

CASCADE MIDDLE SCHOOL

STUDENT/PARENT HANDBOOK

2017-2018

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MCCSC VISION STATEMENT

We are proud of the integrity and collective heritage of our school community and are committed to supporting an effective and superior teaching and learning environment.

Pride in the past; expectations of success!

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POLICIES AND PROCEDURES SPECIFIC OR UNIQUE TO CASCADE MIDDLE SCHOOL

A Message from Mr. Eric Sieferman, Principal

Middle School is a time of change and transition. The academic and social adjustments are often greater than at any other time in a student's life. In order to succeed, students will be expected to attend school regularly, complete all assignments, and behave appropriately. There are many exciting opportunities available in the middle school. Students are encouraged to take advantage of as many of these activities as time permits. This should be an opportunity to experience many different activities and subjects before starting to narrow choices for the future.

The ultimate mission of our school is to prepare our students for success in high school and in life. It is also our goal to insure a smooth transition for students from elementary school to middle school. Cascade Middle School is the important bridge. An individual student's success depends on good work habits, the ability to make and keep commitments, a willingness to get along with others, as well as the ability to accept the responsibilities and obligations of good citizenship.

This Student Handbook is published so that Cascade Middle School students and their parents will have knowledge of important policies and procedures relevant to the operation of our school. By combining this knowledge with common sense and mutual respect, each of us will experience a successful and productive year.

Sincerely,

Eric T. Sieferman

I. General Information

Cascade Middle School Mission Statement

The Cascade Middle School staff and community will work together to inspire our students to become productive and responsible members of society while providing a safe and positive educational atmosphere.

School Traditions

Colors: Columbia Blue and Black

Mascot: Cadet

Nickname: Cadets

Song: "Cascade Fight Song"

We're here to sing and cheer 'neath our Hoosier sky

For the team that's from Cascade High

We'll fight tonight; we'll win tonight

For that's our battle cry

Throughout the north, the south, the east and the west

We'll protect our fame

No matter where we go

The folks who see us know

That Cascade is our name!

Middle School Conference Name: Western Indiana Conference

East Division	West Division
Brown County	Greencastle
Cascade	North Putnam
Cloverdale	Northview
Edgewood	South Putnam
Indian Creek	Sullivan
Owen Valley	West Vigo

School Morale/Spirit

School spirit is developed by loyal staff and students who support their school and do their best to keep scholastic and activity standards at a high level. School spirit is made up of pride in self and others, good sportsmanship, positive mental attitude, respect for individual differences, and responsibility for one's own actions. Each of these contributes to making the school a good place to be.

Accreditation

Cascade Middle School is fully accredited by the State of Indiana.

II. Attendance

Mill Creek Community School Corporation 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 a very high correlation exists between formal learning and school attendance; thus the Mill Creek School Corporation will enforce the attendance guidelines stipulated in this handbook.

The accumulation of eight absences **of any kind** (Levels II-IV) in any one class per semester is considered excessive. See page 138 for "excessive absence" guidelines.

Attendance Guidelines

Parent/guardian must call the school by 9:00 a.m. on the day of the absence. The attendance office has an answering machine available for those calls that need to be made when school is closed. The following number may be used to report absences.

Perfect Attendance

To qualify for perfect attendance, the student must be at school every day, all day, and on time. Tardiness and/or early dismissals will disqualify the student from perfect attendance.

THERE ARE NO "FREE DAYS" OR "SKIP DAYS" AT ANY MILL CREEK COMMUNITY SCHOOL.

Attendance Deviations

Any student arriving after 7:55 A.M. or leaving before 3:00 P.M. must do so at the front of the building, through the main entrance.

Late Arrival

Anytime a student comes to school after 7:55 A.M. the student must register with the main office by signing the attendance log. When a student registers into school he/she should have either a parent's or physician's excuse note or previous parent call in. If a student has no note or prior parent phone call the student will be admitted but must provide the appropriate excuse note within 48 hours (2 school days) of the student's return to school. If a student is ill and has not seen a physician it is the responsibility of the parent to contact the school with regard to reason for absence even if the student is 18 years of age or older. Students who arrive to school late for reasons other than those documented by parent notification of an illness, doctor's note, or the late arrival of a school but will be charged with a "tardy".

Early Dismissal

Students are not permitted to leave the building at any time during the school day without permission from the office and without signing out in the office. Failure to comply with this procedure will result in disciplinary action and can likely be considered truancy. A student will not be permitted to leave school during the day with anyone other than parent/guardian or an individual designated by the parent/guardian.

Any student enrolled at Cascade Middle School must have a parent note or parent notification, including an explanation why the early dismissal is needed, to the office prior to the student signing out and leaving school property. Excused early dismissal will be granted for physicians' appointments or other reasons as approved by the principal or his designee. If a student becomes ill during the day and needs to leave, a parent/guardian, or the person listed on the student's enrollment card must grant prior permission. If permission is not granted and the student leaves for whatever reason, the student will be subject to truancy penalties.

Attendance for Extra-Curricular

A student shall not attend a school activity (including practices) unless he/she has been in **attendance for a minimum of the last four periods of the day**. Exceptions can be made with prior approval from the principal or his designee.

Any student caught leaving school grounds without permission is truant and therefore cannot attend any school activity (including practices) regardless of whether or not they attended the last four periods.

Categories of Absences

It is impossible to address/list all possible reasons for an absence from school. Listed below are some of the common reasons for an absence from school. Other reasons for absences will be categorized by the building principal or his/her designee.

LEVEL I

Absence recorded as being present in accordance with Indiana Code 20-33-2

These absences must be prearranged

- Service as a page for or as an honoree of the Indiana General Assembly
- Issued subpoena to appear in court as a witness in a judicial proceeding

- Serving on the precinct election board or as a helper to a political candidate or to a political party on the date of each general, city or town, special, and primary election at which the student works
- Ordered to active duty with the Indiana National Guard

LEVEL II

Excused (including Disciplinary Absences)

- A. Excused: Homework will be made up and accepted at full credit. All verifications for absences must be presented within 48 hours (2 school days) of the student's return to school.
- Medical/Dental/Eye visit with verified note from physician's office
 - Funeral/Death of immediate family or close personal friend
 - Illness of child verified by a phone call that day or note signed by the parent on the student's return. Students absent from school for 3 or more consecutive days must provide a doctor's note in order to be excused.
 - Student sent home ill from school.
 - Verified counseling appointments
 - Verified legal appointments
 - Hospital with verified note from the hospital
 - In-school detention
 - Required religious observance
 - Quarantine and communicable disease
 - Approved pre-arranged absences
 - Exhibiting projects at the Indiana State Fair – one day, any excess days must be approved by administration
- B. School sponsored activities: (will not be considered for excessive absences)
- Signed college visit paper
 - Job shadowing
 - School sponsored field trip
- C. Disciplinary absences: Homework will be accepted as noted
- Suspensions – in school or out of school: Option to complete work at full credit.
 - Short term incarceration: Homework will be completed as per arrangements between juvenile authorities and the school.

LEVEL III

Unexcused: (including Disciplinary Absences)

- A. These absences are recorded for students who miss classes with parental approval for reasons other than those listed as excused/disciplinary absences. (See examples below) Homework will be made up at full credit.
- Parent verified absence due to illness of more than three days without a doctor's note.
 - Absences due to such things as missing bus, oversleeping, car trouble, late ride, etc.
 - Unapproved absence
 - Personal reasons
 - Driver's examination
- B. Disciplinary Absences
- Expulsion: No credit for work missed
 - Note: Long term incarceration requires a withdrawal from school.

LEVEL IV

Truancy

Homework will not be accepted for credit.

- Unknown absence not verified by parent by phone call or note
- Other truant scenarios, which include but are not limited to:
 - a. Absent without permission from parent or school
 - b. Leaving school without permission
 - c. Absent from class without permission

Excessive Absences Guidelines

The accumulation of eight absences **of any kind** (Levels II-IV) in any one class per semester is considered excessive. Every effort will be made by the school district to alert students and parents of excessive absence. Cooperation between school and home will be needed to correct attendance issues.

In the case of continued excessive absences, the attendance officer may deem it necessary to convene the Attendance Board of Appeals to determine appropriate action. This may include:

- Referral to the 504 coordinator/and or counselor
- Removal from class
- Suspension
- Expulsion

A parent/guardian meeting will be requested for the purpose of relaying the outcome of the Attendance Board of Appeals.

Excessive absence or truancy may jeopardize promotion to the next grade.

Notification and Consequences of Absences (Level II-IV)

- A. After four days of absences per semester from school (or class) a letter will be sent to the student's parents or they will receive a telephone call notifying them of the number of absences and reminding them of the attendance guidelines.
- B. After six days of absences per semester, a letter will be sent to the parents and a conference with the school administration/counselor may be requested.
- C. After the eighth day of absence per semester, parents may be sent a Project Attend contract to sign depending on the circumstances surrounding the absences. If a parent feels that special circumstances exist, they may request a meeting of the Attendance Board (AB). The AB may allot additional days based on the causes of excessive absences due to special circumstances. The AB may include the principal, administrative assistant, guidance counselor, one of the student's teachers and possibly the school nurse. The family may offer written documentation to the school nurse. The family may also invite anyone else with information relevant to their child's absence.

Consequences for Unexcused/Truant Absences (Level III-IV)

- A. After two days of unexcused and/or truant absences per semester from school, a letter will be sent to the student's parents or they will receive a telephone call notifying them of the number of absences and reminding them of the attendance guidelines. A Project Attend Warning Letter will be sent to the parents.
- B. After four days of unexcused and/or truant absences per semester from school, a letter will be sent to the parents requesting a conference with the school administration/counselors. It will be the responsibility of the parents to contact the school for arrangements. A Project Attend Contract will be sent/given to the parents.
- C. The student will be referred to Prosecutor's office as per the Project Attend contract. If a parent feels that special circumstances exist, they may request a meeting of the Attendance Board (AB). The AB may allot additional days based on the causes of excessive absences due to special circumstances. The AB may include the principal, administrative assistant, guidance counselor, one of the student's teachers and possibly the school nurse. The family may offer written documentation to the school nurse. The family may also invite anyone else with information relevant to their child's absence. The AB may recommend continued enrollment

with or without modifications or restrictions and/or expulsion for the remainder of the semester.

Excused Absences	Unexcused absences
Total # days Levels II-IV	Total # Levels III-IV
1st letter sent at: 4 days of absence	1st letter sent at: 2 days of absence
2nd letter sent at: 6 days of absence	2nd letter sent and project attend contract at: 4 days of absence
Parents will be given a Project Attend contract: 8 days of absence	Students may be withdrawn from class and referred to Prosecutor's office at: 6 days of absence

III. Discipline Rules

Philosophy

A safe and orderly environment is conducive to teaching and learning. Maintaining a positive learning environment is the joint responsibility of the school administration, the classroom teachers, and the students, with the support of the students' parents. In almost all cases good manners, consideration for others, and self-discipline are successful in maintaining such an environment. All students have a right to an education. At the same time, all students have a responsibility not to interfere with the educational process for others. To prevent bullying, students will be educated about how to foster positive and appropriate peer relationships and will participate in monthly "leadership topics" activities. Interventions and consequences will apply when students do not behave appropriately toward other students. **Bullying is defined in this handbook as "overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with intent to harass, ridicule, humiliate, intimidate, or harm the other student." Bullying will not be tolerated at Cascade Middle School.**

Cascade Middle School believes it is the joint responsibility of the school and home to help the student maintain and further develop his or her self-discipline so that the exercise of individual rights does not infringe upon the rights of others.

It is impossible to cover all types of situations that may occur throughout the school year therefore, verbal announcements may be made concerning items not discussed in the Student Handbook. Students may be disciplined for announced items or situations even though they are not specifically covered in the Cascade Middle School Student Handbook.

Students are expected to obey school rules. Failure to obey the rules will lead to disciplinary action. School rules apply in the school building, on the school grounds, on the school bus, and off school grounds at a recognized school function. Student athletes are expected to demonstrate appropriate school behavior at all home and away events.

Student Conduct/Behavior Policy

At all times students are expected to conduct themselves in a manner which will contribute to the best interest of the school and which will not infringe the rights of others. The following activities are considered improper conduct and will subject the student to disciplinary action including, but not limited to, loss of privileges (i.e. "social probation), detention, In School Suspension, Friday School, Out of School Suspension, or Expulsion. A violation of the rule will occur whether the conduct takes place on the school grounds at any time, off school grounds at a school activity, or en route to and from school or related activities. Indiana law has also been expanded to include any unlawful activity that takes place during school holidays, breaks, vacations, or other periods of time when a student is not attending classes or a school function.

The administration has a right to impose detention on a student, to deny school privileges, to remove the student from class, to suspend, to enlist parental support, and to recommend expulsion. They are responsible for maintaining discipline, for being alert to and correcting situations likely to promote poor citizenship, for notifying parents of serious student offenses, and for suspending students when necessary.

Discipline Procedures for Prevention and Remediation

1. Lunch Detention/Lunch Study Hall and After School Detention (ASD). This program consists of the student serving a thirty-minute lunch detention or 45 minute detention after school under supervision of a teacher or staff member. Students are expected to be engaged in an educational endeavor and are not permitted to sleep or talk to other students. ASD are assigned for minor infractions, which occur in class or any time during the school day. Detentions may be assigned for the following: failure to follow a reasonable request, tardiness, and failure to complete assignments. Students may also be assigned to detention for disruptive behavior in the classroom, the school, or at school sponsored activities. The student will be informed that a detention has been assigned and when it is to be served. If the student fails to serve the assigned detention he/she is subject to Friday School, in-school and/or out-of-school suspension.
2. Friday School (FS). This program consists of the student serving a 2 ½ hour detention after school on Friday in the supervision of a teacher or staff member. Students must bring 2 ½ hours of schoolwork with them, and are expected to be engaged in an educational endeavor the entire time. FS is assigned for repeat minor infractions, major infractions and for attendance and tardy violations. Students assigned a Friday School will not be permitted to participate in or attend extracurricular activities including dances and sporting events for the assigned Friday.
3. In School Suspension (ISS). This program consists of the student serving an entire day in the supervision of a staff member. These students are isolated from other students for the entire day. Assignments are collected ahead of time and teachers give full credit for all work done as long as they are turned in the next school day. **Students are not allowed to sleep or talk, and are not allowed to attend or participate in extracurricular activities the day of the assigned ISS.** ISS is primarily assigned for academic purposes. Other violations of the student handbook will likely result in consequences other than an ISS.
4. Out of School Suspension (OSS). This program is for students who have shown they cannot conform to the academic or behavioral standards of the school and for students who have multiple major infractions or are otherwise deemed that removal from the school is necessary. Students who have OSS are allowed to receive credit for work missed during their suspension as long as it is turned in the first day they return from school. Students are not allowed on school grounds until the suspension is concluded. This includes attending or participating in extracurricular programs.
5. Expulsion. This program is reserved for those students who have proven they cannot get along in the school setting.
6. **The above consequences will be applied in accordance with the school's "Red Slip Policy" for students who fail to complete assignments.**

Reasonable Suspicion

"Reasonable suspicion for a search" means grounds sufficient to cause an adult to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student: has violated or is violating a rule or behavioral norm contained in the student handbook; or has violated or is violating a particular law; or possesses an item or substance which presents an immediate danger of physical harm or illness to students and staff or Corporation property. Students can be drug tested by a school approved certified company if there is reasonable suspicion that the student is or has been under the influence of an illegal substance.

Consequences

In each of the following instances, the consequences listed are what may happen to the student. Punishment may result in one consequence or in a combination of consequences listed. Consequences are not necessarily in order. The administration will determine the proper consequences for inappropriate behavior. The Mill Creek Community School Parent/Student Handbook policy will supersede when appropriate.

