal” includes a principal’s designee.

**IC 20-33-8-2** As used in this chapter, “educational function” means the performance by a school corporation or its officers or employees of an act or a series of acts in carrying out school purposes.

**IC 20-33-8-3** (a) As used in this chapter, “expulsion” means a disciplinary or other action whereby a student:

- (1) is separated from school attendance for a period exceeding ten (10) days;
- (2) is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
- (3) is separated from school attendance for the period prescribed under section 16 of this chapter, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

(b) The term does not include situations when a student is:

- (1) disciplined under section 25 of this chapter;
- (2) removed from school in accordance with IC 20-34-3-9; or
- (3) removed from school for failure to comply with the immunization requirements of IC 20-34-4-5.

**IC 20-33-8-4** As used in this chapter, “school purposes” refers to the purposes for which a school corporation operates, including the following:

- (1) to promote knowledge and learning generally.
- (2) to maintain an orderly and effective educational system.
- (3) to take any action under the authority granted to school corporations and their governing bodies by IC 20-26-5 or by any other statute.

**IC 20-33-8-5** As used in this chapter, “school property” means the following:

- (1) a building or other structure owned or rented by a school corporation.
- (2) the grounds adjacent to and owned or rented in common with a building or other structure owned or rented by a school corporation.

**IC 20-33-8-6** As used in this chapter, “superintendent” includes a superintendent’s designee.

**IC 20-33-8-7** (a) As used in this chapter, “suspension” means any disciplinary action that does not constitute an expulsion under section 3 of this chapter, whereby a student is separated from school attendance for a period of not more than ten (10) school days.

(b) The term does not include a situation in which a student is :

- (1) disciplined under section 25 of this chapter;
- (2) removed from school in accordance with IC 20-34-3-9; or
- (3) removed from school for failure to comply with the immunization requirements of IC 20-34-4-5.

**IC 20-33-8-8** (a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:

- (1) a school corporation; and
- (2) the students of a school corporation.

(b) In all matters relating to the discipline and conduct of students, school corporation personnel:

- (1) stand in the relation of parents to the students of the school corporation; and
- (2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter.

(c) Students must:

- (1) follow responsible directions of school personnel in all educational settings; and
- (2) refrain from disruptive behavior that interferes with the educational environment.

**IC 20– 33-8-9** (a) This section applies to an individual who:

- (1) is a teacher or other school staff member; and
- (2) has students under the individual’s charge.

(b) An individual may take any action that is reasonable necessary to carry out or to prevent an interference with an educational function that the individual supervises.

(c) Subject to rules of the governing body and the administrative staff, an individual may remove a student for a period that does not exceed five (5) school days from an education function supervised by the individual or another individual who is a teacher or other school staff member.

**IC 20-33-8-10** (a) A principal may take action concerning the principal’s school or a school activity within the principal’s jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

(b) Subsection (a) allows a principal to write regulations that govern student conduct.

**IC 20-33-8-11**

- (1) superintendent; or
- (2) member of the superintendent's administrative staff, with the superintendent's approval; may take any action with respect to all schools within the jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

**IC 20-33-8-12** (a) The governing body of a school corporation must do the following:

- (1) establish written discipline rules, which may include appropriate dress codes, for the school corporation.
- (2) give general publicity to the discipline rules within a school where the discipline rules apply by actions such as:
  - (A) making a copy of the discipline rules available to students and student's parents; or
  - (B) Delivering a copy of the discipline rules to students or the parents of students.

This publicity requirement may not be constructed technically and is satisfied if the school corporation makes a good faith effort to disseminate to students or parents generally the text or substance of a discipline rule.

(b) The:

- (1) superintendent of a school corporation; and
- (2) principals of each school in a school corporation; may adopt regulations establishing lines of responsibility and related guidelines in compliance with the discipline policies of the governing body.

(c) The governing body of a school corporation may delegate:

- (1) rulemaking;
- (2) disciplinary; and
- (3) other authority;

as reasonably necessary to carry out the school purposes of the school corporation.

