



**INDIAN CREEK
MIDDLE SCHOOL
STUDENT
HANDBOOK
2017-18**

Office phone 878-2130

Office fax 878-2139

ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

I have received a copy of the Indian Creek Middle School Handbook for the 2017-18 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 _____

Table of Contents

[ACKNOWLEDGEMENT OF HANDBOOK RECEIPT](#)

[NAME AND PICTURE PERMISSION SLIP](#)

[Welcome, Students and Parents](#)

[Mission Statement](#)

[Belief Statements \(established May 17, 2012\)](#)

[Equal Opportunity](#)

[Emergencies](#)

[School Visitation Policy](#)

[Cafeteria](#)

[Student Management](#)

[Student Code of Conduct](#)

[Consequences](#)

[Tier I](#)

[Tier II](#)

[Tier III](#)

[Descriptions of Possible Consequences](#)

[Nineveh Hensley Jackson School Corporation Anti-Bullying Policy](#)

[Consequences of Bullying](#)

[Criminal Gangs and Criminal Gang Activity in Schools](#)

[Support services may include one or more of the following:](#)

[Dress Code Policy](#)

[Electronic Device Policy](#)

[Important Notice to Students and Parents Regarding Cell Phone Content and Display](#)

[Use of Drug Test Instruments](#)

[Suspension / Expulsion](#)

[Suspension From School - Principal](#)

[Expulsion](#)

[Grounds for Suspension or Expulsion](#)

[Suspension Procedures](#)

[Expulsion Procedures](#)

[Expulsion Process](#)

[Expulsion Appeal](#)

[Indian Creek Middle School 2017 - 2018 ATTENDANCE POLICY](#)

[Lost Instruction Timeline](#)

[Unexcused / Unacceptable Absences Until Acceptable Verification received](#)

[Excused / Acceptable Absences](#)

[Unexcused / Acceptable Absences](#)

[Consequences](#)

[Tardiness](#)

[Attendance Awards](#)

[Medication Policy](#)

[All Medications](#)

[Long-Term Prescription Medications](#)

[Short-Term Prescription Medications](#)

[Over the Counter Medications](#)

[Grades and Academic Policies](#)

[Grading System:](#)

[Homework:](#)

[Honor Roll:](#)

[Make-up Work:](#)

[Extra Credit:](#)

[Band and Choir:](#)

[Remediation Classes:](#)

[Retention Policy](#)

[Advanced Placement Criteria](#)

[High Ability](#)

[General Information](#)

[Bicycles:](#)

[Drop/Add of Classes:](#)

[Closed Campus:](#)

[Fundraising:](#)

[Guidance Services:](#)

[Leaving a classroom:](#)

[Media Center:](#)

[Lockers:](#)

[Lost and Found:](#)

[Motor Vehicles:](#)

[Personal Items:](#)

[School Hours:](#)

[School Property:](#)

[Students going to the High School building or grounds:](#)

[Textbooks:](#)

[Textbook Assistance:](#)

[Withdrawal from school:](#)

[Health Services](#)

[Extracurricular and Athletic Information](#)

[After-School Activities](#)

[Enrollment:](#)

[Academics:](#)

[Athletic Activities](#)

[Athletic Eligibility](#)

[Participation Guidelines:](#)

[Physical Examinations:](#)

[School Equipment:](#)

[Athletic Awards:](#)

[NINEVEH-HENSLEY-JACKSON-UNITED SCHOOL](#)

[CORPORATION POLICIES](#)

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, Columbus; WFMS 95.5, Indianapolis; WIBC 1070 AM, Indianapolis; or WKKG 101.5 FM, Columbus; WMYS 1430 AM, Indianapolis, WTPI 107.9 FM, Indianapolis, and WZPL 99.5 FM, Indianapolis, or these **television stations:** WISH TV, 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 cancelled due to weather, evening activities are cancelled 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 your child's school office or Cafeteria Manager if you have any questions about your child's cafeteria prepayment procedures or your child's account balance. Account balances are available online via Infinite Campus. Parents must have Infinite Campus Parent Portal Access Form on file at a school in order to receive online access information.

Charging is not allowed at the Middle School or the High School. An alternative meal will be served to Intermediate and Elementary students who need to charge.

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.

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 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.

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.
Cafeteria Rules
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.

