PARENT STUDENT HANDBOOK

2026-2027

A guide of policies, laws and regulations that explain the rights and responsibilities of students.

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Notice to Parents and Students: Every effort has been made for the information in this handbook to be correct and accurate at the time of publication. This handbook replaces previous handbooks and supersedes the information communicated by individual schools. Any changes or addition in Board of School Trustees policies during the school year will replace the corresponding item(s) in this handbook.



THE MISHAWAKA WAY IS ROOTED IN
"GROWING LEADERS IN A CULTURE OF EXCELLENCE".

The Mishawaka Way provides our colleagues and our community with an understanding of how we work at School City of Mishawaka, why our work is life-changing, and how we will go about accomplishing the important goals entrusted to us.

CIVILITY CLAUSE

School City of Mishawaka believes that the education of a child happens through a partnership. The partners include the child, the parents and guardians, the school faculty and staff, and the community. In order for this partnership to succeed, each partner has certain responsibilities.

School City of Mishawaka staff members are expected to lead by example and to treat students, parents, members of the community, and other staff members with courtesy and respect at all times. They are to behave in a professional manner and accept responsibility for their actions.

We ask and expect parents to conduct themselves in a similar manner. We believe that parents should serve as positive role models to their children. When concerns arise, we ask that they be brought to the teacher first. If there is not an adequate resolution with the teacher, the concern should be addressed with the principal. If there are additional concerns after discussions with the teacher and principal, the matter should be brought to the Superintendent. Respectful communication is the key. By working together, we will foster an atmosphere that will benefit the learning environment of all School City of Mishawaka students.

ENROLLMENT

Entrance Requirements (Policy 5111)
School City of Mishawaka will educate students, tuition free, who have legal settlement in the Corporation and students enrolled in the Public Elementary and Secondary Schools Transfer Program according to the requirements of I.C. 20-26-11.

Parents seeking to enroll a student are required to present proof of residency by providing one of the following documents:

- A current utility bill (dated within 60 days of student enrollment)
- A current rental or lease agreement (dated within 60 days of student enrollment)
- A current mortgage or property tax statement (dated within 60 days of student enrollment)

Those parents who are otherwise unable to provide proof of residency will be required to complete an Affidavit of Residency.

Entrance to Kindergarten (Policy 5112)
Kindergarten attendance is not compulsory, but it is recommended for any child whose physical, intellectual and social development indicates a readiness for instruction. A child who is five on or before October 1 may register. All registered kindergarten students will be evaluated to assist the professional staff in providing an appropriate educational program.

Proof of Age
Proof of date of birth is required of all students who are enrolling in School City of Mishawaka for the first time. A copy of the birth certificate is required. All official documents of School City of Mishawaka will include the child's legal name.

SCHOOL CITY OF MISHAWAKA CODE OF CONDUCT
(approved by the Board of School Trustees 6/4/2020)

Introduction
School City of Mishawaka believes strongly in creating a positive school climate where students, parents/guardians, and all staff members work together in a collaborative environment to maintain an orderly and safe learning environment focused on teaching and continued learning. All students have a right to a disciplinary process that is consistent, fair and applied equitably. Our schools are the most successful and safest when all students, parents/guardians, and staff alike–collaborate, value and respect each other's roles in discipline practices.

SCM Philosophy of Discipline
School City of Mishawaka sets forth the expectation that all SCM schools will be learning environments that are conducive to learning. In addition to a student's home, schools are communities in which positive behavior is expected, modeled, and learned within an environment of mutual respect and self-worth.

SCM believes strongly that discipline is a developmental process, and effective school discipline should meet students' different behavioral and development needs. A continuum of instructional strategies and disciplinary responses supports ongoing teaching and learning, fosters positive behaviors, and reflects a restorative discipline philosophy. Restorative practices allow students opportunities to learn from their

mistakes, reflect on their behavior and restore relationships that are disrupted by their conduct. Our school discipline practices are designed to engage students in the classroom so that all students can become college and career ready.

Consistent, firm and equitable application of disciplinary action is expected, and all students should be made aware of the consequences of misbehavior. However, school discipline should be administered in a way to keep students within their regular daily program. Suspensions and expulsions from school should only be used when necessary.

Student Conduct

All students need to be provided with expectations about how they should conduct themselves at all times at school. Teachers should directly engage students in the process of developing in class codes of conduct. This is an important opportunity for students to agree on expected behavior and how they will treat others and how they would like others to treat them during school.

SCM Staff Expectations

Caring teachers and staff members play an important role in building strong relationships with students, which assists students' connection to school and decreases the possibility of engaging in disruptive or distracting behavior at school. All teachers and staff members will develop their own personal ways in developing positive relationships with students. It has been proven that students who have a positive connection with an adult in their school are less likely to engage in disruptive behaviors in class, are absent from school less and in all likelihood remain in school and graduate.

Teachers/staff members will do the following:

a) Maintain a climate of mutual respect and dignity for all students, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, disability, sexual orientation, gender identity, or sex.
b) Communicate and keep parents/guardians informed on classroom policies, expectations on behavior, student progress and classroom discipline in a language that they understand and become a partner with our schools.
c) Attend work, be punctual, prepared and always respectful to students, staff and parents.
d) Involve families, students, staff members and the community in the process of fostering positive behavior and student engagement.
e) Ensure clear, developmentally and age-appropriate consequences are applied to misbehavior in a way that supports personal growth and learning opportunities for students.
f) Include appropriate procedures for students with disabilities and due process for all students in our school system.
g) Maintain a safe working environment where all students can learn and develop good habits.

Student Expectations

Students will do the following:

a) Be familiar with and abide by all district policies, rules and regulations regarding student conduct.
b) Always dress appropriately at school and follow all school expectations regarding code of conduct.
c) Be a contributing member in maintaining a safe, supportive and orderly school environment at all times.
d) Be respectful to teachers, other students, staff members and other school personnel in the school building.
e) Attend school, regularly on time, perform assignments, strive for quality work, and be prepared to learn in their classroom each day.
f) Participate in class and complete all assignments on time in order to assist in the learning process

throughout the school year.

g) Conduct themselves as positive representatives of the school district before, during and after school hours.
h) Tell school staff about any dangerous behavior or bullying the occurs at school, on the way to and from school, or in the school community
i) Respect school property, community property, and the property of others

Parent/Guardian Expectations

Parents/guardians will do the following:

a) Make sure their children attend school regularly and on time. Parents need to notify the school at all times when their children are absent or late to school.
b) Recognize that the education of their child(ren) is a joint responsibility of the parents/guardians and school community.
c) Work with building administrators and school staff by developing an open line of communication to address any academic or behavioral problems their children may be experiencing.
d) Serve as role models for their children by knowing school rules and expectations as well as encouraging their children to do the same.
e) Teach their children to maintain a climate of mutual respect and dignity for all students, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, disability, sexual orientation, gender identity or sex.
f) Stay involved in the educational process as a parent. Attend parent-teacher conferences, read school communications, and maintain up-to-date home, work and emergency numbers with the school office. Parent involvement is expected and appreciated.
g) Tell school officials about any concerns or complaints respectfully and in a timely manner.
h) Work with the school principal, teachers, and other staff to address any academic or behavioral concerns regarding their child
i) Support their child's learning and school activities at home

Reminder to all guests: Any administrator at School City of Mishawaka has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the administrator is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual. (Policy 9150)

Community Members/Volunteer Expectations

Community members/volunteers will do the following:

a) Assist school administrators and teachers in strengthening school/community relations through participation.
b) Complete all background checks and have them on file with the school system.
c) Be willing to work as a student mentor, PTA member or assist schools throughout the school year in times of need.
d) Use appropriate language and positive behavior at all times within our school building or while attending a school sponsored activity.
e) Always be a good role model for students in regards to dress, being professional, respectful and punctual.
f) Be an advocate for the School City of Mishawaka, our students, teachers and families.

DISCIPLINARY RESPONSES – STUDENT CODE OF CONDUCT

The building principal and/or their administration reserves the right to determine code of conduct violation(s) and disciplinary consequence(s) as they deem appropriate. Discretion to implore progressive discipline, as needed, is left up to the school administrators and/or the Superintendent.

