Block Middle School
Student/Parent Handbook

CARDINAL NATION

2019-2020 School Year

Student-Parent/Guardian acknowledgement of Handbook

As the parent/guardian of named student:

_____,

who is enrolled at Joseph L. Block Middle School

I acknowledge receipt of the SCEC: 2019-2020 Student/Parent Handbook. I understand it is my responsibility to read the Student/Parent Handbook and review its contents with my child.

_____

Printed Parent/Guardian Name and Date

_____

Parent/Guardian Signature

Please Return this Signed Form to Child's School

School-Please Place Form in Student's File

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School City of East Chicago

Dr. Paige McNulty, **Superintendent**

Dear School City of East Chicago Students and Parents;

On behalf of our Board of School Trustees, we look forward to a very productive 2019-2020 School Year. As Superintendent, our shared priority is to continue to provide our students with the necessary tools to build a strong educational foundation in a safe and secure learning environment, that will allow them to effectively compete in a dynamic and changing workforce, achieve a positive quality of life and become a productive member of the Community.

Here at the School City of East Chicago we have dedicated and skilled career educators whose mission remains, "Learning for all whatever it takes." I am very proud of our outstanding Staff and the Principals who are assigned to lead our teams at these School City of East Chicago Facilities;

Elementary Schools (Pre-K)
Carrie Gosch Early Learning Center - Principal E. Glenn

(Grade K- 6)

- Harrison Elementary- Principal J. Peters
- Lincoln Elementary- Principal N. Sharp
- McKinley Elementary- Principal C. Guitierrez
- Washington Elementary-Principal A. Hogan

Middle School (Grade 7-8)
Block Middle School- Principal K. Hobson

High School (Grade 9-12)
East Chicago Central High School- Principal D. Wright

Our Principals and their teams look forward to working closely with Students and Parents to improve performance and achievement at all levels!

As our Educators make the learning tools for success available, it is the responsibility of the Student, with the support and engagement of their Parent or Guardian, to pick up and use those same tools to build a future that is full of opportunities that is only limited by their imagination, enthusiasm, and energy! You can begin by reading and following this Student/ Parent Handbook and communicating with our staff to ensure that a productive, safe, and successful school year can be shared by all of our students.

Yours in Education

Paige McNulty, PhD.
Superintendent

1401 E. 144th Street • East Chicago, Indiana 46312 • (219) 391-4100 • Fax (219) 391-4126 • www.scec.k12.in.us

Welcome

Joseph L. Block Middle School welcomes you to the 2019-20 school year. Over the next 180 days of instruction, students, teachers, staff, and parents will be partners in learning. This handbook outlines the expectations of students while they participate in education on our school campus. We are committed to working closely with parents/guardians and community members to make certain that students of the School City of East Chicago experience success on multiple levels.

We encourage you to examine the Block Middle School Student/Parent Handbook in its entirety and support us throughout the school year. Feel free to review this information with your child as he or she embarks upon a successful school year.

On behalf of Joseph L. Block Middle School, we thank you for your ongoing cooperation and support of the School City of East Chicago.

Our Contact Information:

Block Middle School – 219.391.4084

Principal –Kerchell Hobson

Assistant Principal-Simona Martin

SCEC District Mission Statement:

Learning for ALL - Whatever it Takes!

SCEC Vision Statement:

All School City of East Chicago graduates will possess the knowledge and competency to be college and career ready.

SCEC District Objectives:

- 100% of our students graduate
- Each student achieves the goals of his/her Individualized Learning Plan

- 100% of students are active agents transforming the social and economic landscape of East Chicago

SCEC District Parameters:

- We will make all decisions based strictly on the best interest of the student
- We will not engage in anything that does not directly support elementary-secondary education
- We will not compromise excellence
- We will incorporate optimal technology into every aspect of the educational system
- We will defend our local autonomy at all costs

Belief Statements:

1. Each person has absolute worth
2. Trust is essential to positive relationships
3. Everyone needs to feel loved
4. Every person deserves to be treated with respect
5. The strength of community is diversity
6. Communication leads to understanding
7. Spirituality is humanity's guiding force
8. Every child, every day is entitled to society's best
9. All people have a right to feel safe
10. All people are responsible for their actions
11. Open minds open possibilities
12. All people have the freedom and responsibility to acquire knowledge
13. Optimal learning takes place only in a culture of extraordinary thinking
14. Service to others builds stronger communities
15. A strong work ethic leads to success
16. Honesty builds strong character
17. Education is essential to a good quality of life

Block Middle School Mission Statement

The mission of Joseph L. Block Middle School is to ensure that all members of our student community achieve unparalleled academic success and develop both socially and emotionally to their fullest potential through a system distinguished by:

- First class academic programs that cultivate high student achievement
- High-quality, rigorous classroom instruction
- Positive parental involvement
- Innovative, technological opportunities that enrich the curriculum for our students

Block Middle School Mascot
Cardinals

Block Middle School Colors
Solid Red, White, Navy Blue and Khaki

School Hours for Block Middle School
8:30a.m. – 3:30 p.m.

Main Office Hours
7:00 a.m. – 4:00 p.m.

Arrival and Dismissal

Parents/Guardians delivering or picking up students at school should drop students off in the "Car Lane" at Door A. **The lane closest to the school building is reserved for bus traffic.** Students should not arrive at school before 7:55 a.m. The breakfast program is from 8:05 a.m. – 8:20 a.m. Students that arrive after 8:20 a.m. will not be served breakfast.

Signing Students In and Out of School

Students who must leave early during the day must have a parent or guardian sign the student out in the school's main office. **Students will not be allowed to sit in the office and wait for parent pickup. Early pick-up will not be permitted after 3:15 p.m unless arranged with administration.**

School Closings

The closing of school due to inclement weather or other emergencies will be announced over the following radio stations:

- WLJE: 105.5 FM
- Shine FM/ WONU: 89.7 FM
- WLTH: 1370 AM
- WJOB: 1230 AM
- WBBM: 780 AM
- WGN: 720 AM
- WBBM: 2
- WMAQ: 5
- WLS: 7
- WGN: 9
- FOX: 21

You may also visit the school website at: www.scec.k12.in.us

In addition, the below television stations will be utilized;

Every effort will be made to have the announcement made before 7:00 a.m., please note that we work with various media outlets who may use their own procedures for release of information.

Parents and students are encouraged to listen to the stations for the official announcement, and asked not to call each school or the radio stations. This would only serve to impair communication.

Students and parents are to consider that schools will be open in the absence of any school closing announcement per the school calendar.

Family Resource Center/Parent and Community Involvement

East Chicago Public School serves our students and families through **the Full Service School model**. The goal is to remove the non-academic barriers that impede student success and empower parents with access to knowledge and community resources in their critical role as supportive parents. The Full Service School model includes the creation of Family Resource Centers in all of our eight school sites. Within the Family Resource Center (FRC):
Parent Liaisons link families to community resources and provide Parent Information Workshops focusing on a variety of relevant topics throughout the school year. The FRC is a welcoming gathering place for parents within their child's school. Each FRC is staffed by a Parent Liaison to assist in meeting parent needs. The Parent Liaison also facilitates the school's Parent Groups. Parent Groups provide a parent perspective and serve as a resource to assist with special school projects in support of the school's mission.

Parent and Community volunteer applications and activities are facilitated by the FRC Parent Liaison. There are a variety of ways parents and community members can offer their time and resources in support of growing a positive school climate and increasing student success. If you are interested in learning more about volunteer opportunities within SCEC please contact one of our Parent Liaisons.

Please note that all volunteers must complete a volunteer application and criminal background check (criminal background checks may be at the expense of applicant). Please understand that obtaining prior clearance before volunteering in our schools is essential in keeping all of our students safe.

Student Enrollment

SCEC offers student enrollment during the summer via on-line registration on SCEC website (http://scec.k12.in.us), during the school year students may be registered at their assigned school. It is important that parents prepare for student registration prior to enrolling their child(ren). The following documents/school forms are expected to be turned into your child's school before the first day of your child's attendance.

1) SCEC Student Enrollment Form

2) Parent's proof of residency via a legal photo I.D.

    a. Valid State driver's license and **two** of the below
    b. State Identification card plus **three** of the below

    If you do not have an Indiana driver's license then you must have three of the below:
    a. Copy of your home mortgage (rental lease is <u>not</u> acceptable)
    b. Documentation of your address (within last month) from Dept. of Public Assistance
    c. Documentation of your address (within last month) from Dept. of Public Housing
    d. Bank statement (within last month) with your current address
    e. Utility bill with your name/current address.
    f. Car registration with your name and current address.
    g. Pay stub with your name and current address.

    (All addresses on documents must be within the last month, and have the same address)

3) A copy of student Birth Certificate
    a. If a student is not residing with biological/legal parent, then an Indiana Dept. of Educational Custodial Form must be completed
        i. If parents are separated/divorced, *Form I* must be completed with court papers declaring custodial arrangement must be copied and provided to school
        ii. If the student is living with a relative of his/her legal parent, *Form II* must be completed with legal documentation that relative is the legal custodial guardian…or… guardian is recognized by Court documentation or Indiana Dept. of Social Services/Public Assistance as the student's custodial caretaker.

4) Health Records
    a. A copy of student's updated/current student immunization record (all students)
    b. Student Health History Form (for all new students)
    c. Student Emergency Health Status Form (for all students)
    d. Parent Consent for student vision screening (all new students and all kindergarten students)
    e. CHIRP *(Children and Hoosiers Immunization Registry Program)* parent release form (all students)
    f. Parent Consent to Release Information for students with special health considerations must be updated annually.
    g. Students who must take a prescription medication during the school day or when under the supervision of school staff must have a written prescription from the student's physician indicating the name of the student and medication, dose of prescription, time/frequency for dispersing of medication and the length of time medication is to be administered. Medication must be in the prescription bottle. This procedure must be completed annually or at the time of any medication change. Failure to provide to school nurse prior to the student's first day of school may result in the student's exclusion from school until compliance with this directive is met.
    h. Over the counter medication must be accompanied with the student's physician's written order prior to administering to the student when in the care of school nurse.

5) Student Attendance Parent Acknowledgement Form (all students)
6) Student Race and Ethnicity Form (all students)

7) Acceptable Use of Technology Form (all students)
8) Home/School Language survey (all students)
9) Parent Permission to Photograph/Video Tape Student
10) Other student age specific forms may also be required, such as parking permit for students wishing to drive/park their own vehicles to/from school.
11) Transferring Student Records
    a. Student School Records from last school of attendance (new students)
    b. Student latest I.E.P. (Individual Education Plan) from last school of attendance (new Special Education students)

Student Emergency Information

In case of an emergency, each student is required to have on file at the school office the following information:

1. Parent / guardian name
2. Complete and up-to-date address
3. Home phone and parent work / cell phone
4. Emergency phone number of a friend or relative
5. Physician's name and phone number
6. Medical alert information

eLearning

The School City of East Chicago is pleased to announce that we will implement the use of eLearning for 2019/2020 school year. eLearning will allow students to access educational assignments outside of the school setting and teachers will be available to support students online. eLearning allows students to continue to learn and grow on days that schools are closed due to inclement weather or other emergencies. eLearning practice days will take place on September 24 and November 5, 2019.

