



# Wilbur Wright Middle School

Student Handbook

2023-2024

## Section 1: General Information

## Section 2: Attendance and Discipline

## Section 3: Academics

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### WILBUR WRIGHT MIDDLE SCHOOL ADMINISTRATION AND OFFICE STAFF

#### Main Office

Position	Name	Phone Extension	Email
Principal	Mr. Bojan Jovanovic	2208	<a href="mailto:bjovanovic@munster.us">bjovanovic@munster.us</a>
Assistant Principal	Ms. Nicole Laird	2215	<a href="mailto:nmlaird@munster.us">nmlaird@munster.us</a>
Assistant Principal	Mr. Victor Torres	2223	<a href="mailto:vmtorres@munster.us">vmtorres@munster.us</a>
Principal's Secretary	Ms. Melissa Cuadra	2202	<a href="mailto:mlcuadra@munster.us">mlcuadra@munster.us</a>
Attendance Secretary	Ms. Deborah Delooff	2201	<a href="mailto:dsdelooff@munster.us">dsdelooff@munster.us</a>
School Nurse	Ms. Lacie Martin	2209	<a href="mailto:lamartin@munster.us">lamartin@munster.us</a>

#### Guidance

Position	Name	Phone Extension	Email
Guidance Secretary	Carol Aerts	2211	<a href="mailto:ceaerts@munster.us">ceaerts@munster.us</a>
Bookkeeper	Linda Baker	2200	<a href="mailto:lbaker@munster.us">lbaker@munster.us</a>
Social Worker ( <i>Last Names A-K</i> )	Trisha Keown	2206	<a href="mailto:tmkeown@munster.us">tmkeown@munster.us</a>
Social Worker ( <i>Last Names L-Z</i> )	Catherine Kowalczyk	2214	<a href="mailto:cakowalczyk@munster.us">cakowalczyk@munster.us</a>
School Counselor ( <i>Last Names A-K</i> )	Julie Atkinson	2212	<a href="mailto:jeatkinson@munster.us">jeatkinson@munster.us</a>
School Counselor ( <i>Last Names L-Z</i> )	Lindsay Grunewald	2250	<a href="mailto:ltgrunewald@munster.us">ltgrunewald@munster.us</a>

#### Extra-Curricular Coordinator

Position	Name	Phone Extension	Email
Extra-Curricular Coordinator	Matt Backs	2272	<a href="mailto:mlbacks@munster.us">mlbacks@munster.us</a>

#### Media Center

Position	Name	Phone Extension	Email
Media Specialist	Sarah Mercier	2234	<a href="mailto:smercier@munster.us">smercier@munster.us</a>

*This handbook provides key provisions of board policy. The board policy manuals should be consulted for the full text of a particular policy. If the provisions of the handbook contradict board policy, the board policy prevails.*

## SCHOOL TOWN OF MUNSTER PURPOSE STATEMENT

Our mission is to help students demonstrate academic growth and social responsibility in a supportive and intellectually challenging learning environment.

### VISION

*School Town of Munster – A District of National Distinction*

*Wilbur Wright- A Recognized School of Excellence*

School Town of Munster has adopted the Indiana Coalition of Quality Schools Values:

**Continuous Improvement:** As good as we are, we know that we can always achieve better results. We constantly try to find better ways of doing our work, and when we achieve our goals, we set higher targets.

**High Expectations:** Our learning organization requires that we maintain high expectations for one another and for self.

**Alignment:** We are most successful when everyone in our learning organization works together to achieve common goals. We can enhance efficiency and effectiveness by achieving alignment across our system.

**Shared Leadership:** We work as a team. Each member provides essential leadership in support of our common goals.

**Social Responsibility:** We ensure that we are good partners within our community and that our students and employees support local individuals and organizations. We demonstrate wise stewardship of public resources and ensure that our graduates are ready to shoulder their civic responsibilities.

**Evidence-Based Decision Making:** We make decisions after careful consideration of the most compelling research and data analysis.

**Accountability:** Each person affiliated with the STM system, including students, employees, parents/family members, and community stakeholders share accountability for our performance results and for providing personal best effort in support of our goals.

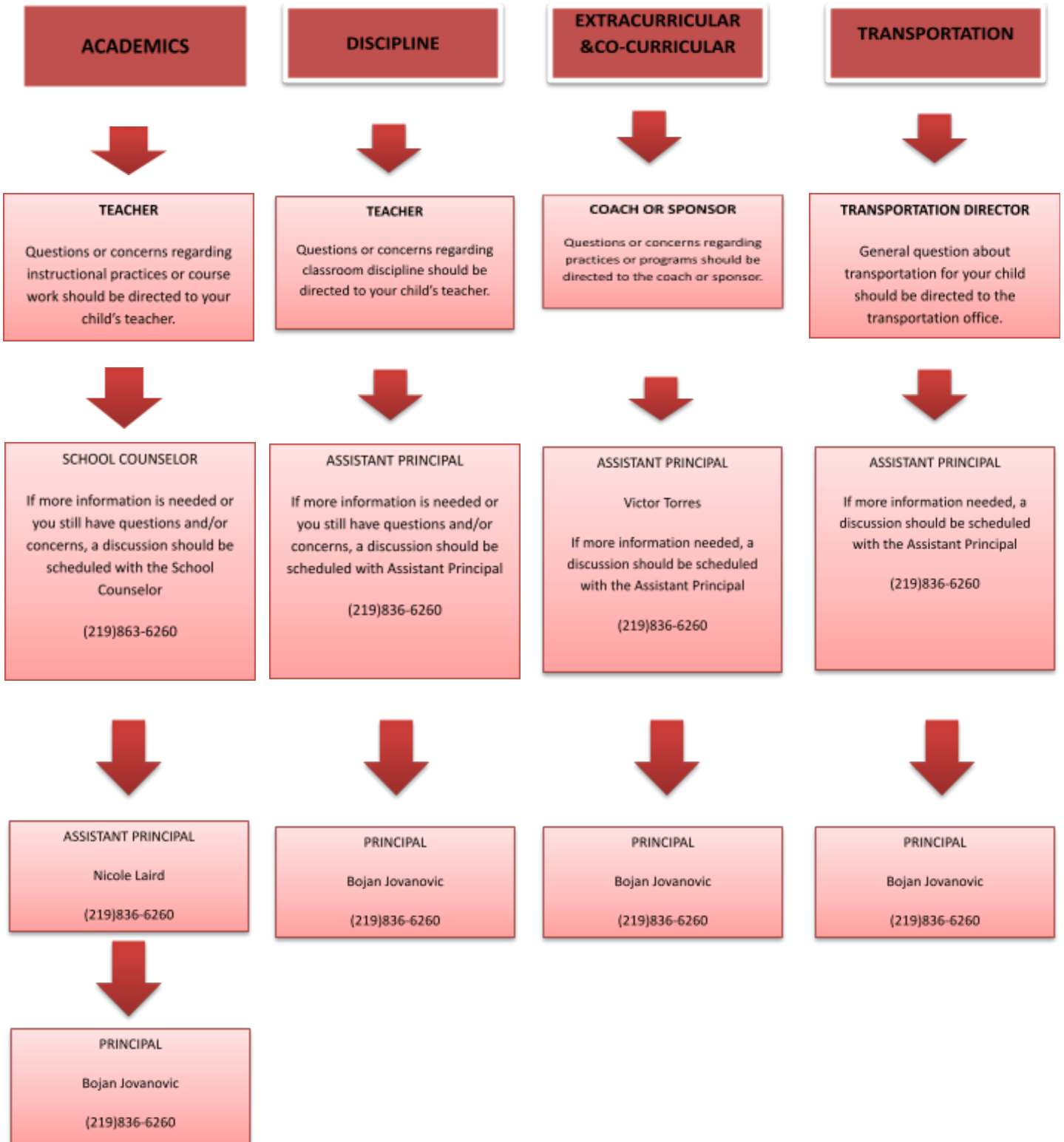
**Results Focus:** We have processes in place to “inspect what we expect” as we strive to continually improve.

# WWMS Building Schedule

Traditional Schedule											
Wednesday											
6th Grade				7th Grade				8th Grade			
Advisory	7:55 AM	8:25 AM	0:30	Advisory	7:55 AM	8:25 AM	0:30	Advisory	7:55 AM	8:25 AM	0:30
1	8:30 AM	9:15 AM	0:45	1	8:30 AM	9:15 AM	0:45	1	8:30 AM	9:15 AM	0:45
2	9:20 AM	10:05 AM	0:45	2	9:20 AM	10:05 AM	0:45	2	9:20 AM	10:05 AM	0:45
3	10:10 AM	10:55 AM	0:45	3	10:10 AM	10:55 AM	0:45	3	10:10 AM	10:55 AM	0:45
Lunch	11:00 AM	11:30 AM	0:30	4	11:00 AM	11:45 AM	0:45	4	11:00 AM	11:45 AM	0:45
4	11:35 AM	12:20 PM	0:45	Lunch	11:50 AM	12:20 PM	0:30	5	11:50 AM	12:35 PM	0:45
5	12:25 PM	1:10 PM	0:45	5	12:25 PM	1:10 PM	0:45	Lunch	12:40 PM	1:10 PM	0:30
6	1:15 PM	2:00 PM	0:45	6	1:15 PM	2:00 PM	0:45	6	1:15 PM	2:00 PM	0:45
7	2:05 PM	2:50 PM	0:45	7	2:05 PM	2:50 PM	0:45	7	2:05 PM	2:50 PM	0:45
Block Schedule											
Tuesday, Friday											
6th Grade - A Block				7th Grade - A Block				8th Grade - A Block			
1	7:55 AM	9:25 AM	1:30	1	7:55 AM	9:25 AM	1:30	1	7:55 AM	9:25 AM	1:30
3	9:30 AM	11:00 AM	1:30	3	9:30 AM	11:00 AM	1:30	3	9:30 AM	11:00 AM	1:30
Lunch	11:05 AM	11:35 AM	0:30	5	11:05 AM	11:50 AM	0:45	5	11:05 AM	12:35 PM	1:30
5	11:40 AM	1:10 PM	1:30	Lunch	11:55 AM	12:25 PM	0:30	Lunch	12:40 PM	1:10 PM	0:30
7	1:15 PM	2:50 PM	1:35	5	12:30 PM	1:15 PM	0:45	7	1:15 PM	2:50 PM	1:35
				7	1:20 PM	2:50 PM	1:30				
Monday, Thursday											
6th Grade - B Block				7th Grade - B Block				8th Grade - B Block			
2	8:15 AM	9:50 AM	1:35	2	8:15 AM	9:50 AM	1:35	2	8:15 AM	9:50 AM	1:35
Advisory	9:55 AM	10:55 AM	1:00	Advisory	9:55 AM	10:55 AM	1:00	Advisory	9:55 AM	10:55 AM	1:00
Lunch	11:00 AM	11:30 AM	0:30	4	11:00 AM	11:45 AM	0:45	4	11:00 AM	12:35 PM	1:35
4	11:35 AM	1:10 PM	1:35	Lunch	11:50 AM	12:20 PM	0:30	Lunch	12:40 PM	1:10 PM	0:30
6	1:15 PM	2:50 PM	1:35	4	12:25 PM	1:10 PM	0:45	6	1:15 PM	2:50 PM	1:35
				6	1:15 PM	2:50 PM	1:35				

## WHERE DO YOU GO WITH A QUESTION OR CONCERN

The adults closest to the question or concern have the best and quickest response. Please use this flow chart below to assist with finding solutions to questions or concerns.



# **SECTION I: GENERAL INFORMATION**

## **ANNOUNCEMENTS**

Each day a bulletin of information pertaining to students and school activities is published. These announcements will be posted on the Wilbur Wright webpage and read during the first period. Announcements will include the Pledge of Allegiance and a Moment of Silence. All announcements for the next day are to be submitted to the principal's secretary by 1:30 p.m. Only those announcements the administration signs off on are to be posted or read.

## **ARRIVAL AND DISMISSAL**

Doors will open at 7:30 a.m. daily. Students must enter the building through Door E or Door D. Students may only visit a classroom with teacher permission. Locker access will be limited until students are dismissed for classes. All students must exit the building **by 3:00** p.m. unless under the direct supervision of the school staff. Students who are in or around the building and not under the supervision of school staff will be subject to disciplinary action.

## **ASSEMBLIES AND PEP SESSIONS**

School assemblies and pep sessions may be held at various times throughout the school year. It is expected that students who attend will display proper behavior. Those who do not behave in the proper manner will be denied the privilege of attending any further pep sessions or assemblies during the school year and will be subject to discipline.

## **BICYCLES**

Bicycles should be stowed away on the school-provided bike racks found in front of the school. Bicycles should be locked directly to the bike rack and should not be left unlocked or improperly locked to another student's bike. The school is not responsible for theft or damage to bikes. Students may not ride motorized vehicles on school grounds.

## **BLACKBOARD**

Parents are expected to check the Blackboard announcements section weekly. Teachers are required to post links for syllabi, lesson outlines, class calendars, which include homework and upcoming assessments, and assignment due dates. Teachers should keep these updated every week.

## **BUS TRANSPORTATION**

All students must enter the bus before it leaves the curb. School rules apply on the buses. Failure to follow school or safety rules will result in disciplinary action, including the loss of the right to ride on school buses. Students are not allowed to bring guests home on their buses, even if the guest(s) is registered for bus service. A student may bring a musical instrument on the bus as long as the instrument will fit on the student's lap. Instruments should not be placed on the floor or the seat. Questions regarding these policies should be directed to transportation at 219-836-9111.

## **CAFETERIA**

During the lunch period, students must remain in the cafeteria unless given permission to go elsewhere. Food cannot be taken out of the cafeteria. Students are responsible for maintaining a clean area. They should return lunch trays to the proper area and place disposable items in provided trash containers. Students may not enter instruction areas until the bell rings. Students are required to remain in a seat unless permitted to buy food, return a tray, throw away garbage, use the restroom, or to participate in recess. Student behavior in the cafeteria is based on courtesy and cleanliness. Students are expected to show respect to all cafeteria, custodial, and school staff. Students not following these expectations will be subject to disciplinary action.

Parents may NOT drop off fast food items for student consumption. Students are not allowed to order food to be delivered to school at lunchtime. Students cannot bring large quantities of food to share with others. WWMS is a closed campus; students are not permitted to have visitors in the lunchroom, nor are they permitted to leave during their lunch period.

Students may bring lunch from home. The food court provides à la carte items, such as milk, juice, bottled water, ice cream, yogurt, cheese sticks and cookies, which may also be purchased. Three-week cycle menus are set each semester and are posted on the School Town's webpage NUTRITION & FOOD SERVICE tab [www.munster.us](http://www.munster.us).

### **Prepaid Lunch Accounting System**

- Students may pay cash daily in the lunch line or use their prepaid account for cafeteria purchases (hot lunch and à la carte items). Students are responsible for their lunch account balance.
- While purchasing lunch, students may deposit money on their account. Parents may write checks payable to WWMS. No change

will be returned from a lunch account deposit. Parents may create a secure online account where they can pay for lunch via a charge card. Visit: <https://www.myschoolbucks.com> for information. An internet convenience fee is charged for each transaction and is displayed when you process a transaction.

- All students receive an I.D. card issued from the school with their school picture. If students lose their I.D. card, they can receive one replacement card from the main office.
- All lunch charges must be repaid before the last day of school.

### **CHANGE OF ADDRESS OR PARENT INFORMATION**

A parent/guardian should inform the Guidance Office immediately if his/her address or telephone number has changed. It is important that parents keep the school informed of these changes for safety, legal, and information records.

### **COPYRIGHT MATERIALS**

Students must adhere to Board Policy 2531 in regard to the copying and use of copyrighted materials (Title 17, U.S. Code of Copyright Laws, sections 107 and 110). Unlawful copies of copyrighted material may not be produced on corporation-owned equipment, used with corporation-owned equipment, within corporation-owned facilities, or at corporation-sponsored functions.

### **DANCES AND SOCIAL EVENTS**

School dances or social events are held for the enjoyment of our students. Students must present their current school I.D. to enter a school dance or social event. No guests are permitted to attend. Once students enter the dance, they will not be permitted to leave until the end unless a parent comes into the school to pick up their child. Students who are not in good academic or behavioral status may not be allowed to attend. School policies apply at dances and will be enforced.

### **DOOR ACCESS**

Students who arrive at school late must check in at **Door A**. Students are not allowed to prop open doors, open exterior doors for guests, visitors, parents, or other students during the school day. Students who have been granted early dismissal must exit the building through Door A during school hours and follow sign out procedures. Students who violate these policies will be subject to discipline.