(d) Subsection (a) does not apply to rules or directions concerning the following:

- (1) movement of students.
- (2) movement in parking of vehicles.
- (3) day to day instructions concerning the operation of a classroom or teaching station.
- (4) time for commencement of school.
- (5) other standards or regulations relating to the manner in which an educational function must be administered.

However, this subsection does not prohibit the governing body from regulating the area listed in this subsection.

**IC 20-33-8-13** (a) Discipline rules adopted under section 12 of this chapter must provide that a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during the times and in the places set forth under section 14(b) of this chapter if the following conditions are met:

- (1) The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in subdivision (2).
- (2) A physician states in writing that:
  - (A) the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
  - (B) the student has been instructed in how to self-administer the medication; and
  - (C) the nature of the disease or medical condition requires emergency administration of the medication.
- (b) The authorization and statement described in subsection (a) must be filed annually with the student's principal.

**IC 20-33-8-13.5** (a) Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must:

- (1) prohibit bullying; and
- (2) include provisions concerning education, parental involvement, reporting, investigation, and intervention.
- (b) The discipline rules described in subsection (a) must apply when a student is:
  - (1) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
  - (2) off school grounds at a school activity, function, or event;
  - (3) traveling to or from school or a school activity, function, or event; or
  - (4) using property or equipment provided by the school.
- (c) This subsection may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.

**IC 20-33-8-14** (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

- (1) student misconduct.
- (2) substantial disobedience.
- (b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
  - (1) 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;
  - (2) off school grounds at a school activity, function, or event; or
  - (3) traveling to or from school or a school activity, function, or event.

**IC 20-33-8-15** In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (1) the unlawful activity may reasonably be considered to be an interference with school purpose or an educational function; or
- (2) the student's removal is necessary to restore order or protect persons on school property including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

**IC 20-33-8-16** (a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.

(b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm or destructive device.

(c) As used in this section, "destructive device" has the meaning set forth in IC 35-47.5-2-4.

(d) Notwithstanding section 20 of this chapter, a student who is:

- (1) identified as bringing a firearm or destructive device to school or on school property; or
- (2) in possession of a firearm or destructive device on school property must be expelled for at least one (1) calendar year with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.

(e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.

(f) Notwithstanding section 20 of this chapter, a student who is:

- (1) identified as bringing a deadly weapon to school or on school property; or
- (2) in possession of a deadly weapon on school property; or may be expelled for not more than one (1) calendar year.

(g) A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.

(h) A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

**IC 20-33-8-17** A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

**IC 20-33-8-18** (a) A principal may suspend a student for not more than ten (10) school days under section 14, 15, or 16 of this chapter. However, the student may be suspended for more than ten (10) school days under section 23 of this chapter.

(b) A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following:

- (1) a written or an oral statement of the charges against the student.
- (2) if the student denies the charges, a summary of the evidence against the student.
- (3) an opportunity for the student to explain the student's conduct.
- (c) When misconduct requires immediate removal of a student, the meeting under subsection (b) must begin as soon as reasonably possible after the student's suspension.
- (d) Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following:
  - (1) the student's misconduct.
  - (2) the action taken by the principal.

**IC 20-33-8-19** (a) A superintendent of a school corporation may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting:

- (1) legal counsel.
- (2) a member of the administrative staff if the member:
  - (A) has not expelled the student during the current school year; and
  - (B) was not involved in the events giving rise to the expulsion.

The superintendent or a person designated under this subsection may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.

(b) An expulsion may take place only after the student and the student's parent are given notice of their right to appear at an expulsion meeting with the superintendent or a person designated under subsection (a). Notice of the right to appear at an expulsion meeting must:

- (1) be made by certified mail or by personal delivery;
- (2) contain the reasons for the expulsion; and
- (3) contain the procedure for requesting an expulsion meeting:

- (c) The individual conducting an expulsion meeting:
  - (1) shall make a written summary of the evidence heard at the expulsion meeting;
  - (2) may take action that the individual finds appropriate; and
  - (3) must give notice of the action taken under subdivision (2) to the student and the student's parent.