Behavioral Intervention Plan (BIP)

Correcting inappropriate or disruptive student behavior through a formal plan designed by staff to offer positive behavioral interventions, strategies, and supports.

Check-in with School Counselor/Resource Specialist/Coach

Students are prompted by school staff to have an informal check-in with a school counselor, resource teacher, school psychologist, school social worker, or other adult who has a positive relationship with the student.

Classroom-based Responses

Prompting students to reflect on their behavior using classroom strategies such as cool off, teacher-student conference, reflection chair, redirection (e.g.,role play), seat change, call home, loss of classroom privilege, or apology letter.

Conflict Resolution

Using strategies to assist students in taking responsibility for resolving conflicts peacefully. Students, parents/guardians, teachers, school staff, and/or administrators engage in activities that promote problem-solving skills and techniques, such as conflict and anger management, active listening, and effective communication.

Detention

Requiring a student to report to a designated classroom or office before school, during lunch, during a free period, or after school, for a set period of time. Schools should strive to notify parents/guardians before students serve an after-school or before school detention. Expulsion, the exclusion of the student from the student's regular school program with notice to the parent/guardian, which may occur only under the following circumstances:

1. The superintendent of schools' designee has determined that the student's return to school prior to the completion of the expulsion period poses an imminent threat of serious harm to other students or staff;
2. The superintendent of schools' designee limits the duration of the exclusion to the shortest period practicable; and
3. The school system provides the excluded student with comparable educational services and behavioral support services to promote a successful return to the student's regular academic program.

Functional Behavioral Assessment (FBA) and Behavioral Intervention Plan (BIP)

A Functional Behavioral Assessment is a process that uses data to identify patterns in the student's behavior and the purpose or function of the behavior. School staff should take proper steps to correct or manage that behavior. The information is used to develop a Behavioral Intervention Plan for the student. A Behavioral Intervention Plan offers positive behavioral interventions, strategies, and supports designed by school staff to reduce or extinguish the inappropriate or disruptive school behavior, and teach the student how to exhibit the appropriate school behaviors.

In-school Intervention
Removing a student within the school building for an abbreviated period of time from their regular education program. The student may need a cool off/regrouping period, a meeting with a counselor, social worker or administrator.

Manifestation Determination
Purpose of this Manifestation Determination Hearing is to determine whether or not the student with a disability's conduct in question was:

- caused by, or had a direct and substantial relationship to the student's disability: or
- the direct result of the school's failure to implement the student's IEP.

The case conference must occur within 10 days of any decision to change the student's placement for violating a code of conduct.

Mentoring Program
Pairing students with mentors (e.g., counselor, social worker, teacher, staff member, fellow student or community member) who help their behavioral, academic, and social emotional development.

Parent Outreach
Informing parents/guardians of their children's behavior and in the context of discipline, seeking their help in correcting inappropriate or disruptive behavior.

Parent/Guardian and Student/Teacher Conference
Involving students, parents/guardians, teachers, school staff, and/or administrators in discussion about the student's behavior and potential solutions that address social, academic, and personal issues related to the behavior.

Recommend for Further Action
Recommending a student to a school administrator(s) for long-term suspension, expulsion, and/or contact with law enforcement.

Referral to Alternative Education
Recommending a student to a school administrator(s) for placement in an alternative education school, alternative education program, and/or alternative education placement.

Referral to Appropriate Substance Abuse Counseling Services
In consultation with principal or designee, referring students to services, both in and out of school, such as a local health department or a community-based service for counseling related to substance abuse.

Referral to Community-based Organizations
In consultation with principal or designee, referring students for a variety of services, including afterschool programming, individual or group counseling, leadership development, conflict resolution, and/or tutoring.

Referral to Health/ Mental Services
In consultation with principal or designee, referring students to school-based or community-based health and mental health services for the purpose of providing counseling and assessment to students in need. Students are encouraged to privately share issues or concerns that lead to inappropriate or disruptive behavior that negatively affect academic success, and discuss goals and learn techniques that help them overcome personal challenges. These services may include anger management classes and formal or informal behavior coaching or skills training.

Referral to MTSS (Multi-Tiered Support System) Team

In consultation with principal or designee, bringing together a student support team that may include school counselors, teachers, principals, social workers, health services, school psychologists, and external agency representatives under a case manager to help develop prevention and intervention techniques and alternative strategies designed to improve student outcomes. If the behavior does not improve after implementation of the plan created by the student support team, the team may request a placement review for alternative placement, conducted by the school system.

Removal from Extracurricular Activities/Loss of Privileges

Revoking a student's privilege to participate in extracurricular activities, including sports and clubs, or revoking a student's privilege to participate in school events or activities, such as attending a field trip or participating in a school dance. If the behavior warrants this consequence, any monies paid by the students for the missed activity should be refunded, if possible.

Restitution

Requiring a student to compensate others for any loss, damage, or injury that has resulted because of a student's behavior. Compensation may be made monetarily or by a student's assignment to a school work project, or both.

Restorative Practices

Restorative practices are used proactively to establish and maintain a positive school climate and establish a structured approach to teaching appropriate social skills. Restorative practices employ interventions, responses, and practices designed to identify and address the harm caused by an incident, including harm to a victim, and to develop a plan for the student who caused the harm to heal and correct the situation.

Saturday School

Requesting a student to report to a designated area within the school building (MHS only) on Saturday morning from 8:00 AM–12:00 PM due to inappropriate behavior. Students will be expected to bring work from their classes to complete. Administrators should notify parents/guardians before students serve Saturday School.

School-based or Community Meeting

Bringing together students, school staff, and others involved in a conflict to discuss the topic, resolve issues, and propose solutions.

Suspension (In-school)

Students may be assigned to In-School Suspension (ISS) based on significant or habitual violations of the Rules for Student Conduct, but the student is still afforded the opportunity to continue to:

- appropriately progress in the general education curriculum;
- receive the special education and related services specified in the student's Individualized Education Program (IEP);
- receive instruction commensurate with the program afforded to the student in the general education classroom; and
- participate with peers as they would in their current education program to the maximum extent appropriate.

Students assigned to ISS receive credit for school attendance and completed class work. The usual assignment of days of ISS is from 1–5 days, but additional days/time may be assigned by not completing assigned schoolwork or continued misconduct.

Suspension (Out-of-School)
The removal of a student from school for a time period between 1 and 10 school days for disciplinary reasons by the principal, with notice to the parent/guardian. Removal of a student for any part of a day constitutes a day of removal. A change in placement occurs when a student with a disability has been removed for more than 10 consecutive or cumulative days in the same year. A Manifestation Determination Hearing will be conducted within ten instructional days.

Weekday 2 hour Detention (MHS only)
Requesting a student to report to a designated area after school on Thursday (or other designated day) due to inappropriate or disruptive behavior. Students will be expected to bring work from their classes to work on during this time. Schools should strive to notify parents/guardians before students serve.

FACTORS IMPACTING DISCIPLINE DECISION

Decision Making Framework
SCM staff will make all disciplinary determinations using developmentally age appropriate criteria, warranting that the consequences applied are proportional and consistent. In evaluating the circumstances, all school staff members should review the "Levels of Interventions and Responses" with attention to the examples provided and acknowledge the following standard relating to the discipline of students.

1. The student's age.
2. Past serious discipline infractions (including prior misconduct, and the number of times the misconduct has occurred).
3. Other mitigating or compelling circumstances (student may be receiving special education related services through an IEP or has a disability).
4. Possible threat of serious harm to students and adults.
5. The circumstances surrounding the incident.
6. Cultural or linguistic factors that may provide background to understanding student behavior.

DISRUPTIVE BEHAVIORS: LEVELS OF RESPONSES

Disruptive Behaviors: Levels of Interventions & Responses
When students act inappropriately, school staff and administrators need to respond reasonably and as consistently as possible. School City of Mishawaka describes four levels of responses to inappropriate and disruptive behaviors. Every inappropriate and disruptive behavior is designated to one or more levels of intervention and responses. All building administrators and staff members should only use the levels recommended for each student behavior.

If the inappropriate/disruptive behavior is assigned to two or more levels, then, when possible, the lowest level of disciplinary response should be used first. For example, if a student refuses to follow teacher directions, which falls into both Level 1 and Level 2, school administrators and staff should first use intervention strategies from Level 1 before advancing to Level 2, if necessary.

