

**South Newton Middle School
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SOUTH NEWTON REBELS

“MAKING MEANINGFUL CONNECTIONS”

2017-2018 Student Handbook

Adopted by the South Newton Board of School Trustees on June 26, 2017

Students:

Welcome to the 2017-2018 school year at South Newton Middle School. All members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of School Trustees publishes this updated Student/Parent Handbook annual to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year. Students will be expected to sign and return a form indicating that they have read and understood the provisions in the Handbook.

We hope that you will approach this year with enthusiasm and determination. Your enthusiasm to learn and your determination to excel will create an opportunity for you to experience success. We encourage you to take advantage of the opportunities available to you at South Newton Middle School. Be positive, make friends, connect with your teachers and classmates, enjoy learning, and you will be successful. Have a great year!

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact Mrs. Mulligan at 219-474-5167 or <mailto:mulligan@newton.k12.in.us>.

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Foreword

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this handbook and keep the handbook available or bookmarked for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to Mrs. Mulligan or your advisory teacher. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 26, 2017. If any of the policies or administrative guidelines referenced herein are revised after June 26, 2017, the language in the most current policy or administrative guideline prevails. Copies of the current Board policies and administrative guidelines are available from the corporation office.

MISSION STATEMENT

The South Newton Middle School staff believes that making meaningful connections with their students will promote positive and meaningful academic, physical, social, and emotional growth. These connections are made through the daily advisory program as well as interactions throughout the school day. SNMS staff additionally believes that making meaningful connections with fellow staff, parents, and community stakeholders is an essential extension of their relationships with students. Students will benefit from this commitment to connections.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this Corporation to provide an equal education opportunity for all students.

Any person who believes that the Corporation, a school, or any staff person has discriminated against a student on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Superintendent.

DAILY TIME SCHEDULE

School begins at 7:50 a.m. and ends at 2:45 p.m.

Regular Schedule		2- Hour Delay Schedule-No Advisory	
Period 1	7:50 – 8:35	Period 1	9:50 - 10:24
Period 2	8:40 - 9:25	Period 2	10:29 - 11:03
Period 3	9:30 - 10:15	Period 3	11:08 - 11:42
Period 4	10:20 - 11:05	Period 4	11:47 - 12:21
Advisory	11:10 - 11:40	MS Lunch	12:26 - 12:56
MS Lunch	11:45 - 12:15	Period 5	1:01 - 1:31
Period 5	12:20 - 1:05	Period 6	1:36 - 2:08
Period 6	1:10 - 1:55	Period 7	2:13 - 2:45
Period 7	2:00 - 2:45		

Pep Session – Convocation Schedule	
Period 1	7:50 – 8:35
Period 2	8:40 – 9:25
Period 3	9:30 – 10:15
Period 4	10:20 – 11:05
Lunch	11:10 – 11:40
Period 5	11:45 – 12:30
Period 6	12:35 – 1:20
Period 7	1:25 – 2:10
Pep/Convo	2:15 – 2:45

School begins at 7:50 a.m. and continues until 2:45 p.m. The buses leave at approximately 3:05 p.m. Students are not to arrive at school before 7:30 a.m. Students not riding the bus must be dropped off *at the high school* if arrival is prior to 7:40 a.m. If circumstances force arrival before this time, students are to remain in the cafeteria. Students will not be allowed in the hallways of the high school or middle school until 7:40 a.m. Students not involved in after-school activities should leave the building by 3:00 p.m. Students who loiter after 3:00 p.m. will

be referred to the principal, who will contact the parents. Subsequent referrals for loitering will be dealt with in a disciplinary manner.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to follow staff members' direction and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail, email, or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal.

STUDENT WELL-BEING

Student Safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

All students must have an emergency medical authorization form on file in the school office or submitted to the school website via the portal provided at <http://www.jotform.us/form/51644535813153>.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved.

Students that are new to the School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A. A birth certificate or similar document
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. Proof of residency (no homeless child will be denied enrollment based on a lack of proof of residency)
- D. Proof of immunizations.

In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about documentations required to establish permanent enrollment.

Students re-enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. Office personnel will assist in obtaining the transcript, in not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to reenrollment procedures.

Non-resident students should refer to the Board Policy for eligibility requirements to enroll.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

TRANSFER OF STUDENTS WITHOUT LEGAL SETTLEMENT

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation will be enrolled in compliance with I.C. 20-26-11-32 and pursuant to Board Policy 5111 Determination of Legal Settlement in the Corporation.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Counselor. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change. No schedule changes will be allowed after 5 days after the semester begins unless extenuating circumstances warrant a change.

EARLY DISMISSAL

No student may leave School prior to dismissal time without either a.) a written request signed by a parent, a person who is designated an an emergency contact as listed in Harmony, or b.) the parent coming to the school office to personally request the release. No student will be released to a person other than a custodial parent(s) or guardian(s) without a permission note signed by the custodial parent(s) or other legal authorization.

TRANSFER OUT OF THE CORPORATION

If a student plans to transfer from the School, the parent must notify the Principal. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the office for specific details.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from School without an exit interview with the Principal who must agree to the withdrawal. The Principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of (18) who withdraws from School for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

HEALTH RELATED SERVICES

Health services are available in the health suite located adjacent to the high school guidance waiting room and in the elementary front office. When injury or illness occurs at school, the student should be seen and treated in the health suite. If a student's stability is questionable, the student should be escorted to the health suite in case of an emergency en route. All medication is dispensed in the health suite. During the nurse's absence, these services could be rendered by designated personnel. Students in need of additional medical advice and or

other counseling services are welcome to make an appointment with the nurse. Emergency numbers must be updated with changes. It is expected that students be picked up within 30 minutes when ill.

HEALTH SUITE PROCEDURES

When a student is in need of health services, the student should first obtain written permission (a nurse referral form) from their teacher, counselor, principal or other school official, and then report to the health suite.

A student is allowed no more than a total of 1 class period in the health suite during any school day. If it becomes necessary for the student to leave school, arrangements must be made by the nurse, designated personnel or other school official, not the student. Failure to comply with this protocol can result in disciplinary actions. The student must sign out in the front office before leaving school premises.

MEDICATION AT SCHOOL

A student's medication should be administered at home by parents whenever possible. *Medication that is prescribed three times a day can be given before and after school, and at bedtime. Medication labeled twice a day should be given at home in the morning and at bedtime.* Medication is to be brought to school by the parent. If this is not possible, the parent should call the school nurse to make the necessary arrangements. All medication will be given only by the school nurse or person designated by the principal.

Medication coming to school in a plastic bag, envelope, or anything other than the original bottle, WILL NOT be accepted or administered at school.

Verbal phone orders will NOT be accepted. We must have signed consent before any administration of any medication. Medication forms can be found on-line. Students are not allowed to keep any medication, prescription or over the counter, on them or in their lockers. It must be turned in to the nurse.

DISPENSING OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

1. PRESCRIPTION MEDICATION must be accompanied by a doctor's order, MD and parent signature. Medications must be brought in the original pharmacy container with the student's name, name of medication, date it was ordered, prescribing physician, dosage and time to be administered. If you need a separate bottle for school, please tell your pharmacy.
2. NON-PRESCRIPTION MEDICATION must have a student medication permit filled completely out by the parent. It must be signed by the parent. Medications must be brought in the original container with the student's name clearly marked.
3. All medicine will be kept under lock and key.

4. A written record of administration is kept in the nurse's office.
5. The school will never take the word of the student as to the taking of medication.
6. All medication will be destroyed or returned to the parent when no longer used or needed. Destruction will be done in such a manner as to ensure that no other person can obtain possession of it. If medication is not picked up by the last day of school, it will be destroyed.
7. It is the student's responsibility to come to the nurse's office when it is time to take the medication.

The State of Indiana provides REQUIRED reading to ALL parents regarding certain Infections/Diseases and Immunizations. Please go to www.newton.k12.in.us and click on the Faculty/Parents tab and drop down to Health Services -- to read the updated, required information.

SPECIAL EDUCATION

Person with a Disability: The American's with disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities.

The law defines person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment

The Corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Free and Appropriate Public Education

Students are entitled to a free appropriate public education in the "least restrictive environment." The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the School, the student and the student's parent(s).

HOMELESS STUDENTS

Homeless students will be provided with access to the educational opportunities in the same manner as other students served by the Corporation. 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 school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the building principal.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The Corporation maintains many student records including confidential information.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies or records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the school counselor. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records,

Parents and adult students have the right to amend a student record with they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

The administration may disclose personally identifiable information from education record without prior parental consent to officials of state and federal government, educational institutions and agencies, and under specific circumstances authorized by Board policy and Federal law.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sexual behavior or attitudes;
- D. illegal, antisocial, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The principal will provide the parent access to the survey/evaluation within a reasonable period of time after the request is made.

The parent may access the following:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpc

WORK PERMITS

Most regular jobs for young people require state work permits. Hours of employment and types of employment are somewhat limited by the age of the employee. These permits can be secured through the guidance student services office of South Newton High School.

REVOCAATION

Effective July 1, 1990, gainfully employed minors who are 14 to 17 years of age are required to obtain work permits (IC 20-33-3-5). Should a minor age 14-17, except a 17-year-old graduate, request a work permit, it must be issued so long as a valid Intention to Employ / A- 1 card and valid proof-of-age are presented, even though the minor has a substandard grade point average. The school may, at the time, advise the minor that the newly issued work permit will be revoked unless the minor's grade point average and/or attendance improves significantly within a given period of time. Once revoked, a new permit can be withheld until such time as the minor's grade point average and/or attendance improves to a level set by the school corporation.

STUDENT VALUABLES

Students are encouraged not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

FIRE, TORNADO, AND SAFETY DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills are conducted throughout the school year; however, they are held more frequently during the second semester. Classroom teachers are assigned a specific period to instruct and discuss with their students tornadoes and the tornado drill. The alarm for a tornado warning is three short blasts on the fire alarm. TORNADO DRILLS, LIKE FIRE DRILLS, SHOULD NEVER BE TAKEN LIGHTLY.

To assure orderly and efficient movement of the student body, fire drill direction signs have been posted in each classroom. All students should be prepared to change directions of travel if an emergency arises. The signal for fire drills in our school is the continuous sounding of the buzzer. With the sounding of this alarm, students and teachers should walk briskly, quietly and in an orderly manner to assigned exits. They should move to areas at least 100 feet from the building so that all approaches to the building are open.

