



2500 North Elgin Street
Muncie, Indiana 47303
765-747-5211

**ELEMENTARY SCHOOL
STUDENT HANDBOOK
2017 – 2018**

BOARD OF SCHOOL TRUSTEES:

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**SAFETY TIP LINE
747-1632**

Muncie Community Schools operates a Safety Tip Line which is available to anyone who wants to report information related to school safety in a confidential manner. The Safety Tip Line number is 747-1632. The number can be reached 24 hours a day, 7 days a week. Calls are anonymous and confidential. Examples of information may include items such as drugs and/or alcohol use or presence, weapons, violence and/or threats, theft, and anything else that may be a threat to students, staff, and the school.

Frequently Asked Questions

Questions parents and students frequently ask are for the most part answered in the student handbook. The following answers or student handbook references to the most frequently asked questions are provided for the convenience of the parents and students. Parents are also always encouraged to contact the school principal, the classroom teacher, or the guidance counselor if they have questions or concerns.

1. Is there a way to alert the schools of a problem, a concern, or safety issue anonymously?

The Muncie Community Schools operates a "Safety Tip Line" which is available to anyone who wants to report information anonymously related to school safety or concerns. The "Tip Line" number is 747-1632. The number can be reached 24 hours a day, 7 days a week.

2. How can the school be contacted?

The school contact information and telephone numbers are listed on page 2 of the student handbook.

3. What time does the school begin and end?

The instructional day begins at 7:35 a.m. and ends at 2:30 p.m. Children eating breakfast at school will be allowed to enter the building at 7:10 a.m. Doors for all other children officially open at 7:30 a.m.

4. What is the school calendar?

The school year for students begins on Wednesday, August 2, 2017 and ends on Wednesday, May 23, 2018. If school is canceled at any point during the school year for inclement weather, the days missed will be made up at the end of the school year after May 23. The school calendar is listed on page 1 of the student handbook.

5. What time does school start when there is a two-hour delay?

School starts at 9:30 a.m. for elementary students when there is a two-hour delay.

6. Is breakfast served when there is a school delay?

Breakfast is not served when there is a school delay.

7. On what dates are students given the ISTEP+ tests?

The dates for the ISTEP+ can be found on page 22 of the student handbook.

8. What are the bus rules for children riding the school bus?

The bus rules are listed under "Bus Transportation" on page 4 of the student handbook.

9. Are elementary children permitted to have cell phones at school?

Elementary students are not permitted to have cell phones at school.

10. What are the textbook fees?

The student textbook fees vary from grade to grade and are listed on page 13 of the student handbook.

11. What is the student dress code?

The student dress code is found on pages 26-27 of the student handbook under "Student Appearance."

12. Do students have access to the internet while working on school computers?

Yes, provided the parent has agreed to the access by signing and returning to the school office the "Responsible Use Policy Commitment for Computer Technology and Networks" found on pages 55-59 of the student handbook.

13. Where can information be found on school health services, health screenings, immunization records, medical excuse guidelines, and the use of medication at school?

This information is listed under "Health Services" on pages 16-20 of the student handbook.

14. How much do student breakfasts and lunches cost?

Breakfast is free and the cost of lunch is \$2.75. Extra milk cost \$0.50.

15. May parents volunteer to assist in their children's school?

Parents are encouraged to assist in their children's school pending the completion of a volunteer form and a limited criminal history background check. Parents wishing to volunteer should contact the school principal.

16. What are the procedures to follow if children need to leave school early?

Guidelines to follow for students leaving the building early are listed on page 27 of the student handbook.

17. What are the procedures to follow to transfer a child from one school to another in Muncie?

The procedures can be found under "Change of Residence and No Change of Residence" (Student Transfers) on pages 33 of the student handbook.

18. May parents visit the school?

Parents may visit the school but must abide by the "visitor policy" on page 34 of the student handbook.

19. What is the school attendance policy?

Student attendance rules and procedures are found on pages 35-39 of the student handbook.

20. What are the rules of conduct for elementary school students?

Student conduct rules are listed on page 40 of the student handbook.

21. What can a parent or student do if it is believed that the student is being bullied, and who at the school may be contacted?

The bullying rules are listed on page 43 of the student handbook. Of course, parents who have concerns may always contact the classroom teacher, the guidance counselor, or the school principal.

22. How do parents and students know if school is canceled or delayed for bad weather or other emergency situations?

Notification information for emergency school closings and delays is listed on page 9 of the student handbook.

23. May parents provide snacks and food items to school for class parties, etc.?

Yes, providing you confirm with the teacher and food items brought to school are store purchased and not homemade.

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MUNCIE COMMUNITY SCHOOLS

MISSION STATEMENT

The mission of the Muncie Community Schools is to provide a quality educational environment that allows every student to maximize his or her potential and, upon graduation, possess the skills necessary to be a positive, productive, contributing member of society.

Revised by the Muncie Community Schools Board of School Trustees April 12, 2016.

**MUNCIE COMMUNITY SCHOOLS
2017-2018 SCHOOL YEAR CALENDAR**

2017

July	31	Monday	Teacher Professional Development
August	1	Tuesday	Teacher Work Day
	2	Wednesday	Students' First Day
September	4	Monday	Labor Day – No School
October	9 - 13	Monday-Friday	Fall Break – No School
November	20 – 24	Monday - Friday	Thanksgiving Break – No School
December	19	Tuesday	Christmas Break begins with end of school day
	19	Tuesday	End of 1st Semester-89 days

2018

January	4	Thursday	Teacher Record Keeping Day – No Students
	5	Friday	Professional Development – No Students
	8	Monday	Classes Resume from Christmas Break
	15	Monday	Martin Luther King Jr. Day – No School
February	19	Monday	Presidents' Day – No School
March	26-30	Monday-Friday	Spring Break – No School
May	23	Wednesday	Students' Last Day
	23	Wednesday	End of 2nd Semester-91 days
	24	Thursday	Teachers' Last Day – Record Keeping
	25	Friday	Make – Up Snow Day
	28	Monday	Memorial Day – No School
	29-30	Tuesday - Wednesday	Make-Up Snow Days

ANY EMERGENCY DAYS WILL BE ADDED AT THE END OF THE SCHOOL YEAR.

FOREWORD

This handbook has been prepared to provide valuable information to students and parents/guardians. Answers to many questions regarding elementary schools can be found in this handbook. For specific information regarding an individual school or clarification of any item in this book, please call the school in which your children are enrolled.

We hope your experience with our elementary schools is both enjoyable and rewarding.

Steven M. Baule, Ed.D., Ph.D.
Superintendent

DiLynn Phelps
Assistant Superintendent

**ELEMENTARY
SCHOOL**

PHONE

PRINCIPAL

**All elementary schools
can be reached from
7:00 a.m. to 3:30 p.m.**

East Washington Academy	747-5434	Jason Rees
Grissom	747-5401	Melissa DeWitt
Longfellow	747-5410	Gerry Moore
North View	747-5422	Jennifer Roberts
South View	747-5226	Kara Miller
West View	747-5437	Eric Ambler

For the protection of all students, adults who request to take a student from school during school hours may be required to show identification. If that adult is not on the student's record as an approved contact, the request to take the student from the building will be denied.

AFFIRMATIVE ACTION PLAN AND NON-DISCRIMINATION POLICIES

The Muncie Community Schools has adopted a commitment to equal employment opportunity and non-discrimination on its programs and policies regardless of race, creed, religion, color, sex, national origin, handicap, age or status as a disabled veteran or a Vietnam era veteran. In accordance with that commitment and the affirmative action plan for implementing this policy, the Director of Human Resources, 2500 N. Elgin Street, Muncie, Indiana 47303, telephone (765) 747-5225, has been designated to serve as equal employment opportunity officer and coordinator under the Americans with Disabilities Act, Title IX of the Education Amendments of 1972 and Section 504 of the Vocational Rehabilitation Act of 1973.

A complaint procedure has been established for any person who believes there has been a violation, misinterpretation, or misapplication of the policies set forth in the affirmative action plan or in the laws or regulations pursuant to which such policies were established. Such a person may initiate a complaint by filing the same within ten (10) working days after the occurrence of the event forming the basis for the complaint with the Director of Human Resources.

Complaint forms and copies of the complaint procedure are available in the office in each of the school buildings of the Muncie Community Schools and at the Administration Office, 2500 N. Elgin Street, Muncie, Indiana 47303.

ANIMALS

Animals or reptiles of any description are not to be brought to school by students. Family pets, such as dogs and cats, that are on the school grounds will be picked up by the Animal Shelter.

Teacher directed projects may include small animals that have been registered for safe classroom utilization, i.e. Dairy mouse project.

ARRIVAL TIME

Please be advised that there is no supervision outside the building prior to the time the building opens in the morning.

Children eating breakfast at school will be allowed to enter the building at 7:10 a.m. Doors officially open at 7:20 a.m. The tardy bell rings at 7:35 a.m. Students arriving after 7:35 a.m. must be signed in by a parent/guardian.

Please do not allow your children to arrive at school before these times.

Parents/guardians of students who arrive early to school will be contacted by the school in writing or by phone. After that, the parents/guardians will be required to enroll their children in the Child Care Program. Please refer to Child Care on page 6.

DISMISSAL TIME

Students are dismissed from all elementary schools at 2:30 p.m.

Students are expected to leave the building and the building grounds immediately unless they are involved in a scheduled activity of which you are aware. If a student is kept after school for a specific reason other than for a scheduled activity, you will be notified.

Parents/guardians are to pick up students promptly after dismissal. You will be contacted if this is a concern. After the first notification, parents/guardians will be required to enroll the child/children in the Child Care Program.

BICYCLES

Students riding bicycles must follow these rules:

1. Bicycle riders must practice proper bicycle safety rules.
2. Bicycles are to be parked in the spaces provided.
3. Bicycles are to be locked when not in use.
4. Bicycles are not to be ridden during lunch periods.

The school will not assume responsibility for the parked bicycles and/or scooters. We strongly encourage students who ride a bicycle and/or scooter to school to wear a bicycle helmet.

BUS TRANSPORTATION

For the safety of all concerned, it is necessary that these regulations be followed while riding the buses.

1. Each student will be seated immediately upon entering the bus in the place assigned by the driver. If there is assigned seating, student must sit in that seat.
2. Students shall not stand or move from place to place during the trip.
3. Loud, boisterous, or profane language will not be tolerated.
4. Students will not be allowed to bully, tease, scuffle, trip, hold, hit, or be involved in any other types of nonsense play.
5. Students will not be permitted to open or close windows or doors without the driver's permission.
6. Students will not enter or leave the bus until it has come to a full stop and the driver has opened the door.
7. Each student should be waiting at his/her boarding station when the bus arrives.
8. Upon the bus driver's recommendation, school authorities may deny the privilege of riding on the bus to any student who refuses to conduct himself or herself in a gentlemanly or ladylike manner on the bus.
9. Students are expected to comply to all reasonable requests of the bus driver.
10. Students must get off and on the bus at their officially designated bus stop.
11. The only students permitted to ride a specific bus will be students officially assigned to the bus as a result of their living in the prescribed route. Parents/guardians desiring an exception for a temporary situation must contact the principal or assistant principal for approval.
12. The behavior of students will be monitored by video cameras mounted inside the buses.
Students guilty of unruly behavior as recorded by these electronic devices will be subject to school and bus suspensions.

Upon the recommendation of the driver, the privilege of riding on the school bus may be denied to any student who refuses to obey bus regulations.

Also, if there is the use of any weapon, illegal drugs, or sexual impropriety this will result in immediate expulsion from the bus.

CELL PHONES

Cell phones are not permitted. Electronic devices and/or expensive items are not allowed at school, see page 33.

Penalties for violation of the cell phone policy will be as follows:

- First offense: confiscate cell phone for remainder of school day, contact the parent, and have the parent come to school to get the cell phone.
- Second offense: confiscate cell phone, contact the parent, have the parent come to school to get the cell phone, and will result in an in-school suspension.

- Subsequent violations: will result in an out-of-school suspension.

Recording, sending, sharing, possessing or knowingly viewing pictures, text messages, e-mails, or other material of a sexual nature in electronic or hard-copy form is grounds for suspension and/or expulsion. Parents and students should be aware that any pictures, text messages, e-mails, or images suspected to violate criminal laws will be referred to law enforcement authorities.

CHANGE OF ADDRESS/TELEPHONE NUMBER

The school office must be notified immediately of any change of address or telephone number.

CONFERENCES

Conferences must be scheduled. Parents who would like to set up a conference with his/her child's teacher may contact the school office. Please remember that teachers are instructing the class during the day and cannot leave students unattended. Teachers may contact parents to set up a conference on an as needed basis.

CONSENT TO BROADCAST OR PUBLISH

On some occasions, students in the Muncie Community Schools may be involved in a program or activity which may warrant broadcast or publication. Parents/guardians will be asked to sign a parental consent for a student which includes permission for any broadcast, publication, display, distribution or use of the material for the purpose of providing information to the public about the school program or activity or for any other educational purpose.

CONSTITUTION DAY OBSERVANCE

In accordance with federal law, the school shall offer an education program(s) each year on Constitution Day to commemorate the September 17, 1787, signing of the United States Constitution.

