

# Winamac Middle School Handbook

## MISSION STATEMENT

We share with our community the responsibility of creating a safe and supportive learning environment. We strive to provide opportunities to challenge and motivate students to reach their highest potentials. We are committed to teaching skills so that each student will have the opportunity to become a respectable, responsible and successful member of society.

**We believe in** Promoting positive problem-solving,  
Respecting self, others, school and community,  
Inspiring responsibility,  
Desiring intellectual, social and physical success,  
Establishing a safe and supportive environment.

## 2018-2019 CALENDAR

August 6	Organization/Meet the Teacher Night
August 8	School Begins – Full Day for Students
September 3	Labor Day - No School
October 10 & 11	Parent/Teacher Conferences 3:30-6:00
October 15-19	Fall Vacation
November 21-23	Thanksgiving Break
December 19	Christmas Break Begins at 3:20 P.M.
January 4	Records/Reports & Staff Development – No Students
January 7	Classes Resume
February 15 & 18	No School or Makeup Day(s)
March 25-29	Spring Break
April 19	Good Friday
May 28	Last Student Day

The State mandates ALL snow days MUST be made up. The State mandates 180 student days.

## GRADING PERIODS

<u>1<sup>st</sup> Semester</u>	<u>2<sup>nd</sup> Semester</u>
August 8, 2018	January 7, 2019
December 19, 2018	May 28, 2019

**Website Address – [www.epulaski.k12.in.us](http://www.epulaski.k12.in.us)**

## WELCOME TO WINAMAC COMMUNITY MIDDLE SCHOOL

Welcome to WCMS! Enter this school knowing that every activity is initiated, designed, and implemented with your successful growth and development foremost in mind.

It is believed that our rules and policies stated in the next few pages will contribute to the mission of WCMS. **The rules you are about to read in this handbook are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside our school zone.** The rules support but do not limit the authority of the school. That mission is to provide students opportunities to cope with individual intellectual, physical, emotional, and social changes as they move from childhood and through adolescence, with special emphasis on the development of academic skills and understanding. I am thankful that we have, and will follow, a School Board Policy that places a requirement in this school for all students and adults to respect one another.

We are committed to helping you learn in ways that cause you to feel pride in yourself and in this school. This is a terrific school--one that has been recognized by the State of Indiana for academic excellence. We challenge you to get involved in doing your best in your class work, in working cooperatively with others, in extra-curricular activities, and in setting personal goals for the future. Do your best, and have a great school year!

This handbook will encompass newly enacted laws as soon as their effective date.

### ATTENDANCE POLICIES

It is a fact that good attendance is directly related to learning. Every absence, whether or not it is excused, interrupts the student's understanding of the material being presented and the skills being taught.

#### **When you are absent:**

Students who are absent should have their parents or guardians **telephone the school** and give the following information:

- name and grade
- reason for absence
- expected date of return.

The school phone number is **946-6525 - Line 1 for attendance.**

- If the school does not receive a call by 9:30 am, a school representative may call your home.
- If a phone is not available, a student must bring a note from home explaining the absence when he/she returns to school.

When returning to school, the student must check in at the office before going to class.

- Students are responsible for contacting teachers regarding any work missed during an absence. All missed work must be made up as arranged with the teacher. Students will be given a reasonable period of time to complete make-up work. **It is the student's responsibility to request make-up work and to ask the teacher when the work must be completed and submitted.** Parents and students should utilize Skyward to check on missed assignments.

#### **Excused Absences:**

Any absences in excess of 8 per semester must be documented with a doctor's excuse or will be unexcused. An excused absence is one that permits a student to make up missed work and receive credit. Winamac Middle School acknowledges, as defined by state statute, that compulsory attendance exceptions may be:

1. student illness, with a note or phone call to the school
2. death of an immediate family member
3. exclusion because of exposure to a contagious disease
4. required religious observance
5. medical appointments, with returned, signed medical excuse
6. school sanctioned events
7. approved prearranged absences. (5 per year maximum, 3 consecutively maximum)

In accordance with IC 20-33-2, students supplying the proper notification to the office and participating in the following events are not counted absent:

1. Page or honoree in Indiana General Assembly.
2. Any required court appearance.
3. Help to a political party or to a precinct election board on Election Day

**Other Attendance Information:**

- If a student arrives to school after 9:30 AM or leaves before 1:30 PM due to illness, they will be marked a half-day absence.
- A student who is absent from school for more than 3 periods may not attend or participate in any extracurricular activities on the day of absence without administrative approval.
- Unexcused absences will be handled individually between the home and the school.
- If students know ahead of time that they will be absent and will miss certain classes, they should fill out a prearranged absence form before the time they will be gone.
- **Students who are excessively absent (more than 8 absences per semester) may lose credit and/or be retained. If a student has been to a doctor or in the hospital and brings in a doctor's excuse note, the days will not count toward the eight absences. The Pulaski County Probation Department/ Prosecuting Attorney may be notified in cases of excessive absences.**

**The Indiana State Law states:**

20-33-2-28 **Duty of Parent.** It is unlawful for a parent to fail, neglect or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools.

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

**When you must leave school:**

If students find it necessary to leave school due to illness or for any other cause at any time during the day, they are to report to the middle school office prior to leaving.