## **EMERGENCY PROCEDURES**

### **SCHOOL CANCELLATION OR SCHOOL CLOSINGS**

In case of severe weather, mechanical breakdown, or other emergencies, which may force the closing of school, an official notice will be posted on the Emergency Information Link on the School Town of Munster webpage at [www.munster.us](http://www.munster.us). Parents will also be notified through the school messenger system. Parents are asked to check the school website and not call the school or central administration office. An official announcement of such closing may also be made over the local radio and news stations. (WJOB 1230AM, WAKE 1500AM, WZVN 107.1 FM and RADIO 105.5FM).

### **FIRE DRILLS**

Monthly fire drills are required by law. The purpose of the drills is to make everyone familiar with fire drill procedures and the proper exits from various parts of the building in the event of a fire or other disaster.

The fire alarm is a loud, continuous sound. Additionally, lights will be flashing throughout the building. Teachers will explain which exit students should use. Students should walk quickly and quietly to the area designated by the teacher. These directions are posted in each room. Class groups **MUST** remain quiet and stay together so the teacher can take attendance. Any students not in a classroom at the time of a fire drill should exit through the nearest door. Students who violate fire drill regulations will be disciplined.

### **TORNADO DRILLS**

State law requires two disaster drills each semester. Students will be notified via the school intercom when an alert is in effect. A disaster plan for taking shelter has been developed. Directions are posted in each room. The teacher will direct students to the designated area. The all-clear signal will be given verbally over the intercom. In order to listen for further instructions, students should remain quiet. Students who violate tornado drill regulations will be disciplined.

### **LOCKDOWN DRILLS**

State law requires two disaster drills each semester. Teachers will explain Lockdown procedures to students within the first days of school, and directions will be posted in each classroom or building area. Students in the hallway or restroom should proceed immediately to the nearest classroom or office. No entry or exit of the building will take place during a lockdown procedure.



## **HOLD DRILLS**

All teachers lock their doors and keep their students in the classroom. Teachers can continue with their regular lesson plans and DO NOT have to turn off the lights. Under no circumstances should a teacher allow a student to leave the room during a Hold.

## **EARTHQUAKE DRILLS**

The procedures for an earthquake have been planned in order that the building may be secured rapidly and in an orderly fashion. Teachers will explain Earthquake procedures to students. Students in the hallways, restrooms, or gymnasiums must proceed immediately to the nearest classroom or office. Students should follow the “Drop, Cover, and Hold On” procedure. All students should remain under the desks until the all-clear has been given.

## **FIELD TRIPS**

Students who are failing one or more classes may be prohibited from attending field trips, special programs, or other school activities.

## **FOOD DELIVERY**

Food companies will not be allowed to deliver to Wilbur Wright Middle School during school hours. All food delivery companies will be turned away. Students who order food with a delivery service or company will be subject to discipline.

## **GUESTS AND VISITORS**

Students are not allowed to bring visitors or guests to the school. All school visitors or guests must check in with the attendance office, located at Door A. Visitors will be required to show state I.D., the I.D. will be checked through a database. Parents are not allowed to shadow or observe their students during the school day. Visitors, guests, and parents should schedule appointments with school personnel before arrival. Impromptu meetings with administration, guidance, or teachers may not be able to take place.

## **HEALTH SERVICES**

A registered nurse is in the nurse's office daily. The nurse's responsibilities include taking care of students who become injured or ill at school until the parents or guardian can be contacted. The nurse also dispenses medication and assists in directed treatments as prescribed by physicians and parents/guardians. The nurse is not responsible for providing care for injuries that did not occur at school and should not be used in the place of a physician.

A student must have a hall pass from their current classroom teacher to see the nurse. **A student may NOT call or text home on their cell phone if they are ill. They must go see the nurse to be evaluated.** In an emergency situation, the teacher is to immediately send a student to the nurse or call for wheelchair assistance. Whenever a student needs assistance, they should be sent with another student to the nurse's office. The teacher will call and notify the nurse to await their arrival.

**Administration of Medications:** NO STUDENT IS PERMITTED TO HAVE ANY MEDICATION IN HIS/HER POSSESSION DURING THE SCHOOL DAY UNLESS AUTHORIZED IN WRITING BY HIS/HER PHYSICIAN. This ruling is for the safety of all students.

**Prescription Medications:** A prescription form must be completed by a student's physician, indicating the name of medication/treatment, dosage, frequency, and indications. On the same form is the parental/guardian authorization. BOTH signatures are required. At the bottom of the authorization form is the area needed to be completed by a physician, parent/guardian, and student in order to be able to carry medication during school. All medications are stored in a locked cabinet in the nurse's office. The only exceptions are emergency medications and inhalers needed by students participating in after extra-curricular activities after school.

ALL MEDICATION NEEDS TO BE BROUGHT TO THE NURSE'S OFFICE IN THE ORIGINAL CONTAINER CLEARLY MARKED WITH THE NAME OF THE MEDICATION, AMOUNT, FREQUENCY, AND STUDENT'S NAME.

**Over-the-Counter Medications:** An over-the-counter medication permission slip must be filled out by parent/guardian before medications are given at school. These medications typically are given for the occasional headache, stomachache, cramps, dental discomfort, or other infrequent discomforts. These also need to be sent in the original container marked with student name, dosage, and frequency. For those students that need a one-time-only dose of an over-the-counter medication, the nurse may call to see if the parent wishes medication to be given from the school stock supply. A faxed note from the parent will be accepted in this case.

**Physical Examinations:** All incoming 6th-grade students, as well as new students in grades 7th and 8th, are required to have a physical examination. Sports physicals are required yearly for students in the 7th and 8th grades planning to participate in dance, cheerleading, basketball, track, football, tennis, wrestling, cross country, golf, soccer, and fitness training. Students in the 6th grade will have the boxes at the bottom of the physical marked by his/her doctor, clearing them for stated sports. These forms are to be dated after May 1<sup>st</sup> and need to be turned in to the nurse by the first day of school.

**Immunizations:** *No student shall be permitted to attend school for more than 20 days without providing proof from a physician that he/she has received the proper immunizations.* Any parent/guardian who has religious or medical reasons not to immunize their child will need to submit their objection in writing to the school nurse. This will need to be updated yearly.



The following immunizations are the minimum requirements set up by the State of Indiana for middle school students:

### Indiana 2022-2023 Required and Recommended School Immunizations

Grade	Required	Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A  Annual influenza
K-5 <sup>th</sup> grade	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A  Annual influenza COVID-19
6 <sup>th</sup> -11 <sup>th</sup> grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)  Annual influenza 2/3 HPV (Human papillomavirus) COVID-19
12 <sup>th</sup> grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap  Annual influenza 2/3 HPV 2 MenB (Meningococcal) COVID-19

**HepB:** The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.

**DTaP:** 4 doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's 4<sup>th</sup> birthday.

**Polio:** 3 doses of Polio are acceptable for all grade levels if the 3<sup>rd</sup> dose was given on or after the 4<sup>th</sup> birthday and at least 6 months after the previous dose.  
\*For students in grades K-10, the final dose must be administered on or after the 4<sup>th</sup> birthday and be administered at least 6 months after the previous dose.

**Varicella:** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12<sup>th</sup> grade. Parent report of disease history is not acceptable.

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

**MCV4:** Individuals who receive dose 1 on or after the 16<sup>th</sup> birthday only need 1 dose of MCV4.

**Hepatitis A:** The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose is 6 calendar months. 2 doses are required for all grades Pre-K through 12.

**COVID-19:** COVID-19 vaccine is recommended for all students five years of age and older per CDC and FDA's Emergency Use Authorization. **Review required after FDA full approval.**

Indiana Department of Health  
Immunization Division

## LOCKERS

When a locker does not open properly, the student should ask for a pass to the Main Office to explain the problem.

**Students should not “preset” locker combinations, as this makes the contents of their locker unsecured.**

Students are not to share lockers with other students and are held accountable for school equipment assigned, such as lockers and books. If students tamper, open, or remove items from any locker other than the student's own without proper authorization, disciplinary action will result. Students should always leave their lockers locked. Students are assigned a locker, and according to Indiana State Law, school lockers are the property of the school. School authorities have a responsibility and the right to examine the contents of lockers for reasons of health, safety, and security. Acceptance of a locker by a student admits this right. Locker inspections and searches may be done during the school year.

Lockers should be kept clean and neat. Do not stick any items on or in the locker that cannot be removed. Do not kick or force the locker closed. Valuable items should be left at home. In the event an assignment would involve valuable equipment brought from home, this property should be left with the teacher or in the office until the end of the day. The school is not responsible for loss or damage to personal property.

**How to open your locker** - Example: R #39 L #19 R #7

- Turn the dial a few times to the right before using the combination.
- Turn the dial to the **right** until coming to the first number. Then stop at it the next time it comes up (in this case #39).
- Turn the dial **left** to the second number. Pass the second number once, and stop when coming to it again (in this case #19).
- Turn the dial **right** until reaching the third number and stop (in this case #7).
- Pull up on the handle.

## LOST AND FOUND

Lost articles are taken to the Main Office, where they can be identified and claimed by their owners. The school does not assume responsibility for any lost items. Articles left in the lost and found after one month of time are donated to a charity organization.

## MEDIA CENTER

Students need a pass to use the Media Center during the school day or during lunch hours. The pass may be obtained from a teacher, the librarian, or a cafeteria supervisor. Once students enter the Media Center, they must sign in and sign out at the check-out desk. Students should visit the Media Center's Help Desk for any laptop issues.

## OFFICE CHECK IN CHECK OUT

The Main Office, Nurses Office, and Guidance will have check-in and check-out procedures for students. Students are required to sign in with the office when they arrive and sign out when they leave. Students who fail to do so will be subject to discipline.

## **POWER PARENT**

PowerParent allows parents to have access to pertinent information about their child's attendance, grades, and homework assignments. Parents are encouraged to set up alerts and check grades and attendance on a regular schedule. If parents are interested in signing up for this feature, please contact the Guidance Office at 836-6260. Teachers are required to keep grades up-to-date. All assignments should be graded and entered in PowerSchool within two weeks from collection. Teachers should have, at a minimum, one point of progress entered into the gradebook per week.

## **PEST CONTROL**

The School Corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. The procedures adhered to will be those defined in the School Town of Munster Board Policy 8432 (full text is available online at <https://go.boarddocs.com/in/munster/Board.nsf/Public>).

## **SALES**

No student may advertise, sell, or profit from sales activities in the school. Students may not invite vendors into the school or distribute advertising within the school. All extracurricular money earned by any school-sponsored organization must be deposited immediately with the middle school bookkeeper. No money may be deposited in outside or private accounts. All sales must be scheduled and approved through administration.

## **STUDENT MESSAGES/DELIVERIES**

Parents should refrain from calling in or sending messages to their students during the school day. In order to reduce disruptions, messages will be delivered only in cases of emergency. Flowers, balloons, or gift deliveries of any kind are not to be sent to students during the school day. Deliveries will not be accepted.

## **STUDENT USE OF TELEPHONE AND/OR PERSONAL CELL PHONE**

Students needing to make telephone calls to parents for transportation or other school-related issues should report to the Main Office with a pass. Office staff will assist the student with making a phone call over the school system or allow them the use of their personal cell phone to contact home. Students using their cell phones to contact home outside of the Main Office will be subject to the Electronic device and cell phone policy.

## **SECLUSION AND RESTRAINT POLICY**

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk or injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of the seclusion or restraint.

## **STUDENT INSURANCE**

Student insurance is available to all students who wish to purchase an accident policy. Forms and information are available through the registration process. Students have the option of purchasing the school accident policy, or parents may sign a waiver form stating they have adequate coverage. Students must have accident insurance. They must be covered by a family policy, an individual policy outside the school, or through the optional accident insurance offered by the school. No accident coverage is carried for students by the school.

## **RECESS & LUNCH**

Recess will be held outdoors, weather permitting. Students will have the option to go outside unless the wind chill factor is below 20 degrees Fahrenheit. Students should dress appropriately on days they are allowed to go outside. If the weather does not allow recess during lunch, students will be held in the cafeteria or will be allowed to use the gym when available.

## **REFUND POLICY**

1. Students will receive a 100% refund of text rental and material fees, in any amount over \$10.00, when they drop a class during the first five days of the semester (if materials are not marked).
2. Students will receive a prorated refund if they drop a class after the first five days of a semester.
3. All refunds will be paid by check and mailed to the student's parents.

## **VENDING MACHINES**

Vending machines are located in the building for the convenience of the students. They are on before and after school. If students abuse the privilege of the machines by not putting soft drink cans in proper receptacles, the vending machines will be turned off. The office WILL NOT give change for use in the vending machines.

## **SECTION 2: ATTENDANCE AND DISCIPLINE**

### **STATEMENT OF ATTENDANCE POLICY**

A student's attendance is essential to learning— learning that includes not only factual subject matter but also attendance habits, work habits, attitudes, and ideals. Every absence, whether excused or not, interrupts the student's understanding of the material being presented and weakens his/her interest in the continuing program. Extensive research shows that educational achievement is directly related to attendance.

According to Indiana Law (IC 20-33-2-14; IC 20-33-2-15; IC 20-33-2-16; IC 20-33-2-17; IC 20-33-2-17.2; IC 20-33-2-17.5; and IC 20-33-2-17.7), a student is excused from school and is not to be recorded as absent and is not to be penalized in any way by the school. Students may be excused from school attendance for the following valid reasons:

- Absence verified by parent/guardian
- Illness verified by note from Physician
- Death in the family
- Maternity
- Religious observance (students will not be excused for religious services held during school if such services are held at other times of the day.)
- Military-connected families (e.g., absences related to deployment and return)
- Exposure to contagious disease
- Any absences for a reason other than those stated above must have prior approval by the principal or assistant principals.

### **STUDENT ABSENCE PROCEDURE**

STUDENTS WHOSE PARENTS CALL OFF WITHIN THE REQUIRED TIME FRAME (24 HOURS), FOR THE ABOVE LISTED ABSENCES, WILL BE CONSIDERED EXCUSED. STUDENTS ARE ALLOWED ONLY SEVEN (7) ABSENCES PER CLASS PERIOD OF EXCUSED ABSENCES IN A SEMESTER. IF STUDENTS ARE ABSENT FOR THE ABOVE LISTED REASONS AND BRING IN PROPER DOCUMENTATION FOR THE ABSENCE BY A MEDICAL DOCTOR, MORTUARY, COURT OFFICIAL OR RELIGIOUS LEADER, THE ABSENCE WILL BE CLASSIFIED AS A VERIFIED ABSENCE AND WILL NOT BE COUNTED TOWARD THE SEVEN (7) DAYS OF EXCUSED ABSENCE. SUCH STATEMENT MUST BE PRESENTED TO THE ATTENDANCE SECRETARY WITHIN FIVE (5) SCHOOL DAYS OF RETURNING TO SCHOOL. IN CASES OF EXCUSED AND VERIFIED ABSENCES, WORK MAY BE MADE UP, AND NO PENALTY WILL BE ATTACHED.

**If a student is absent, parents must call the Attendance Office at 219-836-6260 between 7:00 A.M. and 9:00 A.M.**

Parents should report the student's name, grade level, and the reason for the absence. This must be done whether the student is absent for one period or the entire day. **Parents must call for each day the student is absent.** Upon returning to school, the student should report to his/her classes. If the attendance secretary has not talked to the parent within 24 hours of the student's absence, the absence is unexcused, (see truancy). Parents must call within 24 hours to excuse the absence. A note alone will not be sufficient. If arriving at school after the first bell, the student should report to the attendance office for an admit-slip. The admit-slip to class will be unexcused until the student's parent contacts the office by phone. The student should present the admit-slip to the teacher upon entering class. *Students who call the school and falsely identify themselves or impersonate another individual will be subject to discipline.*

### **LIMITS ON ABSENCES**

Students are allowed seven (7) excused absences a semester. After a student has missed his seventh day, absences will be considered unexcused unless documentation can be provided. Students will be issued discipline and consequences in accordance with our school's

truancy policies. Special circumstances can be reviewed by the administration and the attendance office prior to the absences. Parents will receive notification of five(5) or more excused absences every three weeks.

## HABITUAL OR CHRONIC ABSENTEEISM

IC 20-20-8-8 defines chronic absenteeism as students absent from school 10% or more of the school year for any reason.

IC 20-33-2-25 states that a “Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services.”

IC 20-33-2-28 states that it is unlawful for a parent to fail; neglect; or refuse to send the child to a school for the full term as required by law unless the child is being provided with instruction equivalent to that given in public schools.

IC 20-33-2-18 states that if a parent of a student does not send the student to school because of the student’s illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity signed by an Indiana physician for an attendance officer not later than six days after the certificate is demanded. The Certificate of Incapacity is more elaborate than a usual note from a physician and has detailed information for students experiencing an extraordinary number of absences for health reasons.

