



SUMMIT MIDDLE SCHOOL  
PARENT/STUDENT HANDBOOK  
2020-2021

# INDEX

2020-2021 School Calendar	Pg. 4	Family Educational Rights and Privacy Act	Pg. 13-14
Accidents and Illness	Pg. 21-22	Field Trip Guidelines	Pg. 26
Advanced Math Placement	Pg. 28	Flag and Pledge of Allegiance	Pg. 17
After-School Activities	Pg. 37-38	Grading System	Pg. 29
After-School Supervision	Pg. 22	Harassment	Pg. 17
Athletic/Extracurricular Events and Activities	Pg. 37-40	Health Services	Pg. 26
Attendance Policy	Pg. 6-9	High School Courses	Pg. 28-29
Bell Schedules	Pg. 5-6	Honor Roll	Pg. 29
Bicycles - Scooters - Skateboards	Pg. 22	Insurance	Pg. 26
Background Checks	Pg. 11	Internet Acceptable Use Policy	Pg. 17-18
Book Bags	Pg. 22	Internet Use	Pg. 26
Bullying Prevention and Intervention	Pg. 11-12	Laptop/Device/Technology Use Guidelines	Pg. 18
Bus	Pg. 22-24	Latex Policy	Pg. 19
Canvas	Pg. 30	Lockers	Pg. 27
Closing-Delay of School Because of Weather	Pg. 24	Lost and Found	Pg. 27
Communication and Parent Concerns	Pg. 24	Lunch and Cafetorium Procedures	Pg. 27
Controlled Substances	Pg. 19	Lunch Time Visitation	Pg. 11
Course Fees	Pg. 24-25	Meal and Course Fee Financial Assistance	Pg. 28
Custodial Parents	Pg. 28	Media Center	Pg. 28
Directory Information	Pg. 14-15	Medication Policy	Pg. 18-19
		Meningococcal Disease	Pg. 19
Discipline Policy	Pg. 30-37	Misuse of Computer	Pg. 32
Referrals	Pg. 31-32	Moment of Silence	Pg. 19
Types of Consequences	Pg. 36-37	Parent/Volunteers- Background Check/Bullying	Pg. 11
Types of Unacceptable Behavior	Pg. 32-35	Video	
Aggressive Physical Behavior	Pg. 33	Pest Control Policy	Pg. 20
Cell Phones	Pg. 32-33	Photo Permission	Pg. 12
Cheating	Pg. 33	Physical Education Class Uniforms	Pg. 28
Chronic Discipline Violations	Pg. 36	Powerschool/Monitoring/Reporting Student Progress	Pg. 30
Dangerous Weapons and/or Objects	Pg. 35	Reporting Suspected Child Abuse	Pg. 20-21
Drugs-Alcohol	Pg. 34-35	School Cancellation/Delays-Student Activities	Pg. 39-40
Electronic Devices	Pg. 32-33	School Mission Statement	Pg. 3
Fire Alarm/Fire Extinguisher/False 911 Calls	Pg. 35	Seclusionary Time-Out and Restraint	Pg. 12
Gang-Related Activities or Representation	Pg. 34	Severe Allergies in the School Setting	Pg. 21
Inappropriate Actions Towards Staff Member	Pg. 33	SACS Mission Statement	Pg. 3
Major Disruption of School Day	Pg. 35	School Premises Policy	Pg. 20
Possession - Use of Firearm	Pg. 35	School Song	Pg. 6
Smoking Devices-Tobacco	Pg. 34	Smoke Free Campus	Pg. 21
Threats Toward Staff and/or Other Students	Pg. 35	Student Technology Acceptable Use Policy	Pg. 18
Vandalism - Stealing - Extortion	Pg. 34	Student Assistance Program	Pg. 30
Weapons	Pg. 35	Tardies	Pg. 9
		Telephone Calls	Pg. 28
Discipline Policy- Athletic/Extracurricular	Pg. 38-39	Telephone Numbers	Pg. 4
Diversity Statement	Pg. 6	Threats in School	Pg. 21
Dress Code	Pg. 25	Transportation Policy/Rules- SACS	Pg. 22-24
Drug Testing for Students	Pg. 15-16	Truancy	Pg. 9-10
Emergencies	Pg. 25-26	Video Cameras	Pg. 12-13
End of Year Expectations	Pg. 26	Visitors/Volunteers - Schools/Classrooms	Pg. 10-11
Equal Rights Laws	Pg. 16	Withdrawal Procedure	Pg. 30

## **SOUTHWEST ALLEN COUNTY SCHOOLS' MISSION STATEMENT**

**MISSION:** Preparing today's learners for tomorrow's opportunities.

**VISION:** SACS will be nationally recognized as a provider of an excellent 21st century education.

**BELIEFS:**

- Parents are the first and essential teachers of their children.
- SACS is the hub of a diverse community and serves:
  - As professional educators, providing consultation and partnership with SACS parents;
  - As more experienced co-learners, providing wisdom and guidance for our students;
  - And as an educational workplace of choice, providing support and opportunities for our employees.
- A culture of learning embraces change, flexibility and innovation.
- Learners will experience the joy of learning and working in a safe and secure educational environment.
- Learning is neither a bound by place nor time and must be appropriate and accessible to all learners.
- Learning encompasses critical thinking, creativity, collaboration, communication, citizenship, digital literacy, perseverance and resiliency.

**OUTCOMES:** Our Graduates:

- Think critically,
- Think creatively,
- Effectively communicate their ideas,
- Effectively collaborate with others,
- Are responsible citizens,
- Are digitally literate,
- Are resilient problem solvers,
- And compete globally.

**GOALS:** In order to build upon a history of successful academic achievement in every school and in every classroom, SACS will:

- Implement its own district learner accountability measures for its graduate outcomes,
- Motivate by providing a learner-centered environment accessible to all,
- Recruit and retain valuable employees,
- Broaden our partnership with parents,
- And develop district branding that invites partnerships:
  - To increase awareness and involvement;
  - To create educational opportunities;
  - And to identify new funding sources.

## **SCHOOL MISSION STATEMENT**

**THE SUMMIT SCHOOL COMMUNITY PROMOTES THE ACADEMIC, SOCIAL, AND  
EMOTIONAL GROWTH OF EVERY STUDENT.**

## IMPORTANT TELEPHONE NUMBERS

Main office	431-2501
Fax Number	431-2599
Attendance	431-2505
Clinic	431-2518
Guidance (A-K)	431-2510
Guidance (L-Z)	431-2511
School Delay/Closing	431-2002

## 2020/2021 CALENDAR/ROTATIONS

<u>Semester 1</u> 8/5/20-12/18/20	<u>Trimester 1</u> 8/5/20-11/2/20
<u>Semester 2</u> 1/5/21-5/25/21	<u>Trimester 2</u> 11/3/20-2/19/21
<u>Quarter 1</u> 8/5/20-10/2/20	<u>Trimester 3</u> 2/22/21-5/25/21
<u>Quarter 2</u> 10/12/20-12/18/20	<u>1<sup>st</sup> 6 weeks</u> 8/5/20 - 9/16/20
<u>Quarter 3</u> 1/5/21-3/12/21	<u>2<sup>nd</sup> 6 weeks</u> 9/17/20 - 11/2/20
<u>Quarter 4</u> 3/15/21-5/25/21	<u>3<sup>rd</sup> 6 weeks</u> 11/3/20-12/18/20
<u>Middle School Flex Days</u> Tuesday, September 22, 2020 Wednesday, November 4, 2020 Friday, March 12, 2021	<u>4<sup>th</sup> 6 weeks</u> 1/5/21 - 2/19/21
	<u>5<sup>th</sup> 6 weeks</u> 2/22/21 - 4/12/21
	<u>6<sup>th</sup> 6 weeks</u> 4/13/21 - 5/25/21

# CLASS SCHEDULE

<b>GREEN DAY &amp; WHITE DAY</b>	
BLOCK	TIME
Advisory	7:35 - 7:55
1	8:00 - 9:23
2	9:28-10:51
3	10:56-12:52
6 <sup>th</sup> Lunch	10:51-11:21
7 <sup>th</sup> Lunch	11:38-12:08
8 <sup>th</sup> Lunch	12:22-12:52
4	12:57-2:20

<b>8 Period Day</b>	
BLOCK	TIME
G1	7:35-8:18
W1	8:23-9:05
G2	9:10-9:52
W2	9:57-10:39
Block 3 10:44- 12:43 See Below:	
<u>6<sup>th</sup> Grade:</u> Lunch 10:39-11:09 G3 11:14-11:56 W3 12:01-12:43	
<u>7<sup>th</sup> Grade:</u> G3 10:44-11:26 Lunch 11:26-11:56 W3 12:01-12:43	
<u>8<sup>th</sup> Grade:</u> G3 10:44-11:26 W3 11:31-12:13 Lunch 12:13-12:43	
G4	12:48-1:31
W4	1:36-2:20

<b>TWO HOUR DELAY GREEN &amp; WHITE DAY</b>	
BLOCK	TIME
1	9:35-10:35
2	10:40-11:40
3	11:45-1:20
6 <sup>th</sup> Lunch	11:40-12:10
7 <sup>th</sup> Lunch	12:15-12:45
8 <sup>th</sup> Lunch	12:50-1:20
4	1:25-2:20

<b>TWO HOUR DELAY 8 Period Day</b>	
BLOCK	TIME
G1	9:35-10:00
W1	10:05-10:30
G2	10:35-11:00
W2	11:05-11:30
Block 3 11:35-1:10 See Below:	
<u>6<sup>th</sup> Grade:</u> Lunch 11:30-12:00 G3 12:05-12:35 W3 12:40-1:10	
<u>7<sup>th</sup> Grade:</u> G3 11:35-12:05 Lunch 12:05-12:35 W3 12:40-1:10	
<u>8<sup>th</sup> Grade:</u> G3 11:35-12:05 W3 12:10-12:40 Lunch 12:40-1:10	
G4	1:15-1:45
W4	1:50-2:20

Weeks with an odd # of days will start with an 8 period day and finish with block days.

Weeks with an even # of days will contain only block days.

No Advisory on two hour delay days.

<b>Pep-Session</b>	
<b>Block</b>	<b>Time</b>
<b>Advisory</b>	<b>7:35-7:55</b>
<b>1</b>	<b>8:00-9:15</b>
<b>2</b>	<b>9:20-10:35</b>
<b>3</b>	<b>10:40-12:15</b>
<b>Lunch 6<sup>th</sup></b>	<b>10:35-11:05</b>
<b>Lunch 7<sup>th</sup></b>	<b>11:10-11:40</b>
<b>Lunch 8<sup>th</sup></b>	<b>11:45-12:15</b>
<b>4</b>	<b>12:20-1:40</b>
<b>Pep-Session</b>	<b>1:45-2:20</b>

<b>Convocation</b>	
<b>Block</b>	<b>Time</b>
<b>Convocation</b>	<b>7:30-8:15</b>
<b>1</b>	<b>8:20-9:40</b>
<b>2</b>	<b>9:45-11:05</b>
<b>3</b>	<b>11:10-12:55</b>
<b>6th: Lunch</b> <b>6th: Block 3</b>	<b>11:05-11:35</b> <b>11:40-12:55</b>
<b>7th: Block 3</b> <b>7th: Lunch</b> <b>7th: Block 3</b>	<b>11:10-11:45</b> <b>11:45-12:15</b> <b>12:20-12:55</b>
<b>8th: Block 3</b> <b>8th: Lunch</b>	<b>11:10-12:25</b> <b>12:25-12:55</b>
<b>4</b>	<b>1:00-2:15</b>

## SUMMIT SCHOOL SONG

Raise your voice for Summit School  
 For a victory today  
 Let's all show our Falcon pride  
 We're winners all the way

Though the battle may be great  
 To your name we will be true  
 The green and gray will win today  
 Oh, Summit we're for you!

## Southwest Allen County Schools Diversity Statement

Southwest Allen County Schools is committed to creating an atmosphere of acceptance that enhances learning by recognizing the inherent worth of all individuals. Diversity stimulates creativity, promotes the exchange of ideas, and enriches life. The term diversity encompasses differences of culture, background, and experience among individuals and groups. Such differences include, but are not limited to, differences of race, ethnicity, color, gender, sexual orientation, class, age, and disabilities, as well as political and religious affiliation and socioeconomic status. Appreciation of diversity can be achieved by building relationships among students, staff, parents, and community members based on mutual respect, polite exchange of ideas, and honesty.

(Approved - 10-16-12)

## ATTENDANCE POLICY

### 1. ATTENDANCE

Southwest Allen County Schools considers the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. Students who miss a day of school miss a day of education that cannot be retrieved in its entirety.

## A. Parents' responsibility

Parents are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the young person:

1. Graduates.
2. Reaches at least sixteen (16) years of age but less than eighteen (18) years of age and:
  - a) The student, and the student's parents or guardians, and the principal agree to the withdrawal; and
  - b) At the exit interview the student provides written acknowledgment of the withdrawal and the student's parent or guardian and the school principal each provide written consent for the student to withdraw from school.
3. Reaches the age of eighteen (18) years.