(d) If the student or the student's parent not later than ten (10) days of receipt of a notice of action taken under subsection (C) makes a written appeal to the governing body, the governing body;

- (1) shall hold a meeting to consider:
  - (A) the written summary of the evidence prepared under subsection (c) (1); and
  - (B) the arguments of the principal and the student's parents; unless the governing body has voted under subsection (F) not to hear appeals of actions taken under subsection (c); and

(2) may take action that the governing body finds appropriate. The decision of the governing body may be appealed only under section 21 of this chapter.

(e) A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent.

(f) The governing body may vote to not hear appeals of actions taken under subsection (c). If the governing body votes to not hear appeals, subsequent to the date on which the vote is taken, a student or parent may appeal only under section 21 of this chapter.

**IC 20-33-8-20** (a) Except as provided in section 16 of this chapter, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. If a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to reenroll after an expulsion or an exclusion attend an alternative program.

(b) An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. The review:

- (1) shall be conducted by the superintendent or an individual designated under section 19(a) of this chapter after notice of the review has been given to the student and the student's parent;
- (2) is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting; and
- (3) may lead to a recommendation by the person conducting the review that the student be reinstated for the second semester.

(c) An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year.

The review:

- (1) shall be conducted by the superintendent or an individual designated under section 19(a) of this chapter after notice of the review has been given to the student and the student's parent;
- (2) is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting; and
- (3) may lead to a recommendation by the individual conducting the review that the student be reinstated for the upcoming school year.

**IC 20-33-8-21** Judicial review of a governing body's action under this chapter by the circuit or superior court of the county in which a student who is the subject of the governing body's action resides is limited to the issue of whether the governing body acted without following the procedure required under this chapter.

**IC 20-33-8-22** An expulsion that has been upheld by a governing body continues in effect during judicial review under section 231 of this chapter unless:

- (1) the court grants a temporary restraining order under the Indiana Rules of Civil Procedures; and
- (2) the school corporation was given the opportunity to appear at the hearing regarding the temporary restraining orders.

**IC 20-33-8-23** The superintendent or the person designated by the superintendent under section 19(a) of this chapter may continue suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the designated person determines that the student's continued suspension will prevent or substantially reduce the risk of:

- (1) interference with an educational function or school purposes; or
- (2) a physical injury to the student, other students, school employees, or visitors to the school.

However, a student may not be suspended from school pending a meeting on a student's proposed expulsion if the expulsion is ordered under section 17 of this chapter.

**IC 20-33-8-24** (a) This section applies to a student who:

- (1) is at least sixteen (16) years of age; and
- (2) wishes to reenroll after an expulsion.

(b) A principal may require a student to attend one (1) or more of the following:

- (1) an alternative school or alternative educational program.
- (2) evening classes.
- (3) classes established for students who are at least sixteen (17) years of age.

**IC 20-33-8-25** (a) This section applies to an individual who:

- (1) is member of the administrative staff, a teacher, a teacher, or other school staff member; and
- (2) has students under the individual's charge.

(b) An individual may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include the following:

- (1) counseling with a student or group of students.
- (2) conferences with a parent or group of parents.

- (3) assigning additional work.
- (4) rearranging class. schedules.
- (5) requiring a student to remain in school after school hours:
  - (A) to do additional school work; or
  - (B) for counseling.
- (6) restricting extracurricular activities.
- (7) removal of a student by a teacher from that teacher's class for a period not to exceed:
  - (A) five (5) class periods for middle, junior high, or high school students; or
  - (B) one (1) school day for elementary school students; if the student is assigned regular or additional work to complete in another school setting.
- (8) assignment by the principal of:
  - (A) a special course of study;
  - (B) an alternative educational program; or
  - (C) an alternative school
- (9) assignment by the principal of the school where the recipient of the disciplinary action is enrolled of not more than one hundred twenty (120) hours of service with a nonprofit organized operating in or near the community where the school is located or where the student resides. The following apply to service assigned under the subdivision:
  - (A) a principal may not assign a student under this subdivision unless the student's parent approves:
    - (i) the nonprofit organization where the student is assigned; and
    - (ii) the plan described in clause (B)(i).