### HEALTH POLICIES

**When you bring medication to school:**

- **No medication, whether it is over-the-counter or prescription, may be in the possession of students (in their lockers), dispensed by students, or taken (ingested) by students at school or at school-sponsored activities without direct school supervision.** All medication must be dropped off in the school office, along with a parental and/or physician's note detailing dispensing procedure. The dosage cannot exceed the recommended amount on the label. The medication(s) will then be dispensed as per these note(s) by the school nurse or designated school personnel. It is the student's responsibility to report to the office on time for their medication.
- **Medication prescribed for an individual child shall be kept in the original container** bearing the original pharmacy label, which shows prescription number, date filled, physicians name, directions for use, and child's name. When no longer needed, the medication will be returned to the parents or destroyed.
- At each school, two delegated individuals should have sole responsibility of giving or dispensing all medication. One should normally do the dispensing with the other available if needed. The school nurse will normally dispense all medication, but in her absence it shall be the responsibility of a designated secretary and/or principal in each building.
- All medicine should be kept in each building in a designated place under lock and key or in other similar tamper-proof containers.
- The dispensing school person should not leave any medication unattended at any time, and all medication should always be inaccessible to students.
- Any person violating these regulations is subject to disciplinary actions including, but not limited to, suspension, expulsion, and prosecution by civil authorities.

**When you become ill at school:**

If a student becomes ill in school, he/she must report to the middle school office. Office personnel will then refer him/her to the nurse. The nurse, after consulting with the principal, will communicate with parents about chronic and emergency situations.

**It is essential that parents provide a telephone number where someone can be reached, particularly if the parents themselves are not available.** Students with health problems are to report to the school nurse at the beginning of the school term or when such a problem arises. Special problems include vision, hearing, diabetes, epilepsy, rheumatic fever, recent surgery, medication, or anything that might limit students at school. In the event of illness or accident, school personnel will give emergency care only. Parents are responsible for any additional care needed. **It is the parent's**

**responsibility to provide transportation home when the child becomes ill or injured at school. A student who has been ill should be without an elevated temperature for at least twenty-four hours before returning to school.**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

**Immunization upon enrollment:**

No child will be permitted to attend school for more than twenty (20) days beyond the date of his/her enrollment without furnishing the required immunization statement. However, if the local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances, and that the required immunizations will not be completed before this twentieth day, the parents of the child shall furnish this written statement and a time schedule, approved by a physician or the local health department, for the completion of the remainder of the immunizations. In this case, the child may attend school.

All students in grade 8 will have their vision checked.

**When hearing tests are conducted:**

- Indiana code 20-34-3-14 states that every school corporation shall annually conduct hearing tests as follows:
- All students in grades 1, 4, 7, 10.
- All students new to the corporation.
- Students with known hearing losses and/or with a history of ear problems are monitored and tested during the year.
- Any student will be tested upon parental or staff request.

Two types of tests are given: Audiometer-Tells how well a person hears various sounds, and Tympanometry-Gives information relative to possible medical problems involving the middle ear. Individual comprehensive hearing tests will be given to students as deemed necessary throughout the school year; parents will be notified of the test results and recommendations.

**Pesticide Application Notice:**

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

**DISCIPLINE POLICIES**

The school should be a setting in which respect for rules and common decency is accepted by all. Rules and regulations are established for the purpose of maintaining an environment that is conducive to learning. It is mandatory that students behave in a responsible and mature manner towards all members of the staff and each other while in the classroom, on school grounds, and at school activities. The greatest success in the area of discipline occurs when parents, teachers, and administrators see themselves as a team in rewarding good behavior and making negative behavior unprofitable for the child.

**BEHAVIOR CODE**

Students are expected to behave in an orderly and appropriate manner with respect for the rules and regulations of Winamac Middle School. Misbehavior is a matter of choice. Disruptions infringe upon the rights of the teacher and the rights of other students to learn. Students who choose to behave in an inappropriate manner will be subject to appropriate disciplinary measures.

In accordance with Indiana Code 20.33, the superintendent, principal, administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior. The teacher will exercise professional judgment regarding appropriate disciplinary measures to be taken in the classroom. If the circumstances warrant more extensive discipline and after appropriate and prior action has been taken, the teacher may wish to refer the student to the administrative staff. The administrative staff will then exercise professional judgment about the appropriate disciplinary measures to be taken outside the classroom, which may include suspension and expulsion. Such a determination is to be made based upon the seriousness of conduct, the past conduct of the student, the effect of the action on the delivery of educational services, maintenance of safety and discipline, the severity of penalty to be imposed, and the student's interests. Consequences typically become more restrictive as the behavior persists. Every effort will be made to

insure that students are treated in an equitable manner.

Students may be subject to disciplinary consequences for disobedience or misconduct which occurs on school grounds, at school-sponsored or school-related activities, in connection with student transportation, or at any place when the misconduct has a reasonable relationship to school or may reasonably carry over into the school setting.