Student Change of Address/Phone Number(s)

In the event that a student's home address changes or emergency phone numbers change from the original information provided to school upon registration; the parent/guardian must immediately notify the school office. It is the sole responsibility of the parent/guardian to provide accurate contact information to the school. The Administration of Block Middle School reserves the right to issue an Overnight Suspension to any student for whom the school is unable to contact a parent/guardian. The student will thereby not be allowed to return to school until he or she is accompanied by a parent/guardian.

Student Withdrawal

An application for withdrawal should be completed by the parent of any student who is withdrawing from school. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to the next school of enrollment.

Parent Conferences and Classroom Observations

Joseph L. Block Middle School welcomes visits to school by parents / guardians, other adult residents of the community and interested educators. We encourage all parents to visit our school and observe the school in action. Should any parent wish a conference, it may be arranged by calling the school office or by emailing the classroom teacher. Conferences may be scheduled during the teacher's prep time or before or after school. Parents are asked to support school expectations by following all expectations. To protect the safety and welfare of students and school personnel, as well as to minimize classroom disruptions, procedures for visitors shall include the following:

1. Arrange classroom observations with a minimum 24 hour advanced notice by calling the main office
2. Visitors to Block Middle School must enter door "A" and register with security staff via the ***SafeVisitor*** system to obtain a Visitor's Pass.
3. A valid picture identification card is necessary to obtain a visitor's pass. A copy of the picture ID may be kept by the school.
4. Sign-in lists showing name purpose of visit, arrival time, and departure time shall be maintained by the school office.
5. Any person who does not register with school office is on school property illegally and should be asked to identify themselves properly, get visitor's pass, or leave the school's grounds.
6. Classroom observations should not exceed one hour a day, per teacher, per visit unless the teacher feels a longer visit is warranted.
7. Visitors should arrive between classes so their entry will be as unobtrusive as possible.
8. Classroom visits shall be limited to adults to minimize classroom disruption. It is inappropriate for visitors to speak out, make statements or ask questions of the students or teacher during the visit unless asked to participate.
9. If a visitor wishes to discuss their observations or any issue with the teacher, he/she should make an appointment to meet during non-instructional time.
10. The use of phones or any other recording device to record meetings at which a teacher is present or to record a teacher during the discharge of his/her duties is prohibited without the prior written consent of each teacher who will be included in the recording.
11. **No student guests are allowed in the building during the school day.**
12. No phone calls will be forwarded to teachers during instructional time.
13. Parents are not allowed to pull students out of class for non-emergencies.

Family Education Rights Privacy Act (FERPA)

FERPA is a federal law that provides parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 years or attends a school beyond the high school level.

Under this law:

Parent or eligible students (student to whom the rights have transferred) have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible student to review the records. Schools may charge a fee for copies.

- Parent or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allow schools to disclose those records without consent to the following parties or under the following conditions:
    - School officials with legitimate educational interest
    - Other schools to which a student is transferring
    - Specified officials for audit or evaluation purposes
    - Appropriate parties in connection with financial aid to a student
    - Organizations conducting certain student for or on behalf of the school
    - Accrediting organizations
    - To comply with a judicial order or lawfully issued subpoena
    - Appropriate officials in cases of health and safety emergencies
    - State and local authorities, within a juvenile justice system, pursuant to specific State law with court order and parent knowledge of requested information.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards and date of attendance. However, schools must tell parents and eligible students about directory information all parents and eligible student a reasonable amount of time to request that the school not disclose directory information about them.
- School must notify annually parents and eligible students of their rights under FERPA. The actual means of notification is left to the discretion of the school system.

SCEC Student Dress Code

The Administration of Joseph L. Block Middle School reserves the right to determine appropriate attire for students while in attendance at school. Unless it is announced or specified by the building Administration, all students are expected to observe the Mandatory Uniformity of Colors Dress Code Policy. School District colors and dress codes are as follows:

Approved Student Attire:

- **All visible clothing must be in compliance with the District's uniformity of color policy: solid red, white, navy-blue and khaki.**
- Students will wear a solid red, white or navy-blue shirt with a collar and short or long sleeves.
- Solid red, white or navy-blue sweaters or sweat shirts **without hoods** may be worn over the collared shirt.
- Students will wear solid navy-blue or khaki pants, skirts or shorts.
- The hem of solid navy-blue or khaki skirts or shorts must at least meet finger-tip length when arm is extended downward.
- District/School approved "Cardinal" apparel or district/school approved athletic apparel (sports team jersey, T-shirt, sport uniforms) are allowed per Administration's approval.
- Students will wear footwear (street shoes, gym shoes, boots, sandals) in which the entire foot is safely and appropriately enclosed.

Unacceptable Student Attire:

- **Any visible clothing NOT in compliance with the District's uniformity of color policy: solid red, white, navy-blue and khaki** may not be worn.
- T-Shirts, undershirts, hoodies, tank tops, tube tops, halter tops, crop tops and sleeveless shirts may not be worn.
- Tops, pants, skirts or shorts that are sheer, unbuttoned, unzipped or are in any way inappropriately exposing the body may not be worn.
- Denim jeans, jeggings, leggings, joggers or sweat- pants may not be worn.
- Short-shorts, miniskirts, torn or distressed clothing that inappropriately exposes the body may not be worn.
- Tops or bottoms that are oversized, excessively long, bagging, sagging or excessively tight may not be worn.
- Hats, scarves, bandanas, rollers/curlers, gloves or sunglasses may not be worn inside the school building.
- Outer garments (coats, hoodies, jackets) may not be worn inside the school building.
- Bare feet, house shoes, slippers, scuffs, skate shoes, flip-flops or slides may not be worn inside the building.

- Any clothing, footwear or accessory that has a graphic or insignia which is obscene, profane or, is in any way inappropriate or disruptive to the learning environment may not be worn.
- Any tattoos, body piercing, nail art, makeup, or hair cut design which is obscene, profane or, is in any way inappropriate or disruptive to the learning environment may not be visible or worn.

Exceptions to the Dress Code

While the safety and appropriateness of student attire will always be warranted and enforced during school and school-related functions, the uniformity of colors policy need not be adhered to during physical education classes, extracurricular, athletic, academic, dramatic, or musical events or ceremonies, unless required by the staff member supervising the event. Other appropriate attire requirements may be made for such events by faculty sponsors and/or Administration.

Further exceptions to the dress code will be determined and implemented by Administration (e.g., dress-up/dress-down day, school spirit days, etc.).

Student Uniform Resources

Parents may contact their child's school Parent Liaison or school social worker/counselor for assistance in securing appropriate student uniform items.

Dress Code Violation Consequences

Building administration/designee will issue the following for infractions to the school dress code policy:
- **First infraction**: Student receives a written warning which must be signed by the parent/guardian and returned to school
- **Second infraction**: Parent/Guardian is contacted and student receives 2 days of After-School Detention
- **Third infraction**: Student is issued an Overnight Suspension and is not allowed to return to school unless accompanied by a parent/guardian

Lockers

Student lockers remain the property of the school and may be opened at any time by the school Administration.

Students are only allowed to go to their lockers before school, after school and when otherwise authorized by faculty and/or Administration.
Students are responsible for all contents in their lockers. It is the student's responsibility to keep his or her locker locked at all times**.** *Misuse or abuse of lockers will be considered an act of vandalism.* All valuable possessions should be left at home - ***The school is not responsible for personal property stolen from lockers.***
Lockers are for use of the assigned student only - *Students should not share their lockers UNDER ANY CIRCUMSTANCE or give their locker combinations to others.*
NOTE: The school reserves the right to inspect and search lockers and other school property and equipment owned or controlled by the school district as well as personal effects left in those places and areas by students, without notice or the consent of the student, and without a search warrant.

Damaged to Electronic Equipment

Students who misuse or damage ANY technological device that is property of the School City of East Chicago will receive an itemized bill for the damage. Students, parents, or guardians will be financially responsible for reimbursing SCEC replace or repair the damaged item or items.

Student Health Services

Injury and Illness

Student health services are provided to students via our school-based nursing staff. Students who are in need of monitoring documented health conditions as well as students who may fall ill or receive an injury during the school day will be serviced by our nursing staff. School nursing staff screen students needing emergency care or physician follow up care and inform parents accordingly. Parents are responsible, annually, for informing and providing documentation to school nurses of any medical condition that may impact a student's ability to function during the school day or a school activity – as soon as the first day of school.

Immunizations and Screenings

When a student enrolls in a school, the parent is required to show that the student has been immunized or that a current medical or religious objections is on file. Student immunizations are documented and monitored by school nurses, as well as provisions for student hearing and vision screenings per Indiana law. Student immunizations are expected to be documented and provided to the school nurse by the first day of school. Indiana State Board of Health requires that all immunizations be current, including but not limited to diphtheria, pertussis, tetanus, measles, rubella, poliomyelitis, mumps, varicella, hepatitis A, hepatitis B, and meningitis or have an authorized exemption from Stat immunization requirements (I.C. 20-34-3-2 or I.C. 20-34-3-3). Communicable diseases may be designated by the State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a communicable disease epidemic regarding required immunizations, the Superintendent may temporarily deny admission to a student otherwise exempted from the designated disease lacking the immunization. Any questions about immunizations or exemptions should be directed to the school nurse.

Medications

Medications to be dispensed during the school day or school activity need a written physician's prescription with medication provided in the prescription container. Once again, parents are responsible, annually for informing and providing documentation to the school nurse no later than the first day of school. In order to safely administer medication required for a student's well-being while at school and abide by Indiana State Law, the following guidelines are necessary:

1. In order to dispense medication, written instructions from both the parent/guardian and physician is required. Verbal instruction does not meet legal requirements.

2. All written instruction should include date, student name, reason for giving, medical dose, time, duration, and signature.

3. Medication should be sent in its original, labeled pharmacy or manufacturer's container.

4. Any and all medications are kept locked away or in tamper proof containers. (Exception: Students who have been authorized to carry medication for emergency/chronic health needs.)

5. The school nurse or his/her designee has the sole responsibility of dispensing all medication. When a medication is prescribed that is administered at school, an opportunity will be provided for the school nurse to discuss with the student any side effects and/or benefits.

6. Any medication delivered during the school day by a parent will require a student being called from class so the parent, students, and school personnel may review instructions. (If the medication does not meet the current school policy, the parent may administer the medication.)

7. All medication no longer in use or needed will either be returned to the parent/guardian or destroyed. For special needs related to emergency medications (i.e., allergies, diabetes) or treatments that need to be administered during the school day, parents/guardians are requested to meet directly with the school nurse.