## B. What to do about absences:

Each middle school has an attendance recording phone line, which requires a parent to call whenever their son/daughter is absent from school. The procedure is the following:

- Parents are required to phone the school attendance office (431-2505) by 8:00 a.m. on the day of the absence. The attendance line is available 24 hours.

### USING THE ATTENDANCE LINE

- a. Give name, phone number, and relationship (to student) of person making the call.
- b. Give name and grade level of student(s).
- c. Give date(s) and reason for absence or time of early dismissal/late arrival.

**\*\*It is recommended that if a student knows he/she will miss school for an extended time period, the student should notify his/her teachers and office to determine the school work he/she will miss.**

## C. Absences from school

Absences from school shall fall into one of the four following categories:

### 1. Absences which are counted as present:

- a) Serving as a page in the Indiana General Assembly;
- b) For students in grades 7-12, serving at the polls on Election Day with prior approval of the Attendance Officer, written parental consent after full disclosure of expected activities at the polls, and written verification from poll official or candidate upon completion of the work.
- c) Court appearances which are documented by a probation officer or officer of the court;
- d) Placement in a short term inpatient treatment program which provides an instructional program;
- e) Homebound instruction; and/or
- f) Religious observances.

### 2. Excused absences

**It is the responsibility of the parent/guardian to monitor their student's attendance on PowerSchool.**

- a) Parent/guardian may excuse up to ten (10) absences per school year (e.g. illness, medical and legal appointment, family vacations, college visits).
- b) Illnesses that are excused by a written note from a physician will not be counted as part of the ten (10) parent/guardian excused absences. Absences beyond the ten (10) parent/guardian excused absences in a school year that are not accompanied by a written note from a physician will be considered trancies. A note must be provided to the school upon the student's return to school.

c) Exceptions to the ten parent/guardian excused absences will be made only in the following situations:

1. Funerals:

a. death in the immediate family

b. death of a person outside the immediate family with parental permission

2. The building principal may excuse an absence in an emergency situation.

### 3. Truancy

a) A student is truant when he/she is absent from school or class without the permission of his/her parent or guardian.

b) Absences beyond the ten parent/guardian excused absences in a school year will be trancies unless excused by written note from a physician. Such absences are subject to disciplinary action as established in each school's handbook. Each policy should give consideration to steps that involve the school social worker and the juvenile court in assisting to enforce appropriate attendance.

c) A student will be considered a habitual truant when that student has been expelled for truancy.

### D. Early dismissals or late arrivals

Parents are strongly urged to make doctor and dentist appointments outside of school hours. If students must miss school, all school work missed during such absences will be made up under the guidelines established by the individual classroom teacher.

If students are leaving school early for an appointment, please SEND A HANDWRITTEN NOTE FROM A PARENT/GUARDIAN. The student must bring the note to the office prior to the start of school. An early dismissal note will be given to the student. The student will show the note to the teacher of the class that the student needs to leave early. If a note is forgotten please call the office at 431-2501 prior to 10:40 so an early dismissal note can be given to the student at lunch to avoid interruption of class time.

**For student safety reasons, parents will need to park and come into the office to sign students out for early dismissals. Students will only be released to the parent or guardian name from the voicemail. STUDENTS ARE NOT TO LEAVE THE BUILDING WITHOUT PARENTAL PERMISSION AND ATTENDANCE CLERK NOTIFICATION.** Students who fail to follow this procedure will be considered truant under the single class truancy policy.

**NOTE:** Students who are ill for the full school day should not be at school functions that day or evening. Students must be in attendance from 10:55 until the conclusion of the school day to participate in extracurricular activities and/or athletic events.

### E. Make-up work

Anytime your child is absent, please check Canvas for assignments. Make-up work shall be allowed for and credit given for all excused absences.

When students return from an excused absence, or an absence counted as present, make-up work will be provided upon the request of the students; be equivalent, but not necessarily identical to the assignment given to students in attendance; and include tests, quizzes, and labs required for class credit. Students shall be given one day to complete make-up work for each excused absence and/or each absence counted as present up to a maximum of seven days. Extended illness shall be handled on an individual basis. In order to receive credit, students who receive an out-of-school suspension shall turn in their assigned work upon returning to school.

### F. Attendance procedures

**It is the responsibility of the parent/guardian to monitor their student's attendance on PowerSchool.**

If a pattern of irregular attendance develops, the school shall take the following actions to encourage a student's return to regular school attendance:

1. After a student accumulates six parent/guardian excused absences in a school year, a school administrator, attendance clerk, or counselor shall make a contact with the student's parent or guardian. The date and content of this contact shall be documented.

2. After a student accumulates ten (10) parent/guardian excused absences in a school year, a school administrator, attendance clerk, or counselor shall meet with the student and make contact with the student's parent or guardian and send written documentation home. If the school officials are unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the Allen County Juvenile Probation Department.



3. When a student accumulates more than ten parent/guardian excused absences in a school year and fails to provide the school with a physician's note to excuse the absence, these absences are considered trancies and subject to disciplinary action as established in each school's handbook.

#### G. Attendance on eLearning Flex Days and eLearning Cancellation Days

Attendance on eLearning Flex Days and eLearning Cancellation Days will be taken based on the completion of assignments for each class (course) the student is taking. On eLearning Flex Days, students who fail to complete assignments may be required to attend classes on the next Flex Day. On eLearning Flex/Cancellation Days, students who fail to complete assignments will be given a Parent Excused absence unless other documentation is provided to the school (e.g. Physician's Note).

#### H. Perfect Attendance

A student who receives tardies, late arrivals, doctor excused absences, etc., does not have a perfect attendance record.

## 2. TARDY PROCEDURE

Students are tardy when they are late for the beginning of the school day or late for any class during the school day. Students are expected to be in their assigned classroom at the established time and some teachers will require students to be seated. If students are detained or delayed in another class by the teacher, then the teacher responsible for the delay will issue a tardy pass. Tardies from all teachers are cumulative.

#### A. Cumulative tardy procedure:

1st tardy - Teacher communicates to student and records the tardy.

2nd tardy - Teacher communicates to student and records the tardy.

3rd tardy - Teacher communicates to student and records the tardy. Discussion with a counselor or designee.

4th tardy—Teacher communicates to student and records tardy. Discussion with administrator or designee. Student may be given a detention.

5th and 6th tardies—Teacher communicates to student and records tardy. Discussion with administrator or designee. Student may be assigned a series of detentions.

7th tardy and all subsequent tardies—Teacher communicates to student and records tardy. Discussion with administrator or designee. Student may be considered willfully disobedient and subject to the Graduating Referral Process.

#### B. Tardy to school

All students tardy to school, regardless of time, must report immediately to the attendance clerk in the main office.

## 3. TRUANCY

#### A. Single class truancy—the absence from class when no staff member has given approval for the absence.

##### Step One

1<sup>st</sup> truancy—assigned one detention

##### Step Two

2<sup>nd</sup> truancy—class suspension and exclusion from next Student Council social event

##### Step Three

3<sup>rd</sup> truancy—assigned one day of in-school suspension and a student/parent and administrator conference held

Student is also excluded from the next Student Council social event.

#### Step Four

4<sup>th</sup> truancy—assigned three days of in-school suspension

Student and parents will be advised that the next class truancy may result in expulsion from school.

#### Step Five

5<sup>th</sup> truancy and beyond-possible recommendation for expulsion.

- B. **Truancy from school**—the absence from school when the parent/guardian or the school did not give approval for the absence. Absences beyond the ten parent/guardian excused absences in a school year will be truanancies unless excused by written note from a physician. Also, if students are more than five minutes late to class, he/she will be considered truant.

#### Step One

1<sup>st</sup> truancy—assigned three detentions

Student will also be excluded from the next Student Council social event.

#### Step Two

2<sup>nd</sup> truancy—student given one day of in-school suspension with a student, parent, and administrative conference required for readmission to class

#### Step Three

3<sup>rd</sup> truancy-three days of in-school suspension and student placed on social probation from all extracurricular activities for nine weeks

An attendance contract is signed by student that specifies that additional truancy will result in a referral to juvenile court system for truancy.

#### Step Four

4<sup>th</sup> and beyond —referral to juvenile court system for truancy—student given three days of in-school suspension-possible recommendation for expulsion

- The above procedure for truancy is cumulative for the entire school year.

## POLICIES AND GUIDELINES RELATED TO STUDENTS/PARENTS

### School Visitors and Volunteers

#### Visiting Schools and/or Classrooms:

- Parents, patrons and other guests are welcome to visit our schools.
- Upon arrival all visitors (including parents/guardians) must proceed immediately to the school office and check in with the building principal or principal's designee.
- Prior to departure, all visitors (including parents/guardians) must proceed to the school office to check out with the building principal or principal's designee.
- All visitors to classrooms must receive prior approval from the building principal at least 24 hours in advance of the requested visitation. There is no student hosting or shadowing permitted.
- In order to protect students' confidentiality and avoid unnecessary interruptions to instructional time, classroom visitations must be brief and are available only to the parents/guardians of the children who are enrolled in that classroom.

## Lunch Time Visitation:

- A student's parent/guardian must call the school office at least 24 hours in advance to schedule a lunch visit.
- If the visitor is someone other than the parent/guardian, the request for a lunch time visit must come from the student's parent/guardian.
- Prior to the visit the parent/guardian or approved visitor must pass a background check and watch SACS "Bullying Video". A background check may take up to a week to complete.
- Visitors will be seated at a designated visitor lunch table with their student.
- Upon arrival and departure, all visitors (including parents/guardians) must proceed immediately to the school office and check in and out with the building principal or principal's designee.

## Parent/Volunteers – Background Checks:

- We encourage you to voluntarily contribute your time and talents to improve and enrich our students' education.
- Parents do not need a background check nor need to watch the SACS "Bullying Video" for "public" events at the school.
- Parent/Volunteers need a background check and need to watch the SACS "Bullying Video" if they are:
  - o Volunteering in a classroom
  - o Chaperoning a field trip or field day
  - o Having lunch in the school cafeteria.
- Parents who have lived in Indiana less than one year must pay for an out-of-state Safe Hire background check at the Central Office and pass a check of the sex offender registry.
- Following the initial background check as well as initially passing a check of the sex offender registry, parent/volunteers must pass a limited criminal history plus a check of the sex offender registry every three years. Bullying video needs to be watched only once.
- Recruitment, utilization, coordination and training of volunteers shall be the responsibility of the school administration.
- Each school has an active Parent-Teacher Club. Participation in the PTC is an excellent way to be involved in your child's school.

Southwest Allen County Schools – 10-25-13

## 6170 Bullying Prevention and Intervention

It is the policy of Southwest Allen County Schools to maintain a positive learning environment that is free from bullying. Therefore, the priority is prevention and procedures that expedite reporting, intervention, investigation, and follow-up once an incident has occurred. Students and/or parents should immediately report bullying to any school staff member. Indiana law defines bullying as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for that student an objectively hostile school environment that:

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

A record made of an investigation, a disciplinary action, or a follow-up action performed under this Policy is not a public record under Indiana law. It shall be a violation of this Policy for any student to bully another student, regardless of the physical location in which the bullying occurred, whenever:

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

It shall be a violation of this Policy for any student to bully another student through the use of data or computer software that is accessed through a computer, computer system, or computer network, if the two above criteria are satisfied.

The Administration shall adopt a bullying prevention program that includes:

1. Age appropriate research based instruction focusing on bullying prevention for all students from kindergarten to grade 12. Students will receive this instruction each school year by October 15.
2. Training on this Policy for all employees and volunteers who have direct, ongoing contact with students.
3. Notice of the Policy and the options for reporting bullying will be included in each school's parent/student handbook and on the district's website.

The Administration shall create a detailed procedure for the expedited investigation of incidents of bullying that includes:

1. Appropriate responses to bullying behaviors, wherever the behaviors occur;
2. Provisions for anonymous and personal reporting of bullying to a teacher or other school staff;
3. Timetables for reporting of bullying incidents to the parents of both the targeted student and the student who exhibits bullying behavior, in an expedited manner;
4. Timetables for reporting of bullying incidents to school counselors, school administrators, the superintendent, or law enforcement, if it is determined that reporting the bullying incident to law enforcement is necessary;
5. Discipline provisions for teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident; and
6. Discipline provisions for false reporting of bullying.
7. Follow up support services for the target and bullying education for the bully.

The School Board has adopted the detailed procedure created by the Administration and authorizes the Administration to amend this procedure as necessary.

(Previously 6090 - Adopted: 6/21/06; Revised 1/3/12; Revised 11/19/13)

### **Seclusionary Time-Out and Restraint**

In Southwest Allen County Schools, no student will be physically restrained and/or placed in a supervised, seclusionary time out (SSTO) by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. A SSTO is defined as removal from the classroom environment and placement in a secure, supervised time out room for only as long as necessary to resolve the risk of danger or harm or while awaiting the arrival of crisis intervention personnel. Violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the use of a physical restraint and/or a SSTO, the parents or guardian will be informed of the actions taken and provided with a detailed account of the incident including circumstances that led to the use of a physical restraint and/or a SSTO. This is discussed in greater detail in school's plan on seclusion and restraint which all parents have access to upon request at each building.