## VACATIONS

Family vacations will not be recognized by Wilbur Wright. Vacations should be scheduled on holiday breaks or during the summer. Students who miss school due to family vacations will have those absences count as excused, which fall within the absent limits policy.

## ATTENDANCE CODES (PowerSchool)

The following codes are how absences will be recorded in PowerSchool.

UNX (Unexcused): Truancy, more than 5 minutes late to class. <i>Counts towards the limit policy</i>	FTR (Field Trip): Students who attend school-sponsored activities. <i>Does not count towards the limit policy</i>	REL (Religious Holiday): Students who observe a religious holiday during school hours. <i>Does not count towards the limit policy</i>	SUS (Out of School Suspension): Student has been suspended for discipline reasons. <i>Does not count towards the limit policy.</i>
TDY (Tardy): Students who are late to class, 5 minutes or less.	ISS (In-School Suspension): Student issued ISS for discipline reasons. <i>Does not count towards the limit policy.</i>	OFC (Office): The student is in attendance at school but is in the office for a meeting or with the nurse.	VER (Verified): Student has submitted proper documentation for a court appointment or family death. <i>Does not count towards the limit policy.</i>
EXC (Excused): Parent calls within 24 hours to excuse student's attendance. <i>Counts towards the limit policy</i>	MED (Medical Note): Students who submit proper medical documentation within 5 days. <i>Does not count towards the limit policy</i>	TST (Testing): The student is in attendance, but is not in class for testing.	HHP (Homebound Services): Student has been placed by a physician on homebound. <i>Does not count towards the limit policy.</i>

## CLOSED CAMPUS

Wilbur Wright Middle School has a closed campus policy. After arriving on campus in the morning, a student cannot leave the school grounds until the end of the school day. Exceptions to this rule are students who have received permission to leave early through the Attendance Office. Leaving school without permission before the end of the school day is truancy.

## EARLY RELEASE

The parent/guardian should call the school before 9:00 A.M. stating the time the student is to leave for that day, the approximate time of return, and the reason. Before leaving school, the student must report to the Attendance Office before school or during the day to make sure arrangements are complete. Parents must sign out the student in the Attendance Office.

The student must check back with the Attendance Office if he/she returns before the end of the school day.

## MAKE UP WORK DUE TO AN ABSENCE

When students are absent or suspended from school, they will be allowed to make-up missed work, including homework and tests for equivalent academic credit. Students should contact teachers to request class assignments. Teachers may require certain assignments to be submitted after returning from an absence.

- Students must make arrangements with teachers upon returning to school and complete any assessments or assignments within two school days of the absences. Teachers have the option to give a similar assessment covering the same standards.
- Students may but are not required to take tests and or quizzes upon returning to school.
- Any student who is absent three consecutive days or more will have an equal number of days to make-up any assessments and to submit class assignments.
- Teachers should use good judgment in make-up timelines to help students complete work.
- Students are required to communicate needs and timelines with teachers clearly. Failure to communicate with a teacher about make-up work can result in the loss of credit.
- **Long-Term Group assignments:** If a group member is unable to complete his or her portion of a group assignment, the teacher may extend the deadline for the group to submit the project. It is reasonable for a teacher to review current progress on the assignment prior to extending the deadline.

### Examples of Make-Up work Policy:

*Student A is absent Monday. The parent calls the school to excuse the absence. Student A missed a quiz and a test that day. The student returns to school on Tuesday, where a second exam is scheduled. The student is not required to take any assessments on Tuesday. Student A has two days upon returning to complete these assessments and other assignments. All work should be completed by the end of the day Thursday.*

*Student B is out Thursday and Friday for a field trip, and the field trip continues throughout the weekend. The student returns to school Monday. The student can schedule make-up times for assignments and assessments that were missed on Thursday, Friday, and Monday. They must be completed by Wednesday.*

*A teacher assigns a project that is due in two weeks. Student C is absent on the due date of the project due to illness. The student is required to contact his teacher to request when the assignment should be submitted. Since there were prior notice and work time regarding the assignment, a teacher can require the assignment to be submitted upon the student's return. Students can be required to submit assignments upon returning if they have had two weeks' notice on those deadlines.*

## TARDY TO CLASS

A student is tardy to class/school when the bell has rung, and he/she is not in the classroom. Listed below are the consequences for tardies to a class during a semester:

3 <sup>rd</sup> tardy = 1 30-min. detention	6 <sup>th</sup> tardy = 1 day of I.S.S.
4 <sup>th</sup> tardy = 1 1-hour detention	7 <sup>th</sup> tardy = 2 days of I.S.S.
5 <sup>th</sup> tardy = 1 2-hour detention	8 <sup>th</sup> tardy = 1 day of O.S.S.

Any tardies beyond an 8<sup>th</sup> will result in 1 day of O.S.S suspension. When a student reaches his/her maximum of 5 incidents of out of school suspensions, he/she will be recommended for expulsion.

Tardies will run on a semester basis.

A student is considered truant 5 minutes after the bell. If a student is late to school and has missed one or more full class periods, he/she must report to the Attendance Office upon arrival. If the student's parent/guardian has not contacted the office within 24 hours, the absence will be listed as unexcused. Tardies and failure to check in, as indicated above, will result in disciplinary action.

## TRUANCY

Truancy is an unauthorized/unexcused absence. A student is truant if he/she leaves school without permission, comes to school but does not attend a class or classes (including study hall, I.S.S. or lunch), obtains permission to go to a certain place but does not report there, is more than 5 minutes late to a class, fails to remain at an assigned location, or does not attend an assigned disciplinary session. Any

involvement in a "ditch day" is considered truancy. Students who are truant from the school place their educational program in jeopardy. Counselors will be alerted and asked to assist in dealing with the causes of truancy. Attempts will be made to correct the problems. Although attendance records begin anew at the start of the second semester, consequences for truancy will be disciplined cumulatively throughout a school year. If a student continues to be truant after attempts have been made to correct the problem, the student may be recommended for expulsion. When a student accumulates five days of excused/unexcused absences, a letter will be sent home with the child. If the child accumulates 2 additional unverified absences, the parent/guardian may be asked to attend a conference to discuss the issue. If the child accumulates 10 or more absences that are not verified, the school may be required to turn the matter over to an intake officer of the juvenile court or the department of child services. (IC 20-33-2-25).

Consequences for truancy include the following:

**Class truancy/leaving the building without permission:**

1<sup>st</sup> offense = 1 2-hour detention

2<sup>nd</sup> offense = 1 day of I.S.S.

3<sup>rd</sup> offense = 1 day of O.S.S.

Subsequent offenses may result in suspension or recommendation for expulsion.

**All-day truancy:**

1<sup>st</sup> offense = 2 2-hour detentions or 2 days of I.S.S.

2<sup>nd</sup> offense = 2 days of I.S.S.

3<sup>rd</sup> offense = 2 days of O.S.S.

Subsequent offenses may result in suspension or recommendation for expulsion.

**Habitual Truancy**

- A. Indiana Code 20-33-2-11 provides that any person, at least 13 years of age but less than 15 who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18, or attendance record has improved as determined by the school board upon review of the student's record.
- B. A student is "truant" when an absence from school or class is without the knowledge or approval of a school official and parent.
- C. A student who has been found to be truant for the third time in a school year is considered a "habitual truant." The school principal may withdraw the designation of "habitual truant" when the student has attended school for 90 school days without another truancy.

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

**PENALTIES FOR PARENTS OF TRUANT STUDENTS**

Because parents are legally responsible for making sure their children go to school, they could face misdemeanor charges for violating Indiana's compulsory education laws. Convictions bring mandatory jail time (up to 180 days), along with potential fines (up to \$1,000) for violation. (Ind. Code §§ 20-33-2-27, 20-33-2-44, 35-50-3-3 (2019).)

**STATEMENT OF CODE OF CONDUCT**

A goal of Wilbur Wright's educational program is to encourage self-discipline and responsibility. Students who make conscious choices to respect their teachers, fellow students, staff, visitors, and others display the self-discipline that the school promotes and expects. The school code of ethics also expects students to respect the personal property of other persons, as well as school property. Students who choose not to follow the school code of conduct will receive consequences for their behaviors. The fact that a particular violation of good conduct is not specifically mentioned in the following pages is not a satisfactory defense for any improper conduct. It is simply impossible to list every action, which is inconsistent with good school citizenship. We expect students to form the habit of observing not only the regulations contained herein but also the general rules of good conduct and common sense acknowledged by the school community. Moreover, we expect students to assist school staff in maintaining a safe and healthy environment by reporting inappropriate behaviors and not tolerating behaviors that are unbecoming to the general rules of good conduct and *arête* (excellence of any kind). The rules and regulations for Wilbur Wright Middle School students are published in the RULES AND STANDARDS CONCERNING THE CONDUCT OF STUDENTS OF THE SCHOOL TOWN OF MUNSTER. The following Wilbur Wright rules and penalties are based upon this document. Excerpts from the RULES AND STANDARDS pertaining to violations that may result in suspension and/or expulsion follow the information listed below. The jurisdiction of the school with respect to the foregoing rules of conduct shall apply to



misconduct (a) on the school grounds, during and before or after school hours; (b) on the school grounds at any other time when the school is being used by any school group; (c) off the school grounds at a school activity, function or event; or (d) when such student is traveling to or from school or such educational function.

#### **ABUSE OF A PASS/FAILURE TO REPORT**

Students who are issued a pass and fail to report to the specific location or use the pass to visit another location will be subject to discipline.

#### **ALCOHOL AND OTHER DRUGS**

The Board of School Trustees for the School Town of Munster recognizes that the use of alcohol and illegal drugs and the problems associated therewith are becoming increasingly commonplace in our society and among our youth. In fact, the use of alcohol and illegal drugs currently threatens our nation's schools by causing major disruption and interference with their very purpose—the education of our children. No place in our society is immune to the destructive and harmful forces of alcohol and drug abuse. If our students are to be educated and if our school is to survive and to prosper, an environment conducive to learning must be maintained. We must utilize all reasonable means at our disposal to deter conduct that substantially disrupts our school environment while taking the further initiative to institute a school program for the care and rehabilitation of alcohol/drug users. Therefore, the Board of School Trustees, in an effort to promote, enhance, and maintain an alcohol- and drug-free school environment, is instituting an alcohol/drug STUDENT ASSISTANCE PROGRAM (SAP). This will be a voluntary program for the treatment, care, and rehabilitation of alcohol and drug users. An SAP team will be available to make a preliminary assessment of a student's use of alcohol and/or drugs with the objective of recommending an individual care program to fit the specific needs of the student, which may include in-school counseling and/or outpatient counseling of the student commensurate with the student's ability to pay for such services. A further objective of SAP will be to involve the student's parent or guardian in the program. If a student voluntarily enters SAP and such entry is not associated with any ongoing investigation and/or violation of school rules or extracurricular rules, the student's prior use of alcohol and/or drugs will not be used for the basis of any school or extracurricular penalty. With the help of all students, parents, teachers, and administrators, the Board of Trustees optimistically hopes their goals and objectives can be realized.

#### **Students Suspected of Being under the Influence of Drugs or Alcohol**

Students believed to be under the influence of drugs and/or alcohol may be requested to submit to a drug and/or alcohol test at the expense of the student. Refusal to submit to a drug or alcohol test, or refusal to provide a valid specimen will be considered a failure to comply that constitutes an interference with school purposes or an educational function. As used in this policy, "reasonable suspicion" includes specific observation concerning appearance, behavior, body odor, or speech of a student, information received by the principal or designee from teachers, parents, students, employees, or detection devices. This rule applies on or off school property at any school-sponsored or school-approved activity, event or function, where students are under the jurisdiction of the school district.

#### **Violation**

Students knowingly possessing, using, transmitting or being under the influence of any narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, a controlled substance, alcoholic beverage, intoxicant or students who abuse over-the-counter medications will be subject to the penalties listed below and may be requested to submit to and/or may request to take a drug/alcohol screen. Further, students possessing or providing to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of controlled substances or products capable of transmitting controlled substances (see above paragraph), such as drug-related paraphernalia: pipes, clips, rolling papers, needles, syringes, etc., will be subject to the following penalties and may be requested to submit to and/or may request to take a drug/alcohol screen:

#### **Penalty**

1<sup>st</sup> Offense: The principal who has jurisdiction over the student shall suspend the student for ten days and recommend expulsion. The principal may recommend a stay of the expulsion penalty if the principal finds from the facts and circumstances that it is in the best interest of the offender, and not contrary to the well-being of the student body, and upon the offender and his/her parent or guardian entering into a written agreement to consent to the offender's enrollment in approved counseling and/or drug/alcohol program. The stay of expulsion shall remain in force during the determined period of expulsion, provided the offender remains in the designated program, and satisfactorily completes it. If the offender fails to do so, then the stay shall be automatically removed, and due process proceedings shall commence.

2<sup>nd</sup> Offense: Recommendation for a stay of expulsion is available only to First-offenders. Repeat offenders will be expelled without any consideration for enrollment in recommended counseling and/or drug/alcohol programs.

#### **Violation**

Students engaging in the unlawful selling of a controlled substance will be subject to the penalty listed below.



## **Penalty**

The principal shall suspend the student for 10 days and recommend expulsion.

**Notification of Incident to Police** - School officials will report to the local law enforcement agency and the Indiana Criminal Justice Institution if the violation is on or within 1,000 feet of school property.

## **ARSON**

Students attempting to set fire or to substantially damage any school building or property will be suspended, recommended for expulsion, and referred to the local police authorities. Students who are in possession of lighters, matches, fireworks, or other products capable of setting fire will be suspended.

## **ASSAULT OF STAFF OR STUDENT**

Any student intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any staff member shall be suspended, recommended for expulsion, and referred to the local police authorities. Any student intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to another student may be suspended, may be recommended for expulsion, and may be referred to the local police authorities.

## **CARE OF PROPERTY**

Students are encouraged not to bring valuable items to the school. Items such as expensive clothing, electronics, shoes, jewelry, etc. are tempting targets for theft. Wilbur Wright Middle School cannot be responsible for the safekeeping of items and will not be liable for loss or damage to such items. Damage to or loss of school equipment and facilities is a waste of taxpayers' money and school funds, which inhibits the school program. Therefore, if a student damages or loses school property, the student and his/her parent/guardian will be financially responsible for the replacement or damage. If the damage or loss was intentional, the student would also be subject to disciplinary action.

## **CLASS OR SCHOOL DISRUPTIONS**

1. A teacher may exclude a student from his or her classroom or activity under his or her supervision for a period not to exceed one day. The student may attend other classes or activities of the school day. The teacher will instruct the student to leave the classroom or activity, will instruct the student to report to the Main Office, and will notify the administration as soon as possible. A decision will be made by the administrator on the proper action to be taken concerning the student. This may include detention(s), suspension, parent conference, and/or a recommendation for expulsion. Repeated referrals from a class for disciplinary problems may result in removal from that class with a failing grade.
2. Students who engage in the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct will be suspended and/or recommended for expulsion.
3. Students occupying any school building, school grounds, or part thereof with intent to deprive others of its use; 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 or corridor or room; preventing or attempting to prevent by the physical act the convening of any school or educational function, or of any lawful meeting or assembly on school property; and/or continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under his/her supervision will be suspended and/or recommended for expulsion.

## **COURTESY**

Students may expect courteous treatment and are expected to be courteous to fellow students, teachers, and other school personnel, and visitors. Students are not to use vulgarity or curse words in the Middle School. Language must be civil and appropriate for a public setting. Students should expect mutual respect, civility, and orderly conduct. Volatile, hostile actions and abusive language will not be tolerated.

### *SUBSTITUTE TEACHERS*

It is important that students treat substitute teachers with the same respect and courtesy as the regular classroom teacher. Students who do not treat substitute teachers with respect will be subject to the same disciplinary procedures as if it were a regular classroom teacher.

## **DEMONSTRATION SPEECHES AND PROJECTS**

Good judgment dictates what may be brought to school for demonstration speeches. Anything potentially dangerous should be avoided. For example:

- Weaponry of any kind;
- Live animals of any kind;
- Skateboards, roller skates, etc.

If there is any doubt, the classroom teacher should be consulted. Projects that may be considered vulgar or offensive should not be brought into the school. Violations may result in disciplinary action.

## **DISPLAYS OF AFFECTION/SEXUAL MISCONDUCT**

Displays of affection between students in school should not be excessive. Students who bring attention to themselves in this way will receive a warning. Should this behavior persist, students will be disciplined, and parents notified. Students engaged in acts of sexual misconduct will be subject to disciplinary procedures.