8. Medication that is possessed by a school or administration during school hours or at a school function may only be released to the student's parent or to an individual who is eighteen years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

Homeless Students (McKinney-Vento Act)

In compliance with the McKinney-Vento Act, homeless students will be provided with a free and appropriate public education in the same manner as other students served by the SCEC. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under the school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency. Should additional information be needed, please contact the school principal and/or his/her designee.

School Transportation

Student transportation is available for students who live a pre-determined distance from their assigned school. **Transportation is not provided for students who live out of district, with exceptions made for students for whom specific circumstances apply.** If parents are uncertain if their child qualifies for school bus transportation please call the Office of Transportation at: 391-4175. Students qualifying for Special Education Services qualify for school bus transportation based on their current I.E.P. Students with significant medical conditions qualify for bus transportation based on documented medical need, per 504 plan, inclusive of Consent to Exchange Information Form; and completion of Request for Transportation form by student's physician – to be updated yearly, final determination of student need to access school transportation lies with the building administration in consultation with the school nurse.

Students are expected to abide by the rules in the Student/Parent Handbook related to behavioral expectations when in transit to and from school. Students may be suspended from riding the bus if his/her behavior is not in compliance with SCEC behavioral code of conduct. The safety of all children is of utmost importance and student behaviors that are a distraction for the bus driver/aide can risk the safety of all children. **If a child is suspended or expelled from using SCEC bus transportation, it is the responsibility of the parent/guardian to arrange personal transportation and ensure that the student arrives to school on time every day and is picked up from school at dismissal.**

SCEC Student Attendance Requirements

Student Compulsory Attendance, per Indiana law, requires that students be in attendance each school year for the number of days school is in session (IC 20-33-2-5). Student attendance becomes a part of the student's school transcript.

Should a student have 10 or more unexcused absences during the school year, he/she is considered a "habitual truant" (IC 20-33-8-12).

Should a parent not send a child to school because the student is ill, he/she must provide a written note of explanation to the school within 24 hours; after **four** consecutive absences a physician note is required upon the student's return to school. Please note a parent phone call does not meet the definition of an excused absence. If the student's illness is due to either chronic/long term physical or psychological incapacity, the parent/guardian must by law (IC 20-33-2-18) have student's physician complete a Letter of Student Incapacity (INDOE form) no later than 6 days from the date of the school's request. SCEC may request completion of a Letter of Incapacity by student's physician after 8 unexcused school absences.

In order to meet Federal No Child Left Behind and State mandates, a student must not be absent more than 9 days in one school year. The only school absences that are exempt (do not count against student attendance) by law (IC 20-33-15.7-17), are as follows:

1. Student service for precinct election board or a political candidate or parties (student must provide parent's written permission of verification to school administration, as well as, the performance of services to be provided by student signed by political leadership one week prior to event).
2. Student serving as a witness in judicial proceeding, providing proof of issued subpoena to appear in court to school administration.
3. Student serving duty in the National Guard, (no more than 10 days); providing written order to school administration.
4. Student serving duty with Indiana wing of Civil Air Patrol (no more than 5 days): providing written order to school administration.
5. Student participation in educationally related non-classroom activity (specifically defined meeting criteria per law and submitted in writing and approved by school Principal two weeks prior to activity. Additionally, student absences are exempt if the student is:
6. Suspended from school
7. Expelled from school
8. Placed into Juvenile Service Center or incarcerated

The school Attendance Officer, city/town Sheriff, marshal or police officer in Indiana may take into custody any child required to comply with State student attendance laws who is found during school hours not accompanied by a parent or with any individual who is not at least 18 years of age and a blood relative of parent, whereby the student is in a public place or public or private conveyance of place of business open to public (IC 20-33-2-23).

Any student who is a habitually absent from school (more than 9 days) may be reported to Juvenile Services (students aged 13 through 18 years) or Child Protective Services (students aged 12 years and under) per law (IC 20-33-2-26).

Per State law (IC 20-33-2-27) it is unlawful for a parent to fail to ensure that his/her child attends school as required by law. Non-compliancy by parent through enforcement of student attendance laws is noted under (IC 20-33-2-26, 27, 28). In such case where parent non-compliancy is established, either one or both may occur: 1) Parent referral to Child Protective Services; 2) Parent referral to Adult Courts.

A student may only be sent home at the approval of the school nurse or building administrator. A call from the student to his/her parent/guardian to be picked up from school due to self-report of illness is not considered an approval for dismissal from school. Students are not to call/text from personal cell phones requesting parent pick up due to illness. Student non-compliance can result in a disciplinary referral. A student may be excluded from school when not in compliance with school immunizations (IC 20-34-4-5). Exclusion from school is not an exempt student absence. *Please note that an absence which is not **exempt** by State law, whether excused or unexcused is counted as a school absence.*

Notification

Block Middle School has adopted a tiered series of notifications for students who are missing an increasing number of school days. The school will use a variety of communication measures (e.g., meetings between the principal and student; phone calls; letters; etc.) to inform parents about their son or daughter's attendance and to connect students and families with resources that support improved attendance.

# of days absent	Notification
Each Absence	**Phone Call/Text to Student** - Homeroom to Home Connection! Homeroom teachers will call/text each student who is absent from their homerooms letting the students know that they are missed and checking to be sure they are okay. A Google sheet of logged contacts will be completed each Friday. **Phone Call to Parent** - Parents will receive an automated call letting them know their student is absent, so the parent is informed to help ensure students are safe and reminding parents to call the school to excuse the absence or seek assistance with an attendance issue if needed.
2	**Phone Call** - Parent will receive a live phone call from the school indicating that the student has missed two days of school for any reason.
3	**Letter** - Parent will receive a letter from the school indicating that the student has missed three days of school. The student will be required to meet with the dean or social worker to discuss their attendance and to identify any supports that are needed.

	5	**Phone Call and Letter -** Parent will receive a phone call and letter from the school explaining that the student has missed five days of school and reminding the parent of the importance of regular school attendance. The parent will be encouraged to meet with the social worker to discuss attendance issues.	
	7	**Phone Call, Certified Letter, and Meeting -** Parent will receive a phone call from the school informing them that their child has missed seven days of school. A certified letter will be sent home from the school requiring that the parent meet with the school's dean or assistant principal to discuss supports that can be provided to facilitate improved attendance as part of an "attendance contract." Families will be offered support from Geminus Community Partners.	
	10	**Home Visit** – The school principal, dean, and/or social worker will conduct a home visit to meet with the student's parents, assess barriers to school attendance, and develop a plan to improve the student's attendance.	
	11+	**DCFS Referral –** *Students who miss 11 or more days of school are automatically referred to DCFS.*	

Prevention Activities

Block Middle School will complete the following activities to improve on-time arrival for classes and reducing the incidence of chronic absenteeism.

- **Open-house presentation to parents and families**
  - The principal will provide a presentation to parents attending the school's fall and winter parent nights. The presentation will summarize the risk factors associated with chronic absenteeism, note the resources available at the school to improve student attendance, and describe the risks associated with attendance.
- **Homeroom to Home Connection**
  - Homeroom teachers will be assigned to contact students/families when a student is absent letting them know they were missed and to check that everything is okay.
- **Institute the Check and Connect Program for students with attendance concerns**
  - The social workers participate in the Check and Connect Program. Teachers will be assigned to monitor students who demonstrate frequent absences and assist the student in securing additional resources or supports that enable their attendance.
- **Geminus Community Partners Referral**

SCEC School Tardies

It is extremely important for students to arrive to school on time. Late arrival hinders the child's ability to receive instruction at the beginning of the day with the rest of the classmates. Students who arrive after the school day begins will be considered tardy. Students arriving late to school in the morning must check in at the main office. Our school day begins at 8:30 a.m. Students that arrive after the 8:30 bell will be marked tardy. Students that arrive after the bell for each period class will be marked tardy. Excessive tardies will not be tolerated. Students that are " caught" in hallsweeps will be given an automatic after school detention.

Offense	Consequence
1st Offense	Warning
2nd-3rd Offenses	Classroom Policy and Phone Call Home (Teacher Driven)
4th Offense	Office Referral and After School Detention
5th Offense	Office Referral to Admin

Subsequent tardies within the semester will result in referral to Child Protective Services or Juvenile Services. Students may also be placed on the No Activity list.

Targeted Services

Title I Services

Title I is the largest Federal Aid Program for elementary, middle and high schools.Through Title I, the Federal Government gives money to school districts nation-wide based on the number of low income families in each district. Each district uses its money for additional educational services for children most in need of improvement in the standards-based skills of reading and/or math. Title I is required to assist low-achieving students meet academic standards established for all other students.

Positive Behavior Supports

Positive Behavior Supports (PBS) is an evidence-based, proactive, and inclusive approach for reducing undesirable behaviors and increasing desirable behaviors. PBS is a whole-school approach that provides students with motivation to exhibit behaviors that are safe, respectful, and responsible. Additionally, students are taught these behaviors and character traits through several evidence-based curricula. At the building level, students are supported with a variety of interventions that reward positive behaviors which, in turn, help to minimize the use of punishment as a behavior management tool. In the learning environment, staff use and support PBS in several ways. First, staff use proactive, evidence-based behavior management systems that reward students who exhibit positive behaviors. Second, staff teach students positive behaviors through evidence-based curricula and daily best-practices like Restorative Circles and Skillstreaming. Finally, staff can work in conjunction with specialists in the district to develop more individualized PBS-based support plans for students or classes when necessary.

Restorative Justice Programming Guidelines:

The Restorative Justice (RJ) program is a targeted intervention that provides an alternative to suspension through evidence-based, tier 1 & 2 supports. Restorative Justice at Block Middle School will follow these programming guidelines:

- In the event that faculty and Administrators notice a pattern of repeated behavioral infractions, a student will be considered for placement into RJ. **Placement into RJ is not automatic in lieu of suspension or available as an option in every instance requiring a punitive consequence. In some instances, both suspension and placement into RJ can be assigned. This will be determined by the school Administrators on a case by case basis.**

- Students assigned to RJ will not immediately start their time in the RJ class. The RJ staff needs time to schedule students appropriately, plan targeted instruction, and gather academic work from their teachers. This may result in a 2-3 day delay from the time RJ is assigned. Additionally, days spent in the RJ program will not be consecutive. For example, if a student is assigned 3 days of RJ they may spend Monday, Wednesday, and Thursday of the same week in RJ or even have days separated by a weekend or holiday.

- When a student is assigned to the RJ program, parents will be notified and the student will be assigned between 1 and 3 school days in the RJ class where they receive targeted social skills training (Skillstreaming), character education (Character Plus), and restorative practices like small impromptu conversations and restorative circles to build rapport and discuss behaviors.

- When assigned to RJ, students will spend the entire school day in the RJ room. Students will be provided with lunch in RJ and will have time to eat. Students will not be allowed to attend events or “specials” like art, music, gym, etc.

Students with special needs will have access to related services required in the IEP, as well as accommodations and modifications required in the IEP. The TOR is responsible to provide a copy of the student's IEP at a glance to the RJ teacher and to inform related service providers that the child is assigned to RJ for the day.