Classroom Rules
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 one day of ISS assigned.
General School Rules
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"> a. Assault, battery, or criminal acts; b. Selling, possession, or use of drugs; 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>. (4th Ed.). Boston: Allyn & Bacon. pp. 197-198).
7. Students are not permitted to write, distribute, or read "notes" during class time.
8. Students are expected to comply with directions given by any staff member or employee.
9. Use or possession of drugs, alcohol, and tobacco are prohibited. Cigarette lighters or matches are prohibited in school.
10. 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.
11. 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.
12. 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.)
13. 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.

14. Gambling is not permitted at ICMS.
15. Plagiarism and cheating are prohibited.
16. Shouting is not permitted.
17. Students are not permitted to engage in public displays of affection, including, but not limited to, handholding and kissing.
18. Candy and soft drinks may be consumed only in the cafeteria or commons, except by special permission from the office.
19. 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.).
20. The use of electronic devices and cells phones is restricted (see Electronic Device Policy below).
21. 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; in some cases there will be three logs—one for each grade.

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, agenda book, 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 (yellow alert, 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.

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 a 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.

E means a disciplinary or other action whereby a student:

1. Is separated from school attendance for a period in excess of ten (10) school days;
2. Is separated from school attendance for the balance of the current semester or current year (see IC 20-8.1-1-10).

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:

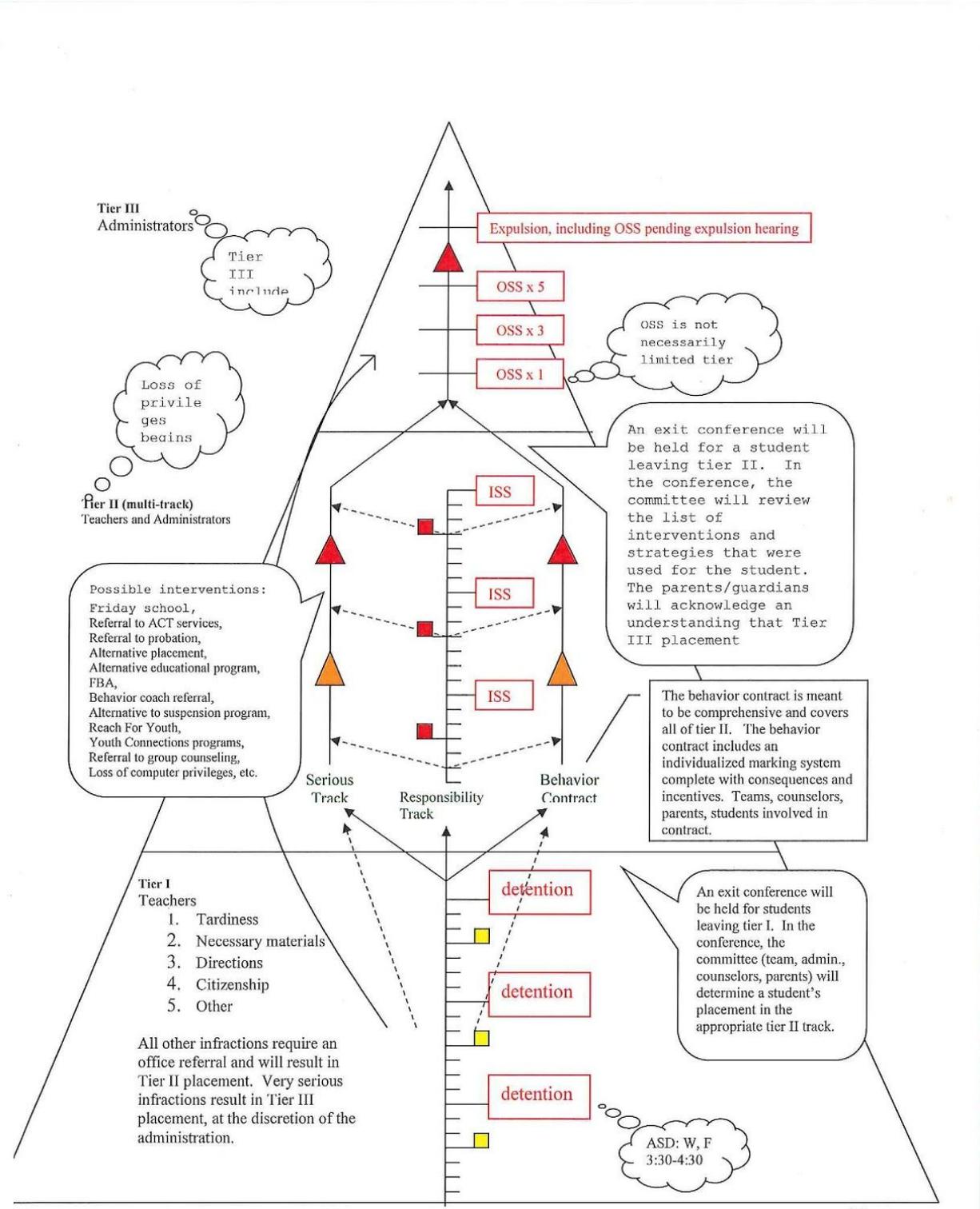
1. On school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; or
2. Off school grounds at a school activity, function, or event; or
3. Traveling to or from school or a school activity, function, 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 interferences 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. 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.
4. 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.
5. 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.
6. 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.
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 the 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. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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 15th 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.
16. 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.
17. 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.