## **DRESS**

The general policy of the School Town of Munster is to allow as much individual freedom of choice as possible in matters of dress and grooming consistent with cleanliness, decency, and appropriateness supporting the school's mission promoting social responsibility. We have a responsibility to prepare students for adulthood, which includes the requirement to meet certain dress standards for many occupational obligations and social functions. As part of the responsibility, the following criteria will be used to evaluate a student's appearance while attending school and school-related functions. Proper attire is defined as clothing that does not create a health or safety hazard, which does not cause a school disruption and which is not distracting to the learning environment or demeaning to other students or staff members. The final decision regarding appropriate/inappropriate clothing rests with the administration.

Examples of inappropriate clothing during the school day:

- Garments that have pictures and/or writing that is vulgar, suggestive, indecent, or otherwise offensive are not permitted. Garments with pictures of or allusions to drugs, or alcoholic drinks, and/or gangs/unauthorized organizations are not allowed.
- Clothing that is too revealing, including but not limited to clothing that is transparent, displays the midriff, undergarments (of any type), or displays areas in which undergarments should be worn.
- Clothing that does not allow a full range of motion, such as sitting, bending, or reaching without requiring frequent readjustments are not allowed.
- Eccentric apparel or grooming that could cause distraction or interference with school purpose is not permitted.
- Students are expected to store their coats in their lockers during the school day.
- Excessively tattered, torn, or provocative clothing is not permitted.
- Hats, head coverings, or any item that obscures the face or ears may not be worn inside the school. during school hours.
- Excessively baggy clothes are not acceptable.
- Sunglasses are not to be worn or visible at any time in the building.
- Shoes are to be worn at all times, unless in the process of changing for a class, athletic event, or participating in an approved school activity requiring no shoes (for example swimming)

1st offense = Written warning

2nd offense = 30-Minute Detention

3rd offense = 1-Hour Detention

4th offense = 2 - Hour Detention

5th offense = I.S.S.

6th offense = O.S.S.

*See the Athletic Handbook for appropriate dress for athletes practicing in the school.*

## **ELECTRONIC DEVICES**

Electronic devices (including but not limited to: cellular phones electronic games, MP3, iPod, smart watches, PSP etc.) not conducive to the school setting are not permitted to be used anywhere in the school during the regular school day. Failure to follow this policy will lead to the device being impounded by the school administration, parents will be notified, and the student may be suspended. Laptops, PDAs, eReaders, and handheld computers may only be used with the express permission of the classroom teacher. Students are not allowed to wear earbuds, or headphones, in the building without explicit permission from a classroom teacher for a class activity. Students may not bring their personal computers to school.

Electronic device violations that occur during state testing or College Board testing may result in additional disciplinary consequences.

**Cellular phones and headphones or earbuds** of any type must be turned off and secured out of sight from the first hour to the conclusion of the school day. Students who have their cell phones impounded give the school administration consent to access voicemails,

text messages, call logs, picture galleries, memory cards, etc. when there is a reason to believe they contain evidence of a school rule or law violation.

Consequences for having an electronic device impounded include the following:

1<sup>st</sup> offense — 30-Minute detention, and device kept until the end of the day;

2<sup>nd</sup> offense — 1-Hour detention and device kept for one week;

3<sup>rd</sup> offense — 2-Hour detention and device kept for one week

4<sup>th</sup> offense — I.S.S. and device kept for one week;

5<sup>th</sup> offense— OSS and device kept for one week;

All further infractions will result in out-of-school suspensions

A parent may pick up the electronic device at the end of the school day prior to the week expiring.

## **EXTORTION OR THREAT OF EXTORTION**

Any student who threatens or intimidates any student for the purpose of, or with the intent of, obtaining money or anything of value from another student shall be suspended, may be referred to local police authorities, and/or recommended for expulsion.

## **FALSE ALARM**

A student apprehended for making a bomb threat, intentionally activating a device that triggers the alarm, such as a smoke bomb, or for tampering with a fire alarm or any other alarm system that might endanger the safety of the occupants of a school building, property, or responding emergency equipment, shall be suspended, may be recommended for expulsion, and reported to the local police authorities.

## **FILMING**

Students may not use any device to photograph or record the activities (audio or video) of other students or district personnel while on school property or a school-sponsored activity unless expressly authorized in advance by the building principal or designee and with the consent of the individual(s) being recorded. Students may not clandestinely photograph or record anyone or distribute captured content that violates school policies and/or causes harm. Students who violate this policy will face appropriate disciplinary consequences, including suspension and expulsion.

## **FIGHTING**

Students who intentionally cause or attempt to cause physical injury or intentionally behave in such a way that could reasonably cause physical injury to any person may be suspended for 5 days or suspended for 10 days and recommended for expulsion.

## **FOOD COURT**

Students are expected to keep the Food Court clean. This includes returning trays, dishes, and eating utensils to the tray return track. Students who continually refuse to clean up after themselves are subject to disciplinary action, which may include clean-up detail in the Food Court during their lunch hour, or after school.

## **FORGERY**

Forgery of a parent or staff signature by students may be grounds for suspension.

## **GAMBLING**

Students at Wilbur Wright Middle School are not permitted to participate in games of chance, which involve the taking of other students' money or belongings. Cards, dice, and other items, which can be used for the purpose of gambling, are not permitted at Wilbur Wright Middle School. Games such as flipping, matching, or pitching coins will also not be permitted. Participation in "pools" is not permitted. In instances where gambling among students is found to be occurring, materials that students are using for this purpose, such as cards and dice, will be impounded by school administrators, parents will be notified, and the students may be suspended.

## **HALLWAYS**

1. Students are not to litter the hallways.
2. Students should not carry food or drink purchases from the Food Court into the hallways or Commons.
3. Students should not run in halls.
4. Students, including all teacher and office aides, are not to be in hallways during class periods without a valid hall pass.
5. Students are to clear the hallways during lunch periods by the end of the passing periods.
6. Students should not congregate as to obstruct students from moving from class to class.
7. Passing periods should be used to move from class to class.

## **HARASSMENT/BULLYING**

It is the policy of the School Town of Munster to maintain a learning and working environment that is free from harassment based on age, race, color, religion, handicapping conditions, or national origin. Students who harass and/or bully other students, with the intent to harass, ridicule, humiliate, or harm the other student or staff, may be subject to suspension and/or expulsion. (a) Bullying is prohibited by schools within the School Town of Munster. Students who commit any acts of bullying are subject to discipline, including but not limited to suspension, expulsion, arrest, and/or prosecution.

(b) Definition: “Bullying” is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

- 1) places the targeted student in reasonable fear of harm to his or her person or property;
- 2) has a substantially detrimental effect on the targeted student’s physical or mental health;
- 3) has the effect of substantially interfering with the targeted student’s academic performance; or
- 4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying does not include, and should not be interpreted to impose any burden or sanction on, the following:

- participating in a religious event;
- acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- participating in an activity consisting of the exercise of a student's freedom of speech rights;
- participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- participating in an activity undertaken at the prior written direction of the student's parent; or
- engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

(c) Applicability: The School Town of Munster prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the school district, and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. Wilbur Wright Middle School prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

(d) Education: Wilbur Wright Middle School will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 6 through 8, as well as staff, in accordance with Indiana law.

(e) Reporting: Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to immediately report the situation to an appropriate staff member such as a teacher, school counselor, or administrator (including the school district lead administrator). All staff, volunteers, and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If a staff member does not know whom to make a report to, he or she should report directly to the building principal or school district lead administrator. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to the extent permitted by law. The School Town of Munster will act appropriately to discipline staff members, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying. The school district will act appropriately to discipline students, staff members, visitors, or volunteers who make false reports of bullying.

(f) Investigation: Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification, and review and an assessment of whether bullying occurred. The investigation will be initiated within five (5) school days of the report to the designated school administrator and will ordinarily be completed within fifteen (15) school days.

(g) Intervention/Responses: If a report of suspected bullying is substantiated through an investigation, then the school district shall take appropriate intervention and responses as consistent with policy and procedure. Wilbur Wright Middle School will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of bullying. Disciplinary actions against the bully may include but are not limited to suspension and expulsion. Also, if the acts of bullying rise to the level of a serious criminal offense, the matter may be referred to law enforcement. Wilbur Wright Middle School shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

(h) Parental Involvement: Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within two (2) school days after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and school district policy.

(i) Reporting to IDOE: Each school within the school district will record and report to the district lead administrator or his or her designee the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic/written communication bullying (or a combination of two or more of the above categories). The corporation lead administrator or his or her designee shall report the number of bullying incidents by category for each school and the entire corporation for each school term to the Indiana Department of Education by July 1. (I.C. 5-2-10.1-12, I.C. 20-20-8-8, I.C. 20-26-5-34.2, I.C. 20-30-5-5.5, I.C. 20-33-8-0.2, I.C. 20-33-8-13.5, I.C. 20-34-6-1)

## **INSUBORDINATION**

Failure to comply with directions of teachers or other school personnel is grounds for suspension and/or expulsion. Students who engage in insubordinate behavior, including but not limited to, failure to comply with directions, argumentative and confrontational behavior with staff, and/or refusal to report to the main office when requested, may be suspended for 3 days. Upon a second incident of insubordination in a school year, the student may be suspended for 10 days and recommended for expulsion.

## **INTIMIDATION**

Use of violence, force, noise, coercion, threat, intimidation, bullying, fear, passive resistance, or other comparable conduct toward a student or staff member may result in suspension and/or expulsion.

## **LAPTOP POLICY AND LAPTOP DAMAGE**

Physically damaging technological equipment, tampering with essential command files, creating computer viruses, inappropriately using the Internet, email, voicemail, and other behaviors that constitute attempts to destroy, abuse, distort, or misuse technological equipment will result in disciplinary action. Filming or audio recording of staff members or students without explicit permission is subject to discipline. Filming or audio recording of staff members or students without explicit permission is subject to discipline. Students who engage in repeated misuse of technological equipment may face suspension and/or recommendation for expulsion. Students who repeatedly misuse technological equipment, including laptops, will be issued fines and could be referred to local police authorities. For additional clarification, refer to the district's 1:1 Laptop Agreement and Acceptable Use Policy. Students can be and will be assessed restitution and damage fees for neglect of school equipment.

## **PLAGIARISM/ACADEMIC DISHONESTY**

Cheating, plagiarism, or academic dishonesty of any kind with respect to any assigned work, paper, or examination may be grounds for suspension.

Academic dishonesty includes, but is not limited to, wrongfully giving or receiving help during an academic exam, wrongfully obtaining a copy of test or scoring devices, copying another student's answers during the test, providing another student with answers to or copies of test questions, having another person impersonate you or impersonating another student for academic assistance, duplicating any portion of another student's homework, assignment, project or test, having someone else complete any portion of your homework, assignment, project or test, and using or having available notes, electronic devices, or other unpermitted materials during a "closed book" tests.

Plagiarism refers to intentionally copying from another student, or enabling someone else to do so; or using someone else's (classmate or published author) words without using quotation marks. Examples of plagiarism include using a paper that was previously turned in by you for a similar assignment, using a paper turned in by another student for a similar assignment, cutting and pasting passages or portions of papers from those off the internet or previously used papers without proper citation, and copying a passage someone else's ideas, opinion, or theory without giving proper citations.

Students who plagiarize an assignment or cheat on a test will receive a zero for that activity. A teacher may allow a student to make up an assignment for a first offense. A second offense could result in the student getting an "F" for the nine weeks grading period, and a third offense will result in a failing grade for the semester. Any offense of this nature, which disrupts the educational process, will also result in a student suspension for up to five days.

### **POSSESSION OR USE OF A WEAPON**

In accordance with Indiana Code 20-33-8-16, a student who is identified as bringing a firearm on school property must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of one (1) year period. According to IC 35-47-1-5, "firearm" means any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion." A student who is identified as bringing a deadly weapon on school property may be expelled for a period of not more than one (1) calendar year. "Deadly weapon" (I.C.35-41-1-8) is defined as 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; (2) an animal that is readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

### **PROVOCATION**

Students who encourage fighting, violence, threaten violence, or use fighting language will be disciplined based on the level of provocation.

### **SIGNS AND POSTERS**

Bulletin boards and tack strips are located throughout the building. Administrators must approve all posters and signs that are to be displayed in the building. Posters or announcements must not be placed on glass, doors, or painted surfaces. Posters should be placed as neatly and attractively as possible. Each activity will be allowed a maximum of 10 posters throughout the building. All publicity, announcements, and posters should be taken down as soon as possible after they become out of date. Posters should reflect good taste and judgment. Students and student organizations should use bulletin boards provided for their use throughout the building. Thumbtacks, staples, and pushpins may be used on these bulletin boards.

### **SMOKING**

Students are not permitted to smoke, use, possess, sell, or transmit any tobacco products or tobacco substitutes (E-Cigs, Juuls, nicotine gum, Hookah smoking products) or products that are capable of supplying an inhalable dose of nicotine at school. This policy shall apply to all students before, during and after school hours at school, in any school building and on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school-approved activity, event or function; or during any period of time when students are subject to the authority of school personnel. For definitions of tobacco products, see I.C. 35-46-1-1.3 & I.C. 35-46-1-1.5

1<sup>st</sup> Offense: Two Days of I.S.S. and parents contacted.

2<sup>nd</sup> Offense: Three-day suspension or attendance at a smoking cessation clinic and/or medical intervention.

3<sup>rd</sup> and Subsequent Offenses: Five-day suspension and/or expulsion.

In addition, for every tobacco offense, students will be subject to the following: A person less than 18 years old commits a Class C Infraction if he/she purchases, accepts, or possesses tobacco. The fine is up to \$500. (This law does not apply to those who must handle tobacco in the course of their responsibilities on the job, an exception that should not apply on school grounds).



## **TECHNOLOGY**

The School Town of Munster laptop initiative has become an outstanding resource for students to use that enhances students' understanding of concepts and content. It is necessary that actions be taken to safeguard school computers and other technological tools from various kinds of abuse.

Physically damaging technological equipment, tampering with essential command files, creating computer viruses, inappropriately using the Internet, email, voicemail, or other communication tools will result in disciplinary action. Any behaviors that constitute attempts to destroy, abuse, distort, or misuse technological equipment will result in disciplinary action. Filming or audio recording of staff members or students without explicit permission is subject to discipline.

Students who engage in repeated misuse of technological equipment may face suspension and/or recommendation for expulsion. Students who repeatedly misuse technological equipment, including laptops, will be issued fines and could be referred to local police authorities. For additional clarification, refer to the district's 1:1 Laptop Agreement and Acceptable Use Policy.

Reference Board Policy 7540.03

## **THEFT/VANDALISM**

Students causing or attempting to cause damage to school property, stealing or attempting to steal school property, or repeatedly damaging or stealing school property will be suspended and/or recommended for expulsion. Restitution will be required. Students intentionally causing or attempting to cause damage to private property, stealing or attempting to steal private property, or repeatedly damaging or stealing private property will be suspended and/or recommended for expulsion. Restitution will be required.

## **TRESPASSING**

Students who are in a school building or on school grounds when not normally occupied by students or staff will be considered trespassing and subject to disciplinary action. This includes being in or on an unoccupied part of the building when another part is in use.

## **UNAUTHORIZED ORGANIZATIONS/GANGS**

The School Town of Munster prohibits gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The School Town of Munster prohibits reprisal or retaliation against individuals who report criminal 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 gang activity and similar destructive or illegal group behavior.

Gangs, cults, secret societies, and other unauthorized organizations are harmful to the educational process and threaten the safety of students of the School Town of Munster. Any activity related to a gang or unauthorized organization is strictly prohibited. Related activities include, but are not limited to, verbal and nonverbal communication (gestures, handshakes, earrings, etc.); the wearing of symbols, emblems, colors, clothing or other adornment representing a gang or unauthorized organization; engaging in any activity intended to promote a gang or unauthorized organization including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface, or teaching others to "represent" or act like a member of a gang or unauthorized organization; and any effort to recruit for or further the interest of a gang or to intimidate any other student on behalf of a gang or unauthorized organization. Students who engage in such activity shall be suspended and may be recommended for expulsion and referred to the local police authorities.

### **Definitions**

- A. "Criminal gang," as used in this policy, means a group with at least three (3) members that specifically:
  1. either:
    - a) promotes, sponsors assists in, or
    - b) participates in, or
  2. Requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).
- B. "Criminal gang activity," as used in this policy, means to:
  1. actively participate in a criminal gang;
  2. knowingly or intentionally commit an act:
    - a. with the intent to benefit, promote, or further the interests of a criminal gang; or
    - b. for the purpose of increasing the person's own standing or position within a criminal gang;
  3. knowingly or intentionally solicit, recruit, entice, or intimidate another person into joining a criminal gang or remaining in a criminal gang;



4. threaten another person because of the other person:
  - a. refuses to join a criminal gang;
  - b. has withdrawn from a criminal gang; or
  - c. Wishes to withdraw from a criminal gang when engaged in by a student who attends a Corporation school.