- Students will spend approximately half of their day (3 non-consecutive hours) in RJ keeping up with their academic coursework and the rest of the time actively participating in the aforementioned social emotional instruction and interventions. The RJ staff will be responsible for obtaining the academic work from the students' teachers.

- One day a week the RJ classroom will not have any students in attendance and the instructor and paraprofessional will "push-out" into the building to: check-in with students who have recently been in the RJ class, work with small groups of students in restorative circles, work with classroom teachers to help them incorporate social emotional learning, restorative practices, and character education into their daily instructional practices. This effort is to promote "skill transference" or "generalization" of the new social emotional skills they learn in the RJ class. RJ instructors will also spend time on these days contacting the parents of recent RJ students to inform them of their student's progress.

- RJ assignment will be entered into the RDS system by administrators and will be available for parents and staff to view under the "discipline" tab.

- The total number of days in RJ will not exceed 10 (per semester or year?). If after 10 days the same pattern of behavioral infractions continues, other approaches and/or evidence based interventions will be considered. Students with special needs who are approaching 10 days in RJ will have a case conference called to determine if a change in placement is appropriate. Additionally, the case conference committee must ensure that appropriate functional behavior performance information and current positive behavior supports relevant to behavior needs are included in the IEP.

- While in RJ, a student is expected to follow all the district, building, and classroom rules and expectations. **RJ classroom management plans will incorporate positive behavior supports and restorative approaches to discipline, but students who do not respond to these interventions and consistently disrupt the learning environment will be removed from RJ. Students who are removed from RJ for consistently disrupting the learning environment will not be allowed to return to RJ for the remainder of that RJ assignment period and building administrators will determine the consequence and course of action. Students who are removed from RJ in this way more than 2 times will not be allowed to return to the RJ program until a team meeting is held with the student, student's parents, building administrators, RJ staff, RJ coordinator, and (if applicable) a special education administrator.**

ENL Student Services

Mission

We are dedicated to serving English Learners by providing English Language Development (ELD) strategies in *Listening, Speaking, Reading, Reading Comprehension, Writing, & Oral Communication* to support academic English in content- area classrooms.

Program Overview

School City of East Chicago, Education/ English as a New Language (ENL) Program provides Kindergarten-Grade 12 academic English language instruction to non-English and Limited English Proficient (LEP) students.

Students at the elementary, middle, and high school levels receive language assistance to support their learning of content area curriculum using English Language Development (ELD). The goals for LEP students are to gain academic English language

fluency through instruction in reading, writing, listening and speaking to prepare students to pass ISTEP+ exams, ECAs of Algebra I , Biology I & English 10 and graduate from the School City of East Chicago.

Exceptional Learner Programs

Exceptional learner programs and related services in the school corporation parallel the regular education program. They are designed to meet the instructional needs of the exceptional child, the child that general education finds difficult to accommodate adequately due to significant physical, intellectual, social and/or emotional differences. Specially designed instructional programs and the necessary related services are made available to any student with such needs, providing parents have input in the recommendations and have agreed to the program placement. The original and continued placement of a student in any exceptional learner program is closely governed by state regulations and the School City adheres to these rules in order to protect the rights of students and parents.
All exceptional learner programs and their related services comply with the guidelines established in Article 7 of the Indiana State Code. The individualized educational program of instruction ensures a free and appropriate public education that provides flexibility, opportunity, and an environment with peers so that the student may experience success in reaching his/her maximum potential.

Student Academic Guidelines

Student Awards

Shortly before the completion of the school year, a student convocation will be scheduled to honor those students who have demonstrated outstanding achievement in identified areas during the school year. The purpose of these awards is to not only recognize individuals, but to foster student pride and esteem. Individual awards will be awarded for exemplary performance in the areas of academics, the arts, attendance and citizenship.

Honor Roll

Students at ECMS at Block may qualify for one of three honor roll categories providing they have no grade lower than “C” and they meet one of the following criteria:

- Straight "A" Honor Roll – Student must make all A’s
- High Honors – Student must make all A’s and B’s
- Honors – Student must have an overall “B” average whereby any “C” on the report card is offset by an “A”
- Photographs of the honors students may be on display in the school’s Hall of Fame

Student Homework Policy

Parents and teachers should be partners in the education of students, their **cooperative efforts in giving assignments and monitoring homework can provide excellent opportunity** to strengthen this educational partnership.

Homework is an out-of–class assignment and should be related to the core standards. The teachers will communicate his/her personal homework policy to parents and students in writing at the beginning of the school year and reviewed throughout the year.

Cooperation by parents is a necessary factor, they need to encourage their child(ren) by showing interest and exhibiting helpful attitudes toward homework.

Each student has the responsibility to develop good work and study habits. The student should take good care of the books and other materials assigned to him/her for homework. Homework will be mandated two times a week in each core subject.

Progress Reports

Progress reports are issued midway through each quarter. Comparable reports may be sent to parent any time during the year. Such reports may be used to report satisfactory or outstanding progress as will. If it becomes apparent that a student is not progressing, as he/she should, the parents will be notified. It should be noted that parents may monitor their child’s school status by accessing the school’s “parent portal”. For more information please contact your student’s parent liaison or visit www.scec.k12.in.us

Report Cards

Report cards are issued following the completion of each nine week grading period. Please carefully review your child’s progress report and make an appointment with your child’s team if you have any questions regarding grades.

Sports, Teams and Clubs

Middle School students must be in good academic and behavioral standing to participate in any after school activity, including clubs and athletics. Good academic standing means that a student has a C or higher in every core course (Math, ELA, Science, and Social Studies) as taken from the teachers RDS Gradebook. Good behavioral standing means following the athletic code of conduct. Attendance may also be taken into account for student participation in extracurricular activities. Students with 3 or more suspensions throughout the year will be placed on the no activity list for the remainder of the year. **NOTE:** Students may be required to complete community service projects in order to participate in activities clubs or athletics.

Eighth Grade Promotion and All Other School Sponsored Activities

Eighth grade students who are in good academic and behavioral standing will be allowed to participate in a promotion ceremony. Students with excessive referrals and detentions will not be allowed to participate. Nor will students with 3 or more suspensions throughout the school year be permitted to participate in the promotion ceremony. Good academic means students must maintain a 2.0 cumulative GPA within the school year.

Behaviors and Consequences

- Effective classroom management and preventive behavior strategies are essential for supporting teaching and learning. Block Middle School goes further by emphasizing effective classroom management, Positive Behavioral Support, Restorative Practices and preventive school discipline. These measures, in conjunction with effective academic instruction in a positive and safe school climate, maximize success for all students.

- Students will be redirected in a positive manner when their behavior is not in compliance with effective academic instruction in a positive and safe school climate.

Student behavior is the responsibility of the student, parent, family, school and community. To this end, there is a shared accountability to provide our students with a strong foundation of character traits that will serve them well whether in school, home or the wider community. Student guidance includes both prevention as well as a progression of interventions that may result in disciplinary action.

Student discipline occurs when a student's behavior is not responsive to initial redirection and/or attempts to positively respond to PBS strategies. In the event that the student chooses to act irresponsibly with contempt to redirection, the student has then moved from committing a minor offense to a major offense. Consequently, the student progresses to a higher level of intervention which includes disciplinary action.

The use of discipline is understood in the context that we all make mistakes as we learn and grow. The desire is to instruct, to guide, and to help children to order themselves from the inside rather than having to impose order on the student from the outside. When student discipline is needed it is viewed in the context of being responsible for one's behavior. Therefore, when minor behavior violations turn into major behavior violations, student discipline is determined through the framework of consequences established within the student code of responsible behavior.

Court Orders:

Any SCEC Parent/Guardian/Student who has received a signed and certified Court Order which may impact the safety or security of their child or themselves, must in a timely manner, notify and provide a copy of that Court Order to their School Administrator, in order for appropriate steps to be taken to further provide for that student's safety and security while attending school.

Code of Responsible Behavior

Due Process

Due process of law will be provided to students in all discipline matters. This will include the opportunity to be informed of the provisions of the code or other school regulations or procedures allegedly violated, together with evidence to support he charge. Students will be given an opportunity to respond. When considering the action to be taken, the following will always be reviewed:

- Age of the student
- Grade level of the student
- Frequency of the misconduct
- Seriousness of particular misconduct
- Attitude of the student
- Degree of cooperation of the student

Effective teaching of responsible behavior and self-discipline takes time because it requires an interaction with the student to:

- Show them what they have done wrong
- Give them ownership of the problem
- Help them find ways of solving the problem
- Leave their dignity intact

In many cases, this will require the student to not only take ownership for the problem that has been created and fix what was done (restitution); this process will also require the student to figure out how to keep it from happening again (resolution) and to heal the person or persons harmed (reconciliation).
There are a number of consequences for administrative consideration when disciplining a student, however should the student behavior violation warrant consideration of a recommendation for school expulsion; the student shall be informed of the procedural guidelines provided by law prior to any decision being made as to the enactment of a student expulsion from school.

Special Education students

Students who have a disability or those who are suspected of having a disability will be afforded procedural safeguards in accordance with State and Federal Regulations.

Student Conduct

The School City of East Chicago Middle Schools' Discipline Code provides a standardized procedure for establishing a positive environment in which students can learn, are respectful, responsible, ready (3Rs) and safe. ***ALL*** students are expected to adhere to the rules stated in this handbook, and it is the responsibility of the staff and administration to enforce the discipline code as established.

Disciplinary Powers of Principals (IC 20-22-8-10):
(a) A principal may take any action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

A school principal may deny a student the right to attend school or to take part in any school function, refer a student to ECMS. Principal discretion will be used to determine the length of placement per occurrence.

Bullying

1. **Bullying** per Indiana law (**IC 20-33-8-0.2)** means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted

student an objectively hostile school environment that:
(1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
(2) has a substantially detrimental effect on the targeted student's physical or mental health;
(3) has the effect of substantially interfering with the targeted student's academic performance; or
(4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services,
activities, and privileges provided by the school.

Bullying, inclusive of using electronic means, is prohibited by SCEC. This covers whether a student is:

- On school grounds during school day
- Immediately before/after school when on school grounds
- Traveling to or from school or school sponsored activity, function or event
- Any other time when the school is being used by a school group
- Off school grounds at a school activity, function or event
- Using property or equipment provided by the school
- Using electronics/equipment /written – verbal communication off school grounds that targets a student or group of students or staff causing harm to another person or a disruption of normal school environment/functions as defined by the State bullying definition.
- In addition to the above behaviors associated with bullying, SCEC also prohibits the sending of sexually explicit images or messages through social media among students. This includes the transmission of sexually explicit messages/images which originate while on or off school property that targets a student/staff and causes disruption to the normal school environment or school functions or is in violation of the school/district mission statement. Transmission of pornographic material is against the law. A student 18 years or older in possession of or distributing sexually explicit images of another person under the age of 18 years is considered to have committed a criminal offense and in addition to prosecution can be placed on the Adult Child Predator list via Indiana Dept. of Law Enforcement. A student at any grade level will face disciplinary action associated with the transmitting of sexually explicit images or messages under the above described circumstances.
- In addition to the above behaviors associated with bullying, SCEC also prohibits Hazing. Hazing is defined as when any person knowingly requires the performance of an act by a student or the acquiescence to an act for the purpose of induction into, admission into , affiliating with, or hold office in or maintaining membership in any group, organization, society, club, or athletic team whose member are or include other students.