CHILD CARE

Muncie Community Schools has partnered with YMCA and the Boys & Girls Club of Muncie to provide before and after school childcare services to students in the Muncie Community Schools. Operational hours of childcare services will be 6:00 AM – 7:15 AM and 2:45 PM – 6:00 PM.

YMCA

The YMCA will provide childcare services for kindergarten through fifth grade (K-5) students enrolled in Muncie Community Schools. Before and after school locations will be at Apple Tree Child Development Center (K-3 grade), Northwest YMCA Facility (4-5 grade), and Southside Middle School. Contact Jennifer Gilland at 765.286.0616 for additional information. The Elementary fee will be \$15/day or \$55/week pre-paid*.

*If you prepay the Friday before your child/children attend you will receive the discounted rate of \$55. If you do not prepay your account will be charged \$15/day.

When school is closed, Apple Tree YMCA school age child care will meet your needs at Apple Tree, Northwest and Southside locations. They will be open to serve you during times such as weather delays and school closings, teacher in-service days, Fall Break, Winter Break and Spring Break. The Elementary fee will be \$23/day or \$90/week.

Financial Assistance is offered to a limited number of tuition scholarships for families who meet eligibility criteria based on family income, number of people in family, community transition and family medical emergencies. CCDF vouchers are also accepted.

BOYS & GIRLS CLUB

The Boys and Girls Club of Muncie will provide child care services for kindergarten through fifth grade (K-5 grade) students enrolled in Muncie Community Schools. Before and after school location will be at East Washington Academy. Contact Daniel Paul, K-5 Program Director, at 765.282.4461 between 9:00 am – 4:30 pm for additional information.

Grissom and South View Elementary Schools students will be bused from and to their home schools. Parents from other Muncie Community Elementary Schools who wish to send his/her child to the Boys & Girls Club Program held at East Washington Academy must provide his/her transportation.

The Elementary fee will be \$15/year for after school; \$7/day for before school or \$3.50/day with free or reduced lunch.

CRISIS INTERVENTION (Homicide/Suicide)

As per Board Policy #5350, in order to deal effectively with a potential situation in which a student is suspected to be in danger of doing harm to self or others (suicide/homicide), the school will notify the students' parents to inform them that they must take their student to a professional

counselor for an emergency appointment.

The student may not return to school until the school has a written release from a professional counselor and/or doctor that the student is not a threat to him/herself or others.

If parents do not follow the school's directive and seek the immediate assistance of a professional counselor for their child when informed by the school of their child's potential danger to him/herself or others, the Delaware County Child Protection office will be notified.

REPORTING OF CHILD ABUSE OR NEGLECT

The Board of Education is concerned with the physical and mental well-being of the children who attend this school district and will cooperate in the identification of cases of child abuse and neglect in accordance with Indiana law.

Each staff member employed by the school district shall be responsible for reporting immediately every case in which the staff member has reason to believe that a student has been the victim of child abuse or neglect. This report shall be made to the school building administrator or principal designee who, in the presence of the staff member, shall immediately call the child protective services or law enforcement agency to report the alleged child abuse and neglect.

Information concerning alleged child abuse or neglect is confidential information and is not to be shared with anyone other than the administration or the reporting agency.

Indiana law provides that any person who makes or causes to be made a report that a child is the victim of child abuse or neglect is immune from any civil or criminal liability in connection with this report unless that person acted maliciously or in bad faith.

I.C. 31-33-5

I.C. 31-33-6

DIRECTORY INFORMATION - PUBLIC RECORDS

The Muncie Community Schools designates as student "directory information": a student's name; address; telephone listing; date and place of birth; eye and hair color; gender; photograph; major field of study; participation in officially recognized activities and sports; weight and height if a member of an athletic team; dates of attendance; date of graduation; awards received; the most recent education agency attendance by the student; listing on an honor roll; or scholarships.

Such information may be made public unless, within fifteen (15) days after receipt of this handbook, parents/guardians of the student inform the building principal that any or all of the information so designated should not be released without the parents'/guardians' prior written consent. A copy of the Education Records Policy of the Muncie Community Schools is available from the Director of Human Resources at the Administration Office.

DISTRIBUTION OF MATERIALS BY STUDENTS/COMMUNITY ENTITIES

In accordance with School Board Policies #5720 and #9700, students have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. Such expression shall not interfere or be disruptive to the educational process. This includes the right to distribute or display, at reasonable times and places, written material, petitions, buttons, badges, or other insignia, except expression which:

1. is obscene to minors;
2. is libelous;
3. is pervasively indecent or vulgar;
4. advertises any product or service not permitted to minors by law;
5. contains insulting or fighting words, the very expression of which injures or harasses other people;
6. presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Distribution or display of material in any of the above categories is prohibited on school premises or at any school-related event.

Any person or organization wishing to distribute material on school property must first submit for approval a copy of the material in advance of desired distribution. Permission to distribute or display material does not imply agreement of its contents by either the administration, the school, the Superintendent or the Board.

(See MCS Board Policies #5720, #9700)

INDIANA DEPARTMENT OF CHILD SERVICES - DELAWARE COUNTY OFFICE

In compliance with Indiana Public Law 276, Acts of 1979, I.C. 31-6-11-18, the information contained within this report shall be treated as a CONFIDENTIAL RECORD.

1. School Attendance

The child who does not have a high school diploma or G.E.D. continues to be required to attend school. Non-compliance will be defined as more than three (3) unexcused absences. Failure of the child to attend school will result in the fiscal penalty in the amount equal to the removal of the parent's/guardian's needs if and only if the parent/guardian refuses to cooperate with a treatment plan. If the child remains out of compliance in the subsequent grading period, the child's needs will then be removed from the TANF grant calculation. Both the parent/guardian and child remain eligible for Medicaid while either is under the fiscal sanction.

2. Safe and Secure Home

The TANF parent/guardian in the Treatment Group is to raise his/her children in a safe and secure home. Non-compliance is established by the existence of a substantiated child abuse or neglect complaint or a substantiated complaint of domestic violence.

Once an unsafe home is identified in accordance with the above standard, the parent/guardian is required to cooperate with a treatment plan to eliminate the problem. Failure to cooperate with this plan will result in a fiscal sanction of \$90. No penalty is to be imposed if the parent/guardian is cooperating with the plan.

EMERGENCY PREPAREDNESS PROCEDURE

In case of a pending emergency, such as a sighted tornado, the students, under the direction of a staff member, are to follow the emergency procedure posted in each room.

EMERGENCY SCHOOL CLOSINGS

There may be instances, especially in the winter and during periods of inclement weather, when it is necessary either to begin school late or close school early or for an entire day. In the event of heavy snow, ice, etc., parents/guardians should listen to local radio stations, such as WLBC-104.1FM, NASH-102.5FM, WIPB-92.1FM, WERK-990AM and 104.9FM for school delay and closing information. Information may also be obtained by accessing the Muncie Community-Schools website at www.muncie.k12.in.us. School Messenger Alerting Service will notify parents and school personnel of emergency school delays, closings, or early dismissal. Messages can be received by telephone, cell phone, and/or e-mail. If there are no announcements, then school will be in session.

Please do not call the school office or radio stations.

KINDERGARTEN ADMISSION AND PLACEMENT REQUIREMENTS

In order for a child to enroll in kindergarten in the Muncie Community Schools, the child must be at least five (5) years of age on or before **August 1** preceding the beginning of the school year for which the child is being enrolled. **A valid birth certificate must be provided.** Parents or guardians of children younger than five (5) years of age as of August 1 preceding the beginning of the school year may request consideration for early entrance in the Muncie Community Schools kindergarten program. An application must be submitted to the Superintendent by May 20 prior to the beginning of the school year for which enrollment is being requested.

A child who has not completed a year of kindergarten, but who is at least six (6) years of age on or before August 1 preceding the school year, will be temporarily placed in kindergarten until the child can be evaluated and an appropriate final placement made.

The School Board directs the assignment of students to schools within the Corporation consistent with the best interests of students and the best use of the resources of the Corporation.

All applications for student transfers to a school outside of his/her district attendance area are to be filed in the Director of Elementary Education office. Applications must be accompanied by the affidavit certifying willingness to furnish transportation.

(See MCS Board Policies #5111, #5112, #5120, and #5125)

EXPANDED LEARNING PROGRAM

The Muncie Community Schools, through its Gifted and Talented Program, offers an Expanded Learning Program for students in grades K-5. Parents/guardians are encouraged to direct questions regarding the criteria of this program to the High Ability Education office. Your input is important to ensure that each child participates in the most valuable and challenging course work offered by the Muncie Community Schools that will effectively serve his/her needs.

EXTRACURRICULAR PARTICIPATION

Students are encouraged to participate in extracurricular activities, including athletics. As success in the classroom is the highest priority, to be eligible to participate in athletics a student is expected to have passed a minimum of five (5) subjects the previous semester and/or grading period. Any exceptions will be handled through a conference involving the parent/guardian, teacher, and principal.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

Parents/guardians or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading.

Parents/guardians or eligible students may ask the Muncie Community School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School Corporation discloses, without consent, educational records, including discipline records, to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.

- *Receive* notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Muncie Community Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collections, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Muncie Community Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Muncie Community Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Muncie Community Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time.

For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-5920

EQUAL ACCESS FOR NONCORPORATION-SPONSORED STUDENT CLUBS AND ACTIVITIES

The use of school facilities by noncorporation-sponsored student clubs and activities will not be permitted during instructional hours.

FEES/TEXTBOOK RENTAL

Fees/textbook rental for the 2017-2018 school year are as follows:

Kindergarten	\$112.63
First Grade	\$118.46
Second Grade	\$105.78
Third Grade	\$111.23
Fourth Grade	\$106.05
Fifth Grade	\$115.06
Assignment Book	\$ 1.00
Athletic Physicals	\$ 10.00

*An itemized billing statement is available upon request.

FEE REFUNDS

Late Entry or Early Withdrawal Fee Proration Schedule

Semester		Payment
Days Missed		Percent
0	15	100%
16	30	80%
31	45	60%
46	60	40%
61	75	20%
76	90	0%

A student who enters school during the first 15 days of a semester will pay 100% of the semester fees. A student who withdraws from school during the last 15 days of a semester will pay 100% of the semester fees. A student who enters on or after 16 days into a semester or withdraws on or before there are 16 days remaining in a semester, will have fees adjusted according to this schedule.

No refund of student fees will be made for a current semester to a student who transfers from one city school to another. No student fees will be charged to a student for a current semester who transfers to a school from another city school if fees were paid before the transfer.

CARE OF TEXTBOOKS AND SCHOOL PROPERTY

Students are expected to properly care for school property and the belongings of others. Students should realize that vandalism to school property is costly to repair. Students who cause damage to school property shall be subject to disciplinary measures and shall be assessed the replacement costs for lost, damaged, or destructed school equipment, apparatus, musical instruments, library materials, textbooks, and school buildings. The Board of School Trustees reserves the right to file a civil action in a court of competent authority against parents of a student who willfully destroys Corporation property.

Fines and replacement costs are determined by school personnel.

FIELD EXPERIENCES

Well-planned field experiences can extend the learning processes far beyond the normal confines of the regular classroom. Field experiences which will supplement the students' academic growth and development are planned throughout the school year. If students are involved in a field trip program, they may be assessed a fee to help defray expenses. Students will not be included on any field trip without parent/guardian permission.

Field trips are an extension of the curriculum and classroom instruction. Students may not be excluded from field trips that occur for instructional purposes without the prior approval of the principal.

FIRE AND TORNADO DRILLS

The student body will periodically have fire drills. When the fire alarm sounds, students are to move quietly but rapidly (not run) to the designated exit under the direction of school personnel. Students are to move away from the building. Periodic tornado drills will also be held.

GRADE PROGRESS REPORTS

Grade cards are distributed at the end of the 9-week grading periods. Mid-term progress reports will be provided for each student on four dates specified by the corporation.

CHECKING ACADEMIC PROGRESS

Parents can also view their child's academic progress and school assignments on a website created for that purpose. An individual pin number is needed to access the site and it can be obtained along with directions for website use by contacting student school's Administrative Office.

GRADE REVIEW GUIDELINES

It is the position of the Board of School Trustees of the Muncie Community Schools that grades awarded for student achievement and performance are determined by the student's teacher. This is totally appropriate because only the teacher has adequate information to make these decisions. It is extremely important that students, parents/guardians, and teachers understand this position completely. The following guidelines will be used in working with a request for reviewing a student's grade. The request may be initiated at Step 1 or 2 by the student and/or parent/guardian.

1. A conference with student and teacher should occur.
2. A conference with parent/guardian and teacher will occur. Other appropriate school personnel may be involved if requested.
3. Formal request for a grade review must be made on the appropriate form within five (5) days following the official date grades are issued.
4. A conference involving a building administrator, parent/guardian, student, teacher, and other appropriate school personnel will be scheduled.
5. Closure of grade review request will occur within ten (10) school days following the official date grades are issued.
6. At the end of the school year the formal request must be made on the appropriate form within one (1) week. Closure of the grade review request will occur within two (2) weeks following the official date grades are issued.
7. After closure of the grade review request, a student's grade will not be changed.

GRADING SCALE

The Muncie Community Schools K-8 grade scale is 97-100% = A+, 94-96% = A, 90-93% = A-, 87-89% = B+, 84-86% = B, 80-83% = B-, 77-79% = C+, 74-76% = C, 70-73% = C-, 67-69% = D+, 64-66% = D, 60-63% = D-, and 59% and below = F.

