



# **NHJ UNITED SCHOOL CORPORATION**

## **MIDDLE SCHOOL STUDENT HANDBOOK 2025-2026**



## ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

I have received a copy of the Indian Creek Middle School Handbook for the 2025-2026 school year. I understand the handbook contains information that my parents/guardian and I may need during the school year. I also understand that all students will be held responsible for their behavior and will be subject to the disciplinary consequences outlined in this handbook.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Grade \_\_\_\_\_

## NAME AND PICTURE PERMISSION SLIP

Pictures are taken of Nineveh-Hensley-Jackson United School Corporation students throughout the course of the school year. These pictures have the potential to appear in the local newspapers, yearbooks, corporation newsletters, school newsletters, and the school web page or displayed in the school building. Occasionally classes will be videotaped during school activities. These videotapes may be used for educational or public relations purposes. In order for your child's name and/or picture to appear in print, we must have your written permission. Please check the appropriate space below and return the entire paper to your child's school. If we do not receive a signed slip, we assume that we have your permission to use your child's name and picture.

IF WE DO NOT RECEIVE A SIGNED FORM, WE ASSUME THAT WE HAVE YOUR PERMISSION TO USE YOUR CHILD'S NAME AND PICTURE.

\_\_\_\_\_ Yes, my child's name and picture can be used in the various means listed above.

\_\_\_\_\_ No, my child's name and picture cannot be used as listed above.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

## Welcome, Students and Parents

The faculty, staff, and administration have set high standards for academic achievement and responsible behavior for the coming year. We look forward to working with students and parents to reach these goals. The purpose of this handbook is to give answers to important questions about ICMS. Please read this handbook carefully. It contains official policies that govern students' day-to-day activities at school. In some instances, it defines parents' and students' obligations and state and federal legal rights; in other instances it defines the school's obligations and rights.

## **Mission Statement**

Engaging Every Student, Every Day, In Quality Learning Opportunities.

## **Belief Statements** (established May 17, 2012)

We, the ICMS staff, believe...

our students, staff, parents, and community must work together to maximize student achievement.

our students should participate in a wide variety of activities and experiences.

our students need positive role models in their lives.

our students should treat others with respect and accept responsibility for their actions.

our students must combine discipline and responsibility for academic achievement.

our students' learning environment should be safe, positive, and engaging.

our students should be challenged academically and held to high expectations.

## **Equal Opportunity**

The Nineveh Hensley Jackson School Corporation practices equal opportunity in education and employment. It does not discriminate on the basis of age, race, color, religion, sex, national origin, or disability. Educational services, programs, courses, instruction, and facilities will not be denied to anyone in the Nineveh Hensley Jackson School Corporation because of his or her age, race, color, religion, sex, national origin, or disability.

## **Emergencies**

In the event of a very serious emergency regarding an intruder, weather, fire, or some other type of disaster, we will relay information through our mass calling system and on a continuous basis to the following media outlets: **radio stations:** SPIRIT95 95.1 FM, Bloomington; WCBK 102.3 FM, Martinsville; WCSI 1010 AM, **television stations:** WTTV, Indianapolis; WRTV, Indianapolis; WTHR, Indianapolis; WXIN FOX 59, Indianapolis.

Please tune in to the above media outlets and avoid calling the school unless the public announcements instruct otherwise. You also must remain clear of the building (unless otherwise instructed), especially the streets, so that emergency vehicles will not be hampered in their attempts to reach the school. Do not park in areas with yellow curbs.

Please keep your phone numbers and e-mail addresses updated with the school so that we can easily reach you. If school is canceled due to weather, evening activities are canceled for the day. If school is dismissed early due to weather, the same procedure applies.

## **School Visitation Policy**

All visitors to ICMS are required to report to the office upon arrival. Visitors may not park their cars in areas with curbs painted yellow **or on the top drive**. Visitor parking (and handicapped parking) is available in the ICMS parking lot.

## **CAFETERIA**

As a part of our wellness initiative, Nineveh-Hensley-Jackson United School Corporation makes available for purchase breakfast and lunch at all of our school cafeterias. Each student has a cafeteria account for prepayment of meals. Each student's account is set up with a unique ID. Prepayments may be made at yearly registration or at your child's school. Payments sent to school must be in an envelope with the student's name and amount enclosed. The school does not supply the envelope. Each school has a procedure for collecting cafeteria prepayments. Please contact the Cafeteria Manager if you have any questions about your child's cafeteria prepayment procedures or your child's account balance. Meal payments may now be made online by using your Infinite Campus Access Portal Account. Account balances are available online via your Infinite Campus Portal Account. Parents must have an Infinite Campus Parent Portal Access Form on file at a school in order to receive online access information.

Breakfast and lunch prices shall be set for the current school year. A complete listing of these prices are available on the Corporation website. Cafeteria payments are NOT refunded for amounts less than \$10.00 unless requested in writing. Cafeteria money remaining in your child's account will be rolled to the next grade level. If a refund is applicable, the refund will be mailed by the end of the last month of school.

Indiana Code 20-33-5 provides state assistance for breakfast and lunch to families who apply and qualify. Each year before the start of school, applications are made available to every Nineveh-Hensley-Jackson United School Corporation registered household. Applications are available on the NHJ Corporation website, upon request, and at all of our school offices. A completed application must be returned to the Director of Food Service, 802 S. Indian Creek Drive, Trafalgar, IN 46181 for processing. Please call (317) 878- 2106 with any questions regarding your application. Apply before school starts or as soon as your situation warrants. Parents are responsible for all cafeteria charges made prior to an application's approval. Completing an application does not ensure approval. A letter of approval or denial will be mailed to the applicant's home address as soon as the application is processed.

## **Student Management**

" ... school discipline, like parental discipline, is an integral and important part of training our children to be good citizens—to be better citizens" (Supreme Court Justice Black, 1969).

Student supervision and the desirable behavior of students in carrying out school purposes are the responsibility of a school corporation and the students of a school corporation (IC 20-8.1-5.1-3). In order to fulfill its responsibility, ICMS uses a school-wide student management plan in order to assure fairness, consistency, and relevance in our behavioral expectations for our students. We believe that if students exhibit appropriate behavior, the environment for learning is enhanced. We further believe that discipline and self-control are essential qualities of contributing citizens of the United States and the world.

Some of the key goals of the student management plan are:

- Rules, expectations, and consequences are clearly stated;
- Students accept responsibility for their own behavior;
- Communication to parents is enhanced;
- Documentation of problems, and therefore resolution of problems, is increased;
- Opportunities for student social and academic success are increased;
- Areas for school-wide improvements are identified.

### **ADVERTISING OUTSIDE ACTIVITIES**

No posting of outside activities will be permitted without the approval of the Principal or Superintendent. A minimum of twenty-four (24) hour notice is required to ensure that the Principal or Superintendent has the opportunity to review and approve the announcement.

### **AHERA ANNUAL NOTIFICATION**

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Nineveh-Hensley-Jackson United School Corporation is available for review during normal business hours. All buildings have been inspected and are clear of asbestos containing materials.

### **STUDENT CODE OF CONDUCT**

Jurisdiction for any form of disciplinary action at Indian Creek Middle School applies when a student is:

1. On school grounds immediately before, during and, after school hours or at any other time the school is being used;
2. Off school grounds at a school related activity; and
3. Traveling to or from school or at a school-related activity.
4. Participating in summer school.
5. A student may be suspended or expelled for engaging in unlawful activity (I.C. 20-33-8-15) on or off school grounds if
  - a. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
  - b. the student's removal is necessary to restore order or protect persons on school property; including unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Student misconduct could result in, but is not limited to, detention, extended school, academic probation, social probation, time out, out-of-school suspension, recommendation for expulsion, referral to appropriate law enforcement agency, and/or payment of damages, depending on the circumstances and merits of the case.

Nothing in this handbook is meant to preclude the administrators' prerogative to take appropriate and reasonable action to protect the welfare and safety of the students and staff at ICMS.

INFRACTION
Hallway Rules
1. Walk on the right-hand side.
2. Keep hands and feet to yourself.
3. Do not gather in crowds and/or block the flow of traffic.
4. Do not run.
5. No one is permitted in the hallways during class time without a pass.