As a basis for behavior, students should follow these three school rules:

1. **Do your school work.**
2. **Do what an adult tells you to do.**
3. **Keep your hands, feet, and unwanted comments to yourself.**

### CATEGORIES OF BEHAVIORAL OFFENSES

**The following should not be interpreted as being the only offenses for which disciplinary actions may be taken. Any behavior or attempt of any of the prohibited activities, whether or not on school property, that is not conducive to a healthy school environment or could pose a danger to oneself or others will be dealt with accordingly.**

#### LEVEL I

Teachers or the principal will respond based on the circumstances and the actions of the student(s). Consequences are based on the seriousness of the incident and become more restrictive as the behavior persists. One or more of the following consequences may occur, but are not limited to: verbal warning, student conference, classroom isolation, parent contact, student contact, team intervention, conflict resolution, detention, or office referral. Office referrals can result in detention (before school, after school, in-school), restrictions of extracurricular activities, loss of privilege, referral to the police, probation, suspension, or expulsion.

**Level 1 infractions may include, but are not limited to:**

- **Aggressive Behavior:** any physical act that compromises the safety of others.
- **Athletic Code Violation:** see pg. 9
- **Backpack/Bag/Purse:** these items and item types are generally unauthorized during the instructional school day and should remain a locker during regular school hours (8:00 A.M.-3:20 P.M.) Students carrying physical education shoes and clothing is permissible in a bag for that class period.
- **Cell Phone Violation:** cell phones are to be powered off and kept in a locker during regular school hours (8:05 A.M.-3:20 P.M.) and will be confiscated if observed and given to an administrator by staff members during regular school hours. The school is not responsible for the loss or theft of expensive items such as cell phones.
- **Cheating/Plagiarism:** dishonesty while completing schoolwork, plagiarism, using misappropriate materials (e.g., test, teacher's note, etc.) and/or falsifying or altering records.
- **Deception/Lying:** dishonesty
- **Disruption:** any negative behavior that tends to disturb or endanger the educational process and/or interferes with the liberty, property or other rights of a school employee, student, or any other person on school premises or attending a school or school-related event - this includes behavior in classrooms, media center, school grounds during the school day and at school and school-related events.
- **Disrespect:** to insult, call derogatory names, dishonor, or in any other manner abuse verbally or in writing any member of the school staff or student body.
- **Dress Code:** Improper dress. Students may not wear clothing which is a distraction to others and which may be detrimental to the learning environment. Students should dress appropriately conservative. The administration has the final call concerning dress. The following list are examples of distractions and will not be permitted:
  - Shorts or skirts the length of which is shorter than the student's extended index finger
  - Pants sagging or hanging below the waist
  - Pajama type of clothing
  - Leggings or tight-fitted pants without a shirt properly covering one's front and back. (As a general rule the length of the shirt should extend past an extended index finger)
  - Tops which expose the midriff or chest, spaghetti strap tops, crop tops, racer backs, and halter tops (Wide- strapped tank tops may be permissible providing that they are modest/non-revealing.)
  - Holes in shirts or above the knees on pants or skirts
  - For safety concerns when in science class or shop type of classrooms settings, students must wear shoes that cover their feet – nothing opened-toed or backless.
  - Clothing which displays pictures or words considered vulgar or indecent. Clothing which advertises any substance that is illegal for student consumption, including but not limited to alcoholic

- beverages, tobacco products, or illegal drugs.
- Hair coloring and hair styles that are of a distraction (Any hair coloring other than natural hair colors could be disallowed.)
- Any body piercing that is of an excessive or distracting nature. (Any piercing other than a basic ear piercing could be disallowed.)
- Coats, jackets, hats, gloves, bandanas, etc. are not to be worn during the school day unless a Middle School Staff Member gives permission.
- Tattoos (real or fake) or other body markings must be completely covered while in school or at a school activity.
- Excessive jewelry - heavy or multiple chains, bracelets, or necklaces are not to be worn. Jewelry with spikes, sharp points, or sharp edges will not be permitted.
- For winter safety concerns shorts and shoes that do not cover the feet (e.g. open-toed or backless) are not permissible during the instructional school day from December 1-March 1.
- **Failure to Complete Assigned Task:** the failure to complete assigned duties, tasks, assignments, or expected norms of the classroom or school.
- **Gossiping/Name Calling/Drama:** an emotional disruption of another.
- **Graffiti:** an inscription or drawing on any surface that is inappropriate or unauthorized.
- **Gum, Candy, Soda or Food:** consumption/use at unauthorized places and/or times.
- **Horseplay:** to use physical play - this may include but not limited to acts such as touching, jumping, and running.
- **iPad Infraction:** any misuse of the device as deemed by the administration or teacher including but not limited to the following few examples:
  - Lack-luster care
  - Using functions inappropriately during the instructional school day. (No messaging, gaming, using social media, or other off task activities without a teacher's permission).
  - No video, photos, or audio of other students or staff without consent.
  - No iPads in restrooms or locker rooms

\*For a further information concerning student iPads, one should visit *EPCSC iPad Information Center* on the school's website (<http://www.epulaski.k12.in.us/>).