<p>ARSON The burning of material (lighter, matches, etc.) or attempting to burn the building or any school property.</p>	<p>Parent contact Expulsion Referral to police</p>
<p>ASSAULT/FIGHTING Severe fights where blows are struck and/or exchanged, physical aggression including pushing and shoving, threatening and/or physically attacking another</p>	<p>Friday School 3-5 days OSS Referral to police</p>

student.	Expulsion
BOMB THREATS Indicating the possession of bomb or other destructive materials.	Parent contact Referral to police Expulsion
BULLYING/HAZING/THREATS/INTIMIDATION HARASSMENT Bullying behavior most frequently involves teasing and social exclusion, but may also include physical violence, threats, theft, sexual and racial harassment, public humiliation, and destruction of the targeted student's property.	Parent contact Friday School 1-5 days ISS 1-5 days OSS Code of Conduct Violation Police Referral Expulsion
DRUG/ALCOHOL POSSESSION/SALE/USE DISTRIBUTION/TRANSMISSION (INCLUDING LOOK-ALIKES)	Parent contact Expulsion up to 1 calendar year Referral to police
ELECTRONIC DEVICES Unauthorized student use of electronic devices without teacher permission during instruction (7:55 a.m. – 3:00 p.m.)	Removal or Confiscation of the device Parent Contact Detention Friday Night School 1-5 days ISS 1-5 days OSS
EXTORTION Obtaining or attempting to obtain monies or services by use of threats.	Parent contact 1-5 days ISS 1-5 days OSS Referral to police Expulsion
FAILURE TO SIGN IN/OUT OF OFFICE	Warning Detention ISS
FALSE ALARM The act of setting off a fire alarm or interfering with a smoke detector where there is no fire	Parent contact Referral to police Expulsion
FORGERY Signing another person's name on a document.	Parent contact Detention Friday School 1-5 days ISS 1-5 days OSS
GAMBLING Betting, pitching, matching coins or playing any games in which money or valuables may be won or lost.	Parent contact Friday School 1-3 days ISS 1-3 days OSS Referral to police

<p>INAPPROPRIATE CLOTHING</p>	<p>Parent Contact Change Clothing Detention Friday School 1-5 days ISS 1-5 days OSS Expulsion</p>
<p>INTERFERENCE WITH EDUCATIONAL PURPOSE</p>	<p>Parent Contact Detention Friday School 1-5 days ISS 1-5 days OSS Expulsion</p>
<p>INSUBORDINATION (INCLUDING CHRONIC DISRUPTIVE BEHAVIOR) Class disruption or failure to obey or follow rules and regulations given from any school personnel.</p>	<p>Detention Friday School 1-3 days ISS 1-5 days OSS Expulsion</p>
<p>MOLESTING The act of taking personal liberties with the person of other students or staff</p>	<p>Parent contact 5 days OSS Referral police Expulsion</p>
<p>OBSCENE AND/OR LEWD BEHAVIOR; INAPPROPRIATE LANGUAGE Obvious sexual gestures exhibited in view of students and staff; language unacceptable to staff or students</p>	<p>Parent contact Detention Friday School 1-3 days ISS 1-3 days OSS</p>
<p>PUBLIC DISPLAY OF AFFECTION</p>	<p>1st offense Verbal warning 2nd offense Detention</p>
<p>REFUSAL TO COOPERATE WITH SCHOOL OFFICIAL IN AN INVESTIGATION (INCLUDING GIVING FALSE INFORMATION)</p>	<p>Detention Friday School 1-5 days ISS 1-5 days OSS Expulsion</p>
<p>REFUSAL TO IDENTIFY SELF Failure to give full name to anyone</p>	<p>Detention Friday School</p>
<p>REPEATED REFUSAL TO CONFORM TO SCHOOL FUNCTION</p>	<p>Expulsion</p>
<p>SLEEPING IN SCHOOL</p>	<p>Parent Contact Detention</p>

<p>THEFT The act of taking possession of someone else's property (purse snatching, theft from lockers, etc.)</p>	<p>Parent contact Friday School 1-3 days ISS 3-5 days OSS Referral to police Expulsion</p>
<p>TOBACCO AND TOBACCO PRODUCTS Possession, use, sale or distribution of tobacco products (including lighters and e-cigarettes) are not permitted on school property or at school functions.</p>	<p>1st Offense Parent Contact 5 Days OSS Law Enforcement Notified 2nd Offense Parent Contact Expulsion</p>
<p>TRUANCY Leaving school grounds without permission or failure to attend school without knowledge of parents & school officials. Leaving class early or missing class without permission is also considered truancy. Failure to serve a detention is truancy.</p>	<p>Parent contact Friday School 1 day ISS 3 day OSS Expulsion</p>
<p>VANDALISM The deliberate damage or defacing of school property or personal property.</p>	<p>Parent contact 1-5 days ISS 1-5 days OSS Expulsion Referral to police Restitution</p>
<p>VERBAL ABUSE OF OTHERS</p>	<p>Parent contact Detention Friday School 1-5 days ISS 1-5 days OSS Expulsion</p>
<p>VERBAL ABUSE TO STAFF</p>	<p>1-5 days OSS Expulsion</p>
<p>WEAPONS The possession or display of an object which can be reasonably considered a weapon. This includes look-alikes.</p>	<p>Expulsion (one calendar year) Referral to police</p>

IV. General School Policies and Guidelines

Athletics

Athletics has much to offer young people and should be an extension of the student-athlete's learning process. We want to provide a program that the student body and community can be proud of. While winning is important, members of athletic teams also learn these very important life skills:

- Respect for team members and opponents.
- Respect for coaches and authority figures.

- Discipline
- Working together with others toward the accomplishments of common goals.

Students must understand that participating in athletics is a **privilege** and that this privilege is earned by meeting the standards set by Cascade Middle School. Practices will begin at most, three weeks prior to the first scheduled contest of each sport. Up to date contest information may be located on the school website.

Cascade Middle School Athletic Teams

Cheerleading: Grades 6, 7&8

Fall Sports:

Boys and Girls Cross-Country Grades 6, 7&8

Girls Volleyball Grades 7&8

Football Grades 7&8

Winter Sports:

Boys Basketball Grades 7&8

Girls Basketball Grades 7&8

Boys and Girls Swimming Grades 6, 7&8

Wrestling Grades 6, 7&8

Spring Sports:

Boys and Girls Track Grades 6, 7&8

Athletic Responsibilities

1. Anyone representing CMS as a member of one of the athletic teams or programs must follow all rules for eligibility.
2. Students who represent Cascade Middle School in athletic events are expected to set a positive example in their attitude and behavior at school and during school activities.
3. Athletes who receive out-of-school suspension for violation of school rules during their season will miss one athletic contest for each three days of suspension. This will be in addition to contests missed during the term of the suspension.
4. The school dress code applies to athletes during their practice and at their athletic contests.
5. A student must be in school for the last 4 periods of the day in order to participate in a contest or practice. If a student leaves school during the day due to illness, the student may not participate in any practices or contests that day unless waived by the principal.
6. If an athlete is absent for five (5) or more days because of illness or injury, a written release from a licensed physician is required before further participation can be allowed.
7. If a player quits a team before the end of a sport season or is removed from a team, that player may not join another team or try out for another team until the first sport season is over or until the coach from the first sport releases that athlete.
8. Athletes who have equipment not accounted for with one team may not draw additional equipment for another team until the "first equipment" is paid for/returned.
9. Because you are proud of your school and facilities, take care of our building and grounds. Take care of equipment issued to you and equipment used in your sport. Any lost or damaged equipment will be the responsibility of the athlete. Any damage done to buildings or grounds will be paid for by the offending party/parties.
10. Athletes are representatives of their school, community, family, coaches, and administrators. They must conduct themselves in a manner that will make us all proud and not cause any embarrassment to anyone. Athletes who do not conduct themselves as good citizens are subject to discipline from the coach or administration.
11. Athletes must remember that at away events, we are guests in another school. Behavior is to be exceptional. Any areas or items that are damaged by athletes of CMS will be paid for by the athlete and contest suspension (s) **WILL** result.

Eligibility:

1. 6th Grade: A student who is or shall be 14 prior to or on the scheduled date of the last contest in a sport should be ineligible for athletic competition in that sport.
2. 7th Grade: A student who is or shall be 15 prior to or on the scheduled date of the last contest in a sport should be ineligible for athletic competition in that sport.
3. 8th Grade: A student who is or shall be 16 prior to or on the scheduled date of the last contest in a sport should be ineligible for athletic competition in that sport.
4. A current physical exam, taken within the past 12 months, is required to be on file with the athletic director prior to the first practice or tryout session for any sport. Forms are available in the school office or on the school website.
5. The Athletic Code of Conduct and Drug Testing Consent Form must be signed and on file before a student is allowed to participate in any athletic contests. These forms are part of the online registration process. Hard copies of these documents are available in the CMS Main Office.
6. Students may not participate in athletic contests if they have more than one (1) failing grade in any subject for the previous grade-reporting period (4.5 weeks). This includes the last grading period of the previous school year. An incomplete will count as a failing grade. Progress reports will count as a grade report. First and Second Semester grades take precedent over the 2nd and 4th Nine Weeks grades. Second semester grades will be used to determine eligibility for the next school year for all students entering grades 7-12. If an athlete has 5 or fewer graded courses, said athlete must maintain passing grades in all courses. Athletes who do not meet these guidelines may begin practicing with their team only with the approval of the principal, athletic director, and coach.
7. Extracurricular Fee: Each athlete will be assessed a \$25 fee for each sport, each school year to offset extracurricular costs. The maximum expense for an athlete per year will be \$75. This must be turned in prior to participating in athletic contests.
8. All participants must be full time students within their respective school district.
9. If a student does not participate in PE during the school day, he/she will not be permitted to participate in athletics that evening unless the student missed that class due to being absent from school during the time his/her PE class was in session.

Transportation

1. All athletes must ride to contests in the transportation provided by the school unless prior approval has been granted by the coach or administration. All school bus rules apply when being transported to athletic events.
2. Athletes may ride home from an away contest with their **PARENTS**, provided the parent signs the athlete out with the coach. If the athlete is to ride home with another student's parent, a **signed note** from the athlete's parent must be provided to the coach.
3. For everyone's safety please remember to be on time to pick up athletes after practices. Students may not be in the school building or practice areas after school hours unless accompanied by an adult.

Training Rules

1. Each coach has the authority to establish training rules in addition to the rules set down here. Coaches may establish a dress code for game days, require a study table for athletes, or set other rules for the good of the team. Within these rules, a coach can make punishment determinations such as: suspension from a contest or contests, expulsion from the team, additional training, etc. The coach's guidelines for determining what action to take will always reflect the good of the team. Coaches will determine practice schedules and will give written copies to each team member. Athletes are expected to be at **every** practice **on time** and for the **full length** of the session unless excused by their coach **BEFORE** practice. Athletes who skip practices will not participate in contests.
2. An athlete must meet a minimum requirement of practices before participation in an athletic contest.
 - a. Ten practices if no previous sport participation.
 - b. Five practices if immediate previous sport participation.

V. CMS "A to Z"

Accel Classes

Accel classes are designed to stretch students based on their individual needs in a variety of academic experiences. Students will be held accountable to complete the assigned tasks. The skills gained in Accel will improve academic areas such as organization, reading comprehension, writing, vocabulary development, etc. that will ultimately assist them in their core academic subjects. Students will also be asked to use this time to organize their Drive files, check and respond to teacher emails, and submit incomplete coursework.

Book Bags, Backpacks

Cascade Middle School does not allow students to carry book bags, or backpacks between classes. Book bags can be used to transport items to and from school, but must remain in student lockers during the school day. Purses are permitted as long as they do not become a distraction in the classroom.

Book Rental

1. Invoices for book rental will be mailed home sometime around Labor Day in early September. Parents will be provided 30 days to make arrangements with the school to remit payment.
2. Parents/Guardians are financially responsible for book rental fees and any charges the school may assess for but not limited to lost books, cafeteria fees, library books, extracurricular activities, fund raising, and tuition.
3. Parents/Guardians may also be responsible for all reasonable costs of the collection of this account which may include but not limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees, and court costs on any outstanding balance.

Cafeteria Rules/Procedures

1. Students may bring their lunch or buy lunch in the cafeteria. Snack items as well as milk may be purchased individually.
2. Students are expected to enter the cafeteria and be seated. The lunch supervisor will dismiss the students one table at a time to go through the serving line.
3. Students are expected to display good manners and take their tray and trash to the dish window and trash container after eating.
4. The cafeteria supervisor will release students when each table and surrounding area is acceptably clean.
5. Students may not purchase items from the vending machines at any time during the instructional day.
6. Carbonated beverages are not to be consumed in the cafeteria during lunch or breakfast hours.
7. If students do not have funds in their account and charge for three days, phone calls home will be made. Also, any charges accumulated need to be paid back within five school days.
8. Students are not allowed to take any food or drink out of the cafeteria.

Calendar

A copy of each year's calendar is available on the district and school websites.

Cheating / Plagiarism

Cheating and/or plagiarism will not be tolerated at school and will be dealt with. Cheating includes, but is not limited to: (a) copying work from another, (b) offering your work to another, (c) removing materials from a teacher's classroom or desk. Students found to be guilty of cheating will be subject to the following:

- | | |
|-------------|--|
| 1st offense | Zero on work, Parent Contact |
| 2nd offense | Zero on work, Referral to Principal, and Parent Contact |
| 3rd offense | The above consequences will repeat in addition to Discipline Consequences will be added for insubordination. |

Communication with School Personnel

Telephone:	Parents can contact the main office during normal school business hours (7:45 am – 3:15 pm) @ 317-539-9285. The automated answering service will allow you to reach faculty and staff by following the directions. Faculty members will check their messages and return your call in a timely fashion.
Meetings:	By contacting the school to schedule the meeting with the appropriate staff member(s).
Email:	First initial and last name followed by @mccsc.k12.in.us) (example tsmith@mccsc.k12.in.us)
Website:	www.mccsc.k12.in.us/cascade-middle-school
School Newsletter:	www.cascademiddleschool.weebly.com
Athletics:	www.qocadets.com
Address:	Cascade Middle School 6423 S. Co. Rd. 200 W. Clayton, In 46118

Computer Labs

In order for a student to be allowed to use a Mill Creek Community School Corporation computer a signed copy of the “Acceptable Use” form must be on file.

Certain rules must be maintained within the labs so the efficiency of the labs is constant.

1. No food or drink allowed in labs.
2. Students are to utilize their own files for proper identification and use.
3. Students are to maintain proper order while in the lab.
4. Teachers must accompany class.
5. **Student must adhere to the guidelines agreed upon in the “Acceptable Use” policy.**

Students violating these rules of conduct or procedures defined for the computer lab or outlined in the “Acceptable Use” policy are subject to immediate dismissal from the lab, having their privileges restricted, or may face disciplinary action from the main office. Final discretion lies with the administration.

Course Offerings and Requirements

All students will have a balance of learning experiences and opportunities in the following subject areas: Language arts, mathematics, reading, social studies, science, fine arts (music and visual arts), practical arts (industrial technology and technology education), health education, world languages, and physical education. Factors such as standardized testing data, academic growth and performance, teacher observations, and parent requests, may impact the courses offered to a student.

Daily Schedule

Students will have blocks of time for their classes that may be arranged by their team teachers so that they may have the best learning situation. Although the usual class periods exist, they may not be followed exactly each day. The normal daily schedule will be:

“Normal” School Day

1st Period = 7:55-8:51

2nd Period = 8:55-9:46

3rd Period = 9:50-10:41

4th Period = 10:45-11:36

5th Period = 11:40-1:06 (w/ Lunch)

6th Period = 1:10-2:01

7th Period = 2:05-3:00

2-Hour Delay

1 st Period	9:55-10:31
2 nd Period	10:35-11:06
3 rd Period	11:10-11:41
4 th Period	11:45-12:16
5 th Period/Lunch	12:20-1:46 (w/ Lunch)
6 th Period	1:50-2:21
7 th Period	2:25-3:00

Dress Guidelines

Students are expected to wear their clothing and to manage their appearance in a manner which does not disrupt the educational setting, interfere with health or safety, or promote vulgarity during the school day and at school functions that may or not be on school grounds. No policy can address all situations, but the following guidelines are to be followed:

1. All students must wear some kind of appropriate soled footwear.
2. Clothing displaying any kind of alcohol, drug, tobacco, sexual messages, promotes violence or other message that may be offensive to others is not permitted. (School officials will make final decisions).
3. No tank tops, spaghetti straps, revealing necklines, sleeveless shirts/dresses or shirts, which expose any portion of the mid-section or back are not allowed. No skin should be visible around the waistline.
4. Shorts and mini-skirts may be worn provided that they are at least the length of the fingertips when arms are extended at normal length. ***Bike shorts, spandex, yoga pants, leggings, or similar form fitting pants that are immodest are also prohibited.***
5. No hats, caps, headbands, or bandanas are to be worn in the building during school hours.
6. Sunglasses, unless prescribed by a physician, are not to be worn in the building.
7. For safety, special-clothing items may be required in some classes.
8. Heavy coats are not to be worn during the school days unless directed by the administration. Coats are to be kept in student lockers.
9. Tattoos that display inappropriate language and/or art that depict alcohol, drugs, gangs or other similar type of symbolization are not allowed and must be covered.
10. Pants, trousers, shorts must be worn at waist level and not exposing undergarments.
11. No leather or dog collars around necks.
12. Spikes on clothes, as jewelry, or chains (including chains on wallets) are not allowed at school or school activities.
13. Any jewelry that promotes violence or sexual conduct is inappropriate and not allowed.
14. Pajama or "lounging pants" are not considered school appropriate.

Final determination of appropriate dress lies with the administration. Should the school administration deem a student's dress to be unacceptable, disruptive to the learning environment, or inappropriate for school, the following procedures will be followed:

1. The student will be issued appropriate clothing to change into and his/her garments will be returned at the end of the school day.
2. Parent notification if student continues to wear inappropriate dress.
3. Student will be subject to other disciplinary actions if he/she refuses to change or continually dresses inappropriately.

Elective Classes

Elective classes will be made available at each grade level to all students. Students who successfully passed both sections (Math and Language Arts) of the previous year's ISTEP+ exam will be able to choose their own elective course. Students who did not pass one or more sections of the ISTEP+ exam may have choices limited.

Electronic Devices

All electronic, audio, video, communication, and gaming devices are not permitted during instruction time (7:55-3:00) unless direct permission has been provided by the teacher for classroom use in that specific class period. This will be handled on a class by class and teacher-by-teacher basis if the need for the electronic device is consistent with the learning objective for that particular class period. Appropriate student use is permitted during non-instructional time (passing periods, lunch, etc.).

Cascade Middle School is NOT responsible for these items being lost, damaged, or stolen during school activities. Students should use extreme precautions to protect these devices and themselves from theft at all times.

Extra-Curricular Activities

The extra-curricular activities program is important in the social development of students and is a vital part of the total educational program. Students who become involved in these activities generally find school more interesting, challenging, and fulfilling. These activities include but are not limited to academic competitions and organizations. When attending extra-curricular activities at CMS students may not leave the activity and regain admission without getting staff approval before leaving. Participation in extracurricular activities requires that a student be in attendance for a minimum of the last four class periods of the day, unless waived by the principal.

All athletic eligibility standards will be applied to any extracurricular activity.

Field Trips

There are opportunities during the school year for field trips. Teachers will require that students have parent permission before they are allowed to go on any field trip. The privilege to participate in any field trip may be dependent on the student's conduct during the course of the school year.

Grade Level Team Rules

Each grade level team or individual teacher may have specific procedures for handling tardiness, lack of preparation for class, and minor violations.

Hall Procedures and Passes

Good manners on the part of all students are necessary for easy and orderly flow of student traffic. Running and loud noises cannot be permitted. When students are in the hall during class time they must have a pass. A teacher with the time, date and destination must sign each pass. Students without passes are to be taken to the office and subject to truancy violations. Students entering a class must have a pass when classes are in session.

High School Credit Courses

Students are placed in High School Credit Courses based on past academic performance, teacher recommendation, standardized test scores, and cognitive skills assessments. These courses are offered to students by *invitation only*, based on the above criteria. Occasionally, placement of students may need to be changed. Parents and/or staff may request a change out of a High School Credit Course by contacting the building Principal, who may solicit input from the counselor, teachers, and/or Curriculum Director.

High School credit is awarded at the end of the semester. Upon completion of a credited course at CMS, the parent and student will have the option of accepting the earned credit onto their official high school transcript. This will include the acceptance of the grade earned in that class. If the credit is declined, the grade is wiped clean from the transcript, and the student would be required to retake

the course in order to earn the credit in hopes of earning a higher grade. Transferring out of a credit course results in an immediate loss of credit status for all credits not already earned. Unless transferring in from another school corporation with equivalent courses, students cannot be placed into credit courses unless it is at the beginning of a semester (first full week).