All elementary students in grades 1-5 will be given letter grades in all subjects unless otherwise directed by a special education IEP. Semester grades will be given in art and music in grades 1-5 and semester grades for physical education will be given in grades 4 and 5 only. No spelling grade will be given for the first quarter in grade 1.

GUIDANCE SERVICES

Guidance services in each elementary school focus on individual counseling and classroom group guidance sessions.

HEALTH SERVICES

HEALTH SCREENINGS

A physical examination is recommended for each child entering kindergarten and grades six (6) and nine (9) and for each child entering the Muncie Community Schools for the first time. Also, a tuberculosis test is recommended for each student in grades five (5) and nine (9) and for each child entering the school for the first time.

In accordance with Indiana Code 20-34-4-2, when a student enrolls in the Corporation, the parent/guardian will provide:

- A. documentation that the student is fully immunized against diphtheria, whooping cough, tetanus, poliomyelitis, measles, rubella, Hepatitis B, varicella and meningococcal;
- B. documentation that immunizations are in process; or
- C. either a medical or a religious written objection to immunization.

No student will be permitted to remain in school beyond twenty (20) days following enrollment without written documentation that the student meets the immunization requirements. Twenty (20) days are to be school days.

Exemptions to these requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

Speech and Hearing Screening

The State law requires hearing screening at grades one (1), four (4), seven (7), ten (10) and new students. This is done by the appropriate qualified personnel of the Muncie Community Schools.

Vision Screening

Vision screening shall be provided for all students first enrolling in kindergarten and grade one (1) and for all students in grades three (3), eight (8) and new students to Muncie Community Schools.

Control of Vermin and Skin Diseases

Indiana State Department of Health Recommendations regarding:

Control of vermin:

A child having indications of head lice should be sent to the nurse and the parent or guardian will be notified of the health concern. Parent or guardian will be expected to have the student treated for live lice prior to the student returning to school the next morning.

Scabies:

A child having indications of scabies should be excluded until treatment is completed or a return school note from physician.

Ringworm:

A child having indications of ringworm may return to school if on treatment or if lesions are coverable with band-aid.

Impetigo:

A child having indications of impetigo should be excluded until on antibiotic treatment for 24 hours and lesions are no longer "weeping" and forming a yellow crust.

HEALTH/MEDICAL SERVICES

Students who become ill at school should report to the nurse's office during the hours the nurse is available. At other times of the day, or if the nurse is not present, they should report to the principal's office. If the illness or injury is of such a nature that the student should go home, the parent or parent designee will be notified. Students are not permitted to leave school without permission from the principal's office. ***Students should be fever free, 99.5 or lower, vomit free and diarrhea free for 24 hours before returning to school.***

IMMUNIZATION RECORDS

When a child enrolls in a school corporation, the first time or any subsequent time and at any level, his/her parents/guardians must either show that he/she has been immunized or that a current religious or medical objection is on file. Parents/guardians should be encouraged to provide the school corporation with complete immunization records prior to the beginning of the school year.

2017 – 2018 School Year
IN State Department of Health
School Immunization Requirements
Updated November, 2013

3 to 5 Years Old	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis)	3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps, Rubella) 1 Varicella
Kindergarten	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 2 Hep A (Hepatitis A)
Grades 1 to 5	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella
Grades 6 to 11	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MCV4(Meningococcal conjugate)
Grade 12	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap 2 MCV4

Hep B The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

DTaP Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4th birthday.

Polio Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV).

For students in grades kindergarten through 4th grade the final dose must be administered on or after the 4th birthday, and be administered **at least 6 months** after the previous dose.

Live Vaccines (MMR, Varicella & LAIV) Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.

Varicella Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 6th grade. Parental report of disease history is acceptable for grades 7-12.

Tdap There is no minimum interval from the last Td dose.

MCV4 Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4.

For children who have delayed immunizations, please refer to the 2014 CDC "Catch-up Immunization Schedule" to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2014 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at <http://www.cdc.gov/vaccines/schedules/>

MEDICAL EXCUSE GUIDELINES

Students who become ill or injured during physical education classes are to be sent to the nurse or the nurse will be notified to come to the physical education classes for evaluation and/or first aid.

A note is required from the parent/guardian for a student who must miss one (1) day of physical education following an illness or injury.

A doctor's statement of diagnosis, stating approximate length of time the student will be out, must be given to the nurse and a copy sent to the physical education teacher for a student who must miss more than one (1) day of physical education.

Following an extended illness or injury, a statement is required from the attending physician indicating the student is ready to participate in physical education class.

USE OF MEDICATIONS

The School Board and **school personnel shall not** be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires

medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication (prescription or non-prescription) or treatment may be administered by school personnel to any students during school hours, the Board shall require the medication bottle/box to have an accurate and current label from pharmacy, accompanied with written authorization of the parent/guardian. The parent/guardian of a student who is to receive medication shall furnish to the school the following information: student's name, physician's name, date, name of medication and purpose for which the medication is to be given. These documents shall be kept on file in the office of the school nurse. Unused medication may be sent home if parent/guardian submits a request in writing designating who is to transport the medication home, and that designated person must be at least eighteen (18) years old.

In addition, prescription medication must be labeled with the date, the student's name and exact dosage. Non-prescription medication must be in their original bottle. The container in which the medication is furnished shall be of a non-breakable material. In certain circumstances, students with chronic medical conditions will be permitted to possess and self-administer medication with the written permission of a physician and parent/guardian, and with verification that the student has been instructed in how to self-administer the medication (See Rule 9.A on page 41). In all other situations, parent/guardian who requests that medication be administered to a student understands that only a school nurse, a principal, or designee, the student's teacher, parent/guardian, or the school secretary will administer medication. All medications shall be secured in a suitable place as determined by each school.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the Procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication, identified as afore noted, stored in the school nurse's office.

MENINGOCOCCAL DISEASE

Indiana State Law IC 20-30-5-18 requires that school systems provide important information to parents and guardians of students about meningococcal disease and the vaccines available to prevent this serious illness at the beginning of each school year.

Meningococcal disease is caused by the bacterium *Neisseria meningitidis* and generally affects children and young adults in two ways:

- meningitis (an inflammation of the tissues covering the brain and or spinal cord)
- bloodstream infection (that usually leads to bleeding under the skin)

Symptoms of meningococcal disease can include a sudden onset of fever, headache, stiff neck, nausea, and confusion and in blood stream infections a rash will develop. This disease progresses rapidly and often results in permanent hearing loss, mental retardation, limb amputations and even death. The bacteria spread through air droplets or by means of direct contact with an infected person's saliva.

The United States Centers for Disease Control and Preventions (CDC) recommends routine vaccination with the meningococcal conjugate vaccine (Menactra) for all students 11-12 years of age, or 13-18 years of age if not previously vaccinated. Children ages 2-10, who have a disorder of the immune system or whose spleen has been removed should also receive the Menactra vaccine as they are at higher risk for contracting this disease.

Many local health departments and private healthcare providers offer this vaccine. Please talk with your child's healthcare provider about meningococcal vaccine and immunization.

Additional resources for families to obtain information about meningococcal disease include the following websites:

The Indiana State Department of Health

<http://www.in.gov/isdh/25455.htm>

The Centers for Disease Control and Prevention

<http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

The Indiana Department of Education Student Services, School Health

<http://www.doe.in.gov/student-services/health/immunizations>

LOST OR DAMAGED TEXTBOOKS, WORKBOOKS, OR LIBRARY BOOKS

Report the loss of a textbook, workbook or library book to the teacher. If the book is not found, the student should make the necessary arrangements for payment in the Administrative Office.

REPORTING LOST OR STOLEN ITEMS

Students should report lost or stolen items to the Administrative Office. The school is not responsible for any personal items students bring to school.

LOST AND FOUND

All articles of clothing should be marked with the student's name. Any found article should be turned in immediately to the office. Parents/guardians and children are urged to check for lost items.

LUNCH ROOM / BREAKFAST AND LUNCH PRICES

The cafeteria adheres to all regulations as part of the National School Lunch Program.

Students who bring lunch from home will eat their lunch in the cafeteria. All students will have a 30-minute lunch period. The lunch room is a place where good human relations can be developed. Here, each student is expected to practice the general rules of good manners. Rules of courteous

behavior which would make the lunch period pleasant and relaxed will be maintained.

Breakfast is free, lunch prices are \$2.75 per day, and an extra carton of milk is \$0.50 for elementary students.

When the funds in a student's account have been exhausted, elementary students may charge meals for a maximum of two (2) days. Middle and high school students may charge meals for one (1) day. Students who have met the maximum charge limit but need a lunch, will be offered an alternate meal. The alternate meal will consist of a sandwich and a carton of milk.

Students will resume receiving the regular planned menu when their account funds are restored.

To view your child's current lunch account balance or to add funds to a lunch account visit www.myschoolbucks.com.

MOMENT OF SILENCE

There shall be a daily observance of a moment of silence in each classroom or on school grounds. During the moment of silence, all students shall remain seated or standing and silent and make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice. IC 20-30-5-4.5

NON-CUSTODIAL PARENT RIGHTS

If a non-custodial parent is not to visit or see records of a student, a court order must be on file in the school office.

OPT-OUT PROVISIONS FOR CURRICULUM

The School Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If, after careful, personal review of the program lessons and/or materials, a parent files a complaint in accordance with Board Policy #9130 regarding either the content or activities that conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from a particular class for specified reasons.

The student, however, will not be excused from participating in the course and will be provided alternate learning activities during times of such parent-requested absences.

Any person objecting to instructional materials, whether adopted by the Board or chosen by the teacher, shall observe the process outlined below:

- A. Criticism and/or challenge of instructional materials must be submitted to the building principal in writing on the approved form;
- B. The building principal shall forward the completed form to the Chief Academic Officer who shall present the objection to a Review Committee. The committee shall consist of

three (3) administrators appointed by the Superintendent and three (3) teachers appointed by the President of the Teachers' Association. The committee shall have 30 school days to review the request and state its findings in writing;

- C. A copy of the findings will be forwarded to the person using the instructional materials, the building principal, and the person filing the request; and,
- D. The decision of the committee is final.
(See MCS Board Policy #2240 and 9130)

TESTING DATES - 2017-2018

Testing dates for 2017-2018 will be determined at a later time by the Indiana Department of Education.

PARENT VOLUNTEERS

The Muncie Community Schools welcome the involvement of parents, and their efforts as volunteers are invaluable. Any parent interested in volunteering should contact the school office or principal at the school his/her child attends.

A brief volunteer application form must be completed on an annual basis and, for the safety of all of our students, all volunteers must have a limited criminal background check completed annually and on file in the Muncie Community Schools' Community Education Office.

PLEDGE OF ALLEGIANCE

Students will be given a daily opportunity to recite voluntarily the Pledge of Allegiance in each classroom or on school grounds. The principal will determine the appropriate time when school is in session for the recitation of the Pledge.

A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

1. the student chooses not to participate; or
2. the student's parent chooses to have the student not participate.

Students who are exempt from reciting the Pledge shall remain quietly standing or sitting while others recite the Pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge.

During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform. IC 20-30-5-0.5

RED-SHIRTING

No student who has completed a grade successfully shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extracurricular athletic programs.

(See MCS Board Policy #5405 and #5410)

RETENTION

A student will be promoted to the succeeding grade level when she or he has:

1. completed the course requirements at the presently assigned grade;
2. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
3. demonstrated sufficient proficiency to permit him or her to move ahead in the educational program of the next grade;
4. demonstrated the degree of social, emotional and physical maturation necessary for a successful learning experience in the next grade.

A student's promotion or retention may be affected by his/her performance on the State-mandated testing assessments. Students in grades three (3) through eight (8) who fail to master the math and/or language arts proficiencies on the ISTEP+ test may be retained if they fail to successfully participate or decline remediation programs recommended by the school.

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference Committee and the student's Individualized Education Plan.

(See MCS Board Policy #5410)

SAFE SCHOOL

The Muncie Community Schools is committed to ensuring the safety of all students and staff and recognizes the rights of students to receive an education. The presence of gangs and gang-related activities can cause a substantial disruption or interference with the learning process and other school activities by arousing fear, alarm, resentment, anger, hostility, or violence, thereby creating an intimidating, threatening, or distracting school environment, and;

The Muncie Community Schools, therefore, determined that more detailed policies are necessary to clarify that disruptive activities on the part of any student, including gang members, will not be tolerated. The Muncie Community Schools hereby acts to prohibit disruptive, threatening, and intimidating gang-related conduct as follows:

A. DEFINITIONS

"Gang" is defined as a group of individuals who share a unique name, identifiable marks or symbols, claim territory or "turf," associate on a regular basis, and engage in antisocial behavior. A gang is any non-school sponsored group whose membership may be secret or exclusive and whose purpose, practices, or intent is to

commit violent or illegal acts, or disrupt the academic process.

A "school sponsored activity" includes any activity including, but not limited to athletic events, school social events, theater productions, vocal or instrumental competitions, and any other interscholastic competitions, club meetings, club activities, field trips, and any other events sponsored, approved, recognized, or paid for, in whole or in part, by the Muncie Community Schools in which the school may be legally liable for the safety and welfare of those participating or attending. Included shall be students arriving or departing from school property for school sponsored activities.

