

Mitchell Junior High School

# Student/Parent Handbook



2020-2021

Adopted by Board of School Trustees of  
Mitchell Community Schools  
Effective August 2020 to August 2021

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## Welcome to Mitchell Junior High School

Parents, teachers, support staff, community, and administration all have important roles to encourage our children to become active, life-long learners. It is my sincere desire to provide expanded opportunities for our students to acquire the skills to become productive citizens in our vastly changing society. The staff at Mitchell Junior High School, through a close and collegial partnership, is confident that we can make our school a better place for our students to learn and grow.

Please feel free to stop in and say hello, as my door is always open. I would like to wish you a terrific upcoming school year.

Principal

## Mitchell Junior High School

### Mission Statement

We strive to educate and empower our students to become lifelong learners and productive community members while providing a culture where individual growth is a continuous collaboration among teachers, students, and parents.

### Vision Statement

At MJHS we empower students to display PRIDE-RESPECT-OWNERSHIP.

### General Information

The community of Mitchell has always had concern for the education of its youth. Since the opening of the first public school in Mitchell, many changes have developed to meet better the needs of its students. This present junior high facility first opened its doors February 1980 to help provide a quality education for students in grades 6-8.

The Mitchell Junior High School has been awarded a first class commission by the Indiana State Board of Education.

### School Colors and Emblem

The Mitchell Junior High School colors are blue and gold.

The Mitchell Junior High School emblem is the "Fighting Bee."

Mitchell Junior High School  
1010 Bishop Blvd.  
Telephone 812-849-3747  
Fax 812-849-5841

## Students Information

### Arrivals

Students are expected to begin arrival at school at 8:00 a.m. unless prior arrangements have been made with the principal. Supervision of students is not available prior to 8:00 a.m.

*Walking/Bicycles* - Students who choose to walk or ride bicycles are reminded to respect the property and rights of other students and neighbors. The use of skateboards on the property of Mitchell Community School is prohibited at any time.

Bicycles are to be parked at the bicycle rack. It is recommended that you lock your bicycle. When students arrive on school property, they are to enter the junior high.

*Bus Regulation* - School bus transportation is provided for most students, and students are welcome to utilize this service. The bus drivers will distribute to the students "Bus Riding Rules for Students." These rules will govern the behavior expected on the buses and will be enforced by Mitchell Junior High School. When students get off the bus, they are to enter the junior high.

Bus riding is a privilege which shall not be abused. Any violation of this privilege may result in the suspension of the bus riding privilege. The suspension of this privilege is at the discretion of the bus driver, principal, and/or superintendent.

*After arrival at school* - Students are to enter the building, go to the cafeteria if they are getting breakfast, go to their lockers for classroom books/materials, and report to their first period class. Students are not to loiter in halls, restrooms, etc.

### Dismissals

Students leaving school during the day must make prior arrangements with the principal. If permission is granted, the responsible adult must sign the student out in the school office. Students returning to school before classes are dismissed must report directly to the school office and sign in. Students are not to remain in the building after school is dismissed unless they are directly supervised by a faculty member. Any student riding a bus other than his/her assigned bus must present a permission note from his/her parent or guardian. Parent/guardian may also call the school to give permission prior to 3:00 PM daily. Permission will be considered as long as the bus is not at capacity. All bus rules apply for students riding as guests. The building will be secured at 4:00 p.m. each day.

### Students Transported by Car

The unloading of students in the morning before school and the loading of students at the end of the day should take place in the back lot located on the southwest corner of 9th and Lehigh Streets. To maintain safety for all involved, no student drop-off or pick up will be allowed at the front of the building while busses are arriving in the morning or dismissing in the afternoon.

## P.R.O. Student Behavior

Students at MJHS are expected to display Pride, Respect, and Ownership. **Pride** means to be proud of yourself, your work, and your school (take care of your building/surroundings). People who are proud are prepared, ready for class, have materials, are organized and ready to learn. **Respect** means that students show kindness to others, are active listeners, collaborative, cooperative, and follow directions. **Ownership** means that students are accountable for their actions and reactions to others. They are accountable for the work they create and the ownership of how they make others feel.

### Conduct Outside the Classroom

The following rules apply to the students when they are in the hall, cafeteria, gymnasium, or auditorium.

1. Students are to walk calmly without pushing or shoving.
2. Students are to respect others and use good manners.
3. Voices are to be kept low.

### Elevator

A doctor's statement concerning your child's injury or illness should be submitted to the school office before a key may be issued for the elevator. In case of crutches or a wheelchair, one other student may ride the elevator to assist.

### Restrooms

Students may be excused from class to go to the restroom by obtaining a hall pass from the teacher. If it becomes apparent the student is abusing this privilege, the privilege will stop. Students are not allowed to loiter in the restrooms at any time.

### Modification

The Board of 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 or any such change, modification, deletion or addition.

### Vehicles on School Property

The use of vehicles, such as off road, snow mobile, motorcycles, etc., is banned from use on areas of school property where the vehicle could damage the property or injury could occur. This does not ban vehicles from school parking lots or driveways.

### Withdrawal from School—Exit Interview

Under Indiana law, any student who is eighteen (18) years of age or older may withdraw from school prior to graduation only after an exit interview with the student's parents or guardian and the student's principal or designee.