Students entering CMS are identified as prospective candidates to take credit based courses in the areas of Algebra, Intro to Life Sciences, Citizenship/Civics, Introduction to 2D Art, and Foreign Language (Spanish OR French). Placement in these courses will be on an individual basis, and a student may only be in one, two, or all High School credit courses based on qualification and invitation.

Parents must sign a consent form to verify that they understand that these courses impact their child's high school grade point average, potential high school graduation index, and class rank. These questions and concerns should be addressed with the Cascade High School Guidance Department. Students who are invited to participate in these high school credit courses will be expected to maintain no less than a "B-" average. Students falling below this grade could find themselves enrolled in the class on a probationary status or possibly removed from the course. The impact to the student's high school grade point average could be severe if students are permitted to continue in the course with less than a "B-".

Cascade Middle School will continue to aggressively and appropriately identify students who may display potential to earn high school credit prior to their 9th grade year.

Homework

Students are expected to have class assignments or work at home completed and turned in on the due date. Individual teachers or grade level teams will provide more detailed guidelines to students during the first days of school. Students with frequent incomplete homework assignments will be subject to consequences or have privileges restricted in accordance with the CMS handbook.

Honor Roll

To qualify for the honor roll during any particular grading period a student must have no grade below a B-. To be recognized for all "A" honor roll a student may have no grade lower than an A- for the grading period.

In addition to recognizing students for outstanding academic achievement via the "Honor Roll", students who were on the "A" Honor Roll for the semester will be invited to a special "All A" recognition luncheon hosted by the MCCSC building Principals and sponsored by the building PTO's.

Instructional Materials Center

The IMC contains a selection of books and periodicals for pleasure reading, reference, and study. Classes often go to the IMC for research work. There are a number of computers available for research as well as for access to the Internet.

Lost and Found

The lost and found area is located in the main office of the school. Students may check for lost articles. Students should not leave money or any valuables lying around or in their school lockers. Cascade Middle School will not be responsible for articles that are lost or stolen.

National Junior Honor Society

The National Junior Honor Society is an honorary organization for students who are chosen by the faculty for their excellence in academics, character, leadership, service, and citizenship.

Parents or Guardians

We encourage parents and/or guardians to come to the school to discuss with the administration any problems that their son/daughter might be having, and if the school can be of assistance in any manner. Please make an effort to schedule a time to speak with an administrative team member if possible to ensure someone will be available to address your concerns. Parent and teacher conferences, by appointment, are encouraged and the administration will assist in making arrangements for those conferences.

Physical Education

During physical education class, students must wear gym clothes that are appropriate for gym activity. Teachers will provide specific guidelines on the first day of class.

A student may be excused from participating two days for class per semester with a note from a parent. A note from a doctor is required if the student is not going to be able to participate in class for more than two days.

Each student will be assigned a locker with a combination lock.

A student must participate in physical education class in order to participate in an athletic practice or a school-sponsored athletic event that day.

The 8th grade semester that all 8th grade students will participate in will satisfy one of the two required semesters of high school Physical Education. As a result, the grade earned in PE as an 8th grade student will be reflected in the student's high school transcript and will apply toward the cumulative high school grade point average.

Power School

Parents are encouraged to log on to their child's PowerSchool account frequently in order to keep abreast of their child's assignments and grades. Assignments are posted on a weekly basis and grades are recalculated each time the teacher enters a grade. Due to the instant accessibility of this information on a daily basis, Cascade Middle School will no longer issue a student "progress report" in between grading periods. We will continue to distribute end of Semester grade cards. If you would like a hard copy of your child's grades at any point in the school year, please contact the school.

Response to Instruction (Rtl)

The Rtl (Response to Instruction) committee assists educators in implementing academic, behavioral, and instructional strategies that ensure success with struggling students. The group includes administrators, teachers, and counselors who meet with concerned parents on a weekly basis. The committee will present a variety of data pieces in order to provide an accurate picture of the student's present educational and behavioral concerns. The committee, in conjunction with the parent, uses research-based tiered instruction and seeks supports for the student in order to increase academic and behavioral success.

Teachers typically recommend students for the Rtl committee's consideration. However, parents can contact the school at any time and request a meeting with the Rtl committee if they have concerns for their child that they wish to be resolved. Meetings are generally held every Monday or Friday morning from 7:00-7:40. If that time is not convenient for the parent, a mutually agreed upon time will be established for the meeting.

Schedules

Each student receives a schedule of classes during registration or at the time of enrollment. Schedule changes, when advisable and possible, may be made through the guidance office.

Soft Drinks/Snacks

The soft drink machines are only available after school hours. **Open snacks/soft drinks are not permitted in student lockers** (with the exception of water). All food items should be consumed in the cafeteria during breakfast or lunch hours. Gum and candy are not to be consumed during the school day.

Substitute Teachers

Student behavior is expected to be the same when a substitute teacher is present as when the regular classroom teacher is present. Students who misbehave or are disrespectful towards a substitute teacher will be disciplined when the regular classroom teacher returns.

Supervision of Students

Teachers throughout the school day supervise students. Students are not to be in the school building after or before school hours unless they are under the direct supervision of a staff member or by permission of the principal. This includes students staying for athletic practices and games. Unless a coach is supervising students prior to practice times, students must go home and return to school at the scheduled practice/game times.

Tardy Policy

Students are expected to be at school on time and in their classrooms when class begins. Tardiness disturbs the entire class and wastes time. If a student is tardy to school, he/she must first report to the office and sign in. This must be done even if the student's bus is late to school. Excessive tardiness will be dealt with through the detention system.

Telephone Use

The telephone is placed in the school office for school business. Students may make calls on a teacher's classroom phone with the permission of a staff member. A parent may also leave a message or request that their student call if necessary. **Students are not permitted to bypass the main office and contact parents directly without the knowledge of the main office to pick them up from school prior to dismissal without the approval of the school nurse or building administration.**

Tobacco-Free Campus

Cascade Middle School is a tobacco-free building on a tobacco-free campus.

Withdrawal from School

Students who transfer or withdraw from school must do so by notifying the school office. A student who is withdrawing from school between the ages of 16 and 18 must have an exit interview with the principal and parent.

Work Permits

Students who are eligible may be issued a work permit through the school office. Students may be ineligible to receive a work permit if their attendance is not in good standing or if they do not meet the school corporation's academic standard.

Work permits may be revoked when the issuing officer determines that there has been a significant decrease since the issuance of the permit in the student's grade point average and/or the student's attendance at school.

VI. Mill Creek Community School Corporation Responsible Use Policy *Revised 2015*

The following document outlines Staff, Student and Guest responsible use agreement for use of Internet, Computer Equipment and other Technology at Mill Creek Community Schools.

Introduction

Mill Creek Community School Corporation (MCCSC) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate and develop skills that will prepare them for life beyond K-12 education. We are committed to helping staff and students develop progressive technology skills that will allow them to thrive.

Further, MCCSC values and is committed to providing all students, no matter their background, with access to technology. MCCSC is in the process of implementing a technology plan that will provide readily available access to technology devices for all staff and students grades K-12. We also understand that learning does not

simply occur while school is in session. We strive to prepare students for environments both on and off the MCCSC campus.

This Responsible Use Policy outlines the expectations and guidelines that all users are expected to adhere to when using school technologies or when using personal devices on the school campus.

Sections

- I. Access to Electronic Media
- II. Technologies Covered
- III. MCCSC Google Accounts
- IV. Digital Citizenship & 21st Century Skills
- V. Social Media & Web 2.0 Tools
- VI. Google Chromebooks
- VII. Violations/Consequences

Vision

Our vision is to make learning irresistible for students in the Mill Creek Community School Corporation. We believe that when students have a personal device in hand that the learning experience will be enhanced as students become more active participants in their learning as opposed to passive recipients of their education.

Access to Electronic Media

- 1. All use of the Corporation provided network/Corporation owned hardware must be in support of education and research and consistent with the purposes of the Mill Creek Community School Corporation.
- 2. Any use of the network/Corporation owned hardware for commercial or for-profit purposes is prohibited.
- 3. Downloading files from the Internet should be limited to educational programs.
- 4. Any use of the network/Corporation owned hardware for product advertisement or political lobbying is prohibited.
- 5. Network accounts are to be used only by the authorized owner of the account for the authorized purposes. Users shall protect the security of their account by not giving out usernames or passwords or allowing anyone other than the owner to use the account.
- 6. Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- 7. Users shall not intentionally seek information on, obtain copies of, or modify files or other data or passwords belonging to other users on the network/Corporation owned hardware.
- 8. All communications and information accessible via the network/Corporation owned hardware should not be assumed to be private.
- 9. No use of the network/Corporation owned hardware shall serve to disrupt the use of the network/Corporation owned hardware by others.
- 10. Using an Internet filter and other technologies, Mill Creek Community Schools makes a reasonable effort to ensure students' safety and security. However, the Corporation will not be held accountable for any harm or damages that result from the use of school technologies.
- 11. Hardware or software configurations shall not be destroyed, modified, or abused in any way.
- 12. Malicious use of the network/Corporation owned hardware to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

13. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network/Corporation owned hardware.
14. The installation of copyrighted software for use on School Corporation computers is at the discretion of the Superintendent
15. Use of the network/Corporation owned hardware to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network/Corporation owned hardware is prohibited.
16. Internet access and usage shall be in accordance with the Internet Acceptable Use Policy. Reference Policy #5281.
17. From time to time, the Mill Creek Community School Corporation will make determinations on whether specific uses of the network/Corporation owned hardware are consistent with the acceptable use practice.
 - The Mill Creek Community School Corporation reserves the right to log Internet use and to monitor fileserver space utilization by users.

Technologies Covered

MCCSC may provide the privilege of Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, message boards, e-mail and more. This policy applies to privately-owned devices accessing the MCCSC network, Internet connection, and/or private networks/Internet connections while on school property. MCCSC will not be liable for communication sent via personal devices. As relevant new technologies emerge, MCCSC will seek to provide access to them. The policies outlined in this document cover all available technologies now and in the future.

MCCSC Google Accounts

All MCCSC students are provided access to Google Apps for Education (GAFE) accounts. This allows access to Google Mail, Google Drive, Google Calendar and other web related apps. The accounts are maintained and monitored by MCCSC technology staff. Access to these tools can be restricted or removed from students by staff.

Google Mail service will only be provided for students grades 5-12. Students should not send personal information; should not attempt to open files or follow links from union or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the district policy. Parents can obtain more information regarding management of e-mail accounts by clicking [HERE](#).

Digital Citizenship & 21st Century Skills

MCCSC students should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Students should recognize that among the valuable content online there is also information that is erroneous and inappropriate to use in an educational setting. Students should only use trusted sources when conducting research and other online activities.

MCCSC values these statements and is committed to providing students with opportunities to learn and be engaged on-line. Therefore, MCCSC teachers and staff will provide students with resources to help them make sound decisions regarding appropriate behavior and conduct on-line.

Social Media/Web 2.0 Tools

Recognizing the benefits collaboration brings to education, MCCSC may provide users with access to websites or tools that allow communication, collaboration, sharing and messaging among users.

Users are expected to conduct themselves in an exemplary manner, using appropriate, safe and mindful language. Posts, chats, sharing and messaging may be monitored by staff. Users should be careful to never share personal information in on-line forum.

Please refer to the statements above regarding additional information on behavior that may result in loss of privilege.

Google Chromebooks

MCCSC provides students grades 5-12 with a Lenovo 11e Chromebook. This is the cornerstone to the two part goal of the Corporation leadership to “Make Learning Irresistible” and grant access to “24/7 Anytime Learning”. These devices are provided to students for educational purposes only. Policies and procedures have been adopted for responsibility and handling of these devices. Each building has its own version of these policies and can be accessed via the following links:

VII. Policies and Procedures Regarding Chromebooks at CMS

“Making Learning Irresistible!”

Laptop Information:

Each student will be received his or her own personal laptop (Lenovo X131e Chromebook) for the school year. These devices are owned by the MCCSC and are leased to the students for academic use.

- No food or drink should be next to the laptop.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Laptops should not be used or stored near pets, water or other liquid, food, and weather.
- Laptops must remain free of any writing, drawing, stickers, labels, etc.
- Heavy objects should never be placed on top of laptops.
- Never swap or share your computer. Never allow a classmate to use your device. You are responsible for your assigned computer.
- Laptops should only be used while they are on a flat and stable surface.
- Keep the computer secured or attended at all times.
- Devices will be distributed each year at the beginning of the year and will be collected before the last day of school in the spring.

Transporting Laptops:

- Each student will be issued a computer bag to transport the laptop.
- Always transport laptops with care and inside the issued computer bag.
- Do not place textbooks, folders, papers, or other items in the computer bag.
- Do not over stuff the computer bag; extreme pressure on the computer can cause permanent damage to the screen and other components.
- Never open the laptop by pushing on the screen.
- Never pick up the laptop with the screen open.
- Computers may not be used in the cafeteria during lunch.
- Never leave the computer in your car.
- Students attending or participating in physical education class and/or extracurricular activities should leave laptops in their lockers, which must be locked, when not in use. Students should never bring their devices with them while attending or participating in activities outside of school.

- Devices should NEVER be taken with you while attending “away” athletic contests.

Asset Codes:

- All Chromebooks and chargers will be labeled with an MCCSC sticker.
- These stickers may NOT be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a laptop for tampering an MCCSC asset sticker or turning in a computer and/or bag without an MCCSC asset sticker.

Repairing Chromebooks:

- All damage to devices must be reported to the main office immediately.
- Do not attempt to remove or change the physical structure of the laptop, including the keys, screen, casing, etc. Doing so will void the warranty on normal wear & tear and families will be responsible for the cost of repair or replacement.
- Loaner laptops may be issued to students when they leave their school-issued laptops for repair.
- A student borrowing a loaner laptop must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Students having their school-issued laptops repaired will be allowed to take their loaner laptops home.
- A member of Technology Staff will contact the student when his or her laptop is repaired and available to be picked-up.

Sound:

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphone/ear buds may be used only at the discretion of the teacher.

Printing:

- Students will be able to print to the Media Center or building computer lab if needed. No printing options will be available from the Chromebook.

Logging onto a Laptop:

- Students will only login to their Chromebooks using their school issued usernames and passwords.
- Students should never share their account passwords with others, unless requested by an administrator.

Using your Laptop Outside of the Classroom at School:

- Students are expected to bring fully charged laptops to school every day and bring their laptops to all classes unless specifically advised not to do so by their teacher.
- The cafeteria will be open BEFORE school to use the device if needed. However, devices are not to be used on tables with food. The stage area of the cafeteria will be reserved for computer use only. No food or drink will be allowed in this area.
- Students will be able to use the media center after school for academic tasks.
- Students are NOT permitted to have their Chromebooks in the cafeteria during student lunch shifts.

Privacy:

There is no expectation of privacy. Students should have no expectation of confidentiality or privacy with respect to any usage of a laptop, regardless of whether that use is for school-related purposes or not, other than as specifically provided by law. MCCSC may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student laptop at any time for any reason related to the operation of the district. Teachers, school administrators, and the Technology Department may use monitoring software that allows them to view the screens and activity on student laptops.

Consequences:

Violation of the “Responsible Use Policy” and/or the procedures and policies designed to keep students and devices safe will likely result in consequences ranging from student warnings to expulsion depending on the severity of the violation. Violations include (but are not limited to) the following...

- Causing harm to the computer in any way
- Leaving their computer unoccupied
- Having food and/or drink around the computer
- Writing, drawing, adding stickers, labels, etc. to the computer
- Swapping or sharing computer
- Bullying

- Does not transport computer in school-issued computer case
- Placing textbooks in computer bag
- Mishandling the computer
- Not taking care of the screen
- Inappropriate background
- Not in possession of the laptop at school
- Not in possession of the computer case
- Inappropriate content on the computer
- Removing ID tags/stickers
- Breach of security

Summary:

If YOU are the only one who uses your device, come to school prepared with your device each day, remember to use it exclusively for purposes related directly to your school work, and you make all attempts to care for the device as the expensive piece of equipment that it is, you will be just fine!

GENERAL POLICIES AND PROCEDURES PERTAINING TO ALL MILL CREEK COMMUNITY SCHOOLS

Civil Rights Nondiscrimination Statement

Mill Creek Community School Corporation is an equal opportunity employer and does not discriminate on the basis of age, race, religion, color, sex, disability, national origin, or ancestry. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. Limited English Proficiency (LEP) is not a barrier to admission and/or participation in vocational education programs.

Questions regarding compliance with Title IX, Section 504, ADA, or other nondiscriminatory policies should be directed to:

Superintendent of Mill Creek Community School Corporation

6631 S CR 200 W

Clayton, IN 46118

(317) 539-9200

or to:

Civil Rights

U.S. Department of Education

Washington, D.C.

Respect for Staff and Students

It is important to demonstrate respect for an individual's beliefs, opinions, and attitudes, so long as the expression of such is in conformity with generally accepted community values and is without regard to another's race, sex, religion, national origin, handicap, and/or economic status. Consequently, administrators, teachers, educational support staff, students, and members of the general public while visiting corporation-owned property shall make all reasonable efforts to treat staff members and students in a respectful manner. Speech or conduct that ridicules or personally demeans another person sets a negative example, reduces self-esteem, and therefore cannot be tolerated. All staff members and students are cautioned that any person who demeans, insults, or abuses another person is subject to disciplinary action.

Student List Disclosure

The Board of School Trustees of the Mill Creek Community School Corporation in order to maintain the privacy of its students prohibits the disclosure of any student list to any commercial organization that intends to use the list for commercial purposes. "Student list" is defined as a list containing the names, addresses and/or e-mail addresses of any or all students currently or formerly enrolled in the School Corporation. "Commercial organization" is defined as any entity which is a for-profit organization. "Commercial organization" does not include any of the "armed forces of the United States" as defined by state law. "Commercial purpose" is defined as any activity that is an attempt to solicit business or profit. The Superintendent shall establish a procedure to be followed by all School Corporation employees when a request for a student list is made by a commercial organization.