EMERGENCY CLOSINGS AND DELAYS

Every effort will be made to inform the public when school will be closed. If at all possible, the announcement will be broadcasted between 6:00 a.m. and 6:45 a.m. unless emergency

conditions are late in developing. When schools are confronted with an emergency, such as extreme conditions of snow, ice, mechanical failures, parents are asked to listen to their radio and television stations which include: WIBN (98.1FM), WRIN (1560 AM), WLQI (97.7 FM), WGFA (94.1 FM), WLFI-TV 18, WASK (105 FM) and WAZY (96.5 FM); additionally, you may check closings at www.wlfi.com, www.jconline.com, or www.newton.k12.in.us. Parents/guardians who have provided us with an emergency alert number will receive a voice automated message within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by an automated service which parents and students can request at any time during the school year. Your child should know where he/she is to go when early emergency school closings occur. We will have it on the early emergency information card that you fill out at registration.

In the event that the corporation calls for an E-Learning day, students will be expected to follow the protocols that will be explained by their teachers in the first week of school. Those protocols are listed below:

E-Learning Day Protocols

South Newton Middle and High School Students

1. Every effort will be made to give students notice of E-Learning day possibility so that all will have the materials needed to conduct their lessons with or without wifi.
2. On E-Learning days, teachers will be available via email from 9:00 a.m. to 2:00 p.m.
3. Teachers will post assignments for every class by 9:00 a.m. (Note that some teachers may provide you with paper/pencil materials prior to an E-Learning days. Should that be the case, you will do as directed with those materials for that class).
4. Teachers will send each class a Google form for attendance. Students will submit the form to verify their attendance for every teacher's class. Students will not receive a Google attendance form for study hall, advisory, or PRIDE.
5. Every student's attendance will be timestamped when the Google form is submitted. Teachers will keep a copy of the form for verification if needed.
6. Students who do not check in will be marked absent in Harmony. Failure to check in for any one class could result in an official absence from school.
7. Students are encouraged to complete work on the actual E-Learning day. Assuming that advance notice for possible E-Learning day was not given, students who do not have wifi at home and were not able to prepare for E-Learning will have the opportunity to get the work upon return from school and check in on the Google form originally sent for attendance. The student or parent will need to request extra time to complete the work.
8. Students who struggled with the work and could not resolve their questions via email can *request* up to 2 additional school days to complete the work assigned on E-Learning day. The two day extension will not be automatic. The request and attempt to resolve must be verified by the teacher.

9. Students who do not complete the assignment according to these guidelines and/or the instructions provided by the teacher will be assigned a zero.

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school to sign in.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. If a person wishes to confer with a member of the staff he/she should call for an appointment prior to coming to the School in order to prevent any inconvenience.
- F. Students are not permitted to have visitors during the school day. (moved from different section.)
- G. A person is stationed at the main entrance of the building to greet visitors who ring the doorbell to admit them to the office/building when appropriate.
- H. All Corporation employees are to wear photo-identification badges while in Corporation schools and offices or on Corporation property.
- I. The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

VISITORS

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in shall be reported to the Principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

CLOSED CAMPUS

No student will be allowed to leave school grounds while school is in session. The only exceptions to this rule are with proper administrative permission and parental approval.

STUDENT IDS

Students will receive a picture ID card. Lost cards will be replaced at a cost of \$2.50 to the student.

MEDIA CENTER POLICIES & PROCEDURES

- The South Newton Middle/High School library may be used by any student or staff member from 7:35 A.M. to 3:20 P.M. during any school day. Materials available for student check out include books and cameras. Magazines are available for use, but cannot be checked out or taken from the media center. Students in the media center should plan to use the space for school-related work or for personal reading time. Space may also be available for group or individual project work and students are expected to be considerate of the needs of others using the work space. Students who interfere with the ability of others to concentrate may be asked to leave; repeated offenses may result in restricted library time.

- Use of the media center computers is for educational purposes only and privileges will be revoked for any violation to the South Newton School Corporation's Internet Acceptable Use Policy. Students using computers should sign in at the library desk. Students are encouraged to bring personal technology devices for use in the media center, including MP3 players, tablets, laptops and cameras. Use must be approved by library staff and will be monitored for appropriate educational uses. Students who use their personal technology devices at South Newton should expect to follow the corporation's AUP policies. Failure to do so may result in the loss of BYOT (Bring Your Own Technology) privileges.

- Media center materials may not be taken from the room unless checked out properly. The student is responsible for any materials signed out by him/her. Books, both fiction and nonfiction, and back-issue magazines may be checked out for two (2) weeks. Some reference materials are limited to one-day check out or to in-library use only. Seriously overdue media center materials may result in the assignment of a Friday detention. Any loss, damage or destruction of library materials will be assessed, and fees for the damage or the replacement cost of the materials will be charged to the borrower.

- A specific list of library rules and regulations follow:
 - i. Students are limited to two (2) items at check out, unless by special permission of library staff.
 - ii. Students may not check out new items while they have overdue materials and/or fines and will be held responsible for lost or damaged items.

Students are encouraged to bring personal technology devices for use in the library, but use must be approved by library staff and will be monitored for appropriate educational uses.
 - iii. When printing from the computer, students should plan to do a "print preview" to see how many pages are being printed. Cutting and pasting to a word document will eliminate the printing of multiple unnecessary pages.
 - iv. Students who report to the library for test make up must check in with library staff upon arrival.

- v. Food and drink is only allowed in the media center when approved by library staff.
- vi. Students are expected to help keep the media center's work spaces attractive for others and are encouraged to push in chairs, return materials, or discard trash before leaving.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

LOST AND FOUND

The lost and found area is in the middle school office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year. When the lost and found becomes too cluttered to maintain in the office, tables will be set up in the commons area where the found items will be displayed for students to retrieve.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this policy may lead to disciplinary action.

USE OF TELEPHONES

Students will not be called to the phone. In most cases, information will be forwarded by a message from the main office. The school will not accept or deliver messages to students except from parents in case of an emergency.

Students are not to use office telephones or personal cell phone to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. Students who initiate calls to parents for pick up may be subject to disciplinary action.

USE OF PERSONAL COMMUNICATION DEVICES (PCDs)

Students may use personal communication devices (PCDs) such as phones, ipods, ipads, etc., before and after school, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, school-related function. Use

of PCDs, except those approved by a teacher or administrator or as required by a student's IEP, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored in student's locker. Students are not permitted to carry PCDs to class.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of PCDs brought onto its property.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

CONSEQUENCES FOR THE VIOLATION OF PCD POLICY

1st offense – the phone will be impounded and taken to the office. The parents may pick it up.
 2nd offense – the phone will be impounded and taken to the office. A parent will need to pick up the phone after school hours. The student will be subject to disciplinary actions.
 Further offenses will be treated as insubordination and will be dealt with accordingly.

Where Can I Use My Personal Digital Device?

	Hallway	Classroom	Restroom	Cafeteria	Lockerroom	Lockers	Bus
Computer	No	Yes	No	With supervisor's permission	No	No	No
Handheld Electronic Device	No	No	No	No	No	Checking messages between classes allowed, device must stay in locker	Yes

Important Notice to students and Parents Regarding Cell Phone Content and Display:

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statue at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system unless special permission for usage has been granted.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of one school day’s notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

The School has a Gazette distributed weekly that may be used for posting notices after receiving permission from the Principal.

GUIDANCE SERVICES

The school counselor of South Newton Middle School provides many services for the school community. As indicated in the Indiana Student Standards for Guidance, the school counselor's focus is on academic development, career development, and citizenship development. These standards are delivered in a comprehensive school guidance curriculum taught at each grade level, in individual student planning sessions, and in small group and/or individual counseling sessions.

The services of the counselor are available to the students and parents by contacting the guidance office. The counselor is also available to assist staff in matters related to students. Students cannot call home to be picked up.

COUNSELOR CONFIDENTIALITY STATEMENT: The South Newton Middle School counselor will comply with current student confidentiality laws and requirements of Indiana and with federal guidelines. The counselor will keep in confidence information shared by a student in a counseling session as provided in IC 20-6.1-6-15. The counselor informs the student of this policy at the beginning of any initial personal counseling session. The law grants exceptions to this policy in the following circumstances: if the student or the student and counselor jointly agree to share the information, if the student is a danger to himself or others, if the student is in danger by others, and if required to do so by court order. The counselor will also release confidentially protected information if so directed in writing by the school administration.

DELIVERIES

Although we recognize the importance of birthday greetings, Valentine messages, and the recognition of special school groups, we must remember that our primary concern is education. We want to cooperate with local florists, but we are also concerned about distractions in the classroom. The following policy will govern the delivery of items to students during the school day.

1. Items for school groups that are not considered disruptive may be delivered at any time, and we will issue these items.
2. We would prefer that local florists deliver balloons, flowers, etc. after 1:20 p.m. The items will be kept in the office and delivered to the students at the end of the school day.

It is not our intent to eliminate the purchase or delivery of the above-mentioned items. On the contrary, these items can be an integral part of creating a very positive school spirit.

BUS PASSES

Bus passes will only be written in the case of an emergency or a child care situation. All bus pass requests must be received by 2:00 pm. If a bus pass must be written for child care purposes and a student is to ride home with another, we must receive permission from both parents/guardians.

LUNCH PERIOD AND CAFETERIA GUIDELINES

1. No food or drink other than water is to be taken out of the cafeteria, whether it is purchased at school or brought from home. Students are to eat lunch according to their lunch schedule. No student should have more than one lunch period.
2. Students will enter serving areas through the designated entrances.
3. Every effort should be made to keep the cafeteria clean. It is the responsibility of each student to return all paper, uneaten food and his/her tray to the dish room conveyor belt. As a courtesy to others who will also be using the tables, students SHOULD NOT leave debris, food, or trays on the tables or floors.
5. During the lunch period, students are not allowed to go outside or in the hallways. (NOTE: Students using the gym during their lunch period must remove their street shoes.) Students may be permitted to go to a teacher's classroom or the library under a teacher's discretion.