### **CORPORATION PHOTO PERMISSION**

Students may be photographed and/or videotaped by school personnel and/or media personnel while attending a school in SACS. The photographs and/or videotapes may be used for any school or district publication, educational programming, or training for adults, and/or for television, newspaper, or magazine coverage. If parents, or guardians, do not wish their children to be photographed, videotaped, and/or have their names published, please contact the building principal.

### **VIDEO CAMERAS(SCHOOL BOARD POLICY 6130)**

The SACS Board supports the use of video cameras on school buses and on its premises as a means of monitoring and maintaining a safe educational environment for students and employees. The video cameras may be used on its premises and on buses used for transportation to and from school, field trips, curricular events, and extracurricular events. The contents of the video may be used as evidence in a student disciplinary proceeding.

**Student Records** The content of the video is a student record subject to statutory and administrative regulations regarding confidential student records. Any video, or segment thereof, that may be used in a student disciplinary proceeding, or may be used in other matters as deemed necessary by the administration, shall be retained, filed, and maintained with other student records.

**Review and Re-circulate of Video Media:** The School District may review video randomly. The video media will be overwritten/erased after no more than one week unless the content of the video renders it subject to being retained, filed, and maintained with other

student records for use in a student disciplinary proceeding, or for use in other matters as deemed necessary by the administration. If the content of the video, or any segment of it, becomes the subject of a student disciplinary proceeding, it may be treated like other evidence in that proceeding. When appropriate, school officials may turn over video to the police or other appropriate enforcement agencies.

**Review of Video by School and Transportation Administrators:** Viewing of video is limited to the individuals having a legitimate educational purpose. In most instances, those individuals with a legitimate educational purpose may include the superintendent, building principal, transportation director, bus driver, or special education staffing team. Video footage recorded during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. Notice The school district will annually provide the following notice to students and parents: The MSD Southwest Allen County Board has authorized the use of video cameras on its premises and on school district buses. The video cameras will help promote and maintain a safe environment for the students and employees by monitoring student behavior. Students and parents are hereby notified that the content of the video footage may be used in a student disciplinary proceeding. The content of the video footage constitutes a confidential student record and will be retained and maintained with other student records if necessary for use in a student disciplinary proceeding, or for use in other matters as determined necessary by the administration. Absent the consent of the parents or guardians of all other students depicted in the video footage, the school district may not, under federal regulation, release video footage that is maintained by the school district. "Depicted" refers to the capture on the video of any personally identifiable information of a present or former student, or any information by that the identity of a student could be easily traceable (including, but not limited to, clothing, facial features, and voice). In those situations, the school district may comply with federal regulations and satisfy the parent/guardian request for viewing by reviewing the video footage and informing the requesting parent or guardian about the contents of the video.

**Video Monitoring System:** Determination of how video cameras will be used and that facilities and/or school buses will be equipped with video equipment will be made by the administration. Individual bus drivers may request placement of cameras in their buses because of recurring student misbehavior. Signs are to be posted on each bus notifying students of the existence of video equipment. All students will be notified of the video equipment and its use, but they will not be notified as to specific time of usage. Student Conduct Students are prohibited from tampering with the school district video cameras. Students found in violation of this regulation shall be disciplined in accordance with the School District discipline policy, and shall reimburse the school district for any repairs or replacement necessary as a result of the tampering.

## **Notification of Rights under FERPA**

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

1. The right to inspect and review the student's education records within 45 days after the day the M.S.D. of Southwest Allen County ("School") receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school principal 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, 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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) or a person serving on the school board. A school official also may include a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, information technology provider, or therapist); a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

FERPA does not ordinarily require the School to make copies of records and, if the School does make copies, it may ordinarily charge for them. Finally, for the avoidance of doubt, records kept in the sole possession of the maker, used as a personal memory aid and not revealed to others are not education records.

## **Notice for Directory Information**

As noted above, FERPA requires that the School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military

recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.<sup>1</sup>

If you do not want the School to disclose directory information from your child’s education records without your prior written consent, you must notify the School within thirty (30) days of the start of the school year or enrollment. This notice will remain in effect for the rest of the school year. A new notice must be completed each subsequent school year. A form notice can be found in the student handbook that can be used to notify the School of a request to withhold directory information.

The School has designated the following information as directory information:

- Student’s name
- Parent’s name
- Address of student and parent
- Telephone listing
- Electronic mail address
- Gender
- Photographic, video, audio, or recording or images of students maintained by the school
- Date and place of birth
- Field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Diplomas, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)

## **DRUG TESTING FOR STUDENTS**

1. **Voluntary Drug Testing:** Because tobacco use, involvement in fights, truancy, and continuous negative behaviors often indicate potential drug use, a student who commits any of the following acts will be requested, subject to parental consent if the student is under the age of 18 years, to submit to a drug test administered under school supervision: violates the school’s tobacco, alcohol, or other drug policies; is suspended (in-school or out of school) for fighting; has a third truancy during any one semester; violates any other school rule which results in the student being suspended out of school for three (3) or more consecutive days. Submission to a drug test is voluntary under section (1).

The results of the drug test will be provided to the Director of Student Services who will always share the results with the parent(s) or guardian(s). The Director of Student Services will provide the results of the test to the parent(s) or guardian(s) and work with them to provide community referral sources for evaluation and/or treatment as indicated.

2. **Mandatory Drug Testing:** In addition, the school may require a student to submit to a test for alcohol or other drugs, if a student exhibits behaviors which lead school authorities to suspect the student is under the influence of alcohol or other drugs. Further, the school may subject items in such student’s possession to test to determine if those items contain alcohol or other drugs. Any student found to be under the influence or in possession of alcohol or other drugs will be dealt with according to the student discipline policy.

Refusal to submit to a drug or alcohol test under section (2) will be considered willful disobedience and will result in disciplinary action, up to and including a recommendation for expulsion from school.

3. **Random Drug Testing:** Students who drive to and/or from school or who participate in extracurricular or co-curricular activities while using drugs or alcohol pose a threat to the health and safety of themselves and other students. To address these problems, SACS will conduct random drug and alcohol testing of all extracurricular and co-curricular participants, as well as all student drivers to provide all students an incentive to avoid drug and alcohol use. All SACS students in grades 6 through 12 who wish to participate in any extracurricular or co-curricular activities, or who wish to drive to and from school must agree to participate

---

<sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 USC §7908) and 10 USC §503(c).

in the random drug testing program. SACS shall regularly test students randomly drawn from the pool of participants for drug and alcohol use.

Students who test positive in this program will be suspended from participation in any extracurricular or co-curricular activity and from driving to and/or from school in accordance with the student discipline policy. No student shall be expelled or suspended from school as a result of any positive test under this random testing program. Upon a student's first positive test under this program, a school administrator may offer the student the opportunity to participate in the Student Assistance Program. Participation in this program shall reduce the disciplinary consequences of the positive test in accordance with the student discipline policy.

Any student who has agreed to participate in this random drug testing program who later refuses to submit to a test when randomly selected shall be considered to have tested positive and will be subject to the appropriate consequences.

4. **The Superintendent or the Superintendent's designee is responsible for developing procedures to implement SACS drug testing policy. These procedures will be approved by the board prior to implementation.**

## **EQUAL RIGHTS LAW**

SACS is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, disabilities, or national origin in employment opportunities. No one is subjected to unlawful discrimination on such basis under any educational program or student activity. All of the courses, programs, and activities presented in this booklet are open to ALL students regardless of sex, provided that the students have met all established requirements. These rights are protected by Indiana Civil Rights Act (I.C. 22-9-1), I.C. 20-8. 1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973.

Those who believe they have experienced discrimination in such educational programs or activities, written inquires about procedures that are available and for consideration of complaints alleging such discrimination should be directed to either the district compliance coordinator or to the specific building level compliance coordinator.

The compliance coordinator for violations at the corporate level such as policy or practice is:

LuAnn Erickson  
Director of Human Resources  
MSD of Southwest Allen County  
4824 Homestead Road  
Fort Wayne, IN 46814  
(260) 431-2050

For situations involving students:  
**Jeanine Kleber**  
Director of Student Learning  
4824 Homestead Road  
Fort Wayne, IN 46814 (260)  
431-2021

The compliance coordinator for allegations of building level violations affecting students, employees, or building patrons at each Middle School is:

Woodside Middle School  
Jerry Schillinger  
Principal  
2310 West Hamilton Road South  
Fort Wayne, IN 46814  
Phone: (260) 431-2701

Summit Middle School  
Dr. Josh St. John  
Principal  
4509 Homestead Road  
Fort Wayne, IN 46804  
Phone: (260) 431-2501

Inquiries regarding compliance with Title IX, Section 504, or the American with Disabilities Act for students should be directed to Jeanine Kleber, Director of Student Learning. SACS staff should contact LuAnn Erickson, Director of Human Resources, 4824 Homestead Road, Fort Wayne, Indiana 46814, or contact the Office for Civil Rights U.S. Department of Education, Washington, D.C.



## **FLAG AND PLEDGE OF ALLEGIANCE**

The United States flag shall be displayed in every classroom within the School District. Each student shall have the opportunity to voluntarily recite the Pledge of Allegiance in his or her classroom each day. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if the student chooses not to participate, or the student's parent chooses to have the student not participate. The expectation is that non-participating students will make no distractions during the Pledge.

## **HARASSMENT**

It is the policy of the Metropolitan School District of Southwest Allen County to maintain a learning and working environment that is free from harassment (Policy 6160). It shall be a violation of this policy for any students to harass another student or employee through unwelcome conduct or communication. The term "harassment" as used in this policy includes, but is not limited to, sexual harassment, racial harassment, and harassment on the basis of religion, gender, sexual orientation, age, or disability.

Students should see a counselor, school social worker, or administrator to file a complaint or to report harassment. Appropriate disciplinary action will be taken.

## **INTERNET ACCEPTABLE USE POLICY**

The 6210 Acceptable Use Policy adopted by the School Board is placed on the SACS website. Significant changes have been made and students must adhere to this policy as written, adopted. Copies are made available in the front office, at registration and online.

### **6210 Internet Acceptable Use**

The Metropolitan School District of Southwest Allen County shall provide its students, faculty, and staff access to the Internet to promote educational excellence and to achieve the corporation's educational mission, goals, and objectives. Use of the Internet should be based on specific curriculum-driven objectives and goals.

The Internet enables users to explore thousands of libraries, databases, bulletin boards, and other resources. Use of the Internet is an integral part of the district's curricula. Faculty members will provide guidance and instruction about the Internet to students. The district makes every reasonable effort to filter access to the Internet. The district's responsibilities include establishing reasonable boundaries of acceptable use, educating students about acceptable use, providing general supervision, and enforcing acceptable use guidelines. The district assumes no responsibility for any costs, liabilities, or damages that a user may incur while accessing the Internet.

Parents or legal guardians not wishing their student to have Internet access for curricular use must notify the school's administrator in writing.

#### **Guidelines:**

1. All users will follow copyright procedures.
2. Internet use may not violate any local, state, or federal laws or statutes.
3. Use of the Internet to access or process visual depictions of obscenity, child or adult pornography and/or materials harmful to minors, inappropriate text files, or files dangerous to the integrity of the network is prohibited.
4. Direct electronic communications are not private. Their use must be curriculum related and reflect all guidelines herein with particular emphasis on protection of personal identification information.
5. Users shall not use the network to harass or bully others.
6. Inappropriate use of the network for personal and private business is prohibited.
7. Any use of the network for product advertisement or political lobbying is prohibited.
8. Users are prohibited from bypassing or attempting to bypass SACS servers or internet filters by any means, including but not limited to use of proxies or other anonymous website surfing.

It is important that students, staff and parents understand this policy. The use of inappropriate material may result in the loss of the privilege to use this educational tool. If a user violates any of these provisions, his/her account will be terminated and

future access could possibly be denied. Violation of these guidelines is subject to disciplinary procedures by the school's building administrator.

## **1:1 LAPTOP/DEVICE/TECHNOLOGY USE GUIDELINES**

Please refer to the detailed document found on the SACS homepage for more information pertaining to acceptable use, care, repair, and return of computers. The link is located on the SACS Home Page under Resources and Information. Click on the: "For Students" tab. On the left, at the bottom, click on "1:1 Laptop/Device/Technology Acceptable Use Guidelines".

### **Laptop Damage Policy:**

All students in grades 3 through 12 are issued a laptop provided by SACS. Students are responsible for the care of the laptop as outlined in the Laptop Acceptable Use. In the event the laptop is lost, stolen, neglected, intentionally damaged, or damaged as the result of horseplay, students are expected to report those incidents immediately. After the incident has been reported, the cause will be determined by a SACS administrator. If SACS determines the incident is the result of an accident, all repairs will be completed at no cost. Failure to report any incidents within two school days will automatically result in the student/parent being responsible for the cost of all repairs or replacement. All other incidents, including habitual accidents, will result in the student/parent paying for the cost of the repair or replacement of the laptop.

