

A large, horizontal, yellow brushstroke graphic with a textured, hand-painted appearance, serving as a background for the title text.

# *Student Handbook*

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**BARKER JUNIOR HIGH SCHOOL**

319 BARKER ROAD \* MICHIGAN CITY, INDIANA 46360

VERY  
IMPORTANT  
INFORMATION AND  
FACTS

My Name \_\_\_\_\_

Homeroom Section \_\_\_\_\_ Meets In Room \_\_\_\_\_

Principal's Name \_\_\_\_\_

Assistant Principal's Name \_\_\_\_\_

My Counselor's Name \_\_\_\_\_

My Locker Number \_\_\_\_\_

**Barker Is The Best**

WE'VE GOT SPIRIT

Barker's School Paper Is Called \_\_\_\_\_

Barker's School Colors Are \_\_\_\_\_

Barker's Teams Are Named \_\_\_\_\_

## FORWARD

Through this handbook the school administration wishes to acquaint you with the "workings" of the school and to familiarize you with the rights and responsibilities of all Barker students.

Welcome to Barker. This is your school for three years.

We will work and learn together. Here you will have good times and some perhaps not so good times but through it all we hope we can maintain a feeling of mutual respect. We respect students, in fact we are dedicated to making Barker a place particularly designed for junior high age students. In turn we want to be worthy of your respect. Our decisions will always be made on the basis of what we think is best for the entire school and at the same time honoring individual student rights.

Take advantage of our many clubs and activities, they will allow you to get the most out of your school experience.

A personal interest in you will be shown at all times. Please ask to see me if you have any problems, suggestions or observations. I enjoy talking with students. You are always welcome in my office.

We have tried to keep our rules and regulations plain and simple to understand. There is a reason for each rule, and each regulation is given many hours of thought and consideration before it is adopted.

Keep in mind that you are now an important member of the Barker team. As such you will share in all the successes and all the disappointments that happen here while you attend. We know we can count on you to do your part. Good luck. We're happy to have you here at Barker.

Robert Dillon  
Principal

## GENERAL INFORMATION

### I. ABSENCE AND TARDINESS:

Punctual and regular attendance is very important. Excessive absence or tardiness often results in poor school work. Advance notice should be given on all absences except illness.

#### EXCUSED ABSENCE:

As defined by Indiana State Law, is an absence caused by the pupil's illness or death of a near relative. Pupils may, by prior arrangement, be excused for a religious holiday or when it will be necessary to be out of town.

#### UNEXCUSED ABSENCE:

Is an absence which the school does not recognize as being necessary. If in the judgement of the teacher an absence is unexcused, the student will be sent to the office for an admit slip. This excuse must be presented to each teacher whose work was missed. The student may not make up work if he has an unexcused absence.

Barker pupils, when returning to school in the morning after an absence, must bring a written excuse from a parent explaining the nature of the absence. The student shows this excuse to the first period teacher who gives the student his excuse. This excuse is carried by the student until each teacher whose class was missed initials the excuse. In the event the excuse is lost, the student should immediately secure a duplicate from his first period teacher.

#### TARDINESS:

If it is apparent that you will be late to school, students are to bring a note signed by either parent or guardian.

1. Students will report to the office for an admit slip.
2. On the third occasion of unexcused tardiness to school the child receives a "notice of excessive tardiness".
3. The fourth occasion will require a parent reinstatement by phone.
4. The fifth unexcused tardiness will cause the student to receive a three day suspension from school to be followed with a parent reinstatement conference.
5. On the first occasion of unexcused tardiness to school following the child's suspension and reinstatement a hearing shall be called to determine if the said child will be expelled from school.

If tardiness occurs during regularly scheduled classes and you have been detained in the office, or by a teacher, obtain a pass from the person who detained you before going to your next class. Passes will then be marked EXCUSED or UNEXCUSED.

Tardiness will occur when a student is not in the room when the passing period ends. When this occurs the teacher in charge of the class will determine and prescribe reasonable means for bringing an end to student tardiness.

Students arriving 5 minutes or more late to their class will be considered truant. The teacher will send the student to the assistant principal. A parent reinstatement conference will be scheduled.



## II. MAKE-UP WORK:

Pupils who have missed time from school because of personal illness, or other reasons deemed adequate, are entitled to make up work lost by absence. It is the pupil's responsibility to learn from their teachers upon returning to the school what their make-up assignments are. All make-up work must be completed within the week following the return to school, unless there has been a prolonged absence. In such cases, special arrangements will be made with the teacher. The student must complete and return an assignment before receiving additional assignments. The achievement of students is naturally affected when they do not complete make-up assignments.