<b>Cafeteria Rules</b>
1. Students shall be polite and courteous.
2. Come to the cafeteria in an orderly manner and remain orderly. Remain with your class. No cutting in front of others. Exit the cafeteria as dismissed.
3. Each student is responsible for cleaning his/her own mess. Return trays, chairs, etc. to their proper place.
4. No throwing of food or eating others' food.
<b>Classroom Rules</b>
1. Be in your seat when the bell rings, ready to begin class.
2. Bring necessary materials to class every day.
3. To speak, raise your hand and wait for permission.
4. Keep your hands, mouth, and feet to yourself.
5. Any student who causes a disruption while a substitute teacher is in charge of the class will be referred to the office and assigned one day of ISS.
<b>General School Rules</b>
1. No student may disrupt the learning/teaching process at any time. Student activities that interfere with the school's mission are not permitted.
2. Students must address teachers and staff members using the last name, preceded by the appropriate title (Mr., Mrs., Dr., Ms.).
3. No student may participate in any type of gang-related activity. Students may not display any type of gang-related material. Such activity will be reported to the police.
4. Students do not have a First Amendment right to engage in speech that is lewd, vulgar, obscene, inflammatory, or defamatory ( <i>Bethel School District NO. 403 vs. Fraser, 478 U.S. 675, 682</i> ).
5. Students do not have a First Amendment right to wear or display any symbols or articles of clothing that are vulgar, profane, racist or sexist, or disrupt the school environment. Such displays are prohibited. Hairstyles or body adornments that are vulgar or that disrupt the educational process are restricted (see Dress Code Policy below) at the discretion of the principal.
6. Students are prohibited from engaging in behavior off school grounds that has a detrimental impact on other pupils, teachers, or school activities. Such behavior includes, but is not necessarily limited to: <ul style="list-style-type: none"> <li>a. Assault, battery, or criminal acts;</li> <li>b. Selling, possession, or use of drugs;</li> <li>c. Making offensive remarks to or about school personnel (see McCarthy, Martha M. et al (1998). <i>Public School Law: Teacher's and Student's Rights</i>. (4<sup>th</sup> Ed.). Boston: Allyn &amp; Bacon. pp. 197-198).</li> </ul>
7. Students are expected to comply with directions given by any staff member or employee.
8. Use of possession of drugs, alcohol, and tobacco are prohibited. Cigarette lighters or matches are prohibited in school.
9. Students are prohibited from any form of physical violence on school property and at school functions. Such physical violence includes, but is not limited to, fighting, pushing, shoving, or sexual contact.
10. Students shall not incite other students, nor shall a student engage another student or staff member in any acts of extortion, intimidation, stalking or harassment, or acts which are coercive.
11. Students shall not incite teachers or staff, nor shall a student engage a teacher or staff member in any acts of extortion, intimidation, stalking, heckling, or acts, which are coercive. Threats against school employees are illegal. (See Repeated or serious offenses in the Possible Consequences policy below.)

12. The destruction or unlawful possession of school property (vandalism and/or theft) is prohibited. Violators will be assessed damages and/or replacement costs; in addition he/she may be reported to the proper law enforcement agency.
13. Gambling is not permitted at ICMS.
14. Plagiarism and cheating are prohibited.
15. Students are not permitted to engage in public displays of affection, including, but not limited to, handholding and kissing.
16. Candy and soft drinks may be consumed only in the cafeteria, except by special permission from the office.
17. A student shall not in any way encourage another student to violate school rules or commit other acts of indirect aggression (spreading rumors, building alliances against other students, bullying, etc.).
18. The use of electronic devices and cell phones is restricted (see Electronic Device Policy below).
19. Threatening (whether specific or general in nature) injury to another person or damage to property, regardless of whether there is a present ability to commit the act, is not permitted. This includes the possession of a threatening or intimidating statement in written or any other form which may intentionally or unintentionally come into another student's or staff member's possession.

## **Consequences**

Consequences for violating school rules will be assigned by a tiered discipline approach outlined in the information below.

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this Corporation. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the students and the circumstances of the situation; and
- E. enforces the Student Code of Conduct/Student Discipline Code accordingly."

## **Tier I**

Students being in Tier I with the assumption that all students can accept the basic responsibilities ingrained in them since kindergarten. Therefore, all students are entitled to all customary student privileges.

Each classroom will contain, or each teacher will have, a responsibility log.

Students who violate rules in specified areas (see below) will sign a responsibility log at the direction of a faculty or staff member, or substitute teacher

- Tardiness
- Failure to have necessary material (pencil, Chromebook, textbook, etc)
- Failure to follow directions



- Lack of appropriate citizenship
- Other.

Students who fail to comply with directions to sign a responsibility log will be referred to the office for insubordination. The student will then receive two marks in the responsibility log.

Students who fail to comply with the rules stated previously will sign a responsibility log.

A parent contact (Parent Square, email, phone call, etc) will be made at the fourth, eleventh, and eighteenth log entries for grades six and seven. Parent contacts will be made at the third, ninth and fifteenth log entries for grade eight.

Students will be assigned to ASD (After School Detention) at the seventh, fourteen, and twenty-first log entries for grades six and seven. Students will be assigned an ASD at the sixth, twelfth and eighteenth log entries for grade eight.

Students who do not attend detention will be referred to the office.

Students who fail to comply with responsibility and behavior expectations in tier I will attend, along with their parents/guardians, an exit conference that will determine the student's appropriate placement in tier II.

## **Tier II**

Tier II placement results from a student passing all the way through Tier I; Tier II placement will also result from a student committing a serious offense that requires the student to bypass Tier I.

Students in Tier II will be placed in one of three tracks.

Responsibility Track.

Students who fail to comply with the rules stated previously will sign a responsibility log.

Students will be assigned to ISS at the seventh, fourteenth, and twenty-first long entries.

Behavior Contract Track.

Serious Track

Students who enter tier II begin to lose privileges. The loss of privileges will be determined on an individual basis.

Students who fail to comply with responsibility and behavior expectations in tier II will attend, along with their parents/guardians, an exit conference that will determine the student's placement in tier III.

## **Tier III**

Students placed in Tier III will generally be students who have passed through our discipline program and have not responded to the many interventions provided. Students are placed in Tier III with the presumption that all options were exhausted in Tier II. In Tier III, students may be excluded from attending all school-sponsored activities.

Other Tier III students will be students who have committed offenses so serious as to be a threat to themselves or to others, or who have committed acts that impede the academic program(s) at ICMS.

Tier III students who commit discipline infractions will be assigned out-of-school suspension (OSS). There are three assignments.

One-day OSS

Three-day OSS

Five-day OSS

Tier III students who continue to commit discipline infractions after the five-day OSS will be recommended for expulsion from school.

## **Descriptions of Possible Consequences**

Warning is a verbal or visual prompt to a student to stop engaging in prohibited behavior.

Teacher's choice is a prerogative given to the teacher or staff member to apply a quick, uncomplicated correction to a problem with minimal class disruption and minimal time off task for the teacher and the class.

Administrators' Prerogative is a final decision made by the administrator(s), in consultation with staff, counselors, or other persons with a direct interest in the decision.

Office referral is a written document to the principal's office detailing prohibited behavior by a student. A warning of some type will normally (though not necessarily) precede the office referral.

LOCP results in a student losing a cafeteria privilege as determined by the cafeteria monitor until such time that the student can demonstrate a willingness to comply with the rules.

LOxP results in a student losing a privilege such as, but not limited to, commons privilege, library privilege (LOLP), bus privilege (LOBP), etc.

RTP is a return to parents. This could occur in an instance, but is not limited to, in which a student's manner of dress is markedly in violation of the dress code.

ASD refers to after-school detention.

LR provides that a student will be referred to the proper legal authority for the commission of a crime.

FNS refers to Friday Night school. Friday Night school will begin at 3:30 PM and end at 6:30 PM.

ISS refers to in-school suspension, or denial of participation in the regular courses and activities of the school while remaining in a prescribed, separate environment within the school.

OSS refers to out-of-school suspension, or denial of participation in the regular courses and activities of the school by the temporary removal of the student from the school setting.

Repeated or serious offenses may result in out-of-school suspension or expulsion. The following are the grounds for student suspension or expulsion:

1. Student misconduct;
2. Substantial disobedience.

The grounds for suspension or expulsion listed above apply when a student is:

1. On school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; or
2. Off school grounds at a school activity, function, or event; or
3. Traveling to or from school or a school activity, function, or event.