The Board also prohibits the disclosure of student lists to any individual or entity for political purposes. "Political purposes" is defined as influencing the election of a candidate for federal, state, legislative, local or school board office or the outcome of a public question or attempting to solicit a contribution to influence the election of a candidate for federal, state, legislative, local or school board office or the outcome of public question.

The Superintendent shall establish a procedure to be followed by all corporation employees when a request for a student list is made by a commercial organization or by an individual or entity for political purposes.

Indiana law requires a high school to provide access to student directory information to recruiting representatives of the military services. Military services include the U.S. Air Force, the U.S. Army, the U.S. Coast Guard, the U.S. Marine Corps, the U.S. Navy, any reserve component of these military forces, any service academy of these military forces, the Indiana Air National Guard, and the Indiana Army National Guard. Student directory information for purposes of this requirement is the student's name, address and listed or published telephone number. A parent or student has the option to restrict the release of such information to the military services recruiting representatives upon written request to the high school principal at the end of the student's sophomore year in high school.

Student Directory Information

The School Corporation has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the building principal/guidance department in writing within 20 days from the date of this notification that he or she will not permit distribution of any such information: name and address; telephone number; electronic mail address; date and place of birth; photograph; videotape not used in a disciplinary matter; student work displayed at the discretion of the teacher with no grade displayed; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; honors and awards received; enrollment status (e.g., full or part-time); the most recent educational agency attended; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

Mill Creek Community School Corporation Notification of Rights Under FERPA

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

1. The right to inspect and review the student's education record within 45 days of the day the School Corporation receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The 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 or misleading.

Parents or eligible students may ask the Mill Creek Community School Corporation to amend a record that is believed to be inaccurate or misleading. Parents should write the school principal, clearly identify the part of the record for which an amendment is requested, and specify why it is inaccurate or misleading.

If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the

extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has 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 Corporation discloses educational records without consent to officials of another school corporation in which a student seeks or intends to enroll. [NOTE: FERPA requires a school corporation to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]

Where disclosure is to a state or local juvenile justice agency and relates to the ability of such agency to serve before adjudication the student whose records are being released and such agency receiving the information certifies in writing that the agency has agreed not to disclose it to a third party without the consent of the student's parent, guardian, or custodian. Such information may not be used to aid in the supervision of a delinquent child.

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

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

Latch Key

Before and after school child care is offered to parents of Mill Creek Community School Corporation students. Please call your child's school for more information. Reference School Board Policy #8600.

Change of Residence

All changes in residence and/or telephone numbers must be reported to school. Students whose parents move outside the School Corporation may continue in attendance without paying tuition until the end of the semester.

If a student completes grade eleven while his/her parents reside in the School Corporation, the student may complete grade twelve without the transfer tuition.

Transfer Students

Students who transfer to Mill Creek Community Schools from an accredited school will be placed in the appropriate grade level from the previous school. Students who have never been in an accredited institution will be evaluated on the basis of substantial equivalency to courses or course of study offered by the Mill Creek Community Schools. The determination of substantial equivalency shall be made by the school's principal. Reference School Board Policy #3130.

School Visitors

Mill Creek Community School Corporation welcomes the active interest of parents and citizens in its public schools. However, since schools are a place of work and learning, parents and citizens are asked to make arrangements with the teacher prior to a visit. Parents are asked to reschedule a visit if the teacher is absent.

In an effort to promote and maintain school safety, **All parents and other visitors must use the front doors of the school and report to the school office to register and receive a visitor pass.** This pass must be worn so that it is visible. All visitors must again report to the school office when leaving the building to sign out and return the pass. Generally speaking, it is best for parents to not visit kindergarten and first grade classes during the first six weeks of school.

- Student visitors are not allowed unless granted permission by the principal in advance.

- Anyone who is not a staff member or student of the school will be termed a “visitor.”

Noncustodial Parents

A non custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary actions. The parent will also be allowed to participate in conferences, classroom visitations, and all other school activities. The noncustodial parent may not visit with the student during the school day nor may the student be released to the non custodial parent unless written permission is given by the custodial parent. A certified copy of a court order restricting the rights of the noncustodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, and the school visitations of, the noncustodial parent.

Dress Guidelines

Students are expected to wear their clothing and to manage their appearance in a manner which does not disrupt the educational setting, interfere with health or safety, or promote vulgarity during the school day and at school functions that may or may not be on school grounds.

Each school has established guidelines to be followed.

No policy can address all situations; therefore, final determination of appropriate dress lies with the administration.

School Bus Rules and Regulations for Student Safety

Transportation by school bus is provided by the Mill Creek Community School Corporation as a privilege for students who are willing to abide by the rules as set forth by the School Corporation.

School bus drivers shall have control of all school children conveyed between the homes of the children and the school, and the return trip. The school bus driver shall be responsible for discipline on the school bus, just as the teacher is in the classroom.

Every student eligible for bus transportation shall have a single/regular way of traveling to and from school. In addition, every student may have an emergency way with building administrator approval. It is the policy of Mill Creek Community School Corporation not to allow transfers, changes, or alternative routes/stops.

The following list of rules for student safety is not all-inclusive, but will serve as a general guide.

1. Students shall not stand or move from place to place while the bus is in motion or during a trip.
2. Each student will be seated immediately upon entering the bus in a place that may be assigned by the driver.
3. Loud, boisterous and/or profane language, or indecent conduct shall not be tolerated.
4. Students shall not tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
5. No windows or doors will be opened or closed without the permission of the driver.
6. Students shall not enter or leave the bus until it has come to a complete stop and the door has been opened by the driver.
7. The student shall be waiting at his/her designated bus stop when the bus is scheduled to arrive.
8. Glass, balloons, sharp objects, reptiles or rodents shall not be allowed on school buses.

Riding a school bus to and from school is a privilege. Any student who chooses not to follow the rules and regulations of the Mill Creek Community School Corporation may be denied the privilege of riding the bus. Parents will be notified if this becomes necessary.

Access to Electronic Media

The Board of School Trustees of the Mill Creek Community School Corporation recognizes the importance of computer education as well as access to electronic media.

Not all information accessed from the Internet is appropriate to the education of our students. All staff members, students, and students' parents/guardians are expected to sign the *Access to Electronic Media Guidelines and Agreement* before using the Internet.

Staff members shall be responsible for supervision of student use of the Internet.

From time-to-time the opportunity arises where students have the opportunity to publish their work and/or photograph on the MCCSC Web Site or may be granted e-mail access. In order to protect the privacy of students, both students and their parents/guardians are expected to sign a permission form prior to publishing student work or photographs on the MCCSC Web Site or being granted e-mail

access.

Guidelines and Agreement

1. All use of the Corporation provided network/Corporation owned hardware must be in support of education and research and consistent with the purposes of the Mill Creek Community School Corporation.
2. Any use of the network/Corporation owned hardware for commercial or for-profit purposes is prohibited.
3. Downloading files from the Internet should be limited to educational programs.
4. Any use of the network/Corporation owned hardware for product advertisement or political lobbying is prohibited.
5. Network accounts are to be used only by the authorized owner of the account for the authorized purposes. Users shall protect the security of their account by not giving out usernames or passwords or allowing anyone other than the owner to use the account.
6. Users shall not intentionally seek information on, obtain copies of, or modify files or other data or passwords belonging to other users on the network/Corporation owned hardware.
7. All communications and information accessible via the network/Corporation owned hardware should not be assumed to be private.
8. No use of the network/Corporation owned hardware shall serve to disrupt the use of the network/Corporation owned hardware by others.
9. Hardware or software configurations shall not be destroyed, modified, or abused in any way.
10. Malicious use of the network/Corporation owned hardware to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
11. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network/Corporation owned hardware.
12. The installation of copyrighted software for use on School Corporation computers is at the discretion of the technology director.
13. Use of the network/Corporation owned hardware to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network/Corporation owned hardware is prohibited.
14. Internet access and usage shall be in accordance with the Internet Acceptable Use Policy. Reference Policy #5281.
15. From time to time, the Mill Creek Community School Corporation will make determinations on whether specific uses of the network/Corporation owned hardware are consistent with the acceptable use practice.

The Mill Creek Community School Corporation reserves the right to log Internet use and to monitor fileserver space utilization by users.

The Mill Creek Community School Corporation reserves the right to temporarily/permanently remove a user account on the network to prevent further unauthorized activity.

Reference Source: Mill Creek Community School Board Policy #5280

Acceptable Use Policy

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the Mill Creek Community School Corporation considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizen and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The School Corporation expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to those that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet uses as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing School Corporation-provided Internet access must first have the permission of and must be supervised by the Mill

Creek Community School Corporation's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in the classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of School Corporation-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Mill Creek Community School Corporation. Access is a privilege, not a right. Access entails responsibility.

The School Corporation recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Users should not expect files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, sexually explicit, or threatening language;
- c. to violate any local, state, or federal statute
- d. to vandalize, damage, or disable the property of another individual or organization;
- e. to access another individual's materials, information, or files without permission;
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission;
- g. to enter and use chat rooms, to use instant messaging from another provider, to play non-educational games, to play interactive games; and
- h. to listen to, download, or distribute media files, such as music and videos (for non-educational projects or enjoyment).

Any violation of School Corporation policy and rules may result in loss of Corporation-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Mill Creek Community School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The School Corporation will not be responsible for any damages users suffer, including-but not limited to-loss of data resulting from delays or interruptions in service. The Corporation will not be responsible for the accuracy, nature, or quality of information stored on Corporation diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through Corporation-provided Internet access. The Corporation will not be responsible for personal property used to access Corporation computers or networks for Corporation-provided Internet access. The School Corporation will not be responsible for unauthorized financial obligations resulting from Corporation-provided access to the Internet.

Parents of students in the Mill Creek Community School Corporation shall be provided the following information:

- The Mill Creek Community School Corporation is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our students through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for lifelong learning.
- Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable.
- While the Corporation's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even though the Corporation has instituted technical methods and systems to regulate students' Internet access, those methods do not guarantee compliance with the Corporation's acceptable use policy. That notwithstanding, the Corporation believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Mill Creek Community School Corporation makes

the Corporation's complete Internet policy and procedures available on request (also available in the handbook) for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

Notice: This policy and all its provisions are subordinate to local, state, and federal statutes.

Sexual Harassment Policy

I. It is the policy of the Mill Creek Community School Corporation to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee of the Mill Creek Community School Corporation to harass another employee or student through conduct or communication of a sexual nature as defined in *Section II*. It shall also be a violation of this policy for students to harass other students or employees through conduct or communication of a sexual nature as defined in *Section II*. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

II. DEFINITIONS OF HARASSMENT

A. Types of Sexual Harassment

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, or when made by any student to any employee, or when made by any student to another student when;

1. Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
4. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student;
5. Such conduct is engaged in by volunteers and/or non-employees over whom the School Corporation has some degree of control of their behavior while on school property.

B. Unwelcome Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed student/employee has indicated by his or her conduct or verbal objection that it is unwelcome.
3. An employee or student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

C. Examples of Sexual Harassment

Sexual harassment as set forth in *Section II, (A)* may include but is not limited to the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job promotion and/or salary increase.

III. SEXUAL HARASSMENT COMPLAINT PROCEDURES

A. It is the policy of the Mill Creek Community School Corporation to encourage persons who believe that they are victims of sexual harassment to come forward with such claims. This may be done through the following procedures:

1. Any person who alleges sexual harassment by any employee or student in the School Corporation may use the reporting procedures explained below in *Section III (B)* or may complain directly to his/her immediate supervisor, building principal, or the *Title IX* complaint designee of the School Corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
2. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the School Corporation's legal obligations and the necessity to investigate allegations of misconduct and to continue to take corrective action when this conduct has occurred.

B. Reporting Sexual Harassment

All reports of sexual harassment should be handled in the following manner:

1. Reports must be in writing on forms supplied by the Corporation (if a verbal complaint is made the school official should file a written report);
2. Reports must name the person(s) charged with sexual harassment and state the facts;
3. Reports must be presented to the school official where the alleged conduct took place. The school official shall inform the superintendent or his/her designee of all filed reports.
4. The school official who receives a report shall thoroughly investigate the alleged sexual harassment;
 - a. When investigating a report of sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated and reported.
5. The report and the results of the investigation will be presented to the Superintendent. The Superintendent shall review the report and make a recommendation to the Board of School Trustees of any action he/she deems appropriate.
6. The Board of School Trustees may consider the report and the Superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.
7. If the superintendent is the accused harasser, the Title IX coordinator or an administrator designated by the Board of School Trustees shall investigate and report to the board.

IV. SANCTIONS FOR MISCONDUCT

- A. A substantiated charge against an employee in the School Corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.
- B. A substantiated charge against a student in the School Corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Code.

V. FALSE REPORTING

Any person who knowingly files false charges against an employee or student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

VI. NOTIFICATION OF THIS POLICY

Notice of the policy will be circulated to all schools and departments of the Mill Creek Community School Corporation and incorporated in each employee and student handbook.

PEST CONTROL POLICY

The School Corporation 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 nonchemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

The School Corporation will:

1. Provide an annual notice to parents and staff members of the corporation's pest control policy at the time of student registration (beginning of the school year), in the School Corporation newsletter and/or in the student handbook.
2. Provide the name or position of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.

4. Provide notice of planned pesticide applications to parents and employees who have requested (in writing) advance notice.
5. Provide notice of all pesticide applications to the school nurses.
6. Maintain written record for at least ninety days of any pesticide applications.

The School Corporation will provide notice at least two school days prior to the date the pesticide application is to occur to those who have made a request in writing. (This does not include the occasional use of household type alcohol application.) The notice will include the date of the pesticide application, the general area where the pesticide is to be applied, and the telephone number to contact the school for more information.

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

The Superintendent /designee shall prepare and disseminate regulations for the implementation of this policy. Reference School Board Policy #6700.

AHERA NOTIFICATION

Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, Mill Creek Community School Corporation is required to annually notify all school building employees, building occupants or their legal guardians of the availability and location of the Asbestos Management Plans and of any post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress.

The only AHERA related activities conducted have been the routine maintenance of building materials and the six (6) month surveillance of all building materials. In the coming years, the only planned activity is the periodic surveillance of all building materials.

Anyone having questions or wishing to see a copy of the Management Plan for all facilities should contact the Director of Transportation and Facilities.

Student Submission to Surveys / Personal Analysis

A student shall not be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning:

1. Political affiliations;
2. Religious beliefs or practices;
3. Mental or psychological conditions that may embarrass the student or the student's family;
4. Sexual behavior or attitudes;
5. Illegal, antisocial, self-incriminating, or demeaning behavior;
6. Critical appraisals of other individuals with whom the student has a close family relationship;
7. Legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician; or
8. Income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program) without the prior consent of the student (if the student is an adult or emancipated minor) or the prior written consent of the student's parent or guardian (if the student is an unemancipated minor). A parental consent form for such a personal analysis, evaluation, or survey shall accurately reflect the contents and nature of the personal analysis, evaluation or survey. Reference School Board Policy #5242.

Safe Schools

The Mill Creek Community School Corporation believes that the safety and security of students and staff is a major priority. Maintaining safe schools requires the collaborative effort of the Board of School Trustees, administrators, teachers, students, parents, and the community. A variety of prevention and intervention strategies, programs, and activities must be in place to ensure the welfare of students and staff.

As used in this statement, *Safe Schools* refers to weather-related items, utility emergencies, catastrophic occurrences, and criminal activities including but not limited to: physical aggression, hostile behavior, or possession of weapons. These behaviors will not be tolerated and anyone who demonstrates such behavior will be held accountable for his/her actions in accordance with the student handbook, the Indiana Code, and civil and criminal law.

RESTRAINT & SECLUSION

I. USE OF RESTRAINT

- A. Restraint shall only be used when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others.
- B. Restraint shall only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted without success.
- C. Restraint shall only be employed by staff members who have received crisis intervention training by the school in the use of restraint procedures with the following exceptions:
 - 1. Other school personnel may employ restraint procedures only in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible.
 - 2. Restraint of a student shall be conducted in a manner consistent with the techniques prescribed in crisis intervention training program.
- D. Restraint shall last only as long as is necessary for the student to regain behavioral stability, and the risk of injury has ended, usually a matter of minutes.
- E. The degree of restriction employed must be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student.
- F. Mechanical or chemical restraints are not authorized in school.
- G. Prone or Supine forms of restraint are not authorized and shall be avoided.
- H. Seclusion or restraint shall never be used in a manner that restricts a child's breathing or harms the child.
- I. Every instance in which seclusion or restraint is used shall be carefully, continuously and visually monitored to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel

II. WHEN RESTRAINT PROCEDURES SHALL NOT BE EMPLOYED

- A. Restraint shall not be used unless there is imminent risk of injury to someone by the student.
- B. A verbal threat or verbally aggressive behavior does not itself indicate a imminent risk of injury, and shall not result in restraint.
- C. Destruction or damage to property does not constitute a risk of imminent injury unless in so doing a risk of injury to the student or others is created.
- D. When known medical or physical condition of the student would make the restraint procedures dangerous for that student (e.g. students with heart or circulatory conditions, asthma, etc.) they shall not be employed.
- E. Restraint shall never be used as a punishment, or to force compliance with staff commands.

III. USE OF SECLUSION

- A. Seclusion shall only be used when a student is displaying physical behavior that presents substantial imminent risk to the student or others, and the threat could be diminished if the student was in a safe environment away from other students and staff.
- B. Seclusion shall only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted.
- C. Seclusion shall only be used as long as necessary and shall be discontinued when the student is no longer an imminent threat to others.
- D. Seclusion shall only be employed by staff members who have received specific Mill Creek Community School Corporation approved crisis intervention training in the use of seclusion procedures.
- E. Seclusion must be used only when the student can safely be transported to the seclusion environment by trained staff members using appropriate techniques based on crisis intervention training.
- F. Time out procedures that do not constitute seclusion are permitted in school.
- G. All seclusion environments shall be inspected and shall:
 - 1. Be of reasonable size to accommodate the student and at least one adult.

2. Be of reasonable size to permit students to lie or sit down.
3. Have adequate ventilation including heat and air conditioning as appropriate.
4. Have adequate lighting.
5. Be free of any potential or predictable safety hazards such as electrical outlets, equipment, and breakable
6. glass.
7. Permit direct continuous visual and auditory monitoring of the student.
8. Permit automatic release of any locking device if fire or other emergency in the school exists.
9. If locked, shall be automatically released after five minutes or with any building wide alarm (such as fire,
10. tornado or code red alarm).
11. Shall meet current fire and safety codes.