INAPPROPRIATE AND DISRUPTIVE BEHAVIORS: LEVEL 1 (Classroom Managed Behaviors)

1. Unexcused tardiness to school and/or class
2. Vulgar or offensive language or obscene hand gesture
3. Wearing clothing or displaying symbols that promote illegal activity or will interfere with the educational process
4. Disruptive behavior in the classroom, on school property or at a school sponsored activity
5. Littering

6. Loitering
7. Causing minor damage to school property or to the classroom.
8. Inappropriate affectionate behavior in a public place
9. Academic Dishonesty (1st offense)
10. Motor Vehicle Violation
11. Failure to wear the district issued ID badge appropriately (Middle School/High School)
12. The wrongful use of electronic devices that causes classroom disturbance (audio, text, photo), that impacts student/staff safety, or interferes with the learning process.
13. Failure to follow classroom/school rules or procedures

Examples of Classroom Interventions/Responses

Interventions are intended to teach ways to correct behavior so students can learn and establish safe and respectful behavior at school. Teachers are encouraged to try a variety of teaching and classroom management strategies. Teachers should use these responses in a graduated fashion, when age appropriate.

- Develop relationships with students
- Contact parent/guardian
- Daily progress sheet on behavior
- Verbal warning (reprimand)
- In-class cool-off/timeout
- Loss of classroom privileges
- Seat change
- Parent/student/teacher conference or Team Meeting
- Administrator conference
- Detention

INAPPROPRIATE AND DISRUPTIVE BEHAVIORS: LEVEL 2 (Continued Classroom/Office Managed)

1. Insubordinate absences and/or unexcused excessive tardies from class or school, provided that students will not be suspended out of school.
2. Forgery
3. Defiance
4. Disrespect to students, teachers, staff and school administrators (verbally)
5. Misuse of school property
6. Confrontation involving physical contact (Pushing/shoving/kicking)
7. Not bringing materials to class repeatedly
8. Failure to report to the office
9. Throwing food in the cafeteria
10. Use & possession of tobacco, nicotine or paraphernalia (such as, but not limited to cigarettes, electronic vaping devices or other nicotine delivery systems), lighters, matches and other devices on school property or during a school sponsored event.
11. Eloping/AWOL (1st offense)
12. Technology or electronic device infraction
13. Defacing ID badge (Middle School and High School)
14. Continuing to repeat Level 1 behaviors after corrective measures

Examples of Administrative Interventions/Responses

Level 2 interventions can involve the school administration and should always focus on correct behavior by stressing the seriousness of the behavior while keeping the student in school whenever possible. Staff should use these responses in a graduated pattern.

- Reprimand by appropriate administrator
- Contact parent/guardian

- Parent/Guardian conference
- Detention(s)
- Conflict resolution
- Mentoring
- Revision of IEP (for students with disabilities)
- Restorative practices
- Thursday School (High school)
- In-School Suspension (1-3 days)
- Restitution
- Out of School Suspension
- Referral to CASIE Center's Truancy Program
- Referral to St. Joseph Probate Court Truancy Program

INAPPROPRIATE AND DISRUPTIVE BEHAVIORS: LEVEL 3 (Office Managed Behaviors)

1. Gambling
2. Missing assigned detention (repeatedly)
3. Defiant (repeatedly challenging authority and/or habitual offender)
4. Refusing to work and/or completing assignments in class (repeatedly)
5. Foul or offensive language used in a confrontational manner
6. Insubordination (purposefully refusing to follow a request of a staff member)
7. Missing Wednesday School (high school)
8. Confrontation involving physical contact (fighting)
9. Use of electronic devices and/or social media that causes a disturbance (Example: videotaping confrontational situations)
10. Eloping or AWOL (Habitual)
11. Behavior that interferes with operation of Transpo or school bus safety
12. Verbal Confrontation (threatening)
13. Inappropriate sexual behavior on school property or at a school activity
14. Refusing to serve consequences
15. Validated student to staff and/or student to student threat (age appropriate/severity)
16. Continuing or repeating Level 2 behaviors after corrective measures

Examples of Administrative Interventions and Responses

These interventions should involve school administrators because the interventions may involve short term removal from the school environment due to the severity of the behavior. It is imperative to address/correct student behavior before suspending a student out of school.

- Parent/Guardian Conference
- Discuss community mental health needs/resources/referral with parents/guardian
- Referral to Committee on Special Education (Case Conference)
- Thursday School
- In-School Suspension
- Referral to Student Support Team (MTSS/RTI/Grade Level and/or Hallway Teams)
- Develop Functional Behavior Assessment and Behavioral Intervention Plan
- Behavior Contract
- Saturday School (high school)
- Out of School Suspension (1-5 days)

INAPPROPRIATE AND DISRUPTIVE BEHAVIORS: LEVEL 4 (Office Managed Behaviors)

1. Physical Fight (repeat involvement)
2. Bullying (repeat involvement)
3. Intimidation
4. Harassment
5. Habitual Offender
6. Vandalism to school property
7. Profanity/Obscene behavior
8. Theft
9. Making a bomb or setting off fire alarm
10. Bringing and/or possessing unauthorized weapons to school or school activity
11. Sale, possession or manufacture of controlled substances, illegal substances or inappropriate use of prescriptions.
12. Being under the influence of any substance which is or is represented to be or looks like a nicotine/tobacco product, narcotic drug, or illegal substance or alcohol (Policy 5500/5600 - #7)
13. Habitual Insubordination
14. Conduct which causes physical, emotional, or psychological injury to students or teachers/staff
15. Validated student to staff and/or student to student threat (age appropriate/severity)
16. Gang Activity
17. Any other conduct that requires a more severe consequence than Level 3
18. Engaging in sexual harassment on another person including a student, teacher, or employee.
19. Committing an act that violates Indiana or Federal Law.

Examples of Administrative Interventions and Responses

- Notification to parents/guardians
- Functional Behavior Assessment
- Behavior Intervention Plan
- Referral to Committee on Special Education/Case Conference Team
- Long Term Suspension
- Manifestation Hearing
- Expulsion or Probationary Contract
- Referral to Alternative Education Placement
- Alternative Education Placement
- Referral to Community Agency
- Referral to Substance Abuse Counseling

CODE OF CONDUCT (Policies 5500 and 5600)

This Code of Conduct is provided in this handbook as a means to inform students and parents of their responsibilities. School City of Mishawaka expects that students will at all times conduct themselves in a respectful manner that is consistent with the best interests of the school and of others. Administrators have the right to assign consequences for student misconduct. These rules apply to student conduct during school activities on or off school property and on school property or vehicles at any time. The following misconduct constitutes grounds for suspension or expulsion.

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct that interferes with school purposes, or urging others to engage in such conduct. (Level 3 & 4 Behaviors)
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school

property. (Level 4 Behavior)
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property. (Level 4 Behavior)
4. Causing or attempting to cause physical injury to any person. (Level 3 & 4 Behaviors)
5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value. (Level 4 Behavior)
6. Possessing, handling, or transmitting a knife, firearm, or any other object that can reasonably be considered a weapon. (Level 4 Behavior)
7. Possessing, using (except as noted in the school medication policy), providing, or transmitting to another person, or being under the influence of: any substance which is or is represented to be or looks like a nicotine/tobacco product, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily-based caffeine product, substance containing phenylpropanolamine (PUPA), steroid, stimulant, depressant, or mind altering substances of any kind. Possession of any paraphernalia used in connection with the listed substances is prohibited. (Level 4 Behavior)
8. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages. (Level 4 Behavior)
9. Failing to comply with the direction of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function. (Level 3 & 4 Behaviors)
10. Engaging in academic dishonesty, including cheating and intentionally plagiarizing.
11. Committing an act that violates Indiana or Federal law that constitutes an interference with school purposes or an educational function. (Level 4 Behavior)
12. The violation or repeated violation of any rules, standards, or policies that have been established by the Superintendent or school principal and approved by the Board. (Level 3 & 4 Behaviors)
13. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or State or Federal laws. (Level 3 & 4 Behaviors)
14. Possessing or using on school grounds during school hours an electronic paging device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function. (Level 3 & 4 Behaviors)
15. Engaging in sexual harassment on another person including a student, teacher, visitor, or other school employee. This includes but is not limited to sexual-related verbal statements, gestures, or physical contact. (Level 3 & 4 Behaviors)
16. Harassment, intimidation, or bullying of any student on school grounds or school sponsored events. Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner, physical acts committed, aggression, or other behaviors that are committed against another student with the intent to harass, ridicule, humiliate, or harm. (Level 4 Behavior) See **Policies 5517 and 5517.01**.

