



# Jasper Middle School

*Learning for Life*

STUDENT HANDBOOK 2022-2023

Name \_\_\_\_\_ Grade \_\_\_\_\_

**Students must sign in ink!**

**Please do not color or decorate this page in any way. In order to use these passes, this page must not be removed from the handbook.**

1 <sup>st</sup> Semester Passes			
Date	Time	Destination	Teacher

2 <sup>nd</sup> Semester Passes			
Date	Time	Destination	Teacher

1 <sup>st</sup> Semester				Nurse's Passes				2 <sup>nd</sup> Semester			
Date	Teacher	Time (class)	Time (nurse)	Date	Teacher	Time (class)	Time (nurse)	Date	Teacher	Time (class)	Time (nurse)

Homeroom Teacher \_\_\_\_\_ Room \_\_\_\_\_

**THIS HANDBOOK MUST BE WITH YOU AT ALL TIMES!**  
Do not fold pages. Use page finder or upper right-hand corner to mark pages.

**JASPER MIDDLE SCHOOL**

*Learning for Life*

3600 Portersville Road Jasper, Indiana 47546

Phone: 812 – 482 – 6454

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**Principal:** David Hubster

**Assistant Principal:** Phil Tolbert

**Athletic Director:** Ben Mundy

**MISSION STATEMENT**

Jasper Middle School believes the school’s mission is to provide students opportunities for valuable learning experiences and citizenship development in a caring environment of high expectations, positive attitudes, and successful results. We accept the responsibility for guiding all students toward the fulfillment of their potential. This requires the cooperation of the learner, the family, the community and society.

**Table of Contents**

***JMS GENERAL INFORMATION***

Medical Center..... 3

- Head lice.....3
- Immunizations.....4

Guidance/Counseling..... 4

School Telephones..... 5

School Hours.....5

Transportation..... 5

Withdrawal/Transfers..... 5

Progress Reports..... 5

***JMS ATTENDANCE POLICY***

Excused Absences..... 6

Unexcused Absences..... 6-7

Participation in Activities when Absent..... 7

Early Dismissal..... 7

Illness.....7

Return to School.....7

Make-up Opportunities.....7

Vacations during the School Year..... 7

*Notification and Penalty for Absences*

- Due Process for Excused Absences.....8
- Due Process for Unexcused Absences.....8

Promotion.....8

Truancy..... 8

Notification and Penalty for Truancy..... 8-9

Leaving during the School Day..... 9

Tardiness..... 9

***JMS RULES AND REGULATIONS***

Lockers.....9

Student Dress Code..... 9 -10

Electronic Devices (including cell phones) ..... 10

***JMS DISCIPLINE POLICY***

Removal from Class or Activity.....10

In or Out of School Suspension.....11

Expulsion..... 11

Exclusion from Activities..... 11

Bullying..... 11

Hazing.....11-12

Grounds for Suspension/Expulsion.....12-14

Right to Appeal..... 14

***JMS DISCIPLINARY LEVELS AND CONSEQUENCES***

***JMS DRUG AND ALCOHOL POLICIES***

*JMS CODE OF CONDUCT*.....22-24

***STUDENT RESPONSIBLE USE GUIDELINES FOR TECHNOLOGY*** .....25-28

***GJCS CORPORATION CALENDAR***.....29

## **JASPER MIDDLE SCHOOL GENERAL INFORMATION**

### **JMS MEDICAL CENTER**

Administration of medication and/or treatment – This is permitted only when failure to do so would jeopardize the health of the student or if the student's attendance is necessitated by the medication or treatment during school hours.

In those circumstances where a student must take *prescribed* medication during the school day, the following guidelines are to be observed:

1. Parents, with their physician's counsel, should determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. All prescription medication must be in the original container in which it was given by the pharmacist. Medication must be brought to the nurse's office by the parent where it will be properly secured. Medication of any kind may not be sent to school in a student's lunch box, backpack, pocket or other means on or about his/her person.
3. The Medication Request and Authorization form must be filed with the nurse before the student will be allowed to begin taking any medication during school hours.
4. Students who may require administration of an emergency medication may have such medication stored in the nurse's office.
5. A log of each prescribed medication will be maintained which notes the personnel giving the medication, the date, and the time of day.

### **Non-prescribed Medications**

Written authorization from the parent or guardian must be on file in the office of the school nurse prior to the administration of the medication. This form is found in the registration packet.

Tylenol, Junior Strength Tylenol, Advil, and Tums are provided by the nurse's office. Any medication required to be given that is not listed above must be provided by the parent/guardian. It will be given only if the permission to give medication sheet is filled out and signed by the parent.

Authorization, for either prescription or non-prescription medicine, must include the student's name, medication name, number of pills in the container, the exact dosage, time to be given, reason, etc.

Inhalers - The student may carry inhalers/emergency medications only if written permission is received from the parent and doctor stating it is necessary to be carried by the student.

Cough drops/Sore throat lozenges – Should be kept in nurse's station with written parent permission.

Unused medicine - Must be taken home only by the student's parent/guardian or designated person 18 yrs. or older with written permission from parent. Medication may be picked up during school hours only. No medication will be disbursed after 3:00p.m. Monday thru Friday. Any medication not picked up within 2 weeks after the last day of school during the hours of (8am-2pm), will be taken to the police department for proper disposal. To prevent any unused portion being left, only send to school the specific amount of medicine needed for that time.

Illness or Injury during school – An injured or ill student must report immediately to the clinic with a pass. Parents will be contacted in cases of a serious nature. Before leaving school due to illness or injury, a student must "check out" with the nurse and sign out in the main office. Injuries sustained at home or away from school are not the responsibility of the school nurse.

### **HEAD LICE**

Following the evidence-based recommendations from the Centers for Disease Control and Prevention (CDC) and the American Academy of Pediatrics (AAP), who define pediculosis (head lice) as a nuisance rather than a disease, students found to have nits and/or lice will remain at school until the end of the day. Parents of affected students will be notified of the need for treatment and educated on proper treatment procedures. All siblings of affected students in the school corporation will be examined as well. Students will be reexamined the next day and if live lice are found following treatment, the student may not return to school and will be sent home to be treated again. The presence of nits will not prohibit a student from attending school; however, education to parents will be reinforced of the importance of removing all nits to prevent the chance of a recurrence. Classroom checks will only be performed if 3 or more separate students in the same classroom have a confirmed case of head lice in a time span of 1 month. Parents are encouraged to routinely check their child's hair. If parents find lice and/or nits on their child, they should notify the school nurse. Information about the control of head lice, modes of transmission, diagnosis, treatment, and examination, can be found on the CDC website, or you may contact the Dubois County Health Department, your family physician, or the school nurse.

## IMMUNIZATIONS

Per Indiana Code 20-34-4-1, all students must be up to date on all required immunizations by the first day of school, or have a religious or medical exemption on file, with the appropriate documentation provided. Students who do not meet the minimum requirements have a grace period of 20 calendar days and are required to submit a statement or appointment card from their physician or the local health department indicating they are in the process of completing their immunizations. In accordance with the Indiana State Law, if we have not received the appropriate documentation within this time frame, we are required to exclude the student from school until compliance is met. Any questions may be directed to the school nurse, the Dubois County Health Department, or your family physician. A detailed description of the most recent required and recommended immunizations for school aged children in Indiana is listed below.

Grade	Required	
<b>Pre-K</b>	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella)
<b>K-5<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A
<b>6<sup>th</sup>-7<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)
<b>8<sup>th</sup>-11<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 1 MCV4 1 Tdap
<b>12<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap

## GUIDANCE/COUNSELING

Counseling service is available to all students. Many student problems can be helped by counseling with a competent person. The school counselor, social worker or teacher will be happy to try to help students with these problems. Appointments can be made by requesting a pass from a teacher, office personnel, or the counselor. Due to the heavy schedule of guidance personnel, appointments may need to be made a few days in advance.

## SCHOOL TELEPHONES

School telephones are for school business only. Students should not ask to use telephones except in emergency situations. Arrangements for routine appointments, after-school activities, rides, or what the child should do in case of early school closing should be made before arriving at school.

JMS cell phone policy is located in the JMS Rules/Procedures section under ELECTRONIC DEVICES. Students should not use personal devices for any purpose between 8-3.

## SCHOOL HOURS

Closed Campus – JMS is a closed campus. Students must stay on the school grounds from the time they arrive until dismissal or until they are picked up by the bus or by parents. Written/Verbal requests by parent/guardian are required for students to leave campus for any reason.

Arrivals - Upon arrival, students should immediately report to their designated area. No student should be in academic areas without a pass.

Breakfast - Students choosing to eat breakfast will be dismissed to the cafeteria at 7:30. Students may also put money in their lunch account from 7:30 – 8:00.