B. PROHIBITED ACTIVITY

1. No student on school property or at any school sponsored activity shall wear, possess, use, distribute, display, or sell any clothing, medallions, or other jewelry, insignia, emblem, badge, patch, symbol, sign, tattoo (whether permanent or temporary), or other elements which identify a gang or which are evidence of membership or affiliation in any gang or which otherwise disrupts the academic process.
2. No student, on school property or at any school sponsored activity, shall engage in conduct or use any speech, whether verbal or non-verbal (i.e., gestures, hand signals, handshakes, etc.) showing membership or affiliation in a gang when such conduct or speech is intended to cause disruption, or when one knows or has reason to believe that such conduct or speech arouses fear, alarm, resentment, anger, hostility, or violence.
3. Students who violate any of the remaining provisions of this policy will be subject to the appropriate disciplinary action up to and including suspension and/or expulsion for any criminal conduct, including but not limited to, trespassing, vandalism, or assault in violation of this section. Depending on the seriousness of the violation under this paragraph, an intervention program may be used to suspend any part of a school suspension and/or expulsion ordered by the administration.
4. No student, on school property or at any school sponsored activity, shall use any speech or commit any act or omission which is disruptive, intimidating, or threatening, including but not limited to, the following gang-related activities:
 - a. soliciting membership in, or affiliation with, any gang.
 - b. soliciting any person to pay for "protection" or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
 - c. painting, writing, tattooing or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property or personal property of others during school sponsored activities.
 - d. engaging in violence, extortion, or any illegal act or other violation of school policy.

- e. soliciting any person to engage in physical violence against any student or school employee or visitor (whether during school or sponsored activity or on the way to or from a school sponsored activity) or inciting others to act with physical violence.
 - f. copying or distributing any gang-related material on school property or at school sponsored activities.
 - g. marching, congregating, massing together with the intent to disrupt or intimidate when one has reason to believe that such conduct will arouse fear, alarm, resentment, anger, hostility, or violence. Such meetings or congregations are contrary to the purpose of the educational institution.
5. Any student, while on school property or at a school sponsored activity, who is found to be recruiting another student for gang membership, or who is found to be threatening, insulting, or intimidating another student into joining a gang or preventing another student from getting out of a gang, shall be immediately suspended and/or recommended for expulsion from school.
6. Any person who is involved in a gang-related attack, or who threatens a gang-related attack, on a student or school employee on school property, or at a school sponsored activity, shall be immediately suspended and recommended for expulsion from school. The parents/guardians and students will be held liable for damages and repair costs to buildings and school property which result from the actions of the student who was involved in gang activity.

SAFETY PATROLS

In some elementary schools, older boys and girls are carefully selected to serve on the school safety patrol. Students who serve must have signed permission from a parent/guardian. Schools with safety patrols have a staff person appointed as a Safety Patrol Director. This individual works closely with the students.

The purpose of school safety patrols is to assist students to safely cross streets and intersections at selected locations near the school as they walk to and from school. All students are expected to obey and respect safety patrols.

Adult crossing guards, provided by the city, will serve at selected locations.

SCHOOL BOOKSTORE AND SUPPLIES

Several of the elementary schools have school bookstores where the necessary school supplies can be purchased as a convenience to the students. Paper, pencils, tablets, crayons, scissors, paste and other supplies are available.

STUDENT APPEARANCE

Students should not wear clothing or hair styles that can be hazardous to them in their school activities, nor which prevent students from doing their best work because of blocked vision or restricted movement, nor that creates, or are likely to create, a disturbance of the educational process. Some type of protective footwear must be worn. Students wearing inappropriate clothing will be asked to change and/or will be disciplined appropriately.

The following is prohibited:

- A. No bike shorts or similar shorts as the only clothing covering the lower body, tight shorts, short shorts, short skirts, leggings, jeggings, yoga pants, compression pants, tights, or stretch stirrup pants (unless worn under a piece of clothing which is at least at fingertip length) which reveal in a noticeable degree and in a disruptive fashion the outline and/or the movement of the buttocks, or other parts of the anatomy including female breasts and genitalia;
- B. No shorts, skirts, and dresses that are shorter than finger-tip length when arms are fully extended at sides;
- C. No sagging pants or shorts are permitted. Pants or shorts are to be worn at or above the natural waist. Long shirts over sagging pants do NOT meet this requirement;
- D. No shirts or clothing which only partially cover the upper body, such as open mesh, net weave, tank tops, halters; no clothing that exposes cleavage;
- E. No clothing or other paraphernalia that appear to be gang related. Criminal Gang defined per I.C. 35-45-9-1 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 act that would be a felony if committed by an adult or the offense of battery;
- F. No hats or head coverings of any type or gloves are to be worn in the building;
- G. No sunglasses worn in the building;
- H. No clothing bearing suggestive comments or pictures, promoting or advocating the use of drugs, alcohol, tobacco, weapons, or other conduct prohibited by student code;
- I. No clothing with any rips, holes, tears, or frays above the knee which reveal undergarments, skin, or private areas is permitted;
- J. No coats, jackets, hoodies with lining, or other items intended to be worn as outerwear in the building are permitted;
- K. Book bags or purses large enough to contain books will be kept in a designated area in classrooms;
- L. No loungewear, sleepwear, or house slippers;
- M. No large chains and spike jewelry (bracelets, chokers, etc.);
- N. No facial painting except where approved by the principal for school spirit days;
- O. No flip flops or potentially hazardous footwear. The following are examples of appropriate footwear: tennis shoes, flats, and sandals with heel straps.

School personnel reserve the right to determine what is considered inappropriate or disruptive to the educational process.

Penalties for violation of the dress code are as follows:

First Violation:

- Student will be asked to correct inappropriate appearance.
- Review dress code rules with principal or designee.
- Belt sagging pants (zip tie will be provided, if needed), turn inappropriate shirt inside out, or remove inappropriate clothing and replace with articles of clothing provided by the school.
- If the inappropriate dress cannot be easily corrected, the parent will be asked to bring a change of clothing to school.
- If none of the above steps are possible, the student will be placed in in-school suspension for the day.

Second and/or Subsequent Violations:

- Will be dealt with as disciplinary infractions.

A referral to the office may be completed for a dress code violation.

STUDENT CLUBS AND ACTIVITIES

Student activities, clubs, or club sports that are not school sponsored or sanctioned are not governed by Muncie Community Schools student participation guidelines and policies.

STUDENTS LEAVING BUILDING

It sometimes becomes necessary for a student to leave and to return to the building during the school day. Any student leaving the building must first receive permission from the Principal, Assistant Principal or designee. The student **must be** signed out in the office by a parent/guardian. When the student returns, he/she must report to the office before going to class.

STUDENT LOCKERS

A. Policy -- Ownership, Control and Inspection

All lockers and locks made available for student use belong to Muncie Community Schools. They may be used to store clothes, school books, supplies and personal items necessary for use at school. The lockers are not to be used to store items which do or can interfere with any school purpose or educational function, or to store items which are forbidden by state law or school rules.

The student's use of the locker and lock is subject to the school corporation's ownership and control. Every locker and its contents are subject to search to insure the locker is being used in compliance with the rules established by the School Board.

Search and Seizure

LOCKER SEARCHES

Searches of individual lockers should be made only when there is a reason to believe that the locker is, or will be, used in violation of such rules. A reasonable belief may be based on a number of factors, including, but not limited to:

- (1) information received from a teacher, student, law enforcement officer, or a detection device or technique,
- (2) the past record of the student whose locker is to be inspected,
- (3) the seriousness of the problem to which the search is directed, such as violence or drug use in the school,
- (4) the behavior or appearance of the student.

B. Rules

To carry out the above policy, the School Board adopts the following rules:

- (1) **School's Right of Access**
The school corporation shall retain access to all student lockers and the contents thereof. Students may not prevent access to lockers or contents by school officials. Any device to prevent such access may be removed without notice and destroyed.
- (2) **Use of Lockers**
Lockers are to be used to store clothes, school books, supplies and personal items necessary for use at school. Lockers shall not be used to store items which do or can interfere with any school purpose or educational function, or which are forbidden by state law or school rules, including, but not limited to, such things as marijuana, drugs (other than medicine for which a student has a current prescription or common cold or headache medicine sold over the counter), drug paraphernalia, beverage containing alcohol, a weapon, any flammable substance, a bomb or explosive device any pungent acid or nauseous material, unreturned gym or athletic equipment, stolen items, obscene material, or cigarettes. Students will be expected to keep their lockers in a clean and orderly manner.
- (3) **Authority to Search**
 - a. Each locker and its contents are subject to search by the school principal or a member of the administrative staff to insure compliance with rules established by the School Board.
 - b. Except in the case of a general search before making a search on a particular locker, the student or students to whom the locker has been assigned, if present on the school premises, shall, where possible, be given the opportunity to be present during the search, unless circumstances require that the search be made without delay. Whenever a particular locker is searched without the student's presence, the principal or his/her designee shall notify the student of the search as soon as practicable.

- (4) General Searches
- a. A search of all lockers in a school, or all lockers in a particular area of a school, may be conducted if the principal, superintendent or chief academic officer reasonably believes that such an inspection is necessary to avoid or stop:
- (1) an interference with a school purpose or an educational function
 - (2) physical injury or illness
 - (3) damage to property
 - (4) a violation of state law or school rules, or for any other reason which indicates the need for such a search. Some examples of circumstances justifying a general inspection of a number of lockers are:
 - a. A bomb threat,
 - b. Evidence of a broad use of alcohol or a drug,
 - c. At mid-term, end of grading period, and before school holidays to check for missing or overdue library books, lab chemicals or school equipment,
 - d. Evidence that weapons are being stored in the lockers.
- If a general search of a number of lockers is necessary, then all lockers in the defined search area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
- (5) Disposal of Confiscated Contraband
- Any item that is found in the course of a search that is evidence of a violation of a school rule or of a law may be disposed of in the same manner as provided in the rules pertaining to Student Search and Seizure.
- (6) Involvement of Law Enforcement Officials
- a. The principal, superintendent or chief academic officer may request the assistance of law enforcement officials to assist in searching any locker and its contents:
- (1) to identify substances which may be found in the lockers.
 - (2) to protect the health and safety of persons or property.
- b. If a law enforcement official requests to search a student's locker of its contents, the principal shall require the production of a search warrant before allowing such official to inspect.
- c. If a law enforcement official requests the principal to search a locker or its contents for or in behalf of that official, the request shall be denied.
- (7) Locker Cleaning
- Nothing in these rules shall have any effect upon locker cleaning by custodians. All lockers will be cleaned by the custodial staff from time to time in accordance with general housekeeping practices and the locker of any student no longer enrolled in the school will also be cleaned. (I.C. 20-33-8-32)

SEARCH AND SEIZURE PRINCIPLES

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

A. School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a corporation administrator by the use of a lock or other device.

B. Student Person and Possession

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place.

The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent/guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level since the Board has established a zero tolerance for alcohol use.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's Administrative Guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

Documentation of Search and Seizure

The Superintendent shall promptly record in writing the following information for each search pursuant to this policy:

- A. the information upon which the search was based
- B. the time, date, location, students, or places searched, and persons present
- C. a description of any item seized and its disposition
- D. the time and date of notice to the parent/guardian in the case of the search of the person or a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

I.C. 20-33-8-32

STUDENT SEARCH AND SEIZURE

A. Policy

Principals, teachers, and staff are charged not only with furthering the education of students but also with protecting the health and safety of students while they are at school. These responsibilities obligate school officials to control students' behavior and the items they are allowed to possess on school premises. Such objects may range from the relatively innocuous -- a water pistol used to disrupt the class -- to things which pose a real danger to the student and others.

Therefore, a student's interest in privacy must be balanced against the need that searches may be made where reasonably necessary to maintain order, discipline, safety and supervision in the school and to fulfill the duties of the schools to protect the health and safety of their students. In furtherance of the foregoing policy, the rules set forth below hereby are adopted.

B. Rules

1. A search of a student by a teacher or other school official will be justified at its inception when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Such a search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.
2. Any item that is found in the course of a search that is evidence of a violation of a school rule or of a law may be:
 - (a) Held and admitted as evidence in any suspension or expulsion proceeding. Such an item is to be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing,
 - (b) Returned to the parent/guardian of the student from whom it was seized,
 - (c) Destroyed if it has no significant value, or
 - (d) Turned over to any law enforcement officer.

STUDENT PUBLICATIONS

Student publications and productions are permitted as a means by which students learn, under adult direction and with the rights and responsibilities of public expression, in a free society.

Publications shall include any audio, visual, or written materials such as tapes, banners, films pamphlets, notices, newspapers, books or other like materials. Productions shall include theatrical performances as well as impromptu dramatic presentations and vocal and instrumental performances.

Publications and/or productions may be available to any student attending this school and must, therefore, generally be suitable for all students in this school.

Publications or productions may be prohibited which are not protected by the right of free expression because they violate the rights of others.

(See MCS Board Policy #5722)

STUDENT TRANSFERS

Change of Residence

When a student transfers to another school within the city, due to a change of residence, the school office must be notified immediately so that a transfer slip can be prepared and necessary paperwork can be completed. The transfer slip is to be presented to the new school.