Source: This document is modeled, in part, on information provided through the following website: www.state.nj.us/education/parents/bully.htm

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

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

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

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

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion. The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

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

Support services may include one or more of the following:

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

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a 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 will request that the parent/guardian remove the student from school 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. 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, 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 the following devices, any like items, or any other items deemed by an administrator to be disruptive are not allowed during the regular school day (8:15 a.m.-dismissal): cell phones, electronic pagers, CD players, iPods, and video games. These items should be stored in the student's locker. If these are seen in a student's possession during the school day, the following disciplinary actions will be implemented:

1. First offense – Item will be confiscated and turned in to an administrator. The parent must pick up the item.
2. Second offense – Same as #1 plus detention.
3. Third offense – Same as #1 plus a one-day ISS.
4. Fourth offense – Same as #1 plus a one-day suspension.
5. Fifth offense – Same as #1 plus a three-day suspension.
6. Additional incidents will result in a recommendation of expulsion for the student.

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.

Grounds for Suspension or Expulsion

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. knowingly interfering with School purposes or inducing another student to do so;
2. stealing or damaging School property or property of another person;
3. knowingly causing bodily harm to another person;
4. threatening another person with bodily injury;
5. possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks);
 - a. A firearm is defined as any weapon that is capable of or designed to or that may be readily converted to expel a projectile by means of an explosion.
 - b. A deadly weapon is defined as:
 1. a loaded or unloaded firearm;
 2. a weapon, device, taser, or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
6. possessing, providing, or using a drug or any type of drug- related paraphernalia except as authorized by prescription;
7. possessing, providing, or using any substance or any type of paraphernalia represented to be a drug or drug- related paraphernalia;
8. possessing or providing an alcoholic beverage;
9. consuming or being under the influence of a drug or alcohol except as authorized by prescription;
10. possessing, providing, or using tobacco or any tobacco product;
including e-cigarettes and vape pens.
11. knowingly failing to report to scheduled assignment without permission or acceptable excuse;
12. failing or refusing to comply with directions of an adult supervising a class or school activity;
13. directing unwelcome statements, communications, or conduct of a sexual nature to another person;

14. materially altering any School document such as a hall pass;
15. violating Indiana or Federal law;
16. leaving a School activity or School property without prior approval of a teacher or supervising adult;
17. attempting or conspiring with another person to violate any student behavior standard;
18. Anti-Harassment:

The School prohibits the harassment, intimidation, or bullying of any student on school property or school-sponsored events. Harassment, intimidation, and bullying are defined as any intentional written, verbal, or physical act directed towards another student that:

- a. causes mental or physical harm to the other student; and
- b. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student.

Discipline for any substantiated incidents of bullying, harassment, or intimidation will be prescribed in accordance with the appropriate section of the Discipline Code.

19. Use of an object as a weapon:

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on.

Intentional injury to another may result in a report to the police as well as discipline by the school.

This violation may subject a student to expulsion.

20. Knowledge of Deadly or Dangerous Weapons or Threats of Violence

Because the School Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

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

1. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school.
2. Off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event.

In addition to the grounds listed above, 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 education 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, which takes place during weekends, holidays, or other school breaks, and the summer period when a student may not be attending classes or other school functions.

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.