Start Time – Students begin to go to class at 7:49, and all students should be in class by the 8:00 bell.

SCHOOL CLOSING - OFFICIAL ANNOUNCEMENTS FOR SCHOOL CLOSINGS MAY BE GIVEN OVER LOCAL RADIO STATIONS AND SOCIAL MEDIA SITES. THE CORPORATION WILL ALSO UTILIZE AN AUTOMATED CALLING SERVICE TO CONTACT FAMILIES.

## TRANSPORTATION

Motorized vehicles – Students are prohibited to operate motorized vehicles to or from JMS.

School bus - Busing is a privilege. Any student not abiding to JMS rules and regulations or causing a disturbance on the bus will be subject to consequences which may include denial of busing privilege.

## WITHDRAWALS AND TRANSFERS

Withdrawals and transfers must be initiated by the custodial parent or guardian by completing proper withdrawal forms in the office.

## PROGRESS REPORTS

Report cards are issued at the end of each quarter, or nine-week session. Incomplete grades must be made up no later than 10 days from the end of the grading period. Grades are as follows:

100 – 94	A	4.00
93 – 90	A-	3.66
89 – 87	B+	3.33
86 – 83	B	3.00
82 – 80	B-	2.66
79 – 77	C+	2.33
76 – 73	C	2.00
72 – 70	C-	1.66
69 – 67	D+	1.33
66 – 63	D	1.00
62 – 60	D-	0.66
59 & Below	F	0.00

The grade F (Failure) indicates students who cannot or will not do the minimum amount of work and constantly fail to meet minimum requirements.

Citizenship grades - No mark or S = Satisfactory, N = Needs Improvement, and U = Unsatisfactory. The grade reflects a student's behavior and attitude in class. It may also affect eligibility in extracurricular activities.

PowerSchool - Grades may be monitored online via PowerSchool. Contact the office to receive log-in information.

Honor Roll - JMS has two honor rolls: 1) a 4.0 GPA and 2) a 3.40 to 3.999 GPA. A student with an F, U, or less than 7 included courses does not qualify for either of the honor rolls. A student who has an (I) for incomplete work will not have the GPA calculated until after the work is complete.

## JASPER MIDDLE SCHOOL ATTENDANCE POLICIES

### **EXCUSED ABSENCES**

The corporation accepts only the following as excusable reasons for absence from school. Each absence shall be explained by telephone notification, in writing, and signed by the student's parents. The excuse shall be submitted to the principal and filed as part of the student's record.

Written excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

1. Personal illness/injury or exposure to a contagious disease. (This is limited to the length of quarantine as fixed by the proper health officials.
  - a. The principal may require a doctor's confirmation if he/she deems it advisable. All required confirmations will be due within 48 hours of the documented absence.
2. Required court attendance
3. Professional appointments – medical, counseling, legal...
  - a. Parents are encouraged to schedule medical, dental, legal, and other necessary appointments at other times than during the school day. However, when it is not possible, an absent student:
    - i. Shall have a statement to that effect from his/her parents.
    - ii. Shall bring a signed statement from the doctor, dentist, lawyer...
    - iii. Shall report back to school immediately after the appt. if school is still in session.
4. Death in the immediate family – parent, guardian, sibling, grandparent, aunt, or uncle.
5. Observation or celebration of a bona fide religious holiday.
  - a. Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.
6. \*A member of the Indiana wing of the civil air patrol who is participating in a civil air patrol program for not more than five (5) days in a school year.
7. \*Duty with Indiana National Guard
8. \*Service as a page for or as an honoree of the general assembly
9. \*Service on precinct election board or for political candidates or parties
10. \*Witness in a judicial proceeding
11. \*Suspension
12. Maternity
13. Military connected families' absences related to deployment
14. Such other good cause as may be acceptable to the Superintendent or permitted by law

\* Students will not be counted absent with proper verification, certificate, and/or documentation.

Absences that DO NOT accumulate against this guideline include:

1. Field trips
2. College visits, not to exceed (2) days in number, unless approved by the principal
3. A member of the Indiana wing of the civil air patrol who is participating in a civil air patrol program for not more than five (5) days in a school year. (*Verification from Indiana Civil Air Patrol is expected.*)
4. Duty with Indiana National Guard. (*Verification by submitting a copy of orders to active duty expected.*)
5. Service as a page for, or as, an honoree of the general assembly. (*Verification by a certificate of the Secretary of the Senate of the Chief Clerk of the House of Representatives is expected.*)
6. Service on the precinct election board or for political candidates or parties. (*Verification by signed parent/guardian permission and a signed document by the candidate, political party chairman, campaign manager, or precinct officer describing duties is expected.*)
7. Witness in a judicial proceeding. (*Verification by submitting a subpoena to appear in court is expected.*)

\*Students will not be counted as absent with proper verification, certificate, and/or documentation.

NOTE: Where the term parent is used this means custodial parent or legal guardian.

### **UNEXCUSED ABSENCES**

All absences and tardies not defined above or in the law shall be considered as unexcused. (Examples of more common unexcused absences are work, missing bus, trips, car trouble, oversleeping, and truancy.)

1. ***Unexcused Absence WITH Make-up Credit*** – Where there is an arrangement with the school before the absence occurs and where approval has been granted. Examples of unexcused absence WITH make-up credit could be family trips approved in advance, religious activities and holidays approved in

advance, and verified emergencies. Make-up work credit is allowed. *It is the responsibility of the student to arrange for make-up work prior to the absence. All completed work is due upon return to school.*

2. **Unexcused Absence WITHOUT Make-up Credit** – Where there is NO knowledge or approval of the parent and the school- no acceptable parent permission, truancy, work, missed bus, etc.... Make-up work may be expected for educational development, but credit will not be applied to class grade.

### **PARTICIPATION IN ACTIVITIES WHEN ABSENT**

Students who miss school for more than one-half (1/2) of the school day because of illness or unexcused absence may not participate/attend after school activities the same day unless permission is granted by the principal. On the day following a contest, students are to be present when school begins. Any student not present for the beginning of school, on the day after a contest, is not to participate in practice unless permitted by the principal.

### **EARLY DISMISSALS**

Students may leave the school building or grounds during regular school hours with written permission from a parent and approval from the school principal.

### **ILLNESS**

If a student is ill, a parent must notify the school before 10:00 a.m. that the child will be absent. If a call has not been received by 10:00 a.m., school personnel shall attempt to contact a parent by calling home, work, or emergency number provided by the parent. A reasonable effort shall be made to contact a parent, but the failure to do so does not relieve the parent of the responsibility for the student's attendance and/or reporting a reason for the absence.

### **RETURN TO SCHOOL**

Students returning to school from an absence when no call had been made shall have a note from a parent. The note should contain the student's name, reason for absence, date(s), phone number where parent can be reached, and a parent signature. The note should be presented prior to re-admittance to school.

### **MAKE-UP OPPORTUNITIES**

A student may make-up units of study with a properly certificated teacher if prior approval has been granted by the principal. Students will be given the opportunity for making-up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence. Requests for homework collection can be made to the office after THREE days of absence.

Students will be given the opportunity to make-up work missed due to suspension. The make-up work must be completed and presented to the teacher upon his/her return to school. Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed.

### **STUDENT VACATIONS DURING THE SCHOOL YEAR**

Students are permitted to go on vacation during the school year without penalty (except the week ending each semester). The purpose of this administrative guideline is to accommodate parents who want to take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

- A. The corporation will only approve a student's absence for a vacation with he/she will be in the company of his/her own parent unless there are extenuating circumstances deemed appropriate by the principal.
- B. The student may be given approximate assignments and materials for completion.
- C. Separate daily assignments may be given. All assigned work is due on the date of return to school.
- D. The student may be given approximate assignments and materials for completion.
- E. The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in the determining grades unless make-up work is not completed.

## **NOTIFICATION AND PENALTY**

### ***Due Process for Accumulated Absence Elementary and Middle School***

- A. 5 DAYS OF ACCUMULATED ABSENCE PER SEMESTER
  - a. Written notice to the parent from the principal
- B. 8 DAYS OF ACCUMULATED ABSENCE PER YEAR
  - a. Personal contact and written notice to the parent from the principal or counselor.
- C. 12 DAYS OF ACCUMULATED ABSENCE PER YEAR
  - a. Conference with principal, letter of incapacity, or other solutions.

### ***Due Process for Unexcused Absence***

- A. 1 DAY OF UNEXCUSED ABSENCE
  - a. Personal contact with parent
- B. 3 DAYS OF UNEXCUSED ABSENCE
  - a. Personal contact and written notice to the parent from the principal or counselor
- C. 5 DAYS OF UNEXCUSED ABSENCE
  - a. Conference with the principal; possible solutions and/or consequence discussed.
- D. 10 DAYS OF UNEXCUSED ABSENCE FOR YEAR
  - a. Conference with the principal to consider non-promotion and/or Form 16. Certified notification from the Corporation Attendance Office. Notification to the Juvenile Probation Office and contact to Child Protective Services.