#### **Procedures for Reporting and Investigating Suspected Criminal Gang Activity**

All Corporation employees shall report any incidence of suspected criminal gang activity to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

A Corporation employee who in good faith reports an incident of suspected criminal gang activity in compliance with the procedures of this is immune from any civil or criminal liability for damages arising from his/her actions.

The principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal gang activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation within two (2) instructional days of the report of the alleged incident. The principal may appoint additional staff and may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible but no later than five (5) instructional days of completing the investigation.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal gang activity, criminal gang intimidation, or criminal gang recruitment on Corporation property while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal gang activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal gang activity may range from positive behavioral interventions up to and including suspension or expulsion. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines.

As appropriate, the principal may provide intervention and/or relevant support services and enlist parent cooperation and involvement or take other appropriate action. The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

Support Services may include one or more of the following:

1. Gang Awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in a gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/support for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and incentive to leave gang involvement.
7. School-sanctioned/facilitated extra-curricular activities.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided upon completion of the investigation and issuance of written findings by the principal or designee. The principal shall submit the report to the Superintendent within ten (10) instructional days of completing the investigation. The Superintendent shall report the results of each investigation to the Board on a regular basis during its scheduled Board meetings or work sessions.

The Superintendent is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials. Regardless of the response, local law enforcement will be notified of all alleged gang activity.

### **Annual Reporting of Investigations to the State**

Each school principal or designee shall record the number of investigations of criminal gang activity disposed of internally, and the number of cases referred to local law enforcement (disaggregated by race, ethnicity, age, and gender) and report this information to the Superintendent before the end of each school year.

The Superintendent shall submit a written report to the Indiana Department of Education, on forms developed by the Department, before June 2 of each year outlining the activities undertaken as part of the Corporation's compliance with I.C. 20-26-18. This report shall include the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement for the entire Corporation in the past year, disaggregated by race, ethnicity, age, and gender.

### **Criminal Gang Prevention and Intervention Services and Programs for Students that Maximize Community Participation and the Use of Federal Funding**

The Superintendent may seek Federal funding to implement criminal gang prevention and intervention services and programs, including the following:

- A. Training for staff and teachers on criminal gang prevention and intervention resources on a periodic basis.
- B. Coordination of resources and funding opportunities to support gang prevention/intervention activities.
- C. Integration of available School Resource Officer Programs.

### **UNAUTHORIZED AREA**

Students who enter an area without direct permission or enter areas that are closed or off limits will be subject to discipline. These areas include but are not limited to storage areas and certain restrooms and locker rooms.

### **VULGAR/OBSCENE LANGUAGE**

The use of oral or written language, visual depictions, and/or gestures that are vulgar and/or obscene will not be permitted and may result in student suspension. Students possessing any form of lewd, profane, or indecent material may also be suspended. These materials include but are not limited to magazines, pictures, and digital/web-based content. In a digital world, students need to be mindful of what they access using school equipment and their personal electronic devices. Vulgar or obscene remarks or gestures directed by students toward staff members in the form of name-calling or personal insults will result in suspension and/or expulsion.

## **DISCIPLINARY ACTIONS**

### **30-MINUTE DETENTION**

A 30-minute detention is a disciplinary option assigned to students who have committed rule infractions described in the handbook. Failure to serve an assigned 30-minute detention within one (1) week will result in a 1-hour detention. Repeated violations carry increased penalties at the discretion of the administration.

### **ONE-HOUR DETENTION**

One-hour detentions are a disciplinary option assigned to students who have committed rule infractions described in the handbook. Failure to serve an assigned 1-hour detention within one (1) week will result in a 2-hour detention. Repeated violations carry increased penalties at the discretion of the administration.

### **TWO-HOUR DETENTION**

Two-hour detentions are a disciplinary option for some violations that permit students to avoid loss of classroom time. It is assigned to students who have committed rule infractions described in the handbook. Students who fail to serve a 2-hour detention will receive further disciplinary action that may include I.S.S. or external suspension.

### **LOSS OF PRIVILEGES**

Administration reserves the right to issue a loss of privileges for disciplinary consequences. This could include attending dances, after school functions, extracurricular activities, morning social time, or lunchroom privileges.

## **WORK DETAIL**

At times students may be issued cleaning duties during the school day; these will be reserved for cases in which students leave and create messes in the cafeteria. Students will be issued work details in lieu of traditional discipline. Work detail is not an alternative to discipline.

## **IN-SCHOOL SUSPENSION**

In-School Suspension (I.S.S.) is a disciplinary option that permits students to avoid external suspension for some violations. ISS is an option, not an automatic right, and it will be withdrawn through a student's failure to follow regulations governing the session. Students may be suspended for unacceptable behavior while in ISS. The maximum number of times a student will be assigned to ISS is three (3) per school year. Beyond that number, the student will receive an external suspension.

## **ALTERNATIVE DISCIPLINE**

Wilbur Wright reserves the right, with the consent of parents, to issue community service at Wilbur Wright in lieu of suspensions or detentions. Students will be assigned time outside of the school day when they will assist school personnel with grounds work and cleaning in and around Wilbur Wright. This program serves as an opportunity for parents and administration to use alternatives to suspension for certain behaviors. The alternative discipline will only be offered on a case-by-case basis and with the parent's written consent. Students will only be afforded alternative discipline five (5) times in a school year. The administration does not have to exhaust alternative discipline in order to recommend suspension and or expulsion from school.

## **SUSPENSION**

Students may be suspended from school for violating rules and regulations listed in sections B and C of the RULES AND STANDARDS OF STUDENT CONDUCT. Students suspended from school are excluded from the building and all school activities commencing at the time the student is notified of his/her suspension verbally or in writing until the time at which the student is allowed to return to classes. Suspended students found on school property during school hours, at any school activity, or riding a school bus are regarded as trespassers and will be treated accordingly. Students who are suspended from school can make up any examination or submit any projects that were due during the term of the suspension upon their return to school. Guidelines for make-up work when exams or assignments are due following a suspension may be found in the corresponding section in the student handbook. Students under eighteen years old who are suspended from school for the second time during the school year are prohibited from being issued a driver's license or permit from the Indiana Bureau of Motor Vehicles. If the student has already been issued a driver's license or permit, it will be invalidated by the Bureau of Motor Vehicles upon receiving a second suspension or any expulsion from school. The maximum number of times a student will be suspended from school is four (4) per school year. Beyond that number, the student will be recommended for expulsion.

## **EXPULSION**

No student expulsion will be for a longer period than the remainder of the school year in which it took effect if the misconduct occurs during the first semester; however, whenever the expulsion takes place during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the Superintendent or expulsion examiner. See Section V from the RULES AND STANDARDS listed below for further information regarding expulsions.

## **RULES AND STANDARDS CONCERNING THE CODE OF CONDUCT FOR THE STUDENTS OF THE SCHOOL TOWN OF MUNSTER**

**PREAMBLE:** The rules and standards of conduct set forth here are considered by the School Town of Munster to be reasonably necessary to (1) carry out any educational function or school purposes; (2) prevent any interference with the carrying out of any educational function or school purposes; and (3) assure an orderly and efficient educational system for all students.

The rules and standards adopted by the Board of School Trustees shall be applicable to each and every student enrolled in the School Town of Munster.

The Board of School Trustees reserves the right to alter or amend these rules and standards from time to time provided, however, no rule or standard (except those concerning the movement of students, motor vehicles, daily instruction, operation and schedule of classes or other standards relating to the manner in which an educational function is carried out) shall be applicable to any student until a written

copy thereof is made available or delivered to the student or his parent, or is otherwise given general publicity within all of the school buildings.

Indiana Code Section 20-33-8-0.2 through 20-33-8-34, including the definitions contained therein, have been made a part of this document by Resolution of the Board of School Trustees. The Indiana Code definitions specifically include, but are not limited to, the definitions of School Purposes (I.C. 20-33-8-4), Educational Function (I.C. 20-33-8-2), Expulsion (I.C. 20-33-8-3), and Suspension (I.C. 20-33-8-17). A full and complete copy of the Indiana Code is available for inspection at the Superintendent's office during regular business hours.

### ***I. STUDENT DISCIPLINE***

- A. Each teacher and any of the other school personnel (including, but not limited to, student teachers, bus drivers, teacher's aides, and secretaries) shall, when students are under the individual's charge, have the right to take any action which is then reasonably necessary to carry out, or to prevent an interference with the educational function that he individual supervises. Teachers and other school personnel may not suspend or remove a student from school or from any educational function within the supervision of a teacher or any of the other school personnel for a period that does not exceed five school days unless the removal is treated as a suspension.
- B. The superintendent, principal, administrative personnel and teachers are authorized to take any action in connection with the student behavior, which is reasonably necessary to ensure a safe, orderly, and effective educational environment. Such action may include, but is not limited to:
  - 1. Counseling with a student or group of student
  - 2. Conferences with a parent or group of parents
  - 3. Assigning students additional work
  - 4. Rearranging class schedules
  - 5. Requiring a student to remain in school after regular hours to do additional work or for counseling
  - 6. Removing a student from athletic activities, non-credit school activities, or school-provided transportation
  - 7. Restricting extra-curricular activities of a student

### ***II. SUSPENSION***

- A. Any student who violates any one or more of the following rules and standards of behavior may be suspended for a period of no more than ten (10) school days:
  - 1. Failing to attend school for one or more designated periods during any school day for any reason other than illness or death in the immediate family without the express permission of the school administration
  - 2. Leaving school property for any reason during any school day without the express permission of the school administration
  - 3. Being late to the assigned school buildings or classroom
  - 4. Smoking or possessing tobacco
  - 5. Possessing, using or transmitting any substance which looks like (i.e., the so-called look-alike drugs) any form of marijuana, any stimulant, any intoxicant, any narcotic, any depressant, or any hallucinogenic drug (Use of medication by a student prescribed by a medical doctor, a dentist, other health care provider authorized by law to prescribe medication for that student shall not constitute violation of rules. Any student who is unsure if possession, use or providing another person with any particular medicine or substance would violate these rules should consult the building principal or assistant principal before possessing, using or providing the medication or substance.)
  - 6. Possessing or providing to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of controlled substances. Examples of these drug-related paraphernalia which are not to be possessed or provided to another person are:
    - a. Pipes
    - b. Clips
    - c. Rolling papers
    - d. Needles
    - e. Syringes, etc.
    - f. Juuls or similar vaping device
  - 7. Tampering with or misusing the firefighting equipment and fire alarm system of the School Corporation
  - 8. Parking a vehicle on school property during any school day without the express permission of the school administration

9. Using cards, dice or other instrument for the purpose of gambling and/or gambling
  10. Lack of personal cleanliness
  11. Wearing articles of clothing that are distracting, unclean, cause maintenance problems, or are inappropriate for school activity
  12. Wearing clothing and/or hair styles that could cause bodily injury in such activities as shop, lab work, physical education, and art
  13. Failing to wear shoes, sandals, boots, or appropriate footwear in the school building
  14. Using the school facilities or the school grounds for advertising or promoting any interest of any group, person, firm, corporation, agency, organization, or cause without the prior written consent of the school administration
  15. Cheating, plagiarism, or dishonesty of any kind with respect to any assigned work, paper, or examination
  16. Fighting
  17. Participating in conduct constituting grounds for expulsion or suspension as set forth in paragraph C below
  18. Violating any other rule or standard of behavior adopted by the School Board
- B. The grounds for suspension in Section A apply when a student is:
1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
  2. Off school grounds at a school activity, function, or event, or;
  3. Traveling to or from school or a school activity, function, or event.
- C. In addition to the grounds for suspension, a student may be suspended 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 and protect persons on school property including any unlawful activity during weekends, holidays, other school breaks and the summer period where the student may not be attending school classes or other school classes.

### **III. SUSPENSION PROCEDURES**

- A. A suspension may be imposed upon a student only after the principal or designee has made an investigation of the alleged misconduct and a determination has been made that the suspension is necessary to help the student or to prevent interference with an educational function or school purposes. However, a student may be suspended by a hearing examiner until the date of the expulsion hearing if the hearing examiner determines that such suspension is necessary.
- B. Suspension may not be made without first affording the student an opportunity for a meeting at which time the student will be given a written or oral statement of the charges against him or her, a summary of the evidence against the student if he or she denies the charges, and an opportunity for the student to explain his or her conduct.
- C. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such a situation, the notice and informal hearing shall follow as soon as reasonably possible after the suspension.
- D. Following such suspension, the principal shall send a written statement to the student's parent describing the student's conduct, misconduct or violation and the reasons for the action taken. The principal shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school. Failure of the parent to participate in a conference with the principal will not justify extending the period of the student's suspension.

### **IV. EXPULSION**

- A. The superintendent may (a) separate a student from school attendance for a period of more than ten (10) days; (b) separate a student from school attendance in accordance with Paragraph d, below, unless a student is permitted to complete required examinations in order to receive credit for courses taken in the then current semester or current year; or (c) impose some other type of penalty upon the student which automatically prevents him from completing within the normal time his overall course of study in any school if the student violates any one or more of the following rules and standards of behavior:
  1. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subsection: (1) occupying any school building, school grounds, or part thereof with intent to deprive others of its use; (2) 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 or corridor or room; (3) setting fire to or substantially damaging any school building or property or attempting to set fire or cause damage to any school building or property; (4) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose. This includes the use of attempted use of pipe bombs, Molotov cocktails, or other explosive or incendiary devices; (5) prevention of or

- attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property or at a school-related activity, including the making of a false report of a bomb, fire or uncommon disease-producing organism, as well as triggering a false alarm or delivering or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity; (6) continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision. This subsection shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States; and (7) through any means of communication, including gestures, symbols, or signals, placing any student, teacher, employee or other person in fear of harm to one's self, a family member, or personal property. This includes such conduct as threatening to get the person, creating a hit list of persons who are to be put in fear of harm, or warning the person that a family member could get hurt or one's car or other property damaged.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property, or repeatedly damaging or stealing school property.
  3. Intentionally causing or attempting to cause damage to private property, stealing or attempting to steal private property, or repeatedly damaging or stealing private property.
  4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
  5. Threatening or intimidating any person for any purpose including obtaining money or anything of value from such student.
  6. Knowingly possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon, provided, however, that a student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt from the application of this Subparagraph f. so long as the knife is used as part of or in accordance with the approved organized activity.
  7. Knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this rule. A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually and must include the following information:
    - a. Physician's statement that the student has an acute or chronic disease of medical condition for which medication has been prescribed.
    - b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    - c. The student has been instructed in how to self-administer the prescribed medication.
    - d. The student is authorized to possess and self-administer the prescribed medication.
  8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students, or constitutes an interference with school purposes or an educational function.
  9. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
  10. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    - a. Engaging in sexual behavior on school property;
    - b. Disobedience of administrative authority
    - c. Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
    - d. Failing to tell the truth about any matter under investigation by school personnel.
  11. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when he is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  12. Engaging in any activity forbidden by the laws of the State of Indiana, which constitutes an interference with school purposes or an educational function.
  13. Violating or repeatedly violating any of the rules and standards of behavior adopted by the School Board.
  14. Possessing a firearm or bomb.
    - a. No student shall possess, handle or transmit any firearm or bomb on school property.
    - b. The following devices are considered to be a firearm under this rule:



- i. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - ii. The frame or receiver of any weapon described above
  - iii. Any firearm muffler or firearm silencer
  - iv. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge, mine, or similar device.
  - v. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant.
  - vi. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
  - vii. An antique firearm
  - viii. A rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
- 1.) For purposes of this rule, a bomb is any explosive or incendiary device designed to release destructive materials or force or dangerous gasses that is detonated by impact, proximity to an object, a timing mechanism, a chemical reaction, ignition, or other predetermined means. See, I.C. 35-47.5-2-4 (b) for exception to this general definition.
  - 2.) The penalty for possession of a firearm: 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 length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
  - 3.) The superintendent shall notify the appropriate law enforcement agency when a student is expelled under this rule.
15. Possessing a deadly weapon
- a. No student shall possess, handle or transmit any deadly weapon on school property.
  - b. The following devices are considered to be deadly weapons as defined in I.C. 35-31.5-2-86:
    - i. 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.
    - ii. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
      - a. 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.
      - b. The superintendent shall notify the appropriate local law enforcement agency when a student is expelled under this rule.
16. 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. This rule does not apply to transfer tuition students.
17. The grounds for expulsion in Section IV.A apply when a 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;
  - b. Off school grounds at a school activity, function, or event, or;
  - c. Traveling to or from school or a school activity, function, or event.
- B. 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.