## **STUDENT TECHNOLOGY ACCEPTABLE USE GUIDELINES**

Students shall not:

1. Install software on SACS computers. Only software that is licensed to or owned by Southwest Allen County Schools is to be installed on Southwest Allen County School computers.
2. Copy software unless authorized by the copyright holder.
3. Download software file types, such as exe, mp3, zip, unless authorized by the Technology Department.
4. Store non curriculum related materials on Southwest Allen County Schools Servers
5. Use mobile devices, iPod, cell phone, pda, micro drives, to install games, or bring non-school work related files to school.
6. Student folders will be limited to 700mb in size.

### **Unacceptable use**

Employees/Students must not use the Internet for purposes that are illegal, unethical, immoral, harmful to the corporation, or nonproductive. Examples of unacceptable use are:

- Sending or forwarding chain email, i.e., messages containing instructions to forward the message to others.
- Indiscriminate broadcasting email, i.e., sending the same message to a large number of people regardless of the relevance of the message to those people.
- Conducting a commercial business using corporation resources.
- Viewing, sending, or receiving pornography or any other obscene material.
- Transmitting any content that is offensive, harassing, or fraudulent.
- Playing/downloading games.
- Non-instructional use of streaming audio or video.

### **Downloads**

File downloads from the Internet are not permitted unless they are for curriculum related projects.

## **MEDICATION POLICY**

For the safety of our students, our school must observe certain regulations in administering any medications. **Written permission is required for all medications**, whether prescription or "over-the-counter". Medication permits are available from the clinic or from the school's website. Medications must be brought to the clinic and given out from the clinic where it can be supervised. We will dispense medications on a daily schedule, or as needed, at your request. In either case, we will need the specific information noted below.

**Prescription medications must be in an officially labeled container. The container must:**

**1) Have a current date; 2) State your child's name; 3) State the medication name and strength; 4) State the amount and time to be given.** Please do not send medication unlabeled, in a bag, or without signed instructions. If the amount requested to be given differs from the recommended dosage, a doctor's permission note must accompany it. Medication must be age/weight appropriate unless

otherwise approved by your doctor.

If a student must carry emergency medication, an "Authorization for self-carry/administration of medication at **school and after school activities**" form signed by parent and physician must be on file in the clinic. These medications may include, but not be limited to, asthma inhaler, bee sting medication, and severe allergy medications.

If students participate in after-school or weekend activities, it is the parents' responsibility to make arrangements with the supervising coach or teacher to have emergency medication accessible.

The school requests that the parent/guardian, rather than the student, bring the medication to the clinic. If this arrangement is not possible, contact the nurse.

Medication that is possessed by a school for administration during school hours for grades kindergarten through grade 8 may be released only to:

1. The student's parents; or
2. An individual who is at least 18 years of age and designated in writing by the student's parents to receive the medication.
3. Any variation from these guidelines would require the nurse's approval.

This law applies to all medications, including antibiotics, topical ointments, etc. A duplicate container can be obtained from your pharmacy at no extra cost.

## **LATEX POLICY**

For some people, products containing latex will cause extreme allergic reactions. Due to the severity of this type of allergy, and knowing that we have individuals in our building with latex sensitivity, latex balloons are not allowed in the school or at any school sponsored events.

## **CONTROLLED SUBSTANCES**

The school nurse will maintain a medication count on all controlled substances. All controlled substances must be counted by the school nurse or designee and witnessed by a parent/guardian or an individual that is at least 18 years of age that has been designated by the student's parent/guardian each time a medication is supplied to or picked up from school. If the student taking the controlled substance is in grade 9-12 and a signed parental consent is on file with the school, the student may transport the medication to and from the nurse's office with a note from the parent/guardian stating the number of pills being supplied. Students must bring medication directly to the nurse's office upon arriving to school and may only pick up the medication at the end of the school day.

## **MENINGOCOCCAL DISEASE**

As of July 1, 2005, each public school is required to provide materials concerning Meningococcal disease and its vaccines to students and parents/guardians of students each year. A fact sheet about Meningococcal disease is available on the SACS website. If you do not have access to the Internet, you may request a hard copy of the fact sheet at your child's school. A copy of the state law and expanded information about meningococcal disease can be obtained by contacting the Director of Human Resources, Southwest Allen County Schools at 431-2050.

For questions about meningococcal disease or vaccines to prevent meningococcal disease, please contact your physician or your local health department: Allen County Health Department, Immunizations at 260-449-7533. The following websites may also be helpful:

Indiana State Department of Health: [www.in.gov/isdh/healthinfo/meningococcal%20disease.htm](http://www.in.gov/isdh/healthinfo/meningococcal%20disease.htm)

Center for Disease Control and Prevention: [www.cdc.gov/nip/vaccine/mening/mening\\_fs.htm](http://www.cdc.gov/nip/vaccine/mening/mening_fs.htm)

## **MOMENT OF SILENCE**

Under federal and state law, all students have the right to the free exercise of religion within the School District. Each student shall be free from coercion either to engage in or refrain from religious observation on school grounds. Pursuant to state law, each classroom shall have a daily observance of a moment of silence (Policy 5180). During this moment of silence, the teacher will ensure that all students remain seated or standing and silent. Further, students shall make no distracting display that interferes with, distracts, or impedes other students in the exercise of their individual rights. Students shall not be required to participate in prayers. In student groups in which membership is elective, prayer shall be a matter of personal preference.

## **PEST CONTROL POLICY**

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

Parents and staff members may register for prior notice of pesticide applications by making a written request to the building principal. Each school principal shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice shall receive a mailing no later than two school days prior to the application when students or staff members will be present during the pesticide application. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information.

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

For information regarding pest control you may contact the Service Center at 431-2080.

## **POLICY STATEMENT CONCERNING USE OF SCHOOL PREMISES OTHER THAN DURING NORMAL SCHOOL HOURS OR DURING SCHOOL ACTIVITIES (SCHOOL BOARD POLICY 2100)**

It is the desire of the Board of School Trustees for the Metropolitan School District of Southwest Allen County to provide a meaningful and enriching educational experience for its students. Part of this experience includes after-school activities for the benefit of students, their friends, and their relatives. It is both necessary and appropriate for the School Board to maintain control of school property in order to protect and serve the community. This requires school patrons to conduct themselves in a safe and responsible manner when attending school activities or otherwise using the school premises. Accordingly, the following is a policy statement governing the use of school premises.

Being under the influence of, using or possessing alcoholic beverages and/or controlled substances on school premises is strictly prohibited, with the exception of drugs prescribed by a doctor. Conduct on school premises, which causes substantial disruption or materially interferes in any manner with school purposes, is prohibited. Violence, loitering or engaging in criminal activity of any kind will not be tolerated and will be prosecuted to the fullest extent of the law.

Motor vehicles in school parking lots must be driven in a safe manner and at a safe rate of speed. Driving in excess of posted speeds, drag racing, or engaging in any other reckless, disruptive, or hazardous activity with a motor vehicle on school grounds, including a school parking lot or driveway, which endangers the health and safety of others, is prohibited. All applicable rules of the road must be respected when motor vehicles are used in school parking lots.

In order to discourage inappropriate activities, minors are not permitted on school premises after 11:00 p.m., unless they are present in connection with a recognized school activity, or they otherwise have permission from an appropriate school official.

All persons witnessing a violation of the above-described policy are encouraged to notify the proper school and/or legal authorities. To the fullest extent possible, the county police department and other legal authorities are requested, and are hereby authorized, to assist with and enforce this policy.

## **REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT (SCHOOL BOARD POLICY 3090)**

In compliance with Indiana Code 31-33-5 any employee who has reason to believe a child is the victim of abuse or neglect shall immediately report this knowledge to the Department of Child Services or the local law enforcement agency. After making the report, the individual shall promptly notify the building administrator that the report was made. If the building administrator is not available, the individual shall notify the Superintendent that a report was made.

The law provides that any person who has the duty to report suspected child abuse or neglect, or who participates in any judicial proceeding or other proceeding resulting from such report, is immune from any civil or criminal liability that might otherwise be imposed because of such actions, provided that the individual is acting in good faith. A knowing failure to report suspected child abuse constitutes a Class B misdemeanor under Indiana Code 31-33-22-1. (Revised: 11/18/97, 8/17/04, 6/20/17)

## **SEVERE ALLERGIES IN THE SCHOOL SETTING**

For some individuals severe allergies are a part of life and a serious concern. Southwest Allen County Schools understands the increasing prevalence of such allergies among students and take these allergies seriously. By working with students, parents, staff and physicians the district will focus on prevention, education, awareness, communication and emergency response. Although the district recognizes that it cannot guarantee an allergy free environment, it will take all the necessary steps to reduce potential exposures and to protect the health and safety of all students known to have severe allergies.

## **SMOKE FREE CAMPUS**

The MSD Southwest Allen County Board of School Trustees is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. Tobacco smoking (or chewing) and vaping shall be prohibited in all school facilities, in school owned vehicles and on all school property.

## **THREATS IN THE SCHOOLS**

Our schools have no tolerance for any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well-being of students, staff, and others, and weapon possession. SACS has an obligation to keep our schools safe and take any threat seriously. All potential safety concerns will be investigated thoroughly with appropriate actions taken, up to and including school discipline and criminal justice intervention. This is not an area for practical jokes or offhand comments. Events in recent years have demonstrated the importance of investigating thoroughly and potential safety concerns.

The school district would like your help in keeping our schools safe for everyone. We ask for your assistance to identify any situations where a student, staff member or any other person might present a threat to school safety. If you become aware of a threat situation, you must report it to one of the following:

1. a school administrator;
2. the school safety specialist---431-2021;
3. the Allen County Sheriff's Department—449-3000; or
4. one of the district's anonymous tip lines is 431-2100.

# **GENERAL INFORMATION**

## **ACCIDENTS AND ILLNESS**

**If, in the opinion of school administrators and/or the school nurse, a student's life, limb or organ is in jeopardy of being lost as a result of accident, or severe illness, the school shall do the following:**

- A. Immediately transport the student to the hospital via the most appropriate emergency ambulance/transportation service.
- B. Contact the student's parent/guardian at home or at work. If the parent/guardian cannot be contacted the school shall call the designated emergency contact person for direction.

**If a student is injured or severely ill at school to the degree that medical attention is necessary, the school shall do the following:**

- A. Contact the student's parent/guardian at home or at work. If the parent/guardian cannot be contacted, the school shall call the designated emergency contact person for direction.
- B. If attention at a medical facility is necessary and the student's parent/guardian cannot provide transportation for the student, the school shall have the student transported to their family physician or to the emergency room of the nearest medical facility.

C. Within 24 hours of a student injury, the staff member dealing with the injury must complete a Student Injury Report.—All persons involved in the incident and all witnesses to the incident must complete a Student Injury Report Narrative statement to be attached to the Student Injury Report. A copy of the complete report shall be submitted to the building Principal and to the Superintendent.

No student shall be permitted to go home ill without consent of parent/guardian or if the school is unable to contact the parent/guardian consent of the designated emergency contact person. Students shall be sent home ill or injured only if there is an adult there to care for them, or with the specific approval of the parent/guardian in the case of a high school student or middle school student.

## **AFTER-SCHOOL SUPERVISION**

Students who are participating in extracurricular activities are to report to the school's designated area usually the cafeteria or media center within 5 minutes of the dismissal bell for supervised study. If students are disruptive and/or fail to follow the established rules, they will be removed from supervised study for a specified time period. The students will be required to go home after school with their parents providing transportation back to school for the extracurricular activity.

## **BICYCLES—SCOOTERS—SKATEBOARDS**

Bicycles should be parked in the bicycle racks. Bicycles are to be placed in this area immediately upon arriving at school and must remain there until departing from school. Bicycles are not to be moved until buses have departed. Bicycles should be kept locked. The school is not responsible for loss, theft, or damage to bicycles. Riding a bicycle to school is a privilege, and full compliance with the procedures is expected. If students fail to cooperate, the privilege may be lost. Due to liability issues, riding mopeds, mini-bikes, scooters, and skateboards on school property are prohibited at all times.

## **BOOK BAGS**

Book bags will be limited to transporting educational books and supplies to and from school; they will not be allowed in classrooms. Students have time to retrieve books from their lockers during breaks at any time during the day.

## **BUS:**

### **SACS Transportation Policy:**

1. Students must ride on their assigned bus, to their assigned stop. All stops are assigned by the Director of Transportation. Non-students, including parents, are not permitted on a school bus without explicit consent from a school official. Entering without permission constitutes criminal trespass, a class D Felony. (I.C. 35-43-2-2).
2. Students must depart the bus at their assigned bus stop. Students are not allowed to ride to (or from) another student's home/ bus stop. Exceptions will only be made by the Director of Transportation. All requests must be made in writing ten (10) days prior to the start of alternative transportation. Emergencies will be considered and approved by the Director of Transportation.
3. In order to preserve the safety and welfare of student riders, it is imperative that all students obey the rules of the bus, the bus driver, and the school. The bus is considered an extension of the school. All school rules apply. Not following the safety rules below may result in students being denied busing privileges and disciplined by school officials.