## **PROMOTION**

Jasper Middle School students must demonstrate mastery of the essential skills in order to earn promotion to the next grade level. Students who fail three or more quarters in a core subject may not earn promotion. Also, a student that misses 30 days or more in any one year may not earn promotion to the next level or grade. Students who do not meet academic or attendance standards may be “assigned” to the next grade based on other criteria. Students in grade 8 must demonstrate mastery and have acceptable attendance in order to move to the high school level. Students in grade 8 may not participate in Achievement Programs if academic, behavioral, and/or attendance standards are not met.

## **TRUANCY**

A student shall be considered truant each day or part of the day s/he is inexcusably absent from his/her assigned location. **Absence** is defined as non-presence in the assigned location any time beyond the tardiness limit. A student will be considered tardy rather than absent if s/he is in his/her assigned location within ten (10) minutes after the official start of the school day.

Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action taken will be as follows:

- A. No credit will be recorded for work missed as a result of truancy.
- B. A record of the truancy will be entered in the student’s attendance.
- C. A parent conference may be held.

A student shall be considered a "habitual truant" when, in spite of warnings and/or his/her parent's efforts to ensure attendance, s/he has accumulated five (5) truanies during a school year.

In accordance with State law, the building principal and/or attendance officer shall use Form 5200 F to keep the Bureau of Motor Vehicles informed of each student whose truancy has resulted in at least two (2) suspensions, an expulsion, or an exclusion from school or if the student has withdrawn from school in an effort to circumvent the loss of his/her learner's permit or application for a driver's license. The disciplining of truant students shall be in accord with Board policies and due process, as defined in Policy **5611** and the Student Code of Conduct.

## **NOTIFICATION AND PENALTY**

### ***Due Process for Truancy***

- A. 1 DAY TRUANT
  - a. Personal contact to parent/guardian and assignment Evening/Saturday School.
- B. 2 DAYS TRUANT
  - a. Personal contact to parent/guardian and one day In-school suspension.



- C. 3 DAYS TRUANT
  - a. Two days in-school suspension, revocation or work permit when applicable; Truancy Affidavit filed with the Dubois County Juvenile Probation Officer
- D. 4 DAYS TRUANT
  - a. Conference with parents for possible Form 16.
- E. 5 DAYS TRUANT
  - a. Automatic Form 16 or expulsion of student

### **STUDENTS LEAVING DURING THE SCHOOL DAY**

- A. No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.
- B. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

### **TARDINESS**

The term "tardy" means being late to school, class or an activity, with or without permission of parents/guardians or school personnel. The building administrator in consultation with staff will establish a specific building definition of what constitutes "being late to school, class or an activity." All teachers will inform their respective classes of the building's definition of "being late to school, class or an activity." The teacher will counsel those students who are developing a pattern of being tardy. The teacher will refer to a school administrator those students who in the teacher's judgment are not making progress towards correcting the problem.

The penalty for tardiness will be left to the discretion of the administration. Teachers may not deduct percentages from grades for tardiness, but may use other methods of dealing with the problem of students arriving late to class. Repeated tardiness to each class and accumulated tardiness will be handled by the building administrator.

## **JASPER MIDDLE SCHOOL RULES AND REGULATIONS**

Building administrators may make written rules that are validly adopted by the Board of School Trustees and establish written standards governing student conduct. Building principals may take any action that is reasonably necessary to carry out or to prevent an interference with carrying out any educational function.

**NOTE:** Where the term parent is used this means custodial parent or legal guardian

### **LOCKERS**

Lockers will be made available for students to use as a service to the students. A student using a locker is presumed under state law to have no expectation of privacy in that locker for its contents except as provided in this policy. Lockers located in the school building are school property. Only school locks are to be used. A student is **NOT TO SHARE** his/her locker or combination with other students.

### **STUDENT DRESS CODE POLICY**

Principles for good grooming and proper dress are necessary to set an atmosphere conducive to improving the learning situation. It is primarily the parents' responsibility to ensure that their children are applying these principles. **The guidelines listed are not to imply that this is the complete list and may include any item deemed inappropriate and/or in bad taste by the school administration.** If a student/parent/guardian has a question about a particular item, please contact the school administration **BEFORE** wearing the item

1. Clothing, jewelry, or any article that advertises alcohol or tobacco, promotes drug usage, has obscenities, is sexually explicit, or has sexual implications is not permitted.
2. Shorts may be permitted when announced by the office and must be appropriate length.
3. Pants with rips should not show skin above the wrist area.
4. Shirts must have sleeves that cover the mid-section, shoulders and under arms.
5. Coats should be stored in the student's locker during the school day.
6. Hats/caps, bandannas, sunglasses, and headwear are not permitted. Hoods may not cover any part of the head during the school day.
7. Tattoos must be covered at all times. Writing on the skin is not permitted.

8. Skirts may be worn at an appropriate length
9. For safety reasons, shoes that have a back to them must be worn at all times. Plastic or rubber “flip-flops” are not appropriate for school.
10. Bags and backpacks may be carried to and from school and to 8<sup>th</sup> period only.
11. Any clothing or appearance (including hair, makeup, jewelry, piercings, nails, etc...) that is deemed to be distracting to the learning process may be subject to discipline.
12. No gum or candy allowed in the building unless permitted by a faculty or staff member

***The administration reserves the right to use other situations of distraction or issues of safety to disallow items in these categories as needed.***

## **ELECTRONIC DEVICES**

Cell phones/smart watches – Between the hours of 8:00 a.m. and 3:00 p.m., devices are to be powered down, placed in lockers, and not used for any personal reasons. Any device seen or heard will be confiscated and taken to the office. Students may use electronic devices before school in the gym/cafe and after school only. Teachers may allow devices in classrooms as they see fit. If allowed, students should only take devices to that classroom, and the device should not be seen or heard in the hallway during transport. Students should never use cell phones for personal reasons.

Tablets – Students are permitted to keep a tablet with them during the school day. In the classroom, the tablet must be powered down and put away. Students are allowed to use the tablet after teacher authorization. Any usage of the device that wasn’t approved by the teacher will result in the device being confiscated and taken to the office. No electronic device will be allowed in any restroom or locker room including PE. Any device seen or heard in a locker room or restroom will be immediately confiscated.

- a. 1<sup>ST</sup> OFFENSE: Cell phone turned into the office and can be picked-up after 3:00. Noon detention assigned
- b. 2<sup>nd</sup> OFFENSE: Cell phone turned into the office and must be picked-up by a parent or guardian. After School Detention assigned.
- c. 3<sup>rd</sup> OFFENSE: Cell phone turned into the office, must be picked-up by a parent, and an in-school suspension or Saturday school will be assigned.

**PICTURES OR VIDEOS ARE STRICTLY PROHIBITED FROM BEING TAKEN IN RESTROOMS AND DRESSING ROOMS. FAILURE TO ADHERE TO THIS MAY RESULT IN SEVERE CONSEQUENCES.**

**COMPUTERS - IMPROPER USE OF COMPUTERS OR OTHER TECHNOLOGICAL DEVICES MAY RESULT IN DISCIPLINARY ACTION THAT MAY INCLUDE THE STUDENT LOSING RIGHTS TO USE THESE ITEMS. STUDENTS MUST HAVE A SIGNED RELEASE FORM ON FILE AND AN INTERNET PASS WITH THEM IN ORDER TO USE THE INTERNET.**

## **JASPER MIDDLE SCHOOL DISCIPLINE POLICY**

All personnel at Jasper Middle School are entitled to the respect of the students, and their obedience to the reasonable directions of the personnel is required. Students are responsible for their own actions. All discipline is handled on an individual basis when the need arises. We believe the main goal in this school is EDUCATION. School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance the provisions of I.C. 20-8.1-5.1, the following actions may be taken by administrators while noon detentions may be assigned by staff:

### **REMOVAL FROM CLASS OR ACTIVITY**

Noon Detention – Student spends his/her lunch time in the detention room working while eating.

After School Detention – Students must remain after school until 4:00 in the study hall under teacher supervision. Students must bring something to work on for the entire period.

Evening/Saturday School – Students must report to school for the hours dictated by the assignment (3-5:00 or 8:00 – 10:00). Students must bring something to work on for the entirety of time.

### **IN OR OUT OF SCHOOL SUSPENSION-**

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten school days.

### **EXPULSION:**

A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section B.

\*\* Any student that misses as assigned detention or suspension will be subject to additional penalties.

### **EXCLUSION FROM SPECIAL ACTIVITIES**

Students who are not able to follow school rules and complete assignments should not be able to participate in these special events. Therefore, any student who is assigned three after school detentions or any student who is assigned to any type of suspension may not participate in activities designated by the administration for the remainder of the semester.