It should be noted that bullying/cyber-bullying disciplinary actions are dependent on the severity of act(s) and frequency of act by the bully, previous intervention attempts/actions by administration to address bullying by student, and therefore allows building/district administration to determine appropriate disciplinary actions to be taken.
Please be informed that in order to successfully address bullying/cyber-bullying it is the responsibility of schools, students, parents/families and the community to work together to effectively reduce the incidents of bullying in our schools and community.

Disciplinary Actions for Bullying Standard's Violation:
Students who are bullying or encourage bullying or are audience participants of an act of bullying may also be disciplined under these guidelines.

Bullying Assessment

Type of Bullying	Behavior Exhibited	Disciplinary Responses
Level 1-Single incident of spoken, written, or electronic communication.	Thoughtless comments	Verbal or written correction from school personnel
Level 2- Repeated incidents of spoken, written, or electronic communication	Naming calling, threatening, derogatory, or malicious comments	Notify parents/guardians; school counselors referral; minor discipline such as loss of privilege, detention, etch; removed from class or activity for period or day
Level 3-Physical acts of any type where injury occurs and/or continued behavior	Slapping, punching, hitting, kicking, and/or continued behavior listed in Level 1 through	Notify parents/guardians; school counselor referral; detention, Restorative Justice, or

listed above in Level 1 through 3.	3.	suspension from school
Level 4-Physical acts of any type where injury occurs and/or continued behavior listed above in Level 1 through 3	Slapping, punching, hitting, kicking, and/or continued behavior listed in Level 1 through 3.	Notify parents/guardians; school counselor referral; suspension from school with possibility of expulsion.
Level 5-Physical acts of any type involving a weapon or any instrument that could be used as a weapon.	Possession of a weapon or any instrument that could be used as a weapon.	Notify parents/guardians and law enforcement officials; school counselor referral; suspension from school with recommendation for expulsion.

Interventions for bullied student(s):

A school administrator may utilize one or a combination of the below intervention for a student who has been targeted by a bully or who has been adversely impacted through witnessing or attempted to interrupt an act of bullying:

- Will have his/her parent notified by building administrator and a meeting will be held with student/parent(s) and administrator to discuss confirmation of bullying incident.
- School staff will monitor targeted student with higher frequency when in close proximity to bully
- School staff will provide targeted student with support of school social worker/counselor to monitor student's social/emotional status and provide student with life/social skills to discourage future incidents of victimization.
- School staff will provide student a peer buddy or buddies in order that student does not feel isolated when in peer group settings.
- School staff will adjust the targeted student's daily schedule to decrease the likelihood he/she will have unsupervised contact with bully
- School staff will adjust targeted student's class schedule in the case the student is in the same class or multiple classes at the secondary level.
- School staff will inform parent(s) of available informational workshops on the dynamics of bullying.

Cafeteria

Appropriate Cafeteria Behavior is behavior that follows regulations set for students while in or traveling to or from the cafeteria. In order to ensure a clean and comfortable environment for all, students are asked to observe the following:

- Follow adult directives
- Report problems to adults
- Take your place in designated area
- Ask adult for permission to leave designated area
- Use appropriate language
- Use an inside voice
- Pick up after yourself – keep floor and table top clean
- All food stays in the cafeteria

Inappropriate behavior may include but not limited to:

- Horse playing
- Running
- Out of Seat without Permission
- Inappropriate use of food/Throwing food
- Not disposing of Food Trays
- Consumption or Possession of Food or Drink in Unauthorized Areas

Disciplinary Actions for Cafeteria Standard's Violation(s):

1st Offense verbal reprimand
2nd Offense Lunch detention
3rd Offense Lunch detention
4th Offense Parent meeting
5rd Offense: Lunch detention until further notice

Throwing food in the cafeteria will result in automatic 1-3 day suspension.

Cell Phones / Electronics

Cellular phones and electronic devices which include, but are not limited to: radios, lacers, electronic games, CDs, MP3 Players, IPODS, etc must be turned off and out of sight during the school day. A violation will result in confiscation of the device and may include other disciplinary action.
Students are advised that they bring these items to school at their own risk. **The school is not responsible for the loss of such devices by students who do not adhere to this policy.**

Disciplinary Actions for Cell Phone / Electronic Standard's Violation(s):

1st Offense: confiscated – return at the end of the day
2nd Offense: confiscated – turn into the office and parent must pick-up

Refusal to comply will result in automatic suspension. (1 OSS)

Inappropriate Classroom Behavior is any combination of actions that interfere with, disrupt, or create disorder, include hitting and horse playing to the extent that instruction cannot take place

1st-verbal warning
2nd –phone call home
3rd-phone call and lunch detention
4th-Social/Counselor
5th-After school detention
6th-referral

Disrespect and/or Insubordination

Disrespect and/or Insubordination include those behaviors by which students refuse to respond to or follow the directions of staff members and/or act disrespectfully toward staff members. Examples of this kind of behavior include but are not limited to: leaving a classroom without permission or obstructing staff in the performance of their duties.

3 major referrals-mandatory parent meeting with administration and all teachers during team time

5 major referrals-mandatory parent meeting and no participation in any activity for the year.

7th major referrals- mandatory parent meeting and pending expulsions upon administration discretion

Drugs/Alcohol - Refer to "Unlawful Activity" section on page 31

Drug Paraphernalia

Expected Standards:

- Do not offer to take or hold onto any illegal or questionable items that may be considered drug paraphernalia
- Do not associate with illegal activities or those who are involved with questionable behavior that may be or lead to illegal activity.

Inappropriate Behavior includes:

- Selling, purchasing, possessing, distributing, participating in a plan to sell, purchase, possess, or distribute drug paraphernalia
- includes items associated with illegal drugs including rolling papers, pipes, clips, and hypodermic needles

- Possession of paraphernalia while at school or at any school-related activity or event, or while traveling to or from any school-related activity or event is a violation of this rule and is prohibited.

Disciplinary Actions for Drug Paraphernalia Violation(s) may include but are not limited to:

1st Offense: Police Contact, Parent Contact, Team Meeting, Social Work Referral, 1-3 Days Out-of-School Suspension
2nd Offense: Police Contact, Parent Contact, Team Meeting, Social Work Referral, 3-5 Days Out-of-School Suspension
3rd Offense: 10 Days Out-of-School Suspension pending expulsion

False Alarms

Expected Standards:

- Be respectful of emergency procedures and devices whose purpose is to keep the school community safe
- Inform and adult if you suspect circumstances warrant and emergency or pending emergency

If an alarm has been sounded:

- Stop all talking so everyone can hear adult directions
- Follow adult directions
- Keep hands and feet to yourself
- Stay with your assigned class
- Walk silently and orderly to assigned "safe" area
- Wait patiently until an "all clear" has been given

Inappropriate Behaviors are:

- The actions of setting off an alarm when there is no fire or emergency; such behavior is prohibited

Disciplinary Actions for False Alarms may include but are not limited to:

1st Offense: Police / Parent Contact, 3 Days Out-of-School Suspension
2nd Offense: Police / Parent Contact, 5 Days Out-of-School Suspension
3rd Offense: Police / Parent Contact, 10 Days Out-of-School Suspension

Fighting/Assault/Battery

Includes those instances in which harmful or offensive contact occurs.

Disciplinary Actions for Fighting:

1st Offense 3-5 days OSS-parent contact
2nd Offense 5-10 OSS Out-of-School Suspension – parent contact
3rd Offense 10 Days Out-of-School Suspension pending expulsion – parent contact

Fight Instigation

Fight instigation includes those instances in which a student or students motivate, encourage, plan, continue, or fail to stop a fight

1st offense-1-3 OSS
2nd offense- 3-5 OSS
3rd offense-5-10 OSS pending expulsion

Gambling/Unlawful Activity:

Playing any games in which money or items of value can be won or lost is not permitted on school premises.

Disciplinary Actions Gambling/Unlawful Standard's Violation(s):

1st Offense Confiscation, Parent Contact
2nd Offense Detention, Loss of Privileges
3rd Offense Police Contact, 1-5 Days Out-of-School Suspension
4th Offense Police Contact, 10 Days Out-of-School Suspension pending expulsion

Gang-Related Activities/ Unlawful Activity:

Involvement in gangs or gang-related activities is strictly prohibited. No student on or near school property or at any school activity may: show, wear, possess, use, display or sell any clothing, jewelry, emblem, image, symbol, signing, or other things that may be viewed as evidence of membership or affiliation in any gang. This includes any badge, symbol, or sign that may be present in the student's notebook or other personal possession while on school grounds or at a school related activity. No student may commit any act, either verbal or nonverbal, (gestures, handshakes, etc.) showing membership or affiliation in a gang. No student shall use any speech or commit any act in the interests of any gang or gang activity, including but not limited to: soliciting membership in any gang; requesting any person to pay for protection or otherwise intimidating or threatening any person; committing any illegal act or violation of SCEC school policies; inciting other students to act with physical violence upon any person.

Disciplinary Actions for Gang-Related Activities / Unlawful Activity Standard's Violation(s):

1st Offense Overnight suspension with Parent Conference, Social Worker and/or Counselor, and School Resource Officer
2nd Offense: 1-3 Progressive Out-of-School Suspension
3rd Offense: 10 Days Out-of-School Suspension pending expulsion

Hallway Inappropriate Behavior:

Inappropriate behavior includes any action that becomes an interruption or distraction during instruction and/or violates a safe environment. This includes but is not limited to the following:

- Running
- Horse Playing
- Yelling / Screaming
- Not following directives

Disciplinary Actions for Hallway Standard's Violation(s):

1st Offense Verbal Reprimand
2nd Offense Lunch detention
3rd Offense After School detention

Harassment: Sexual, Ethnic, Racial, Gender, or Religious Sexual Harassment:

Expected Standards:

- Show respect for your body and others
- Show respect for others who have differing beliefs
- Assist in creating a safe and caring school environment

Inappropriate Behavior includes:

- Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any student to another student, or when made by a student to an employee. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature
- Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee/student has indicated, by his or her conduct or verbal objection, that such conduct is unwelcome

Note: An employee or student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

Sexual harassment may include but is not limited to the following:

- Verbal harassment or abuse
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Pressure for sexual activity
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, or promotion

Ethnic, racial, gender, or religious harassment is prohibited and may include but is not limited to the following:

- Verbal: Written or oral innuendo, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, race, national origin, religious beliefs, or disabilities directed toward a fellow student, staff member, or other person associated with the Corporation; or conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation
- Non-verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation
- Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the Corporation

1st Offense Parent Contact, Social Work Referral, 1-3 Days Out-of-School Suspension
2nd Offense Parent Contact, 3-5 Days Out-of-School Suspension
3rd Offense Parent Contact, 6-10 Days Out-of-School Suspension Pending Expulsion

Inappropriate/ Abusive Language or Gestures

Expected Standards:

- Be responsible in helping to create a safe and caring school environment
- Use appropriate language and gestures that are respectful to all

Inappropriate Behavior includes behaviors and actions directed toward anyone that are reasonably considered profane, vulgar, lewd, or obscene and are prohibited. A student will not verbally, electronically or by written words, photographs, or drawings direct profanity to anyone (student or staff) nor insult anyone (student or staff) by obscene gestures.