## **Seat Belt Usage Policy**

The Southwest Allen County School Board has established a policy for seat belt use on school buses. This policy pertains to all students and other passengers transported on Corporation buses to and from their homes, on field trips, sports activities, after school activities, and all other Southwest Allen County School related activities.

All those riding buses equipped with seat belts, shall wear their seat belts at all times except when boarding the bus and they shall be kept fastened until the individual is departing the bus. School bus monitors shall wear seat belts when they do not need to be out of their seats for student management. At no time shall seat belts be released before the bus has come to a complete stop.

Students who fail to adhere to this seat belt policy may face disciplinary action.

Any passenger who fails to adhere to this seat belt policy may face suspended riding privileges from the bus and district vehicles.

## **SACS Transportation Rules:**

### **While Waiting For the School Bus:**

1. Students should be at the bus stop 3-5 minutes early. Drivers cannot wait for students who are not at their assigned stops—doing so will disrupt the timing of the route.
2. Students should stand back from the curb, staying at least 10 feet from the bus at all times until the driver indicates it is time to board the bus and the doors open.
3. Students should never run alongside the bus or to the bus.
4. Students living on the opposite side of the road should wait on their side until the driver gives them the signal to cross in front of the bus.
5. Behavior at a bus stop should mirror behavior in a school. Unacceptable behavior will result in consequences.

### **While Riding on the Bus:**

1. Students should find a seat immediately upon entering the bus. Those who do not find a seat should inform the driver.
2. Always obey the driver. The driver is in complete charge of the vehicle.
3. Remain seated and reasonably quiet during the bus ride. All elementary routes will require students to be in an assigned seat (or area). Many secondary routes will also require students to be in an assigned seat (or area). The driver will determine where students will sit.
4. Students may not deface or cut seats. Parents/Guardian will pay for any damage to the vehicle.
5. Cell phones/electronic devices are not to be used on the bus. They may cause a distraction for the driver.
6. No eating or drinking is permitted while on the school bus.
7. Students should respect pedestrians and occupants of other vehicles. Do not shout, make obscene signs, use profanity or throw objects out the window.
8. Students will not tamper with the Emergency Exits, Fire Extinguisher or other safety equipment on the bus.
9. Bullying, name callings, fighting will not be tolerated on a school bus.
10. Because of its dangers, glass is prohibited on the bus.
11. Animals are not permitted on the bus.
12. Students are not allowed to put any part of their bodies out of the bus windows.
13. Students must keep all items in their book bags and their book bag on their lap when seated. Note: articles too large to be held on a student's lap may not be taken on the bus.
14. Students are required to exit the bus at their assigned stop.

### **Parent Expectations for Safety:**

1. Provide students with a book bag to transport their belongings to and from school.
2. Make sure your child is at the bus stop 3-5 minutes early.
3. Escort beginning students, especially kindergartners, to the bus stop the first few days (or as long as it takes) until they understand bus procedures.
4. Make sure students are properly dressed for weather conditions. If they leave home in the dark, attach reflective tape to their jackets or book bags.
5. Teach a child his or her full name, address, and phone number, or write it on a card in a book bag.
6. Be supportive of transportation policies and insist on good behavior. Poor behavior distracts the driver. Stress the importance of learning and obeying the rules established to ensure safety for students. Transportation is a privilege and distracting behavior may result in consequences including non-transport.
7. Watch the local news, utilize SACS social media, and/or access the SACS web site for notifications of possible school closings or delays and make preparations for childcare if needed.

## General Transportation Guidelines:

1. Bus evacuation drills are conducted twice each school year. Dates are listed on the school bus schedule and distributed at registration.
2. Electronic monitoring/surveillance equipment is used on all buses to promote safety and good behavior.
3. Questions about routing and the assignment of new stops are best asked between the hours of 8:45 am to 2:00 pm. Please call during these hours.
4. All stops must be approved by the transportation office. Federal privacy issues prohibit school officials from distributing or revealing bus stop information to anyone other than parents or legal guardians.
5. It is always the aim of district personnel to route buses so that slightly less than capacity is assigned. However, students are to sit three to a seat if necessary.
6. All musical instruments transported in the passenger area on a school bus must be positioned in such a way that they do not block or obstruct in any way the aisle, stairway, or emergency windows exits. When a bus is full, instruments must fit safely on the lap of a student.
7. Extremely large and bulky instruments shall not be carried on the bus at any time.
8. Despite attempts to thwart behavior difficulties of students while riding the bus, circumstances sometimes present themselves that require special disciplinary attention. Violations will be reported to the Principal/designee and the Director of Transportation. The State of Indiana allows the driver the right to suspend transportation to a student and deny him/her riding privileges. This does not mean that the child is suspended from school - only that transportation is not being offered for a period of up to one (1) school day. If and when a significant behavior problem arises on the bus, the driver will do two things. *First, he/she will attempt to notify the parent to make them aware of the difficulty. Secondly, a written referral will be sent to the principal. The principals will investigate and assign consequences to students.*
9. School officials monitor weather conditions several times a day. Decisions concerning delays and/or cancellations are never taken lightly. Safety is always the most important part of any decision to cancel or delay school. School delay and closing announcements are immediately posted on the SACS Web Site ([www.sacs.k12.in.us](http://www.sacs.k12.in.us)), the school's Transportation Information Line (431-2002), and are released to these local radio and television stations:  
**Television Stations:** WANE, WISE, WPTA    **Radio Stations:** WXKE, WBCL, WAJI-WLDE, WBTU, WBNI, WJFX, WBYS, WFWI/MUSIC, WGL

## CLOSING-DELAY OF SCHOOL BECAUSE OF BAD WEATHER

In case of school closing due to weather conditions, the school authorities will announce the closing on the radio/TV. Please do not call the school for school closings. SACS' delay and closing phone number is 431-2002. Access to the school will be adjusted according to the extent of the delay. Students should check Canvas for eLearning assignments.

## COMMUNICATION AND DEALING WITH PARENTAL CONCERNS

One of the distinctions of our schools and school district is the strong support we receive from parents. Our schools' administrators and staff welcome and encourage the input of parents in all aspects of the school operations. We all benefit when we work cooperatively.

When problems or concerns arise, it is important that parents and school personnel discuss them candidly and promptly. We encourage parents to make an appointment with teachers and counselors of schools whenever there is a concern (and also when there is praise to share.) Our school administrators will assist you in addressing concerns if they cannot be resolved between you and the teacher or counselor.

Generally, most problems will be resolved at the building level. If you should need further assistance after working with school administrators and staff, you may contact the superintendent's office.

## COURSE FEES

The School District has a system in which all students have course fees. The money collected for the consumable materials and course fees is used to purchase those non-textbook materials used in the instructional program at the school. These fees are non-refundable. This system is based on the underlying principle that all families will assume responsibility to meet this obligation.

All arrangements are to be handled through the Central Office Business Clerk in one of the following methods:



Payment in Full: Send the total amount, as indicated on students' statements, to the Central Office on or before the deadline date designated for such payment.

Time Payment Plan: Partial payment plans are available and the due dates are outlined on each of the statements mailed out by the Central Office.

Financial Assistance: In the event parents/guardians are unable to meet the requirements of one of the above, it will be necessary that an application for textbook assistance be filed.

If withdrawing from school during the year, the Course fees will be prorated according to the grading periods. Student fee adjustments of less than \$2.00 will not be assessed or refunded.

## DRESS CODE

It is a goal that our Middle Schools be safe and positive for students while fostering a developmentally appropriate learning environment. Throughout life many responsibilities dictate appropriate attire and appearance. To this end, the school has developed a dress code for staff and students with expectations to wear clothing and managed their appearance in a manner that helps students prepare for the professional environments they will be working in the future, promotes teaching and learning, and eliminates vulgarity, violence, or gang activity, advertise illegal substances (including alcohol, tobacco, and drugs), or express double meanings. While selection of clothing to be worn at school is primarily the responsibility of parents and students, the school administration reserves the right to make the final judgment concerning appropriateness of the student's attire and appearance. Guidelines for appropriate dress include, but are not limited to, the following:

1. Students will wear footwear at all times.
2. Hoods, hats, bandanas, sweatbands, sunglasses, headgear, and blankets are not to be worn or visible during school hours.
3. Exposed shoulders, backs, cleavage, or midriffs are not allowed at any time.  
Examples include but not limited to: muscle shirts, tank tops, tube tops, spaghetti straps, visible undergarments, see-through tops
4. Shorts, skirts, pants, and dresses should be of fingertip length or mid-thigh and not allow any portion of the buttocks or undergarments to be exposed when the student sits, stands, raises his/her hand. Slits may not reach above mid-thigh or fingertip length. The waistbands of pants/shorts are to be worn above the hips (no sagging). Also, no pants should be worn that could potentially disrupt the educational atmosphere (pajama pants), onesies and pajama outfits
5. Items such as yoga pants, leggings, jeggings, stockings, tights, or any clothing made of thin, tight material such as spandex or lycra may be worn if in conjunction with an article of clothing that reaches fingertip length or mid-thigh.
6. Clothing that is torn excessively or in inappropriate locations (above finger-tip or mid-thigh length on legs) will not be allowed.
7. Accessories that may be detrimental to the learning environment or are a potential safety issue are not permitted, such as but not limited to chains and/or spikes on either clothing or jewelry.
8. It is strongly suggested that during the months of November, December, January and February open toed shoes, flip flops and shorts should not be worn on the bus or at school. Be aware that we continue to run emergency drills through these months. Therefore, it is important that your child dress in a manner that will provide a measure of protection against the cold weather. Coats should be kept in their lockers during the school day.
9. Administrators may make exceptions prior to school spirit activities.
  - If a student has to be warned repeatedly about dress code violations, that student will be considered willfully disobedient and subject to the Graduating Referral Process.

## EMERGENCIES

Information will be posted in each classroom stating directions to follow in case of a tornado or fire drill. The fire alarm is a special horn. The tornado alarm is through a P.A. announcement. If a tornado has been sighted in the area, all students will be directed to take cover in the building. Cooperation and alertness is necessary at all times during all drills. Teachers will give further instruction regarding departure from the building in case of emergencies. IN CASE OF AN EMERGENCY, REMEMBER:

1. Be quiet—no talking except when necessary
2. Walk--running or pushing is unsafe

3. **Remain alert**-in any drill or emergency, it pays to be calm and collected so the most intelligent course of action can be followed if it becomes impossible to follow the instruction as originally given.

## **END OF YEAR EXPECTATIONS**

The expectation is for students' behavior to be exemplary right through the last day of school. The last couple of days of school the pace slows-down, books are turned in, lockers cleaned, and final tests are taken, but the discipline expectations remain high. Students in possession of, using, or storing in their lockers, items of a disruptive nature, will be suspended for the remainder of the school year.

## **FIELD TRIP GUIDELINES**

A teacher may deny a student the opportunity to participate in a field trip if the student will miss a class he/she is currently failing. The teacher must notify the field trip teacher that the student is ineligible at this time. The teacher denying the student the privilege must inform the student of his ineligibility and provide for supervision for that student. If the student is passing 24 hours prior to the field trip, the denying teacher should inform the field trip teacher and attendance secretary of his/her change in status.

An administrator may deny a student the right to go on a field trip if, in his/her opinion, that student has shown an inability to conduct himself/herself in an acceptable manner during field trips in the past or is failing one or more courses, or has had numerous absences.

## **HEALTH SERVICES**

The health clinic is staffed with a licensed nurse during the hours the students are at school. If you have any questions or requests, please call the clinic.

All prescription medications or over the counter medications have to be stored in the clinic. A written permission is required for all medications by parent or guardian.

Prescription medications must be in an officially labeled container with a current date, your child's name, name of medication and strength, the amount and time to be given.

Over the counter medications must be in their original container with the recommended dosage visible.

Vision screenings are done yearly for all 8<sup>th</sup> grade students.

Students may be excluded from school and should be kept home from school for the following reasons:

- Temperature over 100 degrees; students should be fever free for 24 hours before returning to school.
- Vomiting
- Diarrhea
- Rashes which are spreading or of an undetermined nature and not yet medically evaluated and treated.
- Active head lice
- Suspected eye infections with discharge from the eye(s)
- Any suspected contagious disease

Immunizations must be current or an exemption on file before or by the first day of school per Indiana state law or student will be excluded from school.

## **INSURANCE**

Accident insurance is available to students desiring it. Information concerning insurance coverage will be available early in the year. This insurance is not required, but many parents find the plan beneficial. The school insurance is a **secondary coverage**.

## **INTERNET USE**

Internet access is available to students and teachers in the Southwest Allen County School district. The Internet offers vast, diverse, and unique resources to students, parents, and teachers. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The educational value of student Internet access is the joint responsibility of students, parents, and teachers of the school corporation. Parents who do not wish to have their children use the Internet may request alternative activities. See **Internet Acceptable Use Policy**.