IV. WHEN SECLUSION PROCEDURES SHALL NOT BE EMPLOYED

A. When the substantial imminent risk of injury no longer exists.

B. When known medical or physical condition of the student would make the seclusion procedures dangerous for that student (e.g. students expressing suicidal thoughts, students with heart or circulatory conditions, asthma, or other conditions).

C. Seclusion shall never be used unless a staff member can continuously monitor the student for visual or auditory signs of physiological distress, and can communicate with the student.

1. Students shall be permitted to use the restroom upon request, and be escorted to and from the restroom.
2. Students shall be provided water on request.

D. Seclusion shall never be used as a punishment, or to force compliance with staff commands.

V. TIME-OUT

Time-out is a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted. Time-out shall be both developmentally and behaviorally appropriate and shall be short in duration.

VI. INFORMING PARENTS AND GUARDIANS GENERALLY

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to himself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.

VII. TRAINING

A. The Mill Creek Community School Corporation will provide all staff members with basic training about conflict de-escalation procedures, the dangers of seclusion and restraint, and procedures for contacting fully trained and certified staff when behavioral crises occur.

B. This training will be recurrent and will be provided to new staff.

C. The Mill Creek Community School Corporation will determine a specific curriculum and method of providing training related to seclusion or restraint.

D. A core group of appropriate personnel will be trained in each building in crisis intervention techniques which will include the use of seclusion and restraint procedures. E. Recurrent training will be provided on a regular basis at least annually.

VIII. Reporting, Documentation and Debriefing

A. Immediately after the student has restored emotional and behavioral control following the use of restraint and/or seclusion, a staff member not involved with the incident shall examine the student to ascertain if any injury has been sustained during the seclusion or restraint.

B. The building administrator or designee will verbally notify the parent/guardians as soon as possible (no later than the end of the school day in which the seclusion or restraint occurs).

1. The Principal or designee will update the parent/guardian on the student's current physical and emotional state and
2. Will discuss strategies to assist the parent/guardian in dealing with any residual effects of the incident.

C. Incident Report

1. Staff involved in the use of seclusion or restraint will contribute in an "Incident Report" as soon as practical after the use of seclusion or restraint.
 2. The building administrator or designee will send a copy of the written report to the parent or guardian
 3. documenting the use of seclusion or restraint, and will place a copy of the report in the student's confidential file.
 4. A copy of the incident report shall also be sent to a designated Mill Creek Community School Corporation administrator.
- D. A minimum of the following will be included in the incident report created after each instance of restraint or the use of seclusion:

1. The student's name;
2. The racial/ethnic status of the student;
3. The date and time of the incident;
4. The duration of any seclusion or restraint; or the beginning and ending times of the restraint and/or seclusion;
5. A description of any relevant events leading up to the incident;
6. A description of any interventions used prior to the implementation of seclusion or restraint;
7. A description of the incident and/or student behavior that resulted in implementation of seclusion or restraint
8. including a description of the danger of injury which resulted in the seclusion or restraint
9. A log of the student's behavior during seclusion or restraint, including a description of the restraint technique(s) used and any other interaction between the student and staff;
10. A description of any injuries (to students, staff, or others) or property damage;
11. A description of the planned approach to dealing with the student's behavior in the future;
12. A list of the school personnel who participated in the implementation, monitoring, and supervision of seclusion or restraint and whether they had training related to seclusion or restraint;
13. The date and time on which the parent or guardian was notified;
14. If the student has a disability (IDEA or Section 504), the type of disability.

E. Further, it is expected that each staff member involved in an incident will engage in a de-briefing or processing session(s) in order to determine what could have been done to prevent the future need for use of seclusion or restraint for this student specifically and for other students in similar situations.

1. Components to be included in this session are outlined in the Staff Processing of Seclusion or restraint

Form.

1. The supervisor will provide support to the staff member and determine when the staff member shall return to his or her duties.
2. The student, with assistance from staff, will process the event at the earliest appropriate time. 4. The staff member's supervisor or designee shall complete and file the form.

IX. Annual Review, Planning Process and Oversight

A. A Mill Creek Community School Corporation administrator (or designee) will be designated as the coordinator of data, planning and oversight of the use of seclusion or restraint procedures in the Mill Creek Community School Corporation.

B. The Mill Creek Community School Corporation shall establish a Committee or use a standing committee to conduct an annual review of all individual and program-wide data associated with this policy. The Committee shall review the following components related to the use of restraint:

1. incident reports;
2. procedures used during restraint, including the proper administration of specific Mill Creek Community
3. School Corporation approved restraint techniques;
4. preventative measures or alternatives tried, techniques or accommodations used to avoid or eliminate the need of the future use of restraint;
5. documentation and follow up of procedural adjustments made to eliminate the need for future use of restraint; injuries incurred during a restraint; notification procedures; staff training needs;
6. specific patterns related to staff or student incidents;
7. environmental considerations, including physical space, student seating arrangements, and noise levels.

C. Upon review of the data, the Committee shall identify any issues and/or practices that require further attention and provide written recommendations to the Superintendent of Schools for changes in policies or practices.

D. The Committee can recommend review of the training program to ensure the most current knowledge and techniques are reflected in the Mill Creek Community School Corporation training curriculum.

Imitating A Hoax

Anytime a student imitates an emergency of any kind the student or students involved shall be subjected to discipline that the principal or designee deems appropriate, consistent with school board policy and state law.

Bullying

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

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;*
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;*
- (3) has the effect of substantially interfering with the targeted student's academic performance;*

Law Enforcement Officials

A law enforcement officer may arrest a student and remove him/her from school. A law enforcement officer may confer with a student on school premises if the student is being accused of a crime on school premises. This conference must be done in the presence of the student's parent or the building principal (with the permission of the parent). A law enforcement officer may question a student without parent permission if it is believed the student may possess relevant information about the investigation.

Criminal Gangs and Criminal Gang Activity in Schools

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

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically: (1) either:

(A) promotes, sponsors, or assists in; or (B) participates in; or (2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

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

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

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

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

Support services may include one or more of the following:

1. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.

2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

LEGAL REFERENCE: IC 20-26-18

IC 20-33-9-10.5 IC 35-45-9-1

Early and Emergency Closings

Severe Weather/Winter Storm

Should it be necessary to close school, delay the opening of school, or dismiss students early, information will be broadcast on local TV channels and radio stations. Information is supplied to these stations as soon as possible (usually by 6:00 a.m. if school will be closed for the day or if the opening of school will be delayed). See list below.

Parents may call the **School Closing Hotline** for current weather related school information - **539-9230**. The information will also be posted on the School Corporation's Web site www.mccsc.k12.in.us.

Please do not call the school, your child's teacher, or other school personnel for this information. These phone lines must be kept open for further information and developments.

Television – Channels 6, 8, 13, and 59

RADIO STATIONS:

WIBC 1070 AM	WNDE 1260 AM	WFBQ 94.7 FM
WFMS 95.5 FM	WZPL 99.5 FM	WEDJ 107.1 FM
WJJK 104.5 FM	WXNT 1430 AM	WRXZ 103.3 FM
WISG 93.9 FM	WKLU 101.9 FM	WREB 94.3 FM
WTPI 107.9 FM	WLHK 97.1 FM	WYXB 105.7

Cancellation of Extracurricular Activities

If school is cancelled due to inclement weather or any other reason it is the principal's decision to determine if it is safe to hold extracurricular activities in the evening or on the weekend. All events scheduled on inclement weather days must be approved by the building principal and Superintendent.

If the scheduled event is away, the Director of Transportation and Facilities must approve the use of School Corporation vehicles.

Facility use by non-school groups must be approved by the building principal.

Emergency Preparedness

Public schools are required by law to have periodic fire drills. Students are instructed on how to leave every room in which a class is held. The teacher will go over the fire drill plan carefully with students and explain how to exit.

Disaster drills will be conducted twice during each semester. Full instructions will be given at the time of the practice.

It is against the law to pull a fire alarm other than at the time of a fire. It is also against the law to call 911 other than at the time of an emergency.

Fire/Extended Fire Drill/Building Security Check

In the event of a fire or inclement weather during an extended fire drill or building security check the building administrator will request the Superintendent to contact the Director of Transportation and direct those services to transport students to their homes or to a predetermined temporary shelter location.

Hazardous Material Spill

The building administrator/Superintendent shall contact the Director of Transportation to arrange for transport of the students to their homes or a predetermined shelter location. Parents will be notified of the evacuation through the news media. The notification will include a request to parents NOT to drive to school to pick up their children, if this is not the students' usual mode of transportation.

Tornado

In the event the building is evacuated, transportation service will be called and the students transported home. Should transportation of the students to their home be impossible or inadvisable they will be transported to designated temporary shelters. Parents/families will be notified by an intact telephone communication system or the news media.

Tornado Warnings During Transportation of Students

1. Students may be kept at school at bus departure times if weather conditions warrant.
2. If time permits, drivers will drive to the nearest school and unload students into the building.
3. If impossible to avoid tornado, bus drivers should evacuate the bus and direct the students to lie flat in a low area, face down, with hands covering their heads.

General School Conduct

Code of Student Conduct

A Code of Student Conduct as recommended by Indiana Law and the Board of School Trustees of the Mill Creek Community School Corporation is presented in this handbook. The handbook provides for the recognition of responsibilities of the students in respect to the rights of others and in respect to the obligation of the school to provide the order necessary for meaningful and effective instruction and learning. The Student/Parent Handbook is provided to students and their parents so they may fully understand their responsibilities.

The primary function of the school is to provide educational opportunities for all students. Education cannot take place unless there is an atmosphere of order and discipline necessary for effective learning. Order and discipline may be described as the absence of distractions for effective learning and teaching.

The educational purpose of the school is accomplished best in a learning climate in which the rights and responsibilities of every individual are known and respected. Implicit in these rights and opportunities is the responsibility of respecting the rights of others.

The Code of Student Conduct is in force while the student is traveling to and from school including, but not necessarily limited to, school-sponsored events, field trips, athletic functions, and other activities where appropriate school officials have jurisdiction over students.

Extracurricular Organization Code of Conduct

Being a member of an extracurricular organization, including athletic teams (all sports including cheerleading), and any other club or group is a privilege. All students from the Mill Creek School Corporation are expected to demonstrate pride in self and school to exemplify those qualities that denote good citizenship and acceptable academic performance. Those students who are a part of any extracurricular organization will abide by the following rules and consequences.

At any time, at any place, any student involved in any extracurricular activity who is observed or who is otherwise determined by an administrator, coach, faculty member, or legal authority of

possessing or using tobacco, alcohol, illegal drugs, or legal drugs for unprescribed purposes, or is found to be in violation of criminal misconduct, shall be subject to the following consequences.

School Sponsored Extracurricular Activity (ECA):

A. During the Activity Itself

The student will be removed from the ECA for the remainder of the school year and subject to regular school disciplinary measures.

B. Non-School Activity

1st Offense: The student will miss 25% of the activity.

2nd Offense: The student will be suspended for 365 days from the ECA.

3rd Offense: The student will not be allowed to participate in that ECA for the rest of his/her school career in that building.

Student Council/Class Officer:

A. During a Council or Class Activity

The student will be removed immediately from the council/office for a period of 365 days and will be subject to regular school disciplinary measures.

1st Offense: Immediate six-week suspension from the activity

2nd Offense: Immediate one semester suspension from activity

3rd Offense: Removal from the council/office and may not run for an elected office for one calendar year.

B. Non-School Activity:

1st Offense: Immediate six-week suspension from the activity

2nd Offense: Immediate one semester suspension from activity

3rd Offense: Removal from the council/office and may not run for an elected office for one calendar year

Honor Society:

1st Offense: Immediate removal from Honor Society for the remainder of the school year, student must reapply for admission.

2nd Offense: Immediate and permanent removal from National Honor Society.

Athletics:

1st Offense: Suspension from competition for 25% of the contest season. The athlete may continue to participate but cannot dress for regularly scheduled events. If 25% of the season has passed, the remaining percentage of the suspension will be served during the athlete's next contest season. The percentage will be based on the number of contests in the next sport season. If an athlete does not complete the season in good standing, he/she will forfeit any award(s) earned. An athlete also must complete the season in order to fulfill any suspensions. Penalties for violations do take effect immediately upon verification of any violation and will include games in succession.

2nd Offense: Suspension from athletics for 365 days – including all practices and contests.

3rd Offense: The student will not be permitted to participate in athletics for the remainder of his/her school career in that building – including all practices and contests.

All athletic suspensions are for an entire game or event (day), and do not include scrimmages.

Note: A positive test result from random drug testing would constitute a violation as per Mill Creek Community School Board Policy #3630.

Any student who will be involved in any extracurricular activity must sign a Code of Conduct form within ten (10) days of the first day of school. New students will have ten (10) days after enrolling to sign the form. Failure to sign and return the Code of Conduct form shall result in non-participation for the remaining school year. The signed Code of Conduct must be on file in the athletic department office before the student/athlete participates in try-outs/practice/games. The signed Code of Conduct shall be enforced from the time the student/athlete begins participating in athletics and will remain in effect throughout his/her school career in that building. (The first day of summer break after the fifth grade year for students entering middle school and the first day of summer break after the eighth grade year for students entering high school.)

Violation of the athlete/extracurricular code of conduct shall result in penalties being enforced in all such activities in which the student participates.

Order and Discipline

Order and discipline are best thought of as being positive, not negative; as helping students to adjust rather than to punish; and as turning unacceptable conduct into acceptable conduct. It is also the presence of a friendly yet business like atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

Student, Teacher and Administrator Rights and Responsibilities

The student has a right to develop his/her abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied, and to receive the benefits of all school services. He/she is responsible for knowing and complying with school rules, for respecting authority of the school staff, and for being diligent in his/her studies.

The teacher has a right to obedience and, failing to get it, to take any of several corrective measures (including imposing detention, revoking privileges, and referring student to administrators or school counselors). The teacher has a right to be consulted in any referral case and to receive a report of any action taken. The teacher's responsibilities include conducting a well-planned and effective classroom program; establishing and enforcing classroom regulations which will facilitate learning; and maintaining written records of

conduct of potential referral cases.

The administrators have a right to impose detention on a student, to deny school privileges, to remove the student from class, to suspend him/her, to enlist parental support, and to recommend expulsion. Administrators are responsible for maintaining discipline, for being alert to and correcting situations likely to promote poor citizenship, for notifying parents of serious student offenses, and for suspending students when necessary.

Role Responsibilities

There is recognition of the need for a cooperative relationship between student, parent, and educator. This relationship is exemplified by:

Students who:

1. Attend class daily and promptly.
2. Are prepared in class with appropriate working materials.
3. Are respectful of individuals, property, and rights.
4. Conduct themselves in a safe and responsible manner.
5. Are well groomed, clean and neat.
6. Abide by the rules and regulations set forth by the school and the individual classroom teacher.
7. Seek changes in an orderly and recognized manner.

Parents who:

1. Keep in regular communication with the school concerning the student's academic progress and conduct.
2. Ensure that the student is in daily attendance and report and explain absences to the school.
3. Provide their student(s) with the resources needed to complete classwork.
4. Assist the student in being well groomed, neat, and clean.
5. Bring to the attention of school authorities any problems or conditions which affect their student or other students of the school community.
6. Discuss course selections, grade reports, and work assignments with their students.
7. Ensure the good health of their student.
8. Foster a positive attitude toward the school.

A Responsible **Teacher** who/school which:

1. Encourages the use of good guidance procedures.
2. Maintains an atmosphere conducive to good behavior.
3. Exhibits an attitude of respect for students.
4. Plans a flexible curriculum and provides instruction to meet the needs of the students.
5. Develops good working relationships among professional staff, parents, and students.
6. Encourages students to become involved in developing school rules and regulations.
7. Implements a recognition system that supports and promotes good student behavior.

Discipline Procedures for Prevention and Remediation

1. **Conferences** – May include counseling with a teacher, guidance counselor or administrator concerning the behavior problem and recommendation for improvement. Parents may be asked to participate.
2. **Detention** – Additional time assigned at school, either before or after regular school hours, under supervision. Assignments will be given to those in detention. Students are to work on the materials given to them in the detention room and these must be completed satisfactorily. Students who have detention time to serve are responsible for arranging their own transportation.
3. **In-School Suspension (ISS)** – This is a program for students who cannot conform to the academic behavior standards of the classroom and are placed on in-school suspension for a specific period of time.
4. **Social Probation** – Students disciplined for unacceptable behavior or class performance can have social privileges (dances,

ballgames, extracurricular participation, etc.) removed for a period of time.

Attendance

Regular attendance is essential for normal progress and to receive maximum benefit from the educational experience. Attendance at Mill Creek Community Schools is governed by the Indiana Code and local policy adopted by the Board of School Trustees. The state of Indiana places education at the top of its priorities. Accordingly, it is incumbent upon the Mill Creek Community School Corporation to use every reasonable measure to instill dutiful attendance habits in every student. A day lost in the classroom can never be completely retrieved. The dialogue between the teacher and the students in a classroom can never be completely duplicated.

Since business, industries, and the professions expect and demand a high level of attendance and time-on-task, the education of students must reflect these expectations and responsibilities. Through the combined efforts of parents, students, and the school, the goals of punctuality, self-discipline and responsibility can be developed as students are prepared for entry into the adult world.

Mill Creek Community School Corporation considers the development of good attendance habits 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. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

A very high correlation exists between formal learning and school attendance; thus the Mill Creek School Corporation will enforce the attendance policy stipulated in this handbook.

Attendance guidelines and procedures for make-up work are outlined in the individual school sections of this handbook.

HENDRICKS COUNTY PROJECT ATTEND

Project ATTEND is a cooperative effort between the Schools, Probation, Prosecutor and Child and Family Services in Hendricks County, Indiana. The goal is to assist the Schools in increasing their attendance rate and to reduce the number of Truancy cases filed in the Court.