A student's parent may request or suggest that the principal assign the student under this subdivision.
  - (B) The principal shall make arrangements for the student's service with the nonprofit organization. Arrangements must include the following:
    - (i) a plan for the service that the student is expected to perform.
    - (ii) a description of the obligations of the nonprofit organization to the student, the student's parents, and the school corporation where the student is enrolled.
    - (iii) monitoring of the student's performance of service by the principal or the principal's designee
    - (iv) periodic reports from the nonprofit organization to the principal and the student's parent or guardian of the student/s performance of the service.
  - (C) The non-profit organization must obtain liability insurance in the amount and of the type specified by the school corporation where the student is enrolled that is sufficient to cover liabilities that may be incurred by the student who performs service under this subdivision.

- (D) Assignment of service under this subdivision suspends the implementation of a student's suspension or expulsion. A student's completion of service assigned under this subdivision to the satisfaction of the principal and the nonprofit organization terminates the student's suspension or expulsion.
- (10) removal of a student from school sponsored transportation.
- (11) referral to the juvenile court having jurisdiction over the student. As used in this subsection (c), "physical assault" means the knowing or intentional touching of another person in a rude, insolent, or angry manner. When a student physically assaults a person having authority over the student. However, a student with disabilities (as defined in IC 20-35-7-7) who physically assaults a person having authority over the student is subject to procedural safeguards under 20 U.S.C. 1415.

**IC 20-33-8-26** (a) The governing body of a school corporation may adopt rules that require a person having care of a dependent student to participate in an action taken under this chapter in connection with a student's behavior. The rules must include the following:

- (1) procedure for giving actual notice to the person having care of the dependent student.
  - (2) a description of the steps that the person must take to participate in the school corporation's action.
  - (3) a description of the additional actions in connection with the student's behavior that are justified in part or in full if the person does not participate in the school corporation's action.
- (b) A dependent student is a child in need of services under IC 31-34-1-7 if, before the student child becomes eighteen (18) years of age:
- (1) the student's parent fails to participate in a disciplinary proceeding in connection with the student's improper behavior, as provided for by this section, if the behavior of the student has been repeatedly disruptive in the school; and
  - (2) the student needs care, treatment, or rehabilitation that the child:
    - (A) is not receiving; and
    - (B) is unlikely to be provided or accepted without the coercive intervention of the court.

**IC 20-33-8-27** The governing body of a school corporation may by rule:

- (1) amplify;
- (2) supplement; or
- (3) extend;

the procedure provided in this chapter in any manner that is consistent with this chapter.

**IC 20-33-8-28** Any rights granted to a student or a student’s parent by this chapter may be waived only by written instrument signed by both the student and the student’s parent. The waiver is valid if made:

- (1) voluntarily; and
- (2) with the knowledge of the:
  - (A) procedures available under this chapter; and
  - (B) consequences of the waiver.

**IC 20-33-8-29** (a) As used in this section, “special school” includes the following:

- (1) a vocational school.
  - (2) a special education school or program.
  - (3) an alternative school or program.
- (b) To the extent possible, this chapter applies to a special school.
- (c) The governing body of a special school may make necessary modifications to the responsibilities of school personnel under this chapter to accommodate the administrative structure of a special school.
- (d) In addition to a disciplinary action imposed by a special school, the principal of the school where a student is enrolled may without additional procedures adopt a disciplinary action or decision of a special school is a disciplinary action of the school corporation.