The Board of Trustees of Mitchell Community Schools designates the following school personnel to conduct the exit interview of a student enrolled at the school who wishes to withdraw from school:

- a. Principal
- b. Assistant Principal
- c. Guidance Counselor

## MCS Attendance Policy

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/guardian 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 with the eleventh (11th) day, however, and lasting through the rest of the school year, a student will be excused only with a doctor's statement. A student who misses eleven (11) days or more in class without a doctor's statement is subject to disciplinary action.

1. Parents/guardians will be notified in writing on approximately the fifth (5th) absence and will be invited for a conference. Parents/guardians will also be notified in writing on approximately the tenth (10th) day of absence.
2. Every absence must be explained by submitting a note from the parent/guardian, doctor, dentist, or legal counsel to the principal immediately upon the student's return to school. If a doctor's statement is submitted, the absence will not count on his/her ten days. If a note is not submitted from a parent/guardian or doctor, the absence will be considered unexcused.
3. Under I.C. 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with I.C. 31-30 - through I.C. 31-40. Effective July 1, 2013, SEA 338 amends I.C. 20-20-8-8. Habitual truancy includes students absent ten (10) days or more from school within a school year without being excused or with being absent under a parents request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10%) or more of a school year for any reason.
4. Truancy Intervention Program: According to I.C. 20-33-2, commonly referred to as the Compulsory Attendance Law, a child must attend school. MHS has partnered with the Lawrence County Prosecutor's Office and the Lawrence County Probation Office in enforcing this law. As in the past when the student misses five (5) days a letter will be sent home from the school. This letter will be followed by a letter from the Prosecutor's Office which will reiterate the student has missed five (5) days of school. When a student misses 10 days of school another letter will be sent home from the school informing the parent/guardian the student has now missed 10 days of school. This letter will be followed up with a letter from the Prosecutor's Office informing the parent a meeting must now be held. The meeting will be ordered by the Prosecutor's Office and will include the parent/guardian, student, officials from the school, and a representative from the Prosecutor's Office. If the parent/guardian, or the student, fails to attend this meeting the student's name shall be sent to the Lawrence County Probation Office where that office will determine if charges will be filed in court for the student violating Indiana State Law (I.C. 20-33-2).
5. With prior approval by the assistant principal, school-sponsored athletic trips, a limit of two college and technical institute visitation days, job interviews, and family vacations will be conditional absences and not counted as one of the ten days. The student must turn in to the office a completed Conditional Absence form at least one full school day before the absence. Parents/guardians will discuss with the assistant principal at least one week prior to departure the details of the conditional absence. Conditional absences will not be granted to students with poor school attendance.
6. Students will be allowed three family business work days per semester. These days will be included in the ten-day limit.
7. A perfect attendance certificate will be issued if a student does not miss any regular school time during the school year. The *only* exceptions for a student to miss school and be counted present are those defined by statute: serving as a page for the General Assembly, working at polls on election day, being subpoenaed as a witness in a judicial proceeding, being on duty with the National Guard, and being a member of the State Standards Task Force. A student who misses school for any other reason must be counted absent.
8. A student who is absent from afternoon classes (periods 5, 6, and 7) will not be eligible to participate in extra-curricular activities that evening. Any exception (doctor's appointments, etc.) must have prior approval of the high school administration.
9. All attendance problems and/or questions will be handled by the assistant principal.

## Excused Absences (Exempt)

The following are valid reasons for a student being absent from school. Exempt indicates absences that do not count towards the maximum of 10 for the school year.

1. Note turned in from the doctor or dentist.
2. Death within the immediate family (father, mother, sister, brother, grandmother, grandfather).
3. Exhibiting at the State Fair.
4. Serving as a page in the General Assembly.
5. Quarantine.
6. Exclusion because of exposure to a contagious disease.
7. Serving as a member of a precinct election board at any general, city or town, special or primary election.
8. Election campaign worker - prior arrangements with the assistant principal are necessary.
9. Active duty with the Indiana National Guard not to exceed ten (10) days in a school year.
10. Upon receipt of a court subpoena shown to school administrators.
11. Being a member of the State Standards Task Force.
12. Realizing that there are always exceptions to every established policy, all cases of absence will be considered upon their individual merit. We have established the above will be considered upon their individual merit. We have established the above policies and excused absences to give our students guidelines so they and their parents will know what to expect as an attendance policy for our schools.

## Unexcused Absences

Any absences not excused will be penalized with the student not receiving credit for the classes missed. Repeated unexcused absences will result in in-school detention, or other discipline deemed necessary by principal or assistant principal. No credit will be given for work made up during an unexcused absence.

## Hall Passes

1. Students in the corridors during class periods must have a hall pass from a teacher.
2. Students passing through the corridors shall do so as quietly as possible.
3. Students out of class or for any other reason using a "hall pass" shall go directly to their destination, conduct their business, and promptly return to their proper place.