## III. COUNSELING:

Each boy and girl in Barker Junior High School is given the opportunity to talk with someone regarding his problems, interests, his future educational plans, and his aims in life. We have here counselors for students in grades seven, eight and nine. Students may be assured that these conferences are held in the strictest confidence by our counselors who are especially trained to assist young people in solving their problems. An appointment card can be found in the office. Complete the card and place it in the counselor's mailbox. You will be sent for as soon as possible.

#### IV. CARE OF THE BUILDING:

Students entering junior high school, we assume, have developed mature attitudes on the care of the school building in which they are housed. In a sense, it is your home. Pupils are asked to assume the same attitude on the care of the building that they would in their own home. Containers are provided for waste materials. Marking on or damaging public property is a reflection on the maturity of the guilty person and no one else. Students will be held responsible for the payment of damages, both willful and damage as a result of recklessness or horseplay.

Making our school attractive is the responsibility of everyone, students, teachers and administration. To be successful, the cooperation of all must be had.

#### V. LOCKERS:

Each student is assigned a locker for storage of books and coats. Students are required to use only those lockers to which they have been assigned. It is the responsibility of each student to see that others do not have knowledge of his lock combination. Periodic inspections will be made to see that lockers are neat and orderly. It will be the student's responsibility to see that his locker is kept in order at all times.

#### VI. LOST AND FOUND:

The custodian is in charge of the lost and found. Students finding lost articles should give them to the custodian. Students who have lost articles should check the lost and found on the day the loss is discovered and for the next few days following.

#### VII. HOME ROOM:

Each student is assigned to a home room and a home room teacher. Home rooms do not meet every day, only when the special need arises. The need for a homeroom meeting will be announced in the bulletin or via the intercom.

#### VIII. BOOK RENTALS:

Most of the books at Barker Junior High School are rented. The rental is based on the life expectancy of the book. Rental fees are paid each semester.

This plan of renting books is a money saver for students and parents. It eliminates the purchase of costly books which are needed for just one year by the student. Students are held accountable financially for any misuse or loss of any rental book or supplies at the end of the year.

#### IX. DANCES AND PARTIES:

School-sponsored parties and dances are to be concluded by 9:00 during week days (Monday through Thursday). School-sponsored parties and dances on Friday and Saturday must end not later than 9:30.

Students are not to leave school parties and dances once they arrive. After students have arrived at a function, they are to stay in the building until they wish to leave permanently.

Proper conduct will be maintained at all school functions. Individuals violating the rules may be asked to leave.

There are to be no school-sponsored hayrides.

Swimming parties are to be held at a place where a Red Cross life guard is in attendance.

Non-school sponsored parties are not to be planned on school time.

School-sponsored activities must be approved in advance with the principal. Plans to decorate any area must also be approved by the principal. Decorations must be flame-proof.

#### X. DEFICIENCY REPORT:

In most instances low student achievement is detected early in the grading period. The teachers of Barker, therefore, in an effort to keep parents informed, send home a Deficiency Report. This report will indicate those areas where improvement is needed.

#### XI. SUBSTITUTE TEACHERS:

Our school is fortunate is having capable people to help us whenever our regular teachers are ill, or are attending conferences. A substitute teacher is an important person whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and considerate, as you would be of your regular teacher.

#### XII. TELEPHONE:

All student phone calls are to be made on the pay telephone in the hall opposite the office. Students are to use the phone before school, at the lunch hour, and after school. Only emergency calls will be allowed. See your counselor.

#### XIII. INSURANCE:

Accident insurance is available to all students at the beginning of the school year. Policies are available that cover the medical costs of accidents occurring at school or while on the way to and from school, or while participating in school sponsored programs away from the school. The advantage of this policy over many others is that dental work and ambulance service is included.

#### XIV. FIRE DRILLS:

Fire drills are announced by the sounding of a special signal. The entire school population must stop its regular work and leave the building at once. Walk fast, but do not run. Fire drills must be orderly and reasonably quiet in order to hear any emergency instructions that may be issued. All windows and doors must be closed. When the drill is over, students will return to their classrooms promptly and quietly.

XV. TORNADO WARNING:

A tornado warning will be given over the intercom. Each teacher has in his possession a copy of the procedures to be followed. In the eventuality the intercom is in-operative, a series of short blasts will be sounded on the fire alarm. At the sounding of the alarm teachers will put into operation the tornado warning procedures.

XVI. HONOR ROLL:

The point-grade system described below has been approved by the secondary school principals for use in the Michigan City Schools.