Indian Creek Middle School 2017 - 2018 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. A parent/guardian must report all absences prior to the start of the school day.

Lost Instruction Timeline

Late Arrival -- Student who crosses the threshold of the school after the designated start time: 8:11 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.

Unexcused / Unacceptable Absences Until Acceptable Verification received

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 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

Excused / Acceptable Absences

1. Unexcused absences in which acceptable verification has been received.
2. The day of, and the day following, a student being sent home by the school clinic.
3. Out-of-School-Suspension
4. 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

Unexcused / Acceptable 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.

Consequences

1. **Warning Letter** – Sent when a student has missed an accumulation of seven (7) days of unexcused instructional time and/or seven (7) occurrences of lost instructional time less than two (2) hours.
2. **Official Notice** – Sent when a student has missed an accumulation of 10 days of unexcused instructional time and/or 10 occurrences of lost instructional time less than two (2) hours.
3. **FRP Referral** – Made by the school when a student has missed an accumulation of 10 days of unexcused instructional time and/or 10 occurrences of unexcused lost instructional time less than two (2) hours.
4. **FRP Action** – Family Resource Officer will meet with the parent/guardian when a student has missed an accumulation of 10 days of unexcused instructional time and/or 10 occurrences of unexcused lost instructional time less than two (2) hours, to complete a needs assessment, read and sign compulsory attendance laws and school attendance policies, and sign an action plan.
5. **Failed Action** – Family Resource Officer will send notice to the parent/guardian to report to the Nurturing Parenting Program when and if the following has occurred:
 - a. The parent/guardian fails to meet with a Family Resource Officer
 - b. The student misses an accumulation of 15 full days of unexcused/unacceptable instructional time.
6. **Charges Filed** – Family Resource Officer will file charges of parental or Educational neglect against the Parent/Guardian, through the Johnson County Prosecutor's Officer, when and if the following occurs:
 - a. The parent/guardian fails to attend the Nurturing Parenting Program and complete 19 hours of class.

b. The parent/guardian fails to respond to attempts to notify them of escalating lost instructional time beyond the 15 day notice

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.
- When a student has reached his/her seventh (7th) tardy, a letter is sent from the school notifying the parent.
- Upon the 10th tardy, the school will send notice to the Family Resource Program for further consideration.
- 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 Awards

Students that have been in attendance all day everyday 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*. (4th 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 mid-point 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 Infinite Campus Parent Access. 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 retentions, 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 Pass+ on the most recent ISTEP+ 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

Student 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 concert pertinent to the student and/or school. Conferences may be arranged through the office, a teacher, or parental contact. Standardized test 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 7:50 AM. Students may not enter the building until that time. Class start at 8:15 AM and end at 3:25 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:

Books are rented to the student for a fraction of the cost of the book. These books may be purchased if the student chooses to do so. When a student rents 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.

Textbook Assistance:

A student who qualifies for free lunches due to family income may also receive state adopted text material at no charge. Class fees and other supplementary material may be billed to the student. Textbook assistance applications are available in the office and should be approved by the end of the first six weeks. The approval is good for that school year providing the income requirements continue to be met.

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.

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 full-time 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	CrossCountry
Cross Country	6,7,8
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 8th 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 7th 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 7th grade student may participate on an 8th grade team if he/she is too old to play on the 7th grade team but not too old to meet 8th grade eligibility.
- A 6th 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 6th grade student may participate on a 7th grade team if he/she is too old to play on the 6th grade team but not too old to on an 7th grade team.

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 cancelled due to weather, all athletic contests and practices are cancelled for the day. If school is dismissed early due to weather, all games and practices are cancelled.
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. 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.
 5. 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."
 6. 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.
 7. Team practice clothing may be required and will need to be purchased by the athlete.
 8. A participation fee may be charged to help offset the expenses incurred in a sport.

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 1st 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.

NINEVEH-HENSLEY-JACKSON-UNITED SCHOOL

CORPORATION POLICIES

The Nineveh-Hensley Jackson United School Corporation provides to parents all of the corporation policies. All students and their parents/guardians are encouraged to read the corporation policies, which include American Disabilities Act (ADA) and Section 504, Annual Asbestos Hazard Emergency Response Act (AHERA) Anti-Harassment, Family Educational Rights and Privacy Act (FERPA), and Network and Internet Use, as well as other policies.