## LOCKERS

Students will have individual lockers that they should keep neat and clean. **It is strongly urged that combinations not be given out to others as combinations will not be changed during the year.** Lockers are school property and, if deemed necessary, may be searched by school personnel. **Students are urged to use only the locker assigned to them. Money and valuables should not be left in the lockers.**

Also, lockers are provided for band, art, and physical education equipment. Again, it is to students' advantage not to give out combinations as these lockers are being provided for the safekeeping of personal belongings. Students are responsible for replacing lost locks. **Students are not to deface either the inside or outside of lockers.** Use "stick-um" note pads. Posters must be in good taste. If a locker is not functioning properly, the office is to be notified.

Locker searches by school officials do not require a reasonable grounds justification. Students' lockers are the property of the school corporation. A student shall have no expectation of privacy in the locker or its contents. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

## LOST AND FOUND

Articles found in classrooms and halls should be turned in at the office to be placed in a lost and found box. Often many articles go unclaimed each year because students fail to check at the lost and found. At the end of each semester, the lost and found articles will be displayed for claiming. Those unclaimed will be discarded.

## LUNCH AND CAFETORIUM PROCEDURES

There will be three 30-minute lunch periods. Students will not be allowed to go home for lunch and must stay inside the building or on the school grounds.

### A. Expectations

1. All students, when dismissed for lunch, should proceed directly to the cafetorium, where they will be seated and dismissed by zones. There will be four serving lines where students may select Type A and/or ala carte items. Entry and exit areas will be clearly marked.
2. Students are to be seated at the table of their choice, unless otherwise assigned. Students will remain seated at their table during the lunch period unless they are returning a lunch tray. Students are responsible for cleanliness in their area. All paper and waste materials should be completely cleaned from tables and floors.
3. Moving ahead of other students in the lunch line is unacceptable behavior.
4. Throwing food, paper, or other items in the lunchroom is forbidden. This behavior is considered disruptive and will be dealt with accordingly.
5. Loud or unusual noises should not be made in the lunchroom. Shouting, cheering, and singing are activities reserved for the gymnasium or elsewhere outside the cafetorium.
6. Students are to purchase only one lunch at a time. The purchasing of several lunches by one student delays the line and is unfair to others. Extras are sold with a lunch only.
7. All food must be eaten in the cafetorium.
8. Because classes are in session during the lunch periods, no students should be in the academic end of the building during their lunch period. Violations of this policy will be viewed as disruptive behavior. Students leaving the cafetorium or gym without permission from a supervisor will be disciplined accordingly.
9. Lunch prices are established annually by the Homestead food service. Arrangements may be made with the cafeteria staff to pay by the week or month. Lunch money will not be loaned to students and lunches may not be charged. Candy or snack items are not to be purchased by students who choose not to eat a lunch. These items are not to be consumed outside of the cafetorium without permission from the principal.

## **MEAL AND COURSE FEE ASSISTANCE**

Children from households that meet Federal Income guidelines are eligible for free and reduced price meals and may also be eligible for course fee assistance. Please contact our food service director at 431-2282, or on our school website, for more information related to eligibility and application process.

## **MEDIA CENTER**

The Media Center is open to students before, during, and after the school day. Students may check out or return materials during advisory, passing periods, regularly scheduled class visits or by obtaining teacher permission at other times. All students are required to use their school identification card to check out materials. Access to the book collection is through DestinyQuest, where students may view their current checkouts, place holds, keep track of books they have read or want to read, and make recommendations to friends or submit book reviews. Students are expected to return or renew books by the date they are due. Full replacement cost will be charged for books /magazines damaged beyond repair or not returned. A variety of online subscription resources are provided through the Media Center Canvas course for completion of class projects. Most are available for use at home as well as at school.

## **PHYSICAL EDUCATION UNIFORMS**

All students are required to wear standard uniforms for physical education classes and activities. The shirts should be purchased at school. The uniform will consist of a school logo shirt with regular gym shorts - no cutoffs.

## **TELEPHONE CALLS**

To keep class interruptions to a minimum, only messages of an **emergency nature from parents** will be relayed to students. A phone is located in the building for the personal use of students.

# **CURRICULAR NOTES**

## **ADVANCED MATH PLACEMENT**

Within the first grading period, teachers of advanced levels of mathematics will review the progress of students and make recommendations for those who need to be placed in a lower level of math. A grade of C+ may warrant this move. Parents will be contacted prior to changing a student's schedule.

## **CREDIT FOR HIGH SCHOOL COURSES TAKEN AT MIDDLE SCHOOL**

Middle school students may take high school mathematics and foreign language classes before formally enrolling at Homestead. Students who complete both semesters of a course may request high school credit and grades that will be calculated into the high school grade point average. Requests to receive high school credits and grades for courses taken in middle school must be submitted to the high school principal no later than March 1 of the student's freshman year.

### **Graduation requirements:**

The Indiana Department of Education has instituted new graduation requirements that will affect students who enter high school in the fall of 2006. The changes will impact SACS students who take high school math courses while they are middle school students.

The Core 40 diploma requires that students earn six math credits while they are physically in grades 9-12. The Core 40 diploma with Academic Honors requires that students earn eight math credits while they are physically in grades 9-12. Taking high school math before grade nine will not reduce the number of math credits that are to be earned in high school. The high school math credits earned in middle school may count for "elective" high school credits for the above two diplomas.

## **CUSTODIAL PARENTS**

Students will not be released to non-custodial parents during the school day unless previous arrangements have been made with the office. Upon request, student grade reports, records, etc., will be sent to non-custodial parents.

# HIGH SCHOOL COURSES—RETAKING OR REPEATING A HIGH SCHOOL CLASS FOR CREDIT

## Board Policy 5160A High School Courses Taken in Middle School in SACS schools

Middle schools students coming to Homestead High School from SACS middle school feeders may take high school level courses before formally enrolling at Homestead. Students who complete both semesters of a course will receive high school credit and grades that will be calculated into the high school grade point average. Requests to remove high school credits and grades for courses taken in middle school must be submitted to the Registrar no later than March of the student's freshman year. Exceptions may be considered.

## Board Policy 5160B High School Courses Taken in Middle School from outside SACS

Middle school students matriculating from schools outside SACS must provide evidence of successful completion of high school course work and provide such evidence upon registering for classes at Homestead High School. High school level course work taken while in middle school must be completed at fully accredited schools. When a student shows a transcript proof of passing Algebra while in middle school but have NOT passed the ECA, high school credit will not be accepted at Homestead High School. Any high school level courses taken while in middle school must be equivalent to their high school counterpart and be taught by a highly qualified teacher.

NOTE: As a rule homeschool credits are not accepted.

## Board Policy 5160C High School Courses Taken Online While in Middle School

Middle school students taking course online for high school credit must provide evidence of having passed online courses from accredited online course providers.

## Board Policy 4055 Retaking High School Courses

The rationale for repeating a class is limited to improving the student's understanding and achievement and/or improving the student's ability to meet post-secondary goals. The transcript will show all grades, with grades transcribed from both the original class and the second (retaken) course with the higher of the two grades included in the GPA. Students may retake a high school course if any of the following conditions are present:

- A student may be recommended by his/her guidance counselor to repeat a passed course for better understanding when the student is not adequately prepared for the next related course in the series (i.e. Algebra before Geometry)
- To improve a grade of any kind
- The student desires to repeat a course to meet the eligibility requirements of the Academics Honors Diploma (AHD). The requirements for an Academic Honors Diploma are: A student must have a grade of not lower than a C in any course qualifying for the AHD (excepting the course to be repeated), and an overall GPA of an 8.0 (B).

When students meet the criteria and request to repeat a course in the next possible semester, the student, the student's parents or guardians, and the counselor will make the decision. If the criteria are not met or there is a lapse of time before the student asks to repeat a course, the final decision to repeat a course will be made by the school principal. There is no time limit as to when the student must request permission to repeat the class.

## HONOR ROLL

To honor those students with high academic achievement at the conclusion of each grading period, each is recognized with an honors certificate. A specific honor roll criterion is available through each school.

## GRADING SYSTEM

Parent/Guardian may access student grades via PowerSchool approximately one week after the end of each semester.

### Rolling Grades

All Semester and Year-Long courses at SACS Middle Schools use a "rolling grade" method to calculate semester grades. Students will be made aware of individual course/class grade reporting and grade figuring procedures at the beginning of the semester and school year. A rolling grade may be most easily thought of as a grade that is figured on a semester basis only, without process of averaging the first nine weeks and the second nine weeks. When determining grades with this method, the final grade will most accurately represent student learning at the end of the semester (depending on content) and allows for more formative assessment early in the learning process as the student progresses. Rolling grades are reflected in PowerSchool as R1 (first semester) and R2 (second semester).

### Grading Scale

A+ = 98-100	B = 83-86	C- = 70-72
A = 93-97	B- = 80-82	D+ = 67-69
A- = 90-92	C+ = 77-79	D = 63-66
B+ = 87-89	C = 73-76	D- = 60-62

## CANVAS

Canvas is the Learning Management System for Southwest Allen County Schools. Students and parents can communicate with teachers, view assignments, turn in assignments, take assessments, participate in class discussions, and view events through each teacher's Canvas class. For more information, see the school's website.

## POWERSCHOOL/MONITORING/REPORTING STUDENT PROGRESS

Middle School students and their parents/guardians have access to registration information, grades, and report cards online through PowerSchool. PowerSchool is the online grading program used by Southwest Allen County Schools. Parents/guardians may view the most recent grades which have been entered into the grading program by the teachers. We encourage parents/guardians to monitor their child's progress by utilizing this online resource. Parent/guardian may receive information about how to access grades online by contacting the Summit main office at 431-2502. Parents/guardians who wish to speak with a teacher regarding their child's academic status are encouraged to contact the teacher directly. For more information, see the school's website.

## STUDENT ASSISTANCE PROGRAM

As part of Student Services and Student Assistance Programs, we offer support groups on a variety of topics. Students are recommended for these groups by teachers, other students, counselors, administrators, and self-referral. The groups are strictly voluntary. They meet one time a week for 8-10 weeks during a different class period each week.

The groups are designed to help improve self-esteem, self-confidence, and learn skills of organization, decision making, communication, and friendship. Counselors and teachers trained in group facilitation will lead the groups. Parents/guardians who do not want their child to participate in the Student Assistance Program should contact a guidance counselor.

## WITHDRAWAL PROCEDURE

Withdrawal procedures are as follows:

1. Parents should contact the main office to make an appointment. A withdrawal form must be completed by parent.
2. Students should obtain withdrawal forms in the main office at least 3 days before their last day.
  - a) Students secure media center signature to show that no materials are checked out and laptop is turned in.
  - b) Students turn in books to teachers and secure grades to date for that grading period. (Teachers should not sign the withdrawal form unless books and materials are returned.)
  - c) When the entire withdrawal form is completed, the withdrawal form is turned in at the office.
  - d) Prorated refunds may be available through Central Office for course fees. Consumable fees are not refundable unless that class has not yet been attended. Contact Central Office at 431-2030.

## STUDENT DISCIPLINE

Not all issues can be covered within the confines of a handbook. With this in mind, Summit and Woodside Middle Schools reserve the right to determine appropriate actions, discipline and/or remedies to situations that may not directly fall under the "Student Discipline" policy. **The rules you are about to read in this code of conduct supplement and are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.**

Discipline history follows each student from one grade level to the next.

Appropriate behavior is expected of middle school students to learn, live, and work together in a safe and productive environment. A variety of disciplinary options are utilized at Summit and Woodside Middle Schools to support student learning and enforce school expectations and policies. Included in these options are the following:

## **GRADUATING STEP REFERRAL PROCESS:**

### **Student Referrals:**

The following represents the disciplinary action that may be applied to each offense listed. Referrals are issued when students choose to not follow the school expectations. All referrals are cumulative through the entire school year. Any staff member may issue a discipline referral for any student where the need is sufficient. Students will be informed of all referrals and a follow-up phone call to parents will be made by the staff members giving the referrals or an administrator issuing the discipline.

### **1<sup>st</sup> Discipline Referral:**

Warning/Detention(s)/Class Suspension/ISS/OSS

### **2<sup>nd</sup> Discipline Referral:**

Warning/Detention(s)/Class Suspension/ISS/OSS/Behavior Contract

### **3<sup>rd</sup> Discipline Referral:**

Warning/Detention(s)/Class Suspension/ISS/OSS

### **4<sup>th</sup> Discipline Referral:**

Students will be assigned up to three in-school suspension days. Students will also be excluded from the next Student Council social event.

### **5<sup>th</sup> Discipline Referral:**

Students will receive a one-day out-of-school suspension. The parents will receive a phone call and a written notice. Students will also be excluded from the next Student Council social event.

### **6<sup>th</sup> Discipline Referral:**

Students will receive up to a three day out-of-school suspension. A parent, student, and administrator conference will be held before students return to school. Students will also be excluded from all remaining Student Council social events.

### **7<sup>th</sup> Discipline Referral:**

Students will receive up to a five day out-of-school suspension. A parent, student, and administrator conference will be held before students return to school to explain that one more referral will result in a school assessment to determine consequences which may include a recommendation for expulsion.

### **8<sup>th</sup> Discipline Referral:**

Students will receive up to a ten day out-of-school suspension and a meeting will be held to assess the student's behavior before establishing consequences; one of which may be an administrative recommendation for expulsion from middle school.