Use of Seclusion and Restraint with Students (Policy 5630.01)

It is the policy of the Board that all students are to be treated with dignity and respect and to be free from abuse. The Board supports the promotion and training of appropriate student behavior as part of the Corporation's curriculum. It is the policy of the Board to use prevention, positive behavior intervention and support, and conflict de-escalation to eliminate or minimize the need for the use of seclusion or restraint with students. This policy applies to all students, regardless of the existence of a disability.

Seclusion and restraint shall be used only: 1) as a last resort safety procedure employed after another, less restrictive procedure has been implemented without success; and 2) when there is an imminent risk of injury to the student, other students, school employees, or visitors to the school.

A student's parent/guardian will be notified as soon as possible when an incident involving the student that includes the use of seclusion or restraint occurs.

Suspension Procedures (Policy 5610)

Any principal (or designee) may suspend for a period of no more than ten (10) school days. This suspension may deny a student the right to attend school or to take part in any school function until midnight of the last day of suspension. A student may be suspended on the following grounds:

1. Conduct constituting grounds for expulsion as set out above.
2. Other violations of rules and standards of behavior which the Board approves or receives. Such suspensions shall be made only after the principal (or designee) has made an investigation thereof and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent interference therewith. No suspension may be made without affording the student an opportunity for an informal meeting. At the informal meeting the student is entitled to:
    a. A written or oral statement of the charges against the student; and,
    b. If he denies the charges, a summary of the evidence against the student; and
    c. The student will be provided an opportunity to explain his/her conduct.

The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal (or designee).

Expulsion Procedures (Policy 5610)

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

1. When the Principal recommends to the Superintendent that a student be expelled, the Superintendent may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
    a. Legal Counsel
    b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent(s) are given notice of their right to appear at an expulsion meeting conducted by the Superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the School Board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by 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 the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
5. If an expulsion meeting is held, the expulsion examiner 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(s).

The student or parent has the right to appeal the decision of the expulsion examiner to the appropriate. 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. Any expulsion that will remain in effect during the first semester of the following year must be reviewed before the beginning of the school year. It will be recommended that a student be expelled for one calendar year when, while on school property, the student possesses, handles, uses, or transmits a firearm, bomb, or destructive device as defined in IC 35-47-1-5 and IC 35-41-1-4-3. The student will be allowed to return to school at the beginning of the first school semester after the end of the one year period. It will be recommended that a student be expelled for one calendar year when, while on school property, the student possesses, handles, uses, or transmits a deadly weapon as defined in IC 35-41-1-8. A student who commits arson or rape in a Corporation building or on Corporation property, including school buses, will also be expelled.

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 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.

Search and Seizure (Policy 5771)

According to Indiana law a student shall have no expectation of privacy in a vehicle or in the contents of a vehicle operated or parked on school property, a school-provided locker, or a book/gym bag that has been brought onto school property. An administrator may conduct a search of the above locations as well as minimally search a student if there is suspicion that such a search could produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student. Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. Administrators are authorized to utilize metal detecting devices as part of the search process.

The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible. The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

The Board authorizes the use of specially trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Administrators are authorized to arrange for the use of breath-test/drug and THC testing instruments for the purpose of determining if a student has consumed an alcoholic beverage or used/in possession of an illegal substance. It is not necessary for the breath-test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Drug Prevention (Policy 5530)

School City of Mishawaka recognizes that the misuse of drugs is a serious problem in contemporary society and as the educational institution of this community, the prevention of drug abuse is a priority. Therefore, School City of Mishawaka prohibits the use, possession, concealment, or distribution of any drug and any drug-related paraphernalia at any time on School City of Mishawaka property or at any school-related event. School City of Mishawaka further establishes a drug-free zone within 1,000 feet of any facility used by the Corporation for educational purposes.

Random Drug Testing (Policy 5145)
Because of the risks associated with the use of alcohol and illegal drugs, School City of Mishawaka conducts a mandatory random testing program for all students in grade 7 through 12 who participate in interscholastic athletics or extra-curricular activities as listed in each school's handbook. Participation in extracurricular activities is a privilege, not a right. All participants must maintain their academic eligibility as well as agree to be part of a pool of students subject to random drug and alcohol testing.

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES (Policy 2266)

The School City of Mishawaka Board of School Trustees does not discriminate on the basis of sex (including sexual orientation or gender identity) in its education programs or activities and is required by Title IX of the Education Amendments of 1972 and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The SCM Board prohibits sexual harassment that occurs within its educational programs and activities. When the Corporation has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the Corporation Community who commit sexual harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third Parties who engage in sexual harassment also are subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced sexual harassment ongoing remedies as reasonably necessary to restore or preserve access to the Corporation's education programs and activities.

This policy applies to sexual harassment that occurs within the Corporation's education programs and activities and that is committed by a member of the Corporation Community or Third Party. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the corporation's education programs and activities.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's contact information listed below.

The Corporation's Title IX Coordinators are:

Kory LaBonne, Senior Coordinator
Director of Human Resources & School Safety
1402 S. Main St., Mishawaka, IN 46544
(574) 254-4500
labonnek@mishawaka.k12.in.us

Jenny Sanders, Deputy Coordinator
Benefits and Wellness Coordinator
1402 S. Main St., Mishawaka IN, 46544
(574) 254-4500
sandersj@mishawaka.k12.in.us

DRESS CODE

Appropriate student dress is important to maintaining a positive school climate; it is conducive to teaching and learning, and helps to eliminate unnecessary distractions. Students are encouraged to dress appropriately for school so as to maintain an attitude of respect for self and others. Student dress is governed by the following rules:

1. Clothes must be sufficient to conceal undergarments at all times. Tops must cover bras and pants must fully cover underwear or boxers.
2. Clothing NOT allowed includes, but is not limited to: oversize or sagging pants, short shorts, muscle shirts, flannel pajamas or lounge pants, jeans with holes or rips above the knee, mini-skirts, gloves or hats indoors, bandanas or other head coverings including hoods.
3. Any clothing or jewelry that could create an unsafe situation in any classroom is not allowed. This includes clothing or jewelry that may get caught in machinery. Chains, including wallet, bicycle, and certain necklaces could be used to cause harm and are therefore prohibited. Any jewelry or other items are prohibited when worn on any pierced body part other than the ear or nose.
4. Slippers or Heelys are not allowed.
5. Any clothing or facial covering that contains language or symbols supporting drugs, alcohol, or nicotine/tobacco products, contains vulgar or profane language or is sexually suggestive, or promotes gang or cult activity is prohibited. Any dress, accessories, or jewelry that contain symbols or signs that degrade or slur on the basis of race, religion, ethnicity, sex, disability or sexual orientation is strictly prohibited.
6. Shorts, skirts, and dresses must be no shorter than mid-thigh, with no pockets or buttocks showing. Shirts must fully cover the stomach during normal activities. Sleeveless and shoulderless shirts must have straps that are at least 3 female fingers wide—strapless tops and spaghetti straps are not allowed.
7. Hair, including facial hair, must be neat, clean and well-groomed and not disruptive to the educational process.
8. Students who are in violation of the dress code will be counseled and given the opportunity to modify the inappropriate clothing. Modifications may include: turning a shirt inside out, removing inappropriate jewelry, or changing clothes.
9. Students who repeatedly violate these guidelines may be subject to disciplinary consequences including parent and student conference, detention, or other school based sanctions.

The building principal and school administration reserve the right to make the final determination concerning both the appropriateness of student dress and any violations of the code of conduct, as well as to assign disciplinary consequences deemed appropriate.

ATTENDANCE

GOALS FOR THE 2026–2027 SCHOOL YEAR

According to the State of Indiana, students need to be in school at least 94% of the time.
Students who consistently attend school are more likely to perform well in school and graduate.
Similarly, students who are chronically absent are much less likely to achieve in the classroom or graduate.