- **Out of Assigned Area:** being away from assigned area without a pass.
- **Profanity:** obscene language, racial profanities, gestures (written, drawn, acted or spoken).
- **Tardiness:** the act of unexcused lateness to school, class, or any other part of the student's schedule. Excessive tardiness (three times per any class per nine weeks) will result in the assignment of after-school detention for each excessive tardy.
- **Throwing of Items/Objects:** any item/object that is intended to disrupt the educational process or may result in the harm of another student. Examples may include but are not limited to: food, snowballs, ordinary objects, etc.
- **Trespassing:** being on school grounds unsupervised during non-purposeful times or events.
- **School Bus Infraction:** See pages 9-10

## LEVEL II

These incidents require the attention of the administration because they are too disruptive, too frequent, or too serious to be handled by school staff members while they are supervising or teaching other students. One or more of the following consequences may occur, but are not limited to: detention (before school, after school, lunch/recess, in-school), loss of privilege, restrictions of extracurricular activities, referral to the police, probation, suspension, or expulsion.

**Level II infractions may include but are not limited to:**

- **Bullying/Harassment:** Overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), that create an objectively hostile school environment for targeted students that place them in reasonable fear or harm or affects their mental health or school performance. Bullying by students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular device, is also prohibited. (\*Refer to page 9 for further bullying explanation/information)
- **Computer/Technology Use Violation:** unauthorized and/or improper use of the Internet or a violation of the District's Network/Internet Use Policy.

- **Cyberbullying:** misuse of technology to harass, tease, intimidate, threaten, or terrorize another person.
- **Disrespect of Authority:** any act or verbal communication that displays the lack of respect of an adult in charge.
- **Failure to Serve Detention**
- **Forgery:** The act of falsely using the name of any other person or falsifying time, dates, grades, addresses or other data on school forms
- **Inappropriate Display of Affection:** Embracing, hand holding, kissing, caressing, or sexting another in a situation or circumstances deemed inappropriate
- **Indecency:** any crude act
- **Insubordination/Non-Compliance:** the willful failure to respond or carry out a reasonable directive by authorized school personnel.
- **Invasion of Privacy:** Any invasion of privacy of another, including but not limited to using any wireless communication or photographic device to take pictures of another without that person’s consent.
- **Obstruction of an Investigation:** Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving false information.
- **Repeat Offense:** any Level I offense that occurs on a repeated basis
- **Solicitation:** unauthorized selling or trading
- **Theft:** taking, removing, or possessing, without permission, property belonging to others
- **Truancy:** absence without valid cause during the school day or portion thereof

### LEVEL III

These severe offenses present a substantial disruption and/or danger to the orderly operation of the school and/or to the health and safety of students, employees, and other persons. One or more of the following consequences may occur, but are not limited to: loss of privilege, restrictions of extracurricular activities, referral to the police, probation, suspension, or expulsion.

#### **Level III infractions may include but are not limited to:**

- **Alcohol, Drugs, Paraphernalia, Tobacco, Electronic Cigarettes, Vapor Pens, and Other Substances:** Use, possession, sale, or being under the influence of any illegal or controlled substance or paraphernalia. Substances including tobacco, marijuana, alcohol, steroids, unlawful drugs, “look-alike” drugs or any other substance not prescribed for the student that is used or typically intended to be used to achieve a high or altered mental or physical state. This definition includes drugs lawfully prescribed to a student but which the student has used, possessed, distributed, etc. contrary to its prescribed use. Being under the influence includes, but is not limited to, the emission of the odor of any of these substances, such as having alcohol on the breath, or any impairment of normal functioning, such as slurred speech, inability to walk properly, or dilated pupils. A student may be disciplined for coming to school or a school-related event after using alcohol or drugs even if the substance was not consumed on school grounds. (See Reasonable Suspicion Policy)
- **Assault/Battery:** bodily contact with the intent to do harm or reckless disregard for safety of another or the verbal, written or physical attempt to do physical harm to another
- **Explosive:** Possession, sale, purchase, use, transfer or attempt to transfer ammunition, explosives, fireworks, or other flammable substances not authorized by school personnel. This definition includes any component of an explosive or incendiary device, e.g., schematic or other drawing, ignition agent, container, wiring, etc., when it is reasonably determined that the component was intended to be used as part of an explosive or incendiary device.
- **False Alarm:** the act of initiating a false alarm or initiating a false report, warning of a fire, or an impending bombing or other catastrophe. Unauthorized use of a fire extinguisher.
- **Fighting:** Engaging in physical contact for the purpose of inflicting harm to another person. (As a general basis for fighting issues: A student who initiates a fight by throwing the first punch will be suspended out of school for one to three days. A student who retaliates by fighting back will be suspended out of school for one day. A student who defends him/herself without retaliating will receive no penalty.)
- **Gang Activity:** A “gang” means an organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or act in violation of school rules, which have an identifiable sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules.
- **Gross Disobedience:** any conduct, behavior, or activity which causes or may reasonably lead school authorities to

forecast substantial injury, disruption, or interference with school activities or the rights of other students or school personnel.

- **Harassment:** any intimidating, demeaning or threatening behavior, verbal, non-verbal or written remarks which are based on a person's race, color, religion, national origin, sex, or disability and in violation of the District policy regarding harassment.
- **Threat/Endangering the Safety of Students:** Any act, threat, hoax, or prank of a terrorist nature, especially involving weapons, explosives, biological agents, or other dangerous looking material or lookalikes of such agents.
- **Vandalism:** Vandalizing school property or private property, which is lawfully on school premises or being used in conjunction with a school-related activity.
- **Weapons:** Possession, use, control or transfer of a weapon. Weapons include, but are not limited to:
  - A 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.
  - Items such as baseball bats, pipes, bottles, locks, sticks, pencils, and pens if used, or attempted to be used, to cause bodily harm: and
  - Look-alike weapons.