### **BULLYING**

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. 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.

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. 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.

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.

### **HAZING**

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions in this policy.

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

### **CRIMINAL ORGANIZATION (GANG) ACTIVITY**

It is the policy of Greater Jasper Consolidated Schools to prohibit criminal organization (gang) activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions. It is also the policy to prohibit reprisal or retaliation against individuals who report criminal organization (gang) activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal organization (gang) activity and similar destructive or illegal group behavior.

Per **IC 20-33-9-10.5**, a school employee shall report any incident of suspected criminal organization (gang) activity, criminal gang intimidation, or criminal gang recruitment to the principal. The principal will take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Additionally, any student who has reason to believe that another student is taking part in gang activity should report the issue to the principal immediately.

## **GROUNDINGS FOR SUSPENSION OR EXPULSION**

The grounds for expulsion or suspension apply when student is:

- a. 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 (including summer school);
- b. Off school grounds at a school activity, function, or event;
- c. Traveling to or from school or a school activity, function, or event;
- d. When offense is considered to be an interference with school purposes or an educational function.

### **A. Student Misconduct and/or Substantial Disobedience**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other 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 rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) damage or injury to persons or property regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before

- attending school or a school function or event.
12. 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.
  13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
  14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
  15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
  16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
  18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or state/federal law.
  19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  20. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
  21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
  23. Engaging in pranks that could result in harm to another person.
  24. Use or possession of gunpowder, ammunition, or an inflammable substance.
  25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function.
  26. Violation of any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

**B. Possessing A Firearm or a Destructive Device**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - the frame or receiver of any weapon described above
  - any firearm muffler or firearm silencer
  - 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
  - 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
  - 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
  - an antique firearm
  - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is
  - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or

- a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
  5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

**C. Possessing A Deadly Weapon**

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
  - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

**D. Unlawful Activity**

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

**E. Legal Settlement**

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

**RIGHT TO APPEAL**

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

## Jasper Middle School Disciplinary Levels and Consequences

Misconduct	Description	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. Academic Dishonesty	The act of copying the work of others or allowing another to copy work. Forging the signature of another.	Lowering of citizenship grade by one letter grade, a zero on the assignment, assignment of ASD, ISS, OSS, or Sat. school**	Automatic U in citizenship. Zero on the assignment. One day ISS.**	Three days ISS. Zero on the assignment.**
2. Fighting	Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.	One to three days ISS.**	Three to five days OSS.**	Ten days OSS and a recommendation for expulsion.**
3. Possession/ Use of tobacco products or paraphernalia	The act of possessing or using tobacco products of any kind is prohibited on school property, at a school activity, function, or event, and while traveling to or from school or a school activity, function, or event in a school owned or authorized vehicle.	Three days ISS. Police notified.**	Five days OSS. Police notified.**	Ten days OSS and a recommendation for expulsion. Police notified.**
4. Continuous class disruptions that warrant being sent to office	To be repeatedly involved in behavior that disrupts the educational process of the other students in the classroom.	Warning, lunch detention, after school detention, or Saturday school.	Lunch detention, after school detention, Saturday school, or ISS.**	After school detention, Saturday school, or ISS.** *Subsequent offenses may result in OSS and/or a recommendation for expulsion.
5. Profanity/ Obscenity	The act of using obscene or profane language in verbal or written form or in pictures, caricatures or obscene gestures on any school property, at any school activity or to and from a school activity.	Warning, lunch detention, after school detention, Saturday school, or ISS.	One to three days ISS.**	One to five days OSS. Subsequent offenses may result in OSS and/or a recommendation for expulsion.**
6. Destruction of property (school or personal). Vandalism	The willful or malicious or inadvertent act of destroying or damaging the property of others.	Warning, lunch detention, after school detention, Saturday school, or ISS. Restitution is expected to be carried out within a six-week period.**	One day ISS to three days OSS. Restitution is expected to be carried out within a six-week period.**	Three to five days OSS. A recommendation for expulsion may be made. Restitution is expected to be carried out within a six-week period.**
7. Tardiness	The act of being late to school or class.	Students will be assigned one after school detention for every three occurrences of being tardy.	Habitual tardiness may result in ISS or other disciplinary action.**	
8. Truancy	The act of being absent from school without the knowledge and approval of a school administrator and parent.	Truancy charges filed. Saturday school or ISS and up to 3 days detention.**	Truancy charges filed. Saturday school and up to 3 days ISS.**	Truancy charges filed. Saturday school and up to 5 days ISS.**
9. Dress Code Violation	Any dress that violates the dress code listed in the JMS student handbook	Warning and parents must bring a change of clothes	Noon detention and parents must bring a change of clothes	After-school detention and parents must bring a change of clothes.
10. Cell phone violation	Having cell phones out of the student locker without permission or using electronic device without permission.	A noon detention is earned and student may pick-up device at 3:00 from office	An after-school detention is earned and a parent must pick-up device from office	An in-school suspension is earned and a parent must pick-up device from office
11. Other serious misconduct	The list of misconduct and consequences is not intended to be an all-inclusive list. Therefore, the administration reserves the right to assign reasonable consequences for all forms of misconduct. Examples include: False alarms, fireworks, false reporting, threatening, etc.**			

\*\*Parent notification.

## Jasper Middle School Drug and Alcohol Policies

Greater Jasper Consolidated Schools (GJCS) believes that maintaining an environment that is safe, free from substance use/abuse, and conducive to learning is an important goal for the school and the community. Students are not permitted to possess, use, be under the influence of, or sell drugs, alcohol, or tobacco products on the school premises at any time, at any school-sponsored activity, or when a student is traveling to and from school. Students violating this policy are placing themselves in jeopardy of representing GJCS in any capacity for reasons of personal safety for the individual and those around the individual.

We recognize our responsibility to address drug and alcohol problems in the school and of our students. We believe that parent(s), guardian(s), and the school must work together to educate, encourage, and support students in an attempt to prevent their illegal use of drugs and alcohol. As part of our attempt to achieve the above, the schools will utilize the following policies:

No student may provide any substance to any other student, by sale or any other means, which is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, depressant, or intoxicant of any kind. This includes, but is not limited to any synthetic substance that may closely resemble any of the above substances or items.

No student may possess, use, or be under the influence of any substance which that student has reason to believe is or which has been represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, depressant, or intoxicant of any kind. This includes, but is not limited to any synthetic that may closely resemble any of the above substances or items.

Students are prohibited from possessing, using, sharing, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind with or without a prescription.

Any substance for which a student has a prescription or written permission from a parent must be brought to the school nurse or school administrator and be administered/taken in the nurse's station.

### INDIANA LAW

The following conduct is criminal under Indiana Code and school officials are required to report such conduct—on school grounds, or within 1,000 feet of school grounds—in writing to a law enforcement officer:

1. Knowingly or intentionally manufacturing or delivering cocaine, a narcotic drug, or other controlled substances except marijuana, hash oil, or hashish; or possessing with intent to manufacture or deliver, the above-named substances, except marijuana, hash oil, or hashish.
2. Knowingly or intentionally delivering any substance that is represented to be a controlled substance.
3. Knowingly or intentionally manufacturing, advertising, distributing, or possession with intent to manufacture, advertise, or distribute a controlled substance.
4. Knowingly or intentionally possessing a controlled substance.
5. Knowingly or intentionally creating or delivering a counterfeit substance or possessing with intent to deliver a counterfeit substance.
6. Knowingly possessing, without a valid prescription, cocaine or a narcotic drug.
7. Knowingly possessing, without a valid prescription, a controlled substance, except marijuana or hashish.
8. Knowingly or intentionally manufacturing, designing, keeping for sale, offering for sale, delivering, or possessing an instrument, device or other object, that is intended to be used primarily for introducing a controlled substance into the human body, testing the strength effectiveness, or purity of a controlled substance, or enhancing the effect of a controlled substance.
9. Knowingly or intentionally manufacturing or delivering, or possessing, with intent to manufacture or deliver, marijuana, hash oil or hashish.

### **Violation:**

Should the above occur, the following disciplinary penalties will apply:

1. **1<sup>st</sup> Offense—recommendation of expulsion to the superintendent. The expulsion may be waived via a Form 16 contract (\*See Below) at the hearing examiner's level if the following criteria are met by the student and the parent/guardian:**

- A. Student will be suspended for up to ten school days;
- B. Students cannot return to school until he/she meets with an officially recognized substance abuse counselor, or has evidence of an appointment, for a preliminary assessment of chemical use, and is in compliance with the



recommendations set forth as a result of the assessment and recommendations of school officials following the assessment. Any costs associated with the assessment will be paid for by the student/parent/guardian.