## Admission Procedure to Explain an Absence

One of the following procedures must be followed:

1. Have a written statement from a licensed physician, dentist, etc. stating reasons for reasons for the student's absence.
2. Have a statement in written form from parent/guardian, doctor, dentist, or legal counsel. This statement must be submitted to the assistant principal when the student returns to school.
3. On the day of the student's return, have the parent/guardian call the assistant principal to set up a conference.
4. Parent or guardian may call school on day of absence to report reason for absence. If it is for doctor's appointment, a doctor's note still needs to be submitted to office.

## Verification of Student Absences

Parent/Guardian notification will take place via automatic notifications from Harmony, school secretaries, and/or the assistant principal, if any of the following conditions apply:

1. The student or the student's parent or guardian had not made prior arrangements for the student to be absent during the time not in attendance.
2. No other known reason exists for the student to be absent, i.e., late bus arrival, approved late arrival.
3. The student's absence from school has not been verified through regular attendance procedures, i.e., no pre-approved absence from class such as a field trip.
4. Enough time has elapsed that the student should be in attendance at school or in class other than the reasons listed in items 1 through 3.

## Tardiness

In an effort to develop the habit of punctuality so necessary for mature development, students should be helped to see the importance of the responsibility for promptness.

1. Students tardy for first (1st) period will report to the office for a tardy slip. On the third tardy per semester, the student will receive detention. Excessive tardies to 1st period (above 3 per semester) will result in additional disciplinary action and may include the following:
  - a. Detention
  - b. In-school detention
  - c. SuspensionAny amount of time under 25 minutes will be termed a tardy. Over 25 minutes will be an unexcused absence.
2. Tardies to class the 2nd, 3rd, 4th, 5th, 6th, and 7th periods will be handled at the discretion of the teacher. The second tardy may result in an assigned detention. Students will be responsible to get to class on time.

## Family Vacations

Students/parents are encouraged to take vacations during vacation time. If it is necessary for a student to miss school due to a vacation, the following procedure should be observed.

1. Parent/guardian will discuss with the assistant principal prior to departure the details of the vacation.
2. Students will make up all work prior to leaving or within two days after returning. This decision will be at the teacher's discretion.
3. Students must complete a *Conditional Absence Form*
4. If the student follows the above procedures, the days missed on a family vacation will not count towards the ten-day limit.

## Dress

Mitchell Junior High School has high standards for student appearance. The MJHS Dress Code is designed to:

- reduce distractions that interfere with the education process,
- protect student health and safety
- promote positive student interaction, and
- prepare students for a working world where appearance may not be their choice.

The administration assumes that students and their parents will accept the major responsibility for appearance. Students and parents need to recognize the value of appropriate dress and appearance at school. The following guidelines must be observed.

1. Students may wear fingertip-length or longer shorts, and dresses. Shorts should be loose fitting. Spandex and other types of shorts designed to be worn skin-tight (including denim, khaki, etc.) will not be permitted unless other acceptable clothing is worn over them.
2. Students are required to wear full shirts, t-shirts, sweaters, or blouses that are, at a minimum, waist length.
3. Any clothing or jewelry that distracts from the educational program or could be hazardous to students or staff as determined by the building principal or designee is not permitted. Students should also **NOT** wear:
  - Clothing that is designed to be worn skin-tight (i.e. spandex and similar materials) unless worn under another garment .
  - Shorts or garments which only partially cover the upper body, such as tank tops, double tank tops, halter tops, tube tops, strapless tops, spaghetti-strap tops, mesh or see-through tops, midriff tops or muscle shirt tops, unless said items of apparel are worn over or under a blouse or shirt. Any other garment which unduly or suggestively exposes the upper torso is prohibited. (At no time should a student's upper torso be exposed.) The top portion of a dress must also follow the above rules.
  - Caps, hats, hoods, bandanas, other head coverings, or sunglasses.
  - Clothing that refers to or promotes the use of beer, any other alcohol, drugs, tobacco, or brands thereof.
  - Anything worn containing obscene, lewd, or vulgar writing or pictures, contains profanity, implies or portrays sex, or suggests violence.
  - Pants that have holes, slits or rips in inappropriate places as determined by the principal or his designee; and other clothing that has holes, slits, or rips in inappropriate areas.
  - Clothing that exposes undergarments.
  - Clothing or jewelry that displays gang emblems, signs, or symbols.
  - Chains hanging from pants, belts, or wallets, or large chains worn as necklaces

If, in the professional opinion of the principal or his designee, a student's dress or attire (including jewelry) or personal appearance detracts from, disrupts, or interferes with school purposes or an educational function, the student will either be directed to modify his or her attire or personal appearance while at school, be sent home to make necessary changes, suspended from school, or otherwise disciplined pursuant to the Indiana Student's Due Process Code.

## 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.

## 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.

<b>Annual Premium Due at Registration per Family</b>	<b>Deductible Claim #1</b>	<b>Deductible Claim #2</b>	<b>Deductible Claim #3</b>	<b>Damage After Claim #3</b>
\$20 per student	\$25	\$50	\$100	Full replacement cost (\$245) or repair cost
<i>Please note: If you: insured your device in 2019-2020, did not make a claim in 2019-2020, and wish to continue coverage in 2020-2021 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.