If a student sees a weapon on school property or on a school bus, that student must go immediately to an adult and inform them about the location of the weapon. Administrators shall be required to refer any student who brings a weapon to school to the local law enforcement agency.

### **DISCIPLINE DEFINITIONS, POLICIES AND PROCEDURES**

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. Administrators and staff members may take the following actions:

- **Detention – Teacher or Principal**

Detentions may be assigned for disciplinary reasons by any teacher or administrator. Failure of a student to serve any detention may result in increased consequences. Transportation for students serving detentions is the responsibility of the parent or guardian, as detentions will be assigned at the convenience of the assigning teacher or administrator. Efforts to notify a parent will be provided prior to a detention being served.

- **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 ten (10) school days, not to exceed ten (10) days.

- **Expulsion**

A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester.

- **Student Due Process Procedure for Suspensions**

The district affords a due process appeal procedure only for external suspensions. The student shall be entitled to written or oral statement of the charges, evidence against the student should a denial occur, and an opportunity for conduct explanation by the student. The meeting shall precede suspension of the student except where the nature of the conduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct and the action taken by the principal.

- **Student Due Process Procedure for Expulsions**

The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:

- legal counsel
- a member of the administrative staff who has not expelled the student during the present school year and has not been involved in the events giving rise to the expulsion.
- An expulsion will not take place until the student and the student's parent are given notice of the right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent 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. The notice of the right 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 procedure for requesting an expulsion meeting.

- 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.
- 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.
- A student or a student's parent who fails to **request** and appear at an expulsion meeting after receipt of **notice of the right to appear at an expulsion meeting** forfeits all rights administratively to contest and appeal the expulsion. **Notice of the right to appear** at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent. The governing body may vote not to hear appeals of actions taken by the person conducting the expulsion meeting. If the governing body votes not to hear appeals, after the date on which the vote is taken a student or parent may appeal to the court, but the review is limited to the issue of whether the board acted without following the procedures required by the due process chapter.

**Right to Appeal** The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

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

**Searches** Students, their possessions, and their lockers may be searched if there is reasonable suspicion to believe the search is necessary to maintain school discipline and order. Refusal to consent to a search will be considered an act of insubordination and may constitute grounds for suspension or expulsion.

**Additional Definitions/Clarifications:**

- **Possessions**
  - This provision on possession applies to any policy or rule which regulates or prohibits possession of any item, such as weapons or drug paraphernalia, and such substances as tobacco, alcohol, drugs, and look-alike of such items or substances.
- **Bullying**
  - SECTION 5. IC 20-33-8-0.2,
    - (a) "bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
      - (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
      - (2) has a substantially detrimental effect on the targeted student's physical or mental health;
      - (3) has the effect of substantially interfering with the targeted student's academic performance;
      - (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
    - (b) The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
      - (1) Participating in a religious event.
      - (2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.

(3) 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.

(4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.

(5) Participating in an activity undertaken at the prior written direction of the student's parent.

(6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

- The discipline rules described in subsection (SECTION 6. IC 20-33-8-13.5) may be applied regardless of the physical location in which the bullying behavior occurred, whenever:
  - (1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
  - (2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
- Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee, as bullying is a criminal offense. School personnel will investigate all reports of bullying.
- Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
- Winamac Middle School will enforce all Indiana law/codes that pertain to bullying.
- **Reasonable Suspicion**
  - **Board Policy 514.2** - If a student is tested for reasonable suspicion and tests positive for any substance for which the test is designed to screen, that student will be considered to be in violation of the EPCSC (EPES, WCMS, WCHS) rules against illegal drug use. The student will be suspended out of school for up to ten days and possibly recommended for expulsion for up to one school year.
  - If this is the student's first drug-related offense, under reasonable suspicion guidelines, he/she may be disciplined under the rehabilitative clause. This expulsion waiver requires that the student be suspended from attendance at school for a period of up to 10 days. The student may regain eligibility to participate in extracurricular activities per the Random Drug Testing Consequences after returning if the student provides a negative result during a random drug test, and agrees to:
    1. Present documentation of participation in a recognized multi-session treatment/assistance program;
    2. Participate in random testing, administered by the school, throughout the school year; and
    3. Meet adequate academic, attendance and behavioral expectations.
  - Failure to participate in either of these activities will result in recommendation for expulsion. If the drug/alcohol offense is related to safety issues, extreme disruption, and/or trafficking, the student is not eligible for disciplinary action under the rehabilitative clause and will be recommended for expulsion following a 10-day suspension.
  - **DRUGS, NARCOTICS, AND ALCOHOLIC BEVERAGES:** (Violation of any part of this policy will result in a ten-day out of school suspension and a recommendation for expulsion).
    - A. No student may provide to any other student, by sale or any other means, any substance which is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, depressant, or intoxicant of any kind.
    - B. No student may possess, use, or be under the influence of any substance which is, or the student has reason to believe is, or which has been represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, legend drug, depressant, inhalant, or intoxicant of any kind, or any item that closely resembles or is represented to be any of the foregoing items.
    - C. Students are prohibited from possessing, using, transmitting, selling, or being under the influence of caffeine-based pills or substances containing phenylpropanolamine (PPA) or

stimulants of any kind with or without a prescription. Any substance for which a student has a prescription or written permission from a parent must be brought to the school health office and administered or taken there.