In addition, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

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

A person who communicates a threat to another person ... commits intimidation, a Class A misdemeanor. However, the offense is a Class D felony if ... the person to whom the threat is communicated: (i) is a law enforcement officer ... or (iv) is an employee of a school corporation ... (c) "Threat" means an expression, by words or action, of an intention to:

1. Unlawfully injure the person threatened or another person, or damage property;

2. Unlawfully subject a person to physical confinement or restraint;
3. Commit a crime;
4. Unlawfully withhold official action, or cause such withholding;
5. Unlawfully withhold testimony or information with respect to another person's legal claim or defense, except for a reasonable claim for witness fees or expenses;
6. Expose the person threatened to hatred, contempt, disgrace, or ridicule; or
7. Falsely harm the credit or business reputation of the person threatened.

## **Nineveh Hensley Jackson School Corporation**

### **Anti-Bullying Policy**

The following policy has been established by the school board of Nineveh Hensley Jackson School Corporation regarding anti-bullying.

#### **I. Policy Statement**

The school board of Nineveh Hensley Jackson School Corporation prohibits acts of bullying of a student. The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

#### **II. Definitions**

##### **1. Bullying**

- a. As defined by the school corporation, bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.
- b. As defined by IC 20-33-8-.2, 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:
  - i. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - ii. Has a substantially detrimental effect on the targeted student's physical or mental health;
  - iii. Has the effect of substantially interfering with the targeted student's academic performance; or
  - iv. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
- c. This term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

- i. Participating in a religious event.
- ii. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- iii. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- iv. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- v. Participating in an activity undertaken at the prior written direction of the student's parent.
- vi. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

### III. Policy Provisions

1. The school corporation shall adopt discipline rules in compliance with IC 20-33-8-13.5 that prohibit bullying and include provisions concerning education, parental involvement and intervention. These discipline rules shall apply regardless of the location in which the bullying occurred when the bully and the targeted student are students at a school within the school corporation, or disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
2. The principal at each school within the school corporation shall implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of bullying, consistent with the code of student conduct, as well as the consequences and remedial responses for staff members who commit one or more acts of bullying. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.
3. 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 the victims and others impacted by the bullying.
4. The principal at each school within the school corporation shall be responsible for designating a member of his/her staff to receive all complaints alleging violations of this policy.
5. All corporation and school employees, volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this policy to the principal or the principal's designee on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. A written report of the incident shall also be submitted to the school principal or principal's designee within one (1) school day of submitting the verbal report. Any corporation and school employee, volunteer or contracted service provider who promptly reports an incident of harassment, intimidation or bullying, and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident. Any corporation and school employee, volunteer or contracted service provider who receives a report of harassment, intimidation, or bullying from a student, parent, visitor or colleague, and fails to initiate or conduct an investigation, or who witnesses or

observes a bullying incident and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

6. Students, parents and visitors of a school within the school corporation are encouraged to submit a written report of alleged violations of this policy to the principal (or principal's designee) on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. Such a report may be made anonymously. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.
7. The principal or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. 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 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 harassment, intimidation, or bullying. 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 board of education on a quarterly basis during regularly scheduled board meetings.
8. Each school within the school corporation shall record the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying and electronic or written communication bullying. Each school shall report this information to the school corporation superintendent, school board, and the Indiana Department of education. Information shall be submitted to the Indiana Department of Education by July 1 of each year.
9. The principal shall provide the parents of the students who are parties to the investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of bullying, and whether consequences were imposed or services provided to address the bullying incident if the evidence of bullying was substantiated. This information is to be provided in an expedited manner.
10. 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 bullying is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from positive behavioral interventions up to and including suspension or expulsion.
11. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying and enhance school climate, enlist parent corporation and involvement or take other appropriate action). Intervention and support implemented by the principal or his/her designee should include follow up services to both the targeted student and the bully.

The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

12. The principal of each school within the school corporation is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The principal is expected to respond with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013 for:
  - a. Students – Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion.
  - b. School Employees – Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with corporation policies, procedures and agreements.
  - c. Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.
13. The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall post a link to the policy that is prominently displayed on the home page of the school corporation's website. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.
14. Each school within the school corporation shall disseminate the anti-bullying policy and bullying prevention instruction to all students in grades 1-12 within the school no later than October 15<sup>th</sup> of each school year. It is expected that anti-bullying information will be part of a more comprehensive bully prevention effort communicated to the students throughout the school year, and that the age appropriate, research based instruction for all students in grades 1-12 be delivered by a school safety specialist, school counselor or other person with training and expertise in the area of bullying prevention and intervention.
15. Each school within the school corporation shall provide annual training on this policy and bullying prevention and intervention instruction to corporation and school employees, volunteers and contracted service providers who have direct and on-going contact with students.
16. The school board of the school corporation understands that the characteristics and resultant needs of each school within the corporation will continue to evolve, and that the existing base of knowledge regarding bullying prevention and intervention will continue to grow. Research on bullying prevention practices will continue to emerge, and the date on the nature of bullying behaviors will continuously change. It is essential that school corporation administrators and school officials regularly review available bullying prevention and intervention data. Additionally, school administrators are expected to collect and analyze in-house data regarding bullying incident investigations, incident frequency and the effects of the corporation's efforts to address bullying behaviors. Through data-driven practice, administrators will be best qualified to determine the need for changes to policies and procedures and to institute improvements to prevention and intervention programs and approaches.

## CONSEQUENCES OF BULLYING

**REPORTING ACTS OF BULLYING:** Anyone who experiences or witnesses repeated acts of bullying should report the matter to an administrator or counselor. All reports of bullying will be investigated.

### CONSEQUENCES

If a report of bullying is substantiated through an investigation, consequences will be determined by staff and/or administrators and will include factors such as, but not limited to, the severity of the offense and the student's previous discipline record. The sequence listed below will serve as a guideline, not as an absolute.

1. Warning – student will meet with a teacher, counselor, or administrator to discuss the incident and possible consequences if the behavior is repeated. Parents/guardians will be notified via referral form, note, e-mail, or phone call.
2. Up to a three-day OSS. Conference with counselor and/or administrator, parent/guardian, and student. A behavior improvement plan will be created, including some type of education and/or counseling for the student.
3. Five days out of school suspension. Bullying awareness activities assigned. Return to school may be denied until the activities are completed.
4. Ten days suspension from school with a recommendation for expulsion.

At any time an act of bullying rises to the level of criminal offense, the violating student will be referred to the proper authorities.

### Criminal Gangs and Criminal Gang Activity in Schools

The Board of School Trustees of the Nineveh -Hensley -Jackson United 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 incidents 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 bi-annual 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 2nd 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 Board Adopted: 04/12/2016

## **Dress Code Policy**

The administration will make the final judgment on the appropriateness of clothing and/or appearance. The administration reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change, will ask the student's parent/guardian to bring suitable clothing, or the student will be sent to In School Suspension until compliance is achieved.

Students are required to dress in a manner that does not detract from the school's orderly execution of its educational mission, nor distracts other students in their participation in the educational process. Students do not have a First Amendment right to wear or display any symbols or articles of clothing that are vulgar, profane, racist or sexist, or disrupt the school environment. Such displays are therefore prohibited. The following list of prohibited attire is meant to include any attire of a like type: halters, tank tops, strapless and midriff tops, sleeveless tops, see-through tops, low-cut tops, tops with spaghetti straps, clothing advertising tobacco or alcohol products, and other items that may be brought to students' attention during the course of the school year. Dress shorts and skirts should be longer than the longest fingers when the hands and arms are held straight down at the side. Holes in pants should also be covered if they are above fingertip length. All pants, shorts, etc., should be worn with the top of the pants at the waist. Attire or dress that is associated with gangs or gang activity will not be tolerated. Clothes, billfolds, or items adorned with chains will be prohibited. Coats may not be worn in the classroom except with permission from the school office.

Hats, hoods, bandanas, wigs, scarves, or non-prescription sunglasses are not to be worn in the building during the school day unless otherwise approved by the school administration. Shirts, blouses, and tops should be long enough that they can be tucked into the pants, shorts, or skirts. Undergarments, or garments traditionally worn as undergarments, must be covered. Further, clothing that is tight, flimsy, torn or ripped to the point of immodesty, or clothing that depicts violence or vulgarity of any kind, may not be worn. Traditional clothing should be worn on all occasions unless previously approved by the administration. In order to maintain students' safety, shoes must be worn at all times.