DAILY SCHEDULE

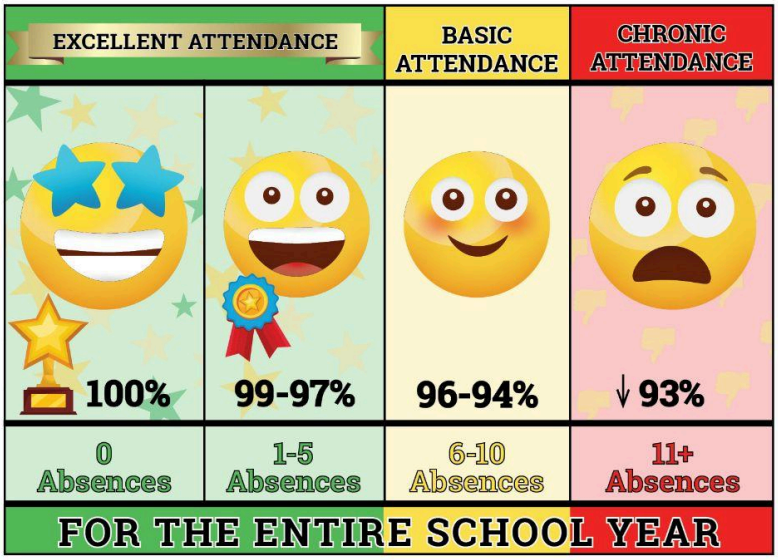
Elementary Schools	John Young Middle School	Mishawaka High School
BREAKFAST SERVED 8:05 AM – 8:25 AM	BREAKFAST SERVED 7:50 AM – 8:10 AM	BREAKFAST SERVED 7:30 AM – 7:55 AM
DOORS OPEN 8:15 AM	DOORS OPEN 8:00 AM	DOORS OPEN 7:15 AM
CLASS BEGINS 8:30 AM	CLASS BEGINS 8:15 AM	CLASS BEGINS 8:00 AM

PERFECT ATTENDANCE

0 Absences
0-3 Tardies
0-3 Check Out Early

EXCELLENT ATTENDANCE

1-5 Absences
0-5 Tardies
0-5 Check Out Early



REMEMBER:

An absence is an absence.
Whether it is *excused* or *unexcused*, it still counts as an absence.

WHAT IS AN *EXCUSED* ABSENCE?

- Illness absence with a doctor's note or authorizing by school nurse or other school official.
- Family emergency/parent call-in.
- Funeral.
- Medical appointments; verified by a written note from the doctor.
- Quarantine of the home; verified by the health department or school official.
- Exclusion from school supported by written documentation by nurse or other designated school official.
- Absences for justifiable personal reasons, with prior written request and written approval from the principal.

WHAT IS AN *UNEXCUSED* ABSENCE?

These are some common unexcused absences

- Personal Reasons (running errands for family, birthday, hair appointment, shopping trips, etc.)
- Unapproved vacations or trips
- Transportation problems
- Babysitting
- Any absence without documentation or note from parent, guardian or medical professional

SCHEDULING APPOINTMENTS

We understand that sometimes you need to schedule appointments or trips. To help plan ahead and not miss any school, below are days school is not in session that would be the best days for scheduling appointments or trips.

September 4..... Recess Day
September 7.....Labor Day
October 14 .. Parent/Teacher Conferences
October 15–19 ..... Fall Break
November 25 ..... eLearning Day
November 26–27 ..... Thanksgiving Break
December 21– January 1 .....Winter Break
January 18.....Martin Luther King, Jr. Day
February 12..... Recess Day
February 15..... Presidents' Day
March 26..... Good Friday
April 5–12.....Spring Break
AFTER May 26*.....Last Day of School

**Additional days may be added at the end of the school year for make-up days.*

ATTENDANCE (Policy 5200)

The School Board requires all students enrolled in the schools of this Corporation to attend school regularly in accordance with the laws of the State. Regular attendance and punctuality in arrival at school are vital to educational success. The development of good attendance habits is an important learning behavior that will prove beneficial throughout the child's future.

If a student will be absent, his/her parent/guardian should telephone the school to report the absence. This call should be made by 8:45 a.m. each day of absence. All students are expected to be at school daily. If your child is absent and we do not receive notification of the absence, we will call or make a home visit to verify the absence for everyone's safety and welfare.

Indiana Department of Education's definitions regarding attendance:

- IC 18-2-6.5 IDOE defines "**chronic absenteeism**" as students absent from school for 10 percent or more of a school year for any reason.
- IC 18-2-6.5 defines "**habitual truancy**" to include students absent ten (10) days or more from school within a school year without being excused or without being absent under parental request filed with the school.

1. Excused Absences

a. Personal Illness
b. Illness in the Family
c. Quarantine of the Home - This is limited to the length of the quarantine as fixed by the proper health officials.
d. Death of a Relative
e. Observance of Religious Holidays – Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.
f. Absence during the school day for professional appointments - Parents are encouraged to schedule medical, dental, legal, and other necessary appointments outside of the school day. Since this is not always possible, when a student is to be absent part of the day, the student shall have a statement to that effect from his/her guardian, the student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect they report the appointment was kept, and student shall report back following the appointment if school is still in session.
g. Unexpected or unavoidable absences as determined by school administration
h. Other reasons authorized by law
i. College visits

Make Up Opportunities - Students will be given the opportunity for making up work missed due to absences. A student may receive full credit for work completed following an **excused** absence (including suspensions). Students may receive full or reduced credit for work completed following an **unexcused** absence at the discretion of the teacher.

Unexcused Absences

Is defined as an absence from school due to nonmedical excuses or without legitimate excuses (that are not approved Excused Absences by a school administrator as defined by School City of Mishawaka).

Tardy

Student's tardy minutes are monitored. Excessive tardiness will be addressed at the building level with a focus on strategies to resolve the issue(s).

Chronic Absenteeism

If a student misses at least 10% of days enrolled (e.g., 18 days absent if enrolled for 180) regardless of whether the absences are considered excused or unexcused, they are considered as chronically absent by the state of Indiana.

Agency Referral

Students who reach criteria for Chronic Absenteeism may be referred to an outside agency such as The CASIE Center or any other Truancy Prevention program that may be available.

After 8 or more absences, school administration may request written verification from the parent. In accordance with Policy 5200, administration reserves the right to verify the written statements and investigate as appropriate. When the total number of days exceeds 8, you may be sent a letter requesting verification from the professional service provider. This note must verify that the student was seen by a professional service provider and must indicate the dates that the student is to be excused from school.

2. Student Vacations during the School Year

a. Parents must notify the school prior to any family vacation during the school year. School City of Mishawaka encourages families to avoid scheduling vacations while students are in session but do understand extenuating circumstances may occur. When a family vacation must be scheduled during the school year, parents should discuss the matter with the principal to make necessary arrangements to coordinate missing work.
b. All missing assignments and tests should be made up within an agreed upon time between the student and teacher.
c. The time missed may be counted as an authorized, excused absence, unless the student has crossed the chronic absenteeism threshold which could result in the absence being unexcused. The absence shall not be a factor in determining grades unless missing work is not completed.

3. Truancy

a. A student shall be considered truant each day or part of the day s/he has an unexcused absence from his/her assigned location without parental knowledge. Absence is defined as not being present in the assigned location any time beyond the tardiness limit.
b. Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter. Administrative actions taken will be as follows:
    - A student who is truant may make up work for reduced credit.
    - A record of the truancy will be entered in the student's file.
    - A parent conference may be held at any time but one is required after five (5) unexcused absences.
    - A student may be considered an "**habitual truant**" when the student is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year.
c. The disciplining of truant students shall be in accord with Board policies and due process, as defined in Policy and the Student Code of Conduct.

4. Students Leaving School during the School Day

a. Students shall not be permitted to leave early at the request or in the company of anyone other than a school employee or parent/guardian unless permission of the parent/guardian is first secured. Students shall not be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by administration.

5. Tardiness

a. An elementary student who is not in his/her assigned location when the late bell rings, will be considered tardy. Any student arriving late to school must report to the school office before going to class.
b. Secondary students are expected to be in their assigned location throughout the school day. If a student is late in arriving at school, he/she must report to the school office before going to the assigned location. Students who are repeatedly tardy will be subject to disciplinary action.