- **Wireless Communication Devices (WCD) - Inappropriate Uses**

- Any cell phone or other device brought onto school property containing inappropriate pictures, text messages, etc. will be turned over to our local law enforcement.

- **RULES GOVERNING EXTRACURRICULAR ACTIVITIES**

It is the philosophy of the Eastern Pulaski Community School Corporation to design all educational activities--curricular and extracurricular--to provide meaningful experiences within the context of sound education, psychological, physiological, and sociological principles. Extracurricular activities, while a very important vehicle charged with providing unique, special, and worthwhile activities and growth potential, should always be kept in proper perspective.

Extracurricular activities are of paramount importance as supplement to the well-rounded curricular experiences that are expected and demanded by this school corporation.

All student activities must be sanctioned by the principal of the school and be under the direct supervision of an administrator, faculty member, or designated adult.

Winamac Community Middle School strives to provide a variety of co-curricular and extracurricular activities for its students; activities that its faculty believes are both wholesome and appropriate for students of this age group. Middle school student activities will be open only to those members of the Winamac Community Middle School student body who are in good standing at the time of the activity. Students from other schools (including Eastern Pulaski Elementary School and Winamac Community High School) may not take part. Conversely, Winamac Community Middle School students will not be allowed to be active participants in activities sponsored by other schools without the express permission of the middle school principal. **All Middle School Students are expected to act appropriately at all extracurricular activities. This includes events sponsored by the Elementary and High School, as well as the Middle School. Students that choose not to behave appropriately will be asked to leave the event and may be excluded from all corporation extracurricular events for a year.**

**\*\*To be eligible for athletics:**

- **All Middle School Athletes must be passing ALL classes to be eligible for interscholastic athletic competition during the next nine-week grading period.**
- Nine week grades rather than semester grades will be considered in all classes.
- Students beginning a school year by virtue of promotion will be considered eligible for the first nine-weeks grading period.
- **A student with an unserved detention or other disciplinary consequences may not participate in practice or competition until such disciplinary consequences have been served.**

**In general all Middle School Athletes will be governed by the High School Athletic Policy as stated in the High School handbook.**

- **SCHOOL BUS SAFETY**

**When you ride the bus:**

School bus drivers are to have control of all students between their homes and school building and on the return trip. The driver shall keep order, maintain discipline among the students while in the bus or along the route, treat all students in a civil manner, not "physically touch" any student, see that no student is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the students under his/her charge. School bus drivers shall assure that the following regulations are observed by all passengers:

- Immediately upon entering the bus, each student shall be located in the place assigned by the driver.
- No student shall stand or move from place to place during the trip.
- Loud, boisterous, profane language, or indecent conduct shall not be tolerated.
- Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any other objectionable manner.
- No windows or doors will be opened or closed except by permission of the bus driver.
- No students shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
- **The student should be waiting or on his/her way to the boarding station when the school bus arrives.**

- Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any student who refuses to conduct himself or herself in a gentlemanly or ladylike manner on the bus.
- When a student is to ride a bus other than his/her regular bus (e.g. to go home with a friend), the student is to have a note from the parents to the bus driver granting permission to ride that bus. The note is to be given to the principal who will sign it and return it to the student to present to the bus driver upon boarding the bus. No student who has failed to follow this procedure is to be allowed to ride a bus other than his/her own.
- Balloons or other large objects, which may obstruct the view of the driver, are not to be taken on the bus.

## **PROCEDURES FOR EVALUATING ACADEMIC SUCCESS**

### **What your grade means:**

The following uniform system will be used in all classes at Winamac Community Middle School:

90-100 A    80-89 B    70-79 C    60-69 D    0-59 F

### **Qualifications for honor roll:**

- In order to qualify for the Honor Roll, a student must have a "B" average or better (3.3-3.79 on 4.0 scale) in all his/her classes for the grading period, and receive no grade below a C. A student will qualify for "High Honor Roll" if they maintain an A- average (3.8-4.0 on 4.0 scale).
- The Honor Roll will be posted on bulletin boards and published in the local paper. Each Honor Roll student will receive a copy.
- If a student makes the Honor Roll for three of the four grading periods, he/she will receive recognition at the end of the year.

### **Skyward:**

Parents are recommended to utilize Skyward, the WCMS student computerized management software system. Parents can access Skyward to view a variety of information on their child including but not limited to student grades and progress, homework assignments, discipline, lunch counts, library check outs, and textbook rental fees. In addition, emails of school information and calendar events can be sent electronically through Skyward. Passwords can be requested through the school office.

### **Homework and Catch Up Cafe:**

The philosophy at WCMS is no zeros will be allowed in the grade book, meaning the expectation is student homework will be completed and turned in on time. During each nine week grading period students who are out of compliance for a third time within any class period can be assigned to Catch Up Cafe. Catch Up Cafe is a student working during lunch/SET period to get missed work completed.