## V. **EXPULSION PROCEDURES**

- A. When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:
  1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
    - a. Legal counsel



- b. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
  - 2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion period.
  - 3. The notice of the right to an expulsion meeting will be in writing, delivered by a certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
  - 4. At the expulsion meeting, the principal (or designee), will present evidence to support charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
  - 5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.
- B. The Board of School Trustees of School Town Munster has voted not to hear appeals from expulsion decisions pursuant to IC 20-33-8-19 (f). Therefore, a student or parent may appeal an expulsion decision only to the Circuit of Superior Court in the county in which the student resides and the appeal is limited to the issue of whether the governing body acted without following the procedures required under IC 20-33-8-19.

**VI. PERIOD OR TERM OF EXPULSION**

- A. No expulsion of a student shall be for a longer period than the remainder of the school year in which it took effect if the misconduct occurs during the first semester; however, whenever the expulsion takes place during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the Board of School Trustees. The Superintendent may require that a student, who is at least sixteen (16) years of age and who wishes to re-enroll after an expulsion, attend an alternative program.
- B. Any expulsion taking effect more than three (3) weeks prior to the beginning of the second semester of any school year must be reviewed prior to the beginning of the second semester. The review shall be conducted by the hearing examiner after he or she has given notice of the review to the student and the student's parents. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing examiner that the student be reinstated for the second semester.
- C. Any expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review shall be conducted by the hearing examiner after the hearing examiner has given notice of the review to the student and to the student's parent. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing examiner that the student be reinstated for the upcoming school year.

LEGAL REFERENCE: 20 U. S. C. 8921

20 U. S. C. 8922

I.C. 20-33-8-0.2 et seq

**INTERROGATION AND SEARCHES**

**STUDENT LOCKERS**

School lockers are the property of the School Town of Munster and are made available for the use of students. The student, upon use of said lockers, accepts the use of the lockers under the following conditions:

- 1. A student must use only the assigned locker.

2. A student can use the assigned locker only for storing school supplies, books, clothing, and personal items necessary for use at school, and cannot use a locker for items that school rules prohibit upon school property.
3. If any student violates the above provisions of the school locker policy, the student's use of his or her assigned locker is immediately terminated, and the student must remove all possessions from the locker upon being given notice by the School Town.
4. The School Town has the right to enter and to inspect and to search any locker and its contents at any time by a Principal or other member of the administrative staff designated in writing by the Principal. Other than a general search and inspection of lockers of all students, any search and inspection conducted shall be, when possible, conducted in the presence of the student whose assigned locker is the subject of the search and inspection. In the absence of the student, the Principal or designee will assign a second person to be present during the search and inspection of the locker. A law enforcement agency having jurisdiction over the geographic area of the School Town may, at the request of the Principal or designate, assist the school administrators in searching and inspecting a locker and its contents.

### **STUDENT SEARCH**

When there is reason to believe that illegal and/or prohibited items in violation of school rules and policies are on a student's person, the Principal, Assistant Principal or the Principal's designee is authorized to conduct a search of the student's outer clothing for the purpose of removing such items.

For a search beyond the outer clothing, the Principal, Assistant Principal or Principal's designee may conduct such a search provided the following conditions exist:

1. The searching party or designee has received reliable information from an individual that he or she had actually seen narcotics, illegal and/or prohibited items recently in the possession of the student to be searched, or
2. The party or designee conducting the search has personally observed illegal and/or prohibited items in the possession of the student, or
3. The person or designee conducting the search has information that the student admitted possession of the illegal and/or prohibited items and gave its location.

During the above search, the Principal and/or assistant and/or designee will be present along with one other adult employee of the school. All will be of the same sex as the student being searched, and such search will be conducted in an appropriate and private area. The removal of a student's underwear during the search is prohibited.

### **INTERROGATION OF A STUDENT BY LAW ENFORCEMENT PERSONNEL**

Interrogation by law enforcement personnel should be done at the student's residence or police station and not on school property. The following exceptions may apply:

1. An incident involving a violation of a school rule or policy where a law enforcement officer has been requested to investigate it.
2. An incident where a law enforcement officer has probable cause to believe that a student has committed a delinquent act that could seriously impair or seriously endanger the well-being of other students.
3. Interrogation taken under an order of Court.

### **CUSTODY OF A STUDENT BY LAW ENFORCEMENT PERSONNEL**

Law enforcement personnel may take custody of a student on school property or during school supervised activities under the following circumstances:

1. By a court order, or
2. When the law enforcement officer has probable cause to believe the student has committed a delinquent act, or
3. When the law enforcement officer, a probate officer, or caseworker acting with probable cause believes the student will be seriously impaired or could seriously endanger others if immediate family services are not provided and there is not an opportunity to obtain a court order.

## **SECTION 3: ACADEMICS & GUIDANCE**

### **GUIDANCE**

Students are assigned to a counselor and social worker by the first letter of the student's last name. Students may meet with a counselor about concerns, educational plans, and goals. In addition, the guidance department provides social work services that provide individual

and group counseling. Students may get a pass from a member of the staff or fill out a request form in the Guidance Office to set up a meeting.

### **ADDING AND DROPPING CLASSES**

On the first day of school, students must follow the schedule received during registration. If a student wishes to change a class, the student must complete a Guidance Appointment Request form located in the Guidance Office. If the request is appropriate, the counselor will schedule an appointment, and the student will be notified. The student must acquire a parent signature on a Schedule Change Request Form for any change to required classes. Schedule change requests are handled on an individual basis, and a course can only be added if the change does not cause the overcrowding of classes. **Classes may be added only during the first five school days of the semester. Schedule changes are not permitted to accommodate teacher or lunch requests. Students may not request to have a specific class at a particular time. All students are required to enroll in a lunch period. Drops from honors placement to the general education setting will take place at the end of a quarter or semester.**

### **8<sup>th</sup> GRADE RECOGNITION CEREMONY**

To participate in recognition ceremony exercises, students must be in good standing as a student the day before the ceremony. Students must also have all outstanding fees submitted to the bookkeeper. Students are required to attend the recognition ceremony practice in order to participate.

### **STUDENT AGENDAS**

The school will have agendas available for purchase at the beginning of the year. Students are encouraged to use an agenda or a tracking system to maintain essential notes, assignments, and upcoming assessments. At times Guidance may implement an organization system to help assist students with academic achievement.

### **STANDARDIZED ASSESSMENTS**

To measure student progress, students will be tested in accordance with state standards and corporation policy. Makeup dates are scheduled, but unnecessary absences should be avoided. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Depending on the type of testing, specific information, and/or parent consent may need to be obtained. The school will not violate the rights of consent and privacy of a student participating in any form of evaluation.

6 <sup>th</sup> Grade	NWEA (Fall, Winter, and Spring) & ILEARN (April/May)	
7 <sup>th</sup> Grade	NWEA (Fall, Winter, and Spring) & ILEARN (April/May)	
8 <sup>th</sup> Grade	NWEA (Fall, Winter, and Spring)& ILEARN (April/May)	PSAT 8/9 (October)& InView (January)

### **STUDENT PROGRESS REPORTS**

Progress reports will be available at the conclusion of the first and third grading periods for both semesters. Progress reports will consist of a letter grade and possible comments from the teacher. Students who are doing unsatisfactory work, D or F, will be given suggestions for improvement on the Progress Report.

Report cards will be issued at the conclusion of the first and second semester (second and fourth nine weeks). Parents are strongly encouraged to utilize the PowerSchool Parent Portal to monitor student progress. Parent Portal usernames and passwords will be issued with the student schedule at registration in August. Report cards will consist of a letter grade and overall grade point average. If the parents of a child are separated or divorced, both parents will have the right to be informed of their child's progress in school unless forbidden by court order on file in the Principal's office. To receive written reports and notification of conferences, a non-custodial parent will make such a request through the Guidance Department.

## **HOMework POLICY**

Homework serves a valuable role in the academic progress and achievement of students. Students should expect to have homework on a daily basis. Homework is assigned to establish key foundations in learning, to build interest, to help students apply and internalize skills and concepts and develop responsible students.

Wilbur Wright follows the guidelines proposed by the National PTA and the National Education Association that students should have 10 minutes of homework per grade level. (6<sup>th</sup> grade= 60 minutes; 7<sup>th</sup> grade= 70 minutes; 8<sup>th</sup> grade= 80 minutes)

### **ADMINISTRATION'S ROLE**

School administration will:

1. Communicate the homework policy and procedures to teachers, parents, students and the community;
2. Coordinate and monitor homework guidelines within the grade levels, teams or departments and among teachers;
3. Reinforce the concept that homework should be reasonable and for the benefit of the student;
4. Facilitate discussions between parents and teachers concerning homework issues;
5. Evaluate and revise homework guidelines as needed and as research supports.

### **Teacher's Role**

Teachers are responsible for being deliberate in assigning appropriate homework and preparing the students for those assignments. Parents and students should be informed of the **HOMework POLICY** and **PROCEDURES** at the beginning of the school year through individual room management plans and course syllabi. These guidelines may need to be revised, and teachers should make clear communication home with parents.

The following guidelines are suggested to assist teachers in planning proper homework assignments.

1. Homework assignments should allow parents to know what their child is doing in school.
2. Homework assignments should be clear and specific. Unfamiliar or unexplained homework assignments will only cause confusion and frustration for the students and parents.
3. Homework should be assigned to enhance, reinforce, or extend instruction from the classroom.
4. Homework should be reviewed, results shared, and recorded as necessary in a timely manner.
5. Homework should be an integral part of the classroom. It should never be construed as punishment or assigned for disciplinary reasons.
6. Care should be taken to avoid overburdening a student with excessive daily homework assignments. Assignments should fall well within the guidelines as listed above.
7. Teachers should be aware of their colleagues' assignments and practices and coordinate assignments, so students do not receive major projects simultaneously. Assignments should be reasonable and fall within the time guidelines as listed above.
8. The teacher will notify parents if a student consistently fails to complete homework.

### **Student's Role**

At the middle school level, students begin to take a much larger level of ownership in the educational process, and success with homework is much more dependent upon the effort of the student. Each student is responsible for good work and study habits. The following guidelines are suggested to assist students in completing their homework assignments.

1. The student should clarify with the teacher before leaving class any questions pertaining to the instructions – the purpose, procedures, and due date.
2. The student should:
  - Take home any materials and information needed to complete the assignment;
  - Set aside a special time to do assignments;
  - Organize assignments for completion in a reasonable length of time;
  - Keep an assignment notebook or log;
  - Check complete assignments carefully and return all completed work;
  - Take advantage of peer tutoring and morning study tables;
  - Follow school rules for obtaining and completing missed assignments.

### **Parents'/Guardians' Role**

Parental cooperation and assistance is an essential and necessary factor in building responsibility and concept mastery. Parents should encourage their children by providing support, showing interest, and exhibiting a helpful, positive attitude by using the following guidelines:

1. Provide a quiet, well-lighted place to study that is free from excessive distractions
2. Monitor PowerParent and Blackboard to check on the student's grades, homework assignments, and completion.
3. Establish regular homework times and routines.
4. Encourage and support efforts of their students and be available for questions, but remember homework is the student's responsibility, not the parent's
5. Encourage the student to seek help and ask the teacher questions regarding the assignment. (Email is free and always available.)
6. Work with and communicate with teachers to arrive at high, but having realistic expectations.
7. Be informed about activities at school, along with school policies.
8. Monitor the student's time spent viewing television, recreational computer/technology use, and socialization.
9. Respect the school calendar and stress the value of regular school attendance.
10. Be attentive to the student's physical, social, and emotional needs.
11. Prioritize sleep schedules and adequate sleep each night.

When absent, students and parents should access the teacher's Blackboard webpage to find out about missing work. A link to Blackboard is posted on the school's webpage. Please see the makeup work policy.

## **PARENT CONFERENCES**

Parents should contact their child's teacher to discuss concerns prior to requesting a conference with a counselor or administrator. Conferences may include teacher(s), counselor, parent(s), the student, and an administrator. Whenever possible, these conferences are scheduled on school time.

### **Student Conferences**

A student may request a conference to discuss his/her personal or academic problems with his/her teachers, counselor, or administrator.

### **Parent Conferences**

Parent/Teacher conferences are scheduled at the conclusion of the first nine weeks. Any further conference should be scheduled with the teacher.

## **GRADING SYSTEM**

The letter grades A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, NG, and I are used for all students in all academic areas.

Standardized Grading Scale:

100 – 93%	A	72 – 70%	C-
92 – 90%	A-	69 - 67%	D+
89 - 87%	B+	66 - 63%	D
86 – 83%	B	62 - 60%	D-
82 – 80%	B-	59% or below	F
79 – 77%	C+	No Grade	NG
76 – 73%	C	Incomplete	I

An Incomplete (I) for a grading period needs to be made up within 4 weeks from the end of that grading period. After that time, the grade becomes an F.

## **GRADE POINTS**

Wilbur Wright will calculate grade points to use for academic awards and accolades throughout a student's academic middle school career, beginning with the 21-22 school year.

A = 4.00  
A- = 3.67  
B+ = 3.33  
B = 3.00  
B- = 2.67  
C+ = 2.33

C = 2.00  
C- = 1.67  
D+ = 1.33  
D = 1.00  
D- = 0.67  
F = 0.00

## GRADING TERMS

The school year will be divided into two grading terms, a fall semester and spring semester. Each semester will be divided into two nine-week periods. Courses can calculate semester and nine-week grades using term weights, category weights, total points, or a combination of the three. Student grades will be stored for record purposes based on semesters only.

## FINAL EXAMINATIONS

The final examination grade shall count no more than one-fifth (20%) of the total course grade assigned. Teachers will give final examinations on the days scheduled by the building principal. Please note not all courses or classes at WWMS will take finals. Teachers have the discretion to give the students a final exam; however, this should be laid out in course syllabi before the start of the school year.

**Students cannot take a final examination prior to the time the entire class takes the exam. Students who must leave school prior to final examinations will be evaluated in one of the following ways at the discretion of the classroom teacher:**

1. The student will be graded on the classwork that was completed without a final exam.
2. An alternate assessment can be offered at the teacher's discretion.
3. The student will be issued an incomplete and must schedule a later time for completing the final exam. This should be scheduled prior to the missed exam.
  - o Students who fail to make up final exams will receive zeroes on all missed final exams.

## REVISION DAYS (MORATORIUM)

The two days prior to final exams will be considered revision days, when additional assignments and assessments will not take place. All projects, papers, and assessments will be finished and finalized two days prior to finals. Students, however, may be required to complete makeup assignments or assessments during these two days as instructed by the teacher. Teachers may issue review assignments to be completed within the revision days.

## HONOR ROLL

An Honor Roll will be determined at the end of each 9-week grading period.

Honor Roll Guidelines

- a. To be on the All A's Honor Roll, a student must earn all A's.
- b. To be on the Honor Roll, a student must earn no grade lower than a B- in all classes.

## RETENTION POLICY

*Core Courses:*

Language Arts & Reading  
Mathematics  
Science  
Social Studies

Any student who fails four core classes both semesters will be considered for retention at the discretion of the building principal. Decisions on retention and appeals will be made by a team consisting of teachers, counselors, school administrators along with input from the student and the student's family.

Student Progress and Intervention Notification: The school will communicate at the end of each nine (9) weeks students whose academic progress is within the retention policy guidelines. This letter also states interventions available to students and families.

## **SUMMER SCHOOL POLICIES**

Students who are enrolled in summer school in grades 6, 7, and 8 will earn a grade to represent their achievement in the course. Grade calculations will be established by the teacher and published in the summer school syllabi. Students must maintain a minimum 95% attendance rate in order to complete the summer program. Students who drop below the 95% attendance threshold will be removed and not awarded completion of the summer program.

## **EXCEPTIONAL ACHIEVERS**

Special Education Programs are available for all students who are eligible for services. Services are available for all students who are experiencing difficulties in the school setting. Referrals may be requested by parents or students through a teacher, counselor, or administrator or by contacting the School Town of Munster Director of Exceptional Achievers.

## **HONORS PROGRAM**

WWMS provides a differentiated program composed of several options for identified students. Options in grades 6-8 include honors classes in reading, language arts, math, and science. Students must meet the requirements detailed in the School Town of Munster High Ability Identification Handbook.

The ongoing process for identification and selection of gifted/talented students utilizes broad-based, multi-dimensional, and bias-free procedures. Please consult the School Town of Munster High Ability Handbook (available on the district website) for additional information.

## **INSTRUCTION ON HUMAN SEXUALITY**

According to the Indiana Senate Enrolled Act 65, parents shall be informed regarding the school's curriculum as it pertains to instruction on human sexuality. Parents can visit Guidance Office at Wilbur Wright to review and inspect all materials related to instruction on human sexuality. A consent form will be made available to parents prior to the start of each school year at the time of registration and is always available on the Wilbur Wright website under the heading "For Parents."