No Change of Residence

It is required, when a student requests a transfer to another school within the city (with no change of residence), that an Intra-District Transfer Request form be completed and returned to the Administration Office. Principals of both affected schools may provide input on the appropriateness of the transfer. No transfer may take place prior to any action taken on the transfer request. The parents/guardians and schools will be notified of the action taken on the transfer request.

Students found to be attending a school out of their district of residence without an approved transfer on file will be directed to return to their home school.

TELEPHONES

Elementary schools do not have public pay phones.

The office phone will **not** be used by students except in the case of an emergency, and then only by office permission.

VALUABLE ITEMS

Students should not bring items such as jewelry, expensive clothing, large amounts of money, electronic devices or other valuable or expensive items to school. Students who do bring such items to school do so at their own risk. Students who bring such items to school may leave them in the Administrative Office; however, the school assumes no liability for the loss, theft, or damage of such items left in the office or any other area of the school or on school grounds.

VIDEOTAPING

Videotaping may be used as a tool for security purposes.

VISITORS

Adult Visitors

1. School patrons are welcome.
2. **All** adult visitors must report to the Administrative Office.
3. All classroom visits must be scheduled in advance with the teacher.

Student Visitors

1. Students from another school will not be permitted to visit during the school day.
2. After the school day, it is required that all student visitors report to the office for approval.

WITHDRAWALS

Any student moving out of the city (MCS District) is required to notify the school office immediately so the withdrawal slip/documents can be processed. This is needed for the student to take the withdrawal slip/documents to the new school system for enrollment purposes.

ATTENDANCE INFORMATION

**BOARD OF SCHOOL TRUSTEES
MUNCIE COMMUNITY SCHOOLS**

STUDENTS

ATTENDANCE

The process of education requires continuity of instruction, classroom participation, and learning experiences; therefore, attendance is vital to that educational process. Parents and legal guardians are responsible for their student(s) to attend school each day.

The Indiana Compulsory School Attendance Law requires that parents and legal guardians take responsibility for their students' attendance. It is the policy of the Muncie Community Schools that all students shall attend school and be on time each day.

Although students may be given the opportunity to make up work they have missed, it is impossible to make up the total classroom experience. The school cannot teach students who are not present. The benefit of regular classroom instruction is lost and cannot be regained.

A. GENERAL INFORMATION

The Department of Education for the State of Indiana has taken the position that a school should be able to document an attendance rate of at least 95% to be scored favorably during the performance-based accreditation process.

- ★ In Muncie Community Schools, a student may accumulate no more than nine (9) absences a year to attain a 95% record.
- ★ Every effort should be made to schedule medical, dental, and other appointments outside the school day. Appointments may be verified by the school.
- ★ If a student needs to leave the building during the school day, the student must get permission from the Principal or designee and be signed out in the office by the student's parent or guardian. Failure to follow this procedure constitutes a truancy.
- ★ Parents are encouraged to plan and schedule family trips, vacations, and activities during times that do not cause students to be absent from school. Days missed will be counted as absences.
- ★ Students must attend school all day to participate in any extracurricular activity, event, contest, practice, rehearsal, or meeting held after school that day (or that weekend if the absence occurs on Friday). All exceptions must be cleared by the Principal or Associate Principal.

IF A STUDENT WILL BE ABSENT, LATE, OR WILL LEAVE SCHOOL EARLY THEN:

- * It is the responsibility of the parent or guardian to contact the school that day concerning the missed time. The parent should also indicate if the absence will extend beyond one (1) day.
- * If the parent or guardian cannot call the school that same day, then a written communication must be received by the Principal or designee when the student returns to school. This communication must include the following information: student's full name, grade level, all dates absent, reason(s) for the absence, signature and relationship of the person signing the note, and a daytime telephone number where that person may be reached.
- * Making arrangements for the completion of classwork missed is the sole responsibility of the student and parent or guardian. Make-up work will be allowed for all absences and suspensions. Make-up work will not be allowed for trancies or expulsions. Make-up work is to be completed in a reasonable amount of time as directed by the teacher.
- * A parent or guardian whose child was absent more than nine (9) days during the school year will be contacted early the next school year stressing the importance of attendance. A conference with the Principal or Attendance Officer may be requested. A copy of the letter and documentation of any conferences will be retained in the student's file. In the case of extraordinary circumstances, the Principal may waive the conference. A copy of the waiver, including reasons, will be retained in the student's file.
- * The use of referral agencies is part of the structure for working with attendance problems. If a referral is going to be made, the parent or guardian will be informed of the referral. Referrals may include but not be limited to Juvenile Aid, Prosecutor's Office, Child Protection Services, and the Division of Children and Family Services.

B. ABSENCES

ELEMENTARY SCHOOL	MIDDLE SCHOOL	HIGH SCHOOL
Attendance is recorded two (2) times per day. The half-day is 11:30 a.m.	Attendance is recorded each period.	Attendance is recorded each period.
If a student is absent <u>1-3 consecutive days</u> without notification to the school, a telephone call and/or home visit may be made by the Principal or designee.		
After a total of <u>5 cumulative absences</u> , the Principal will send a letter to the parent or guardian and a copy will be retained in the student's file. In the case of extended illness, emergency, or extraordinary circumstances, the Principal may waive the sending of the letter. A copy of the waiver, including reasons, will be retained in the student's file.		
After a total of <u>7 cumulative absences</u> , the Principal will send a letter to the parent or guardian stating that the Muncie Community Schools Attendance Officer is being notified. The Principal will hold a conference with the parent or guardian unless the conference is waived. Documentation of the letter and the conference or a waiver will be retained in the student's file.		
A total of <u>9 cumulative absences</u> are an indication that the above steps have been ineffective. At this time, the Principal or Attendance Officer will inform the parent or guardian that an appropriate agency may be contacted. High school students and parents or guardians will be informed of the ramifications toward meeting graduation requirements if an attendance record of at least 95% is not achieved.		
Beginning with the <u>9th cumulative absence</u> , medical and funeral verification will be required for each subsequent absence.		
AT THE HIGH SCHOOL LEVEL ONLY, a cumulative total of 8 unexcused absences in a semester class may result in the student being withdrawn from the class.		

Every student must make every effort to attend school and be on time for the number of days that school is in session. By statute, the following will not be considered as an absence if appropriate verification and/or documentation is provided within two (2) days after the student's return to school:

1. Participating in a school-sponsored/authorized activity.
2. Serving as a page or honoree of the Indiana General Assembly.
3. Serving the precinct election board or helping a political party or candidate on the day of an election.
4. Serving as a witness in a judicial proceeding.
5. Serving on active duty with the Indiana National Guard (no more than ten (10) days in a school year).
6. Quarantined/excluded due to exposure to a communicable disease.
7. Required court appearance.
8. Detained in the Juvenile Detention Center.
9. Hospitalized in a rehabilitation program.

An absence for any reason other than those listed above will count against a student's attendance record and prevent the student from having perfect attendance. An absence for any reason requires a phone call or written note.

Provided appropriate verification and documentation is provided within two (2) days of the student's return to school, absences for the following reasons will be recorded as excused:

1. Personal illness/injury (medical verification is required for absences of three (3) or more consecutive school days and after the total number of absences exceeds eight (8) school days)
2. Funeral/funeral mass
3. Medical or dental appointment
4. Other emergencies and/or extraordinary circumstances as approved by the Principal or designee.

Absences for any reason not described above will be recorded as unexcused. Also, any absence without the appropriate verification and/or documentation will be recorded as unexcused.

C. TARDIES AND EARLY DEPARTURES

ELEMENTARY
Recorded on a yearly basis. When a student is tardy the arrival time is documented.
A student will be considered TARDY if he is not in the classroom when the bell begins to ring at the beginning of the day.
A student who leaves school before the end of the day will be charged with an early departure. This will count the same as a tardy.
After a student <u>accumulates 5 tardies/early departures</u> per year, the Principal will send a letter to the parent or guardian outlining the following steps if the problem continues. A copy of the letter will be kept in the student's file. If the sending of this letter is waived, a copy of the waiver and reasons will be retained in the student's file.
After a student <u>accumulates 8 tardies/early departures</u> per year, the Principal will send a letter to the parent or guardian indicating that the Attendance Officer is being notified. A copy of the letter will be retained in the student's file.
Additional tardies/early departures may result in referral to an appropriate agency.

D. TRUANCY

A student is truant if he does not attend class(es) as scheduled or leaves school without authorization from a school official.

A student will be considered a "habitual truant" when he has accumulated ten (10) or more days of truancy in a school year.

If a student needs to leave the building during the school day, the student must get permission from the Principal or designee and be signed out in the office by the student's parent or guardian. Failure to follow this procedure constitutes a truancy.

E. SUSPENSION

For the purpose of this policy, a suspension is any temporary removal from class or school that comes as a result of either a teacher or an administrator suspending the student. Such a suspension could be either an in-school or an out-of-school suspension. The length of a suspension by a teacher will be no more than one (1) class period. The length of a suspension by an administrator must be limited to no more than ten (10) days for any one (1) incident.

Approved by the Board of School Trustees 5/8/2001; Proposed Revision 6/15/2005; 5/22/2012; 8/14/2012

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

A major initiative in the Muncie Community Schools is the implementation of Positive Behavior Intervention and Supports (PBIS) which includes proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments. Attention is focused on sustaining a three-tiered system of support to enhance student learning. Students may need encouragement and new skills to improve their behavior and assistance in learning to do so. School staff members recognize that maintaining and changing student behaviors involve a continuum of acknowledgements, interventions, and supports.

Rules of Conduct for Students in the Muncie Community Schools

I. FOREWORD

The Indiana General Assembly has adopted an Act which provides that student supervision and the desirable behavior of students carrying out school purposes in any school corporation is a responsibility shared by the students, parents, teachers and school corporation personnel, subject to the rules and policies adopted by the governing body, to the supervisory authority of the school corporation administrative staff, the principal of each school and the teacher and other school corporation personnel having charge of an educational function.

To implement that basic policy, the Board of School Trustees of Muncie Community Schools has established the delegation of authority and the rules here set forth.

II. DELEGATION OF AUTHORITY

- A. The Superintendent of Muncie Community Schools, or his administrative staff with his approval, may take any action with respect to all Muncie Community Schools which is reasonably necessary to carry out, or prevent interference with, educational function or school purpose. As used throughout, the term "Superintendent" includes the Superintendent's designees.
- B. The Principal of each school, and the Principal's designees, subject to the same limitations and procedures, may take any action concerning his or her school, or any school activity within his or her jurisdiction which is reasonably necessary to carry out, or prevent interference with, any educational function or school purpose. Such action includes establishing written rules and standards to govern student conduct which have first been approved by the Superintendent and presented to the Board of School Trustees. As used throughout, the term, "principal" includes his or her designees.
- C. Each Teacher or Any Other School Personnel shall, when pupils are under his or her charge, have the right to take action which is then reasonably necessary to carry out, or to prevent interference with, the educational function which he or she is then in charge, but he or she may not suspend a student from school and may not remove a student from an educational function for a period of more than one (1) day. Before a suspension or removal, the student shall be told the reason for the action and given an opportunity to explain his or her conduct.

DISCIPLINE POLICY

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of I.C. 20-33-8, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER:
 - 1) A middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day.
 - 2) An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day.
2. SCHOOL SUSPENSION - 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. The suspension may be an in-school or out-of-school suspension.
3. 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, with the exception of violations of rules 7 and 17 listed under the Grounds for Suspension and Expulsion in this policy.

Out-of-school suspensions remain in effect until the morning of the day students are to return to school. While out-of-school suspensions are in effect, students are not to be on school property or at school events for any reason without the permission of the principal.

Rules of Conduct

Students are expected to comply with all reasonable requests by all staff members. A request will be held reasonable unless it is immoral, illegal, or personally degrading. Students who disobey a reasonable request from any teacher, paraprofessional, secretary, security officer, custodian, or cafeteria worker may be suspended from school pending a parent/guardian conference.

Violations of any of the rules of conduct may be punished by a penalty of suspension. In addition, repeated violations may be punished by suspension and/or expulsion in accordance with the provisions of I.C. 20-33-8.

A. Possession or Under the Influence of Drugs and/or Alcohol

(This section does not include penalties for use of tobacco or tobacco products. Refer to Smoking and Tobacco Products rules listed in item B below.)

Possession of Drugs and/or Alcohol - The possession of drugs, drug paraphernalia, and alcohol is not permitted in the school building, on school grounds, or at school-sponsored activities.

First Violation - Parent/guardian contact with a ten (10) day suspension from school and school activities. The student and parents will be directed to seek professional help and counseling for the student with an outside agency. Failure to produce documentation that the student has talked with a professional counselor will lead to a recommendation for expulsion.

Verification of the counseling session may result in a reduction of the suspension; however, in no event will the suspension be reduced to fewer than three (3) days.

Second Violation - Parent/guardian contact with a ten (10) day suspension from school and school activities and a recommendation for expulsion.

Use or Under the Influence of Drugs or Alcohol - The use of drugs or alcohol, or being under the influence of drugs, alcohol, or inhalants of any kind, in the school building, on school grounds, or at school-sponsored activities will not be permitted.