SOCIAL PROBATION

At School City of Mishawaka, we believe that participating in extracurricular activities, school dances, athletic events, and clubs is a privilege that goes hand-in-hand with maintaining positive behavior, strong attendance, and academic dedication.

Social Probation is a temporary status assigned to a student when their behavior, attendance, or academic progress does not meet SCM community standards. The primary goal of Social Probation is to provide a structured pause, allowing the student to refocus their energy on their core responsibilities: learning and positive citizenship.

What Social Probation Means:

While on Social Probation, a student is fully expected to attend regular classes and mandatory academic activities, but **is restricted from participating in or attending non-academic, school-sponsored events**. This includes, but is not limited to:

- School dances, socials, and pep rallies
- Attending or competing in extracurricular athletic events (both at JYMS and MHS)
- Participating in non-graded clubs or after-school activities
- Attending any evening or weekend school-sponsored recreational functions

Triggers and Reinstatement:

- **Triggers:** A student may be placed on Social Probation due to chronic behavior referrals, school suspensions, excessive unexcused absences (in alignment with SCM attendance notifications), or as a consequence of being placed on Academic Probation due to multiple failing grades.
- **Duration:** The length of Social Probation is determined by the administration (typically ranging from one week to a full grading period) depending on the severity of the situation.

A Note for Parents/Guardians: If your child is placed on Social Probation, you will be notified directly by the administration. We view this as an opportunity to partner with you to help your student get back on track.

SCHOOL DAY

School Hours

- Elementary Schools: 8:30 a.m. to 3:00 p.m.
- John Young Middle School: 8:15 a.m. to 3:15 p.m.
- Mishawaka High School: 8:00 a.m. to 3:10 p.m.

PROGRAMS

Exceptional Learners

The School City of Mishawaka provides educational services to children with disabilities in the least restrictive environment. School City of Mishawaka is a State leader in the inclusion of students with disabilities in our neighborhood schools. Growing Together Preschool at Beiger and LaSalle Elementary Schools provide a safe and nurturing environment that assures growth in cognitive, social/emotional, physical and language development. The Young Adult Services (YAS) serves to maximize the skills of our students who have exited Mishawaka High School with certificates of completion as they prepare for life beyond the public-school setting.

High Ability Programs (Policy 2464)

Students are identified for high ability programming which become available as early as first grade. LEA (Language Enrichment and Acceleration) and MAC (Mathematics Acceleration and Challenge) programs are available for Grades 1-6 in all Elementary School locations, while Project DEEP (Developing Exceptional Educational Potential) programming is available for Grades 1-6 at Twin Branch Elementary School. JYMS and MHS offer a wide variety of academic programs and experiences for high ability students. These programs and experiences are designed to offer academic challenges beyond those required by the Indiana Academic Standards. Some of the programs have prerequisites students must accomplish before moving to the next level. In all programs and experiences, students must demonstrate their readiness and ability through class work and performance, standardized assessments, both formative and summative class/course assessments. Any questions about these programs and the nomination/identification process should be directed to the Office of Curriculum and Instruction.

Homebound Instruction (Policy 2412)

School City of Mishawaka may provide individual instruction to students of legal school age who are not able to attend classes because of accident, illness or disability. Documentation of the disabling condition must be done by a physician who is licensed to practice in Indiana. Documentation must include the nature of the medical disability, the probable duration of the confinement, and certification of the student's ability to participate in an educational program. The program of instruction given to each student will be in accordance with the rules of the State Board of Education. Instruction will generally take place at a mutually convenient public location such as the public library. Instruction may be withheld if the parent or other adult in authority is not home with the student during the hours of instruction, if the instructor's presence in the place of the student's confinement presents a hazard to the health of the teacher, or if the condition of the student precludes benefit from the instruction.

Home Schooling (Policy 9270)

The School Board encourages the enrollment of all school-age children residing in the School City of Mishawaka district in public schools or in approved parochial or private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment. All requests to educate a child in an equivalent education [home schooling] program must be submitted to the Indiana Department of Education. The home schooling student may also enroll in one or more academic courses in our schools, with the approval of the Superintendent. Such enrollments will be submitted to the State for funding purposes. The Superintendent may allow a student who is being educated at home or at a non-corporation school but taking one or more courses at a Corporation school to participate in one or more of the Corporation's co-curricular or extra-curricular activities providing s/he meets the eligibility criteria established for the activity. All school policies and rules apply when the student is participating in the academic, co-curricular, and/or extra-curricular programs of the school and the student will be required to participate in all mandatory State assessments as required by the State Board of Education.

TECHNOLOGY

Cell Phones

School City of Mishawaka: Phone-Free Policy

Effective Date: *July 1, 2026*

In accordance with Indiana state law, the School City of Mishawaka is implementing a mandatory, district-wide ***"bell-to-bell" device ban*** *for all public and charter school students. This updated policy is designed to reduce classroom distractions, support educators, and maximize student focus.*

The Legal Context

This policy update is driven by ***Senate Enrolled Act 78 (SEA 78)****, which expands previous state legislation to create a strict "bell-to-bell" restriction. You can review the official legislative text and tracking details directly via the Indiana General Assembly Website.*

Policy Breakdown & Student Instructions

- ***All Devices Included:*** *The ban applies to all personal wireless communication electronics. This includes* ***cellphones, smartwatches, tablets, and personal gaming devices****.*
- ***"Bell-to-Bell" Restraints:*** *Devices are completely restricted during the* ***entire school day****. This includes instructional classroom time, passing periods in the hallways, and lunch breaks.*
- ***Storage Rules:*** *1.* ***Start of Day:*** *All devices must be completely* ***powered off*** *upon entering the building.*
  2. ***During the Day:*** *Devices must be stored securely inside* ***student lockers****.*
  3. ***Dismissal:*** *Devices must remain locked away and inaccessible until the final dismissal bell.* 💡
  Exceptions: Per state guidelines, exceptions will be made if a device is explicitly required by a student's Individualized Education Program (IEP), Section 504 plan, for documented medical management, or for authorized emergency situations.

Parent & Guardian Information

- ***Urgent Communication:*** *If a parent or guardian needs to reach a student for an emergency or time-sensitive matter during school hours, please contact the* ***school's main office*** *directly. Staff will immediately ensure your student receives the message.*
- ***District Handbooks:*** *For further local technological guidelines and district resources, please visit the official School City of Mishawaka Website.*

School City of Mishawaka will not assume responsibility for lost or stolen cell phones.



Technology and Learning

School City of Mishawaka is committed to equipping its students with the tools they need to thrive in today's digital world. By providing Kindergarten to Twelfth grade students with a take home device, charger, and relevant technology resources, we aim to enhance their learning experiences and prepare them to become successful citizens. To ensure a safe and secure online environment, we maintain filtering and security measures that adhere to state and federal guidelines. The Acceptable Use Policy applies to both school owned technology equipment utilizing the School City of Mishawaka network and Internet connection, and/or private networks/Internet connections accessed from school-owned devices at any time.

Acceptable Use (Policy 7540.03)

All students and parents who use School City of Mishawaka technology are required to sign the Acceptable Use Agreement. By signing this, students agree to use their device and internet privileges in an ethical and legal manner.

The School Board provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. Upon enrollment, parents/students agree to use their device and internet privileges in an ethical and legal manner.

Using Technology

- I will only use my device when my teacher instructs me or when appropriate.
- I will put my device away when instructed.
- I will take care of my device and keep it charged.
- I will only install apps that are approved by my teacher.
- I will only have my device repaired by the School City of Mishawaka.
- I will return my device and charger upon request, withdrawal, transfer, suspension, expulsion, or termination of enrollment.

Digital Responsibility

- I will keep my passwords private, except with my teacher or parent/guardian.
- I will only take or post pictures or videos of someone with their permission.
- I will only share appropriate content with others.
- I will keep my personal information private, including references to where I live, financial information, details about my family or friends including names, age, birthday, home address, or phone numbers.
- I will tell my teacher or trusted adult if I am contacted by someone I do not know.
- I will follow my teachers' expectations when using technology, curriculum platforms, and/or AI tools.
- I will tell an adult if I read, see, access or witness inappropriate use of technology.
- I will be an upstander by reporting to a trusted adult or preventing bullying, abuse, or harm to others.
- I will follow all internet filters and security measures.
- I will follow copyright laws.
- I will only edit my own documents or other documents that are shared with me and I have permission to edit.
- I will use AI tools responsibly and will not use AI in a way that could harm myself or others.
- I will be honest when I use technology, curriculum resources, and/or AI tools to assist with my learning, and I will always critically evaluate the information it provides.