## Section 4: Athletics and Extracurricular Activities



THE FOLLOWING SECTION SHOULD BE ISSUED TO PARENTS AND ATHLETES AT PRE-SEASON PARENT MEETINGS

## **INTRODUCTION**

An individual's total education extends beyond the classroom. The purpose of an effective co-curricular, extracurricular, and athletic program must be to provide each student with opportunities for emotional, cultural, mental, physical, and social growth. This growth can be accomplished through activities that support and advance the curriculum, promote common interests, develop a sense of ownership in the school, and reflect and enhance the goals of our school.

## **OBJECTIVES**

- To develop a comprehensive extracurricular program as an integral part of the pupil's total school experience.
- To recognize that the purpose of extracurricular activities is to promote the physical, mental, moral, social, and emotional well-being of each participant.
- To provide a continuous program of school-community relations that emphasizes the values of athletics as an integral part of the entire educational curriculum.
- To provide opportunities and activities that closely meet the needs and interests of the student body.
- To complement and supplement the general educational goals of Wilbur Wright Middle School.
- To encourage students to become active participants in the extracurricular program and to participate in a variety of sports and activities within the program.

## **ATHLETIC PROGRAMS**

### **BASKETBALL (Boys)**

A team is chosen to represent Wilbur Wright Middle School in interscholastic competition against neighboring local schools. The selection process is by try-out. This activity is open to 7<sup>th</sup> and 8<sup>th</sup> grade boys and runs from mid-October to December. A sports physical is required.

### **BASKETBALL (Girls)**

The girls' basketball season begins in early January and runs through the end of February. The program stresses fundamental basketball skills and teamwork. The selection process is by try-out and is open to 7<sup>th</sup> and 8<sup>th</sup> grade girls. Try-outs are held in December. A sports physical is required.

### **BASKETBALL (Intramural)**

Intramural basketball is available for girls and boys in grade six. This activity runs from January to February. A sports physical is required.

### **CHEERLEADING**

The 7<sup>th</sup> and 8<sup>th</sup> grade cheerleading squads cheer at football games and basketball games. They also cheer at pep sessions, perform in the town 4th of July parade and attend cheer camp in the summer. The selection process is by try-out. This activity is open to 7<sup>th</sup> and 8<sup>th</sup> grade girls and runs from August to July. A sports physical is required.

### **CROSS COUNTRY**

Cross country involves three grade-level boys' teams and a girls' team. The 8th-grade boys run 3km, and all others run 2km in meets versus area schools. All students who sign up will participate. This activity is open to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade boys and girls, and runs from late August to October. A sports physical is required.

### **FITNESS TRAINING**

This activity promotes awareness of muscle groups and proper lifting techniques. Activities include warm-up, cool down, cardiovascular training, and supervised workouts. There is no powerlifting. This activity is open to all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade boys and girls and runs from mid-January through February. A sports physical is required.

### **FOOTBALL CLINIC**

Seventh grade football is a way for a student to start his football career and learn the basic skills of tackle football supervised by trained coaches. This activity is open to all 7<sup>th</sup> grade boys and runs from March to April. A sports physical is required.

### **FOOTBALL (8<sup>th</sup> Grade)**

This activity is contact football that is open to all 8<sup>th</sup> Grade boys and runs from August to October. A sports physical is required.

### **DANCE**

The precision dance team performs at halftime of home football and basketball games, pep rallies, the town 4<sup>th</sup> of July parade, and various community functions. The selection process is by try-out. This activity is open to 7<sup>th</sup> and 8<sup>th</sup> grade girls and runs year-round. This includes summer camp and winter competitions. A sports physical is required.

### **SOCCER**

Soccer season for boys and girls begins in March and ends in May. The program stresses fundamental soccer skills, growth through small-sided games, and a limited number of matches against other schools. A sports physical is required.

### **TENNIS**

Tennis season for boys and girls begins in March and ends in May. This activity is open to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade boys and girls. The program stresses fundamental skills, and students participate in a limited number of matches against other schools. A sports physical is required.

### **TRACK BOYS**

Athletes take part in 13 track and field events in meets held between area schools. All students who sign up will participate. This activity is open to all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade boys and runs from April to mid-May. A sports physical is required.

### **TRACK GIRLS**

Girls have the opportunity to compete against other schools in track and field events (hurdles, long jump, shot put, discus, 100m run, 200m run, 400m run, 400m relay, 3200m relay, 1600m run, 800m run and 1600m run). All students who sign-up will participate. This activity is open to all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>-grade girls and runs from March to May. A sports physical is required.

### **VOLLEYBALL**

Practices are daily from 3:00 to 4:30 or 5:00 if there is no match. Game nights are usually Monday and Wednesday, with one Saturday tournament. The selection process is by try-out. This activity is open to 7<sup>th</sup> and 8<sup>th</sup> grade girls and runs from August to October. A sports physical is required.

### **WRESTLING**

Boys will learn basic wrestling moves, holds, and strategies. Wrestlers learn sportsmanship, leadership, and responsibilities. All students who sign up will participate. This activity is open to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade boys and girls and runs from October to December. A sports physical is required.

## **EXTRACURRICULAR AND CO-CURRICULAR PROGRAMS**

### **ACADEMIC SUPERBOWL**

Academic Superbowl is an academic competition that focuses on a period in history and consists of four disciplinary teams: English, social studies, math, and science. These teams of five students compete at an invitational and regional level, answering multiple-choice questions. At the end of the regional competition, the teams are ranked on a state level. The team selection process is a try-out. Sixth, seventh, and eighth-grade boys and girls are welcome to try-out. The team meets from January to the end of April.

### **ART CLUB**

Art Club gives students an additional opportunity to work on art-related activities. This activity is open to all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade boys and girls, and runs from November through the end of the school year.

### **BOOK CLUB**

Book Club is open to all middle school students. This club meets once a month from 3:00 to 3:30 to discuss what each student has read in the previous month, recommend books to each other, and complete a service project.

### **CARD AND GAME CLUB**

The Card and Game Club is open to all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students at the middle school who are interested in playing card, board, and mobile games. Meetings are held after school in the cafeteria and run from October through the end of the school year.

### **CHESS CLUB**

Chess Club is open to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders at the middle school. All levels of chess players are welcome to join, even if you are interested in learning how to play. Participating in individual and team tournaments is an option but not a requirement. The Chess club meets one

night per week in the evening throughout the majority of the school year. Tournaments take place on several Saturdays throughout the year.

### **CHEF'S CORNER**

Chef's Corner is open to 7<sup>th</sup> and 8<sup>th</sup> grade students. This club is aimed to allow students to explore different aspects of the culinary world as well as community service opportunities. We explore different culinary techniques as well as international culinary adventures to expose students to as much culinary knowledge and service as possible.

### **DRAMA**

This group is responsible for the school production, both the acting and the technical aspects of a theatrical production. The selection process is by try-out. This activity is open to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade boys and girls and begins in the spring.

### **DEBATE TEAM**

Students will learn the fundamentals of debate, including critical thinking, developing evidence, research, and public speaking. This program will be open to all Wilbur Wright Students in grades 6-8. Students will have the opportunity to compete in the Illinois Middle School Debate League.

### **ENVIRONMENTAL SCIENCE CLUB**

The environmental science club will have the opportunity to advocate environmental awareness, discuss issues that affect our surroundings, and recycle. We will meet once a week from 2:45 to 3:30. Any student in grades 6-8 is welcome.

### **FRIENDSHIP CLUB**

Builds friendships between students with and without intellectual and developmental disabilities, offering social experiences to promote inclusion. An application and recommendations are required.

### **HONORS CHOIR**

The honors choir meets weekly with four concerts per year and several other performance opportunities, including competing at Great America and ISSMA competitions. They also have performed at a Gary Railcats game, Hartsfield Village, and a Valparaiso University basketball game. This group is by audition only and is open to 7<sup>th</sup> and 8<sup>th</sup> graders. Auditions are held in September/October.

### **JAZZ BAND**

The jazz band meets on a regular basis for the development of jazz skills. Jazz band develops an appreciation for the art of jazz and allows for individual creativity through improvisation. The selection process is by try-out. This activity is open to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>-grade boys and girls and runs year-round.

### **LEGO ROBOTICS**

Lego club promotes teamwork to construct and program robots to perform various challenges. This club also promotes interest in engineering concepts. This club meets two times per week in the evenings in preparation for the Lego League competition that takes place at the end of November. Qualifying teams will also be given the opportunity to compete in the State competition in December.

### **PING PONG**

Ping Pong club is open to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. All levels of ping pong players are welcome to join, even if you don't know how to play! Students will be able to play in teams or as individuals. There are also bracket-style tournaments, but students are not required to participate in tournaments. Ping Pong Club meets once a week in the cafeteria from 3:15-4:15 throughout the majority of the school year.

### **NEWSPAPER**

Students will work on publishing four newspapers per year. The ability to take pictures is a plus. Selection is by the sponsor and is based on writing, typing, and computer skills. This activity is open to 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls and runs from September to June.

### **SCIENCE OLYMPIAD**

Students compete in various events involving all scientific fields in an Olympics-style (medal awarded) competition held on regional, state, and national levels. The selection process is by try-out. This activity is open to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade boys and girls, and runs from October to late March.

### **SPELL BOWL**

A team of students will study, practice, and learn the spelling of 1,750 words. The team will then compete in an invitational, regional, and possibly state competition. Sixth, seventh, and eighth grade boys and girls can participate in the try-out for the team. The team meets

from the beginning of September to the end of October.

### **STUDENT COUNCIL**

This is a service and social club for the school. Members must be self-directed, willing to put in long hours, and responsible for meeting deadlines. The selection process is by vote. This activity is open to 6th, 7th, and 8th-grade boys and girls and runs from September to May.

### **TREBLE MAKERS CHOIR**

The Treble Makers choir meets on a weekly basis with two concerts per year. This is a beginner choir comprised of 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade students. This group is by audition-only, and auditions are held in September/October.

### **WEB LEADERS**

Where Everybody Belongs (WEB) is a yearlong middle school transition program that welcomes sixth graders and makes them feel comfortable throughout the first year of their middle school experience. Built on the belief that students can help students succeed, Boomerang Project's proven middle school transition program trains mentors from the eighth-grade class to be WEB Leaders. As positive role models, WEB Leaders are mentors and student leaders who guide sixth graders to discover what it takes to be a successful Wilbur Wright student.

### **YEARBOOK**

This organization is responsible for the production of the school yearbook. Students select pictures, design layouts on the computer, write copy, assemble, and distribute the yearbook. The selection process is by the sponsor based on an application that includes a sample of writing skills and teacher recommendations. This activity is open to 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls and runs from August to June.

### **HONORARY ORGANIZATION**

#### **NATIONAL JUNIOR HONOR SOCIETY**

7<sup>th</sup> and 8<sup>th</sup> grade students with an A average are invited to become members of this honorary organization based on scholarship, character, service, and leadership. The induction of new members is held each spring. Service and leadership points are earned through participation in school and community activities. At least one-half of the points earned must be in Wilbur Wright extracurricular programs. Once inducted, members must maintain their scholarship, character, and leadership while providing service on chapter projects to stay active. Chapter projects include tutoring WWMS students.

#### **PROPOSED NEW SCHOOL-SPONSORED CLUB AND/OR ACTIVITY**

Requests for a new club or activity should be submitted to Guidance by February 1. Proposals must include information on the following

- Persons in charge (STM employee)
- Purpose and rationale
- By-laws and constitution
- Intended outcomes for students
- Plan of operation
- Costs
- A list of tentative members

The principal will review each request and either reject or approve the proposal for the following school year. Clubs whose mission statements, purpose and rationale, and intended outcomes that are similar or parallel to current organizations can expect a rejection of their request.

#### **INACTIVE CLUBS**

Inactive clubs are those that have been approved but have failed to maintain a staff member in the sponsorship position or that have not had a membership to sustain the need for the club to continue. These clubs will remain approved for a three-year period. After three years, the club will be removed from the approved club activities list.

#### **ELIGIBILITY: REQUIREMENTS FOR PARTICIPATION**

##### **ACADEMICS**

Participants in all school clubs are required to be enrolled in 5 or more classes. Further grade requirements may also be implemented by the sponsor or coaches. An exception to this rule would be that students may participate in co-curricular clubs provided they are enrolled in corresponding co-curricular courses.

## EXTRACURRICULAR ACTIVITY PLEDGE

All participants and parents must have a signed extracurricular pledge on file in the Main Office prior to participation in any contest. Once a pledge is signed, it encompasses a participant's career at Wilbur Wright Middle School.

## EXTRACURRICULAR PARTICIPATION

To sign up or try out for an activity, students should listen to the announcements for call-out meetings. All student-athletes must have a physical examination form on file dated after May 1 of the current school year. To try out and/or be eligible to participate in an extracurricular activity, a student must have no more than one (1) "F" during an academic grade-check. The most recent grade-check is used to determine the student's eligibility. The student's academic eligibility standard must be maintained throughout the duration of the extracurricular activity. If a student fails to meet this standard during an in-season grade check, he/she will NOT be able to participate in any competition or game until the following grade-check. These academic and behavior standards must be maintained throughout the duration of the activity. If a student fails to meet either of these standards, he/she will be placed on probation and not be allowed to dress for contests until the next grade check. If the student's grades have not improved, he/she may be excused from the activity at the coach's or sponsor's discretion. Academic grade-checks will be carried out 4.5 weeks after the beginning of each grading period (Progress Reports) and at the end of the nine-week grading period (Report Cards). In order to participate in a practice or game, the student must attend school a half-day at least three full class periods (excluding lunch and study hall) the day of the practice/game. Specific exemptions will be taken into consideration by the Administration.

## REQUIRED FORMS FOR PARTICIPATION IN THE FOLLOWING PROGRAMS

### BAND, WINTERGUARD, CHEERLEADING, DANCE, and any ATHLETIC PROGRAMS LISTED ABOVE

- Physical on file with the school nurse
- Sudden Cardiac Arrest Parent and Student Acknowledgement and Signature Form
- Concussion Parent and Student Acknowledgement and Signature Form

## ATTENDANCE

In order to participate in a practice or game, the student must attend school a half-day at least three full class periods (excluding lunch and study hall) the day of the practice/game. Specific exemptions will be taken into consideration by the Administration.

## PRACTICES

Practices, open facilities, and try-outs, are closed to the public. Only athletes participating, coaches, trainers, or approved staff are allowed within WWMS facilities during these times.

## PRACTICES: VACATIONS AND SCHOOL CLOSING

All team members are expected to attend all practices and try-outs. During all three-sport seasons, practices are regularly scheduled during times when school is not in session. The coaches set practice schedules, and the coaches decide who plays. We strongly request that arrangements be made to ensure that the athletes attend all practices and games during vacation periods. Consequences for missing practices or games because of family vacations may include removal from the squad. It is understandable that athletes who practice or compete during this time will likely move ahead of those who were not present. All athletes should be cognizant of their commitment to both their coaches and teammates. Written or verbal communication must be made with the head coach of the program by the athlete's parents prior to any missed practices or games due to extraordinary occurrences. It is also assumed that athletes will be diligent when it comes to honoring their commitment to attend practices and contests during times when school is in session. The athletic department does not condone missing school under any circumstances except for family emergencies. Emergency school closings may force cancellations of practices and games. However, if the emergency has been eliminated and school will be in session the next day, then practices and games may still occur. Decisions will be made with safety being of utmost importance.

## EQUIPMENT

All athletes will care for all equipment as though it were their own personal property. If the equipment is lost, stolen, or destroyed due to improper care, the athletes will fulfill their responsibility by paying for replacement items. Holds will be placed on report cards if a student fails to return or pay for stolen, lost, or damaged items. In addition, the student will not be able to participate in a subsequent sport. Uniforms and team warm-ups may not be worn anywhere (i.e., in school, on the street, in the mall, etc.) without proper approval of the coach or athletic director.

## CUT POLICY

In some sports, cutting a team down to a manageable size is necessary. Each of Munster's sports programs will have its own policy of choosing teams, but all sports should use these principles as determinants for squad retention: talent, ability, potential, attitude, attendance, discipline, and scholastic performance. Athletes should remember that they are evaluated on a daily basis and could be cut from a team anytime during the season.



## DRESS CODE

When athletes are outside of their usual practice areas, they should be dressed in proper school attire. This means that the athletes should not wear their practice clothes outside of the practice area of the school. This dress code would be in compliance with the normal school day dress guidelines.

## FUNDAMENTALS OF GOOD SPORTSMANSHIP

The athletic department and the Administration of Wilbur Wright Middle School recognize the importance of emphasizing GOOD SPORTSMANSHIP in all aspects of school-related activities. Good sportsmanship also applies to behavior outside of the school day and sports season. The Pledge addresses this issue, especially toward the use of tobacco, alcohol, and other drugs. Wilbur Wright expects all student-athletes to follow these fundamentals of good sportsmanship:

- Gain an understanding and appreciation for the rules of the game or sport.
- Exercise positive behavior at all times.
- Recognize and appreciate skilled performances regardless of affiliation.
- Exhibit respect for all spectators, participants, coaches/sponsors, and officials.
- Visibly display respect for opponents at all times.