1st Offense Parent Contact, Social Work Referral, 1-3 Days Out-of-School Suspension
2nd Offense Parent Contact, Team Meeting, 3-5 Days Out-of-School Suspension
3rd Offense Parent Contact, 6-10 Days Out-of-School Suspension Pending Expulsion

Libel and/or Slander

The actions of **Libel** and/or **Slander** consist of a false statement that is printed or broadcast about an individual that brings that person into public ridicule, contempt, or hatred or inflicts injury to his/her person, occupation, or business. Libel and slander are prohibited.

Disciplinary Actions for Libel and/or Slander Standard's Violation:

1st Offense 1 Day Out of School Suspension (OSS) for student aggressor/bystander instigator; student, parent and building administrator meeting

- Referral to Social Worker and/or Counselor

2nd Offense 3 Day OSS for student aggressor /bystander instigator; student/parent and building administrator meeting

- Student group or individual sessions with school counselor/social worker
- Student/Parent behavior contract with school

3rd Offense 5 Day OSS for student aggressor /bystander instigator; student parent and building administrator meeting
4th Offense 10 Day OSS for student aggressor /bystander instigator pending school expulsion

- Involvement of legal authorities will be pursued when appropriate

Lockers

Student lockers remain the property of the school and may be opened at any time by the school Administration.

Students are only allowed to go to their lockers before school, after school and when otherwise authorized by faculty and/or Administration.
Students are responsible for all contents in their lockers. It is the student's responsibility to keep his or her locker locked at all times**.** *Misuse or abuse of lockers will be considered an act of vandalism.* All valuable possessions should be left at home - ***The school is not responsible for personal property stolen from lockers.***
Lockers are for use of the assigned student only - *Students should not share their lockers UNDER ANY CIRCUMSTANCE or give their locker combinations to others.*
NOTE: The school reserves the right to inspect and search lockers and other school property and equipment owned or controlled by the school district as well as personal effects left in those places and areas by students, without notice or the consent of the student, and without a search warrant.

Public Displays of Affection

are not appropriate for the school environment. Keep your hands, feet and personal belongings to yourself. Public Display of Affection is disruption to the learning environment. Public Displays of Affection include but are not limited to: kissing, embracing, holding hands and touching, etc…

Expected Standard:

- Treat yourself and others with respect at all times.

Disciplinary Actions

1st Offense verbal reprimand/ contact parent

2nd Offense Overnight/ meeting with parent, administrator and social worker (referral)

Sexual Misconduct, Assault, Intercourse, Rape

is prohibited. Sexual Misconduct toward a student, staff and yourself in any fashion is prohibited. A student will not engage in conduct which would appear to the ordinary observer to be sexual misconduct, sexual exposure or masturbation. Included in sexual misconduct are actions involving touching of a sexual nature, with or without consent of the other party.

Minor Misconduct

1st offense-1-3 OSS
2nd offense 3-5 OSS
3rd offense 5-10 OSS

Disciplinary Actions for Sexual Misconduct, Assault, Intercourse, Rape Standard's Violation:

- 10 days Out-of-School Suspension and refer to law enforcement
- Pending expulsion

Student Photo Identification Card

All Block Middle School students will be required to possess and openly display their SCEC issued Student Photo Identification Card & lanyard. The SCEC issued Student Photo Identification Card will be attached to a SCEC issued lanyard which will be worn around the student's neck and be visible on the outside of the student's clothing at all applicable times during the school day when the student is on any SCEC property. Students that deface or refuse to wear photo identification throughout the school day will be referred to the office for insubordination.

Consequences may include but are not limited to:

1st Offense	Reminder/Temporary "Stick on" Identification will be given
2nd Offense	Lunch Detention/Temporary "Stick on" Identification will be given and parent contact
3rd Offense	After School Detention/Temporary "Stick on " Identification will be given and parent contact
4th Offense	Overnight Suspension/Temporary "Stick on" Identification will be given and parent contact
5th Offense	Out of School Suspension

The SCEC will provide each Block Middle School student with one issued Student Photo Identification Card and one attached Lanyard. If this issued Student Photo Identification Card is lost or stolen, the student will be assessed a replacement charge to cover the cost of replacing the card and/or lanyard.

Tardies and/or Truancies: See SCEC Attendance Policy

Technology and Equipment

The following constitutes improper use of technology and equipment: accessing, uploading, downloading, or distributing anything deemed inappropriate including: pornographic, obscene, or sexually explicit material; transmitting obscene, abusive, or sexually explicit language; violating any local, state, or federal statute; vandalizing, damaging, or disabling the property of another individual or organization; accessing another individual's material, information, or files without permission; violating copyright or otherwise using intellectual property of another individual or organization without permission.

TECHNOLOGY ACCEPTABLE USE POLICY for Students School City of East Chicago, IN replacement of 7540.03

Internet, Network, Technology and Electronic Mail Acceptable Use Policy for Students

7540.03.1.0 Purpose The purpose of school district-provided technology, Internet access and Electronic Mail ("E-Mail") is to facilitate communications in support of research and education. To remain eligible as users, students must restrict their activities to endeavors which are in support of and consistent with the educational objectives of the School City of East Chicago. Internet access is a privilege, not a right. Access entails responsibility.

7540.03.2.0 The Internet The School City of East Chicago (herein sometimes referred to as "SCEC") is pleased to offer its students, employees, volunteers, and authorized visitors ("Users") access to the Internet, an electronic highway connecting millions of users all over the world. This computer technology will help propel our schools through the communication age by allowing students to access and use resources from distant computers, communicate and collaborate with individuals and groups around the world, publish knowledge and information to a world-wide audience, and significantly expand their available information base. The Internet is a tool for life-long learning. It is a necessary tool for the School City of East Chicago to develop students ready to live and work in the 21st century.

7540.03.3.0 Educational Objectives In making decisions regarding access to the Internet, the School City of East Chicago 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 the ability to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging information with people around the world. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways 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 provide guidelines and lists of resource particularly suited to learning objectives.

7540.03.4.0 Parental Permission and Student Supervision In order for a student to gain access to the Internet, he/she must have parental permission. Parents will be given the option of denying Internet access and requesting alternative assignments not requiring direct Internet access. Middle school and high school students must sign an Internet Network Access Agreement and agree to comply with the Acceptable Use Policy. Moreover, students utilizing District provided Internet access must first have the permission of and must be supervised by the School City of East Chicago's 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 of the school. The same general rules contained in the Student Code of Conduct apply.

7540.03.5.0 Privacy is not guaranteed The Superintendent, Principals, and other administrators may review files and monitor all student computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Privacy is not guaranteed. Electronic messages and files stored on school-based computers may be treated like school lockers.

7540.03.6.0 Use is a Privilege Use of the Internet is a privilege, not a right. Students violating policies pertaining to standards of conduct or Internet use shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

7540.03.7.0 Liability The School City of East Chicago makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. The school district will not be responsible for any damages the user suffers. Use of any information obtained via the internet is at the user's own risk. The school district will not be responsible for any damages users suffer, including—but not limited to – loss of data resulting from delays or interruptions in service. The school district will not be

responsible for the accuracy, nature, or quality of information stored on school district diskettes, hard drives, or servers; nor for the accuracy, nature of quality of information gathered through school district provided Internet access. The school district will not be responsible for personal property used to access school district computers or network for school district-provided Internet access. The school district will not be responsible for unauthorized financial obligations resulting from school district-provided access to the Internet.

7540.03.8.0 Modifications The School Board in conjunction with the Superintendent is authorized to amend or revise Internet Acceptable Use procedures as they deem necessary and appropriate consistent with this policy. The Superintendent is further authorized to amend or revise the Internet Network Access Agreement with the approval of the Board counsel.

7540.03.9.0 Parental Advisory The global and fluid nature of the Internet network's contents makes it extremely difficult for the school district to completely regulate and monitor the information received or sent by students. As such, the school district cannot assure parents that students will be denied access to undesirable materials or sending or receiving objectionable communications. Parents and guardians of students 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 school 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.

7540.03.10.0 Parental Responsibility Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the School City of East Chicago makes the District's complete Internet policies and procedures available on request for review by all parents, guardians, and other members of the community; and provides the parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

7540.03.11.0 Notice These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the school district Internet access must also comply with agreements specified in the contract with the Internet Service provider. A copy of these agreements is available on request from the office of the Superintendent, 210 E. Columbus Drive, East Chicago, IN 46312.

7540.03.12.0 Network Procedures The School City of East Chicago, in order to implement the Internet Acceptable Use policy, will enforce the following policies and procedures. Although some specific examples of prohibited used are stated, these policies and procedures do not attempt to state all required or proscribed behavior. Failure to comply with these policies and procedures shall be deemed grounds for revocation of privileges, disciplinary and/or appropriate legal action.

7540.03.12.1 Acceptable Use The educational value of student Internet access is the joint responsibility of students, teachers, parents and employees of the School City of East Chicago. Since access to the Internet is a valuable and limited resource, students are expected to place a premium on the quality of use. Taking up valuable bandwidth and access time to pursue frivolous ends, not consistent with the mission of the School City of East Chicago is prohibited. This statement represents a guide to the acceptable use of the School City of East Chicago Internet facilities.

7540.03.12.1.1 All users must be consistent with the educational mission and goals of the school district.

7540.03.12.1.2 The intent of the use policy is to make clear certain cases which are consistent with the educational objectives of the school district, not to exhaustively enumerate all such possible uses.

7540.03.12.1.3 The Superintendent and his designees may at any time make determinations that particular users are or are not consistent with the purpose of the school district.

7540.03.12.1.4 Parents requesting their students not to participate in accessing the Internet, must sign a form provided by the school stating that they wish to decline such access. Middle school and high school shall be required to sign the Internet Access Agreement form allowing their students to access the Internet. As appropriate, students shall also be required to sign a form affirming that they have read, understand and will abide by the policies and procedures pertaining to Internet Acceptable Use and understand the consequences for the violation of the school district's policies and procedures.

7540.03.12.2 Unacceptable Use

7540.03.12.2.1 Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.