## **Electronic Device Policy**

In order to limit distractions to the learning process, the use of cell phones and other electronic devices, including but not limited to earbuds, AirPods, video games, laser pointers, any other like items, or any other items deemed by an administrator to be disruptive are not permitted during the instructional hours of the school day from 8:15-3:20 without the expressed permission of a classroom teacher. This includes passing periods and lunch periods, as well as school sponsored trips. Cell phones and electronic devices should be stored in the student's locker. Any cell phone or electronic device that is physically displayed or used, which includes incoming calls/text messages/alerts can be confiscated and taken to the office. Students who fail to comply with a teacher's directive to put electronic devices away will be issued disciplinary consequences for insubordination.

Parents/guardians who need to immediately get in contact with their child are encouraged to call 317-878-2130 and our office staff will deliver a message as quickly as possible. Students who need to make transportation arrangements should come to the office to do so with the teacher's permission.

At no time can a student's cell phone be used to invade the privacy of another student or staff member. At no time are students to take a picture, video, or recording of an individual during the school day without the permission of that individual or the school, unless directed to do so by a teacher as part of the

curriculum or for use in a school publication. Violation of this policy will result in school-assigned discipline.

The school is not responsible for any electronic devices reported stolen, lost, or damaged while on school property or at school events.

1. First offense – The item will be confiscated and turned in to an administrator. The item will be returned to the student at the end of the day. Students will be told that a parent must pick up the item should it be confiscated again.
2. Second offense – Item will be confiscated and turned into an administrator. The student's parent must pick up the item this time. It will not be returned to the student. Lunch detention will be assigned.
3. Third offense – Item will be confiscated and turned into an administrator. The student's parent must pick up the item. 1 hour after school detention will be assigned.
4. Fourth offense – Same as #3 plus 2 hours of after-school detention will be assigned.
5. Fifth offense – Same as #3 plus a one-day ISS.
6. Progressive discipline

Students have a constitutional right of privacy in the contents of their cellphones which administrators may search only upon reasonable cause or suspicion to believe that the contents violate school rules, or when students voluntarily, of their own free will, waive that right and permit the search. Sending, sharing, viewing, or possessing text messages, e-mails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or another electronic device, while at school or at a school-related function is strictly prohibited and may be grounds for suspension or expulsion. In addition to disciplinary action, phones will be confiscated. Students and parents should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities. If a student is convicted of child exploitation or adjudicated of such as a juvenile delinquent, state statute requires the student to register as a sex offender.

#### **Important Notice to Students and Parents Regarding Cell Phone Content and Display**

- a. The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- b. It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- c. It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- d. "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

e. The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

f. Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

### **Use of Drug Test Instruments**

The Principal may arrange for a drug test to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage or is under the influence of drugs.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage or is under the influence of drugs. The amount of consumption is not relevant, except where the student may need medical attention.

There is the possibility that a “false-positive” result could be obtained. If the student believes that the test is inaccurate s/he may request an immediate retest be administered by local law enforcement authorities.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test.

## **SUSPENSION/EXPULSION**

### **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 of up to 10 school days with the approval of the superintendent.

### **EXPULSION**

In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester unless otherwise defined under Grounds for Suspension and Expulsion in this policy.

### **GROUND FORS 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 (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. The appropriate consequence

should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

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

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - i. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - ii. 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.
  - iii. Setting fire to or damaging any school building or school property.
  - iv. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - v. 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.
  - vi. Disrespect toward a staff member
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 oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, 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:
  - i. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
  - ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  - iii. The student has been instructed in how to self-administer the prescribed medication.
  - iv. 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 similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, any type of look-alike products or other related products associated with tobacco or nicotine use.
15. 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. Continually and habitually violating school rules and disrupting the educational environment for themselves and/or others;
18. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
21. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
23. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
24. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
25. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be

aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.

26. Engaging in pranks or other similar activity that could result in harm to another person.
27. Using or possessing gunpowder, ammunition, or an inflammable substance.
28. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
30. Any student conduct rule the school building principal establishes and gives notice of to students and parents.
31. Vandalism to a school employee's home or personal property or harassment of a school employee at any place at any time constitutes a ground for suspension or expulsion.

## **B. Bullying**

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or
  - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial

interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the counselor or administrator who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a faculty who will be responsible for notifying the appropriate counselor or administrator. This report may be made anonymously.
5. The administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The administrator will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

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

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:  
any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:  
an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,  
  
a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or  
  
a combination of parts designed or intended for use in the conversion of a device into a destructive device.



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 for purposes of this rule as defined in I.C. 35-31.5-2-86:

a weapon, 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; or a biological disease, virus, or organism that is capable of causing serious bodily injury.

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

4. The superintendent or designee 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.

LEGAL REFERENCES:	I.C. 20-33-8-1 et seq.	I.C. 35-31.5-2-86
	I.C. 35-47.5-2-4	I.C. 35-47-1-5

#### **SUSPENSION PROCEDURES**

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 the 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;
  - c. An opportunity for the student to explain the student's conduct.

2. Following the suspension, the parents or guardians of 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 PROCEDURES**

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; or
  - b. A member of the administrative staff who did not expel the student 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/guardians are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parents/guardians 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 request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of 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.
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/guardian.

### **EXPULSION PROCESS**

A student may be expelled as a last resort for disciplinary reasons. This includes incidents occurring either at school during school hours or at any school-sponsored events.

Upon recommendations by the principal that a student be expelled, the superintendent will make the final decision after allowing due process procedures, which will include:

1. One (1) notification of parents/guardians by certified letter or personal contact by school official;
2. Students under sixteen (16) years of age shall be reported to the county probation office for further action;
3. Indiana Code states that the Bureau of Motor Vehicles must be notified for required action.

### **EXPULSION APPEAL**

The student or parent/guardian has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent/guardian appeal to the school board must be in writing. If an appeal is properly made, the board must consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parents/guardians. The board will then take any action deemed appropriate.

## **ATTENDANCE POLICY**

The School Board requires all students enrolled in the schools of this Corporation to attend regularly in accordance with the laws of the State. The Corporation's educational program depends on the consistent presence of all students to achieve continuity of instruction and a successful educational climate.

**It is the parent's responsibility to call the school's attendance office at 317-878-2130 the day of the absence of their child. This telephone number is available 24 hours a day, seven days a week.**

**The voicemail system will record a message if the attendance secretary is unavailable. All absences will be considered unverified & unexcused until reported by the parent or guardian.** It is important that these calls happen before 9 am. After 9 am, an automatic call will go out to all students that are absent and unexcused. If the attendance secretary does not receive a call, note, or fax within two days of the student's return, the absence will be considered unexcused which may be determined as truancy.

### **LOST INSTRUCTION TIMELINE**

**Late Arrival** -- Student who crosses the threshold of the school after the designated start time: 8:10 at ICMS.

**Lost Instructional Time** -- Student who misses less than two (2) hours of instructional time throughout the day.

**Half-day** -- Student missing between two (2) and three (3) hours of instructional time within a school day.

### **Excused/Acceptable Absences**

The following is a list of the absences that, with acceptable verification, will be considered excused and not count toward the student's absence limit. If verification is not turned in the absence will be considered unexcused/unacceptable.

#### **Death of an immediate family member**

- Obituary or Funeral Home Bereavement Card signifying family relationship.

#### **Hospitalization and / or Quarantine**

- Written notification from a competent physician.

#### **Professional Appointments (i.e. Medical, Dental, Vision Appointment)**

- Notice after appointment must be submitted within 30 calendar days to the office.
- Student name must be identified as the one seen by the professional.
- The date and time of the appointment must be documented by the professional.
- The date of return must be documented by the professional.
- Expected limitations and duration must be documented by the professional when applicable.

#### **Physical or Mental Incapacitation**

- Official Letter of Incapacitation signed by a competent Physician.
- Physician must indicate the start and projected end date of the Letter of Incapacity.
- Physician must indicate student's diagnoses and symptoms specific to the Letter of Incapacity.

#### **Required Court Attendance**

- Written court documentation of court appearance.

#### **Incarcerations**

- Written court documentation of detainment from a Juvenile Justice Representative.