GENERAL PROCEDURES:

1. When a child has accumulated 8 excessive or 4 unexcused absences, the school will have the student and the parent or guardian of the student sign a Parent Attendance Contract. The school is to determine what constitutes an unexcused absence. If the school is unable to get the parent to sign the contract within 5 school days, they should contact the Project ATTEND Coordinator.
2. When a child has accumulated 2 additional undocumented or unexcused absences, the school representative should notify the Project ATTEND Coordinator by phone or e-mail and include the pertinent information about the child. This information should include; the child's name and date of birth, parents names, addresses, phone numbers and a copy of their attendance. Also, a record of any contacts made by the school should be included.
3. The Project ATTEND Coordinator will then contact the parents or guardian of the child by phone, mail or both. This contact will include an attempt to gather pertinent information regarding the family and attendance issues. The parents will be notified that this is considered an official referral to the Juvenile Court and could result in future legal action.
4. If the attendance problems continue, the school should notify Project ATTEND with all updated information. A meeting will be set for the parents, child, school representative and Project ATTEND Coordinator. The Deputy Prosecuting Attorney may also be asked to attend this meeting.
5. At the above mentioned meeting, the legal consequences of non attendance will be explained. A contract/agreement will be signed by the parents, child, school representative and Project ATTEND Coordinator, that lists any actions that should be taken and any conditions imposed on the student, parents or school.
6. If the child still continues to have attendance problems or otherwise violates the above mentioned agreement, a decision to file Truancy charges against the child, or Educational Neglect charges against the parent may be made. It is also

possible that the child could continue under the existing agreement or an amended agreement.

7. Each case will be considered on an individual basis. Every attempt will be made to have an Attendance Contract or Agreement signed before filing charges. The goal is to improve attendance without filing formal charges if possible.

Truancy Statutes

IC 20-33-2-25

Sec. 31.1. The superintendent or an attendance officer having jurisdiction may report a child who habitually absents himself from school in violation of this chapter to an intake officer of the juvenile court. The intake officer shall proceed in accord with IC 31-30 through IC 31-40.

IC 20-33-2-27

Sec. 33. Compulsory Attendance; Parent's responsibility. (a) It is unlawful for a parent to fail to ensure that his child attends school as required under this chapter. (b) Before proceedings are instituted against a parent for a violation of this section, personal notice of the violation shall be served on the parent by the superintendent having jurisdiction over the public school or his designee, where the child has legal settlement or the superintendent of the transferee corporation, or his designee, if the child has been transferred. Personal notice must consist of and take place at the time of the occurrence of one of the following events: (1) the date of personal delivery of notice; (2) the date of receipt of the notice sent by certified mail; or (3) the date of leaving notice at the last usual place of the residence of the parents. If the violation is not terminated within one (1) school day after the notice is given, or if another violation is committed during the notice period, no further notice is necessary, and each day of violation constitutes a separate offense.

IC 20-33-2-44

Sec. 37. Penalty. A person who knowingly violates this chapter commits a Class B misdemeanor.

IC 31-37-2-3

Sec. 3. A child commits a delinquent act if, before becoming eighteen (18) years of age, the child violates IC 20-33-2-27 concerning compulsory school attendance.

Attendance Deviations

Students are not permitted to leave the building at any time during the school day without permission from the office and without signing out in the respective office. Failure to comply with this procedure will result in disciplinary action. A student will not be permitted to leave school during the day with anyone other than parent/guardian or an individual designated by the parent/guardian.

Compulsory Attendance; Exceptions

In the following events students are not recorded as being absent in accordance with I.C. 20-33-2-14, 20-33-2-15, 20-33-2-16, 20-33-2-17, and 20-33-2-17.5.

1. Service as a page for or as an honoree of the Indiana General Assembly
2. Issued a subpoena to appear in court as a witness in a judicial proceeding.
3. Serving on the precinct election board or as a helper to a political candidate or to a political party on the date of each general, city or town, special, and primary election at which the student works.
4. Ordered to active duty with the Indiana National Guard Duty.
5. To attend an educationally related non classroom activity in accordance with IC 20-33-2- 17.5)

Tardy Policy

Please see appropriate school section.

Compulsory Attendance for Full Term; Duty of Parent – IC 20-33-2-28 (Previously I.C. 20-8.1-3-34)

It is unlawful for a parent to fail, neglect, or refuse to send his/her child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given a child in the public schools.

Habitual Truant

A "truant" is defined as a student who is willfully absent from school without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade the Indiana Compulsory Attendance Law. A habitual truant is defined as a student who has eleven (11) or more days of unexcused absences from school in one (1) school year. All students who are at least thirteen (13) years of age but less than fifteen (15) years of age and who are determined to be a habitual truant per the definition above, are subject to Indiana Code 20-33-2-11, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of eighteen years, or until the student's attendance record has improved as determined by the School Board upon review of the student's record. Provisions developed for the administration of this law shall include provisions for periodic review of all students determined to be habitual truants, and their reclassification, when warranted. These procedures will be developed by the superintendent or his/her designee.

Revocation of Driver's License or Learner's Permit

State law provides that any individual under eighteen years of age may not be issued a driver's license or learner's permit if the individual is a habitual truant, is under a second suspension from school for the school year, is under expulsion, or has withdrawn from school for any reason other than financial hardship. I.C. 9-24 -2-1(a). State law also provides that a driver's license or permit may be invalidated if an individual is a habitual truant, is under a second suspension from school for the school year, is under expulsion or has withdrawn from school for any reason other than financial hardship. The revocation is effective until the earliest of the following:

- (1) the individual reaches eighteen years of age,
- (2) 120 days after the end of the suspension period or the end of the semester, whichever is longer, or
- (3) the suspension or expulsion is reversed. I.C. 9-24-2-4(a).

IC 20-33-8-33 Information to be Submitted to Bureau of Motor Vehicles

Before February 1, and before October 1, of each school year, except when a hearing has been requested under I.C. 9-24-2-1(a)(4), the governing body of the school corporation shall submit to the Bureau of Motor Vehicles the pertinent information concerning an individual's ineligibility under I.C. 9.24-2-1 to be issued a driver's license or learner's permit, or concerning the invalidation of a license or permit under I.C. 9-24-2-4.

Report Cards and Progress Reports

Grade reports are issued every nine weeks for students in grades one through eight and will be sent home on the third school day following the end of each grading period. Progress reports will be sent home mid-point. Kindergarten reports are issued every nine weeks. Grade reports are issued every six weeks for students in grades 9-12, with mid-point progress reports issued every three weeks.

Please refer to School Corporation calendar for grading periods.

Grading Scale

A = 93-100	A - Outstanding Progress
A- = 90-92	B - Above Average Progress
B+ = 87-89	C - Average Progress
B = 83-86	D - Below Average Progress
B- = 80-82	F - Failing
C+ = 77-79	
C = 73-76	
C- = 70-72	
D+ = 67-69	
D = 65-66	
F = 0-64	
O - Outstanding	P/NC - Pass / No Credit
S - Satisfactory	F/NC - Fail / No Credit

U - Unsatisfactory CR - Credit
I - Incomplete NC - No Credit
W - Withdraw
F - Fail

Grade Point Average

A = 4.00 points	D+ = 1.33 points
A- = 3.67	D = 1.00
B+ = 3.33	D- = .67
B = 3.00	F = 0.00
B- = 2.67	
C+ = 2.33	
C = 2.00	
C- = 1.67	

Honor Roll

All schools will recognize superior academic achievement in the form of an Honor Roll.

Homework

Homework is an important part of the education process. It is important that each student and his/her parents develop a plan to accomplish any work assigned to be completed at home. This plan should include a set time for doing homework, a set place with supplies for completing the homework, and a place to put completed work for parent approval or returning the work to school the next day. It is essential that homework be completed successfully and on time to help ensure academic progress.

If you have questions about your child's homework or concerns you would like to share with the teacher, please call the school during the day, or you may contact the teacher by e-mail.

Health, Welfare, and Nursing Services

Guidance and Counseling Services

Counselors are available in the Mill Creek Community School Corporation. The counselor is available to work with students, teachers, and parents on issues related to improving each student's success at school. Counselors may be reached by calling the school office.

Insurance

The School Corporation does not carry medical insurance of any kind on students. Insurance for school and school activities or a 24-hour plan may be purchased through the school. Insurance forms are sent home with students during the first week of school or the forms may be picked up at the school office. While all students are not required to have this insurance, those participating in athletics and cheerleading must show proof of insurance.

Immunizations- Entering Students

Keeping our children current on their immunizations is an important step in preventing certain diseases. Healthy children are known to miss less school and perform better academically. The state requires that we have this documentation. It is expected that all children will be fully immunized no later than the first day of school. Please let us know if you have a religious or medical exemption for your child's immunizations. Specific information regarding immunizations can be found at this web site (www.in.gov/isdh). You may also contact your local school nurse with questions or concerns.

Medications

The purpose of administering medication at school is to help the student maintain an optimal state of health to enhance his/her educational plans. Medication should be given at home whenever possible. Medications will be dispensed by the school nurse or properly trained staff at each school. Herbs and dietary supplements are not medications and will not be dispensed at school.

Over the counter medications are kept in stock in the clinic and are dispensed according to the package directions once parental

permission is obtained. Any over the counter medication brought from home must be in the original package and accompanied with a parental note stating the medication is to be given at school and at what time it is to be administered.

Prescription medications to be given at school must be in the original container with the physician's prescription label attached. Parents/guardians must contact the local school nurse to ensure that the proper medication forms are completed and returned to the clinic.

State law now allows students to transport medications to and from school after parental permission has been obtained. If the school nurse determines that a particular medication should not be transported by the student, the parent will be asked to bring in and pick up the medications. Any medication left in the clinic at the end of the school year will be disposed of by the nurse.

Students with Special Medical Issues

Students may have medical conditions that can have a direct effect on their education. Students who are diagnosed with medical conditions such as diabetes, moderate or severe asthma, epilepsy/ seizures and allergies/ anaphylaxis must have individual health care plans in place to provide the safest environment in which to learn. If your child has a medical condition that could result in an emergency situation at school, the school nurse needs to be made aware of his/her condition prior to the start of school. This will ensure that the proper paperwork is completed and a medical care plan is in places should an emergency occur at school.

First Aid/Clinic Rules

The school nurse or properly trained staff will provide first aid for illness or injury occurring during the school day. It should be noted that the clinic is not a substitute for a physician's office or immediate care center. Any illness or injury that occurs away from the school setting should be handled by the child's physician. Only a physician can make a medical diagnosis and recommend treatment.

Guidelines for Sending Students Home

Students who become ill and need to go home must first report to the clinic. Parents will be notified and permission is needed before a student is sent home.

Students need to stay home and/or will be sent home if they have they have a fever greater than 100.0. Students must remain fever free for 24 hours before returning to school.

Students need to stay home if he/she is vomiting or experiencing diarrhea.

Strep Throat- If a throat culture is positive for strep and there are symptoms present (fever, tender lymph nodes, sore throat with pus), the student needs to stay home for 24 hours after beginning antibiotic treatment.

Pink Eye- If there is a white or yellow discharge from the eye(s), the student needs to stay home for 24 hours after beginning antibiotic treatment.

Vision Screenings

Vision screenings are done in Kindergarten, 3rd, 6th and 8th grade. This is a basic screening of visual acuity and color blindness. Students will be screened upon parental / teacher request and as a new student enters the school. A state required Modified Clinical Technique clinic is held for the kindergarten every year by the optometrists from Plainfield Eye Care. The results of the screen will be sent home to parents. A referral letter will be sent home for any student failing to pass the state guidelines of the 20/40 visual acuity. This referral needs to be completed by the eye doctor completing the exam and returned to the school nurse. Assistance programs are available to obtain free eye exams and glasses for those who qualify.

Hearing Screen

Hearing screens are done for 1st, 4th, 7th and 10th grade students. Students will be screened upon parent/teacher request and as a new student enters the school. Parents will be notified if the student does not pass the screen.

Scoliosis Screen

The state no longer requires schools to provide scoliosis screening or to report the findings. Scoliosis screens will be offered for students in grades 7 and 9. Parental permission will be obtained before the screening is done. The results of the screening will be sent home to the parent/guardian. It is the parent/guardian's responsibility to follow up with the child's physician.

Head Lice

Head checks will be performed on all students who exhibit signs of head lice and upon teacher/parent request. If live lice and viable eggs 1/4" from the scalp are found, siblings and close associates may also be checked. The parent/guardian will be notified that live lice have been found and the student will be sent home so treatment may begin. The parent/guardian will be given verbal/written instruction on the treatment procedure. After the initial treatment has been given, the parent/guardian will return the student to the clinic to ensure live lice are not present. Students may remain in school if treatment was effective. The school nurse will determine if

the treatment procedure was followed if lice are still present. Further education will be provided if necessary. If the procedure was followed, the parent will be advised to contact a physician for further treatment. Special circumstances may be handled at the nurses' discretion. If a student is found to have head lice and a way home is not found, the student may ride the bus home. The student will be instructed to avoid any head to head contact with another student.

Meningococcal Disease

Meningococcal disease is an infection of the covering of the brain and spinal cord. It is caused by bacteria that live in the membranes of the nose and throat, usually with no symptoms. In a small number of people, the bacteria will pass to the blood causing an infection. Bacteria are spread from person to person by direct contact with an infected person's nose or throat secretions. The illness often starts with a sudden fever, headache, stiff neck, a rash and possible nausea and vomiting. An infected person may be very sick within a few hours and should seek medical care immediately. Babies, children and young adults are most likely to get the disease. People living in crowded places are at higher risk for infection. Outbreaks usually do not occur in school or workplace settings. The disease can be prevented by good hygiene. Sneeze or cough into your sleeve. If coughing or sneezing into a tissue, throw away used tissues and wash hands often. Two vaccines are available to prevent this infection. For questions about meningococcal disease or vaccines, please contact your physician or local health department.

Additional information concerning this and other diseases may be found at the following websites: www.in.gov/isdh or www.cdc.gov.

Child Services

The law requires all persons to report to the proper authorities in Hendricks County all cases of suspected child negligence, abuse, or sexual abuse.

Wellness Policy

The Mill Creek Community School Corporation Board of School Trustees is committed to providing a school environment that enhances learning and development of lifelong wellness practices. Our goals will be:

- Child Nutrition Programs shall comply with federal, state and local requirements. Child Nutrition Programs are accessible to all children.
- Nutrition education is provided and promoted. Schools will link nutrition education activities with the coordinated school health programs, math, science, social studies, and language arts as applicable. Nutrition education will be offered in the school dining room through posters on nutrition topics.
- Patterns of meaningful physical activity that connect to students' lives outside of physical education will be encouraged.
- Foods and beverages made available at school during the school day will be selected using nutritional guidelines with the objectives of promoting student health and reducing childhood obesity.
- All foods made available on campus during normal school hours will adhere to food safety and security guidelines.
- The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals. Food will not be used as a reward nor will physical activity be used as a punishment.

Nutrition - General Guidelines

1. Nutrition guidelines that are consistent with USDA standards shall be established for all foods offered by the district's Child Nutrition Department or contracted vendors.
2. Nutrition information will be provided to families to assist them in teaching their children about health and nutrition.
3. Nutrition policies and guidelines for reimbursable meals shall not be more restrictive than federal and state regulations require.
4. Students will be encouraged to start each day with a healthy breakfast.
5. A la carte offerings to students shall be nutritious and meet federal recommended guidelines. Continue to provide a selection of items on the a la carte line that can be used for a reimbursable meal.

Food Items During School Hours

1. Vending of food items during the school day shall meet requirements of state and federal legislation.
2. The availability of food and beverages of minimal nutritional value shall be limited to students—available to elementary or middle school campuses only after the end of the school day and available on the high school campus according to state and federal legislation.
3. No outside drinks or commercially prepared/vendor-prepared foods should be brought onto school property during the school day without the prior approval of the building principal. The school district encourages organizations to use non-food items or foods designed for delivery and consumption after hours as fund-raisers.

Health Education and Life Skills

Healthy living skills shall be taught as part of the regular instructional program and provide the opportunity for all students to understand and practice skills related to health promotion and disease prevention.

Schools shall have a skill-based health education program based upon state standards.

Students shall have access to valid and useful health information and health promotion products and services.

Physical Education

Physical activity shall be integrated through curriculum throughout the school day.

Movement can be made a part of science, math, social studies and language arts. The physical education program shall be designed to stress physical fitness and encourage healthy, active lifestyles.

Participation in such physical activity shall be required for all students in kindergarten through grade five. Students shall participate in daily recess with supervised unstructured play.

Instruction may be provided for grades 6-8 through formal physical education courses and other courses, regularly scheduled intramural activities, and/or regularly scheduled school-wide activities.

High school requires two semesters of physical education and one semester of health. Additionally, a wide variety of physical education electives and extracurricular activities are offered. Students shall be provided varied opportunities for enjoyment, challenge, self-expression and social interaction that will lead to a physically active lifestyle.

Healthy and Safe Environment

A healthy and safe environment for all supports academic success. School buildings, grounds, buses and equipment shall meet all current health and safety standards.

Each school and district site shall be in compliance with drug, alcohol and tobacco free policies. Currently the Mill Creek Community School Corporation is a drug, alcohol and tobacco free establishment.

Safety procedures and appropriate training for students and staff shall support personal safety.

Each school will be encouraged to promote health projects and events

Implementation

This policy was developed by a committee of parents, students, and school district staff.

The superintendent and each building principal or designee shall jointly share the operational responsibility for ensuring that the provisions of this policy and its regulations are met. The superintendent will be responsible for reporting to the board on the progress of the school corporation in implementing this policy. The superintendent is also responsible to prepare rules, regulations and guidelines to implement and support this policy.

Student Stress Policy

Any student who has either verbally or non-verbally communicated about suicide shall be reported to the principal or counselor immediately so that parents may then be informed.

student assistance program philosophy

The Mill Creek Community School Corporation recognizes that the use of alcohol and other drugs and the problems associated with such are becoming increasingly commonplace in our society and among youth. The Mill Creek Community School Corporation also recognizes that the abuse of alcohol and/or drugs often precedes the development of other problems. At some point, the individual's use of alcohol and other drugs may be deemed destructive to him/herself or to others, causing problems in daily living. Where the capacity to make responsible decisions regarding alcohol and other drug use has been reduced or compromised, prompt and appropriate attention can help the vast majority of individuals involved.