Charging Policy for Student Lunch/Meal Accounts

Procedure for Student Lunch/Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. South Newton School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins.
- A student may charge up to **5 meals maximum** (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees including a second student tray or make purchases in the A La Carte Line.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- If the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal but cannot use that money to purchase food items in the A La Carte Line
- An Alternative meal will be provided (cheese sandwich, fruit and milk) to a student who pays reduced or full price and does not have the required payment for that day. This is after the **5 meals have been charged and no payment has been made.**
- The food service director will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
- The food service manager will also send home e-mails each week to parents of students who carry negative balances of **\$5.00** and above.

- All accounts must be settled by the last day of each month. Letters will be sent home approximately 10 days before the last day of each month to students who have any negative balances. Negative balances of more than **\$50** not paid in full 5 days prior to the last day of school will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- Students who graduate or withdraw from the corporation and have **\$5** or more left in their lunch/meal food service account will be notified by the food service director and given the option to transfer the funds to another student or to receive a refund. If no response is received within 10 days the student's lunch/meal account will closed and the funds will no longer available. Unclaimed remaining balances will be transferred to the school lunch fund.

FOOD AND DRINK

No food, candy, gum, or drinks (other than water) are to be consumed during the school day except in the cafeteria during lunch or on special occasions when permission has been granted by the principal or classroom teacher. Teacher has discretion over food, candy, and gum.

OPEN CONTAINERS: Students shall not have any open containers of food or drink (other than water) in their locker, locker rooms or the hallways. Students may bring sealed bottles of water from home or may purchase them in the cafeteria. *At no time may students have drinks on the desk with their computer.*

ENERGY DRINKS: Energy drinks are high in sugar and caffeine. Additionally they contain herbal ingredients that work as stimulants. Many manufacturers state their products are not recommended for children. The health risks associated with use of these products include, but are not limited to, increased risk of heart irregularities including arrhythmias, disturbances of the central nervous system, gastrointestinal problems, high blood pressure, insomnia, and stroke. All energy drinks are banned from campus. It is prohibited to possess and/or consume these products during school hours and school activities

CORRIDOR AND GROUNDS

The students of South Newton Middle/High School are expected to observe the rules of good conduct. When several hundred students are very closely associated, it is necessary to observe certain regulations.

1. When moving through the corridors, or when going to lunch or other places, there should be no running, scuffling, whistling, loud talking or other forms of disorder. Students should be orderly and patient in lines and should keep the lines close to the wall to prevent obstruction of corridor traffic.
2. Students are encouraged to maintain the cleanliness of the school. Students are reminded that the cleanliness of the school is a direct representation of the student body.

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds and provide educational opportunities for students to gain knowledge outside the classroom. In order to be eligible to go on field trips, students must turn in the consent forms signed by parents or guardians prior to going on the trip. Students who have not turned in signed consent forms will not be allowed to participate in the trip and instead will be given alternative educational opportunities at school. Those students who go on field trips must adhere to the same behavioral standards that are expected of them during a regular school day. Students who fail to demonstrate acceptable behavior will be held accountable through disciplinary action. Behavioral or academic issues could prevent students from participating.

GRADES

South Newton Middle school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Grade reports are issued after the end of each nine week period and sent home electronically or by mail at parent request. Progress reports are issued during mid-cycle of each nine-week grading period. Dates for all reports are available on the middle school's website. Satisfactory scholarship in regular courses of study cannot be maintained by most students without doing some home study. The following grades indicate the quality of work done by the pupil:

GRADING SCALE

A+ = 100%	A = 93-99%	A- = 90-92%
B+ = 87-89%	B = 83-86%	B- = 80-82%
C+ = 77-79%	C = 73-76%	C- = 70-72%
D+ = 67-69%	D = 63-66%	D- = 60-62%
F = 0-59%		

Grades will be rounded up by the school's grade book program.

Incomplete ("I") is a temporary mark which may be given when illness or unavoidable circumstances prevented the student from completing an assignment or test that was not completed, regardless of the reason. *It is the responsibility of the student to contact the teacher or teachers and ask what must be done to remove the incomplete mark or marks from the grade*

report. This incomplete must be removed by the end of the third (3rd) week of school following the end of the grading period for which the student received the “I”, or it automatically becomes a failure. An “I” will calculate as a zero, so an “I” in the gradebook will impact the grade.

A student’s grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

HOMEWORK POLICY

Homework should be a means of improving study habits and should be viewed or used as an extension of, not a substitute for, classroom instruction. Homework should motivate students and promote learning with creative and challenging assignments.

The amount of homework should vary according to the age, physical needs, and interest of the student. It should be an extension of class work and should be related to the objectives of the curriculum being studied. Generally, homework will not be used for disciplinary purposes but only to enhance the student’s learning.

Homework should fulfill the following purposes or objectives:

- To review, reinforce, or extend classroom learning by providing practice and application of knowledge gained.
- To encourage a carry-over of worthwhile school activities into permanent career and leisure interests.
- To provide opportunities for broad enrichment activities.

PLAGIARISM POLICY

Plagiarism is using words or ideas of another as if they were one’s own. Plagiarism can take many forms, and it can be committed intentionally or unintentionally. Words and ideas can be stolen or “borrowed” from public figures, professional people, published writers, or even classmates. The following examples may help clarify what constitutes plagiarism.

- Using the exact wording or a close paraphrase of a published source or of a source found on the Internet without proper documentation
- Copying/Pasting from the Internet or other sources or presenting ideas of others
- Using the argument of a published source as if it were one’s own
- Using the same order of ideas from a published source
- Turning in a paper written by someone other than one’s self
- Copying someone else’s homework
- Using un-cited work
-

When you use sources (published or unpublished) to support your own argument, you must use documentation, which gives credit to the author. Documentation must be used not only for direct quotations, but also for paraphrases or summaries of sources.

The penalties for plagiarism will follow the guidelines set up for cheating in the section below.

CHEATING POLICY

Some examples of cheating are as follows:

- Incorrect grading of a paper, either by changing an answer, adding an answer that had been left blank, or not marking an error incorrect
- Copying someone else's work, whether homework, in a test/quiz situation, or plagiarizing from written sources
- Allowing someone else to copy your work

CONSEQUENCES FOR CHEATING/PLAGIARISM: Because cheating reduces the level of one's learning, cheating of any form is considered a serious offense.

1st offense – Failure of Assignment/Test (and possible revocation of NJHS membership)

2nd offense– Saturday School

3rd offense –Failure of Grading Period

Teachers will document all instances of cheating in Harmony.

RETENTION POLICY

All students are expected to maintain a C average (2.0 GPA). Students who fail to meet the following criteria may be considered for retention:

- Student maintains a 2.0 GPA (a C average) on a 4.0 scale.
- Student passes both the Math and Language Arts section of the ISTEP+. Standardized test used to measure achievement
- Student has less than 7 days of absence in each semester.

Should a student not meet two of the three requirements, the building principal may elect to retain the student. Students with an Individual Education Plan (IEP) will receive a recommendation from the building Principal and a final decision will be made at that student's annual case conference.

SUMMER SCHOOL

Students who fail either the math or language arts portion of the ISTEP+ testing will be required to attend summer school in order to be promoted to the next grade level. In the absence of ISTEP scores, the following considerations will be used to determine summer school placement: teacher recommendation, formative assessments such as NWEA, and other data related to overall achievement/mastery of standards.

REBEL RESCUE

Rebel Rescue is a program that began in an effort to help students in need of assistance achieve academic success. At SNMS the major cause of a student's failing a class is incomplete or missing assignments. Rebel Rescue will be a mandatory after-school program. The middle-school teachers will facilitate the program.

The program has three major objectives:

- Provide extra help and remediation to kids who need extra help in school.
- Serve as a study hall to allow extra work time for completing assignments.
- Create a consequence for students not completing work.

Students may be placed into Rebel Rescue by two means:

- A student with one or more F's at mid-term or the end of a grading period will be placed in the program until the next grade report.
- A student who has 3 missing/incomplete assignments in one class will be put into the program until the end of the grading period.

Rebel Rescue will be held every Tuesday and Thursday throughout the school year. A detailed schedule will be available on the school's website. Students can either be picked up by their parents at 4:45 or ride the activity bus to the designated town locations. Missing a session on Tuesday or Thursday will result in Friday after-school detention. Two misses in one week will result in a Saturday school. Students who need extra help but are not required to participate in the program are welcome to attend Rebel Rescue to get remediation. These students will need written parental permission and will be required to be picked up by the parent when the desired remediation time is complete, or stay the entire time and ride the activity bus or ride with the parent. These students cannot get a few minutes of help and then be unsupervised in the building. Rebel Rescue is not a place for students to go when they are staying after school for an athletic event. This is a remediation program, not a supervision service. It is important to note that because Rebel Rescue is an extension of the school day, students who skip the sessions without a legitimate excuse can be considered truant. Missing three or more sessions unexcused can result in consequences reserved for habitual truants including withholding the driver's license or learner's permit until the age of 18.

Additionally, good academic standing is necessary for students to participate in athletic contests and other co-curricular events. Our coaches and sponsors value the Rebel Rescue program and understand that students will not be able to attend practice on the days that Rebel Rescue is in session. Students who fail to attend Rebel Rescue on designated days will not be able to participate in athletic contests or other co-curricular events scheduled for that evening. Students who are placed in the program for failing grades at midterm can be released if the subsequent report has all passing grades. Students who are placed in the program for failing grades on a report card can be released from the program if all of their grades are passing at the time of the next mid-term report. Additionally, any teacher can make a referral for students who have three or more missing assignments in any given class.

HONOR ROLL

The Honor Roll shall be compiled every nine weeks and at the end of each semester. It may be posted at school and submitted to the local newspapers.

- A Honor Roll - no grades lower than an A-
- A-B Honor Roll - no grades lower than a B-

All course grades will be compiled equally, and students who qualify for Honor Roll all four grading periods will be indicated with an asterisk in the final Honor Roll.

COMPUTER TECHNOLOGY AND NETWORKS

Students may only access the network using the student account. Those using the staff account will have network privileges suspended for the remainder of the year. Herein lies the South Newton School Corporation's *Internet Acceptable Use Policy* on School-Provided Access to Electronic Information, Services, and Networks:

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, South Newton School Corporation considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. South Newton School Corporation 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 be provided with guidelines and lists of resources particularly suited to learning objectives.

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

Students utilizing school-provided Internet access must first have the permission of and must be supervised by the South Newton School Corporation'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 for behavior and communications apply.