Possible recommendations may include, but are not limited to:

- a. Conditional return to school after the five-day suspension;
- b. Assessment by outpatient drug-alcohol counselor(s) plus outpatient and/or drug education for student and/or parents via certified counselor;
- d. Inpatient treatment commensurate with the family's ability to pay for service.

2. **2<sup>nd</sup> Offense (Per School Building Career)—School officials will recommend expulsion to the superintendent.**

\*\*A Form 16 waiver is a vehicle for the student to return to school—either in his/her regular classes or in alternative school as decided upon by the school administration—on the condition that the student/parent/guardian signs off on the agreement to waive their due process rights. Should further disciplinary action of any time be needed, the student loses his/her opportunity to attend school and the original expulsion takes place without a review of the case.

**Dealing/Distribution**

**Dealing is defined as selling or sharing alcohol, or other unauthorized drugs or narcotics—natural or synthetic, actual or misrepresentation. Distribution is defined as passing substances on to other students for holding, using, or selling.**

**First Offense Disposition: Recommendation of expulsion to the superintendent.**

## **DRUG TESTING**

Substance abuse in any school is a threat to the safety and health of students, faculty, staff, and the community as a whole. It jeopardizes the efficiency and the quality of educational programs as well as having the potential of physical harm. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, and deterioration of the organs of the body, addiction, and conditions that substantially inhibit a person from performing to his/her fullest ability. The policy is not intended to be solely disciplinary or punitive in nature, for the educational opportunities offered in the various buildings will continue to direct students away from drugs and alcohol and toward a healthy, safe, and substance-free life. It is the right of every parent/guardian to expect that each student is receiving the best education that can be provided by Greater Jasper Consolidated Schools.

## **DRUG TESTING PROGRAMS**

All courses, programs, and activities are an integral part of the school system. The value for a student's personal development must be given a high priority for the community that wants to have a total school program. The opportunity for participation in any program, including athletics, is not an absolute right. Participation is a privilege offered to students and necessitates that students meet high standards. Driving to school is also a privilege granted to students under conditions that include operating a vehicle in a safe and legal manner.

GJCS encourages all students who hold a valid driver's license to drive on school grounds and to participate in activities and programs, but also believes that these opportunities are not an absolute right. Privileges are offered to students who meet both the scholastic and physical conditions of eligibility.

A condition for participation in privileged activities in GJCS shall be an agreement by the student to submit to probable cause and/or random testing for the use of drugs—natural and/or synthetic—and alcohol. Probable cause (reasonable suspicion) drug testing will apply to all students enrolled in GJCS Schools. The random drug testing program will be applied to students, male and female, who choose to participate in non-credit, extra-curricular activities, and/or who drive to, from, or during school hours while a student in any of the GJCS Schools that has declared that the school will participate in the corporation's random drug-testing program approved by the GJCS Board of Education.

Statistics on testing and results, which do not include specific student identification, shall be compiled at the end of each school year and made available to the Central Office administration and the Board of Education, who may authorize the release of the data upon discretion of the Board of Education.

## REASONABLE SUSPICION DRUG TESTING

Administrators of the GJCS are authorized by the GJCS Board of Education to require any GJCS student to submit to a chemical test of the student's breath, saliva, or urine if the administration has "reasonable suspicion" that the student is using or is under the influence of alcohol, marijuana, or any other prohibited substance while:

- A. on school grounds;
- B. off school grounds at a school activity, function, event, or any other school sponsored event;
- C. when traveling to or from school by bus or other corporation vehicles.

### *Reasonable Suspicion may arise from the following actions:*

- A. A student's behavior, in conjunction with physical appearance, actions, and/or odor, indicating the possibility that the student has used or is in possession of alcohol, marijuana, or any other behavior altering substance.
- B. The student possesses drug paraphernalia, alcohol, marijuana, or any controlled substance.
- C. Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any other prohibited substance. Any such report will be investigated by the school's administration and will be substantiated by other physical indicators or physical appearance, if deemed necessary. **All staff will receive in-service training in the recognition of the signs of usage.**

An administrator and/or health services personnel trained to administer drug tests may conduct a test of a student's breath, saliva, or urine. The cost of one (1) school-initiated test will be paid for by the school corporation and utilized in purposes for school discipline. After reasonable suspicion has been established by the administration, a student's refusal to submit to drug testing may result in administration's proceeding as if the test were positive. If a parent or guardian refuses to allow any drug testing to be administered to his/her student, disciplinary action may be taken as if the test were positive.

Drug testing results shall be considered confidential by the GJCS. Results may be discussed with the school's guidance counselor or other school employees if deemed necessary by the administration in order to provide assistance to the student and/or for the safety of other students.

Any student who attempts to alter a drug test may be further disciplined by the administration. **The student who possesses the drug test and/or who attempts to alter the results will be treated as if the test was a positive test.**

## RANDOM DRUG TESTING

The primary purpose of random drug testing is not intended to be disciplinary or punitive in nature, but rather is intended as an aid in discouraging or disclosing possible substance abuse problems. It is also an extension of the educational program in regards to substance abuse. It is our goal to help students make wise choices through education, through intervention, and through directing students away from unhealthy decisions. The implementation of a drug-testing program will not affect the policies, practices, or rights of the GJCS in dealing with drug and alcohol use where reasonable suspicion is obtained by means other than the random sampling provided within the program.

Each student in a GJCS building that is participating in the drug-testing program who intends to drive a vehicle on school property and/or participate in an extra-curricular activity—club, sport, or activity—will need to complete a consent form complete with the parent/guardian signature BEFORE being allowed to participate in the activity in any way, including practice. This consent form will acknowledge participation in the random drug-testing program. Students who fail to take care of this responsibility become automatically ineligible for the activity. **Students who are not mandated into the program may still participate in the drug-testing program if the parent/guardian so desires through the completion of the consent form, which will be made available in the principal's office.**

Failure to comply at any time with the rules and regulations of the random drug-testing program may result in exclusion from and/or the revocation of parking permit privileges and/or participation in extracurricular activities.

### **Definitions:**

*Club:* a club is defined as any school sponsored group that meets in a non-curricular fashion either inside or outside the regular school day. A complete list of extra-curricular clubs will be kept on file in the principal's office for reference to this policy. Examples of this category include, but are not limited to student council, Key Club, Foreign Language Clubs, and SOFA (art) Club.

*Athletics:* an IHSAA officially recognized athletic team or group, including cheerleading and dance team, which represents the GJCS outside of the regular school curriculum.

*Activities:* activities are defined as groups of students or individual student activities where GJCS are represented outside of the regular 8AM-3PM school day. Examples of this category would be band, choir, academic teams, and drama productions. Grades that are assigned for co-curricular participation would have to be based on classroom performance, not performance outside the school day for any individual who would be in violation of the Substance Abuse policy.

## **COLLECTION PROCEDURES**

The selection of students to be tested will be done randomly by the toxicology service working with the school's drug and alcohol testing program. Each student will be assigned a number. One (1) cross-referenced list of names and numbers will be maintained by the building principal, and will be accessible only to the principal. A verified system of random selection will be employed to determine which students will be selected at a particular time. If the toxicology service does not utilize a random selection company, the building principal will utilize [www.randomizer.org](http://www.randomizer.org) to select random numbers.

GJCS will pay for drug and alcohol testing completed on the school's dates that are established for random program testing, but is not liable for the costs of drug or alcohol testing/retesting, treatment, evaluation, or follow-up testing at any other time. GJCS reserves the right to test for alcohol with a breath test at any time before, during, and/or immediately afterward a school-sponsored activity, athletic event, or program rather than or in addition to urine or saliva testing.

Upon being selected for testing, a student will be required to provide a sample of his/her urine or saliva in a verifiable manner. Purses, handbags, knapsacks, coats, sweaters, boxers, etc. will not be allowed in the collection area. The temperature of the specimen will be checked and if abnormal a repeat specimen must be obtained at that time. A saliva specimen will be collected in front of the school employee. If a student cannot provide a specimen, he/she will be observed and isolated from other students until a specimen is obtained. If the collection specimen is diluted, or if the collector has doubts as to the legitimacy of the specimen for any reason, another specimen must be obtained in an acceptable manner before the student will be allowed to participate in any activity or drive on school property.

Any student who attempts to alter a breath test or collection specimen will be treated as though he/she has produced a positive drug test. This includes discipline under the reasonable suspicion policy.

The student's drug testing number and the date shall be written by the student on the sample bottle chosen by the student. The student and the collector shall initial the cross-reference list in order to establish that the container has the proper identification written on it. The collector shall be responsible for turning the sample over to the testing laboratory, using the laboratory's chain of custody procedure.

Each sample will be tested for alcohol and street drugs (which may include any and all drugs listed as controlled substances under the laws of the State of Indiana.) **This will include synthetic drugs as well.** The district reserves the right to test for performance enhancing drugs such as steroids or for nicotine if deemed admissible by the administration.