First Violation - Parent/guardian contact with a ten (10) day suspension from school and school activities. **The student and parents will be directed to seek professional help and counseling for the student with an outside agency. Failure to produce documentation that the student has talked with a professional counselor will lead to a recommendation for expulsion. Verification of the counseling session may result in a reduction of the suspension; however, in no event will the suspension be reduced to less than three (3) days.**

Second Violation - Parent/guardian contact with a ten (10) day suspension from school and school activities and a recommendation for expulsion.

Selling, Dealing, or Providing Drugs and/or Alcohol - Providing, selling, or in any way, dealing in drug and/or alcohol products will not be permitted in the school building, on school grounds, or at school-sponsored activities.

First Violation - Parent/guardian contact with a ten (10) day suspension from school and school activities and a recommendation for expulsion.

B. Smoking and Tobacco Products - Smoking or the use of other tobacco products is not permitted in the school building or on the school grounds. Possession of tobacco or tobacco products is not permitted in the school building or on school grounds. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form is prohibited.

First Violation - Parent/guardian contact with a one (1) day in-school suspension from school and school-related activities. Student will complete report/worksheet on the effects of smoking while in ISS.

Second Violation - Parent/guardian contact with a three (3) day suspension from school and school-related activities.

Third Violation - Parent/guardian contact with minimum of a five (5) day suspension from school and school-related activities.

C. Fighting - Is considered unacceptable behavior at anytime. Parents/guardians will be notified.

Other Fighting Violations:

Any student who physically assaults another student or adult in an unwarranted attack may face expulsion.

Any student who has to be physically restrained by adults from continuing a fight or who continues with loud, vulgar language may face expulsion.

D. Bullying –IC 20-33-8-0.2 Discipline rules adopted by the governing body of a school corporation must 1. Prohibit bullying and 2. include: a) provisions concern education, parental involvement and intervention and b) a detailed procedure for the expedited investigation of incidents of bullying. See full MCS Bullying Plan at MCS website: www.muncie.k12.in.us

1. "Bullying" means (Sec. 0.2) 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:
 - a) places the targeted student in reasonable fear or harm to the targeted student's person or property;
 - b) has a substantially detrimental effect on the targeted student's physical or mental health;
 - c) has the effect of substantially interfering with the targeted student's academic performance; or
 - d) 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.

Added code found: P.L. 106-2005, Sec. 6. Amended by P.L. 285-2-13, Sec. 5.
2. The discipline rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever:
 - a) 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
 - b) 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.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying. Reports of bullying can be made to the school's Safety Tip Line at 747-1632.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator(s). This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school. IC 20-33-8-.02 and IC 20-33-8-13.5

E. Student Hazing - The School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any corporation-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and corporation employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs. (IC 35-42-2-1)

F. Vulgar or Profane Language - Students are not permitted to use abusive, vulgar, profane, or obscene language – including racial, ethnic, or sexual slurs – on school property or while attending any school activity.

G. Cheating - Cheating and plagiarism are prohibited (i.e. including but not limited to sharing of passwords, test protocols, etc.).

H. Littering - Cleanliness is everyone's concern. Receptacles for waste are placed on every floor and in the gym. Each student should assume his or her share of responsibility in keeping the school clean and refrain from actions which detract from the cleanliness of the building and grounds.

- I. Food and Beverage** - No food or beverages are to be purchased during the instructional day with the exception of those approved items sold in the cafeteria. Students eating a school lunch are not permitted to bring additional food and/or beverages. Food and beverages, including water, shall be consumed only in the cafeteria or designated areas. An exception may be made for items approved by the classroom teacher and an administrator. **Open beverage containers are not allowed to be brought into the school.**
- J. Cafeteria** - All items purchased in the cafeteria must be consumed in the cafeteria. After eating, each student shall return his or her tray, milk carton, etc., to the designated area so that following groups of students will have a clean area in which to have lunch. Students are to remain in the cafeteria or designated area during lunch period.
- Students using the cafeteria are to be considerate of others by:
1. Not cutting in front of any lines,
 2. Returning trays and not throwing food or drink,
 3. Using good manners and keeping noise level to a minimum.
- K. Conduct During Lunch Periods and Between Classes** - Students should not:
1. Congregate in the halls in groups which block traffic.
 2. Make unnecessary noise.
 3. Run in the halls.
 4. Throw objects.
 5. Participate in physical activity such as pushing, tripping, or shoving, even though fun may be intended.
- L. Recreational Toys** - Recreational toys, including Frisbees, yo-yos, and whistles are not a part of the educational materials required for school. They are not to be brought to school and, if brought to school, will be confiscated. The parent/guardian may be asked to pick up confiscated items. See page 46, #7 regarding a toy that could be interpreted as a gun.
- M. Firecrackers** - Firecrackers and noisemaking devices should not be brought into any school building, onto any school property, or to any school function.
- N. Items including**, but not limited to, laser pointers, pagers, playing cards, dice, lighters, matches, tapes, video games, two-way radios, and cameras are not permitted at school with the exception made for items approved by the teacher and/or the principal for educational use. CD players, headphones, tape players, portable radios, and I-pods, and other items of a similar nature are not permitted at school. The school or school personnel are not responsible for lost or stolen items.
- O. Heelies, roller skates, skate shoes, skateboards, and scooters are prohibited on school property and at school events.**
- P. Vandalism** - Acts of vandalism and defacing or destruction of public property, such as writing on or in lockers, on walls, or in restrooms, will be dealt with accordingly.

- Q. Stealing** - Stealing is prohibited and will be dealt with accordingly.
- R. False Reporting** - Students falsely reporting a "911" emergency, reporting a **bomb threat**, or pulling a fire alarm may face suspension and/or expulsion and will also be reported to local law enforcement authorities.

GROUNDNS FOR SUSPENSION OR EXPULSION:

- A. The grounds for suspension or expulsion listed below apply when a student is:
1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
 2. Off school grounds at a school activity, function, or event;
 3. Traveling to or from school or a school activity, function, or event. Traveling includes the time a student leaves his/her home until the time he/she returns home; or
 4. Attending summer school.
- B. 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. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
 - e. Making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under their supervision.

2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
5. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
7. No student shall possess, handle, or transmit a deadly weapon on school grounds, at a school-sponsored activity, or on the way to or from a school-sponsored event.

The following devices are considered to be deadly weapons as defined in IC 35-41-1-8 (but are not firearms):

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

The penalty for possession of a deadly weapon is up to ten (10) days suspension and expulsion from school for a period of up to one (1) calendar year.

The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

Please note any recreational toy that may be interpreted as a gun including toy guns, water guns, and paintball guns, may result in ten (10) days suspension pending expulsion.

8. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

9. Possessing, using, transmitting, or being affected by any controlled substance, **prescription drug**, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, **or any paraphernalia used in connection with the listed substances**. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - A. Exception to Rule 9: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization from the student's physician with the building principal. The written authorization must be filed annually and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication
10. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
11. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
12. Threatening, intimidating, harassing, or bullying any other student or staff member.
13. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
14. Falsely accusing any person of violating a school rule, and/or a state or federal law (i.e. sexual harassment).
15. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;

- b. disobedience of administrative authority or teacher authority;
 - c. willful absence or tardiness of students;
 - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
 - f. failing to tell the truth about any matter under investigation by school personnel;
 - g. or possessing or using a laser pointer or similar device.
16. Knowingly possessing or using on school grounds during school hours an electronic paging device or a cell phone in a situation not related to a school purpose or educational function.
17. Possessing a firearm or a destructive device
- a. No student shall possess, handle or transmit any firearm or a destructive device on school property, at a school-sponsored event, or to or from a school-sponsored event.
 - b. The following devices are considered to be a firearm under this rule:
 - 1.) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - 2.) the frame or receiver of any weapon described above
 - 3.) any firearm muffler or firearm silencer
 - 4.) any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - 5.) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - 6.) an antique firearm
 - 7.) a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
 - c. The penalty for possession of a firearm **or a destructive device:** suspension up to ten (10) days and expulsion from school for at least one (1) calendar year, with the return of the student to be at the

beginning of the first school semester after the end of the one (1) year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction. (I.C. 20-33-8-27).

- d. For purposes of this rule, a destructive device is
 - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device that is substantially similar to an item described above,
 - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has bore diameter of more than one-half inch, or
 - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that, although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
 - e. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.
18. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
 19. 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.
 20. Possession of a knife on school property, on a school bus, or a special purpose bus is prohibited unless the knife is provided by the school for an authorized school purpose or the person is using the knife for a purpose authorized by school officials. A knife is an instrument that (1) consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and (2) is intended to be used as a weapon. It includes a dagger, dirk, poniard, stiletto, switchblade knife, or gravity knife. It is a criminal offense to recklessly, knowingly, or intentionally possess a knife on school property (unless secured in a motor vehicle), school bus, or special purpose bus. (IC 35-47-5-2.5)
 21. 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 educational function, or the student's removal is necessary to restore order or protect persons on school property. **This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.**

22. Sending, sharing, possessing or knowingly viewing pictures, text messages, emails, or other material of a sexual nature in electronic or hard-copy form.

CRIMINAL ACTS ON SCHOOL PROPERTY

Any violation of Indiana Code is a criminal act and will be reported to law enforcement officials and students may be placed under arrest.

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 this meeting the student will be entitled to:
 - (a) a written or oral statement of the charges;
 - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents/guardians of suspended students 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

- (b) a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
- 2. An expulsion will not take place until the student and the student's parent/guardian are given notice of their 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/guardian to request and appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the School Board.
- 3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
- 4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent/guardian 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.

The student or parent/guardian has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (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 appeal unless the board 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/guardian. The board will then take any action deemed appropriate.

OTHER DISCIPLINARY REMEDIES

The behavior descriptions, sanctions, and their resulting consequences represent the Muncie Community Schools' attempt to provide an adequate notice and ensure fairness in the application of student rules. In some instances, sanctions imposed may exceed the minimums outlined in the Student Handbook. Prior behavior, extenuating circumstances, and the student's disability may be taken into consideration.

The superintendent, principal or administrative personnel, or any teachers of the Corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically stated in the Student Handbook, that are reasonably desirable or necessary to help any

student to further school purposes or to prevent an interference therewith. These actions may include, but are not limited to the following:

- A. Counseling with a student or group of students
- B. Conference with a parent/guardian or group of parents
- C. Assigning students additional work
- D. Rearranging class schedules
- E. Requiring a student to remain in school after regular school hours to do additional school work in the classroom and/or a study hall
- F. Revoking field trip privileges
- G. Restriction of an extracurricular activity
- H. Assignment by the principal of:
 - 1. a special course of study
 - 2. an alternative educational program; or
 - 3. an alternative placement or Priority School
- I. Referral to the juvenile court having jurisdiction over the student.
- J. Assignment of student by the school principal to community services.

Failure of a student to remain in an assigned before or after school study hall or detention may result in a suspension.

The use of tobacco products is prohibited in all buildings owned or leased by the Muncie Community School Corporation.

Any exception to the content of this handbook must be made by the building principal.

Youth Opportunity Center

If students attend one of the school programs at the Youth Opportunity Center, the expectation will be that students adhere to the MCS handbook and may be subject to additional rules including, but not limited to:

- 1. iPads or any other devices that take pictures or video will not be allowed
- 2. Students in Day Treatment and Expulsion School are not allowed to bring any electronic devices such as Cell Phones, MP3 players, iPods, etc.
- 3. Shirts must be tucked in and a belt needs to be worn in Day Treatment, Expulsion and On Grounds School.

OTHER POLICIES AND REFERENCES

SEXUAL HARASSMENT AND OTHER FORMS OF UNLAWFUL HARASSMENT

It is the policy of the Muncie Community Schools to maintain a learning environment that is free from unlawful harassment of any kind, including harassment on the basis of race, creed, color, sex, religion, national or ethnic origin, age, disability, or status as a disabled veteran or Vietnam era veteran. Unlawful harassment of any student by another student or Corporation employee is a violation of school rules and regulations and is strictly prohibited. Similarly, the Corporation will not tolerate harassment of its students by a third party. Students are encouraged to report any incident of unlawful harassment in which they are involved or have observed immediately to a teacher, a building administrator, the Title IX Coordinator, or the Superintendent and violation of this policy is subject to discipline.

EXAMPLES OF HARASSMENT:

Harassment may include, but is not limited to, the following:

1. Verbal abuse of a sexual nature;
2. Unwelcome touching;
3. Pressure for sexual activity;
4. Suggesting or demanding sexual favors accompanied by implied or explicit threats concerning one's grades or promises of grades;
5. Continued or repeated sexual jokes, language, epithets, flirtation, advances or propositions;
6. Graphic verbal commentary about an individual's body, sexual prowess, or sexual deficiencies, including social life;
7. Sexually degrading or vulgar words to describe an individual;
8. Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts or suggestive, insulting or obscene comments or gestures;
9. The display of sexually suggestive objects, pictures, posters, or cartoons;
10. Name calling, relating stories, gossip, comments, or jokes that may be derogatory toward a particular sex;
11. The display of sexually suggestive graffiti;
12. Retaliation against students for complaining about such behavior;
13. Asking questions about sexual conduct or sexual orientation or preferences;
14. Repeated remarks with sexual or demeaning implications;
15. Using or making reference to epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, creed, color, sex, religion, national or ethnic origin, age, disability, or status as a disabled veteran or Vietnam era veteran; and,
16. Publication or circulation of any written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, creed, color, sex, religion, national or ethnic origin, age, disability, or status as a disabled veteran or Vietnam era veteran and that is placed on walls, bulletin boards, or elsewhere on the Muncie Community Schools premises.