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

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

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

- A. to access, upload, download, or distribute pornographic, obscene, **racist**, or sexually explicit material;
- B. to transmit obscene, abusive, sexually explicit, or threatening language;
- C. to violate any local, state, or federal statute;
- D. to vandalize, damage, or disable (which includes shutting down) the property of another individual or organization;
- E. to access another individual's materials, information, or files without permission; and,
- F. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of school policy and rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The South Newton School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The school corporation 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 corporation will not be responsible for the accuracy, nature, or quality of information stored on hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through school-provided Internet access. The school corporation will not be responsible for personal property used to access school computers or networks or for school-provided Internet access. South Newton School Corporation will not be responsible for unauthorized financial obligations resulting from school-provided access to the Internet.

Parents of students in the South Newton School Corporation shall be provided with the following information:

- South Newton School Corporation is pleased to offer student access to the Internet. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life long learning.
- Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In

addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

- While South Newton School Corporation's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should South Newton School Corporation institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the school's acceptable use policy. That notwithstanding, South Newton School Corporation believes that the benefits to students of access to the Internet exceed any disadvantages.

Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, South Newton School Corporation makes the school's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

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

ATTENTION PARENTS: The Directory Information Restriction and Internet Non-Consent forms are located at each building level office. Those are available upon request.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and corporation policy. Unless exempted, each student will be expected to pass the state-mandated ISTEP Test as well as end of course assessments that are required by the Indiana Department of Education. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. ISTEP testing dates are available on our school's website and will be advertised in advance in the middle school weekly Gazette.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff or the advisory teacher.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. South Newton Middle School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

South Newton Middle School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. Extra-curricular organizations also act as a laboratory for developing leadership, desirable attitudes, and abilities which are necessary in today's society. Many clubs and organizations provide valuable services for our school and community. Each organization must have a constitution and a yearly program of work. Accurate minutes and records will be kept.

The school has many student groups that are authorized by the school. It is the corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member or board-approved designee. Authorized groups include:

M.S. FFA	M.S. Spelling Bee
M.S. National Junior Honor Society	M.S. National Junior Art Honor Society
M.S. Student Council	M.S. Battle of the Books
M.S. Art	M.S. Science Olympiad
M.S. Yearbook	

Each student is encouraged to join one or two student organizations.

Meetings: Clubs will meet during Wednesday advisory period. Special meetings may be scheduled upon request.

New Organizations: Any group desiring to organize a club must first draw up a constitution and make an application to the building principal. Final approval of any club or organization rests with the principal. No student may serve as President for more than one organization.

STUDENT COUNCIL: The primary purpose of the Student Council shall be to organize the student body into a civil body politic, so that just laws and regulations may be framed and enacted to preserve and further the good name, spirit, and traditions of South Newton Middle School. Other purposes of this council shall be to produce and practice good citizenship, advance the quality of leadership, cultivate better understanding between faculty and students,

teach the art of cooperation, stimulate a healthy school spirit, uphold educational goals of the school and to promote the general welfare of the students, faculty and community.

CLASS ORGANIZATIONS AND ACTIVITIES: Each class at South Newton will elect a president, vice-president, secretary, treasurer, and Student Council representative. Middle school elections will be held during the first three weeks of the start of school. Candidates for all class officers must file in writing and state why they desire to be an officer. Class dues are not permitted at South Newton. Class meetings will be scheduled during activity period. Each class is permitted one class party each school year. Below are rules regarding class parties:

1. They can be held only in the South Newton building.
2. Parties may be held on Friday or Saturday evenings. An exception would be when the last day of the school week is a day other than Friday. Parties during vacation periods are discouraged.
3. The appointed class sponsors must approve the party, must approve its activity plan, and must be in attendance.
4. The party must be approved by the principal.
5. Parties must conclude no later than 9:30 p.m.
6. Chaperones must be in place and have passed a volunteer background check.

MIDDLE SCHOOL HONORS: In the Middle School, students that have excelled in the classroom, have had perfect attendance, and/or have provided valuable school service will be recognized at an annual awards program that occurs in May during the school's Rebelation! for all three grade levels.

NATIONAL JUNIOR HONOR SOCIETY SELECTION: The South Newton Middle School National Junior Honor Society recognizes students who excel in five areas:

1. Academics
2. Character
3. Service
4. Leadership
5. Citizenship

Students who wish to become members of NJHS must earn a 3.25 grade point average at the end of first semester to be eligible for consideration. All students who meet the academic standard will be asked to complete an application that details their activities in the areas of Character, Service, Leadership, and Citizenship. Completeness, neatness, and on time submission of the application will be considered also. The Principal will appoint a selection committee of five teachers who will review the applications. All teachers in the Middle School will be asked to submit recommendations to this selection committee. Anonymous comments will not be part of the selection process. The committee will review all applications and review the comments made by other teachers.

A scoring rubric will be used and those students receiving three yes votes will be accepted.

Students who are selected will be notified and they and their parents will be invited to participate in an appropriate recognition of their achievements. Students who are not selected will be given areas for suggested improvements

PARTICIPATION POLICY FOR CO- & EXTRA-CURRICULARS

Coaches, directors and sponsors are expected to schedule activities to avoid conflicts for students. Students are encouraged to participate in a variety of activities and should not be restricted or penalized because of scheduling. All activities which occur outside of the regular schedule of classes are extracurricular, and none has precedence over the other.

When unavoidable conflicts arise, the following guidelines shall be used to reach a resolution:

1. Contests and performances always have priority over practices and rehearsals.
2. When conflicts occur between contests and/or performances, the coaches, directors, and sponsors should attempt to resolve the conflict mutually.
3. When conflicts cannot be mutually resolved by coaches, directors, and sponsors, the student shall choose to participate in the activity which he/she feels is in his/her best interest.
4. When school-related conflicts arise between contests and/or performances, no penalty shall be imposed on the student missing a contest or performance.
5. Students must realize that membership in any organization carries the responsibility of attendance and that missing contests, performances, and practices for personal reasons is unacceptable and penalties shall be imposed.

ACADEMIC REQUIREMENTS FOR PARTICIPATION IN CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

To be eligible to participate in any co-curricular/extra-curricular activity a high school student must have no more than one (1) "F" on his/her report card. An incomplete grade counts as an "F" for athletics, extracurricular, and co-curricular activities. Students who have more than one (1) "F" on their report card who are members of co-curricular activities (Band, Choir, Art, FFA) may participate in evening and weekend activities, but will not miss class time for activities scheduled during the school day. Grades will be checked at progress report time and at the end of the grading period.

SQUAD/SCHOOL-SPONSORED TRIPS

All students must travel to and from events away from South Newton Middle/High School in transportation provided by the school. The only exceptions are in the cases of:

1. injury to a participant, which would require alternate transportation.
2. prior arrangement between the participant's parent/guardian and the coach/sponsor for the student to ride with the parent/guardian.

CO- & EXTRA-CURRICULAR SOLICITING AND SELLING

There will be no soliciting, selling, or delivering of any item during school hours, after school hours or during school-sponsored activities by any individuals or groups. Duly organized and recognized co-curricular organizations are an exception to this policy.

Any co-curricular organization that is to sell any item during school or at out-of-school functions or who desires to conduct any type of fund-raising project must make an application to the principal. The application need not be made by organizations assigned concession sales.

SCHOOL DANCES

Classes or student organizations may sponsor dances with the approval of the principal. All dances will be held on the South Newton School Corporation Campus. Students are not permitted to leave and later return to a dance. Middle school students will not be permitted to attend high school dances, and high school students will not be permitted to attend middle school dances. Middle school dances are only for South Newton Middle School students. Students who have misbehaved in school may be placed on a no-dance list until their behavior has improved.

ATHLETICS

The athletic handbook can be found at

[:http://www.newton.k12.in.us/athletics/images/athletichandbook.pdf](http://www.newton.k12.in.us/athletics/images/athletichandbook.pdf)

Please contact the middle school office if you would like to receive a paper copy of the handbook.

SCHOOL SONG

“Rebel Rouser” (Tune of Illinois Loyalty)

“Go Rebels, Fight Rebels, Go, Fight, Win
We’re loyal to you Newton High
Our opponents we all will defy
United we stand, we’re the best in the land
Fight on for South Newton High Fight, Fight!!!

We’re red and we’re gray Newton High
Our spirit will live never die
Fight on for South Newton’s fame

And then we will make a name
For the Rebels of South Newton High”

SECTION IV - STUDENT CONDUCT

ATTENDANCE

PHILOSOPHY: Regular attendance at school is vital to a student's potential for academic success. Good attendance ensures that the student will have the opportunity to receive the maximum benefits that exist in each day's activities. Additionally, the individual traits that punctuality and regular attendance demonstrate (dependability, reliability, and self-discipline) are important characteristics for success as an adult. The guidelines and procedures outlined herein are designed to emphasize the importance of regular attendance and punctuality and to help students meet the expectations in these areas.

GENERAL RESPONSIBILITIES

1. Parents are mandated by Indiana law to ensure that their children attend school. IC 20-33-2-2, 20-33-2-4 to 20-33-2-9.
2. Students are expected to be punctual and to be in school on each scheduled school day.
3. The principal or designee will ensure accurate and timely performance of all attendance duties including recording data and overseeing investigations into excessive or unusual absenteeism. Student attendance records shall be available at all times for inspection by authorized persons.
4. The attendance officer (or designee) will gather and record daily attendance information.
5. The principal (or designee) will record all tardies and determine appropriate actions for students' tardiness and/or inappropriate absenteeism.
6. Teachers shall maintain a record of daily attendance for each student in his/her charge. This record, as prescribed by Indiana Law, will be the official attendance record for the student.
7. Students whose academic performances appear to be adversely affected by absences may be referred to the Department of Child Services and/or the Newton County Prosecutor.

ABSENCES

1. A student is absent from school if the student is not present in school on a regularly scheduled school day.
2. For the purpose of the attendance policy, a student is considered absent from class if the student is not present for at least half of the class.
3. Absences are either excused or unexcused. These terms are defined in the next section.
4. Students who arrive after the first half of the first period or students who leave school before the last half of the last period and do not return to school, will be counted absent for one-half day.
5. Students who are absent for three or more periods due to illness will not be able to participate in extracurricular activities for that day, including practices.