7540.03.12.2.2 Accessing another person's materials, information, or files without the implied or direct permission of that person is prohibited.

7540.03.12.2.3 Users shall not use or try to discover another user's password.

7540.03.12.2.4 Users shall not use school district computers or networks for purposes of personal profit.

7540.03.12.2.5 Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.

7540.03.12.2.6 Users shall not copy, change or transfer any software of documentation provided by school district, teachers, or another student without permission from the Superintendent or his designee.

7540.03.12.2.7 Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer coded designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, of similar name.

7540.03.12.2.8 Users shall not deliberately use the computer to annoy or harass others with language, images, or threats. Users shall not deliberately access or create any obscene or objectionable information, language or images.

7540.03.12.2.9 Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.

7540.03.12.2.10 Users shall not tamper with computers, networks, printers or other associated equipment except as directed by the teacher or the Superintendent or his designee.

7540.03.12.2.11 Users shall not take home technology equipment (hardware or software) without permission of the supervisor.

7540.03.12.2.12 Users shall not gain unauthorized access to resources or entities.

7540.03.12.2.13 Except as otherwise provided in this policy, Users shall not invade the privacy of individuals.

7540.03 12.2.14 Users shall not post material authorized or created by another without his/her consent.

7540.03.12.2.15 Users shall not post anonymous messages.

7540.03.12.2.16. Users shall not use the network for commercial or private advertising. The Internet, web pages, and other technology shall not be used for private or commercial offerings of products or services for sale, or to solicit products or services or to raise funds for non-district related activities or organizations.

7540.03.12.2.17 Users shall not gorge electronic mail messages or web pages.

7540.03.12.2.18 Users shall not use the network while access privileges are suspended or revoked.

7540.03.12.2.19 Users shall not use network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

7540.03.12.2.20 Users shall not subscribe or use fee based on-line services without the prior written approval of the Superintendent of his/her designee.

7540.03.12.2.21 Users shall not use the network to disseminate material or information on behalf of or with regard to professional unions, collective bargaining, private businesses or associations, or political campaigns or organizations without the express written consent of the Superintendent.

7540.03.12.2.22 Users shall report illegal or unauthorized use of the network to the supervising teacher or the authorized Technical and Information Services Administrator.

7540.03.12.3 Staff Responsibility Staff members should become familiar with these procedures and should enforce the rules concerning acceptable and unacceptable use when their duties include supervising of students using the Internet. When in the

course of their duties staff members become aware of violations of the Internet Acceptable Use policies and procedures, they should correct the user and address the matter in accordance with this procedure, the Student Code of Conduct and other policies governing employee conduct.

7540.03.12.4 Questions Any questions or issues regarding the Internet Acceptance Use policies and procedures should be directed to School City of East Chicago Administration. Violation of any conditions of sue described herein may be cause for disciplinary actions, denial of access or termination of employment. When or where applicable, law enforcement agencies may be involved.

7540.03.13.0 Electronic Mail (E-Mail) Policy The following policies and procedures apply to use of the Electronic Mail (E-Mail) system offered by the School City of East Chicago policies and procedures are supplemental to the internet Policies and procedures set forth above.

7540.03.13.1 Purpose Electronic Mail ("E-Mail") is provided to qualified Students of the School City of East Chicago (herein "Users") solely for the purpose of exchanging information consistent with the educational mission of the School City of East Chicago. Users of the E-Mail system must comply with this policy. Any other use of E-Mail is strictly prohibited.

7540.03.13.2 Property The E-Mail system and all computer systems are the property of SCEC. Unauthorized use of the E-Mail system is prohibited. Access to E-Mail and other on-line systems of SCEC is a privilege granted to Users by SCEC and may be revoked or withheld at the discretion of the Superintendent, authorized Technical and Information Services Administrator, or designee of the Superintendent.

7540.03.13.3 Privacy Users do not have a personal privacy right in any matter created, received, stored in or sent from the E-Mail system. SCEFC may at times and without prior notice, monitor and review E-Mail messages and web site retrieval by Users to insure proper use.

7540.03.13.4 Accounts and Passwords Users must obtain an authorized account and password from the authorized Technical and Information Services Administrator in order to access E-Mail. The User should consider the account and password confidential and shall not share the account or password with any other person or leave the account open or unattended at any computer system. Accounts and passwords may be terminated at any time for any reason by the Superintendent or his designee or the authorized technical and Information Services Administrator.

7540.03.13.5 Use of email System The following provisions apply to all student Users of the E-Mail system:

7540.03.13.5.1 Users may not use the email system for any illegal activity, including but not limited to violation of copyright laws.

7540.03.13.5.2 Personal information about students including, but not limited to student names, addresses and phone numbers shall not be transmitted outside the district network, without written permission from the student or his/her parents.

7540.03.13.5.3 Email may not be used for private or commercial offerings of products or services for sale, or to solicit products or services.

7540.03.13.5.4 Users of the email system shall not use email in any way that would be considered: (a) damaging to another's reputation; (b) abusive; (c) obscene; (d) sexually oriented; (e) offensive; (f) threatening; (g) harassing; (h) illegal; or (i) contrary to school policy.

7540.03.13.5.5 Users shall not attempt to read, delete, copy or modify the E-Mail of any other User.

7540.03.13.5.6 Users shall not deliberately interfere with the ability of other Users to send/receive E-Mail.

7540.03.13.5.7 Users shall not use the E-Mail system in a fashion that is inconsistent with directions from teachers, other staff, the authorized Technical and Information Services Administrator, and generally accepted network etiquette.

7540.03.13.5.8 Users shall not use the E-Mail system to disseminate material or information on behalf of or with regard to professional unions, collective bargaining, private businesses or associations, or political campaigns or organizations without the express written consent of the Superintendent.

7540.03.13.5.9 Users shall report illegal or unauthorized use of the E-Mail or online systems to the supervising teacher or the authorized Technical and Information Services Administrator.

7540.03.13.5.10 Users shall not respond to unsolicited E-Mail messages from any source without the permission of their supervising teacher.

7540.03.13.5.11 Users shall not respond to E-Mail or on-line information which consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content.

7540.03.13.6 Disciplinary Action Use of the E-Mail system contrary to this policy or in an illegal manner shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

7540.03.13.7 System Use and Maintenance Users should periodically remove or erase their E-Mail or other files stored on a district file server. E-Mail or other files stored on a district file server are not considered private property or communications and may be removed by the authorized Technical and Information Services Administrator without prior notice to the User.

Disciplinary Actions for Inappropriate Use of Technology and Equipment Standards Violation(s)

1st Offense 1-3 Days Out-of-School Suspension – parent contact
2nd Offense 3-5 Days Out-of-School Suspension – parent contact
3rd Offense 10 Days Out-of-School Suspension pending expulsion – parent contact

Threats/Harassment/Intimidation

Physical/verbal /sexual /ethnic/ racial/gender / religious or any similar harassment of a student and/or staff member is not permitted. Threats and intimidation toward anyone in any form are not permitted. Inappropriate behaviors include, but are not limited to: threatening to strike, attack, or harm a staff member, student or another person: coercing a staff member, student or another person; threatening notes, comments, innuendos, or rumors; bullying and hazing. Examples of sexual harassment may include but is not limited to the following: verbal harassment or abuse, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, pressure for sexual activity, suggesting or demeaning sexual involvement accompanied by implied or explicit threats.

Threats, harassment or intimidation transmitted electronically ie. Web pages, email, text messages, etc. originating on school property or off school premises when it directly affects other students or school personnel is subject to school disciplinary action including suspension and/or expulsion from school and/or police involvement.

Note: A student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is not welcome in order for any such subsequent conduct to be deemed unwelcome.

Please be informed that in order to successfully address threats/harassment/intimidation it is the responsibility of schools, students, parents/families and the community to work together to effectively reduce the incidents of threats/harassment/intimidation in our schools and community.

Disciplinary Actions for Threats/Harassment/Intimidation Standard's Violation(s)

1st Offense Parent Contact, Social Work Referral, 1-3 Days Out-of-School Suspension
2nd Offense Parent Contact, 3-5 Days Out-of-School Suspension
3rd Offense Parent Contact, 6-10 Days Out-of-School Suspension Pending Expulsion

Tobacco Products and /or Electronic Cigarettes

Possession and/or use of tobacco products is prohibited. Specifically, the use or possession of tobacco by students at school or at any school-related activity or event, or while traveling to or from school or any school-related activity or event is prohibited. Tobacco products include: **E cigarettes**, vaporized pens, cigars, or tobacco in any other form, including smokeless tobacco that is loose, cut, shredded, ground, powdered, compressed, or leaf tobacco. Cigarette Lighters and matches are not permitted on school grounds.

Disciplinary Actions for Tobacco Products and /or Electronic Cigarettes Standard's Violation(s)

1st Offense Confiscation, Parent/Police Contact, Social Worker Referral, 1-3 OSS
2nd Offense 3-5 OSS Progressive Out-of-School Suspension
3rd Offense 10 Days Out-of-School Suspension Pending Expulsion

Transportation Behavioral Expectations

Listed below are the expectations for students' behavior while they are being transported via any school vehicles. For the purposes of this document the following expectations reference bus transportation but are to be considered expectations that will apply to students transported in any school vehicle.

Bus Riders

A. Prior to loading (on the road and at the school) students are required to:

1. Be on time at their assigned bus stop. Policy allows a five (5) minute leeway in the scheduled arrival time of the school bus. The driver is responsible for keeping his/her bus on schedule and cannot wait if a student is not present at the scheduled stop at least five (5) minutes prior to the scheduled pick-up time.
2. Stay off the roadway or street while waiting for the bus. Bus riders are to conduct themselves in a safe manner while waiting.
3. Wait until their bus comes to a complete stop and the stop arm is out before attempting to board. Board in an orderly manner and immediately take their seats.
4. Practice rules of safe behavior as they go to and from their assigned bus stop.

B. While on the bus students are required to:

1. Follow adult directives
2. Keep all body parts and possessions inside the bus.
3. Assist in keeping the bus clean and sanitary. Trash goes in the waste container at the rear of the bus.
4. Talk quietly and avoid acting in any manner that distracts the driver's attention away from driving. This includes but is not limited to teasing others, horseplay, throwing objects, etc.
5. Refrain from tampering with any bus equipment.
6. Keep books, lunches, and other articles in their possession.
7. Sit in the seat assigned by the driver. Students are to remain in their seats while the bus is in motion, and students will be held responsible for the condition of the assigned seats surrounding them.
8. Be **ABSOLUTELY** quiet while approaching a railroad crossing. Students will remain quiet until the bus has cleared all sets of railroad tracks.
9. In case of an emergency, remain in their assigned seat on the bus unless instructed by the driver to leave.
10. Refrain from eating or drinking, chewing gum or having any other objects in their mouth when on the bus
11. Leave radios, tape recorders, beepers, cell phones, live animals, or glass bottles **at home**.
12. Keep musical instruments on their lap or under their seat.
13. Refrain from the use of profanity, swearing, or any offensive language.
14. Board and get off at the regularly assigned bus stop. In case of an emergency, contact the building administrator.
15. Use emergency bus exits **only** at the direction of the driver.
16. Close windows before getting off the bus.