**IC 20-33-8-30** (a) This section applies to the following:

- (1) a student who:
    - (A) is expelled from a school corporation or charter school under this chapter; or
    - (B) withdraws form a school corporation or charter school to avoid expulsion.
  - (2) a student who:
    - (A) is required to separate for disciplinary reasons from a nonpublic school of a school in a state order than Indiana by the administrative authority of the school; or
    - (B) withdraws form a nonpublic school or a school in a state other than Indiana in order to avoid being required to separate from the school for disciplinary reasons by the administrative authority of the school.
- (b)The student referred to in subsection (a) may enroll in another school corporation or charter school during the period of the actual or proposed expulsion or separation if:
- (1) the student's parent informs the school corporation in which the student seeks to enroll and also;
    - (A) in the case of a student withdrawing from a charter school that is not a conversion charter school to avoid expulsion, the conversation charter school; or

(B) in the case of a student withdrawing from a conversion charter school to avoid expulsion:

- (i) the conversion charter school; and
- (ii) the school corporation that sponsored the conversion charter school; of the student's expulsion, separation, or withdrawal to avoid expulsion or separation;

(2) the school corporation and, in the case of a student withdrawal described in subdivision (1) (A) or (1) (B), the charter school consents to the student's enrollment; and

(3) the student agrees to the terms and conditions of enrollment established by the school corporation or, in the case of a student withdrawal described in subdivision (1)(A) or (1)(B), the charter school or conversion charter school.

(c) If:

(1) a student's parent fails to inform the school corporation of the expulsion or separation or withdrawal to avoid expulsion or separation; or

(2) a student fails to follow the terms and conditions of enrollment under subsection (b)(3); the school corporation or charter school may withdraw consent and prohibit the student's enrollment during the period of the actual or proposed expulsion or separation.

(d) Before a consent is withdrawn under subsection (c), the student must have an opportunity for an informal meeting before the principal of the student's proposed school. At the informal meeting, the student is entitled to:

(1) a written or oral statement of the reasons for the withdrawal of the consent;

(2) a summary of the evidence against the student; and

(3) an opportunity to explain the student's conduct.

(e) This section does not apply to a student who is expelled under section 17 of this chapter.

**IC 20-33-8-31** If a student is suspended or expelled from school or from any educational function under this chapter, the student's absence from school because of the suspension or expulsion of:

(1) IC 20-33-2; or

(2) any other statute relating to compulsory school attendance.

**IC 20-33-8-32** (a) A school corporation must provide each:

(1) student; and

(2) student's parent

a copy of the rules of the governing body on searches of student's lockers and locker contents.

(b) A student who uses a locker that is the property of a school corporation is presumed to have no expectations of privacy in:

(1) that locker; or

(2) the locker's contents.

- (c) In accordance with the rules of the governing body, a principal may search:
  - (1) a student's locker; and
  - (2) the locker's content at any time.
- (d) A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:
  - (1) at the request of the school principal; and
  - (2) in accordance with the rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker's contents.

**IC 20-33-8-33** Before February 1 and before October 1 of each year, except when a hearing has been requested to determine financial hardship under IC 9-24-2-1 (a) (4), the governing body of the school corporation shall submit to the bureau of motor vehicles the pertinent information concerning an individual's ineligibility under IC 9-24-2-1 to be issued a driver's license or learner's permit, or concerning the invalidation of a license or permit under IC 9-24-2-4.

**IC 20-33-8-34** (a) Notwithstanding any other law, a suspension, an expulsion, or another disciplinary action against a student who is a child with a disability (as defined in IC 20-35-1-2) is subject to the:

- (1) procedural requirements of 20 U.S.C. 1415; and
  - (2) rules adopted by the state board.
- (b) The division of special education shall propose rules under IC 20-35-2-1(b)(5) to the state board of adoption under IC 4-22-2 governing suspensions, expulsions, and other disciplinary action for student who is a child with a disability (as defined in IC 20-35-1-2).