## 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
- 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.
- j. In the event a device is forgotten at home one may be loaned to the student on a day to day basis. Student should inform his/her teacher that device has been forgotten and the teacher will instruct them to go to the library to get a loaner. In the event this courtesy gets abused, the student will no longer be offered a loaner and disciplinary action may be taken

**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.

## Homework

Mitchell Community Schools desires to encourage the use of effective homework assignments to promote learning through extending classroom instruction, providing students with opportunities to exercise self-discipline; provide parents with opportunities to see the type of class work expected of their student; and to assist their students to become better scholars.

Homework is an out-of-class assignment which is expected to be a properly planned activity designed to enhance the student's understanding of a particular subject and which is appropriate to the needs of the student. Homework should never be merely "busy work" or a form of punishment. Rather, Mitchell Community Schools expects it to be an important part of classroom activities which motivates students and promotes their learning.

*STUDENTS* are expected to take advantage of the educational opportunities afforded by homework by completing all work requested on time and by making-up missed work following an illness or excused absence. The student is expected to become more independent as he/she matures and to assume increasing responsibility for completing homework properly as he/she advances through school.

*PARENTS* are expected to be supportive and cooperative with reasonable, meaningful homework assignments. They are expected to show interest in and display helpful attitudes toward homework. In addition, parents are expected to provide a quiet, well lighted place for their student to study; to promote good study habits; to encourage their student's efforts; to encourage their student to ask questions of the teachers when in doubt about an assignment; and to assist students when necessary, but to refrain from defeating the purpose of assigning homework by doing the assignment for the student.

## Make-Up Work

Students who are absent are required to make up work missed in each class. In general, one day will be allowed to make up work for each day absent. A day's absence does not excuse a student from responsibility for all discussion work. Grades will be marked as incomplete at the end of a grading period and will lead to failure if not completed within the allotted time.

It is the student's responsibility to obtain all make-up work from his/her instructors immediately upon his/her return to class.

In case of an extended illness or injury (at least 3 days), assignments may be obtained by calling the MJHS office by 9 AM of the 3rd and subsequent absent day(s). Parent/guardian may then pick up assignments after 3:00 PM on the day of request(s).

## Grading Scale

A+	99%-100%	B+	87%-89%	C+	77%-79%	D+	67%-69%
A	94%-98%	B	84%-86%	C	74%-76%	D	64%-66%
A-	90%-93%	B-	80%-83%	C-	70%-73%	D-	60%-63%
						F	0%-59%

## Grade Cards

Grade cards are usually issued on the Friday following the end of each grading period. The following comments describe, in general, the grading system.

Grade

- “A” The student is more than meeting the requirements of the teacher. Work is of superior quality, and shows mastery of the subject matter. The student has the ability to carry the job through and presents a positive influence on the class.
- “B” Work is of a superior nature and the required work is well done. The student meets the requirements of the teacher and presents a positive influence on the class.
- “C” The student does satisfactorily the required work. The work is on time and is of average quality. The student is showing achievement.
- “D” Work is below normal, but shows some evidence of growth.
- “F” Unsatisfactory, with little growth or no growth occurring.

Midterm reports are usually issued on the Friday of the fifth week of each nine-week grading period.

## Honor Roll

### *Highest Distinction Honor Roll*

A student receives no grade lower than “A” in any subject.

### *Distinction Honor Roll*

A student receives no grade lower than “B” in any subject.

## Academic Top Ten

Only courses taken during the regular school year at Mitchell Junior High School, or a junior high school from which a student transfers, will be calculated for academic top ten honors. In the event a student transfers from another school with more credits earned than could have been earned by a student attending Mitchell Junior High School by comparable semesters, the principal shall make determinations that will equalized credits for fairness purposes.

To be considered for academic top ten honors, a student must attend Mitchell Junior High School for the entire second semester of his/her 7<sup>th</sup> grade year and both semesters of his/her 8<sup>th</sup> grade year.

## Promotions

When determining the promotion of a student, an evaluation of the student's performance is conducted. The evaluation process includes the student's daily classroom performance, standardized test scores, level of achievement, age, maturity, and attitude.

Should any parent desire to schedule a conference to discuss his/her child's progress, he/she may do so by contacting the school.

In compliance with State Board of Education rule 511 IAC 6-2-1, students of Mitchell Community Schools shall not be retained in a grade level for the sole purpose of improving the student's ability to participate in extracurricular athletic programs and/or other extracurricular programs.

## Deliveries to School

The school reserves the right to regulate the delivery of gifts, etc., to school when it is deemed by the principal as affecting the function and/or educational purposes of the school.

## Work Permit Revocation

In accordance with Indiana Code, the principal may revoke a work permit if it is determined that there has been a significant decrease in the student's grade point average since the issuance of the permit. The definition of a significant decrease will be at the discretion of the building principal based on the following guidelines:

1. The student's nine weeks grades on the average drop a minimum of two letter grades.
2. It is the opinion of the building principal that the decrease in the student's grade point average was caused by the student's work schedule.

A student whose work permit is revoked is entitled to a periodic review of the student's grade record determine whether the revocation should continue. A periodic review may not be conducted less than one (1) time each school year. If upon review the principal determines that the student's grade point average has improved substantially, the principal may reinstate a work permit to the student. A student may appeal the revocation of the work permit to the superintendent.