### **Ways to obtain academic assistance:**

It is our goal that every student be academically successful. There are school-sponsored resources available to those of you who may need them for help with your schoolwork. These include: Contacting your teacher or the guidance counselor, parent conferences, and homework assistance during study hall/SET times. After-school assist program may also be an option. Parents may make appointments for conference with teacher, counselor, or the principal by telephoning the school office.

The purpose of the guidance services is to help each student in his/her social, educational, vocational, and personal development. Conferences with students receive consideration of the counselor's time and are scheduled by appointment whenever necessary. The counselor may assist the student:

- In recommending material that the student may use to improve his/her study habits.
- In planning his/her schedule and school program.
- In making realistic curriculum selections and suitable plans for the future.
- In offering aid in problems of adjustment and to listen to the student discuss his/her problems.

Students are encouraged to use the media center for reference work. There are special rules for reference books, magazines, and reserved books. The media specialist will hold an orientation for students in each Language Arts class so they will become better acquainted with the media center resources and services.

### **How decisions are made for retention:**

Students having academic difficulties may be referred to the Middle School Principal or Guidance Counselor at any time. Every effort will be made to plan intervention strategies to assist that student. Students with continued academic difficulties, including not passing state mandated tests, will be reviewed by faculty and the principal. By the end of the school year, a decision will be made by the principal concerning retention and the parents will be notified of that decision.

### **OTHER HELPFUL INFORMATION**

- **In The Mornings:** Students are not to be in the school before 7:40 am or after 3:30 pm unless directly supervised by school personnel. Students that arrive to school between 7:40 and 8:00 am must report to the Cafeteria/MS Gym where supervision will be provided. Non-bus riding students may be dropped off at the East exit near the cafeteria.
- **Book Rental:** Book rental should be paid on orientation day. This includes textbooks and workbooks.
- **Use of telephone:** Students must have permission to use any phones during school hours. The office phone is for business purposes only; students will be allowed to use the phone only for important school-related business.
- **Student Sales:** A student or group of students shall not sell items, make collections, conduct membership drives, or sell subscriptions on school property or at school events without approval and permission from the administration.
- **High Ability Program:** Through the use of the state's high ability grant, we provide an English/Language Arts enrichment program which is filled with reading, thought-provoking questions, and discussion for selected students in grades 6-8. Our identification system includes measures of both ability and achievement. Data is used from the Cognitive Abilities Test (CogAt) and NWEA. Parents are notified if their child is a candidate for this special program.
- **Winamac Junior Honor Society:** A seventh or eighth grade student may be inducted into the WJHS if he/she obtains a high cumulative grade point average, maintains a high attendance rate, and demonstrates cooperation, integrity, maturity and good socialization. The induction ceremony occurs in the spring.
- **Parent Advisory Council** – Members and information can be found on the Middle School web page.
- **Deliveries** – Delivery of flowers, gifts, etc. will not be accepted at school.
- **What not to bring to school:** Items of sizable value should not be brought to school. This includes things like cell phones, iPods, electronic games, and headphones. Should you have any special item of value that you must bring, it can be checked into the office.
- **When finding an item lost by another:** Students who find lost articles are asked to take them to the office where they can be claimed by the owners.
- **At your locker:** A student locker is provided to be used solely for storage of school materials and student garments or possessions such as coats, purses, book-bags. The locker is NOT the student's private property and may be opened by school authorities at any time. Any unauthorized items found in the locker may be removed. Students who damage their lockers will be held financially accountable. Security of personal property is the individual responsibility of each student. Bicycles, lockers, and gym lockers should be kept locked at all times. The school cannot and will not accept responsibility for the valuables of students. The lockers, locks, and combinations you have been issued are for your use alone. **Do not under any circumstances reveal your combination or share your locker with anyone else.** Padlocks will be provided to each student for his/her physical education locker in the dressing rooms at no cost. If the padlock is lost or not returned at the end of the year, there will be a \$5.00 charge. You must have a school padlock on your locker at all times. Locks brought from home are not acceptable.
- **In the cafeteria: Food is to be eaten in the cafeteria only; food is not to be taken from the cafeteria.**
- **Skyward Food Services:** The cafeteria uses an automated debit system for lunch/breakfast service. Money is deposited into a student account and students purchase meals from the monies in their account. Each time a child eats the amount of the meal is deducted from the account. Payments may be made online via credit card through the Skyward Parent Portal. Money may be brought in by parents or students and should be sent in a sealed envelope marked with the following information: 1) the name of the student(s) the money is for and 2) the amount of money enclosed. Any amount may be deposited and parents may wish to plan for a month or six week period at a time. Money collected from the school office at 10:00 AM each day and entered into the student account will be available for lunch. Money arriving AFTER 10:00 AM may not be credited until the following day. There is no line of credit. Email notifications are sent weekly to alert parents to the balance in the student accounts. The

Eastern Pulaski Community School Corporation School Board supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the wellbeing of the school corporation's students. See Eastern Pulaski Community School Corporation Board Policy Manual for more specific information and detailed description.