COMPLAINT PROCEDURE

If a student believes he or she has been the victim of unlawful harassment (including sexual harassment) or if a student has questions or concerns about this issue, the student should seek the help of another adult whom he or she can trust, such as a parent/guardian, teacher, counselor, or one of the building administrators. The student or the adult assisting the student may make a written complaint to the building administrator or the Title IX Coordinator of the School Corporation.

Director of Human Resources
Title IX Coordinator
Muncie Community Schools
765-747-5225

The student always has the option of reporting the conduct directly to the Superintendent of the School Corporation if he or she prefers.

All complaints of unlawful harassment will be treated seriously. Filing a complaint will not adversely affect a student's grades, nor will the student be discriminated against because of the complaint.

RESPONSIBLE USE POLICY

The Board of School Trustees of the Muncie Community Schools recognizes the importance of computer education and computer access in preparing students for the 21st century. The Muncie Community Schools provides the resources for current technological equipment, professional development and technical support for students, staff, and community to improve achievement.

The Board of School Trustees supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. It also recognizes that safeguards must be established to ensure that the Corporation's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the Muncie Community Schools 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. The Corporation expects that the faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

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

Students utilizing Corporation-provided Internet access must first have the permission of and must be supervised by the Muncie Community Schools' professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area(s) of the school. The same general rules for behavior and communications apply.

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

The School Corporation has taken precautions to restrict access of inappropriate material and materials harmful to minors. It must be recognized that it is impossible to monitor and/or restrict access to all inappropriate material encountered on the Internet by the student. Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms and agreement forms by parents or guardians of minor students (under eighteen [18] years of age) and by students themselves. Parents/guardians will accept responsibility for supervision of their child's actions if and when use is not in a school setting. Uses of electronic mail, chat rooms, and other forms of direct electronic communication will be limited to educational topics and supervised to ensure for the safety and security of minors.

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

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

1. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
2. to transmit obscene, abusive, sexually explicit, or threatening language;
3. to violate any local, state, or federal statute;
4. to vandalize, damage, or disable the property of another individual or organization;
5. to access another individual's materials, information, or files without Permission (hacking);
6. to violate copyright or otherwise use the intellectual property of another individual or organization without permission;
7. to misuse technology equipment in any other manner, not consistent with the mission or policies of the Muncie Community Schools.

Any violation of Corporation policy and rules may result in loss of Corporation-provided access to the Internet. Additional disciplinary action may be determined at the

building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The following guidelines are provided to further clarify the responsibilities the user will acquire when given access to corporate technology:

1. All users shall utilize corporation technology tools and the Internet in support of education and research that is consistent with the mission, goals, and objectives of the Muncie Community Schools.
2. All users of corporation technology tools and the Internet shall adhere to the provisions of Public Law 96-517, Section 7 (b), with regard to copyrighted software.
3. Unauthorized copies of any software on computers or networks belonging to the school corporation are prohibited.
4. Installing, copying, altering, or tampering with data files, software programs, networks, or system settings on any school computer is not permitted.
5. Unauthorized persons may not use equipment, software, security passwords, or access codes belonging to the school to access or attempt to access data files, a network, or data systems either in local or remote locations.
6. Network accounts are to be used only by the authorized owner of the account for authorized purposes. User names, passwords, and log-in codes are exclusive to individuals, and that individual is responsible for its proper use at all times. Each staff member, student, or individual has the responsibility for the appropriate use of his/her account and will be held responsible for any policy violations traced to your account.
7. Users of network accounts with access to personal information regarding minors are responsible for preventing unauthorized dissemination of that information.
8. All users of the Internet shall honor copyrights of those who have posted materials on the Internet. Ownership of text, music, software, and other media is protected to the full extent of the law.
9. All users of the Internet must protect their privacy and not reveal personal addresses or phone numbers of other users, and users should not respond to unsolicited online contact. Any user who receives threatening or unwelcome communications should bring them to the attention of an administrator or teacher. Users must be aware that there are many services available on the network or Internet that could potentially be offensive to certain groups of users.
10. Any user identified as a security risk or having a history of problems with the computer system may be denied access to technology tools and/or the Internet.
11. Do not knowingly degrade the performance of the network (e.g., downloading huge files during prime time; sending mass e-mail messages or electronic chain letters).
12. Do not quote personal communications in a public form without the original author's prior consent.
13. Use of the network for any illegal activity is prohibited.
14. Avoid knowingly or inadvertently spreading computer viruses.

15. Use appropriate language. Profane or obscene language is not permitted at any time.
16. Avoid using inflammatory speech. Be courteous and polite.
17. Electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail and appropriate school personnel have the right to monitor use of the Internet, including e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
18. The corporation is not responsible for unauthorized financial obligations resulting from use of school corporate resources/accounts while accessing the Internet.

Teachers are expected to follow the procedures and securities already in place and to take reasonable precaution to insure proper supervision for students accessing the Internet.

Parents/guardians must sign a consent form for their child to have access to the Internet which recognizes that even though the Corporation's intent is to make Internet access available in order to fulfill its educational goals and objectives, students may find ways to access other material(s) as well. Although the Corporation has installed software and technical systems to regulate Internet access, those precautions cannot guarantee compliance with the Corporation's Responsible Use Policy.

Persons given authorization to access technology equipment belonging to the Muncie Community Schools, including but not limited to parents, substitute personnel, university students, and volunteers, must adhere to all guidelines contained in the Responsible Use Policy, Board Policy, and Administrative Guidelines.

Each school year, at all schools, sessions will be provided to education minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness and response, as required by the Protecting Children in the 21st Century Act.

PARENTS OF STUDENTS IN THE MUNCIE COMMUNITY SCHOOLS SHALL BE PROVIDED WITH THE FOLLOWING INFORMATION:

The Muncie Community Schools is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting millions of devices and individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the District's Responsible use policy. The District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Muncie Community Schools makes the District's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

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

Adopted this 26th day of July, 1983;

Amended October 22, 1985; July 26, 1988; July 11, 1989; August 21, 1990; August 13, 1991; August 11, 1992; August 10, 1993; August 9, 1994; July 20, 1995; August 13, 1996; August 12, 1997; June 23, 1998; August 10, 1999; July 25, 2000; May 22, 2001; May 28, 2002; June 10, 2003; May 25, 2004; June 15, 2005; May 23, 2006; May 22, 2007; May 27, 2008; June 9, 2009, June 22, 2010, May 10, 2011, June 12, 2012, June 11, 2013, June 10, 2014, June 9, 2015, June 14, 2016.

**MUNCIE COMMUNITY SCHOOLS
2500 N. Elgin Street
Muncie, IN 47303**

**RESPONSIBLE USE POLICY COMMITMENT
COMPUTER TECHNOLOGY AND NETWORKS**

Student

I, _____, understand and will abide by the attached Responsible Use Policy. I further understand that any violation of the policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

Signed: _____

Dated: _____

Parent/Guardian

I have read the Responsible Use Policy and understand that use of the Internet is a privilege that is designed for educational purposes. I further understand that the Muncie Community Schools Corporation has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the Muncie Community Schools Corporation to monitor/restrict access to inappropriate materials and I will not hold them responsible for materials acquired on the network. I understand that my child should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers will always be public. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that my child is acting responsibly. Further, I accept full responsibility for supervision of my child's actions if and when use is not in a school setting and understand that the school corporation will not be responsible for unauthorized financial obligations resulting from corporation-provided access to the Internet.

I acknowledge receipt of the Responsible Use Policy and all contents therein. This Responsible Use Policy will be in effect from the date accompanying the signature below throughout my child's enrollment in the Muncie Community Schools.

I hereby give permission to issue an account for my child and certify the information on this form is correct.

Signed: _____

Dated: _____

Muncie Community Schools

2500 N. Elgin Street

Muncie, IN 47303

CONSENT TO BROADCAST OR PUBLISH

I, _____, as the student’s parent or guardian of the student mentioned below, consent to the use of the student’s name, likeness or voice in a broadcast or publication on the internet, website or videotape, photographs, recordings, or interviews at Muncie Community Schools while participating in a school program, activity or extra-curricular event, including, but not limited to:

Muncie Community Schools’ Corporation and Schools publications; newsletters, and brochures
Muncie Community Schools Comcast Cable Channel
The (Muncie) Star Press
Ball State University’s WIPB, WBST, Newslink IN
On some occasion, Indianapolis and other television news media.

This consent includes permission for any rebroadcast, republication, display, distribution, or use of media for the purpose of providing information to the public about the Muncie Community Schools or an individual school program or activity or for any other educational purpose. The undersigned waives any claim of ownership or copyright of the material used for media purposes.

PARENTAL CONSENT FOR STUDENT

I certify that I am the parent/guardian of _____,
and I agree to the terms of this Consent.

Date: _____
(Parent/Guardian)

School: _____
(Street Address)

(City, State, Zip) (Phone)

ADULT STUDENT CONSENT

I certify that I am an emancipated student over eighteen (18) years of age and I agree to the terms of the Consent.

Date: _____
(Student)

School: _____
(Street Address)

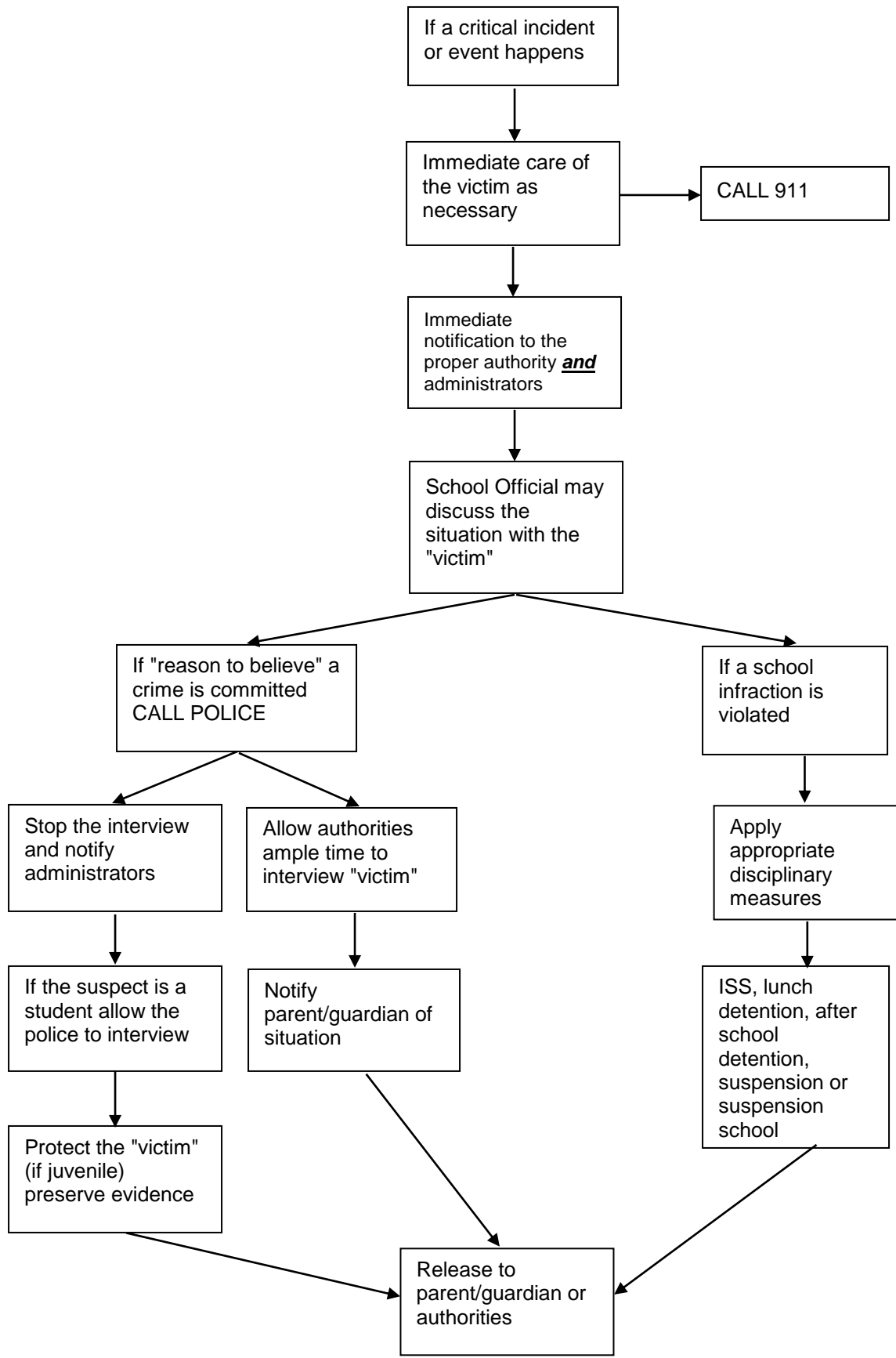
(City, State, Zip) (Phone)



Muncie Community Schools

Action Plan
For Security Enhancement

Date of Implementation – March 1, 2011
Revised – July, 2017



Critical Incident Reporting Guidelines

Immediate care to the victim as well as immediate notification to the police is the building level administrator's first obligation in reporting a serious crime or event. If a member of the student body, faculty, or staff reports that a crime or serious incident has been committed against them personally, either in written or verbal form, school administrators will immediately *call the police and Child Protective Services if a juvenile student is involved*. After the police and Child Protective Services have been contacted the building level administrators will facilitate the ability for the victim to make a case (police) report. Allow the victim and witnesses time to be interviewed and begin the reporting process with the appropriate authorities.