EXCUSED REASONS FOR ABSENCE: The teachers and administrators of South Newton Middle School realize that there are instances when it is not possible or desirable for a student

to attend school. Therefore, the staff recognizes the following as acceptable reasons for absence within the limits and procedures established by the guidelines:

1. Illness, quarantines, or temporary physical or mental disability.
2. Death of a member of the household or immediate family as defined in corporation policy.
3. Serious illness in the immediate family that requires the presence of the student.
4. Court appointments. Issuance of a subpoena to appear in a court as a witness in a judicial procedure.
5. Religious observations.
6. Any of the following reasons, if prearranged with the principal or his/her designee:
 - Funeral of a close friend or family member not living in the home.
 - Professional appointments that cannot be scheduled at a time when school is not in session.
 - Vacations (Please refer to the section titled "Vacations" for specific details).
 - Other extenuating circumstances as may be provided for by school policy or procedures.
7. Service as a page for, or as an honoree of, the Indiana General Assembly.
8. Serving on a precinct election board or as a helper to a political candidate or to a political party on the date of each general, city or town, special or primary election at which the student works. Permission slips must be on file prior to election date.

Parents should routinely provide written confirmation of doctor or dentist appointments, court appearances or other acceptable reasons for absence. These documents will be kept on file for future reference. The principal may require written confirmation whenever he/she feels it is warranted.

A student who has been absent due to an acceptable reason will be given one day to makeup classroom assignments/tests for everyday acceptable day absent. For example: If a student is absent for three days, he/she has three days to make up all work for full credit.

UNEXCUSED REASONS FOR ABSENCE

The following reasons for absence are defined as unexcused:

1. Truancy (absence from school without the knowledge and permission of the parent or guardian and approval of the school). In addition, a student is truant if he/she leaves school without permission, comes to school but does not attend a class or classes (including lunch/Activity Period), obtains permission to go to a certain place but does not report there or fails to remain at an assigned location or fails to attend a detention or Saturday school or misses a mandatory remediation service without being excused by the principal prior to the absence. Students may not be allowed to make up any work missed due to truancy. The Newton County Probation Office or the Newton County Prosecutor's Office may be notified.

2. Absences that are not confirmed by a phone call or note from the parent or guardian to the attendance officer (Please refer to the section titled "Procedures In the Event of Absence" for further information).
3. Any behavior that violates a provision of Indiana code or any rule or regulation of the Department of Education or Welfare.

Unverified absences can be designated as unexcused if they are not accompanied by a medical or other sanctioned excuse from an outside agency (i.e. court, probation, therapist, Department of Child Services, etc.)

A student who has been absent for an unexcused reason may receive a zero (0) for homework, any other assignments due on that day, quizzes, or tests. If a student is suspended out of school by the administration, he/she has the opportunity to make up work for full credit.

VACATIONS

1. Vacations are not an adequate substitute for instructional time. Therefore, parents are strongly encouraged to schedule family vacations on dates that will not interfere with their child's attendance at school. In the event, however, that the family vacation cannot be scheduled for a time other than during the school year, the following guidelines will apply.
2. Vacations may not occur the week ending each semester.
3. The student must be in the company of at least one of his/her parents or legal guardians or have their permission.
4. The absence must be *pre-arranged* with the building principal or designated staff member at least one week in advance.
5. The student shall make arrangements with his/her teachers *in advance* for make-up tests and assignments. When possible, students and teachers will be encouraged to use technology to keep up to date on assignments and instruction during the absence.
6. Make-up work must be completed within three (3) school days of the student's return to school. Absences due to a family vacation will be counted in the aggregate total of student absences for the semester in which the vacation occurs. The five (5) day or seven (7) day limit on student absences as described in the section titled "Middle School Guidelines for Attendance Violations" cannot be extended because of absence accumulated as a result of a family vacation.

PROCEDURES IN THE EVENT OF ABSENCE

1. A parent or guardian is expected to call the school attendance officer before 9:00 a.m. on the first day of absence to report the reason for the student's absence. Only calls from a parent or legal guardian will be accepted. If there is no telephone in the home, prior arrangements must be made with the attendance officer for reporting.

2. In the event that no call is received prior to 9:00 a.m., a representative of the school may contact the parent or legal guardian to notify him/her of the student's absence.
3. Upon return to school, the student must report to the attendance officer for an admit slip. The attendance officer will indicate on the admission slip whether the absence is excused or unexcused. Each teacher must initial the slip as the student attends class. The slip must be left with the student's last period teacher.

ATTENDANCE INVESTIGATIONS

1. The principal, corporation attendance officer, or designated staff member may investigate student absences at any time.
2. The investigator may utilize outside agencies such as the Department of Child Services, the probation office, the prosecuting attorney's office, or other agencies as deemed appropriate by the investigator.
3. If the investigator determines that the absences were unnecessary or were for unacceptable reasons, as defined herein, appropriate consequences will follow.
4. Excessive absenteeism or unusual patterns of absenteeism are particularly likely to be investigated.
5. If the investigator determines that there are valid, extenuating circumstances for the absences, he/she will provide appropriate assistance to the student.

MIDDLE SCHOOL GUIDELINES FOR ATTENDANCE VIOLATIONS:

When a student reaches five days of absence during a semester, a letter will be mailed to the parent as a reminder to assure that children are in school as regularly as possible. When the student reaches seven days of absence, the parent will be notified by the principal or his/her designee to the parent reminding the parent that his/her child is very close to the point at which a meeting with the principal or designee would be necessitated.

If a student accumulates ten days of absence during a semester, that student and his/her parent must participate in a meeting with the principal or designee. At this meeting, the parent and the child will provide an explanation of the reasons for the absences, answer questions, and provide information that can be helpful to the committee in deciding how the matter will be handled. If the reasons for the absences are acceptable, and, if the parent has followed the procedures for making the school aware of the absences, the consequence for the absences may be only that work gets made up within a reasonable time. If the reasons for the absences are unacceptable, and/or absence reporting procedures have not been followed, the committee can make the consequences more serious, and these could include expulsion, reporting the parent to the outside agencies, or other reasonable measures that would hold the appropriate persons accountable, and make future attendance more regular. The principal will report his or her decisions to the parent and student within forty-eight hours or a reasonable time following the meeting. Any absences after 10 will be counted as unexcused unless verified by a medical note.

ABSENCES AND CO/EXTRA-CURRICULAR PARTICIPATION

Students arriving to school after lunch may not participate in extracurricular activities including practice. A student may be absent due to a doctor or dentist appointment, taking a driver's license exam or attending a funeral and still qualify to participate in co/extra-curricular activities on the same day. A student should contact the attendance officer, in advance, for a ruling on how the reason for his/her absence will affect his/her eligibility for attendance and/or participation in co/extra-curricular activity. If students are absent from school without administrative approval, they may not attend co/extra-curricular activities that day.

REQUESTING HOMEWORK

The responsibility for making up missed work rests with the student. Parents who request homework for a student who is absent may pick up the homework the same day if the request is made by 9:00 am. In order to allow teachers time to prepare assignment requests, parents will be able to pick up assignments after 2:45 p.m. on the day requested. Parents are requested to ask for homework on the second consecutive day of absence. Parents may also request work via email. If the absences are incurred for unexcused reasons, homework may be denied. In the event of an extended illness, additional homework will be issued upon the completion and return of all previously assigned homework. Arrangements will be made with the teachers to complete tests and additional assignments. When feasible, teachers will use technology (i.e. Google classroom, Google drive, email, etc.) to send students instructions and assignments.

TRUANCY

1. Indiana Code 20-33-2-11 provides that any person, while of the ages of 13 and 14, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18, or until the attendance record of said student has improved as determined by the school board upon review of the student's record.
2. A student is "truant" when an absence from school, class, or other required after school functions e.g. after school detentions, Saturday School is without the knowledge or approval of a school official and parent.
3. A student who has been found to be truant for the third time in a school year is considered a "habitual truant." The school principal may withdraw the designation of "habitual truant" when the student has attended school for 90 school days without another truancy.

A person under 18 years who is a habitual truant or who drops out of school for reasons other than financial hardship may not receive a driver's license. If the person already holds a license, it shall be invalidated until the earliest of: 1) the person reaches 18; or 2) 120 days after the person is suspended, or the end of the semester in which the person returns to school, whichever is longer.

CONSEQUENCES FOR TRUANCY: Class truancy/leaving the building without permission may include but are not limited to:

- 1st Offense 1 Saturday School
- 2nd Offense 2 days of ACP
- 3rd Offense 3 day OSS and designation as a “habitual truant” (see above)

Subsequent offenses may result in suspension or recommendation for expulsion.

Full day truancy:

- 1st Offense 2 Saturday Schools
- 2nd Offense 3 days of ACP
- 3rd Offense 5 days of Out of School Suspension and designation as a “habitual truant”

TARDINESS

Tardiness is defined as any late appearance of a student beyond the scheduled time that class begins. Tardiness is disruptive to the educational process and is considered to be a serious matter.

1. A student is tardy to school if the student arrives for his/her first class after the start of school and before half of the first period class has elapsed. Consequences for tardies to school will be handled by the attendance officer/designee.
2. Tardies to school are either excused or unexcused as determined by the attendance officer or designee. A student who arrives late for his/her first period class must sign in at the middle school office and obtain a tardy slip. Consequences for unexcused tardies, as determined by the attendance officer/designee, are as follows.

TARDY POLICY

A student is tardy to class if the student arrives to class after the start of the period (The individual teacher can define where students need to be at the start of class). The individual teacher will submit tardies to the attendance officer/designee.

Tardies to class (per semester):

- 1st Thru 3rd Tardy – Attendance officer/designee records the tardy.
 - 4th Tardy – Friday School
 - 6th Tardy – Friday School
 - 8th Tardy – Saturday School
 - 10th Tardy – 3 days of OSS
 - 12th Tardy – 5 days of OSS
- Further suspension/expulsion may result.

Tardies to school: Students who are tardy to first hour are considered tardy to school. Students who miss more than half of first hour (arriving after 8:13) will be counted absent for that hour. The absence will be deemed excused or unexcused according to the reason provided.

EXCUSED REASONS FOR TARDINESS

1. Car trouble (Once)
2. Hazardous weather/road conditions.
3. Accidents.
4. Other reasonable problems beyond the student's control.

UNEXCUSED REASONS FOR TARDINESS

1. Being pulled over or stopped by the police (traffic violation).
2. Overslept or alarm didn't go off.
3. Other circumstances which the student can control.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending events after school as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity.