**The days of suspension or expulsion will also include denial of admission to, or entry upon, any property of the school district or any school-sponsored activity in the school district.**

**Expulsion:** Using the due process procedure, denial of attendance can be recommended for the remainder of the year. The middle school recommendation for expulsion, under the "step referral process," will be a minimum of 45 days—first due process hearing.

**Formal due process hearing procedure is available for any suspension exceeding five days in which expulsion may result.**

**Note:** Expulsion will lead to the invalidation of an existing driver's license or the failure to receive a driver's license.

## **TYPES OF UNACCEPTABLE BEHAVIOR WITHIN THE GRADUATING STEP REFERRAL PROCESS:**

1. **Willful disobedience:**—The student's decision to act in any manner so as to interfere with the ability of school personnel to conduct the educational function.
2. **Inappropriate physical contact:** Including, but not limited to: pushing, shoving, tripping, etc. F.W.O.T. (**F**riends **W**ith**O**ut **T**ouching) rule should be observed.
3. **Disruptive behavior:** the student's decision to act in any manner so as to cause disruption or obstruction to the educational process or the school purposes including curricular and extracurricular activities. Such conduct includes, but is not limited to: gang activity, hazing activity, gambling/wagering, vulgarity, and profanity. Students shall not use any form of profanity, written or oral, including but

not limited to the use of obscene gestures, behaviors, signs, pictures, or publications. Engaging in any form of sexual activity is prohibited on all SACS property.

4. **Bullying:** behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the student as defined by School District Policy 6170.
5. **Dishonesty**
6. **Inappropriate behavior during emergencies or emergency drills**
7. **Peer/Sexual Harassment:** School District Policy 6060
8. **AUP Violation/ Technology Misuse:** Improper use of computers, the Internet and/or other school related technologies as outlined in the Acceptable Use Guidelines, Any attempt to bypass SACS network safeguards. Damage to the computer beyond normal use, Using profanity, obscene comments, sexually explicit material, and/or expressions of bigotry, racism, or hate in a file or account, logging in under another user's ID, copying any program or file to or from a diskette without the consent of a staff member, being in any program or part of a program not assigned to the class, violation of SACS District Internet Use Agreement, or defacing, disassembling, or destroying any computer software or hardware. The 6230 Acceptable Use Policy adopted by the School Board is placed on the SACS website. Significant changes have been made and students must adhere to this policy as written and adopted. Violations of this policy could result in school discipline and/or criminal charges. Copies are made available in the front office and at registration.
9. **Inappropriate use of other electronic devices:** Portable music players, Laser Pointers, Games, Various Types of Remote Controls, etc: Are not allowed during school hours in situations not related to a school purpose or educational function. **The school is not responsible for lost or stolen electronic devices and will not investigate any reports of these items being stolen or lost.** Any Extracurricular/Co-curricular Participants that portray themselves in any photos, videos or electronic images participating in an unlawful activity on or off school grounds will be considered in direct violation of the Extracurricular/Co-curricular code of conduct and could be in direct violation of Indiana Criminal Code.  
**Photographing, audio recording, or video recording individuals without their permission is strictly prohibited anywhere on Southwest Allen County School property, the exception being school related performances.**

## OTHER TYPES OF UNACCEPTABLE BEHAVIOR

### CELL PHONES/MOBILE DEVICES

The use of these devices at school can be detrimental to the academic climate because it takes valuable time away from instruction and can create disciplinary problems, however in order to accommodate the growing parental concerns about student safety while traveling to and from school, the school will allow students to possess cell phones or electronic communication devices provided the following rules are strictly adhered to:

- All cell phones and/or electronic communication devices including but not limited to smartwatches, must be turned off, put away in lockers upon arrival at school and throughout the rest of the day.
- Cell phones or electronic communication devices are permissible only after the students leave their final classes or after school activities as they exit the building.
- Students who leave school early must wait until they leave the building before using their cell phones or other mobile devices.
- **If the student refuses to give a cell phone and/or electronic device, including but not limited to smartwatches, or attempts to hide the device from the teacher, the student may be assigned discipline for willful disobedience.**

If a student is using a cell phone and/or other mobile device (e.g. smartwatch) (ANY OF ITS FUNCTIONS) for any reason during the restricted school hours in situations not related to a teacher directed educational function, the following consequences will be imposed:

#### 1<sup>st</sup> Offense

The device will be confiscated by school staff, secured in a safe location in the office and student will receive a **warning** – Parent will need to pick up device.

#### 2<sup>nd</sup> Offense

The device will be confiscated by school staff, secured in a safe location in the office and student will receive a **Detention** – Parent will need to pick up device.

#### 3<sup>rd</sup> Offense

The device will be confiscated by school staff, secured in a safe location in the office and student will receive an **ISS** – Parent will need to pick up device.



#### **4<sup>th</sup> and Any Additional Offenses**

The device will be confiscated by school staff, secured in a safe location in the discipline office and student will receive an OSS - Parent will need to pick up device.

If a student violates this policy and refuses to turn over their electronic device, he/she will be considered willfully disobedient and further disciplinary action will follow.

**The school is not responsible for lost or stolen mobile devices, nor does the school have the time or resources to investigate every stolen mobile device that is reported. The security of personal mobile devices is the sole responsibility of the student.**

Southwest Allen County Schools made this change in policy in part to respect the wishes of many parents who want their children to keep cell phones for communication after school hours. However, we ask parents to recognize that the school system must strictly prohibit cell phone use in order to operate our schools in an orderly way and to maintain the academic integrity of your child's school. Please do not jeopardize this by calling or texting your student during our school day. If you have any concern about your ability or your student's ability to follow this policy, we recommend that your student's cell phone or mobile device be left at home. However, if you choose to allow your student this privilege, please stress that the device must remain "off" at all times.

### **CHEATING**

Cheating is any act of intentional academic dishonesty through which students attempt to gain an unfair advantage through dishonest means. Cheating shall involve forgery, unauthorized copying or sharing of information, and all other forms of academic dishonesty.

**First Offense:** Students may receive a zero on that graded assignment, quiz, test, project, paper, etc. on which the cheating occurred or receive an alternate assignment or assessment. The decision is at the discretion of the teacher and/or administrator. Parents will be contacted and the incident will become part of the student's discipline history.

**Second Offense:** Students may receive a zero on that graded assignment, quiz, test, project, paper, etc. on which the cheating occurred. Parents will be contacted and the students will be given a one day in-school suspension. The incident will become part of the student's discipline history.

**Future Offenses:** Same as the second offense except the students will be given a three day in- school suspension.

**Cheating is a cumulative process with all teachers and any history will become part of the student's discipline record.**

### **AGGRESSIVE PHYSICAL BEHAVIOR**

This type of behavior refers to acts that include the inciting, provoking, or participation in aggressive physical behavior. This includes, but is not limited to fighting. If the aggression is identified with one student, the discipline policy may affect only one student.

**Discipline:** These are not steps.

- Referral to the juvenile authorities. Notification will be made to the legal authorities (District Director of Student Services, school resource officer and/or sheriff's department).
- The student will automatically be suspended from participating in the next scheduled Student Council event and those co-sponsored with the Parent-Teacher Organization.
- Up to a five day suspension from school, followed by communication with parents and possible student, parent, administrator, Director of Student Services and resource officer conference.
- 10 day suspension pending notification of due process hearing with recommendation for expulsion from school.

### **INAPPROPRIATE ACTIONS TOWARDS A FACULTY-STAFF MEMBER**

**Discipline:**

1. Students will receive up to three days out-of-school suspension.
2. Subsequent and/or similar infractions for the same act will automatically place students at Step7 of the referral process and will continue to Step 8 if needed.

## **SMOKING DEVICES - TOBACCO**

Use and/or possession of a tobacco product on school grounds during school hours or at school functions—this includes cigarettes, e-cigarettes, vape pens, paraphernalia (lighters, papers, pipes etc.), smokeless tobacco, pipe tobacco, etc. Use or Possession of a Vape pen, e-cigarette, Juul, CCell devices, etc. or any device used to heat a liquid or drug into vapors that is ingested into the lungs is prohibited on all SACS properties. These types of devices can be used to ingest illegal substances such as, but not limited to THC, CBD, marijuana dab, and marijuana shatter. The presence of one of these devices or paraphernalia associated with an item listed above found on a student or in his/her vehicle, book bag, locker or personal belongings establishes possession by that student.

**First Offense:** Three day in-school suspension with notification to parents—the police will be notified.

**Second Offense:** Five day in-school suspension with notification to parents—the police will be notified.

**Third Offense:** Suspension pending notification of due processing hearing with recommendation for expulsion.

## **VANDALISM-STEALING-EXTORTION**

Vandalism and stealing refer to the willful defacing, destruction, causing malfunction of, or theft of property belonging to students, faculty, staff, guests or School Corporation. Extortion refers to forcefully obtaining goods or money from students by use of threat.

### **Discipline:**

**Disciplinary choices**—an administrator will choose from the following depending on how serious the offense. **These are not steps.**

1. Restitution and parent contact.
2. Suspension for up to three days and a parent conference.
3. Suspension pending notification of due process hearing with recommendation for expulsion from school.
4. Referral to the juvenile authorities.

## **GANG-RELATED ACTIVITIES OR REPRESENTATION WILL NOT BE TOLERATED.**

Any violation will result in disciplinary action.

## **DRUGS-ALCOHOL**

Using, possessing, consuming, and/or being under the influence of any prescription or non-prescription (sold over-the-counter) drug on school grounds, or at school functions, is prohibited. Alcohol/drugs include any prescription or non-prescription drug including but not limited to alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, a hallucinogen, or the use (in vaping devices) or possession of CBD oils that carry trace amounts of THC, whether prescription or sold over-the-counter (without a prescription) or any substance represented by the provider to be any of the listed substances. Possession of drug paraphernalia is also prohibited. The prescribed use of a drug authorized for that particular student by a medical prescription from a physician is not in violation of this rule so long as it is dispensed through the school clinic.

### **Discipline:**

1. An administrator will conduct an informal hearing with students and parents.
2. Students may receive up to a 10 day out-of-school suspension and an administrative recommendation for expulsion pending due process hearing. A police report will be filed. (Alternative to Expulsion may be offered.)
3. A reentry conference to include teachers, parents, students, and counselors.

## **DRUGS-ALCOHOL—SALE OF**

The sale of, the distribution of, or providing another person with any prescription or non-prescription (sold over-the-counter) drug including but not limited to alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, a hallucinogen, or the use (in vaping devices) or possession of CBD oils that carry trace amounts of THC, whether prescription or sold over the counter (without a prescription) or any substance represented by the provider to be any of the listed substances is prohibited.

**Discipline:**

1. An administrator will conduct an informal hearing with parents and student.
2. The student will receive a 10 day out-of-school suspension and an administrative recommendation for expulsion pending due process hearing. A police report will be filed. (Alternative to Expulsion may be offered.)
3. A reentry conference to include teachers, parents, student and counselor.

**DANGEROUS WEAPONS AND-OR OBJECTS**

Carrying, possessing, displaying, or using dangerous objects or objects resembling dangerous objects is prohibited. (Examples include bullets, all kinds of knives including pocket, pen, x-acto, fireworks, stink bombs, etc.)

**Discipline:**

- A. Parent notified
- B. **Disciplinary choices**—an administrator will choose from the following depending on how serious the offense. **These are not steps.**
1. Suspension from school for up to five days, followed by parent conference.
  2. Suspension pending notification of due process hearing with recommendation for expulsion from school.
  3. Referral to the juvenile authorities.

**POSSESSION-USE OF FIREARM**

Any weapon that is capable of, or designed to, or that may readily be converted to expel a projectile by means of explosion is prohibited.

**Discipline:**

- A. Expulsion for at least one calendar year, as mandated by Indiana State Law.
- B. Referral to the juvenile authorities.

**FIRE ALARM-FIRE EXTINGUISHER-FALSE 911 CALLS**

The lighting of a fire, the setting off of fire alarm system, or of fire extinguisher, and dialing, or making a false 911 call, is prohibited.

**First Offense:** Referral to juvenile authorities and student parents are responsible for incurred expenses. A three day out-of-school suspension and a conference with student, parent, and administrator before returning to school will be held.

**Second Offense:** Referral to juvenile authorities and student/parents are responsible for incurred expenses. Suspension pending notification of due process hearing with recommendation for expulsion from school for at least one calendar year, as mandated by Indiana State Law.

**THREATS TOWARD STAFF AND-OR OTHER STUDENTS**

Verbal or written threats towards staff or students, with the intent to harm, are prohibited at all times. **Disciplinary choices**—an administrator will choose from the following depending on how serious the offense. **These are not steps.**

1. Suspension from school for up to five days, followed by parent conference.
2. Suspension pending notification of due process hearing with recommendation for expulsion from school.
3. Referral to the juvenile authorities.