This guideline is not an all-inclusive listing of offenses possible in the event that a serious criminal incident has occurred. Crimes such as committing serious bodily harm to a person, assault of a person, possession of a weapon, possession of drugs or alcohol or being under the influence of drugs or alcohol while on Muncie Community Schools' property will be reported to the police. Notification of the administration in these cases will be as follows:

#1	Superintendent	(747-5208)
#2	Assistant Superintendent	(747-5225)
#3	Chief of Security & Operations	(254 4802)
#4	Director of Secondary Education	(747-5203)
#5	Director of Elementary Education	(747-5207)
#6	Director of Special Education	(747-5449)

The building administrator (or their designee) *will be responsible* to make the initial notification to the first person that can be contacted on the list. Once a person has been reached, that person will continue with the notifications. Make a person-to-person contact. Don't rely on voice mail or e-mail.

In case a victim may need immediate medical attention, personnel will summon the nurse and call 911 and request for aid and assistance. Remember the victim is also considered evidence and must be attended to with care. Do not attempt to move or remove a victim who is incapacitated or unconscious. Allow the victim to remain where they are (unless there is imminent danger in doing so) and reassure them that the necessary emergency service is in route. Help to provide adequate, accessible space surrounding the victim and assist in keeping onlookers away from the immediate area.

If the situation mandates, school administrators should secure the area where evidence of a crime might be retrieved or preserved, allow authorities access to any such area(s), and give assistance to preserve the location until such time as the investigating authorities allow the area(s) to be reopened and accessible. When pertinent evidence regarding the situation being investigated is received by any person, that evidence *must* be preserved and custody of such items or materials will be given to investigating authorities for preservation.

Once a complainant conveys either in writing or verbally that a crime against them has been alleged, any further questioning by school administrators should cease and an administrator will immediately *call the police and Child Protective Services if a student is involved*. The person who received the complaint or report may then be considered a witness for statement purposes. A witness may be asked to give a written statement to investigating authorities as a necessary step to aid in the course of an investigation.

Any media questions, comments, or remarks, should be referred to the Superintendent's office.

Action Plan for Security Enhancement by the Muncie Community Schools

I. MUNCIE COMMUNITY SCHOOLS' POSITION STATEMENT

A. Administrative Endorsement

The mission of the Muncie Community Schools is to provide a quality educational environment that allows every student to maximize his or her potential and, upon graduation, possess the basic skills necessary to be a positive, productive, contributing member of society.

We recognize the safety of staff, students and parents will be our highest priority. Students should show courtesy, dignity and respect for all school faculty, staff and each other throughout the school year promoting a safe and secure learning atmosphere.

B. Faculty and Staff Involvement

Faculty and staff will continue to be included as a vital and necessary component for a continuing sense of a safe school environment. In-service presentations, workshops, and peer group information-sharing sessions will include security officers.

C. Parent and Student Acceptance

Community outreach invitations will be extended so that parents and students may offer thoughts and suggestions for improving a safe school environment. Efforts will be made to partner with local law enforcement agencies, community organizations, and local youth services to constantly nurture a wholesome and secure learning environment.

II. ROLE OF SECURITY OFFICERS IN THE MUNCIE COMMUNITY SCHOOLS

A. Officer Presence

Security officers will be liaisons between the Muncie Police Department and school principals, faculty, and students. Security officers may work closely with parents, students, and members of the community to enhance a sense of safety, order, and manageability in the buildings. Security officers establish a police presence in schools to deter acts of terrorism, violence, or vandalism in the schools. Officers will provide law enforcement and police services. Officers may be requested to investigate allegations of criminal incidents according to their individual department guidelines and make appropriate referrals to juvenile authorities, governmental agencies, and youth service organizations.

B. Student / Officer Interaction

Security officers are encouraged to interact with students to develop a rapport and serve as a trusted authority figure with which students might confide valuable information regarding safety and security issues. Officers will be positive role models promoting the profession of law enforcement and police officers. Promoting the school corporation's mission, officers will increase their visibility and accessibility in the individual buildings and the school community.

C. Security Officer as Role Model and Mentor

Security officers will be in approved attire while working for the school corporation. Officers will conduct themselves in such a manner as to convey a sense of authority and professionalism enhancing the school staff in situations which may cause legal intervention. Security officers should be approachable, courteous and convey a sense of understanding to students and parents who may need to communicate safety concerns to someone.

D. Duties and Responsibilities of Security Officers

Officers will routinely patrol the outer perimeter of the school security building and parking lots to ensure outer doors and entrances are secure at all times. Security officers will assist in hallway supervision during passing periods and during class times, assist in dining area security, patrol hallways, restrooms, unoccupied classroom spaces and inconspicuous areas of the building. Security officers may be asked to perform the duties of a police officer regarding report preparation, requesting juvenile probation assistance or other community-based service organization intervention for youth.

The following statements represent expectations/guidelines related to the execution of duties by police officers and deputy sheriffs while working security assignments in the public schools. Officers should help schools maintain a safe environment by providing assistance to make sure students respond appropriately to school officials.

1. Officers are required to follow all guidelines relating to all rules and regulations, policies, and procedures adopted by this action plan.
2. When a suspected crime has been committed on school property, the school security officer has the responsibility to consider all administrative options available to the officer, as well as state statute requirements to then make a decision whether an arrest is appropriate or not.
3. Permission from school administrators to make an arrest is unnecessary when a crime has been committed; however, officers are expected to continue to exercise good judgment prior to placing a student or an adult under arrest. The building administrator(s) will assume a support role once a student or adult is placed under arrest.
4. School administrators may request or offer an opinion regarding a potential arrest; however, the school administrator may not order an officer to make an arrest or not to make an arrest.
 - a. Under Indiana law, a person who obstructs or interferes with a law enforcement officer while the officer is engaged in the execution of his duties commits the crime of Resisting Law Enforcement, a class A Misdemeanor. Therefore, any school administrator, employee, agent, or student who obstructs, interferes with or prevents the arrest of a student or another person, or otherwise obstructs or interferes with a law enforcement officer's duties in any way may be subject to immediate arrest by that officer and formal prosecution by the Delaware County Prosecutor's Office for the criminal offense of Resisting Law Enforcement.
 - b. It is also a criminal offense to aid, induce, or cause another person to commit a criminal offense. Any administrator, employee, agent, or student who aids, induces, or causes a fellow administrator, employee, agent, or student to obstruct or interfere with a law enforcement officer may also be subject to immediate arrest and prosecution for the criminal offense of Resisting Law Enforcement.
5. School administrators should provide the officer with factual information regarding incidents; the officer shall determine whether arrests are to be made.
6. Officers may not question a student once the student becomes a criminal suspect without the permission of the *parent/guardian*. The officer may take statements from witnesses and should obtain written documentation from school administrators as appropriate.
7. When making an arrest, the officer will complete a case report/juvenile referral form. Juvenile Probation must be called for detention approval prior to transport to the Detention Center by the arresting officer.

8. The school security officer will determine whether the student should be:
 - a. released from the school to the parent/guardian;
 - b. transported to the Juvenile Probation Office; or
 - c. detained in the Juvenile Detention Center and then notify the Delaware County Juvenile Probation Department.
9. School administrators may refer parents with questions regarding an arrest to officials at the Juvenile Probation Office or the officer involved in the incident.
10. Officers and school administrators should avoid telling students they have a choice concerning whether the incident will be resolved as a police matter or as a school matter. When a crime is committed, there is no choice.
11. Students involved in a fight on school property could be arrested, upon Juvenile Probation approval, in any of the following circumstances:
 - a. Determination by an officer that probable cause exists to believe a criminal act has been committed.
 - b. The fight is premeditated.
 - c. The fight is a vicious, unwarranted attack.
 - d. The student does not respond appropriately to the attempts by adults to intervene.
 - e. The student has received a specific warning not to harm the victim.
12. Students in possession of contraband items or a firearm, knife, handmade weapon(s) or exploding devices at school will be subject to all school rules and consequences. Officers will address each incident in accord with the Indiana Criminal Code.

III. FUTURE GOALS AND OBJECTIVES

A. Additional Audio/Video Monitoring

Video monitoring has already been introduced at the building level in all primary and secondary schools. Funding initiatives will be sought to install additional video, as well as some audio monitoring as necessary or advantageous throughout the school system as acquisitions can be made in the future.

B. Security Officers Training and In-Service Training

Newly hired and current security officers will receive training applicable to school security issues. In-service training will be initiated throughout the school year for the security officer's continuing education. Security officers will train in school policies and procedures, student code of conduct and building rules, policies and procedures.

C. Local Agency Participation

The Muncie Community Schools Board of School Trustees will utilize and consult with the following agencies and appreciate their spirit of cooperation.

The Delaware County Prosecutor, City of Muncie Police Department and the Delaware County Sheriff's Office, Delaware County CASA Program, Indiana Department of Child Protective Services/Delaware County, The Community Foundation of Muncie & Delaware County, Inc., Prevent Child Abuse Council of Delaware County, and Family Services of Delaware County

The Muncie Community Schools will continue to participate in the interagency meetings as a means to have continued dialogue with the juvenile judge, prosecutor and juvenile probation. The Muncie Community Schools recognizes the importance of the utilization of these resources that *cannot* be overlooked.

Realizing there are immediate and future goals and objectives, the Muncie Community Schools will initiate this action plan in an effort to enhance and evolve the present security program to be more effective to further promote the safety and security of students, faculty, and staff of the school corporation. It is the intent of the Muncie Community Schools to provide a safe learning environment for all students and a sense of safety and security for all individuals.

Critical Incident Reporting Procedure

Involved Teacher/Staff/Administrator

1. Give the complainant time to report the situation.
 - a. Who is the "victim?"
 - b. What happened?
 - c. When did the event occur?
 - d. Where did the incident happen?
 1. On school property?
 2. Going to or coming from school?
 - e. How did the situation happen?
 1. Spontaneous event? Participants known?
 2. On-going situation.
 3. How many individuals were involved?
 4. Is the complainant seriously injured?
 - f. Why did the situation occur?
 1. Harassment
 2. Bullying
 3. Intimidation
 - g. Seek out an administrator

STOP THE INTERVIEW IF YOU BELIEVE A CRIME HAS OR MAY HAVE BEEN COMMITTED.
FOLLOW THE CRITICAL INCIDENT GUIDELINES.

1. If the complainant is injured, seek medical assistance from the nurse.
2. Relay the pertinent information regarding the situation to an administrator.
3. If any of the following details are involved, CALL POLICE or CHILD PROTECTIVE SERVICES IMMEDIATELY;
 - a. Serious bodily harm or injury
 - b. Assault of a person
 - c. Incident involving a weapon such as a gun, knife, or handmade weapon
 - d. Possession of drugs or alcohol
 - e. Being under the influence of drugs or alcohol
4. If the complainant is able, have them begin to write out a narrative of the event.
5. DO NOT leave the complainant/victim unattended. Wait for a responsible party or authorities to arrive.

Principal:

1. Report to the scene immediately.
2. Instruct secretary to call the nurse if necessary.
3. Instruct the secretary to call 911 if necessary.
4. Instruct the assistant principal, secretary, or a staff member to make notifications of the situation to:

#1	Superintendent	(747-5208)
#2	Assistant Superintendent	(747-5225)
#3	Director of Security	(254-4802)
#4	Director of Secondary Education	(747-5203)
#5	Director of Elementary Education	(747-5207)
#6	Director of Special Education	(747-5449)

The building administrator (or their designee) *will be responsible* to make the initial notification, or continue to pursue the notification process until such time that one of the above officers has contacted the Superintendent's office and made him/her aware of such situations.

Assistant Principal:

1. Report to the scene or designated location in absence of principal.
2. Report to the office or the scene or as directed immediately.
3. Continue to supervise regular building activities.
4. Call Administration building with updates if directed to.

Secretary:

1. Contact 911 if directed.
2. Contact injured person's physician if directed.
3. Stay in contact with administrators.
4. Call the nurse if injury is involved.
5. Contact any support staff as requested, tape identification on the injured with child's name and parents' names and phone numbers assisting the nurse if necessary.

Nurse:

1. Report to the scene or the designated location.
2. Take first aid kit.
3. If anyone is seriously injured and needs to be transported for treatment, place tape identification on injured with the person's name and parents' name and phone number(s).
4. If more than one person is transported, keep a list of injured so that "Injury to Student" reports can be completed.
5. Notify parents as soon as possible.

Counselor:

1. Report to the scene or a designated location.
2. Assist principal or assistant principal as directed.
3. Contact parents / family of injured person if directed by the principal or nurse.
4. Help with distraught siblings, family or staff.

Custodian:

1. Report to the scene or designated location if requested.
2. In certain situations, assist with lock-down procedures.
3. Assist administrators and staff accordingly.

Other Teachers / Staff:

1. Remain with students and maintain normal schedule.
2. Keep children calm. If they ask, reassure them that the situation is being handled.