*Unacceptable behavior* shall include, but not be limited to, the following types of conduct:

- Showing disrespect to referees, coaches, or school personnel supervising the activity.
- Fighting, intimidating or attempting to intimidate referees, coaches, players or participants, or spectators.
- Throwing debris or littering the playing field or facility.
- Verbally abusing officials, coaches, players or participants, or spectators.
- Using profane or obscene words or gestures during practice or contests.
- Displaying any behavior or conduct that disrupts the activity or event.
- Being ejected from a game or contest for offensive or improper behavior.
- Intimidating, hazing, or harassing any athlete in any sport.

Any athlete engaging in any of the above types of conduct may be suspended from competition for a period of time, depending on the severity of the unacceptable behavior. Any athlete ejected by game officials will be subject to the discipline. Wilbur Wright expects appropriate and sportsmanlike conduct by all fans, parents, participants, coaches, sponsors, and officials. Unruly behavior may result in removal from the contest or activity.

### Violations – Consequences:

Violations of any of the Fundamentals of Good Sportsmanship or the Pledge *may* result in any or all of the following consequences:

- Immediate removal from the contest or activity.
- Denied admission to school events for periods of one week to one year by a school district administrator.

## GUIDELINES FOR PARENTAL CONCERNS

The School Town of Munster will not tolerate any violations of the Fundamentals of Good Sportsmanship by anyone before, during, or after any interscholastic contest or other school-related activity. If anyone has a concern regarding any part of our athletic or activity program, they must comply with the following procedures:

1. Call or notify the appropriate coach/advisor or administrator of your concerns or questions during normal school hours. Immediately prior to, during, or after an event or practice is NOT the proper time to raise concerns or questions about a program, coaching decision, or administrative policy.
2. A meeting, at a mutually agreed upon time, may be scheduled to discuss/address the concerns or questions. All persons involved will be encouraged to attend the meeting.

## **WILBUR WRIGHT MIDDLE SCHOOL EXTRACURRICULAR PLEDGE**

### **THIS PLEDGE IS A YEAR-ROUND PLEDGE, NOT A SEASONAL PLEDGE**

As a student participant in extracurricular activities in Munster schools, I recognize and accept the fact that participating in extracurricular activities is a privilege, an opportunity for me to make a significant contribution to my school, my community, and my personal development. Representing the School Town of Munster in extracurricular activities places many responsibilities upon me as an individual. Many people - including fellow students, faculty members, sponsors, coaches, school officials, parents, and adult fans - are giving many hours of time and a great deal of financial support to provide a fine extracurricular program for me. In consideration of this, I agree to live by and conduct myself in accordance with the following Pledge:

1. I will conduct myself at all times and in all places so as to reflect only honor on myself, my teammates, my school, and my community.
2. I will keep myself mentally and physically alert so that I can contribute my best efforts for myself, my teammates, my school, and my community.
3. I will not use tobacco, alcohol, and other illegal drugs while a student in the School Town of Munster.
4. I will actively promote the non-use of tobacco, alcohol, and other drugs among youth in order to achieve tobacco, alcohol, and drug-free school environment.

Extracurricular participants are required to live and conduct themselves according to the rules listed in the "SCHOOL TOWN OF MUNSTER RULES AND STANDARDS OF STUDENT CONDUCT." Additionally, students are required to sign the "Wilbur Wright Middle School Extracurricular Activity Pledge," which is a year-round pledge, not a seasonal pledge. Upon signing the Pledge, students will receive a copy of the policy governing adherence to the Pledge.

## **CONSEQUENCES FOR FAILURE TO ABIDE BY PLEDGE**

The sponsors, coaches, and school officials have sole authority over my eligibility in extracurricular activities, and they have the right to deny extracurricular privileges to me should they decide that my personal conduct so warrants. This may include suspension or expulsion from student extracurricular activities.

The violation of the SCHOOL TOWN OF MUNSTER RULES AND STANDARDS OF STUDENT CONDUCT, the STUDENT HANDBOOK, and the rules and regulations as set forth by the coaches and sponsors, such as smoking, alcohol and other drug use, gang activity, stealing, destroying property or other behavior that reflects negatively on myself and/or school, may result in the denial of extracurricular privileges.

We have read the terms of this Pledge and understand what is expected of the participant, along with the consequences of school/pledge violations.

## **CONCUSSION**

In order to help protect the student-athletes of Munster, the School Town of Munster has mandated that all athletes, parents/guardians, and coaches follow the IHSAA Concussion Policy and Indiana State Law.

A concussion is a brain injury, and all brain injuries are serious. They may be caused by a bump, blow, or jolt to the head or by a blow to another part of the body with force transmitted to the head.

They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications, including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion, and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up immediately after the injury or can take hours or days to fully appear. If your child/player reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

### **Symptoms may include one or more of the following:**

1. Headache
2. Nausea/vomiting
3. Balance problems or dizziness
4. Double vision or changes in vision
5. Sensitivity to light or sound/noise
6. A feeling of sluggishness or fogginess
7. Difficulty with concentration, short-term memory, and/or confusion
8. Irritability or agitation
9. Depression or anxiety
10. Sleep disturbance

### **Signs observed by teammates, parents, and coaches include:**

1. Appears dazed, stunned, or disoriented.
2. Forgets plays or demonstrates short-term memory difficulties (e.g., is unsure of the game, score, or opponent).
3. Exhibits difficulties with balance or coordination.
4. Answers questions slowly or inaccurately.
5. Loses consciousness.
6. Demonstrates behavior or personality changes.
7. Is unable to recall events prior to or after the hit.

### **What can happen if my child/player keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete, especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under-report symptoms of injuries. And concussions are no different. As a result, the education of administrators, coaches, parents, and students is the key to student-athlete safety.

### **If you think your child/player has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear. Close observation of the athlete should continue for several hours.

An athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time and may not return to play that day until the athlete is evaluated by a medical doctor or doctor of Osteopathy or certified/licensed athletic trainer, trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider that states the athlete has not suffered a concussion. If it is determined the athlete has suffered a concussion, the athlete may not return to competition that day under any circumstances and thereafter must be evaluated by and receive written clearance from a medical doctor or doctor of Osteopathy.

You should also inform your child's coach, athletic trainer (ATC), and/or Athletic Director if you think that your child/player may have a concussion. When in doubt, the athlete sits out.

For current and up-to-date information on concussions, you can go to: <http://www.cdc.gov/TraumaticBrainInjury/>

## **ANTI-HAZING POLICY AND GUIDELINES**

### **Purpose**

The purpose of this guideline is to maintain a safe learning environment for all students and staff members that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the School Corporation and are prohibited at all times.

### **General Statement of Policy**

No student, teacher, administrator, or other School Corporation employee, contractor, or volunteer shall plan, direct, encourage, aid, or engage in hazing.

No student, teacher, administrator, or other School Corporation employee, contractor, or volunteer shall permit, condone, or tolerate hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

This policy applies to hazing behavior that occurs on or off school property and during and after school hours.

The School Corporation will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator or other school district employee, contractor or volunteer who is found to have violated this policy.

### **Definitions**

"Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- A. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- B. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- C. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- D. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- E. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

"Student organization," means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

## **Reporting Procedures**

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate School Corporation official designated by this policy.

There are no express time limits for initiating a complaint; however, every effort should be made to bring complaints to the attention of the Administration as soon as possible while memories are fresh and witnesses are available.

The building principal or their designee is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the Superintendent or district Complaint Coordinator. The following individuals shall serve as "Anti-Hazing Complaint Coordinators" for the School Corporation, hereinafter referred to as the "Complaint Coordinators".

Assistant Superintendent

8616 Columbia Ave.

Munster, IN 46321

Teachers, administrators, other School Corporation employees as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

## **School District Action**

Upon receipt of a complaint or report of hazing, the School Corporation shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

The School Corporation may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing.

Upon completion of the investigation, the School Corporation will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be administered consistently. They will appropriately discipline prohibited behavior and deter others from hazing. School district action taken for violation of this policy will be consistent with other school policies and applicable collective bargaining agreements and statutory authorities.

## **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, or if the member of the School Corporation community or third party elects to file a formal complaint initially, the formal complaint process as described below shall be implemented.

A member of the School Corporation community or third party who believes s/he has been subjected to hazing, hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing with the Complaint Coordinator.

If a Complainant informs any other employee of the School Corporation, either orally or in writing, about any complaint of hazing, that employee must immediately report such information to the Complaint Coordinator, thereafter the Complaint Coordinator must contact the Complainant to determine whether the Complainant wishes to file a formal or an informal Complaint.

Throughout the course of the process as described herein, the Complaint Coordinator should keep the Complainant informed of the status of the investigation and the decision making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, hazing; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and, identification of the resolution which the Complainant seeks.

If the Complainant is unwilling to provide a written statement including the information set forth above, the Complaint Coordinator shall ask for such details in an oral interview. Thereafter the Complaint Coordinator will prepare a written summary of the oral interview which will be presented to the Complainant for verification by signature.

Upon receiving a formal complaint, the Complaint Coordinator will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to, a change of job assignment or a change of class schedule. In making such a determination, the Complaint Coordinator should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent to any change which is deemed appropriate by the Complaint Coordinator, the Complaint Coordinator may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within three (3) business days of receiving a formal complaint, the Complaint Coordinator will inform the individual alleged to have engaged in the hazing conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of these Administrative Guidelines and the Board Anti-Hazing Policy shall be provided to the Respondent at that time. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Within five (5) business days of receiving the complaint, the Complaint Coordinator or a designee will initiate a formal investigation to determine whether the Complainant has been subject to hazing.

Although certain cases may require additional time, the Complaint Coordinator or a designee will attempt to complete an investigation into the allegations of hazing within twenty-one (21) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Complaint Coordinator or the designee shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of hazing as provided in Board policy and State and Federal law as to whether the Complainant has been subject to hazing. The Complaint Coordinator's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the Complaint Coordinator or the designee, the Superintendent or the designee must either issue a final decision regarding whether or not the complaint of hazing has been substantiated or request further investigation. A copy of the Superintendent or the designee's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent or the designee requests additional investigation, the Superintendent or designee must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the Superintendent or designee must issue a final written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent or designee may appeal to the Board by filing a written notice of appeal with the Superintendent or designee within ten (10) business days of the date of the Superintendent or designee's final decision.

Upon receipt of a notice of appeal of the final decision of the Superintendent or designee, the Board shall meet in executive session at a regularly scheduled meeting, to review the matter. Following the executive session, the Board will affirm or reject the final decision of the Superintendent or designee. The decision of the Board will be final.

## **Confidentiality**

The School Corporation will make all reasonable efforts to protect the rights of the Complainant and the Respondent. The School Corporation will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the School Corporation's legal obligations under State and Federal law. Confidentiality cannot be guaranteed however. All Complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Complaint Coordinator or his/her designee will instruct all members of the School Corporation Community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a hazing investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Complaint Coordinator in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the *Family Educational Rights and Privacy Act* will be maintained in a manner consistent with the provisions of the Federal and State law.

## **Reprisal**

The School Corporation will take appropriate action against any student, teacher, administrator or other employee of the school district, or any contractor or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **Dissemination of Policy**

These guidelines shall appear in each school's Student Handbook and in each school's Building and Staff handbooks. Further, it will be disseminated to parents and presented to attendees of the first meeting of the school year of each student organization (including all athletic teams and clubs).

# **SECTION 5: REFERENCED POLICIES**

## **FERPA**

PLEASE SEE BOARD POLICY 8330 STUDENT RECORDS FOR REFERENCE

## **STUDENT NETWORK AND INTERNET ACCEPTABLE USE POLICY**

Students are encouraged to use the Corporation's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Acceptable Use Policy. Parent permission is required for minors.

Smooth operation of the Corporation's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet.
- B. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- C. Students may not use the Internet to engage in "hacking" or other unlawful activities.
- D. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- E. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.



- F. Students are expected to abide by the following generally-accepted rules of network etiquette:
1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Corporation's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
  2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
  3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  4. Never agree to get together with someone you "meet" on-line without prior parent approval.
  5. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- G. Use of Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Corporation's computers/network (e.g., viruses) are also prohibited.
- H. Malicious use of the Corporation's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Corporation's computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.
- I. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- J. Downloading of information onto the Corporation's hard drives is prohibited without permission. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- K. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication without prior approval from a teacher or the principal. All such authorized communications must comply with these guidelines.
- L. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Corporation reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Corporation's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- M. Use of the Internet and any information procured from the Internet is at the student's own risk. The Corporation is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Corporation is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- N. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the Student Acceptable Use Policy.
- O. Proprietary rights in the design of web sites hosted on the Corporation's servers remains at all times with the Corporation.

**SCHOOL TOWN OF MUNSTER COMPLIANCE PLAN  
FOR SECTION 504 OF THE REHABILITATION ACT OF 1973**

The Compliance Plan serves students, parents, employees, applicants for employment and programs within the School Town of Munster, hereinafter referred to as "Munster."

1. Munster assures students, parents, applicants for employment, and employees that it will not discriminate against any individual.
2. The following are designated as Section 504 compliance coordinators:

Student/Parents: Director of Exceptional Needs

Employee/Applicant for Employment: Assistant to the Superintendent.

3. Parents are provided procedural safeguards, which are included in the "Notice of Parent/Student Rights in Identification, Evaluation and Placement."
4. An impartial hearing and appeal are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights in Identification, Evaluation and Placement."
5. Notice to students, parents, employees and general public on nondiscrimination assurances and parent/student rights and identification, evaluation and placement will be disseminated annually in the following manner:
  - a) Public service announcement in local newspapers;
  - b) Announcement in local school systems; and,
  - c) Posted notice in each public school building.

Munster has established the following local grievance procedure to resolve complaints of discrimination with regard to employment:

- a) An alleged grievance under Section 504 must be filed in writing fully setting out the circumstance-giving rise to such grievance.
- b) Such claims must be made in writing and filed with the following individuals.

Compliance Officer

8616 Columbia Avenue

Munster, Indiana 46321

- c) A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
- d) The coordinator(s) will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
- e) The coordinator(s) shall give the parent, student, or employee reasonable advance notice of the date, time, and place of the hearing.
- f) The hearing may be conducted by any party, including an official of the local school district, who does not have a direct interest in the outcome of the hearing.
- g) The local school district shall give the parent, student, or employee full and fair opportunity to present evidence relevant to the issues raised under Section 99.21 of FERPA. The parent, student or employee may, at his or her own expense, be assisted or represented by individuals of his or her choice, including an attorney.
- h) The local school district shall make its decision in writing within fifteen (15) days after the hearing.
- i) The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.

Ref: FERPA 34 CFR Part 99; EDGAR 34 CFR 76.734; IDEA 34 CFR 300.560-576

7. Munster will conduct an extensive annual "child find" campaign with the goal to locate and identify all Section 504 qualified handicapped individuals (ages 0 to 21) who reside within the participating school districts.
8. Munster will inform all handicapped persons and their parents or guardian of the district's responsibilities and procedural safeguards under Section 504, as well as those under Indiana Special Education Regulations (Article 7) and the Individuals with Disabilities Education Act (IDEA).

**POLICY ON THE TREATMENT OF INDIVIDUALS WITH DISABILITIES AS PER SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT (ADA)**

It is the policy of the School Town of Munster not to discriminate against any otherwise qualified individual with disability, solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this school corporation.

Inquiries regarding compliance with this policy should be directed to School Town of Munster, Exceptional Needs Department, 8616 Columbia Ave, Munster, Indiana 46321, (219) 836-9111.

**CIVIL RIGHTS ASSURANCE OF EQUAL  
OPPORTUNITY/ NONDISCRIMINATION STATEMENT**

The School Town of Munster does not discriminate on the basis of race, color, national origin, sex (including sexual orientation, transgender status, and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law occurring in the Corporation's educational opportunities, programs and/or activities affecting the Corporation environment. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to:

Assistant Superintendent  
School Town of Munster  
8616 Columbia Avenue  
Munster, Indiana 46321  
(219) 836-9111  
Section 504 Coordinator (Employees)  
Title VI Coordinator (Race, Color,  
Creed, National Origin, and  
Limited English Proficiency)

Director of Exceptional Achievers  
School Town of Munster  
8616 Columbia Ave  
Munster, Indiana 46321  
Section 504 Coordinator/ Americans with  
Disabilities Coordinator (Students)

Any other information concerning the above policies may be obtained by contacting the Superintendent, 8616 Columbia Avenue, Munster, Indiana 46321, and (219) 836-9111.