SECTION IV: STUDENT CONDUCT

STUDENT BEHAVIOR STANDARDS

A major component of the educational program at the School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors. Students are expected to:

- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;

- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, and productive

Classroom Environment. It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. A teacher to communicate effectively with all students in the class; and
- B. All students in the class the opportunity to learn.

STUDENT DRESS

In order to maintain a safe and orderly environment that is conducive to learning and free from needless distraction, it is important that students dress appropriately for school. Students need to comply with the following guidelines.

Student clothing and appearance should not draw undue attention from other students or the faculty and should not disrupt the normal routine. If there is doubt about the appropriateness of a garment or item, it should not be worn. The manner in which a student dresses should reflect respect for school, family, and self. Freedom of expression may not be used to present material or actions which tend to be obscene or slanderous, or to defame characters, or to advocate violation of federal, state and local laws, or official school policies, rules and regulations, or create an interference with an educational function or school purposes. Students are to transport laptops to and from class in a school-approved book bag. Gym bags, purses, and other types of bags are to remain in student lockers after arrival and remain there throughout the school day. Students who have body piercing on the face, such as the nose, chin, tongue, eyebrow or other facial features, will need to remove these items for safety purposes prior to taking physical education classes.

Students will be advised at the beginning of the year as to what is considered appropriate dress. Students who wear inappropriate attire to school will need to change into something appropriate before being allowed to return to class or will be sent home and receive an unexcused absence. A student may also be assigned a detention after consecutive warnings.

If a student's hygiene is deemed unacceptable for attendance at school, he/she may be required to shower at school or return home.

Inappropriate clothing for school includes:

TOPS	PANTS	OTHER
Tank tops; strapless tops; spaghetti straps; sleeveless/no hem; low cut v neck line (exposing cleavage); see-through clothing that reveals skin or undergarments; hoods are to be worn down, off the	Shorts and skirts must be below fingertip level; pants are to be worn at hip level; sagging will not be allowed;	Shoes, boots or sandals must cover the feet; no house slippers; shoes must have soles; no pajamas; no beach wear or spandex shorts; clothing or jewelry that glorifies, promotes or

<p>head; tops that do not cover the midriff; backless tops (back must be covered); tops over leggings/tights must be below fingertip level</p>	<p>pants/shorts with holes above the knee are not allowed.</p>	<p>advertises alcohol, sex, tobacco, illegal substances, suggestive immoral acts, profanity or satanic references will not be permitted; no hats, caps or bandanas are permitted unless designated by the administration; any apparel or body decorating that carries gang affiliation is not permitted; chains, spikes and other items that could be used as a weapon are not permitted.</p>
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Dress Code Violations

1. Verbal Warning/ Change Clothes
2. Change Clothes/ Alternative Classroom
3. Alternative Classroom

PUBLIC DISPLAY OF AFFECTION

Students shall refrain from sexual behavior during the school day, while on school grounds, and during school-related activities. Handholding or other forms of public display of affection is not permissible and are subject to disciplinary action.

Middle school students are not allowed to mingle and mix romantically with high school aged students.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards.

CODE OF CONDUCT

The Board of Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

1. on School property at any time;
2. during and immediately before and after any school activity at any location;
3. traveling to and from school or to and from a school activity;
4. off school property if the conduct involves bullying and two (2) or more students who attend school in the Corporation and the conduct has an adverse educational impact.

The school also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sanctions. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation detailed below.

CODE OF CONDUCT: STUDENTS' RIGHTS AND RESPONSIBILITIES

As teachers and students are brought together so that learning may take place in our classrooms, an environment which permits an orderly and efficient operation of our school must be provided. This environment comes through consideration and self-discipline so that individuals do not allow themselves to infringe upon the rights of others as they seek an expression for their own just and legal privileges as members of this school and society.

The responsibility for development and maintenance of this self-discipline rests upon a combined effort of students, parents, teachers, administration and the community which establishes the accepted value system. When self-discipline fails, however, regulations for management of school behavior must be outlined by those responsible for the operation of the schools. The Board of Education of the South Newton School Corporation has this legal responsibility. The school board, in turn, has set policies and has appointed administrative officers to carry them out.

The school will follow the procedures and processes as prescribed in Indiana Code enacted and amended by the General Assembly, with regard to all disciplinary action.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8-12, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. SUSPENSION FROM SCHOOL - PRINCIPAL:

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days. Students that have been suspended will be

allowed to make up all work for full credit. Should the makeup work not be picked up before the suspension has been fulfilled, the student will receive a zero for each assignment.

2. EXPULSION:

In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 15 listed under the Grounds for Suspension and Expulsion in this policy.

DISCIPLINE PLAN

South Newton Middle/High School staff expects their students to practice self-control. Behaving or misbehaving is a choice that students make. When a student chooses to misbehave, then he/she must accept the fact that there are consequences for misbehavior. The following are examples of student conduct that may result in disciplinary consequences.

1. Rudeness
2. Excessive or inappropriate talking
3. Arriving for class unprepared
4. Horseplay inside or outside the classroom
5. Disruptive/uncooperative behavior
6. Eating candy, chewing gum or other food in class *without permission*
7. Misusing or abusing school equipment or materials
8. Cheating
9. Swearing or usage of obscene language or gesture
10. Wearing inappropriate attire to school
11. Destroying or vandalizing school or personal property
12. Fighting/Hitting; pushing/shoving
13. Spitting on a person
14. Harassment, bullying of a student or an employee
15. Possession of a weapon, drugs, alcohol, or tobacco
16. Theft
17. Mocking or making fun of another student, a teacher, a guest, or a school employee
18. Possession electronic devices, skateboards, rollerblades, laser pointers, cell phone, pagers, cards, and other items that can disrupt the educational process
19. Skipping class or school
20. Any gang affiliated activity such as flashing gang signs, wearing gang colors, and/or recruitment.
21. Other misconduct that disrupts or detracts from the educational process.

Consequences for these misbehaviors may include, but are not limited to, after-school detention, lunch detention, Friday School, Saturday School, ACP, out of school suspension, out of school suspension through probation and expulsion from school.

After-school detention is from 2:50– 4:50 p.m. Buses are available at school to take students to Kentland, Goodland or Brook at 5:00 p.m. on Tuesday, Thursday and Friday.

Saturday School is from 8:00 a.m. to 11:30 a.m. Parents must provide transportation to and from school.

GROUNDS FOR SUSPENSION OR EXPULSION

Violations of the code of conduct may be punishable by suspension or expulsions. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - a) occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
 - b) blocking the entrance or exits of any school building, corridor, or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c) setting fire to or substantially damaging any school building or property or attempting to set fire or cause damage to any school building or property.
 - d) Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose. This includes the use or attempted use of pipe bombs, "Molotov Cocktails," or other explosive or incendiary devices.
 - e) prevention of, or attempting to prevent by physical act, the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property or at a school-related activity, including the making of a false report of a bomb, fire, or uncommon disease-producing organism, as well as triggering a false fire alarm and delivering or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity.
 - f) continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
 - g) through any means of communication, including gestures, symbols, or signals, placing any student, teacher, employee, or other person in fear of harm to one's self, a family member, or personal property. This includes by way of example such conduct as threatening "to get" the person, creating a "hit list" of persons who are to be put in fear of harm, and warning the person that a family member could get hurt or one's car could be damaged.
- 2) Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

- 3) Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- 4) Intentionally causing, or attempting to cause, physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
- 5) Threatening or intimidating any student, including for the purpose of, or with the intent of, obtaining money or anything of value from the student.
- 6) Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
- 7) Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco product, nicotine product (including electronic cigarettes or similar devices) or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.
- 8) Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students, interference with school purposes, or an educational function.
- 9) Failing in a substantial number of instances to comply with directions of teachers or other school personnel at any time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- 10) Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- 11) Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property
 - b. disobedience of administrative authority
 - c. willful absence or tardiness of students
 - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind
 - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription
 - f. leaving school property for any reason during any school day without the express permission of the school administration.
 - g. smoking or possessing tobacco
 - h. possessing or providing to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of controlled substance (Examples of these drug-

related paraphernalia which are not to be possessed or provided to another person are: pipes, clips, rolling papers, needles, syringes, etc.)

- i. tampering with or misusing the fire fighting equipment and fire alarm system of the school corporation
 - j. using cards, dice or other instruments for the purpose of gambling
 - k. lack of personal cleanliness
 - l. wearing articles of clothing that are distracting, unclean, cause maintenance problems or are inappropriate for school activity
 - m. wearing clothing and/or hairstyles that could cause bodily injury in such activities as shop, lab work, physical education, and art.
 - n. failing to wear shoes, sandals, boots, or appropriate footwear in the school building
 - o. fighting
 - p. engaging in speech or conduct, including jewelry, clothing, or forms of body decorating such as piercing or tattooing, as well as written speech on folders and notebooks, which is profane, indecent, lewd, vulgar, or offensive to school purposes
- 12) Knowingly possessing or using an electronic paging device, cell phone, or any other electrical devices in a situation not related to a school purpose or educational function.
- 13) Engaging in any activity that is gang affiliated. Activity includes recruitment, flashing colors/signs, graffiti, and/or threats, or intimidation of others.
- 14) Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device
- 15) **POSSESSION OF A FIREARM & DANGEROUS WEAPONS**
- a) The school board will not tolerate weapons, devices, instruments, materials, or substances animate or inanimate, that are used for, or are readily capable of, causing death or serious bodily injury or other devices designed to inflict bodily harm by anyone while on school property, at a school-related event, or while enroute to or from school on a school bus. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.
 - b) The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 - i) any weapon, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - ii) the frame or receiver of any weapon described above
 - iii) any firearm muffler or firearm silencer
 - iv) any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device

- v) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - vi) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
 - c) The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
 - d) The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
 - e) Laser devices of any kind are considered to be a dangerous weapon and may be subject to the penalty of a dangerous weapon violation
- 16) The superintendent is authorized to establish instructional programs on the dangers of dangerous weapons. Through these programs, students will be required to report knowledge of dangerous weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge shall subject the student to immediate suspension and potential expulsion from school.

POSSESSION OF ELECTRONIC EQUIPMENT

Students are not allowed to bring radios, "boom-boxes", portable TV's, or the like without the permission of the building principal. Any forbidden equipment will be confiscated and disciplinary action will be taken.

Students are, however, permitted to have Personal Communication Devices, as defined earlier in the handbook, in their possession during the school day. The use of the PCDs is to be consistent with the Board's adopted policies. Students who use PCDs in violation of the adopted Board policies are subject to discipline and confiscation of the device.