A student who is taking a prescribed medication shall inform the collector at the time of collection of this fact. This information may require confirmation from the parent and/or a physician if requested by the administration.

On the day of the collection, a parent/guardian will be sent a notification via US Mail that his/her son or daughter has been drawn into the random selection process and has completed a test. The laboratory shall report the results of all testing, identified by student number, in writing to the building principal. The students who return negative tests will be sent a letter via US Mail stating as such. A student who returns a positive test will be notified with his/her parent/guardian in person via a conference with the principal. A student who returns a positive test will be suspended from all activities, including practices, meetings, and/or driving (if applicable), until further notified by the principal. At this conference, the principal will work with school support staff to work through an assessment with the student.

## **NEEDS ASSESSMENT AND INTERVENTIONS**

A needs assessment will be performed to develop a rehabilitative plan for any student producing a positive drug test. Needs assessment participants will include at a minimum: building administration, a school support staff member, student, and parent/guardian. All costs for any rehabilitation outside of the school district will be incurred by the parents/guardians. This includes any and all retests that a student will have to take and pass to be readmitted into the activity. These costs include but are not limited to counseling services, psychiatric services and/or

admission to a hospital program. If requested, the guidance department may make information available to the student and parents/guardian about programs and services available in and around our area.

In the case of athletics, the athletic administrator may notify the head coach if given approval by the building principal. Similarly, sponsors of extracurricular activities and clubs may be notified at the discretion of the principal, but only when appropriate to secure the safety of other students or faculty members. The fact of testing and the results should be made known to any other school official or employee only on a need to know basis.

A student who tests positive on a drug screen will be suspended from his/her activity or from driving on school property for a minimum of three weeks (21 calendar days). A student may not apply for reinstatement to the principal until he/she can produce a negative test, which will be taken at the student's expense. Application may be made with the principal three days prior to the 21<sup>st</sup> day of the suspension period. Once submitted complete with a negative drug test and a letter of entrance, the principal has three calendar days to issue the reinstatement of privilege of participation. The reinstatement may not take place without the production of the negative test results. The reinstatement must be produced in writing by the building principal to the student and the student's parent/guardian.

\*\*If a student has a second drug violation, resulting from either a failed follow-up random drug screen or a reasonable suspicion test, privileges may be restricted by the administration as outlined in any additional rules and regulations established by the Greater Jasper Schools, including rules established by the coach of a particular sport which have been approved by the athletic director. During any period of ineligibility, the student will be required to continue participating in the random testing program as well as to participate in assigned student assistance programs as determined through the needs assessment session in order to determine the student's ability to maintain a substance-free lifestyle. The random drug-testing program does not override school discipline policy.

## **REFUSAL TO SUBMIT TO A DRUG TEST**

A student's refusal to submit to random drug testing will constitute as a positive drug test.

1<sup>st</sup> Offense:

A student's refusal to submit to a random drug test on a random drug-testing selection day will result in the administration taking appropriate disciplinary action as if the test were positive. If a parent or guardian refuses to allow the random test to be administered on a testing day, disciplinary action will be taken as if the test were positive.

Participation may resume no earlier than 21 calendar days after the refusal to participate in the random drug-testing program, and then only after these two requirements are met: a) the student provides written confirmation of a negative drug test completed by an officially licensed laboratory, and b) the parent/guardian request to the principal in writing that the student be allowed a participant in the GJCS random drug-testing program.

The request for reinstatement may not be submitted to the administration prior to 21 days following the refusal to submit. The student's request will be reviewed by the principal within three (3) days from submission. If approved, another random drug test may be conducted during the next random drug-testing selected day. If at that time, the student produces a negative drug test, he/she may resume participation in privileged activities.

2<sup>nd</sup> Offense:

A student who refuses a second random drug and alcohol test on a day his/her participation is required, will be prohibited from participating in privileged activities for one (1) year from the date of the second refusal. Reinstatement will require submission of written consent to participate in the program following the suspension.

3<sup>rd</sup> Offense:

If a student has a third drug refusal, the student will be prohibited (career ban) from participating in all privileged activities for the remainder of his/her tenure in GJCS. After two (2) calendar years of drug free activity, the student may request a review of his/her case by a committee composed of all building administrators, the student's guidance counselor, and the school nurse. A decision by the committee to reinstate must be unanimous. Students who are reinstated may be required by the building administrator to submit to testing for drugs and alcohol on a regular basis, at the student/parent/guardian's expense. If at any time a subsequent positive test results, the student will be banned from all privileged activities for the remainder of their school career without any right of appeal.

**Additional Random Drug Test Offenses:****2<sup>nd</sup> Offense:**

A student who produces a second random drug and alcohol test on a day his/her participation is required, will be prohibited from participating in privileged activities for one (1) year from the date of the second negative test. Reinstatement will require submission of written consent to participate in the program following the suspension.

**3<sup>rd</sup> Offense:**

If a student has a third drug offense, the student will be prohibited (career ban) from participating in all privileged activities for the remainder of his/her tenure in GJCS. After two (2) calendar years of drug free activity, the student may request a review of his/her case by a committee composed of all building administrators, the student's guidance counselor, and the school nurse. A decision by the committee to reinstate must be unanimous. Students who are reinstated may be required by the building administrator to submit to testing for drugs and alcohol on a regular basis, at the student/parent/guardian's expense. If at any time a subsequent positive test results, the student will be banned from all privileged activities for the remainder of their school career without any right of appeal.

\*\*A student may be considered to violate the GJCS drug-testing program outside of school by being arrested for involvement with illegal substances or by having police reports filed indicating the student was/has been/is involved with illegal substances. In such instances, privileges will be revoked. The student will be tested on the next random drug test date to establish baseline levels. If the student tests negative, he/she will be considered to have a clean drug test and may resume extracurricular activities and/or drive on school grounds upon the completion of the twenty-one-day suspension. However, if the student tests positive, she/he will still be considered to have one (1) prior violation and will be subject to the drug testing program's guidelines and procedures.

**SELF REPORT OPTION**

In regards to the random drug-testing program, a student may choose to self-report PRIOR to being tested at the testing site. The principal shall ask the student prior to being led if he/she would like to exercise that option. Should a self-reporting take place, the student may return to the activity upon the following: a) all qualifications of a positive test above, but the opportunity to return to the activity after fourteen (14) days, provided a negative test be produced upon the application for reinstatement.

IC 20-26-3

IC 20-26-5-4

IC 20-30-15-6

Linke vs. Northwestern School Corporation (763 N.E. 2<sup>nd</sup> 972)

**CODE OF CONDUCT FOR JASPER MIDDLE SCHOOL**  
**STUDENT ATHLETES**  
**Revised May 2, 2013**  
**RULES FOR STUDENT ATHLETES**

The Rules of the Indiana High School Athletic Association contain the following provision applicable to all Indiana High School Athletes:

**Rule C-8-1: "Contestants' conduct, in and out of school, shall be such as:**

- a. **Not to reflect discredit upon their school or the Association.**
- b. **Not to create a disruptive influence on the discipline, good order, moral or educational environment of the School."**

Participation in any athletic program at Jasper Middle School is not a right, but is a privilege to be earned and maintained. Any student may, for proper cause, be excluded by the school administration from participating in school athletic events.

Each student who elects to participate as an athlete in any Jasper Middle School athletic program agrees to and shall abide by the above IHSAA Rule C-8-1, which forms the foundation of the Code of Conduct for Jasper Middle School student athletes, and by the following rules and other rules which may be from time to time established by their individual coach(s):

1. The school athletic career begins for all student athletes on the first day of school of their 6<sup>th</sup> grade year, the first day of sanctioned practice their 6<sup>th</sup> grade year, or on the day of the Jasper Middle School sponsored physicals, whichever comes first, and continues for the entire four (3) years or as long as a student athlete is a member of an athletic team.
2. Jasper Middle School exists to educate the students of the Greater Jasper School District. For this purpose, certain academic standards and rules of conduct, as outlined in the Jasper Middle School Student Handbook, have been established and are applicable to all students. These would include, but not be limited to, grades, class attendance, behavior at school and school functions, and overall compliance with such standards and rules. Violation of such student academic standards and rules, if an offense resulting in school or out of school suspension will be a violation of this Athletic Code of Conduct.
3. Any conduct by a student athlete, which violates or is in conflict with IHSAA Rule C-8-1a, as set forth above, shall be a violation of this Code of Conduct.
4. Each coach may establish team rules, which are applicable only to his or her team. Violation of team rules, based upon the severity or frequency of such violation by an athlete, may constitute a violation of this Code of Conduct, or may be treated as an intra-team violation with penalties not exceeding those set forth below. To implement the next level of the Offense structure, notice must be given to the Athletic Director.