The Mill Creek Community School Corporation also recognizes that a person's use of alcohol or other drugs can lead to the illness of chemical dependency. Complete recovery is possible, however, if the illness is identified early and treated appropriately through referrals to community agencies. The Mill Creek Community School Corporation regards alcoholism, drug addiction and dependency as it does any other illness or chronic behavioral/medical problem. Our primary purpose is to be helpful, and to remove the judgements and blame which only continue to stigmatize those with such problems and make their recovery difficult or impossible.

The Mill Creek Community School Corporation believes that it is in the best interest of the community for it to take steps to promote, enhance and maintain a drug-free school system and student body and, along with parents and other segments of the community, it has a role to play in helping students remain drug-free.

Whenever factors arise which interfere with a student's school performance, the Mill Creek School Corporation will mobilize its resources to correct the situation. Therefore, the Mill Creek School Corporation wishes to cooperate with all segments of the community in making the means of assistance available to all those individuals who develop alcohol and/or drug related disabilities.

Therefore, be it resolved that the Board of School Trustees directs the Superintendent of Mill Creek Community School Corporation to develop rules and regulations to alleviate, intervene and assist students in developing a drug-free lifestyle.

STUDENT ASSISTANCE GOALS AND OBJECTIVES

The Mill Creek School Corporation has a Student Assistance Program to provide a systematic, caring approach to help children who are displaying behavior that interferes with their education. The program is available to all Mill Creek School Corporation students. The goals and objectives of the program are as follows.

- To provide interventions and strategies for students experiencing difficulties related to educational, behavioral, emotional, and social concerns;
- To provide a systematic school method of identifying and referring students experiencing difficulty;
- To provide intervention strategies by utilizing the skills, experience, and perspective of a multidisciplinary team;
- Increase the capacity of the entire school staff and parents to handle student problems;
- Share the burden of responsibility for decisions which greatly impact the lives of others;
- Create a positive school climate in which all students are valued and all staff supported; and
- Endeavor to provide a bridge between the students, staff, and community in an attempt to impact problems facing our youth in a positive manner.

student service/student assistance programs

The Mill Creek Community School Corporation believes that students are being faced with numerous societal problems daily. The abuse of alcohol and other drugs, which is a disease riddling our society, is one such problem. Recognizing that chemical dependency is chronic and progressive, as well as treatable, the Mill Creek School Corporation believes that help should be offered to those students affected by their own or other's dependencies or uses.

While such health problems are obviously the primary responsibility of the home and community, the School Corporation recognizes the link between them and vandalism, absenteeism, discipline referrals, declining academic performance and other behavioral symptoms. For this reason, the School Corporation shares the responsibility of addressing these health problems. The school setting is a proven effective environment for dealing with alcohol and other drug abuse and dependence in youth.

The goal of our Student Services and Student Assistance Program is to deal with much more than alcohol and drug problems. We will work with family crisis, behavioral problems, depression, academic, and attendance concerns. Our main objective is to help students achieve their goals, reach their potential and have a positive self-concept.

The Student Services offered include counseling, tutoring, and student support groups. We will offer support for students dealing with issues such as teen pregnancy and parenting, chemical use and abuse, recovery support, family problems and changes, depression, grief, etc.

Any information shared with a member of the Student Services staff and/or the Student Services Team will be held in the utmost confidence. All records are kept separate from the student's school records.

General Policies, Procedures, and Information

Convocations and Assemblies

There are several convocations throughout the school year for students to enjoy. At these convocations and assemblies students are expected to listen and watch courteously, show appreciation by applauding at the appropriate time, and refrain from booing and cat-calling. The convocation/assembly will be enjoyed by all when every student cooperates. If there is a feeling that the program conflicts with moral or religious beliefs, the student(s) may go to the office during the convocation.

Bulletins, Notices, Posters and Electronic Displays

Special notices or bulletins are posted on the bulletin boards in the main hallways and other related areas of the schools. All posters

placed on the bulletin boards or in any of the halls should be school related and have the approval of the administration.

Distribution of Materials

According to policies set forth by the Board of School Trustees, the distribution of materials on school property, other than those officially affiliated with the school, must be submitted to the principal for approval prior to their distribution on school premises.

Cafeteria Information

School lunches, school breakfasts, milk or extra food items may be purchased in all school cafeterias, or students may bring their own lunch. Lunch and milk prices will be set each year by the Board of School Trustees. Lunches, breakfasts, milk, and extra food items may not be charged.

Forms for financial assistance are available in each school office or from the Director of Child Nutrition (539-9206).

Parents should notify the school and the Director of Child Nutrition at 539-9206 if a child has special dietary needs.

Textbook Rental, Purchase, and Care

All basic textbooks are rented to students for use during the school year. Workbooks and other necessary supplies are paid for by the students. Textbooks are to be kept clean and handled carefully. Those students damaging textbooks will be charged a fee to repair or replace the damaged book.

Students should write their name and grade on the book label inside the front cover of the textbook in case the book is misplaced. Students will be required to pay for the replacement of lost textbooks.

Families are expected to pay book rental and other fees before school starts. These times will be advertised locally. The Board of School Trustees expects all instructional material rental fees to be paid and authorizes the administration to take the reasonable legal steps necessary for fee collections.

Forms for financial assistance are available in each school, or parents may contact the Director of Child Nutrition at 539-9206.

Provided all books have been turned in, refunds will be issued on a prorated basis for students who leave the School Corporation before the beginning of the last grading period. Book rental charges will also be prorated for those students moving into the School Corporation during the school year.

Care of Library Books, Valuables and Property

Students are responsible for the proper care of all library books and materials. If books are lost or damaged, the student is responsible for the replacement or repair cost. Each student is expected to assume responsibility for the care of all school property. Students who damage school property will be responsible for reimbursement to the school.

Students are urged to keep all valuables at home and are responsible for their personal property at school.

Student Behavior and Discipline

The Mill Creek Community School Corporation encourages students to be happy and display proper behavior during their learning experiences. Good behavior is necessary to prepare our students for tomorrow. We expect all students to follow the rules and guidelines of the School Corporation. Whenever a student chooses not to follow these rules, a form of discipline will result.

The object of disciplining a student is to modify the student's behavior and encourage that student to make better choices to promote a higher level of academic and social success. Students may be disciplined in a variety of ways which may include, but are not limited to, the following: counseling, loss of recess time, in-school suspension, detention, suspension, or expulsion. Every effort will be made to arrange a parent conference when major problems arise. The cooperation of the parents for reinforcement is vital for the child's understanding and correction of the problem.

Definitions:

As used herein, the term "school purpose" is defined as it is in I.C. 20-33-8-4 the term "school purposes" refers to the purpose for which a school corporation operates, including:

1. To promote knowledge and learning generally;
2. To maintain an orderly and efficient educational system;
3. To take any action under the authority granted to school corporations and their governing bodies by Indiana Code or by any other statute.

As used herein, the term “educational function” is defined as it is in I.C. 20-33-8-2 ...the term “educational function” means the performance by a school corporation, or its officers or employees, of an act or series of acts in carrying out school purpose.

Authority for student discipline

Teachers, administrators, and other staff members have the authority to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision.

Suspension

“Suspension” is a statutory term defined at I.C. 33-8-7 to mean “any disciplinary action that does not constitute an expulsion whereby a student is separated from school attendance for a period of not more than ten (10) days.”

Expulsion

Expulsion is defined at I.C. 20-33-8-3 as a disciplinary or other action whereby a student:

1. Is separated from school attendance for a period in excess of ten (10) days;
2. Is separated from school attendance for the balance of the current semester or current year unless the student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
3. Is separated from school attendance for the period prescribed under I.C. 20-33-8-16, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

Most expulsions involve the removal of a student from school for more than ten (10) school days. However, as defined above, a student who is suspended by the principal for 10 school days or less at the end of the semester or school year would be considered expelled if the student is not permitted to take the semester or final examinations, and the student may lose credit for the course(s) taken in the semester or school year.

STUDENT DISCIPLINE RULES

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of IC 20-33-8-1 through 20-33-8-11, administrators and staff members may take the following actions:

Removal from Class or Activity – Teacher:

1. A middle school, junior high, or high school teacher may remove a student from the teacher’s class or activity for a period not to exceed five (5) school days if the student is assigned regular or additional work to be completed in another school setting.
2. An elementary teacher may remove a student from the teacher’s classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

Suspension from School – Principal:

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period not to exceed ten (10) school days.

Expulsion:

A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

Grounds for Suspension or Expulsion

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

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

A. STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or

substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.

16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or violating a school rule, and/or state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.
25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational functional, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.
26. Possessing or using on school grounds during school hours an electronic device or cellular telephone, or any other telecommunication device in a situation not related to school purpose or educational function.
27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

B. Bullying

1. This rule applies when a student is:
 - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - b. Off school grounds at a school activity, function, or event;
 - c. Traveling to or from school or a school activity, function, or event; or
 - d. Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

6. All schools in the school corporation are encouraged to engage students, staff and parents in meaningful discussion about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

C. possessing a firearm or a destructive device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.

2. The following devices are considered to be a firearm under this rule:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- the frame or receiver of any weapon described above
- any firearm muffler or firearm silencer
- any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- an antique firearm.
- a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.

3. For purposes of this rule, a destructive device is

- an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
- a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
- a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Possessing a deadly weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.

2. The following devices are considered to be deadly weapons as defined in I.C. 35- 41-1-8:

- A loaded or unloaded firearm;
- A destructive device, weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- An animal readily capable of causing serious bodily injury; and used in the commission or attempted commission of a crime.
- A biological disease, virus, or organism that is capable of causing serious bodily injury.

3. The penalty for possession of a deadly weapon: suspension up to 10 days and expulsion from school for a period of up to one calendar year.

4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. unlawful activity

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

F. legal settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

In accordance with Policy #3541, the Mill Creek Board of School Trustees shall not hear appeals of a student's expulsion.

Mill Creek School Corporation will be in compliance with Indiana law.

LEGAL REFERENCE: I.C. 20-33-8-1 ET SEQ.

I.C. 35-47.5-2-4

I.C. 35-41-1-8

I.C. 35-47-1-5

Suspension and Expulsion Proceedings

suspension procedure

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - (a) a written or oral statement of the charges;
 - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and
 - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede a suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

expulsion procedure

When a principal (or designee) recommends to the Superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

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

In accordance with Policy #3541, the Mill Creek Board of School Trustees shall not hear appeals of a student's expulsion.

Mill Creek School Corporation will be in compliance with Indiana law.

I.C. 20-33-8-24 Requirements for Re Enrollment After Expulsion

(a) This section applies to a student who:

- (1) is at least sixteen (16) years of age; and

(2) wishes to reenroll after an expulsion

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

(1) An alternative school or alternative educational program.

(2) Evening classes.

(3) Classes established for students who are at least sixteen (16) years of age.

expelled students

Students attempting to enroll in Mill Creek Community School Corporation who have been expelled from another school for the current semester or school year will be provided an opportunity to present evidence or show reasons why they should be permitted to enroll. Following a determination of the circumstances of the expulsion and the potential consequences of the enrollment, a decision will be rendered by the school administration.

Discipline Procedures for Students With Disabilities*

Students with disabilities are subject to the discipline rules adopted by the Board of School Trustees and, therefore, may be suspended or expelled for any violation(s) of the rules for which nondisabled students could also be suspended or expelled. In accordance with Indiana Code and 511 IAC 7-29, administrators may take the following disciplinary actions:

suspension

A suspension is defined as a unilateral, temporary removal of a student from the student's current placement. A short-term removal of a student pursuant to the student's individualized education program is not a suspension. An in-school suspension is not considered a suspension as long as the student is provided both general education and special education services consistent with the student's individualized education program and the student is allowed to participate with nondisabled students as the student would have in the student's current placement.

A student with a disability may be suspended up to ten (10) consecutive school days for a violation of school rules. Additional suspensions of up to ten (10) consecutive school days for each separate act of misconduct are permissible in the same school year as long as the suspensions do not constitute a pattern of removals from the student's current placement.

Before a student with a disability can be suspended, the student must be afforded the same due process procedures provided to a nondisabled student.

Educational services do not have to be provided to a student with a disability during any of the first ten (10) cumulative days of suspension if educational services are not provided to nondisabled students who have been similarly suspended. Beginning on the 11th cumulative day of suspension in a school year, a student with a disability shall be provided educational services. The principal and the student's special education teacher shall determine the services that will be provided to the student.

Whenever a student with a disability has been suspended for more than ten (10) cumulative days in a school year, a case conference committee meeting must be convened for the purpose of reviewing the student's behavior and developing a behavioral intervention plan. If a behavioral intervention plan already exists, the plan and its implementation must be reviewed.

Expulsion

An expulsion is defined as the temporary removal of a student from the student's current placement for more than ten (10) consecutive school days. An expulsion also includes a series of suspensions totaling more than ten (10) cumulative days that constitute a pattern of removal from the student's current placement.

Before a student with a disability can be expelled from school, the case conference committee must meet to review the student's behavior and develop a behavioral intervention plan or review an existing plan and its implementation. The case conference committee must also review the relationship between the student's disability and the misconduct. If the case conference committee determines the student's behavior was a manifestation of the student's disability, the student may not be expelled. If, however, the committee determines the behavior of the student was not a manifestation of the student's disability, the Superintendent may appoint an expulsion examiner who will conduct the same expulsion proceedings afforded to nondisabled students. The parent of the student with a disability may also request a due process hearing in accordance with Article 7 to challenge the manifestation determination of the case conference committee.

While expulsion (or a challenge to the manifestation determination) proceedings are pending, a student with a disability must remain in the student's current placement unless the parent of the student agrees to a removal of the student from the current placement.

If a student with a disability is expelled, the student must be provided educational services during the period of expulsion. The case conference committee determines the extent of the educational services that will be provided during the expulsion period and where the services will be provided.

Expulsion for Weapons or Illegal Drugs

If a student with a disability either carries a weapon (including a firearm) to school or a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, the student may be placed in an interim alternative educational setting for no more than forty-five (45) calendar days. A case conference committee must determine the appropriate alternative educational setting for the student and the educational services the student will receive in the alternative educational setting. A parent of a student with a disability may request a hearing under Article 7 to challenge the interim alternative educational setting, but during any such hearing, the student must remain in the alternative setting.

The case conference committee must review the student's behavior and develop a behavioral intervention plan or review an existing plan and its implementation. The committee must also review the relationship between the student's disability and the student's misconduct. If the case conference committee determines the student's behavior was a manifestation of the student's disability, the student may not be expelled. If, however, the committee determines the behavior of the student was not a manifestation of the student's disability, the Superintendent may appoint an expulsion examiner who will conduct the same expulsion proceedings afforded to nondisabled students. The parent of the student with a disability may also request a due process hearing in accordance with Article 7 to challenge the manifestation determination of the case conference committee.

If a student with a disability is expelled, the student must be provided educational services during the period of expulsion. The case conference committee determines the extent of the educational services that will be provided during the expulsion period and where the services will be provided.

Removal From Placement Because of Likely Injury

If a student with a disability has been suspended or expelled and the school believes returning the student to the educational placement the student was in prior to the suspension or expulsion is substantially likely to result in injury to the student or others, the school may request a hearing under Article 7 to determine an appropriate placement for the student. An independent hearing officer may order a change in the student's current placement to an interim alternative educational setting for up to forty-five (45) calendar days.

Injunctive Relief

School officials may seek injunctive relief from a court to remove a student with a disability from school or to change a student's placement if the school believes that maintaining the student in the student's current placement is substantially likely to result in injury to the student or others.

*These procedures are limited to discipline of students with disabilities as identified under 511 IAC 7-17. The procedures are not intended to be used as a substitute for the discipline rules set forth in 511 IAC 7-29-1 et. seq.

Searches

All lockers made available for student use on the school premises including, but not limited to, lockers located in the hallways, physical education, and athletic dressing rooms, industrial education classrooms, and the art and music classrooms are the property of the School Corporation. These lockers are made available for student use in storing supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student may not expect to have privacy in a locker or its contents.

The student's use of the locker does not diminish the School Corporation's ownership or control of the locker. The School Corporation retains the right to inspect the locker and its contents to ensure 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, paraphernalia, or alcohol.

IC 20-33-8-32 Locker Searches

- (a) A school corporation must provide each student and each student's parent a copy of the rules of the governing body on searches of the students' lockers and locker contents.
- (b) A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents.
- (c) A principal may, in accordance with the rules of the governing body, search a student's locker and the locker's contents at any time.
- (d) A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:
 - (1) at the request of the school principal; and

(2) in accordance with rules of the governing body of the school corporation assist a school administrator in searching a student's locker and the locker's contents.

In order to implement the School Corporation's policy concerning student lockers, the School Board adopts the following rules and regulations:

1. **Locks:** The School Corporation will retain access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks to prevent access to lockers by school officials. Any unauthorized locks may be removed and destroyed without notice.
2. **Use of Lockers:** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or reasonably can be foreseen to cause, an interference with school purposes or educational function, or which are forbidden by state law or school rules such as drugs, drug paraphernalia, beverages containing alcohol, weapons, any flammable substance, bomb, or explosive device, any pungent acid or nauseous chemical, and library book not properly checked out or overdue, unreturned gym or athletic equipment, and stolen items, obscene materials, or cigarettes. Students will be expected to keep their lockers in a clean orderly manner.
3. **Authority to Inspect:** The School retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing (herein after referred to as "designee") by the principal.

The following are authorized to make locker inspections:

- a. All lockers: Administrative Assistant and Athletic Director
 - b. P.E., Athletic, and Classroom Locker: The athletic director, coaches, and classroom teachers who have lockers in their area of responsibility are authorized to make appropriate locker inspections.
4. **Inspection of an Individual Student's Locker, Desk or Storage Cabinet:**
- A. The inspection of a particular student's locker will not be conducted unless the principal or his designee has reasonable suspicion that the locker to be inspected contains items which cause, or reasonably may be foreseen to cause, an interference with school purpose or educational function, or which are forbidden by state law or school rules. ("Reasonable Suspicion) as used in these rules may be based on a number of factors including:
 1. Information received by the principal or his designee from teachers, law enforcement officials, or detection devices including trained dogs;
 2. The past records of the student whose locker is to be inspected;
 3. The seriousness of the problem to which the search is directed, such as violence or drug use in the school; and
 4. Behavior of the student, for example, indications that he/she is intoxicated.
 - B. Before a particular student's locker is inspected the student (students - if more than one have been assigned to a locker), if present on the premises, shall where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstance that the inspection be conducted without delay in order to protect health and safety of others present on school premises. Under the rule, whenever an individual student's locker has been inspected without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.