KNOWLEDGE OF DEADLY OR DANGEROUS WEAPONS OR THREATS OF VIOLENCE

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

THE GROUNDS FOR SUSPENSION OR EXPULSION LISTED ABOVE APPLY WHEN A STUDENT IS:

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

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. (This includes any unlawful activity meeting the above criterion which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.)

HARASSMENT

Harassment of any kind is contrary to the commitment to provide a physically and psychologically safe environment in which to learn. It may also be in violation of federal or state laws.

In addition to sexual harassment, which is defined below, harassment shall also include any speech or action that creates a hostile, intimidating or offensive learning environment. Uses of racial or ethnic statements are considered harassment.

Incidents of harassment should be reported immediately to the building principal. This report may be done orally, but a written description of the incident must follow. All reports will be investigated. Anyone found to have violated this harassment policy will be subject to disciplinary action up to and including suspension or expulsion.

SEXUAL HARASSMENT

Sexual harassment may include, but is not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. physical and/or sexual assault
- C. Threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances;
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;

- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals;
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. Inappropriate boundary invasions by a Corporation employee or other adult member of the School Corporation community into a student's personal space and personal life;
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature' in the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

BULLYING

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school.

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as gender, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All complaints about bullying behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following chart will be utilized to discuss and identify bullying situations with students at SNMS.

ARE YOU BEING BULLIED?

MAKE SURE YOU CAN CHECK ALL THESE BOXES BEFORE YOU REPORT A BULLYING INCIDENT TO YOUR TEACHERS, ADMINISTRATORS OR PEERS!!!

- ISSUE IS HAPPENING OVER & OVER AGAIN
- THE SAME PEOPLE ARE INVOLVED
- WHAT HAPPENED WAS ON PURPOSE
- IT HURT MY BODY (PHYSICALLY) OR MY FEELINGS (EMOTIONALLY)

CONSEQUENCES FOR HANDBOOK VIOLATIONS

LUNCH DETENTION: Students assigned a lunch detention will report to the room indicated on their referral form where they will eat and, if appropriate, work quietly on school work. Students are not allowed to talk or interact during lunch detention. They may not sleep or put their heads down. Students who are late to lunch detention or who fail to behave appropriately may receive an additional consequence. A student who fails to attend an assigned lunch detention can be assigned additional lunch detentions or after-school detentions as a consequence.

DETENTION: Detention is a discipline consequence for students in violation of school rules. Detention periods will be held on Tuesdays, Thursdays and Fridays for up to two hours. Parents are responsible for providing transportation, unless the student rides the activity bus. Any student late for detention will not be allowed to enter and will have to have the detention reassigned. Failure to attend detention may result in Saturday School, Alternative Classroom Placement, suspension, or expulsion. Students should report to detention with enough study materials for the entire detention period.

SATURDAY SCHOOL: Saturday School is a discipline consequence for students in violation of school rules. A student truant from school or assigned an out-of-school suspension may also be assigned Saturday School in order to make up instructional time.

Program starts at 8:00 a.m. and ends at 11:30 a.m. Students cannot be late or absent. If so, they may be:

1. served an extra Saturday School for not showing up for the first one.
2. suspended for two days.
3. face suspension/expulsion for refusal to attend.
4. truancy filed.

If homework has been assigned, the student will complete all homework. Each student is expected to bring schoolwork and/or appropriate study and reading materials to keep busy. No playing cards, games, radios, TV sets or other such items are permitted. Students who are disruptive, who fail to keep busy on appropriate tasks, who sleep or appear to sleep, or who disobey the supervisor may be sent home, assigned additional time, or recommended for out-of-school suspension. There will be no talking or leaving the seat without consent of the supervisor. No visitors will be admitted, and the student will not be allowed to leave school or use the phone. Individual learning packets or special programs may be assigned to help the student develop a better attitude about himself/herself, others and the school. These will be completed during the Saturday program.

ALTERNATIVE CLASSROOM PLACEMENT (ACP): Alternative Classroom Placement (ACP) is a disciplinary option which permits students to avoid external suspension for some violations. ACP is an option, not an automatic right, and its assignment will be at the discretion of the principal or administrative designee. ACP will be withdrawn through a student's failure to follow ACP regulations or violations of the South Newton School Corporation expectations. Students

may be suspended out of school for unacceptable behavior while in ACP. Work will be completed at 100%. The length of ACP placement will be determined by the building administrator.

USE OF SECLUSION AND RESTRAINT

Pursuant to State law and Board Policy, staff may use seclusion and restraint as disciplinary strategies. Refer to Board Policy for the definitions of seclusion and restraint.

FORMAL DISCIPLINE

Formal discipline removes the student from school. It includes suspension for up to 10 days and the possibility of expulsion for the remainder of a semester or longer.

SUSPENSION: When a principal (or designee) determines that a student should be suspended out of school, the student may be temporarily placed in an **Alternative Classroom Placement (ACP)** while the principal (or designee) investigates the incident to determine discipline options. The following procedures will be followed:

1. A phone call will be made to the parent/ guardian explaining the situation, and at that time it will be determined by the parent/ guardian and administrator if a meeting will take place prior to the suspension of the student. The student will be placed temporarily in ACP when the parent/ guardian has requested a meeting and the student will stay there until summoned to attend the meeting or until the end of the day. A phone conference may take the place of a meeting in exigent circumstances.
2. The meeting shall precede suspension of the student when the parent/ guardian have stated they are able to attend, except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.
4. Students who are suspended from school will not be eligible to participate in or attend extracurricular activities and events for the duration of the suspension.
5. Homework should be picked up and submitted upon return to school. Homework not picked up will result in a zero.

EXPULSION-:

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel

- b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

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

LEGAL REFERENCE: 20 U.S.C. 8001; 20 U.S.C. 8002: I.C. 20-33-8-19 *et seq.*

PROCEDURE FOR SEARCH, SEIZURE AND USE OF EVIDENCE

1. As used in this section, "reasonable cause for search" means circumstances, which would cause a reasonable person to believe that the search of a particular person, place or thing will lead to the discovery of:
 - a. Evidence of a violation of the student conduct standards contained in the student handbook.
 - b. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.
2. All lockers and other storage areas provided for the students' use on the school premises remain the property of the school corporation and are subject to inspection, access for maintenance and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage area except with a lock

provided by the Athletic Director of the school in which the lock or storage area is located. Unapproved locks shall be removed and destroyed.

- a. The principal, or a member of the administrative staff designated in writing by the principal, may search a locker and its contents when the person conducting the search or the principal has reasonable cause for a search of the locker. When the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the time of the search.
- b. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on the school premises other than a locker when the person conducting the search has reasonable cause.

INSPECTION OF ALL LOCKERS

1. An inspection of all lockers in the school, or all lockers in a particular area of the school may be conducted if the principal, superintendent, or designee reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of State Law or school rules. Inspection of all lockers could occur:
 - a. When the school corporation receives a bomb threat.
 - b. At the end of a grading period and before or during school vacation to check for missing school property.
 - c. When evidence of a high level of student use of drugs or alcohol is reasonably believed.
 - d. When student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.
 - e. To bring all lockers into compliance with safe and healthful conditions.
2. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
3. The principal, or other member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Search will include:
 - a. the pockets of the student, and/or
 - b. any object in the possession of the student, such as a purse or briefcase and/or
 - c. a "pat down" of the exterior of the student's clothing.
4. The privilege of bringing a student-operated motor vehicle onto the school premises is hereby conditional upon written consent of the student driver, the owner of the motor vehicle, and the parent/guardian of the student to allow the search of that motor vehicle when there is reasonable cause. Refusal by the student, parent or guardian, or the owner to provide or allow access to a motor vehicle shall be cause for termination, without further hearing, of the privilege of bringing a motor vehicle onto

school premises. The principal, or a member of the administrative staff designated in writing by the principal, may request a law enforcement officer to search a motor vehicle on school premises, subject to Sub-section 6 of this section. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in this handbook may be:

- a. seized and admitted as evidence in any suspension or expulsion proceeding if tagged for identification at the time it is seized and kept in a secure place by the principal's designee until it is presented at the hearing.
 - b. returned to the parent or guardian of the student from whom it was seized.
 - c. returned to the student if it has no significant value.
 - d. turned over to any law enforcement officer in accordance with Sub-section 6 of this section.
5. Anything found in the course of a search in accordance with this section which, by its presence, presents an immediate danger of physical harm or illness to any person may be seized and:
- a. returned to the parent or guardian of the student from which it was seized.
 - b. destroyed.
 - c. turned over to any law enforcement officer in accordance with Sub-section 7 below,
6. The principal, or a member of the administrative staff designated in writing by the principal, may request assistance of a law enforcement officer to:
- a. search any area of the school premises, any student, or any motor vehicle on the school premises.
 - b. Identify or dispose of anything found in the course of a search conducted in accordance with this section.
7. If a law enforcement officer requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection. School officials, upon the request of law enforcement officials, may secure the locker and its contents for a reasonable period of time in order to give the law enforcement officials an opportunity to obtain a search warrant.

LOSS OF DRIVER'S LICENSE

The following is a summary of the law allowing suspension of a student's driving privileges due to suspension, expulsion, and withdrawal from school or habitual truancy.

1. In accordance with IC 20-33-2-11 each governing body shall establish and include as part of the written copy of its rules and standards "a definition of a student who is designated as a habitual truant."
2. The term suspension, as used in this memorandum, is an out of school suspension as defined in IC 20-33-8-7.
3. A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

- a. Is a habitual truant under IC 20-33-2-11.
 - b. Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15;
 - c. Is under an expulsion from school due to misconduct under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16;
 - d. Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-33-2-21 (a) before graduating.
4. If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school described in Section 1, IC 9-24-2, the bureau shall, upon notification by the student's principal, invalidate the person's license or permit until the earliest of the following:
- a. The person becomes eighteen (18) years of age.
 - b. One hundred twenty (120) days after the person is suspended or the end of a semester during which the person returns to school, whichever is longer.
 - c. The suspension or expulsion is reversed after the person has had a hearing under IC 20-33-8-19.