## Sexual Harassment

Mitchell Community Schools Policy 5517 states the school corporation's intent to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any employee of Mitchell Community Schools to harass another employee or student through conduct or communications of a sexual nature. Section II of the policy says in detail what that means. "Employee" includes non-employees and volunteers who work subject to the control of school authorities.

It shall also be a violation of the school's sexual harassment policy to harass other students through conduct or communication of a sexual nature.

A copy of Mitchell Community Schools Policy 5517 and the form to register a complaint may be obtained from the office of the superintendent, office of the building principal, school counselors, student council representative, or the Mitchell Education Association.

## Racial Harassment

It is the policy of Mitchell Community Schools to maintain a learning and working environment that is free from racial harassment.

It shall be a violation of this policy for any employee of Mitchell Community Schools to harass another employee or student through unwelcome conduct or communications of a racial nature such as defined in this policy. The use of the term "Employee" also includes non-employees and volunteers who work subject to the control of school authorities. The terms "race" or "racial" as used in this policy refer to all forms of discrimination prohibited by Title VI of the Civil Rights Act of 1964, i.e., race, color, and natural origin.

## Nondiscrimination Policy

It is the policy of Mitchell Community Schools not to discriminate on the basis of race; color; religion; sex; national origin, including limited English proficiency; age; or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1 and I.C. 20-8.1-2), Titles VI and VII of the Civil Rights Act of 1964, the equal pay act of 1973, Title IX (1972 Education Amendments), section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with the Title IX section 504 of the Americans with Disabilities Act should be directed to the Assistant Superintendent of Mitchell Community Schools, 441 N. 8th street, Mitchell, Indiana 47446, or by telephone to 812-849-4481.

# Civil Rights Nondiscrimination Grievance Procedure

1. Applies to the regulatory Titles VI (race, color, national origin), TITLE IX (sex), section 504 of the rehabilitation act of 1973 (handicapping condition), and the Indiana State Board of Education Advisory Committee V-rules requirements and the guidelines developed by the Indiana Department of Education, Vocational Education Section.
2. Interested parties include students of Mitchell Community Schools.
3. Applies to act or omissions relating to protected rights based upon age; race; color; religion; sex; handicapped conditions; and national origin, including limited English proficiency.
4. Civil Rights Compliance Coordinator
  - a. The building principal or designee for allegations of building level violations to students.
  - b. The assistant superintendent or designee for allegations and violations a corporate level such as policy or practice.
5. Civil Rights Compliance Officer
  - a. The assistant superintendent or designee
6. The Process
  - a. The student alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described in section 4 above. The complaint shall be stipulate the specific act or omission, the date of same, and parties involved.
  - b. The compliance coordinator or designee shall conduct a prompt and timely investigation.
  - c. The compliance coordinator or designee will prepare and deliver to the superintendent a written report summarizing the investigation and providing recommendations.
  - d. Upon review of the written report, the superintendent shall issue a final decision. A copy of the superintendent's decision will be delivered to both the complainant and the individual accused of the harassing conduct.
  - e. The complainant can appeal to the superintendent's decision to the Board of Trustees with ten (10) days of the date of the superintendent's decision.
  - f. Upon receipt of the notice of appeal, the Board of Trustees shall meet in Executive Session to review the complaint and the summary of the investigation.

## Notification of Rights under FERPA

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

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 records 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 are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official) to 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 consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member, (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has 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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. You may contact the office that administers FERPA at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## Notification of Rights under PPRA

Protection of Pupil Rights Amendment affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to the following:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s parent;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect, upon request and before administration or use*
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Mitchell Community Schools has developed and adopted policies in consultation with parents regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Mitchell Community Schools will also notify parents of these policies at least annually at the start of each school year and after any substantive changes. Mitchell Community Schools will also directly notify, such as through U.S. Mail or email, parents of students who are

scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Mitchell Community Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities or surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## Speech/Language Services

### **Hearing**

Indiana state law requires that each school year students in grades 1, 4, 7 and 10 receive a hearing screening. At Mitchell, we included kindergarten students during Kindergarten Round-Up. In addition, students new to the school system, students enrolled in Special Education other than homebound, students identified as having a hearing problem in previous years, and students referred for testing by a teacher or parents are also given a hearing screening each year. Students who do not pass the hearing screening are screened a second time within two weeks. Any student who does not pass the second screening is given a free hearing threshold test. A threshold test consists of identification of the decibel level at which the student responds across several sound frequencies. The results and recommendations are sent home to parents.