Violation of the above Code of Conduct shall result in the imposition of a penalty. While normally such a penalty would be based upon a progressive schedule, cumulating the number of prior violations (Offenses) during the student's enrollment, it should be noted that the progressive schedule represents the minimum penalty to be administered. In the event of more extreme or severe violations, the progressive schedule may be ignored and a more severe penalty may be imposed, up to a total ban from participation for a single severe violation.

Under normal circumstances, the following penalty (ies) will be imposed for violations of the Code of Conduct"

***FIRST OFFENSE***

The student athlete shall be suspended for a minimum of 30% of the scheduled contests for that sport. If the suspension falls near enough to the end of a sport season that the full penalty of 30% of contests cannot be assessed, the penalty shall carry over to post season tournaments, then to the next sport in which the athlete participates.

***SECOND OFFENSE***

The student athlete shall be suspended for a minimum of an additional 50% of the scheduled contests for that sport. If the suspension falls near enough to the end of a season that the full penalty of 50% of the contests cannot be assessed, the penalty shall carry over to post season tournaments, then to the next sport season in which the athlete participates. In addition to the 50% suspension the Athletic Council may further require that before the student

athlete may subsequently participate in any athletic program, that athlete must complete Council approved counseling, at the student's expense.

Computation of the number of suspended contests for the First or Second Offenses shall be based upon the total number scheduled in that particular sport, with fractional numbers being rounded up and down (i.e. 1.4 = 1; 1.5 = 2). A chart of total allowed games for each sport shall be maintained by the Athletic Office, and a current copy is attached.

A penalty carry-over to the next sport in which the athlete participates will only apply towards the suspension if, after completion of the penalty, the athlete continues to participate in the carry-over sport through the remainder of the sport's season.

### ***THIRD OFFENSE***

A student athlete found guilty of a third offense will be banned from competing in any sport for one calendar year (365 days) from the date of the third offense.

### ***FOURTH OFFENSE***

A student athlete found guilty of a fourth offense will be banned from school competitions in athletics during his/her enrollment at Jasper Middle School.

Should it be requested by a coach that a more substantial penalty be imposed, due to a severe violation, the Athletic Council will meet to consider the facts surrounding the violation and the effects on the school and athletic program, and that Council will decide as to whether the penalty to be imposed should be in excess of the penalty indicated in the above offense scale.

It should be noted that if an athlete is participating at two different levels of sports during the same time period (i.e. JV-Varsity), the suspension will continue until the correct number of contests are met on the higher (Varsity) level; or if the athlete is participating in two different sports at the same time, the suspension will be simultaneously applicable to each such sport at the designated percentage level; and that no athlete may practice or participate in any school sports program while suspended from school for discipline reasons. During a period of school suspension, the suspended athlete may not participate in any sport activity or practice, but shall be required to follow all conduct rules established by the coach of the suspended sport. IHSAA rules prohibit a suspended student from participating in sports at any other school during the suspension period.

In the event that any student or his/her parents should dispute the facts upon which a penalty is imposed, a written appeal, setting forth the disputed facts, may be submitted to the Principal of Jasper Middle School, who will conduct a meeting of the Athletic Council to consider the appeal. Based upon the contents of the written appeal, the Council may, but is not required to, request the student or parents to attend a Council meeting prior to making a determination concerning the violation. The presumption shall be that prior violation and penalty violation are correct and the burden shall be on the appellant(s) to show to the contrary.

The Middle School Athletic Council, as referred to above, shall consist of the Middle School Principal, Asst. Principal, Athletic Director, and coach of the subject sport.

### **Athletic Code Substance Abuse Clause**

5. At no time is a student athlete allowed to use or be in possession of any form of alcoholic beverage, tobacco, or illegal substance or drug. Failure to produce a negative random drug test would constitute a violation of this cause.

"Possession" is defined as having such alcoholic beverages or illegal drugs in a vehicle in which the student is driving or is a passenger, or being convicted in a court of law of the charge of illegal possession of alcohol and drugs. The School Corporation has the legal right to randomly test for use of drugs, alcohol or tobacco by any student participating in sports or any other extra-curricular programs."

### **Consequences for Violation of Rule #5**

#### ***FIRST VIOLATION:***

The student athlete shall be suspended for a minimum of 50% of the scheduled contests for that sport. If the suspension falls near enough to the end of a sport season that the full penalty of 50% of contests cannot be assessed, the penalty shall carry over to any post season tournament, then to the next sport in which the athlete participates.

The Athletic Council will further require that before the student athlete may subsequently participate in any athletic program, that athlete must complete Council approved counseling at the student's expense and complete 8 hours of community service at the discretion of the Athletic Council. Should the counseling and community service be completed, the suspension will be reduced from 50% to 30% (See the chart below clarification.) Said student will also be placed on automatic testing each time a random test series is given for the remainder of the school year at the student's expense.

Community Service shall be defined as the following:

Supervised work that is helpful to Jasper Middle School and/or the Community in general, including, but not limited to special custodial work, special projects, speaking engagements to student/civic groups, supervised work at community entities, and other work cleared by the building principal and/or athletic director.

A student may resume practice with his/her athletic team only at the discretion of the individual coach.

### ***SECOND VIOLATION***

The student athlete shall be suspended from athletic competition for one calendar year from the date of the Athletic Council action. A student may try out for a team or participate in any team activities until that calendar year has been completed. Said student will also be placed on automatic testing each time a random test series is given for the remainder of the school year at the student's expense.

### ***THIRD VIOLATION***

The student athlete shall have competition privileges revoked for the remainder of the student's school career.

\*\*There is no grandfather clause related to the punishment scale. If a student has already earned one violation and commits a second infraction, he/she will be placed on the newly adopted scale for a second penalty.

### **ATTENDANCE**

Students are expected to be in school all day on the day of a contest. Students who are absent from school are not allowed to attend practice or contests on that same day. On the day following a contest, students are to be present when school begins. Any student not present for the beginning of school, on the day after a contest, is not to participate in practice. Students who are absent with just cause may participate with permission of the athletic director, principal, or assistant principal.

### **ACADEMIC ELIGIBILITY**

Eligibility will be determined when report cards are issued. Any student who receives a "U" or an "F" in a subject or citizenship on his/her quarterly report will have his/her eligibility subjected to an administrative review. Any student who receives a "U" or an "F" in a subject or citizenship on his/her final (spring) nine-week report (not semester report) at the end of his/her 6<sup>th</sup> or 7<sup>th</sup> grade year, will also have his/her eligibility reviewed for the first nine-week grading period of his/her 7<sup>th</sup> or 8<sup>th</sup> grade year.

The above will likewise apply to any student new to Jasper Middle School. A new student's transcript will be evaluated before eligibility will be granted. Students in the 8<sup>th</sup> grade that were retained in the 7<sup>th</sup> or 8<sup>th</sup> grade are not allowed to participate in conference games. JMS students will abide by the age requirements as set by the Southern Indiana Junior High Athletic Conference.

### **COMMITMENT TO JASPER MIDDLE SCHOOL**

1. Students shall not participate on any other organized team during the school team season of that same sport.
2. When students are participating in two different activities, both school sponsored, the student and coaches/sponsors will work out an acceptable schedule. If an agreement cannot be reached, the student will have to make a choice between the conflicting activities.
3. When students are participating in two different activities, one school sponsored and one not, the student will give priority to the school activity.



## **Greater Jasper Consolidated Schools**

### **Student Responsible Use Guidelines for Technology**

Greater Jasper Consolidated Schools makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students and its employees. These Responsible Use Guidelines are intended to minimize the likelihood of such harm by educating District students and setting standards which will serve to protect the District. The District firmly believes that digital resources, information and interaction available on the computer/network/Internet far outweigh any disadvantages.

**Mandatory Review.** To educate students on proper computer/network/Internet use and conduct, students are required to review these guidelines at the beginning of each school year. All District students shall be required to acknowledge receipt and understanding of all guidelines governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such guidelines. The parent or legal guardian of a student user is required to acknowledge receipt and understanding of the District's Student Responsible Use Guidelines for Technology (hereinafter referred to as the Responsible Use Guidelines as part of their review of the Discipline Management Plan and Student Code of Conduct handbook. Employees supervising students who use the District's system must provide training emphasizing its appropriate use.

**Definition of District Technology System.** The District's computer systems and networks (system) are any configuration of hardware and software. The system includes but is not limited to the following:

- Telephones, cellular telephones, and voicemail technologies;
- Email accounts;
- Servers;
- Computer hardware and peripherals;
- Software including operating system software and application software;
- Digitized information including stored text, data files, email, digital images, and video and audio files;
- Internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- District-provided Internet access;
- District-filtered Wi-Fi; and
- New technologies as they become available.

**Acceptable Use.** Computer/Network/Internet access will be used to enhance learning consistent with the District's educational goals. The District requires legal, ethical and appropriate computer/network/Internet use.