SUBSTANCE ABUSE POLICY

A student shall not:

- 1. possess, provide to another person, or be under the influence of:
 - a. any substance, which is or contains tobacco, narcotics, depressants, or hallucinogens (whether prescription or sold over the counter without prescription).
 - b. any substance represented by the provider to be any of the above listed substances.
- 2. possess or provide to any person anything used, or designed to be used, primarily for the storage, processing, delivery, or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens on school premises at any time or at any school-sponsored activity at any location including the bus. (Examples: pipes, rolling papers, clips, or paraphernalia)
- 3. deal in a substance represented to be a controlled substance. Use of medication by a student prescribed by a medical doctor, or dentist, or other health care provider, authorized by law to prescribe medication for the student, does not violate this rule. (See Corporation Medication Policy)

Any student who is unsure if possession, use or providing another person with any particular medication or substance would violate this rule should contact the school nurse or the principal before possessing, using, or providing the medication or substance.

PROCEDURES FOR SUBSTANCE ABUSE POLICY VIOLATIONS

Students, who possess, use or distribute drugs or alcohol at school, or who arrive on school property or attend a school function under the influence of the same, may be subject to the following procedures.

1. UNDER THE INFLUENCE OR POSSESSION
 - a. First offense, grades 6-12 inclusive, will result in a recommendation of expulsion to the superintendent. The expulsion may be waived if the following criteria are agreed upon and met by the student and parent/guardian:
 - i. The student will be suspended five (5) days from school (Saturday School may be substituted).
 - ii. During the five-day suspension, the student will have an assessment performed by an approved institution.
 - iii. The student will abide by the recommendation of assessment in at least one of the following manners:
 1. In-patient treatment commensurate with family ability to pay for such service.
 2. Approved drug/alcohol rehabilitation program.
 3. Approved drug/alcohol education program.
 4. Any service or materials provided by a school employee shall be without charge to the student. Any service or materials rendered or provided by professional counselors, or other people not school employees, will be at the students and his/her parent's/guardian's expense.
 - b. Second offense, grades 6-12 inclusive, will result in a recommendation of expulsion to superintendent.
 - c. Students who possess, use, sell, or distribute tobacco products or paraphernalia will result in:
 - i. First offense: 3-day out of school suspension
 - ii. Second offense- 5-day out of school suspension
 - iii. Third offense - expulsion
 - d. The decision to request or accept assistance will be voluntary on the part of the student and parent/guardian.
2. DEALING: Dealing is defined as selling or sharing alcohol or other unauthorized drugs or narcotics. The first offense will result in a recommendation of expulsion to superintendent.

SOUTH NEWTON MIDDLE/HIGH SCHOOL RANDOM SCREENING POLICY & PROCEDURES

Purpose

South Newton Middle/High School believes that all students can be successful. This is especially true when obstacles that impede success are removed. The implementation of a random drug screening policy will offer students of South Newton Middle/High School a substance abuse-free environment. The purpose of this program is to create a supportive environment in which students are able to make responsible and healthy choices.

Scope

This program will include every student who participates in any school sanctioned extra-curricular activity, such as athletics, clubs, work programs, etc. Any student who wishes to drive to school will also be required to participate. Participation in the drug screening program is a condition of participation. Students or their parents/guardians who do not give consent will not be allowed to participate in a school sanctioned activity or drive to school until consent has been given. All students who fall into these categories will be required to submit a urine sample if they are selected during the random screening process. Failure to give consent to participate or submit a sample will be considered as a positive result. This policy and procedure will not violate the rights or liberties of any participant in accordance with local, state, and federal laws. The effective date of this program will be January 1, 2006.

Legal Obligation

Indiana Code 20-8.1-7 sets forth health measures to be governed by school officials. Most specifically, IC 20-8.7-2 establishes the responsibility of the school to assist children found to be ill or in need of treatment.

Drug Education

The administration will inform the parents of students of the conditions and expectations of the screening program and will provide a consent form. The consent form must be signed and returned prior to participation.

Philosophy

The philosophy of the program is to assist students in making healthy life choices. The purpose of this program is to educate, help, and direct students away from substance and alcohol abuse; and towards a healthy and substance free participation. No student shall be expelled or suspended from school as a result of any verified positive test conducted by the school under this program other than those stated therein. However, a student will be suspended from extra-curricular activities and/or driving privileges if found in violation of this policy.

Testing Procedures

The testing procedure will consist of established procedures of the company contracted to take and process the samples given by the students. A copy of these procedures will be made available to parents, guardians, or students upon request.

1. Students' names will be placed into a pool/database and assigned a number. A list of students will be randomly selected by the testing company. The list will be sent to South Newton High School. Students will be given no advance notice or early warning of testing. The administration will bring each student to submit a sample. An area for sample collection will be provided that will ensure privacy and the integrity of the sample. The sample will be collected by a representative of the testing company.
2. If the student shows signs of reasonable suspicion, the administration may call the student's parent/guardian and ask that a student be tested. Factors will include, but are not limited to, excessive discipline problems and/or excessive absences from school. Also, parent/guardian may request testing of his/her student. A parent/guardian may request that their child be tested twice if they are not originally selected. This is to avoid the misuse of the process due to the cost of each test.
3. All samples will remain under the supervision of the administration of South Newton High School. The sample will be analyzed by the testing company. In addition a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4. All students will remain under the administration's supervision until they have produced an adequate sample. If the student is unable to produce a sample, the student may be given up to twenty four (24) ounces of fluid. If the student is still unable to produce a sample with one hour, the student's parent/guardian will be notified that the student will not be able to participate in the activities he or she is currently involved until a screen is produced.
5. If it is proven that tampering or cheating has occurred during the collection of the sample, the student will become ineligible for all activities until results are produced by the parent/guardian at their own expense.
6. The laboratory selected must follow the standards set by the Department of Health and Human Services and must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA).

Chain of Custody

1. The student will be escorted to the testing site by an administrator/designee. All students will not be sent to the testing site simultaneously. Testing four to five students at a time allows the testing to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class.
2. Once at the health suite (testing area), the student must sign in and, as soon as called by the collection technician (or designee), provide a specimen.
3. The collection technician (or designee) will give each student being tested a specimen container. At that time the student will sign a verification form indicating the specimen container is untainted. The specimen container will remain in the student's possession until a seal is placed upon the specimen container by the collection technician (or designee). The student and collection technician (or designee) will sign that the specimen has been sealed. The seal may be broken or opened only by the laboratory testing the specimen.

4. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid, and will be discarded without being tested.
5. The students will enter the restroom provided by the collection technician (or designee). Students will be instructed to remove coats and wash their hands in the presence of the supervisor. The door will be closed with the student by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The commode will contain a blue dye so the water cannot be used to dilute the sample.
6. The laboratory personnel will transport the specimen to the testing laboratory. The testing laboratory will report the results to the principal (or designee).

POSITIVE TEST RESULTS AND APPEAL

In the event a student tests positive by the laboratory, that result will be sent to a Medical Review Officer. The Medical Review Officer shall be a licensed physician with knowledge of substance abuse disorders. The role of the Medical Review Officer is to review and interpret positive test results. The Medical Review Officer is a physician knowledgeable in the medical use of prescription drugs and pharmacology and toxicology of illicit drugs. It will be the Medical Review Officer's role to determine any valid medical reason for the positive test. The Medical Review Officer will contact the principal (or designee) of the results. The principal (or designee) will contact the custodial parent/guardian and the student about these results. If an acceptable reason for the positive test is not established, the test will be considered "failed," and then the principal (or designee) will be contacted regarding the results.

In the event of a failed test, the student and custodial parent/guardian will be told that a restriction from participating in any of the listed activities and/or driving to school will be imposed for thirty (30) days. The student or his/her custodial parent/guardian may appeal by requesting that the urine sample (kept by the lab for a year) be tested again by the laboratory (or another accredited laboratory) at a cost to the student or his/her custodial parent/guardian.

To be able to resume the privilege of participating in activities and/or driving to school, the student will be tested again at the expense of the student or his/her custodial parent/guardian. This testing may occur at any time. The student will also be required to receive substance abuse assessment from an outside agency at the expense of the student or custodial parent/guardian. The results of this assessment may be forwarded to the principal (or designee).

If the student fails a test a second time, the student will be restricted from activities and/or driving to school for one calendar year. This restriction begins from the time the student or custodial parent/guardian is notified. Multiple failed tests are indicative of continued substance use and will mean that the student will be referred for professional evaluation to be paid for by the custodial parent/guardian.

WCMS Collection Procedures

Both WCMS and its collectors ensure the integrity and security of the specimen throughout the entire collection process. Our collectors are DATIA certified and follow all DOT regulations. We rely on our collectors to perform their job professionally and provide the donor's modesty and privacy.

- Step 1: Student checks in with collector and removes coat and empties pockets.
- Step 2: Collector writes the students assigned ID number on chain of custody, and has student sign his/her name on copy 2 of the chain of custody, student then initials both specimen labels.
- Step 3: Collector gives student a collection container to provide a specimen.
- Step 4: Collector prepares restroom for donor (stool will have dye and faucets turned off).
- Step 5: Collector explains to student, he/she will need to void about half way into specimen container, not to flush and bring specimen out to collector when finished.
- Step 6: Student enters restroom by him/herself, closes door, provides sample, hands specimen to collector. Students will not leave or have his/her sample out of their view until WCMS completes the remaining steps.
- Step 7: Collector checks specimen temperature and color.
- Step 8: Collector pours specimen into 2 vials (opened in front of student) then seals bottles and places specimen labels (initialed by student) on sealed bottles.
- Step 9: Collector places the sealed specimen and chain of custody in the plastic bag and seals the specimen bag.
- Step 10: Sealed bag with all items will be secure and transported back to WCMS, where they will be picked up and sent to out to our lab.

Consent forms will be located in the Middle School and High School offices. A consent form needs to be signed and kept on file in the Athletic Directors office.

Dear Parent or Guardian:

South Newton faculty and staff are looking forward to the start of the 2016-2017 school year. Research shows that parental involvement is the key to student success. We sincerely want your input and hope you will feel free to participate in your child's educational experiences at home and at school.

We appreciate the opportunity to begin the year together-- the students, the parents, and the school. Please read and discuss the attached handbook with your child. If you have any questions, comments, or suggestions, please contact us.

Sign below and return this page with your student to verify that you are aware of the rules and policies of South Newton Middle School and that you have discussed the policies with your child at SNMS. This form is to be returned to your child's advisory teacher by Friday, August 19, 2016.

Student

Date

Parent

Date