#### **Observance of a Recognized Religious Holiday**

#### **Out of School Suspension**

#### **State Fair & Other Educationally Related Non-Classroom Activities**

- Students are allowed two (2) approved educational non-classroom events per school year, not to exceed five (5) days of school. (ex. If 1 event is 5 days, there will not be a second event allowed). Days must be preapproved through the attendance office.

## Clinic Dismissal

- The day of, and the day following, a student being sent home by the school clinic.

## Exempt by Statute

- a. Service as a Page or as an Honoree of the General Assembly
- b. Service on Precinct Election Board or for Political Candidate or Parties
- c. Witness in Judicial Proceeding
- d. Educationally Related Non-Classroom Activity
- e. Ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year.
- f. A member of the Indiana wing of the civil air patrol and who is participating in a civil Air Patrol.
- g. Exhibiting or Participating in State Fair (may not exceed 5 days)
- h. FFA, 4-H, and Other Agricultural Organizations
  - Students are allowed six (6) approved educational days per school year to participate in scheduled competitions, exhibitions, conferences, or events sponsored by recognized agricultural organizations. Eligible groups include, but are not limited to:
    1. National FFA
    2. Indiana FFA
    3. 4-H Club
    4. Other principal-approved agricultural education organizations

To be eligible, students must:

- Maintain a current GPA of 2.0 or higher
- Have an attendance rate of 95% or higher (excused & unexcused)
- Submit a written explanation from the student or parent stating the educational purpose of the event to the principal in advance

\*All requests are subject to administrative approval.

## Administration

- The Administration reserves the right to determine if certain activities will be counted as an excused absence.

## UNEXCUSED/UNACCEPTABLE ABSENCES

1. Any absence in which acceptable verification has not been received.
2. Truancy – A student who has lost instructional time without the knowledge of the parent/guardian.
3. Pre-arranged or unreported absences; i.e., vacation.

## Truancy Prevention Program and Consequences

1. **Student Meeting** – (3) unexcused absences in a quarter. Student will meet with an administrator or counselor for an attendance check-in.
2. **Student Success Conference with Parents** – (5) unexcused absences in a quarter. Student, parents, teacher, and administrator will conference within 10 school days to create an attendance plan that will be in effect for the remainder of the quarter.
3. **Warning Letter**– Sent when a student has missed an accumulation of ten (10) days of unexcused instructional time.
4. **Official Notice** – Sent when a student has missed an accumulation of 15 days of unexcused instructional time. The student will be referred to the Johnson County Juvenile Probation.

## **TARDINESS**

- The prompt arrival of students prepares them for success the entire day. Students who report late to school must check in at the main office to obtain admittance to the building.
  - Each tardy will count as a log entry in the student's responsibility log. When a student gets to 7 log entries for the semester, they will receive a one-hour after-school detention.
- Instruction is taking place throughout the entire school day. Teachers teach up to and until the last five (5) minutes of the day. Students who are picked up before the five-minute-to-dismissal announcement will receive a Tardy-Left Early designation. This category of tardy will count the same as a tardy at the start of the school day.

## **ATTENDANCE-MAKEUP CLASSWORK**

It is the student's responsibility to make arrangements with his teachers on the day of his/her return to school to make up missed assignments. Teachers are required to give students a minimum of the number of days that they were absent to make up the work that was missed. However, assignments, including tests, which were assigned prior to the absence and were due on or before the day the student returns, will be due on the date the student returns to school.

## **OTHER ATTENDANCE ISSUES**

Students suspended out of school must complete all classwork assigned during their suspension. All class work will be due upon return to class from the suspension. Students who miss school because of illness or suspension are not permitted to attend social or extracurricular activities on the day of an absence.

## **PREARRANGED ABSENCES**

To get a pre-arranged absence the parent and/or guardian must request from the school attendance office a pre-arranged absence form. The parent must state the reason(s) for the absence and sign the acknowledgement that the parent and student realize that the days of absence will count toward the limit of allowable absences. The principal and/or his designee will then approve or deny the request. This must be done at least two weeks before the beginning of the absence. The student is to arrange classroom assignments before leaving and submit completed work when returning to class. There may be times, based on teacher discretion, when assignments must be completed before the student is absent.

## **Attendance Awards**

Students that have been in attendance all day every day will receive a Perfect Attendance award. Students who have not missed more than parts of three (3) days of school shall receive an Outstanding Attendance Award.

## **Medication Policy**

### **ALL MEDICATIONS**

1. Medications will not be given without the conditions below being met. The school nurse reserves the right to question and withhold the medication and/or dose if a written prescription from a physician does not accompany the medication.

2. All medications must be sent to school in its original container. MEDICATIONS IN PLASTIC BAGS, ENVELOPES, AND/OR OTHER CONTAINERS WILL NOT BE GIVEN.
3. The school does not supply ANY type of medication for administration to students.
4. All medications are stored in designated locked cabinets.
5. Medications will not be sent home with students. School personnel will destroy all medications not picked up by parent/guardian within 1 (one) weeks of school end.

#### LONG-TERM PRESCRIPTION MEDICATIONS

1. A parent permission and physician authorization form will need completed for any long-term prescription medication (i.e. medication will be taken for entire school year.) A physician order is also needed if a long-term medication is discontinued.
2. A prescription medication must be in its prescription bottle with the name of the medication, dose, and frequency.
3. Any medication designated as a controlled medication by the Federal/Indiana Controlled Substances Act must be brought to the school by the parent/guardian on a monthly or weekly schedule, whichever is more convenient. Students are NOT allowed to carry these medications to school. Please arrange for delivery of these medications during regular school hours.
4. If your child has an inhaler for use at school, the parent/guardian will need to complete an Asthma Action form at the beginning of each new school year.
5. A student may carry and self-administer emergency medications (i.e. epi-pens, asthma inhalers) upon the completion of the self-administration form. Both physician and parent must complete this form.

#### SHORT-TERM PRESCRIPTION MEDICATIONS

1. Short-term prescriptions (i.e. antibiotics) must be in their original container and accompanied by a parent permission note.
2. Students are not allowed to carry these medications back home. Send only enough for the week with the student or ask your physician for medications that do not have to be given during the school day.

#### OVER-THE-COUNTER MEDICATIONS

1. Over the counter medications (i.e. Tylenol, Advil, cough drops, cough syrup, etc.) sent must be accompanied by a parent note. These medicines may only be given for one week unless a physician note also accompanies them.
2. Any over the counter medication intended for the school year must have a physician note on file with the school nurse detailing reason for medication, dose, and frequency.
3. Aspirin will not be given without a physician order.

### **Grades and Academic Policies**

#### Grading System:

A uniform grading scale will be used.

A+ 100	A 99-93	A- 92-90
B+ 89-97	B 86-83	B- 82-80
C+ 79-77	C 76-73	C- 72-70
D+ 69-67	D 66-63	D- 62-60
	F 59-0	

Determining the grades is the sole responsibility of the individual teacher, who will clearly explain or post his/her grading policy.

If part of a student's grade is based on in-class participation and/or performance, a teacher may reduce that portion of the student's grade for unexcused absences (see McCarthy, Martha M. et al (1998). *Public School Law: Teacher's and Student's Rights*. (4<sup>th</sup> Ed.). Boston: Allyn & Bacon. p. 214).

- All teachers of the core subjects will give semester exams at the end of the semester, and all students will be required to take the semester exams.
- Each semester is divided into two grading periods of nine weeks each. Each nine weeks represents 3/7 of the semester grade, and the semester exam represents 1/7 of the semester grade. The following points system will be used to determine grades:

A+= 4.3	A= 4.0	A-= 3.7
B+= 3.3	B= 3.0	B-=2.7
C+= 2.3	C= 2.0	C-= 1.7
D+= 1.3	D= 1.0	D-= 0.7
F= 0.0		

- Grades from the previous school will be included if a student moves in after the midpoint of a grading period.
- Report cards are issued twice per semester.

#### Homework:

The assignment and collection of homework is determined by the classroom teacher. Each teacher will have on file in the office his/her homework policy and will share the policy with the students during the beginning days of class.

#### Honor Roll:

The Honor Roll for students will be divided into the following criteria:

1. A Honor Roll: No grade lower than an A-.
2. B Honor Roll: No grade lower than a B-.
3. Honor Roll will be taken for each grading period and semester.
4. All courses will be considered when figuring the A/B Honor Rolls.