WHAT ARE THE POINTS PER CLASS?

Points are determined by the number of class hours per week that a student spends in a graded subject classroom. Example -- English meets five days a week and earns five points.

GRADE EQUIVALENTS

Credit for grades will be as follows:

A = 4, B = 3, C = 2, D = 1, E = 0

PROCEDURE

1. Multiply class points by grade equivalent for each class.
2. Add these totals for all classes together.
3. Divide that figure by the total number of class points.

<b>Example:</b>	Biology	5	A(4)	= 20		Soc. St.	5	B(3)	= 15
	English	5	B(3)	= 15		English	5	B(3)	= 15
	Geog.	5	A(4)	= 20	= 3.3	Home Ec.	3	A(4)	= 12
	Algebra	5	C(2)	= 10		Math	5	C(2)	= 10 = 2.7
	Spanish	<u>3</u>	A(4)	= <u>12</u>		Science	5	C(2)	= 10
		23		<u>77</u>		Music	<u>2</u>	B(3)	= <u>6</u>
							25		68

POINTS NEEDED

An equivalent of 3.2 or above is needed for honor roll recognition. Band or orchestra is not counted toward Honor Roll. Do not use your P.E. grade in determining Honor Roll. However, if including P.E. will qualify you for Honor Roll you may calculate it in your computation.

XVII. CREDITS:

Students in the ninth grade earn credits toward graduation. Two credits are earned per subject that meets every day during the entire school year. Enrollment in 9th grade chorus for the entire year will earn one credit. P.E. on a regular basis will earn  $\frac{1}{2}$  credit for the year. Credits are not earned in band and orchestra. Those students who are members of a sports team involved in inter-school competition will earn  $\frac{1}{4}$  credit per sport; not to exceed  $\frac{3}{4}$  credit in any school year. Any student having completed the freshman year and having at least six credits will be considered a member of the sophomore class.

SCHOOL RULES AND REGULATIONS

I. BICYCLES:

Bicycles may be ridden to school providing students park them in the

space provided and in no other place. Students are not to ride on school grounds. You are cautioned to lock your bicycle. The school assumes no responsibility for bicycles ridden to school but will endeavor to safeguard them. Each bicycle should be registered with the fire department.

#### II. SMOKING:

The teaching of good health practices is a primary objective of our school. We believe the use of tobacco especially by junior high aged students is not a good health practice. THERE WILL BE NO SMOKING IN SCHOOL OR ON SCHOOL GROUNDS BY STUDENTS AT ANY TIME. Repeated offenses will be cause for a three day suspension from school.

#### III. LEAVING SCHOOL:

Whenever a student finds it necessary to go home because of illness, he should report to the principal's office where he will be given a Permit to Leave the School Grounds. Unless the office is aware of the student leaving, he is marked as leaving school without permission. When this occurs a parent reinstatement conference with the assistant principal will be necessary.

Whatever the reason, the student must secure permission from the principal to leave the school during school hours. Students having dental or medical appointments should bring an appointment card to the office before leaving the school building.

#### IV. NOON RECREATION:

Noon recreation supervisors will enforce the rules as stated below. Repeated violations will be brought to the attention of the assistant principal. It is important to note that all school rules apply to the lunch hours as well and will be enforced.

1. All sack and hot lunches are to be eaten in the cafeteria dining area only. This includes the drinking of milk and canned pop. All students will be expected to return their empty trays and utensils to the kitchen. Milk cartons and lunch wrappings will be placed in the trash containers provided.
2. Recreational equipment will be issued on a first come, first serve basis. During fair weather noon activities will be outside. Only those activities appropriate to the designated areas are to take place: example -- baseball or related activities on the ball diamond. With the coming of cold weather organized indoor activities will be scheduled. Those participating or observing indoor activities are to stay in the gym or room until the end of the hour.
3. Students having a pass to the library are to be in the library prior to half past the hour. Only those with hall passes will be allowed in the halls after half past the hour.
4. Students needing to use the restrooms during lunch hour are to use the facilities in the south halls with the exception of the restrooms adjacent to the art room. The restrooms are not to be used after half past the hour unless there is an extreme emergency.

5. There are certain areas where students will not be allowed. They are:
  - a. The front of the building
  - b. South of the track
  - c. The area around the trailer
  - d. The area west of the building and the front drive.
  - e. The area outside the fence and tennis courts bordering Cleveland Avenue except when purchasing ice cream.
6. Entrance ways into the building must be kept clear. Students are not to rest or play in these areas. The door at the southwest corner of the building opposite the shop is not to be used during the lunch hour. The hall patrol will inform students when they may enter the building. This will be two minutes before the hour.
7. Students are not to be hanging or leaning on the nets on the tennis courts, sitting or leaning on parked cars, or throwing stones, snowballs or other dangerous objects.
8. Ice skates will be worn outside only. Only those with ice skates will be allowed on the ice. Ice skating or related reasons will not be an excused tardiness.