Technology Concerns

- I will strive to be a responsible digital citizen. If I make a choice that is not in line with being a responsible digital citizen, I will talk to a teacher or trusted adult who will help me figure out how to make it right.
- I will immediately stop and tell a teacher or trusted adult if anything happens on my device or on the internet that does not seem right or that makes me feel uncomfortable.
- If something on my device breaks or does not work correctly, I will tell my teacher or trusted adult right away.

General Device Care & Precautions

Each student device is protected by a service plan and a case which covers repairs at no cost to the family. Fees may be assessed if the damage is intentional or beyond repair.

- Charge the device every night using the provided charger.
- Use a clean, soft, dry cloth to clean the screen. Do not use cleansers of any type.
- Carefully remove headphones and chargers.
- Leave the case and inventory stickers on the device.
- Keep the device away from food and drink.
- Remove items on the keyboard before closing the device to prevent screen damage.
- Carry the device with the lid closed.

Lost, Stolen, or Damage Beyond Repair
Families are financially responsible for a device/charger that is lost, stolen, or damaged beyond repair. Third party chargers and cords are not approved for use on School City of Mishawaka owned devices. Replacement fees can be found at www.mishawakaschools.com.

Student Accounts
All students are assigned an email and password that provide access to the Corporation network and resources. K-6 students will only have access to emails originating within the School City of Mishawaka and approved curriculum vendors.

ATHLETICS

Athletics plays a crucial role in developing skills that will help our students become productive members of society. Some of those skills include teamwork, cooperation, persistence, and determination. School City of Mishawaka offers and encourages students to participate in athletics of their choosing.

Athletics Attendance

To be eligible to participate in practice or a contest, a student-athlete must be in attendance the entire day of school on the day of that event. School administrators may choose to make exceptions to this policy for reasons such as doctor's appointments, field trips, college visits, or other such reasons other than illness. Student-athletes are ineligible for practice or contests during periods of in- or out-of-school suspension.

Athletics Eligibility (CAVE) for JYMS and MHS

Participation in interscholastic athletics at John Young Middle School (JYMS) and Mishawaka High School (MHS) is a privilege reserved for students in good standing within our school community. Please be advised of the following policy regarding the Caveman Academy of Virtual Education (CAVE):

Standard Eligibility: Students voluntarily enrolled in CAVE for standard virtual instruction may remain eligible for athletics, provided they meet all IHSAA and school corporation academic requirements.

Alternative Placement Restriction: Students who are enrolled in CAVE in lieu of expulsion or as a result of a disciplinary alternative placement are ineligible to participate in any athletic teams, practices, or competitions at JYMS or MHS for the duration of that placement.

This policy ensures that athletic participation reflects the behavioral and citizenship standards expected of all Mishawaka student-athletes.

STUDENT HEALTH

Student Illness or Injury
If a student becomes ill or is injured at school, the student will be sent to the Health Office to be assessed. Students may be sent home for illness at the discretion of the school nurse. If it is determined that the student needs to be sent home or requires emergency treatment, the child will only be released to parents/

guardians or the persons designated on the student enrollment forms. It is vitally important that the information on these cards be as accurate and as up-to-date as possible. Students will not be released from school for health reasons until a parent has been contacted and permission has been obtained for the students to leave. A student who becomes ill and leaves without such permission will be considered truant. In cases of accident or serious illness if the school is unable to reach parents or the emergency contact, the school will notify emergency personnel for treatment and/or transport.

Immunization (Policy 8510)

As required by law, the School Board establishes the following wellness policy for the School Corporation as a part of a comprehensive wellness initiative. The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school. Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. To access the complete board approved policy please visit Mishawakaschools.com.

If anyone within our school community is interested in participating on the School City of Mishawaka Wellness Council, please contact our central office front desk at (574) 254-4500.

Immunization (Policy 5320)

School City of Mishawaka requires that all students be properly immunized and follows the requirements set forth from the Indiana State Department of Health. Parents are required to provide written documentation of the student's immunization no later than the first day of school after enrollment. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days. If the student remains unimmunized at the close of the twenty (20) day period, the principal will commence exclusion proceedings. Exemptions to the immunization requirements will be granted, in accordance with Indiana State Law, **only** for religious beliefs or medical exemption (physician ordered) and must be on file in the nurse's office **each** school year. Immunizations required by law vary according to the child's age. Below are required vaccines and the number of doses required for each.

Pre-K	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 Varicella 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A Annual Influenza (recommended)	
Kindergarten to Grade 5	3 Hep B 5 DTaP 4 Polio 2 MMR 2 Varicella	2 Hep A (Hepatitis A) Annual Influenza (recommended) COVID vaccine (recommended) Haemophilus influenzae type b (Hib) (recommended) Pneumococcal conjugate (recommended)

Grades 6 to 11	3 Hep B 5 DTaP 4 Polio 2 Varicella 2 MMR	2 Hep A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus & Pertussis) Annual Influenza (recommended) 2/3 HPV (recommended) COVID vaccine (recommended)
Grade 12	3 Hep B 5 DTaP 4 Polio 2 Varicella 2 MMR 2 Hep A	2 MCV4 (Meningococcal) 1 Tdap (Tetanus & Pertussis) Annual Influenza (recommended) 2/3 HPV (recommended) 2 MenB (recommended) COVID vaccine (recommended)

Hep B: The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.
DTaP: Four doses of DTaP/DTP/DT are acceptable if the 4th dose was administered on or after the child's 4th birthday.
Polio: Three doses of Polio are acceptable if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose. For all students, the final dose must be administered on or after the 4th 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 12th grade. Parent report of disease history is acceptable.
Tdap: There is no minimum interval from the last Td dose.
MCV4: Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4.
Hep A: The minimum interval between 1st and 2nd dose is 6 calendar months. 2 doses of Hep A is required for grades Kindergarten through 12th.
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.***

Meningococcal Disease

IC 20-30-5-18 requires that parents/guardians be informed each year about meningococcal disease and its vaccine. Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include fever, headache, nausea, and stiff neck, making it difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, immunization is available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshmen. Parents should discuss meningococcal disease and vaccination with their children's health care provider.

More information can be found at the following web sites:

- The Indiana State Department of Health http://www.in.gov/isdh/25455.htm
- The Centers for Disease Control and Prevention http://www.cdc.gov/meningococcal/vaccine-info.html
- Academy of Pediatrics. http://www.aap.org

Medical/Dental Appointments

Parents are encouraged to schedule appointments outside of school hours. When it is necessary to schedule an appointment during school hours, parents are required to notify the school. The student should attend

school before and after appointments. Doctor's verification of the appointment must be submitted to the attendance office when the student returns to school on the same day or the following day.

Communicable Diseases/Fever (Policy 8450)

Any student with a fever of 100 degrees or above should be kept home until they are fever free without the use of fever-reducing medication for 24 hours. Students should also have no signs of vomiting or diarrhea for 24 hours prior to returning to school. If a student has a communicable disease that is transmissible through normal school contacts, poses a substantial threat to the health and safety of the school community, or is infested with parasites, the school nurse may send the student home. The nurse will communicate with the student's parent, and describe the nature of the illness or infestation. The student may return to school when the following criteria are met:

- The student's return to school meets the guidelines in the current edition of the Indiana State Department of Health Communicable Disease Reference Guide for Schools.
- A doctor's letter stating it is safe for the student to be readmitted is provided.

Medications at School (Policy 5330)

No prescribed medication will be administered to a student without the written prescription from the child's physician accompanied by the written authorization of the parent.