#### Make-up Work:

Make-up work is permitted for excused absences, ISS and OSS. Teachers' assignments are available through Canvas. Students may request work to be sent home if they are absent for two or more consecutive days. Students whose absences are excused will have at least one day to make up work for each day of the absence. The due date will be set by the teacher and will not exceed two (2) weeks (extenuating circumstances will always be taken under advisement). If an incomplete grade has been given, the grade will be changed when the work is completed. If the work has not been completed within the allotted time, the grade will be changed to an "F." No incomplete grades can be given at the end of the second semester.

#### Extra Credit:

Extra credit will be offered at the teacher's discretion. Not all teachers offer extra credit. If extra credit is offered, it will meet the following guidelines provided in NHJ Policy:

- Be a planned part of the curriculum to extend and reinforce the learning experience
- Help students learn by providing practice in the mastery of skills, experience in data collection, and integration of knowledge, and an opportunity to remediate or enrich learning
- Help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment
- Should be assigned with clear direction and its product carefully evaluated
- Should always serve a valid learning purpose; it should never be used as a punitive measure and/or to inflate a failing grade

### **Band and Choir:**

Band and choir are performance classes. Participation in the fall, winter, and spring concerts and at least one organizational contest is required. Failure to do so without being excused by the director will result in a grade reduction of no more than one letter grade for the nine weeks in which the performance took place.

Band and choir are full-year classes. Withdrawals will not be allowed after the first five days of the school year.

### **Remediation Classes:**

Classes are provided as available for students needing academic help as determined by standardized test scores and teacher recommendations.

### **Retention Policy**

Any student who does not obtain 70% of the points possible for passing all classes each grading period will be considered for retention. Each class counts as one point per grading period with the exception of co-curricular classes. As per Corporation Policy, the final responsibility for promotion, placement, or retention of a student is assigned to the principal. Consideration in making a retention decision will be given to the student's age, previous retention, teacher recommendations, parent support, and special circumstances. Such special circumstances may include, but are not limited to

- Students who enrolled during the year from another school corporation;
- Students who, for medical or religious reasons, are exempt from certain classes;
- Students who, because of legitimate health reasons, have absences from school;
- Result of a psychological evaluation;
- Alternative education design approved by the school administration; and
- Other factors deemed significant.

Students who are retained will have an educational plan developed for them for the succeeding year.

### **Advanced Placement Criteria**

To be placed initially in an accelerated/advanced class at Indian Creek Middle School, a student must meet at least two of the following criteria:

- Maintain an A average in the content area, and/or
- Score Above Proficiency on the most recent ILEARN test, and/or
- Have the recommendation of his/her most recent teacher in that subject area.

Once a student is placed, changes will only be made by group consensus. This group will include the current teacher, parent, counselor, and an administrator. The following will be considered when determining changes at times other than the beginning of the school year:

- The time of the school year and the impact on student achievement and/or credit,
- The impact on the overall grade level schedule, and
- Other factors deemed relevant by the group.

### **High Ability**

Students may be identified as "high ability" in accordance with NHJ and state criteria. Services for these students will be determined through collaboration of the Board, the superintendent, the Broad-Based Planning Committee, and classroom teachers.



## **General Information**

**Bicycles:** In order to ride a bicycle to the middle school, students must have a parent's permission slip on file in the office. The student must arrive by 8:10 AM and may not leave until all buses have departed in the evenings. Bicycles will be parked in a specific area.

**Drop/Add of Classes:** Students will not be permitted to drop or add co-curricular classes. This policy may be waived, under extenuating circumstances, by mutual agreement of the parent, principal, counselor, and teacher. Requests for schedule changes due to extenuating circumstances must be submitted in writing to the counselor by the parent/guardian within the first ten days of the semester.

**Closed Campus:** Indian Creek Middle School will operate on a closed campus basis. All students will eat in the cafeteria whether buying a lunch or bringing one.

**Fundraising:** All fundraising activities must be approved by the principal in advance.

**Guidance Services:** A guidance office will be provided by the school. The guidance counselor is available to discuss emotional and academic problems, personal counseling and other areas of concern pertinent to the student and/or school. Conferences may be arranged through the office, a teacher, or parental contact. Standardized tests will be administered through the guidance office.

**Leaving a classroom:** If it becomes necessary for a student to leave a classroom, he/she must secure a pass from the teacher. Leaving class will be discouraged.

**Media Center:** The media center's hours are from 8:00 AM to 3:30 PM and at other times on special occasions as announced. The library is equipped to serve the community as well as student body. The library telephone is 878-2138 for further details.

**Lockers:** All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms and the art classroom, are the property of the school corporation. These lockers are made available for student use in storing school 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 the state law or school rules. 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 insure that the locker is being used in accordance with its intended purpose and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

To safeguard your belongings, remember to do these things about your lockers:

1. Your locker is for you only; do not share your locker with anyone.
2. Memorize your locker number and write the combination on a slip of paper; do not write your locker number and combination on the same slip.
3. Keep your locker combination a secret even from your best friends.
4. Test your locker to be sure that it is locked. Spin the dial after closing the locker.
5. If your locker does not close properly, report it to the main office.
6. Book bags should remain in the lockers.

**Lost and Found:** A lost and found department will hold your articles until claimed. If the items are not claimed within a reasonable time, they will be disposed of.

**Motor Vehicles:** No middle school student will be permitted to drive a motor vehicle to school.

**Personal Items:** Items such as games, toys, trading cards (sport cards), electronic equipment, etc. are not to be brought to school. Items may be confiscated and released only to parents.

**School Hours:** The doors to the building will be open to the students at 7:45 AM. Students may not enter the building until that time. Class starts at 8:10 AM and ends at 3:20 PM.

**School Property:** You are responsible for any school property that you come in contact with. This includes library materials, classrooms, hallways, restrooms, cafeteria, and textbooks. Laboratory equipment and classroom materials are also your responsibility. The student will be required to pay for all damage done to school property. The student may even be expelled from school for destroying school property. It is to your advantage to take good care of school property.

**Students going to the High School building or grounds:** A teacher must accompany Students in order to go to the high school building or grounds. If for some reason a teacher cannot go, a pass will be issued by the teacher and approved by the office.

**Textbooks:** When a student receives a book, he/she is held responsible for the cost of the book if it is lost, damaged, or stolen. If a student receives a book, which he/she feels is badly damaged or marked, he/she should report the condition at once so that he/she will not be held responsible when the book is returned.

**Withdrawal from school:** Any student planning to move to another school should notify the office a few days in advance. On the student's last day here, he/she should pick up a form from the office upon arrival at school. During the day each teacher should collect school materials and fill in the estimated grade. The librarian and secretary should be the contact for lost books or unpaid fees.

## **Health Services**

**Visits to the clinic:** If you become ill, request a pass to the school office. If the nurse is available, you will be put in contact with her. If the nurse is not available, someone in the office will care for you until the nurse is available. Students are to register before entering the clinic each time.

If you become ill and find it impossible to complete the day in school, you will be permitted to go home providing (1) your parent or guardian gives the school permission to send you home, (2) your parent or guardian, or person authorized by them, comes to school to take you home. Calls must be made from the office by the nurse or secretary.

For requirements regarding the use of medications refer to the *Medications Administration* section of the Corporation Handbook.

## **TWENTY-FIRST CENTURY SCHOLARS**

Eligible students are now automatically enrolled in the Twenty-first Century Scholars program. Eligibility requirements and application information are available online at <https://learnmoreindiana.org/scholars/> or by contacting the Indian Creek Middle School counseling office. If a student was not automatically enrolled but their family meets the eligibility requirements, students and their parents must complete the online registration process by creating a Scholar Track account and signing up for the 21st Century Scholars program. Enrollment opens when students enter 7th grade and MUST be completed by June 30 of their 8<sup>th</sup> grade year. The Middle School Counseling Office is available to help families sign up for this program upon request.

## **Extracurricular and Athletic Information**

### **After-School Activities**

1. Any student in the building after school must be under the direct supervision of a teacher, staff, or coach.

2. Students who leave the building during a supervised activity will not be allowed to return to the building.
3. Only ICMS students are permitted in the school building after school hours.
4. Doors will open no sooner than 30 minutes prior to the scheduled start time of activities.
5. Extracurricular is defined as any activity which meets for one or more times per week outside the regular school day. This does not include school dances and performances which are required as part of a grade for a class.