**MAJOR DISRUPTION TO THE SCHOOL DAY**

Actions by a student, or students that disrupt a classroom, academic team, or school, is prohibited. **Disciplinary choices**—an administrator will choose from the following depending on how serious the offense. **These are not steps.**

1. Suspension from school for up to five days, followed by parent conference.
2. Suspension pending notification of due process hearing with recommendation for expulsion from school.
3. Referral to the juvenile authorities.

# CHRONIC VIOLATIONS

A repetition of, or combination of, disciplinary problems will result in a recommendation for expulsion from school.

## EXPLANATION OF POSSIBLE CONSEQUENCES

**Detention:** Students may be assigned to a detention for a variety of reasons. Some of these reasons may include, but are not limited to, excessive tardies, failure to complete class work, lack of class materials, gum chewing, etc. Due to the nature of the set-up, each school will have different expectations as to when detentions are served. For questions, contact the building directly.

**Students will be expected to observe the following rules:**

1. Report at time assigned on detention notice.
2. Have assignments to work on or an assignment will be given.
3. Do not bring food, gum, or beverages to detention.
4. Do not bring radios, cards, or magazines to detention.
5. Do not leave the detention room. Locker and restroom visits must be taken before or after detention.
6. Do not get out of seat without permission.

**Due to the nature of the set-up, each school will have different policies regarding rescheduling and failure to show.**

**Class Suspension** is a disciplinary action to keep students in a supervised area where they can complete course work assigned by their classroom teachers for a class period.

**In-school suspension** is a program designed to keep students in school in a supervised area where they can complete course work assigned by their classroom teachers. It is available to middle school students on a limited basis (at administrator discretion) as an alternative to out-of-school suspension.

**Out of School Suspension:** Suspension is disciplinary action to exclude students for a period of time (a maximum of ten days per attendance or discipline policy violation) from attendance at school and all school-related activities. Regarding Out of School Suspension: Credit **Will** be given for work missed during class on the day of OSS only if it is turned in to the teacher on the day the student returns.

**Expulsion:** Expulsion is disciplinary action whereby students are suspended up to ten days and then excluded from school for the balance of the current semester or up to a full calendar year, receiving no credit for that semester or year.

**Trespassing:** Students that are suspended from school may not be anywhere on Southwest Allen County School property during their suspension and/or expulsion period. They may not attend any extracurricular or school activities during this period. Any violation of this rule (without a prior appointment) will be considered trespassing, the police may be notified, and a complaint for criminal trespassing may be filed.

**Search and Seizure:** Students, as well as their personal property brought onto school grounds, are subject to search if information received creates reasonable grounds to believe that students are in violation of Indiana law and/or the policies of the school. Individual student's rights, as well as the general welfare of the school community, shall always be considered in a search. The administrator or his/her designee may seize items that are found. Refusal to submit to a reasonable suspicion search will be considered willful disobedience and will result in disciplinary action, up to and including a recommendation for expulsion from school.

**Student Assistance Program (Drug/Alcohol Violations):** The Student Assistance Program (SAP) offers an alternative to expulsion or suspension from activities for qualified students who are found to be in violation of the school's-drug/alcohol policies. This alternative may be used only once during a student's high school career. To participate in the Student Assistance Program you must complete the following steps including completing any drug/alcohol treatment or education program recommended in the student's drug/alcohol assessment.

1. Have a urine drug test collected at school.
2. Call SAP Coordinator to schedule a meeting for the student and parent(s).
3. Meet with the SAP Coordinator to determine the SAP requirements for the student and sign a SAP contract.

4. Complete all components of the student's SAP contract including any drug/alcohol treatment or education program recommended in the student's assessment.
5. If the violation occurs at a point where insufficient time remains in the current school year to complete the program, students may need to complete the program during the summer months. If the student is a senior, this program may not be an option due to insufficient time to complete the requirements.

**Student Assistance Program (Tobacco Violations):** The Student Assistance Program (SAP) offers an alternative to suspension for qualified students who are found to be in violation of the school's zero tolerance tobacco policies. This alternative may only be used once during a student's high school career. If you choose the alternative program option you will be referred to the SAP Coordinator and will need to complete the following requirements:

1. Meet with the SAP Coordinator and sign a Tobacco Education Program contract agreeing to attend all sessions of the Tobacco Education Class and agreeing to refrain from any further violation of the school's smoking and tobacco possession policies.
2. Complete all components of the student's SAP contract including the tobacco education class that meets once per week after-school hours for 6-8 weeks.

## **ATHLETIC/EXTRACURRICULAR EVENTS AND ACTIVITIES**

### **AFTER-SCHOOL ACTIVITIES:**

Following is an overview of some after-school activities. Watch and listen for further information about these activities in our newsletters, web sites, and announcements.

#### **Athletics**

Cross Country—6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>  
 Volleyball—7<sup>th</sup> and 8<sup>th</sup>  
 Football—7<sup>th</sup> and 8<sup>th</sup>  
 Basketball—7<sup>th</sup> and 8<sup>th</sup>  
 Wrestling—6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>  
 Swim & Dive—6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>  
 Cheerleading—7<sup>th</sup> and 8<sup>th</sup>  
 Soccer—7<sup>th</sup> and 8<sup>th</sup>  
 Intramurals – 6<sup>th</sup>  
 Track –6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>

#### **Fine Arts**

Dance Team— 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>  
 Show Choir—6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>  
 Select Choir—6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>  
 Talent Show—6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>  
 School Musical—6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>

#### **Academic**

Robotics - 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>  
 Future City club – 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>  
 Math Counts- 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>  
 Spell Bowl- 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>  
 Academic Super Bowl- 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>  
 Geography Bee- 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>  
 Chess Club- 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>  
 Writers Summit – 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>  
 Environmental Club – 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>  
 Art Club – 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>  
 Yearbook Club – 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>

### **AFTER-SCHOOL ACTIVITIES - PROCEDURES**

1. Students being picked up immediately after school by their parents shall wait in the school's designated area. Those students who are waiting to participate in an after school extracurricular activity should report to after-school supervised study. Supervised study is reserved for those students who are participating in a school-sponsored activity that day.
2. Students staying after school for an activity should stay with their adult supervisors. These students are not to wander the halls.

3. Students are to know when their activities end and prearrange with their parents to be picked up on time.
4. If the activity is scheduled after 4:00 p.m., students are to go home and then return.

When students attend after-school functions it is expected that behavior and respect for others remain consistent with the policies in the school handbook. Since there is no official “check-in” or “check-out” procedure for after-school events (athletic, student council sponsored, etc.), parents should instruct their students to stay at the event for which they were dropped off until picked up by a parent or parent designee. Any student walking away from an event without permission may be suspended from future extra-curricular activities for an extended period of time. Parents are also requested to promptly pick up their students at the completion of the activity. **PLEASE NOTE**: Twenty (20) minutes after the conclusion of any extracurricular event, staff members will not be available to supervise students.

Parental supervision is always appreciated during after school activities. If you are willing to help chaperone events, please contact the school student council leader.

## **ACADEMIC AND DISCIPLINE POLICY**

Since the influence of students participating in extracurricular activities extends beyond the school campus, these students assume additional responsibility for proper behavior and leadership. This responsibility requires that student participants observe the Student Discipline Policy off campus, during non-school hours, as well as during the school day, at school functions, and traveling to and from school or school functions. This leadership responsibility includes participants in athletics, student organizations, teams and elected offices.

Since extracurricular participation is an honor and a privilege, participating shall require a review of the student code of conduct by parents and students. It is the intent of this policy for students to assume personal responsibility for visible leadership in upholding the standards and expectations of representatives of our school.

### **I. Academic**

Students involved in athletics are expected to maintain passing grades (D- and better) in 6 classes. Grades will be checked by the Athletic Director at the intervals listed below. Students who do not have 6 passing grades at that checkpoint shall be on probationary status. As a result, a study plan designed to raise failing grades to a passing level will be developed in conjunction with the Athletic Director. The student may continue to practice and compete during this study plan period. If the student fails to satisfactorily meet the expectations of the study plan, practice and/or game participation may be limited.

#### **Grade Checkpoints:**

Football, Cheerleading, Cross Country & Volleyball - First Monday following Labor Day  
 Basketball & Cheerleading - First Monday of December  
 Swimming & Wrestling - First Monday of February  
 Track & Soccer - Last Monday of April

Sponsors of other extracurricular activities may determine their checkpoints as needed and will communicate that information with students and families. Those sponsors will be responsible for checking grades and working with students to ensure success in the classroom.

### **II. Attendance**

Students must be in attendance from 10:55 a.m. until the conclusion of the school day to participate in extracurricular activities and/or athletic events.

### **III. Discipline**

#### **A. Suspension from school—In-School-Suspension or Out-of-School-Suspension**

If a student is disciplined, resulting in any of the above, the student will be ineligible to participate in or attend extracurricular activities during the suspension period.

#### **B. Use of Tobacco**—the use and/or possession of any tobacco product

##### **Disciplinary Steps:**

**1<sup>st</sup> Offense:** Suspension from team or group for thirty (30) school days.

**2<sup>nd</sup> Offense:** Suspension from team or group for sixty (60) school days.

**3<sup>rd</sup> Offense:** Suspension from team or group for one calendar year from date of offense.

C. **Substance Abuse**—the abuse or misuse of, the possession of, the consumption of, and/or being under the influence of, the sale of, the distribution of, or providing another person with any substance which is or contains: alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or hallucinogen, whether prescription or sold over the counter (without prescription) or any substance represented by the provider to be any of the listed substances is prohibited. The use of and/or possession of drug paraphernalia are also prohibited.

**1<sup>st</sup> Offense:** Suspension from team or group for sixty (60) school days.

**2<sup>nd</sup> Offense:** Suspension from team or group for one calendar year from date of offense. Athletic clause: Athletes who have been suspended from school on more than one occasion must petition the Athletic Council for reinstatement of athletic eligibility. Individual coaches and sponsors reserve the right to set reasonable rules, regulations, and standards in addition to this policy.

**IX. Supervision:** **\*\*PLEASE REMEMBER: 20 minutes after the conclusion of any extracurricular event, staff members will not be available to supervise students.**

## **ATHLETIC PARTICIPATION**

Every student athlete must have an IHSAA physical form on file dated after April 1 of the previous school year and must have a signed Concussion and Sudden Cardiac Arrest Acknowledgement form. An Athletic Medical Card must also be filled out for each sport in which an athlete participates. These documents must be completely filled out with student signature and parents' signature along with insurance information, in order to participate in any try-out or practice. These documents must be the most current available from the [www.sacs.k12.in.us](http://www.sacs.k12.in.us) middle school athletic web page. These forms may also be picked up in the school office. -Physicals can be performed by a family physician or at a clinic, such as Redi-Med or CVS Minute Clinic.

## **EXTRACURRICULAR EVENTS—AFTER SCHOOL ACTIVITIES**

Attendance at, participation in and use of facilities in extracurricular activities such as athletic activities, after-school activities, or school-provided transportation is a privilege and not a right.

1. It is assumed that students attend athletic events/social activities for the purpose of observing the event or supporting their team. Students are expected to conduct themselves in an orderly manner, observe good sportsmanship, be in the stands during the event, and be picked up shortly upon the conclusion of the event.
2. Any students who have been suspended and/or expelled will be denied admission to or entry upon any school-sponsored activity in the school district during the suspension or expulsion.
3. Once students enter a social activity, they will be expected to remain at the event until its conclusion or until their parents pick them up. **PLEASE NOTE: Twenty (20) minutes after the conclusion of any extracurricular event, staff members will not be available to supervise students.**

Anytime students conduct themselves in a manner which is in violation of these guidelines or the Middle School Student Discipline Policy, they may lose any or all extracurricular privileges for a period of time determined by a building administrator.

## **SCHOOL CANCELLATIONS AND DELAYS - EFFECT ON STUDENT ACTIVITIES**

### **STUDENT ACTIVITIES, EVENTS AND PROGRAMS**

The following procedure is intended to provide guidelines for student activities, events, and programs on days when school is delayed, dismissed, or canceled. These guidelines shall be communicated to staff, parents, and students on an annual basis.

### **MORNING DELAY OR EARLY DISMISSAL**

- If school is delayed, all morning student activities are canceled. Students should not arrive at school prior to the announced beginning of the modified school day.
- If school is dismissed early, all afternoon student activities are canceled, and all students are dismissed at the announced time. Students should not be requested to remain beyond the regular hours of school, except in situations involving weather conditions or the safety of students.

### **IF SCHOOL IS CANCELED FOR THE DAY**

- All community and student activities or programs scheduled for that day will be canceled. SACS Administration shall authorize any exception to this procedure when in their judgment, weather conditions or special circumstances warrant such an exception.
- If an exception is authorized, it will be noted on the SACS website and communication hotlines. All student participation on such days shall be considered voluntary.
- In the event of multiple, consecutive cancellations, administration will determine if conditions are safe enough to warrant an optional practice.
- Attempts will be made to make up canceled games, but there is no guarantee

### **SATURDAY EXTRACURRICULAR EVENTS IF SCHOOL IS CANCELED ON FRIDAY**

- If school is closed on Friday due to inclement weather, check the SACS website or communication from coaches/sponsors for announcements regarding cancellation of Saturday scheduled extracurricular events, or student activities.