**Privilege.** Access to the District's computer/network/Internet is a privilege, not a right.

**Access to Computer/Network/Internet.** Access to the District's electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each District computer and Wi-Fi has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

**Student Access.** Computer/Network/Internet access is provided to all students unless parents or guardians request in writing to the campus principal that access be denied. Student Internet access will be under the direction and guidance of a District staff member.

Students 13 or younger. For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) requires additional parental permission for educational software tools. Parents wishing to deny access to these educational tools must do so in writing to the campus principal indicating their child should be denied access to these tools. Examples of these tools are wikis, blogs, and informational websites.

**Security.** A student who gains access to any inappropriate or harmful material is expected to discontinue the access and to report the incident to the supervising staff member. Any student identified as a security risk or as having violated the Responsible Use Guidelines may be denied access to the District's system. Other consequences may also be assigned. A student who knowingly brings prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved Discipline Management Plan and Student Code of Conduct.

**Content/Third-Party Supplied Information.** Students and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate and/or objectionable material.

**Subject to Monitoring.** All District computer/network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. Students should not use the computer system to send, receive or store any information, including email messages, that they consider personal or confidential and wish to keep private. All electronic files, including email messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. The District reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the District for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Responsible Use Guidelines have been violated.

### **Student Computer/Network/Internet Responsibilities**

District students are bound by all portions of the Responsible Use Guidelines. A student who knowingly violates any portion of the Responsible Use Guidelines will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved Discipline Management Plan and Student Code of Conduct.

**Use of Social Networking/Digital Tools.** Students may participate in District-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and on-line meeting sessions. The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other District-approved digital tools.

**Use of System Resources.** Students are asked to purge email or outdated files on a regular basis. Password Confidentiality. Students are required to maintain password confidentiality by not sharing their password with others. Students may not use another person's system account.

**Reporting Security Problem.** If knowledge of inappropriate material or a security problem on the computer/network/Internet is identified, the student should immediately notify the supervising staff member. The security problem should not be shared with others.

### **Inappropriate Use**

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it. The following actions are considered inappropriate uses, are prohibited, and will result in revocation of the student's access to the computer/network/Internet.

**Violations of Law.** Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

threatening, harassing, defamatory or obscene material; copyrighted material; plagiarized material; material protected by trade secret; or blog posts, Web posts, or discussion forum/replies posted to the Internet which violate federal or state law.

**Tampering** with or theft of components from District systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a District computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the District will fully comply with the authorities to provide any information necessary for legal action.

**Modification of Computers.** Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

**Transmitting Confidential Information.** Students may not redistribute or forward confidential information without proper authorization. Confidential information should never be transmitted, redistributed or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing personal information about oneself such as, but not limited to, home addresses, phone numbers, email addresses, birthdates or of others is prohibited.

**Commercial Use.** Use of the system for any type of income-generating activity is prohibited. Advertising the sale of products, whether commercial or personal, is prohibited.

Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.

**Vandalism/Mischief.** Any malicious attempt to harm or destroy District equipment, materials or data; or the malicious attempt to harm or destroy data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

**Vandalism** as defined above is prohibited and will result in the cancellation of system use privileges. Students committing vandalism will be required to provide restitution for costs associated with system restoration and may be subject to other appropriate consequences. [See the Board-approved Discipline Management Plan and the Student Code of Conduct.]

**Intellectual Property.** Students must always respect copyrights and trademarks of third-parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, or transfer of others' materials without appropriate authorization is not allowed.

**Copyright Violations.** Downloading or using copyrighted information without following approved District procedures is prohibited.

**Plagiarism.** Fraudulently altering or copying documents or files authored by another individual is prohibited.

**Impersonation.** Attempts to log on to the computer/network/Internet impersonating a system administrator or District employee, student, or individual other than oneself, will result in revocation of the student's access to computer/network/Internet.

**Illegally Accessing or Hacking Violations.** Intentional or unauthorized access or attempted access of any portion of the District's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes is prohibited.

**File/Data Violations.** Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission is prohibited.

**System Interference/Alteration.** Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

### **Email and Communication Tools**

**Email and other digital tools** such as, but not limited to blogs and wikis, are tools used to communicate within the District. The use of these communication tools should be limited to instructional, school-related activities, or administrative needs.

All students in grades 6-12 will be issued email accounts. Students should check email frequently, delete unwanted messages promptly, and stay within the email server space allocations. Email attachments are limited to 2MB or smaller. Internet access to personal email accounts is not allowed.

Students should keep the following points in mind:

**Perceived Representation.** Using school-related email addresses, blogs, wikis, and other communication tools might cause some recipients or other readers of the email to assume that the student's comments represent the District or school, whether or not that was the student's intention.

**Privacy.** Email, blogs, wikis, and other communication within these tools should not be considered a private, personal form of communication. Private information, such as home addresses, phone numbers, last names, pictures, or email addresses, should not be divulged. To avoid disclosing email addresses that are protected, all email communications to multiple recipients should be sent using the blind carbon copy (bcc) feature.

**Inappropriate Language.** Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in emails, blogs, wikis, or other communication tools is prohibited. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks are prohibited.

**Political Lobbying.** Consistent with State ethics laws, District resources and equipment, including, but not limited to, emails, blogs, wikis, or other communication tools must not be used to conduct any political activities, including political advertising or lobbying. This includes using District email, blogs, wikis, or other communication tools to

create, distribute, forward, or reply to messages, from either internal or external sources, which expressly or implicitly support or oppose a candidate for nomination or election to either a public office or an office of a political party or support or oppose an officeholder, a political party, or a measure (a ballot proposition). These guidelines prohibit direct communications as well as the transmission or forwarding of emails, hyperlinks, or other external references within emails, blogs, or wikis regarding any political advertising.

**Forgery.** Forgery or attempted forgery of email messages is prohibited. Attempts to read, delete, copy or modify the email of other system users, deliberate interference with the ability of other system users to send/receive email, or the use of another person's user ID and/or password is prohibited.

**Junk Mail/Chain Letters.** Generally, students should refrain from forwarding emails which do not relate to the educational purposes of the District. Chain letters or other emails intended for forwarding or distributing to others is prohibited. Creating, distributing or forwarding any annoying or unnecessary message to a large number of people (spamming) is also prohibited.

### **Student Email Accounts and Electronic Communication Tools**

Electronic communication is an important skill for 21st Century students. By providing this tool, the District is equipping students with the skills necessary for success in the business. Students in grades 6 - 12 are given access to a District student email account. This account is set up with the student's user ID. Students must abide by the guidelines established at Email and Communication Tools. Student email accounts will be available for use by students in grades 6-12 while they are currently enrolled in the District. Parents wishing to deny access to District email must do so in writing to the campus principal. As appropriate, project email accounts may be granted for educational activities for students in grades K-5 at the request of the classroom teacher. Student email accounts may be provided directly by the District, through the content management system of an approved online course, or through a District-approved provider.

### **Consequences of Agreement Violation**

Any attempt to violate the provisions of this agreement may result in revocation of the student's access to the computer/network/Internet, regardless of the success or failure of the attempt. In addition, school disciplinary and/or appropriate legal action may be taken.

**Denial, Revocation, or Suspension of Access Privileges.** With just cause, the System Administrator and/or building principal, may deny, revoke, or suspend computer/network/Internet access as required, pending an investigation.

### **Warning**

Sites accessible via the computer/network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Each District computer with Internet access has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act. The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

### **Disclaimer**

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

Please complete the following information:

Student User's Full Name (please print): \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Parent/Guardian's Name: \_\_\_\_\_ - \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_

**Greater Jasper Consolidated Schools**  
2022-2023

Tuesday	August 9, 2022	Teacher Day
Wednesday	August 11, 2022	Full Day for Students
Monday	September 5, 2022	Labor Day - No School
Friday	October 7, 2022	End 1st Qtr.
Wednesday	September 28, 2022	Parent/Teacher conf. (5:30-8:30 or 4 - 7)
	October 5, 2022	Parent Teacher conf. (5:30-8:30 or 4 - 7)
Mon-Fri	October 17-21, 2022	Fall Break - no school
Wed-Fri	November 23-25, 2022	Thanksgiving Break
Wednesday	December 21, 2022	End 2nd Qtr End 1st Semester
Thursday	January 5, 2023	School Resumes
Monday	January 16, 2023	Professional Dev. - No School
Monday	February 20, 2023	Snow make-up - no school
Friday	March 10, 2023	End 3rd Qtr
Mon-Fri	March 20-24, 2023	Spring Break - no school
Friday	April 7, 2023	Good Friday - no school
Monday	April 10, 2023	Snow make-up - no school
Friday	May 26, 2023	End 4th Qtr End 2nd Semester Commencement