## Health Services

Students who become ill should report to their teacher or the office. When the student is too ill to remain at school, the parent/guardian or person so designated by the parent/guardian will be notified. For this reason the office must have a telephone number where these persons may be reached. A health card will be filled out by all students and parents/guardians upon the student's enrollment in school. The parent or appropriate person shall come to the office and sign the student out. Mitchell Junior High School is required by federal and state law to comply with certain health standards and programs. All of these programs require that the parents give their permission before the child may participate.

These programs include, but are not limited to, dental check-ups, fluoride treatment, heart screening, eye testing, and immunization.

## Administration of Student Medication

Medication shall 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 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, Domotil, 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 administration 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 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 permitted to 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) must be accompanied by a physician's order.
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 grades K-8 should be brought to school by the parent/guardian or a designee who is at least 18 years of age.
4. All student medication to be administered at school in grades 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/container, and with parent/guardian consent.
7. When a medicine is ordered by a physician for once, twice or three times daily, it should be given at 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 18 years of age.
9. Medication that is possessed by a school for administration during school hours or at school functions for students in grades 9-12 may only be released with the parent/guardian's permission or a designee who is at 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 student shall be allowed to keep medicine at school unless the student has received written authorization by the principal 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.

## Statement of the Purpose of Student Evaluation

The teachers of Mitchell Junior High School have identified evaluation as the process of formally and informally assessing our students. The purpose of evaluation is to determine a measure of achievement, ability, and progress for each student. This formal and informal evaluation can be done through a variety of methods including daily homework, teacher-made tests and quizzes, standardized tests, creative projects, research projects, teacher observation, class participation, group participation, individual conferences, and any other method deemed appropriate and measurable. The results of this evaluation process are of interest to many different individuals, groups, and organizations for a variety of reasons.

Evaluation in any form is used by teachers of Mitchell Junior High to provide an accurate picture of a student's abilities, strengths, weaknesses, and performance levels. It allows teachers to communicate their perceptions of the students' knowledge of subject matter in a variety of ways, not only to the students, but to others as well. Evaluation can be used by the teacher to compare a student's knowledge and abilities to others in the class or grade. This information is also helpful to the teacher when evaluating his or her own performance and teaching materials in order to make changes and improvements.

The purpose of evaluation for the student and parent is to provide a meaningful assessment of the students' progress in a particular class or subject area. It is the responsibility of the student to use this evaluation to improve his or her weakness and enhance strengths.

## Conference or Observation

Parents/guardians wishing to schedule to observe a classroom or have a conference with a teacher or principal should contact the office of Mitchell Junior High School (812-849-3747) to make the arrangements.

All visitors are always welcome, especially parents/guardians.

## Lost and Found

A lost and found area is maintained in the school office. Students finding lost articles are asked to turn these articles in to the office.

Owners may claim these articles by properly identifying them. Lost articles not claimed in a reasonable time will be made available to charitable organizations.

## 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.

**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 Mitchell Community Schools or Mitchell Jr. High School.
3. Pay in the Mail: Send a check to ATTN: Food Service, Mitchell Jr. High School, 1010 Bishop Blvd., Mitchell, IN 47446. Please include your child's name and student ID number when sending a payment.

**Charging:** Mitchell Junior High School discourages 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. Students qualifying for full price meals are allowed to charge up to the current price of two full price lunches. Likewise, students qualifying for reduced priced meals are allowed to charge up to the current price of two reduced price lunches. Payment is due the following school day. In the event that payment is not received in full, the child will be denied further service until payment is remitted in full. The FSD will coordinate communications with the parent(s)/guardians(s) to resolve the matter of unpaid charges. Students are informed at the cash register when their meal account is in need of funds. Additionally, emails are sent to parents when their child is in the negative. 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. 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.

Please refer to the Wellness Policy tab on our website for more information, [www.mitchell.k12.in.us](http://www.mitchell.k12.in.us).

This institution is an equal opportunity provider and employer.

In order to keep the cafeteria clean and attractive, the following rules must be observed by all who use it:

1. Cafeteria lines are to be maintained in an orderly fashion. No cutting line.
2. Voices are to be at a low level.
3. Use acceptable table manners.
4. Deposit all litter in the wastebaskets.
5. Return all trays and utensils to the dishwashing area.
6. Leave tables and area in a clean condition ready for others to use.
7. All food must be eaten in the cafeteria at the tables. Do not take food from the cafeteria.
8. When dismissed from the cafeteria, leave calmly and quietly.

## Dance Regulations

Only MJHS students may attend dances. All student handbook rules apply while the student is here. If a student leaves the dance, he/she may not return.

## Field Trips

Field trips are necessary and are an important aspect of the educational process. However, due to very nature of field trips, there must be limits placed upon them. Each field trip must be approved by the principal.

The following procedure is therefore established to protect and promote the proper use of field trips:

1. The instructor responsible for the field trip shall obtain and distribute the required *Field Trip Form* to all students who will be involved in the trip at least one week prior to the trip.
2. The student is to fill out, upon directions from the instructor, the necessary information pertaining to the time, date, place, etc., concerning the trip.
3. The student will then take the *Field Trip Form* home and explain the trip to the parent/guardian who must sign the form.
4. The student will then return the form to school and request all instructors whose classes the student will miss to sign the form. No teacher will sign the form unless a parent/guardian signature is on it. Students must also realize that they must bear full responsibility for all assignments and work missed.
5. The student will return the form to the instructor in charge no later than one full day before the planned starting time of the field trip.
6. Any student not complying with any or all of these procedures may be excluded from the field trip.
7. Students are reminded that regular bus safety standards are in effect and will be enforced.