**Enrollment:** Students must be enrolled at ICMS for at least 3 class periods/day to participate in athletic or other extracurricular activities.

**Academics:** Extracurricular and athletic eligibility will be determined by the nine-weeks grades. Semester grades take precedence at the end of the second and fourth nine weeks. Each student receiving two (2) or more failing grades on his/her report card will be ineligible to participate (including practices and tryouts) in any school sport/extracurricular activity during the nine weeks following the grading period. The grade of U (Unsatisfactory) will be considered to be a failing grade. Grades of (I) incomplete will count as failing until made up by the student and turned into the office by the teacher. Once the nine weeks has elapsed and the student becomes academically eligible, if there were no tryouts to make the team, the coach at his/her discretion may allow the student to become a member of the team. A student will be academically ineligible the first nine weeks of the school year if he/she received two (2) or more failing nine-weeks grades at the completion of the previous year.

### **Athletic Activities**

The following athletic activities are offered at Indian Creek Middle School:

Boys:	Girls:
Basketball 6,7,8	Cross Country 6,7,8
Cross Country 6,7,8	Volleyball 7,8
Football 7,8	Swimming 6,7,8
Golf 6,7,8	Basketball 6,7,8
Swimming 6,7,8	Track 6,7,8
Tennis 6,7,8	Cheerleading 6,7,8
Track 6,7,8	Golf 6,7,8
Wrestling 6,7,8	Tennis 6,7,8

### **ATHLETIC ELIGIBILITY**

**Age:**

- ☒ An 8<sup>th</sup> grade student becomes ineligible if he/she is sixteen (16) years of age before the finals of the state tournament of the sport in which he/she is participating.
- ☒ A 7<sup>th</sup> grade student becomes ineligible if he/she is fifteen (15) years of age before the finals of the state tournament of the sport in which he/she is participating.
- ☒ A 7<sup>th</sup> grade student may participate on an 8<sup>th</sup> grade team if he/she is too old to play on the 7<sup>th</sup> grade team but not too old to meet 8<sup>th</sup> grade eligibility.
- ☒ A 6<sup>th</sup> grade student becomes ineligible if he/she is fourteen (14) years of age before the finals of the state tournament of the sport in which he/she is participating.

- ☒ A 6<sup>th</sup> grade student may participate on a 7<sup>th</sup> grade team if he/she is too old to play on the 6<sup>th</sup> grade team but not too old to on an 7<sup>th</sup> grade team.

### **Athletic Participation Fee**

- Each athlete will pay an administrative athletic fee of \$20.00 per sport played.
- Football players will incur an administrative athletic fee of \$50.00.

### **Participation Guidelines:**

1. Students may participate on more than one team/extracurricular activity with concurrent seasons in accordance with Board Policy: Activities at Nineveh-Hensley-Jackson United School Corporation share many students. From time to time there may be a conflict between the practice, rehearsal, game, and/or performance times of these activities. The student athlete can help make a decision as to which activity to attend. The general rule is that the student can choose, without any type of grade loss penalty, to attend the activity s/he wants. All conflicts should be known before the season, when possible, and the coach and sponsors of the conflicting activities should communicate and resolve conflicts before problems occur. When several conflicts occur, students should alternate back and forth between practices or rehearsals after making the decision on which practice or rehearsal to attend initially. The importance of the game or contest will always take precedence over any practices or rehearsals. Student athletes and performers will be expected to prepare with their groups or teams the day of a performance or game.

If a student wishes to compete on two teams that have no cuts and both coaches approve, practice and competition schedules are to be worked out between both coaches and the student. Any conflicts will be resolved in favor of the sport, which begins first.

1. Students absent from school or leaving school early due to illness are not permitted to practice or compete on the day of the absence. Students who are ill in the morning, but are able to attend school later in the day are permitted to practice or compete if they arrive by 12:00 p.m. and attend all afternoon classes.
  - a. Students who miss school time due to extenuating circumstances as determined by an administrator are permitted to practice and compete. Such circumstances might include, but are not limited to attendance at a funeral, a family emergency, or a doctor/dentist appointment not related to a current illness.
  - b. Students who are unable to participate in P.E. class are not permitted to practice or compete until resuming participation in P.E.
  - c. Students suspended from school are not permitted to either attend or participate in practice or competition for the duration of their suspension.
  - d. If school is canceled due to weather, all athletic contests and practices are canceled for the day. If school is dismissed early due to weather, all games and practices are canceled.
2. If an athlete quits or is dismissed from a team in which cuts were made, he/she may not participate on another Middle School team until the completion of the current sports season (Fall, Winter, or Spring).
3. Students transferring to Indian Creek after the start of a tryout period will be given the opportunity to try out for the team UNLESS the final cut has been made. If the final cut has been made, the student will not be able to try out for the team.
4. 5th-grade students may have the opportunity to try out for wrestling, cross country, and track based on participation numbers. They will not be allowed to try out if cuts are necessary for grades 6-8 teams.
5. Indian Creek students who are unable to attend or participate in practice due to injury, illness, family emergencies, or a death in the family and miss the ENTIRE tryout period may be given either a tryout at a later date or may be added to the team at the discretion of

the head coach and athletic director. This does not apply to students who miss a tryout period for disciplinary reasons.

6. Athletes who are academically ineligible may not attend practice or sit with a team during a competition. Academically ineligible students may attend and participate in "open" activities such as "open gym."
7. Students who are academically ineligible during a tryout period will not be able to try out for or participate on a team in which cuts are made.
8. Team practice clothing may be required and will need to be purchased by the athlete.

Physical Examinations: Students participating in athletics at ICMS must have on file at Indian Creek Middle School a physical examination statement dated on or after May 1<sup>st</sup> as per IHSAA policy and a parent signature and release statement before practicing or tryouts. If deemed in the best interest of the student, ICMS personnel may initiate medical attention before consulting with parent/guardian. Students are responsible for their own insurance coverage. (NHJ does not provide insurance).

School Equipment: An Indian Creek Middle School athlete is financially responsible for all equipment issued to him/her. He/she must treat all equipment as though it were his/her own personal property. It should not be abused and should be treated and worn with respect. It is not to be worn to practice or worn as casual clothing. It should not be worn by anyone other than the student to whom it was issued.

Athletic Awards: No athlete will be eligible for sports awards in that particular sport if he/she was academically ineligible during any part of or did not complete the athletic season in which he/she was participating.

Skin Infections - include MRSA, impetigo, ringworm

A single infected athlete can quickly become the source of an outbreak that can affect the entire team. It is essential that the Athletic Trainer and coaches know about every skin infection as soon as it occurs/diagnosed by a physician, and that every athlete knows to be evaluated at the first sign of a possible infection

## **NINEVEH-HENSLEY-JACKSON-UNITED SCHOOL CORPORATION POLICIES**

### **FERPA Notification**

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

1. The right to inspect and review the student's education records within 45 days after the day the [School] receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

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

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (NHJ intends to forward records to another school or school district on request or the disclosure is initiated by the parent or eligible guardian.)

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

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

#### **SECTION 504 OF THE REHABILITATION ACT OF 1973 PARENT NOTIFICATION**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, Nineveh- Hensley-Jackson United School Corporation has the responsibility to avoid discrimination in

policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

Nineveh-Hensley-Jackson has the responsibilities under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the Section 504 Coordinator for Nineveh-Hensley-Jackson United School Corporation, Assistant Superintendent, 802 S. Indian Creek Dr., Trafalgar, IN 46181, (317) 878- 2100 or a school 504 Liaison.

## **TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA)**

In an Educational setting, the law requires that disabled students be educated along with non-disabled students to the maximum extent appropriate to the needs of the disabled students. This means that disabled students must be assigned to regular courses or classes if the student's needs can be met there. Also, decisions on academic placement must be based on an individual student's need.

Disabled students may be placed in a separate class or facility only if they cannot be educated satisfactorily in the regular educational setting with the use of supplementary aids or services. For example, students who are blind may be assisted by readers or may use Braille equipment or specially equipped computer equipment and remain in the regular classrooms. However, students with severe learning disabilities may be assigned to special education classes for part of the day.


The Individuals with Disabilities Education Act (IDEA) requires schools to develop, according to specific standards, an individualized education program (IEP) for each eligible student with disabilities. An IEP that meets the requirements of the IDEA also fulfills the requirements of Section 504 and Title II of the ADA for an appropriate education for a disabled student.