**Lunch meal per student:** \*Subject to increase by the Federal Government

Regular		\$1.90 per day		\$9.50 per week
Reduced		\$0.40 per day		\$2.00 per week

**Breakfast meal per student:** \*Subject to increase by the Federal Government

Regular		\$1.00 per day		\$5.00 per week
Reduced		\$0.30 per day		\$1.50 per week

**Eastern Pulaski Middle/High School Cafeteria Information:**

The school food program at Eastern Pulaski Community School Corporation is sponsored by the Federal Government. As such, we must follow their guidelines for our meals. A lunch must contain: One serving of each - Meat, Milk, Grains/Bread, Vegetable and Fruit.

Beginning at the sixth grade level, students do not have to take everything that is offered for lunch/breakfast. This is known as "OFFER VERSUS SERVE". We offer all five items to all students at lunch. The idea behind this is that there will be less waste if the students can choose not to take things they know they will not eat. BUT, students must have at least three of the five food items on their lunch tray. One of these 3 items must be a fruit or vegetable.

We offer a Salad Bar each day of the week. The Salad Bar contains meat, cheese, eggs, pasta salad, croutons, crackers, fruit, milk and a variety of dressings. Your child can choose the Salad Bar as a regular lunch, but must have at least three of the five food items on their tray.

We also offer Ala Carte items. These are NOT part of the government meal program. Your child will need to have money in their food account to purchase any Ala Carte items. Some of the Ala Carte items we carry are a variety of potato chips, red and yellow apples, cheese sticks, fruit by the foot, fruit roll-ups, Juicy Juice drinks, bottled water, oreos, chips ahoy, grandma's cookies, and trail mix. Your child needs to have money in their account to purchase any Ala Carte items.

If you have any questions about the school food program, please call 574-946-6151 extension 245.

**SCHEDULE OF DAILY CLASS PERIODS**

	Period 1	Period 2	Period 3	Period 4	Period 5	Lunch	Period 6	Period 7	Period 8
<b>6<sup>th</sup> Grade</b>	8:05-8:56	9:00-9:50	9:54-10:44	10:48-11:38	11:42-12:32	12:36-1:06	1:10-1:40	1:45-2:30	2:35-3:20
<b>7<sup>th</sup> Grade</b>	8:05-8:56	9:00-9:50	9:54-10:44	10:48-11:38	11:42-12:32	12:36-1:06	1:10-1:40	1:45-2:30	2:35-3:20
<b>8<sup>th</sup> Grade</b>	8:05-8:56	9:00-9:50	9:54-10:44	10:48-11:38	11:42-12:12	12:16-12:46	12:50-1:35	1:40-2:30	2:35-3:20

SECTION 607.1

February 1996

REV. March 2018

**ACCEPTABLE USE POLICY  
FOR LOCAL AREA NETWORK AND INTERNET TELECOMMUNICATIONS**

**STUDENT AGREEMENT:**

GUIDELINES

Eastern Pulaski Community School Corporation (EPCSC) provides educational technology such as computers, networks, and Internet access to support the educational mission of the corporation and to enhance the curriculum and learning opportunities for students and school staff.

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

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

Parents, guardians and EPCSC staff members are charged to educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Students utilizing EPCSC-provided Internet access must first have the permission of EPCSC staff. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communication apply.

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

Users should not expect that any information stored or accessed on school-owned devices will always be private. Administrators and staff may review any information at anytime to maintain system integrity and insure that users are acting responsibly.

All EPCSC technology devices and associated equipment remain under the control, custody, and supervision of EPCSC. EPCSC reserves the right to monitor and log all device use and Internet activity. Students have no expectation of privacy in their use of school devices.

TERMS AND CONDITIONS

1. Acceptable Use – the following uses of EPCSC-provided Internet access are not permitted:

- a.) To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b.) To transmit obscene, abusive, sexually explicit, or threatening language;
- c.) To violate any local, state, or federal statute;
- d.) To vandalize, damage, or disable the property of another individual or organization;
- e.) To access another individual's materials, information, or files without permission; and,
- f.) To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

2. Privileges – The use of the school network and Internet is a privilege, not a right. Inappropriate use will result in disciplinary procedures up to and including, but not limited to, cancellation of those privileges, suspension, or expulsion. The system administrators will deem what is inappropriate use, and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of EPCSC may request the system administrator to deny, revoke, or suspend specific user accounts.

3. Warranties – EPCSC makes no warranties of any kind, whether expressed or implied, for the Internet service it is providing. EPCSC will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or service interruptions. EPCSC will not be responsible for the accuracy, nature, or quality of information stored on its hard drives or servers; nor for the accuracy, nature, or quality of information gathered through its computers or networks via District-provided access to the Internet. EPCSC will not be responsible for unauthorized financial obligations resulting from EPCSC-provided access to the Internet.

4. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the school network, you must notify a system administrator. Do not demonstrate the problem to other users. Attempts to log on to the school network as another user are prohibited. Any user identified as a security risk may be denied access to the Internet. **DO NOT SHARE PASSWORDS WITH ANYONE.**

5. Vandalism – Vandalism may result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or school-owned devices.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**\*It is the parent's responsibility to contact the school to disallow Internet Access at school.**