## Library

Students are encouraged to make proper use of the library to complete assignments, to further special interests, or to read for enjoyment. All students are to conduct themselves in a quiet orderly manner. All damaged materials are to be reported to the librarian immediately. Students are expected to pay for lost or damaged materials.

## 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 record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes 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 a 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 family;
  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 to market, to sell or to 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 directly 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 and surveys listed below and 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

## Public Address Announcements

Notices of club meetings, athletic and social events, general information, and specific instructions are announced over the public address system each regular school day. Announcements to be read must be turned in to the office by 8:00 a.m. and/or 2:00 p.m. The announcements will be read to each class at the start of period one and the end of period seven. Length and number of announcements should be kept to a minimum.

## Contracts, Financial Obligations

Students may not make commitments with anyone which are binding on the school, its clubs or organizations. An approved sponsor or other delegated school authority must make all arrangements and have them approved by the principal. All contracts made with any party in the name of the school or any of the organizations must be in writing and kept on file.

Students may enter into financial obligations involving the school or its related activities only if a purchase order, previously signed by the principal and faculty sponsor, is given to the merchant. This relieves the student of any financial responsibility.

## Posting of Materials

The posting of materials in hallways and other general school areas must be approved by the principal.

## Mitchell Jr. High 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 students excluded from having their picture used, please contact the Mitchell Junior High School office.

## Emergency Evacuation Procedure

Fire drill and tornado drill instructions are posted in each room of the building and must be followed. Each drill shall be treated as if it were an actual emergency situation which potentially is a life-and-death matter. Although speed is important in any such procedure, of greater importance is orderliness and the ability of all students to be given directions and proceed in an organized manner.

## 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).

## Telephone

Students must have permission from office personnel to use the office telephone. Students will be excused from class to use the telephone only in emergencies.

## Weather Conditions Close School

Students who suspect that school may be cancelled due to inclement weather should listen to Bedford Radio Stations WBIW-AM (1340), WQRK-FM (105.5), WWEG-AM (102.5), WFLQ-FM (100.1), WUME-FM (95.3) or television station WAVE TV (channel 3).

All students should be instructed by their parents/guardians as to what to do in case school must be cancelled early.

## Jacket Connection Parent/Teacher Group

Mitchell Junior High School will provide a Parent/Teacher Organization during the school year. The name of this organization is Jacket Connection. The purpose of the Jacket Connection is to enhance and support the educational experience at MJHS through parental involvement, volunteer support, student recognition, student activities, and financial support. Membership shall be granted to all parents and guardians of MJHS students, plus all staff members at Mitchell Junior High School. Parent/Guardians with questions regarding Jacket Connection should contact the MJHS office.

## Meeting Dates and Times

Jacket Connection meetings will be held each month. Dates and times will be announced at a later date. Meetings will be held in the MJHS cafeteria.

## Extracurricular Activities

Students are encouraged to participate in the extracurricular activities of the school. History tends to show that the students who participate in extracurricular functions develop a better understanding of education and community.

No person shall, on the basis of sex; race; religion; national origin; or handicap, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any academic extracurricular, or other educational program or activity operated by Mitchell Junior High School.

In order to remain eligible to participate in extracurricular activities, a student must remain in good standing academically and maintain good citizenship.

Organizations or Clubs - National Junior Honor Society, Student Council, chorus, drill team, cheerleaders, Academic Super Bowl, and Spell Bowl.

Athletics - football, cross-country, volleyball, basketball, track, wrestling, and golf.

## Extracurricular Regulations

The following regulations apply to all students participating in interscholastic athletics at Mitchell Junior High School, including football, volleyball, cross country, basketball, wrestling, track, and golf.

1. Students would be ineligible to participate in athletics within the following guidelines:
  - 6th Grade - Student whose fourteenth birthday occurs before the end of a particular sport season would be ineligible to participate in that or any subsequent sport season.
  - 7th Grade - Student whose fifteenth birthday occurs before the end of a particular sport season would be ineligible to participate in that or any subsequent sport season.
  - 8th Grade - Student whose sixteenth birthday occurs before the end of a particular sport season would be ineligible to participate in that or any subsequent sport season.
2. Two or more failing grades at the end of a student's last grading period in school will result in ineligibility to compete in interscholastic athletics (semester grades take precedence). The student may practice with his/her team until the following progress report. The student's eligibility status is reviewed at the next progress report.
3. All students participating in interscholastic athletics are expected to be good citizens. A student who violates the rules and regulations governing student behavior jeopardizes his/her eligibility to participate in interscholastic athletics.
4. While athletic activities are important part of the school system, it must be noted by each student that there is a risk of being injured and that this risk is inherent in all sports. The risk of injury may include the possibility of severe injuries including the risk of fractures, brain injury, or even death. Any student participating must realize this risk is associated with the athletic program.