All students who miss the original hearing screening day will be screened within 60 school days.

No student shall be required to take a hearing screening if written objection by a parent or legal guardian is submitted to the school speech-language pathologist prior to testing. A signed note should be sent to the school within 14 days of enrollment to decline the screening.

### **Speech/Language**

Students enrolled in the speech and language program may exhibit difficulties in one or more of the following communication areas: articulation, language, fluency, voice, and/or hearing. Free services are provided to reduce the effect of a communication disorder on a child's academic performance.

Students in kindergarten and second grade, as well as newly enrolled students, are routinely screened for speech difficulties. However, students displaying difficulties in one of the above communication areas may also be referred for a speech/language or hearing evaluation. Referrals may be made by teachers and parents/guardians.

## Vision Screenings

Indiana State Law requires that each school year students in grades 1, 3, and 8 receive a vision screening. At Mitchell, we also include students in grade 5 and students in other grades who are suspected of having visual problems. Those students are most often referred for testing by teachers or parents.

Mitchell Community Schools will also provide vision screening for all Hatfield Pre School students.

Students that are referred for visual testing that are not in grades 1, 2, 5, or 8 will have a permission slip sent home to inform the parent of the intent to test.

No student shall be required to take a vision screening if a written objection by the parent or legal guardian is submitted to the school nurse prior to testing. A signed letter should be sent within 14 days of enrollment to decline the screening.

You may contact the Mitchell speech-language pathologists with a phone call, written note, or e-mail if you have any questions regarding your child's speech, language, and/or hearing.

## Tobacco-Free Environment

Everyone is prohibited from using tobacco products on all property owned, leased, or utilized by Mitchell Community Schools.

## Mitchell Community Schools 2018-2019

### Semester I

August 1 .....	Teacher Appreciation/In-Service Days
August 2 .....	Teacher Appreciation/In-Service Days
August 3 .....	First Student Day
September 3 .....	Labor Day-No School
October 5 .....	End of First Grading Period (45 Days)
October 10 .....	Parent/Teacher Conferences-No School
October 15-19 .....	Fall Break-No School
November 21-23 .....	Thanksgiving Break-No School
December 20 .....	Last Day Before Christmas Break
	End of Second Grading Period (45 Days)
	End of First Semester (90 days)
December 21, 2018 - January 2, 2019 .....	Christmas Break

### Semester II

January 3 .....	First Day Back After Break
January 21 .....	No School/Make-Up Day
February 18 .....	No School/Make-Up Day
March 8 .....	End of Third Grading Period (45 Days)
March 25-29 .....	Spring Break-No School
April 12 .....	No School/Make-Up Day
April 19 .....	No School/Make Up Day
April 26 .....	No School/Make-Up Day
May 7 .....	Last Day for Field Trips During Instructional Day
May 22 .....	Last Student Day
	End of Fourth Grading Period (45 Days)
	End of Second Semester (90 Days)
May 23 .....	Teachers' Record Day

Student Days-180  
Teacher Days-184

**No School/Make-Up Days** will be used to make up student instructional days missed due to the cancellation of school. Any additional days missed beyond those designated above will be added to the end of the schedule school year beginning May 24, 2019. Teacher Records Day will be after the last scheduled school day.

Adopted by the Board of Trustees: January 8, 2018

Designed and Printed by the  
MHS Graphic Imaging Technology Class