## **IMMUNIZATION REQUIREMENTS FOR ATTENDANCE**

IC 20-34-4 requires the immunization of all children enrolled in an Indiana school corporation. Your child will not be able to attend school unless the following is met:

1. A current immunization record on file with the school; or
2. A physician statement indicating the required immunizations have been delayed and a time schedule has been established for completion; or
3. A statement of objection for immunizations for:
  - a. Medical reasons as certified by a physician, or
  - b. Religious reasons as documented by parent/guardian

Required immunizations as mandated by IC 20-34-4 vary among the grade levels. See the following chart:

<div> <div>Required and Recommended School Immunizations, Indiana 2025-2026</div> <div>  <div>Indiana Department of Health</div> </div> </div>				Updated 11.12.2024	
Grade	Required		Recommended	<p><b>HepB:</b> The minimum age for the third dose of Hepatitis B is 24 weeks of age.</p> <p><b>DTaP:</b> Four doses of DTaP/DTP/DT are acceptable if fourth dose was administered on or after the fourth birthday.</p> <p><b>Polio:</b> Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the fourth birthday and at least six months after the previous dose.</p> <p>*For students in grades K-12, the final dose must be administered on or after the fourth birthday and be administered at least six months after the previous dose.</p> <p><b>Varicella:</b> Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12<sup>th</sup> grade. Parent report of disease history is not acceptable.</p> <p><b>Tdap:</b> There is no minimum interval from the last Td dose.</p> <p><b>MCV4:</b> Individuals who receive their first dose on or after their 16<sup>th</sup> birthday only need one dose of MCV4.</p> <p><b>Hepatitis A:</b> The minimum interval between first and second dose is six calendar months. Two doses are required for all grade levels.</p>	
<b>Pre-K</b>	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus and Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps and Rubella) 2 Hepatitis A	Annual influenza COVID-19Haemophilus influenza B Pneumococcal conjugate		
<b>K-5</b>	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza COVID-19		
<b>6-11</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria and Pertussis)	Annual influenza 2 or 3 HPV (Human papillomavirus) COVID-19		
<b>12</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2 or 3 HPV 2 MenB (Meningococcal) COVID-19		

For additional immunization information, visit: [in.gov/health/immunization](https://in.gov/health/immunization) or call **1 (800) 701-0704** during normal business hours.

**\*\*IC 20-30-5-18** requires each year that parents/guardians be informed “about meningococcal disease and its vaccine.” Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. One dose of meningococcal vaccine is required for grades 6 – 11. Two doses are required for students in grade 12.

## INTERVIEWS WITH STUDENTS

All interviews with students, which will be conducted by persons other than the school faculty, and during school hours, must have prior approval of the principal. The principal shall use judgment as to whether approval must also be obtained from the parents/guardians. Such approval is advisable if legal questions or insurance adjustments are involved.

## NETWORK AND INTERNET USE POLICY

The use of the district COMPUTER NETWORK and INTERNET ACCESS by students, staff, and community of the Nineveh-Hensley-Jackson United School corporation is to promote educational excellence by facilitating resource sharing, access to information, and communication.



### **ACCEPTABLE USE**

The purpose of INTERNET use by Nineveh-Hensley-Jackson United School Corporation (NHJ) students, staff, and community is to assist in the exchange of information for the purposes of education and research. The INTERNET must be used in a positive manner to benefit children, family, education, business, and the community. NHJ does not accept responsibility for a user's participation in activities involving money. Acceptable use of the Internet includes:

- Connecting into another organization's networks or computing resources must comply with the rules appropriate for that network or the host network.
- Transmitting any material in violation of federal or state regulations is prohibited. This includes, but is not limited to the plagiarizing of materials, infringement upon copyrighted material, threatening or obscene material, or material protected by trade secrets.
- Using school Internet resources to access, upload, download, or distribute pornographic, obscene, or sexually explicit material is strictly prohibited.
- Using the school Internet requires permission of NHJ professional staff.
- Using the Internet requires supervision by NHJ professional staff.

### **PRIVILEGES**

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Individuals using Internet accounts must abide by the rules and regulations stated in this policy in order to receive the privilege of accessing the network. The system administrators:

- Will deem what is appropriate use and their decision is final.
- Will require a student and parent signed Acceptable Use Policy (AUP) agreement form.
- May close an account at any time as required.
- May deny, revoke, or suspend a student's account.

### **ETIQUETTE**

- All communications and information accessible via the network should be assumed to be private property (which includes but is not limited to copyrighted material.) Users accessing the NETWORK are expected to abide by the generally accepted rules of network etiquette but are not limited to the following:
- Be polite.
- Use appropriate language.
- Illegal activities are strictly forbidden
- Do not reveal your personal information such as address, phone numbers, credit card numbers, etc.
- Do not reveal the personal addresses or phone numbers of students, friends, colleagues, etc.
- Do not assume that electronic mail (e-mail) is private. System operators have access to all email files.
- Do not use the network in such a way that you would disrupt the use of the network by other users.

### **SERVICE**

NHJ makes no warranties of any kind, whether expressed or implied, for the service it is providing. We will not be responsible for any damages the user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained is at your own risk. NHJ specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## SECURITY

- Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem:
- Notify the system administrator or the school technology office.
- Do not demonstrate the problem to other users.
- Do not use another individual's user credentials.
- Do not use another individual's materials, information, or files without permission from that individual.
- Do not attempt to log on to the system as a system administrator.
- Being identified as a security risk may eliminate your access.

## CONTROVERSIAL MATERIAL

Users may encounter material which are controversial and which may be considered offensive or inappropriate to some users, parents, teachers, or administrators. On a global network it is impossible to effectively control the content of data. NHJ shall not be held responsible for the content of any material found on the Internet. It is the user's responsibility not to initiate access to inappropriate material.

## VANDALISM AND HARASSMENT

Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or another system or network. This includes, but is not limited to, the uploading or creation of computer viruses. Harassment will result in the cancellation of privileges. Harassment is defined as the persistent annoyance of another user or the interference of another user's work. Harassment includes, but is not limited to the sending of unwanted mail.

## REVISION OF POLICY

The above-mentioned policies are subject to revision as determined by the NHJ Director of Technology, the Superintendent, and the School Board as necessary through the use of NEOLA Policies 7540, 7540.01, 7540.02, 7540.03 and 7540.04.

NHJ's Internet-related policies and procedures are available for review by all parents/guardians, school employees, and other community members at the school website, the office of the superintendent or the office of each building principal.

## **NONDISCRIMINATION STATEMENT**

It is the policy of Nineveh-Hensley-Jackson United School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, limited English proficiency, age, or handicap in its programs or employment policies, as required by the Indiana Civil Right Act (IC 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973). Grievance or discrimination complaints should be directed in writing to the Assistant Superintendent, Nineveh-Hensley-Jackson United School Corporation, 802 S. Indian Creek Drive, Trafalgar, IN 46181.

## **PEST CONTROL AND USE OF PESTICIDES**

NHJ is committed to providing a safe environment without pests and pesticides. Pesticides may pose a hazard to children; therefore, NHJ has established pest control practices involving a variety of chemical and non-chemical methods designed to control pests with minimum potential to pesticide exposure. It is

our policy not to use any pest control chemicals while students occupy the buildings. If you need additional information, please contact the Director of Facilities.

**USDA NONDISCRIMINATION STATEMENT**

<https://www.usda.gov/non-discrimination-statement>

## National Junior Honor Society Requirements for Consideration

The Five Criteria:

❖ **GPA**

➤ Students must have a 3.5 GPA or higher

❖ **Leadership**

➤ School-sanctioned club/sport

- Student must name two leadership roles within the school or community.
- Must be within the last two years

❖ **Service**

- 10 hours of service in school or community
- Non-compensated service hours
- Must be within the last two years

❖ **Character**

- No detention, ISS, OSS, or other major offense
- In good standing with the school on attendance
  - No more than 5 unexcused absences
- Must demonstrate the following six qualities
  - Trustworthiness, respect, responsibility, fairness, caring, and citizenship

❖ **Citizenship**

- Understands importance of civic engagement
- Has a high regard for freedom and justice; respects the US form of government; and respects the law for all citizens at the local, state, and federal levels
- Demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, or school clubs