5. The student must carry the school insurance or have a signed statement from the parent/guardian to the effect that the student is covered by the parents'/guardians' own health and accident insurance. This must be on file in the principal's office.
6. The student must follow the training rules set down by the coach of each individual sport.
7. In order to receive an athletic certificate, the student must complete the season in good standing. If the student receives an injury that keeps him/her from completing this season, he/she may receive the athletic certificate.
8. There must be on file in the principal's office a medical and parent permission form.
9. Students must be in school attendance some part of the school day and have an excused absence in order to participate in or attend any extracurricular activity.

### Extracurricular Due Process Procedure Excluding Athletics

1. Sponsors shall review with their club, the purposes and objectives of the respective organizations.
2. As part of that review, the eligibility requirements shall be explained. Further, the guidelines shall be set forth regarding the individual's conduct to remain a member in good-standing.
3. Finally, each individual shall be made aware of the following due process procedure after a disciplinary situation arises:
  - a. The sponsor meets with the student, his/her parent, parents, or their designee for a disciplinary action. This conference shall be requested by the student, parent or parents, or parental designee within five (5) school days of the administration of the discipline. A written statement of the conference shall be filed with the principal one (1) school day following the administration of the discipline.
  - b. The student and his/her parent, parents or their designee may request a formal discussion with the sponsor and the building principal or designee within five (5) school days of the conference with the sponsor. The principal shall schedule the formal discussion within two (2) school days after the request. The principal shall render a statement of understanding that includes:
    - (1) Description of the violation
      - (a) by student or his representative
      - (b) by sponsor

- (2) Statement of disciplinary action
- (3) The principal's finding and decision: said statement of understanding shall be in writing and transmitted to the parties involved within two (2) school days of the date of the formal discussion. The following parties will be in receipt of the statement:
  - (a) student
  - (b) the parent of the student
  - (c) or the designee of the parent of the student
  - (d) sponsor
  - (e) the assistant superintendent of the Mitchell Community Schools
- c. The student and his/her parent, parents, or their designee may request a formal discussion with the sponsor, building principal and the office of the superintendent within five (5) school days of the conference with the principal. The office of the superintendent shall schedule the formal discussion within two (2) school days after the request. The office of the superintendent's finding and decision shall be in writing and transmitted to the parties involved within two (2) school days of the date of the formal discussion. The following parties will be in receipt of the statement:
  - (1) the student
  - (2) the parent of the student or designee of the parent
  - (3) sponsor
  - (4) the building principal
- d. The student and his/her parent, parents, or their designee may request a formal decision with the Board of Trustees of Mitchell Community Schools. This request must be filed with the office of the superintendent within five (5) school days of the conference in Section C. The Board of Trustees shall schedule the formal discussion at their regular meeting.

## Inspection of Student Desks and Lockers-Inspections of Vehicle-Inspections of Book Bags and Coats

All lockers and desks made available for student 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, industrial arts classroom as well as the art classroom. These lockers and desks are made available for student use in storing school supplies 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 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 property of the school corporation is presumed to have no expectations of privacy in that locker or desk or the locker's or desk's content (IC 20-8.1-5.1-17).

Principals or their designee are authorized to inspect individuals' desks and locker in a manner consistent with this policy and applicable Indiana State statute. Upon the authorization of the Superintendent of Schools, inspections of individual desks and lockers may be conducted with the assistance of dogs under the control of a police agency.

All vehicles located on the property of Mitchell Community Schools are subject to inspections with the assistance of dogs under the control of a police 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 or 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; brief cases; books 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 individuals' 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 police agency.

Individuals whose locker, desk, or vehicle is found to contain prohibited or dangerous materials as defined in this policy may be found to have violated MCS Board of Trustees policies 5530, 3170, 5512, and/or 5600 as well as other policies adopted to ensure an appropriately safe educational atmosphere in Mitchell Community Schools. Mitchell Community Schools will impose penalties accordingly, and violations of state statutes will be reported to the appropriate civil authorities.

## Vision Screening

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

Students referred for visual testing who are not in grades 1, 3, 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.**

## 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.

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

## 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 the 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 where 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 for IC 20-34-4-5.

**IC 20-33-8-4** As used in the 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 school corporation.  
the grounds adjacent to and owned or rented in common with a building or other structure 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 reasonably 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 construed 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 the 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 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 prescribe 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 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 possess 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 person designated under the 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 persons 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 then ten (10) days of receipt of a notice of the 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 purpose 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 designed 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 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 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 order.

**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 expulsion decision under section 19 of this chapter if the superintendent or 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 (16) 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, 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 regular 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 organization operating in or near the community where the school is located or where the student resides. The following apply to service assigned under this 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.

(c) As used in this subsection, “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, the principal of the school where the student is reenrolled shall refer the student to the juvenile court having jurisdiction 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) procedures 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 the 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 procedures 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 a 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 this 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 as 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 from 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 or a school in a state other than Indiana by the administrative authority of the school; or
    - (B) withdraws from 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:
- (A) in the case of a student withdrawing from a charter school that is not a conversion charter school to avoid expulsion, the conversion 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 students 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 students 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 students proposed school. At the informal meeting, a 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 any educational function under this chapter, the student's absence from school because of the suspension or expulsion is not a violation 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 students' 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 contents 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 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 and 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) rule 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 for adoption under IC 4-22-2 governing suspensions, expulsions, and other disciplinary action for a student who is a child with a disability as defined in IC 20-35-1-2

## 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:

1. **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.