#### V. VISITOR'S PASS:

Students wishing to bring a friend or relative to school must make prior arrangements with the principal. These visits will last no more than one hour.

Parents or other adults having bonafide business in the school must register in the office.

#### VI. BEHAVIOR:

All students are to be ladies and gentlemen in that they observe the accepted forms of good behavior and respect for the rights of others. All laws and city ordinances are, of course, rules of the school.

Unnecessary loud or boisterous talking or whistling, scuffling, running, and other similar forms of disorder in the building at any time are not considered good conduct.

Pupils are not expected to remain in the building after school hours unless they have business there. Being in the building before and after school sessions is a privilege that pupils forfeit when they show, in any way, that they can behave only when watched. No meeting of pupils is permissible without the supervision of a teacher or adult advisor.

Pupils are required to obtain a pass from the classroom teacher when leaving the classroom.

School property destroyed or damaged by any pupil must be paid for by the pupils responsible. This includes all rental books and library books.

## VI. PUBLIC LAW 162

Disruption of the educational process, interference with the rights of other students, and the teachers' right to teach has caused the Indiana General Assembly to pass legislation that will help to insure the original purpose for which schools were designed. Built into the law also are safeguards to the constitutional rights of students.

Under the provisions of Public Law No. 162 the Principal, or the Assistant Principal may suspend a student from school attendance due to misconduct for up to (5)five school days.

Due to the nature of certain kinds of student misconduct the building principal may ask the board of school trustees to expel a student from school attendance for a period in excess of (5)five days but not to exceed the current school year.

Based on the procedural provisions of the law a student may be excluded from school attendance for a longer period than was previously stated. An exclusion may occur only under the following circumstances; (1) if he has a dangerous communicable disease transmissible through normal school contacts that poses a substantial threat to the health or safety of the school community; (2), if his immediate removal is necessary to restore order or to protect persons or school corporation property.

The following types of student conduct whether on school grounds immediately before, during or after school hours, or during an educational function or event off school grounds, or on the school grounds at any other time when the school is being used by a school group, or when such student is traveling to or from school or such educational function or event shall be grounds for expulsion subject to the procedures established by law.

(a) 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 these policies:

1. Occupying a 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 fires to or substantially damaging any school building or property.
4. Firing, displaying or threatening the use of firearms, explosives or other weapons on the school premises for any unlawful purposes.
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.

6. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with any teacher's ability to conduct the educational function under his supervision. This policy shall not, however, be construed to make any student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or otherwise under the Constitution of Indiana or the United States.
- (b) Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeated damage or theft involving school property of small value.
- (c) Intentionally causing or attempting to cause substantial damage to valuable private property or stealing or attempting to steal valuable property.
- (d) Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a school employee. Self defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person shall not, however, constitute a violation of this provision.
- (e) Intentionally doing serious bodily harm to any student. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person shall not, however, constitute a violation of this provision.
- (f) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
- (g) Knowingly possessing, handling or transmitting any object that can reasonably be considered a weapon.

Such objects shall not include school supplies, such as pencils or compasses, where they have a reasonable use in connection with an educational function in which the student is engaged, but do include any firearm, any explosive including firecrackers, any knife other than a small penknife, except where such items have reasonable use in connection with any such educational function.

- (h) Knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

Use of a drug authorized by a medical prescription from a registered physician shall not be a violation of this rule.

- (i) Engaging in the unlawful selling of narcotics or other

violation of criminal law which constitutes a danger to other students, or constitutes an interference with school purposes.

- (j) Failing in a substantial number of instances to comply with directions of teachers, during any period of time when he is properly under their supervision, where such failure constitutes an interference with school purposes.
- (k) Engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school purposes.
- (l) A violation, or repeated violation, of any rules validly adopted pursuant to sections 3 and 4 of this chapter.

## Student Store

FOR ALL YOUR SCHOOL SUPPLIES

Pens  
Paper  
Pencils  
Erasers  
Folders  
Notebooks  
Compasses  
Memory Books  
Felt markers  
Facial tissue  
Colored pencils  
Athletic season tickets  
Plus many more items to  
select from

**SAVE  
NOW**

**ECONOMICAL**  
**CONVENIENT**



open:

- before school
- lunch hours