5. **Inspection of all Lockers:**

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant superintendent, reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of:

1. An interference with school purposes or an educational function;
2. A physical injury or illness to a person;
3. Damage to personal or school property; or
4. A violation of state law or school rules.

Examples of circumstances justifying a general inspection of a number of lockers are:

- a. When the School Corporation receives a bomb threat;
- b. When evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use;

- c. At midterm, end of grading period and before school holidays to check for missing library books, or lab chemicals or school equipment; and
 - d. Where student violence or threats of violence creates a reasonable belief that weapons are stored in lockers, then all lockers in the defined inspection area will be examined. Students will not be given the opportunity to be present while a general inspection is being conducted.
6. **Student Materials:** When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting contents of the lockers or intruding unnecessarily into any students written material located in the lockers. In addition, inspection of written material will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal, contraband.
7. **Disposal of Confiscated Contraband:** All contraband confiscated from lockers may be disposed of by the principal or designee, as he/she deems appropriate, including:
- a. Return to the proper owner or place;
 - b. Used as evidence in a student discipline proceeding if possession of the contraband constitutes grounds for suspension or expulsion;
 - c. Delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or
 - d. Destruction.
8. **Involvement of Law Enforcement Officials:**
- A. If the principal or superintendent has a reasonable suspicion that a locker or lockers contain illegal drug paraphernalia, weapons, a bomb, explosive chemicals, or stolen property, he/she may request law enforcement assistance in making the inspection of a locker or lockers.
 - B. If a law enforcement official asks to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing such official to inspect.
 - C. If a law enforcement official asks the principal to make an inspection on behalf or in place of such official, the request shall be denied. The principal may cause a locker inspection to be performed for school purpose if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contain contraband.
9. **Locker Cleaning:** Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean out (a) lockers from time to time in accordance with general housekeeping schedule or (b) the locker of a student no longer enrolled in the school. Further, the custodial staff may open a student's locker during any vacation if they have reason to believe such locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc.
10. **Publication of Rules:** A copy of these rules shall be provided to each student and his parent/guardian at the start of each school year or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be posted in the principal's office and other prominent places generally used for announcement to students.
11. **Automobiles:** The privilege of bringing a student-operated vehicle on school premises is hereby conditional and before any vehicle is searched there is to be verbal and/or written consent by the student driver, and/or owner of the motor vehicle, and/or the parent/guardian. This search may be conducted by the principal or his designee in the presence of one of the following; the student driver, owner of the motor vehicle, and/or parent/guardian. Refusal to allow a request to search the motor vehicle shall be cause for termination, without further hearing, of the privilege of bringing a motor vehicle onto school premises.
- 1. The principal or his designee may request a law enforcement officer to:
 - a. Search any vehicle on school premises;
 - b. Identify or dispose of anything found in the course of search conducted in accordance with this section; and
 - c. Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted unless specifically requested.
 - 2. Anything found in the course of the search conducted in accordance with this section which is evidence of a violation of a rule, policy and/or guidelines may be:
 - a. Seized and admitted as evidence in any suspension or expulsion proceedings if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing;

- b. Turned over to any law enforcement officer in accordance to Section 1;
 - c. Returned to parent or guardian of the student from whom it was seized; and
 - d. Destroyed if it has no significant value
3. Anything found in the course of a search conducted in accordance to the above sections which by its presence presents an immediate danger of physical harm or illness to any person may be seized and;
- a. Admitted as evidence in suspension or expulsion proceedings if it is seized, tagged, and kept in a secure place by the principal or his designee until it is presented at the hearing;
 - b. Turned over to any law enforcement officer in accordance with Section 1;
 - c. Returned to parent or guardian of the student from whom it was seized; and
 - d. Destroyed if it has no significant value.

Student Desk Search

All desks made available for student use on the school premises are the property of the School Corporation. These desks are made available for student use for storing school supplies and personal items necessary for use at school. The desks are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student may not expect to have privacy in a desk or its contents.

The student's use of the desk does not diminish the School Corporation's ownership or control of the desk. The School Corporation retains the right to inspect the desk and its contents to ensure that the desk 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 desk to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol.

Each school shall develop rules and procedures for the inspection and maintenance of school desks, subject to the approval of the Superintendent.

CODE #3630

MILL CREEK COMMUNITY SCHOOL CORPORATION RANDOM DRUG AND ALCOHOL TESTING POLICY

INTRODUCTION

Safety is a necessity any time students are involved in and are en route to a school- sponsored activity. Drug-free students are essential for a positive school experience...in our classrooms, in athletic activities, and in other competitive and/or performing arenas. The positive school experience cannot exist if our students' minds are dulled by substance abuse. The risks associated with substance abuse may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addiction, and conditions that substantially inhibit a person from performing to his/her fullest potential. Substance abuse is a local and national problem. It is illegal, a danger to physical health, and an obstacle to learning. Indiana code, specifically IC 20-34-3-2, establishes the responsibility of schools to assist children found to be ill or in need of treatment.

DRUG TESTING PROGRAM OBJECTIVES

The Mill Creek Community School Corporation's random drug and alcohol testing program emphasizes three primary objectives.

- 1. To promote the safety of the students.
- 2. To create a positive school environment.
- 3. To encourage students representing Mill Creek Community School Corporation to be drug-alcohol-and tobacco-free.

SECTION I

PURPOSES OF THE PROGRAM

- A. All Mill Creek Community School Corporation students in grades 6-12 may participate in the random drug, tobacco and alcohol

testing program. In addition, students who park vehicles at school or drive on school property, those who plan to be involved in any extracurricular/co-curricular activities, and those involved in clubs or other student groups recognized by the school administration must sign (along with parents/guardians) a drug-testing consent form to be eligible to participate in these activities.

- B. It is a privilege for students who meet both the scholastic and physical conditions of eligibility to participate in any of these activities. All of these activities require that students be at their best and chemical-free in order to provide a safe environment for themselves and other students who potentially could be affected.
- C. Mill Creek Community School administrators have designed this program to:
 - 1. Direct students away from substance abuse.
 - 2. Protect students who park their vehicles at school or drive on school property, and those who participate in any extracurricular/co-curricular activities.
 - 3. Educate participants and parents about the serious physical, mental, and emotional harm caused by substance abuse.
 - 4. Assist participants who might be tempted to use illegal substances.
 - 5. Prevent injury, illness, and harm as a result of substance abuse.
 - 6. Maintain extra-curricular/co-curricular program environment free of drug tobacco, alcohol, and intoxicants
 - 7. Expose and educate participants about a procedure frequently and increasingly used in society.
- D. It is recognized that serious attention is being given to substance-abuse problems in private business and industry, government, school, and colleges throughout the country. Results of studies throughout the United States reveal an increasing substance-abuse problem, and indicate that more than education alone is necessary to encourage students to choose a lifestyle free of substance abuse. This policy is consistent with Mill Creek Community School Corporation rules and regulations concerning the use and abuse of drugs, alcohol, and intoxicants. The Mill Creek Community School Corporation has a strong commitment to the health, safety, and welfare of its students.

SECTION II

RANDOM TESTING PROGRAM

- A. A laboratory certified under the auspices of the National Instituted Drug Act (NIDA) and certified as a medical laboratory by the State Board of Health and the federal agency which governs medical laboratories under NIDA (later referred to as the testing administrator) will supervise the testing program, provide training, set up the testing environment, guarantee samples, and supervise the chain-of-custody. To maintain anonymity, a student's number, not a student's name, shall be used in conjunction with testing samples.
- B. Each student shall be provided with a consent form, a copy of which is attached. The consent form must be dated and signed by the student and by a custodial parent or guardian before such student shall be eligible to participate in the activities listed in section I-A. By signing the consent form, the student agrees to provide, at any time requested, a urine and/or breath sample to be tested for drugs, tobacco and alcohol.

Those students who are drivers only will not be tested for nicotine. Any student who is placed in the testing pool will remain in the pool until he/she notifies the principal in writing that he/she wishes to withdraw. The Mill Creek Community School Corporation administration, in conjunction with the testing agency shall use a procedure to ensure the privacy rights of individual students will be protected.
- C. Any student who will be involved in any activity outlined in section I-A must sign a consent-to-test form within ten (10) days of the first day of school. New students will have ten (10) days after enrolling to sign the consent form. Failure to sign and return the consent-to-test form shall result in non-participation for the remaining school year.
- D. Participants, with the support of their parents, will be encouraged to choose a drug free lifestyle. Each prospective participant shall receive a brochure explaining the policy/program. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem. Each sponsor/coach/director will reinforce this program, and the harmful consequences of drug, tobacco, and alcohol use to all participating students.

SECTION III

TEST RESULTS

- A. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing him/her from participation in the activities listed in section I-A.

- B. The school administration or student assistance coordinator will be notified in the event of a positive test. The administration representative will notify the student and his/her parent/guardian by certified letter within a week of receiving notification of the positive result.

SECTION IV

Consequences

FIRST POSITIVE: If a student tests positive or violates the policy prohibiting the use of any drug, alcohol, or tobacco product, a parent/guardian of the student will be notified by certified letter and his/her parents will be requested to meet, and the student will be suspended immediately from all activities listed in section I-A including practices, events, rehearsals, or conditioning. If requested, drug counseling information will be provided.

In order to regain eligibility, the student must submit a written request to enter the monthly drug-testing program outlined in section V. The request must be made within forty-two(42) calendar days of the first positive test and/or conclusive evidence discovered by the school corporation. If the request is not made within this forty-two (42) calendar-day period of time, action will be taken as if a second violation had occurred.

SECOND POSITIVE: If a second time the student tests positive or violates the policy prohibiting the use of any drug, alcohol, or tobacco product, a parent/guardian of the student will be notified by certified letter and his/her parents will be requested to meet, and the student will be suspended immediately from all activities listed in section I-A including practices, events, rehearsals, or conditioning for a period of 365 calendar days. Drug counseling information will be provided.

In order for a student to regain eligibility, he/she must provide evidence of successful completion of a valid drug/tobacco prevention program determined by the school administration. The student must also pay for and submit to a drug test given at school, and must test negative for all substances.

THIRD POSITIVE: If a student tests positive a third time, the student will permanently forfeit all activities listed in section I-A for the remainder of his/her school career. Drug counseling information will be provided.

General:

1. Students who test positive will also be held accountable under the rules of the school handbook.
2. According to the IHSAA policy, if an athlete misses five (5) to ten (10) days of practice due to testing positive, the athlete will be required to practice at least four (4) days prior to further participation. If an athlete misses more than ten (10) consecutive days of practice, then a minimum of six (6) practice days will be required prior to participation.
3. A student's refusal to test or altering of the test sample will be considered a positive test result and penalties will be enforced according to the drug testing policy.

SECTION V

MONTHLY DRUG TESTING PROGRAM

1. Requests to enter the program must be submitted in writing by the parent or by the student if he/she is eighteen (18) years of age or older.
2. Students will be tested monthly for the next twelve months following program admittance.
3. The program will be completed at the student/parent's expense.
4. A drug test will be administered on the next random test date following the request.
 - a. If a student's 1st positive test was for nicotine only, all further tests must show a consistent reduction of nicotine levels. A positive test for any other substance or an increase in nicotine level would be considered a second violation.
 - b. If a student's 1st positive test was for nicotine and any other substance, all further tests must be negative for all substances, and show a consistent reduction of nicotine levels. A positive test for any other substance or an increase in nicotine level would be considered a second violation.
 - c. If a student's 1st positive test was for any substance other than nicotine, all further tests must be negative of all substances. A positive test for any substance, including nicotine, would be considered a second violation.
5. Upon receipt of a negative drug test and/or testing at lower nicotine levels, the student will resume activities (practices, rehearsals, meetings).
6. Eligibility to participate in events (games, performances) will not be regained until after school handbook suspensions are served.

SECTION VI

APPEAL

- A. The student or his/her custodial parents/guardians may appeal the test results by requesting that the remaining portion of the sample be tested again by the laboratory or another accredited laboratory at a cost to the student or his/her custodial parents/guardians. If such a request is made to have another accredited laboratory test the sample, the laboratory used by the school will forward the chemical specimen directly to the new laboratory, which must be NIDA approved. If the result from the re-testing is negative, the student's record will reflect that result, and the suspension imposed will be revoked.
- B. Within seventy-two (72) hours of being informed of a positive test result, the student may present evidence to the testing administrator that the positive test result was caused by the legitimate use of a prescription or nonprescription drug or an activity other than illegal drug or alcohol use. The test administrator shall determine whether such reasons would reasonably explain the positive test result. If the test administrator determines the results to have been caused by a legitimate activity, then the test results will be disregarded and any record of the positive result shall be dropped.

The Board of School Trustees authorizes the superintendent to develop guidelines to implement this policy.

Adopted: 6-9-99

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Reviewed/Revised: 4-06

Adopted: 5-10-06

MILL CREEK COMMUNITY SCHOOL CORPORATION ADMINISTRATIVE PROCEDURES FOR DRUG TESTING

Section I

- A. The selection of students to be tested periodically will be done by the testing laboratory. Each student will be assigned a number that will be placed in the drawing. Numbers will be drawn randomly by the laboratory from two pools of those agreeing to be tested. One pool will consist of high school students; one pool will consist of junior high students. Selections will be made from time to time throughout the school year. Testing may occur on any day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year.
- B. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
- C. Upon being selected for a urinalysis test and/or breath test under this policy, either by random draw, request of a parent/guardian (at parent/guardian's expense), or a "follow-up" test, a student will be required to provide a sample of "fresh" urine and /or a breath test according to the quality control standards and policy of the laboratory conducting the urinalysis and/or breath test.
- D. The randomly selected students will be requested to come to the nurse's office through the normal method of a student pass and will be accompanied by two of the following: principal, athletic director, or school nurse. The student should bring all books, coats, jackets, and other materials with him/her to the test site and shall not be allowed to go to his/her locker before going to the testing area. The School Administrator or Student Assistance Coordinator will not call all the students drawn for the pool to the testing site simultaneously. Testing four to five students at a time allows the testing to be carried out quickly and will not cause students to wait a long time, so that important learning or activity time is not lost. The students will sign in and, as soon as called by the representative of the testing laboratory, provide a urine specimen and/or a breath test.
- E. Any student who is placed in the testing pool will remain in the pool until he/she notifies the principal in writing that he/she wishes to withdraw. A "Withdrawal of Consent Form" must be signed by the student and custodial parents/guardians before the student's name is removed from the pool. Once the form is signed and the name is removed, all corresponding privileges will no longer be

available to the student for 365 days. After the 365 days has elapsed, he/she may re enter the testing pool with a properly signed "Consent Form".

- F. CONFIDENTIALITY: The testing results shall remain confidential. The results of a positive test of any student participant may be disclosed only to the School Administrative or Student Assistance Coordinator. The principal will notify the student and his/her parents.
- G. If it is proven that tampering or cheating has occurred during the collection the student will become ineligible for all the above listed activities and programs for one full calendar year. This will be reported to the parent/guardian. Urine specimens that are found to be diluted will be judged invalid and the student will be re-tested as soon as possible.
- H. The school nurse will work in conjunction with school administration to verify student identification with random number selection and also drug testing results.

Section II

Urine Test Procedures

- A. The urine specimen will be given on site. All students will remain under school supervision. If unable to produce a urine specimen the student will be given 8 ounces of fluid. If still unable to produce a urine specimen before the end of the school day, the student will be taken to the principal's office and told he/she is no longer eligible for any of the programs and activities listed in Sec.1-A. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility. If the tested student produces a doctor's statement stating they have medical reason for not producing the urine specimen, the student will be tested at a later date. The process must be appealed within 72 hours of the original testing time.
- B. Before the student's urine is tested by the laboratory the student shall agree to complete, sign and date a Chain of Custody Form. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication, and may provide proof of the prescription in effect. The student shall sign in and, as soon as called by the representative of the collection laboratory, provide a urine specimen.
- C. For the purposes of urine testing, the following additional procedures shall be followed:
 - 1. The representative of the testing laboratory will give each student being tested specimen bottle. At that time the student will sign a verification form indicating the bottle is untainted. The bottle will remain in the student's possession until a seal is placed upon the bottle by the representative. The student and representative will sign that the specimen has been sealed. The seal may be broken or opened only by the laboratory testing the specimen.
 - 2. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the laboratory, the specimen is invalid. The student will be tested again as soon as possible. The student will remain eligible until further testing.
 - 3. will be instructed to remove all coats and wash their hands in the presence of the laboratory representatives prior to entering the restroom. The door will be closed so the student is by himself/herself in the restroom to provide the urine specimen. The representative will wait outside the restroom. The commode will contain a dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off.
 - 4. After the specimen bottle has been sealed, the specimen will be transported to the testing laboratory by lab personnel. Each specimen will be tested for alcohol, nicotine, and "panel 9 drugs" (which may include all drugs listed as controlled substances under the laws of the State of Indiana). "Performance enhancing" drugs such as steroids may also be tested for.
 - 5. In order to maintain confidentiality, the container with the urine specimen to be tested will not indicate the name of the student. Instead, the student's random identification number will appear on the sample and the student will initial the container. Also, the results for the urinalysis will be reported to the principal with no name attached, only the students' random identification number will appear on the results sheet.
- D. Immediately after the specimen is taken the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee(s) must time and sign the pass.

Section III

Breathalyzer Test Procedures

For the purposes of breath testing, the following procedures shall apply.

- A. Student identification and paperwork will be completed.
- B. The student may wish to specifically identify any over-the-counter drug or prescription medication he/she is currently taking. The collector will document this data on the chain of custody form.
- C. The student will remove all unnecessary outer garments such as a coat or jacket. Purses or student bags will remain outside the collection facility.
- D. The student will wash hands with water only.
- E. The testing agency arranges for specimen pickup.
- F. The collector will instruct the student on the operation of the breathalyzer.
- G. A representative from the testing laboratory will ask the student to provide a breath sample using breath analyzer.
- H. The collector will document the results of the breath test.