## GROUNDS FOR 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.
  - 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.



# SUSPENSION AND EXPULSION PROCEDURES

## SUSPENSION PROCEDURE

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - (a) a written or oral statement of the charges;
  - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
  - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

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

## 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. Behavior 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 school group; off school grounds at a school activity, function, or events; traveling to or from school or a school activity, function or events; or using property or equipment provided by the school.

Bullying as defined in state law means overt, repeated acts or gestures, including verbal or written communication transmitted, physical acts committed, or any other behaviors committed by a students or group of students against another student with 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, nation 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 has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal.

## Sexual Harassment

Mitchell Community School 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 communication of a sexual nature. "Employee" includes nonemployees and volunteers who work subject to control of school authorities.

It shall also be a violation of the school's sexual harassment policy for students to harass other students through conduct of communication of 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 counselor, or student council representative.

## 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 as defined in this policy. It shall also be a violation of this policy for students to harass other students through unwelcome conduct or communication of a racial nature 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 national origin.

## Civil Rights Nondiscrimination Grievance Procedure

1. Applies to 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 Indiana Department of Education, Vocational Education Section.
2. Interested parties include students of Mitchell Community Schools.
3. Applies to acts 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 of 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 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 the superintendent's decision to the Board of Trustees within ten (10) days of the date of the superintendent's decision.
  - f. Upon receipt of the notice of appeal, the Board of Treasures shall meet in Executive Session to review the complaint and the summary of the investigation.

## 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)

## False Alarms

Indiana Code 35-44-2- makes the pulling or reporting of false alarm a criminal act. Students involved in such activities may be expelled from school.

## Nondiscrimination

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 Indiana Civil Rights (I.C. 11-9-1-14 and I.C. 20-33-1-1), Titles VI and VII of the Civil Rights Act of 1964, the Equal pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with Title IX Section 504 of the Americans with Disabilities Act should be directed to the Assistant Superintendent of Mitchell Community Schools, 441 North 8th Street, Mitchell, Indiana 47446, or by telephone to 812-849-4481.

## Acceptable Use of Internet/Computer Networks

Mitchell Community Schools may provide access to the Internet for the limited purpose of fulfilling its educational mission. Use of the Internet through the equipment of Mitchell Community Schools is regarded as a privilege rather than a right, and the privilege to access the Internet with the facilities of Mitchell Junior High School is contingent upon its responsible exercise.

All student access shall be teacher-directed and Mitchell Community Schools will attempt to provide users with a reasonable amount of security. It shall be the joint responsibility of students, parents, and employees of Mitchell Community Schools to limit the use of the Internet in Mitchell Community Schools to accessing material of educational value in the context of this school district's mission and policies. See MCS Policy 7540 for complete information on this subject.

## Pesticide Application Notice

(For Parents and/or Students)

Periodically throughout the year, it may be necessary for pesticides to be applied to external or internal areas of the school building and ground. If you wish to be given a notice of such pesticide application, please notify the principal of the building. You will be given a form to fill out and will be notified of any pesticide with at least a 48-hour advance notice. Pesticide applications will not be done when children, staff members or any other people are present in the area that is sprayed.

## Division of Child Services

The Division of Child Services (DCS) periodically interviews students in the Mitchell Community Schools 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.

Mitchell Community Schools  
2020-2021

*\*\*Revised\*\* (July 27, 2020)*

Semester I

August 12.....	Teacher Preparation Day
August 13.....	Teacher Preparation Day
August 14.....	Teacher Preparation Day
August 17.....	First Student Day
September 7.....	Labor Day-No School
October 7.....	Student eLearning Day - Parent/Teacher Conferences
October 12-13.....	eLearning Days
<b>October 13.....</b>	<b>End of First Grading Period (41 Days)</b>
October 14-16.....	Fall Break-No School
October 19.....	Start of Second Grading Period
November 25-27.....	Thanksgiving Break-No School
<b>December 22.....</b>	<b>Last Day Before Christmas Break</b>
	End of Second Grading Period (44 Days)
	End of First Semester (85 days)
December 23, 2020 - January 4, 2021.....	Christmas Break

Semester II

January 5.....	First Student Day of Second Semester
January 18.....	eLearning Day
February 15.....	eLearning Day
<b>March 12.....</b>	<b>End of Third Grading Period (49 Days)</b>
March 15.....	First Day of Fourth Grading Period
March 22.....	eLearning Day
March 23-26.....	Spring Break-No School
April 16.....	eLearning Day
April 23.....	eLearning Day
May 7.....	Last Day for Field Trips During Instructional Day
<b>May 21.....</b>	<b>Last Student Day/Commencement</b>
	End of Fourth Grading Period (46 Days)
	End of Second Semester (95 Days)
May 24.....	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 scheduled after the last student day of the school year, or be made up using E-Learning Days.

Adopted by the Board of Trustees

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