C. After leaving the bus students are required to:

1. Cross the road by passing at least ten (10) feet in front of the school bus, only after looking in both directions to be sure no traffic is approaching.
2. **NEVER** cross behind the bus for any reason.
3. Move immediately away from the bus and refrain from hitting or throwing things at the bus.

D. Drivers will dismiss transfer students five (5) minutes before school dismissal. Transfer students will go directly to their assigned busses.

E. These rules and regulations will apply to any trip under school sponsorship.

F. Any infraction of the above rules and regulations will result in the driver proceeding with the steps listed under "Disciplinary Action" below.

Parents

A. Students are to arrive at their assigned bus stop at least five (5) minutes prior to the scheduled arrival time of the bus. Parents are to regulate their children's arrival so that it will not result in a long wait. The policy allows five (5) minute flexibility before or after scheduled arrival time.

B. Parents are expected to know bus rules and procedures and support the school in effective enforcement.

C. Suspension of bus privileges does not mean suspension from school. Parents are required to transport their children to school. Lack of attendance will be considered truancy.

D. Parents must accept responsibility for student behavior at the bus stop. Where a large number of students are assigned to a stop, parents are expected to share supervision responsibilities.

Drivers

Drivers will make every effort to maintain appropriate student behavior on the bus. A Driver/Safety Committee member will telephone parents when problem behavior begins.

1. When these efforts are no longer effective, the driver will submit a written referral to the Transportation Director.
2. Written referrals will be reviewed by the Director and/or committee.

DUE PROCESS

In all instances of disciplinary action, the rights of students and parents will be carefully observed and respected. Students and parents will be informed of rules and expectations and will be informed of procedures and consequences. In specific incidents, parents wishing to appeal must refer to and follow the appeals process found in the transportation policy.

Disciplinary Action for Transportation Standards Violation

A. The first (1st) referral will result in parent contact in all but the most serious infractions.
B. The second (2nd) referral will result in parent contact and a formal written warning in all but the most serious infractions.
C. After the second (2nd) referral, a student who violates these rules shall be subject to disciplinary action that may include a meeting with the parents, loss of riding privileges for a period (determined by the severity of the infraction) or permanent loss of bus riding privileges.

In the case of more serious irresponsible behavior, the following consequences will be assigned:

A. In addition to a meeting with the parents, possible loss of riding privileges for a period (determined by the severity of the infraction) or permanent loss of bus riding privileges, students who violate any of the above rules shall be subject to the disciplinary measures provided for in the Code of Responsible Behavior including suspension or expulsion.
B. In cases where the law has been broken, penalties may further result in a report being filed with local law enforcement officials with criminal proceedings to follow.

Unauthorized Presence in Unsupervised Areas - Trespass:

Students may not at any time be present in any unsupervised area without prior authorization from staff. Examples include but are not limited to: athletic facilities, locker rooms, auditorium, science labs, computer labs, resource centers, and classrooms.

Disciplinary Actions for Unauthorized Presence in Unsupervised Areas – Trespass Standard's Violation

1st Offense-verbal warning
2nd Offense- Lunch Detention
3rd Offense: After school detention

Unlawful Activity - Mandatory Expulsion

A limited number of offenses constitute the basis for expelling a student. The school principal, finding a student has committed, attempted to commit, aided or abetted in the commission of, conspired to commit, or participated in any manner, even though unaccomplished, in the commission of any of the following offenses, will submit a recommendation to the superintendent of schools that the student be expelled from school attendance. The principal will immediately notify the police when a criminal offense in this category is committed.

1. **Drugs.**
   A student will not possess, use, offer to buy or sell, purport to see and/or sell a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school.
2. **Physical Assault.**
   A student will not physically attack school personnel.
3. **Weapons and/or Explosive Devices**
   A student shall not possess, handle, transmit, or use as a dangerous weapon an instrument capable of harming another person. Dangerous weapons include, but are not limited to – *also see extended definition:*
   a. ***Firearms*** – A student shall not possess, handle, transmit, conceal, nor use a firearm. Students violating the firearms prohibition shall be expelled for one calendar year.
   b. ***Knife*** – A student shall not possess, handle, transmit, conceal, nor use a knife. Students violating the prohibition against knives shall be expelled for one calendar year.
4. **False Fire Alarm or Bomb Report/Tampering with Fire Alarm System**
   Unless an emergency exists, a student will not willfully sound a fire alarm or cause to be communicated that a bomb is located in a building owned by the SCEC. These acts are prohibited irrespective of the whereabouts of the student. A student will not destroy, damage, nor otherwise tamper with a fire alarm system in a school building.
5. **Starting a Fire.**
   A student will not willfully by means of fire cause harm to property or any person nor participate in the burning of property nor any person.
6. **Robbery.**
   A student will not take nor attempt to take from another person any property by force or threat of force, expressed or implied.
7. **Extortion.**
   A student will not make another person do any act against his will by force, nor threat of force, expressed, nor implied.
8. **Sexual Assault.**
   A student will not sexually attack nor abuse anyone.
9. **Indictment.**
   If an indictment of juvenile warrant is issued for a student, the principal will, upon notification of that indictment or juvenile warrant, recommend to the superintendent that the student be expelled.

Vandalism/Theft: Felony Vandalism/Theft

includes behaviors such as theft, destruction of school property, and possession or sale of stolen materials. Behaviors such as these that cause a loss of more than $300 are considered **felony vandalism**.

Disciplinary Action for Vandalism/Theft Standard's Violation:

1st Offense Police Contact
2nd Offense Restitution
3rdt Offense 1-10 Days Out-of-School Suspension
4th Offense Expulsion

Vandalism/Theft: Misdemeanor Vandalism/Theft

includes behaviors such as theft, destruction of school property, and possession or sale of stolen materials. Behaviors such as these that cause a loss of less than $300 are considered misdemeanor vandalism.

1st Offense Police Contact
2nd Offense Restitution
3rdt Offense 1-10 Days Out-of-School Suspension
4th Offense Expulsion

Weapons/Explosive Devices

No student shall possess, handle, or transmit any weapon or destructive device while on school property. The following devices, while not a complete list, are considered weapons or explosive devices under this rule: 1) any weapon that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; 2) any destructive device that is an explosive, incendiary, or poison gas bomb, grenade, or rocket having a propellant charge of more than 4 ounces; 3) any missile, rocket, or

similar device having an explosive or incendiary charge of more than one quarter ounce; 4) any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two preceding examples, and from which a destructive device may be readily assembled; 5) any explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than 4 ounces, a missile having an explosive or incendiary charge of more than one quarter ounce, a mine, a Molotov cocktail, or any device that is substantially similar to any of the items described above; 6) any knife, taser, electronic stun gun, 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; 7) bullets or gun ammunition of any kind.

Explanation of Disciplinary Terms

Due Process is a meeting in which a written or oral statement of the charges against the student is made by administration. The student is given the opportunity to confirm or deny the charges. In the case there is a denial of the charges, the student is provided a summary of evidence against him/her. The principal shall send a written statement to the parent of the suspended student citing the alleged misconduct of the student and action taken by the Principal.

School Suspension/Expulsion may be rendered to a student for unlawful school activity on or off school grounds if the behavior is: 1) unlawful activity that may reasonably be considered to be an interference with school purposes or an educational function; 2) The student's removal is necessary to restore order or protect persons on school property – inclusive of weekends, holidays, or other school breaks or summer breaks when a student may not be attending classes or school functions.

Student Expulsion is a process in which the student is suspended by the building principal pending an Expulsion Hearing. A student who is suspended pending expulsion may be suspended beyond 10 school days until the time of the expulsion meeting and Expulsion Examiner's rendering. Parent/student will be given written notice as to the reasons student is being referred to the Expulsion process, the procedures of the expulsion process, and date/time of Expulsion Hearing. The parent must respond to the written notice of Expulsion Hearing within 10 days or receipt of notice. If the parent fails to request or appear at an expulsion meeting after receipt of notice of the right to appear at the expulsion, the parent forfeits all rights to contest and appeal the expulsion. The length of student expulsion is determined by the Expulsion Examiner and follows State guidelines. A student who is expelled from any school district may be denied by admission to any other school system until such time the student has fulfilled his/her expulsion period.

Education for All Children: Public Law 94-142

Twenty-one years ago President Gerald Ford along with Congress passed legislation that was intended to improve opportunities in education for handicapped children and adults through the provision of a free appropriate public education. This law was called Public Law 94-142. This law provided that handicapped children and adults ages 3-21 be educated in the "least restrictive environment" to the maximum extent appropriate, meaning that they are educated with children who are not handicapped and that special classes, separate schools or other removal of children from their regular educational environment occurs only when the severity of the handicap is such that education in regular classes cannot be achieved.

Before a child can be placed in a special education program, an extensive evaluation procedure is required by PL 94-142. These criteria must be determined before a child can be placed:

-Whether a child has a physical or mental disability that substantially limits learning
-The possible causes of a child's disability
-Strengths and weaknesses of a child in physical, emotional, social, vocational and intellectual areas
-The educational diagnosis category that best describes a child's disability
-The special services, instructional techniques and other interventions that the child needs
-The appropriate instructional placement for the child
-Reasonable predictions of the child's academic, social and vocational potential

The school is required to receive written permission from the parent before conducting an evaluation of the child.

Once the child's evaluation is complete and it is determined that the child is indeed eligible for placement in special education, an Individual Education Plan (I.E.P.) must be written to meet the needs of that child. An interdisciplinary team is formed to write the child's I.E.P. Under PL 94-142, the team should, at a minimum, consist of a representative of the local school district, the child's teachers and the child's parents. PL 94-142 does stipulate certain criteria that are to be included in the I.E.P. Included should be a statement of the child's present level of educational performance; the annual goals, including short term instructional objectives; the specific special education and related services to be provided for the child and the extent to which the child will be able to participate in regular education program; the projected dates for initiation of services and anticipated duration of services; the appropriate objective criteria and assessment procedures and schedule for determining on at least an annual basis whether the short term instructional objectives are being met.

Parents should be provided training through a not-for-profit agency to enable them to participate more effectively with professionals in meeting educational needs of their child. This training should enable parents to:

-Better understand nature and needs of the handicapping conditions of the child
-Provide follow-up support for the child's educational program
-Participate in educational decision making process including the development of the I.E.P (Individual Education Plan)
-Obtain information about programs, resources, and services available to child and parent
-Understand provisions for the education of their child under PL 94-142

Learning for All... Whatever it Takes!

SCEC GOALS

- The interaction between teachers and students evidenced significant change.
- Innovative practices support dynamic classrooms.
- The integration of technology enriches the curriculum.
- Cooperation, communication, and mutual respect are promoted through a community partnership.

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