Nonprescription medicine requires the written consent of the parent. ***Form A, Authorization to Administer Medication*** must be used for this written authorization. It is available on the School City of Mishawaka website and also at the back of this handbook. Medication at school must be brought to school by a parent or guardian. Prescription medication must be in a prescription container labeled with the student's name and exact dosage instructions. Non-prescription medication must be in its original container. Any unused medication that is not picked up by the parent on the last day of school will be destroyed. A student with a chronic disease or medical condition may possess and self-administer medication at school only if an authorization form has been filed by the student's parent. This form, ***Form B Authorization to Possess and Self-administer Inhalers, Epi-Pens, and Insulin*** must be completed by the Physician and also signed by the parent and student. All medical documentation will be kept on file in the Health Office and must be renewed each school year.

Bloodborne Pathogens

School City of Mishawaka is subject to regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the Corporation who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the Corporation is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the Federally-mandated procedures includes a requirement that the Corporation request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the Corporation to request that consent.

SAINT JOSEPH HEALTH SYSTEM

INFORMATION FROM THE SCHOOL HEALTH OFFICES

- If your student will require a **health plan** or assistance from the health office, please stop by or call the health office as soon as possible.
- If your student currently has a health plan and there has been a change/updates to the plan of care, please contact the health office. We need this information updated yearly to provide the best care possible for your student.
- If your student required any **emergency medication** such as an EPI-PEN, Benadryl, Glucagon, etc. please turn these medications and the appropriate paperwork into the health office upon the first day of school
- Please do not send medication to school with your student. **An adult must bring medications to school.** Medication must be in the original bottle and have the appropriate paperwork signed in order for school health staff to administer medications at school. Loose tablets in baggies or pockets, will not be accepted for the safety of your student and other students.
- If your student requires additional **immunizations,** please give that information to the health office or, if you have an appointment scheduled, please notify us of the date.

Keeping communication open between parents and the health office staff will allow us to provide safe and efficient care for your student! Contact the building health offices at any time with concerns, questions, or updated information.

WELLNESS COUNCIL

The School City of Mishawaka Wellness Council brings together staff, students, families, and community members who are passionate about promoting health and well-being in our schools. The council helps guide wellness initiatives related to nutrition, physical activity, and mental health.
If you're interested in joining or learning more, please contact the Central Office front desk at 574-254-4500.

SAFETY

Fire, Tornado and Safety Drills (Policy 8420)

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

Tornado drills will be conducted during at least once a semester, using procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires. Students will be instructed on the procedures during a tornado drill.

Safety drills will be conducted at least once per semester. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

Emergency Closings and Delay

If the school must be closed or the opening delayed because of inclement weather or other conditions,

notification will be made via the automated messaging system, School City of Mishawaka Facebook and on the School City of Mishawaka website. Local radio and television stations will also be notified. Parents and students are responsible for knowing about emergency closings and delays. If an announcement is **not** made, schools will be open. A decision to close will be made as early as possible, perhaps even the night prior. If schools are open, parents should determine whether or not their child can withstand the elements and attend school.

If school is open, or delayed, because of inclement weather, the school will respect the parent's decision to keep their child at home. Parents are expected to contact the school and inform school officials of their determination, and the student will be counted as absent, per Indiana code. Please do not attempt to call the school, the central office, or the radio/television stations to verify that schools are in session. Students who are absent due to inclement weather will be given the opportunity to complete their academic work in the same manner as an excused absence from school.

Security

a. All visitors will be required to enter through the secured vestibules and present their ID before being allowed into the school.
b. Each visitor will be given and required to wear a building pass while they are in the building.
c. Anyone desiring to volunteer in the school or to chaperone/attend field trips are required to have a background check completed and on file with the school.
d. Exterior doors are locked during school hours.
e. Portions of the building that are not needed after the regular school day are closed off.
f. Students may be required to wear their student ID at all times while in school or on school property.
g. All Corporation employees are required to wear School City of Mishawaka identification badges while in Corporation schools and on Corporation property.

Facility Security Program (Policy 7440)

The Board authorizes the search/random search of all persons, students, staff members, and/or visitors entering Corporation buildings, boarding or riding Corporation buses/vehicles owned by, or contracted for, the Corporation, entering Corporation property, attending events on Corporation property, and/or attending school activities off-site. Such searches may also be conducted using walk-through or hand-held metal detectors as a part of a comprehensive program of safety and security.

No person shall be selected to be searched based solely upon his/her gender, race, ethnicity, religion, disability, physical appearance, manner of dress, or association with any particular group of persons.

Video Surveillance

The Corporation utilizes video surveillance in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors. Established legal principles found in both State and Federal law will in most cases prevent school officials from allowing members of the public to view video surveillance material.

Nicotine/Tobacco (Policy 7434)

It is the intention of the Corporation to provide an environment that is free of health hazards. The use of nicotine/tobacco is prohibited in any buildings, on all school grounds, and all vehicles belonging to School City of Mishawaka. "Use of nicotine/tobacco" means all uses of nicotine/tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains nicotine/tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

FOOD SERVICE

School City of Mishawaka participates in the National School Lunch and School Breakfast program, serving nutritious meals every full day of school. All meals served must meet the nutrition standards established by the US Department of Agriculture. Lunch menus, prices, and other helpful information can be found on the School City of Mishawaka website under the Food Service heading.

Community Eligibility Provision Program

Every student enrolled for the 2025 – 2026 school year will receive one breakfast and one lunch daily at no charge due to our participation in the Community Eligibility Provision.

Debit Account Program

The Mosaic (Point of Sale) System sets up a Debit Account for your child's ala carte purchases. Your child's Debit Account is only accessed with their ID. Deposits can be made at the school cafeteria, at myschoolbucks.com, or through Lisa Thompson, Administrative Assistant for Food Service. Money deposited into the account can only be used for ala carte purchases. The student can check the balance whenever a purchase is made, but the student cannot get any cash from the account. Any funds left at the end of the school year are automatically rolled over for the next year. However, a parent may instead request a refund by contacting Lisa Thompson, Administrative Assistant for Food Service, at (574) 254-4545.

PARENT RESOURCES

Communication

Cooperation between home and school is critical to a student's educational success. School City of Mishawaka values and encourages parental involvement. Parents are welcome to contact their child's school to address issues and concerns regarding their child's education. Attending open houses and Parent-Teacher conferences gives parents first-hand information about what their children are learning and how they are progressing. School information is shared with parents in a number of ways, including newsletters and on the School City of Mishawaka website. Parents can also register to receive phone, text, and email alerts on the Corporation's automated messaging system, and follow School City of Mishawaka on social media through Facebook or X (formerly known as Twitter).

Media Coverage

School City of Mishawaka is proud to share good news about our students, programs, and events. School City of Mishawaka encourages media coverage so that the community may learn about the great things that students and staff are doing. If you **DO NOT** want your child to be included in media coverage, corporation publications, websites and social media please respond "No" in the Media Information step of your Online Enrollment and/or Returning Students Form through your Skyward Parent Portal. Without a **MEDIA DENIAL** indication on file at your child's school, it will be assumed that you have granted permission for your child to appear in videos and/or photographs for (social)media usage.

Thank you for your cooperation in helping us highlight the good work and efforts of our learners and instructors.

Reporting Student Progress (Policy 5420)

School City of Mishawaka recognizes its responsibility to keep parents informed of student welfare and progress in school. Parents will be informed of their child's progress via parent conferences with teachers. Parents register to monitor their child's grades and attendance online with the Skyward software system. Parents may register to use Skyward by contacting the school office.

Mishawaka Parent Group

The Mishawaka Parent Group (MPG) is a newly formed group consisting of parents, teachers, administrators and community members. We are looking to develop MPGs in each of our schools by building partnerships with parents and the community to enhance our school programs and community wide initiatives that benefit all students. Want to know more about this new group? Email – mishawakaparentgroup@gmail.com

Before and After School Programs

Parents can enroll their elementary school children in before and after school child care programs. The program offers a safe and structured program, reinforces skills needed for success in school, and provides beneficial recreational activities. Information about the program is provided each year. To learn more, parents may also contact the Student Services Department (574) 254-4500.

STUDENT RECORDS (Policy 8330)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student's educational records. To review those rights, refer to Policy 8330. Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Corporation to comply with the requirements of FERPA.

The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information (Policy 8330)

In order to provide appropriate educational services and programming, individual student information must be collected and retained.

The Federal Family Educational Rights and Privacy Act (FERPA) requires us to inform families each year of the types of information we consider to be "directory information" and give parents/guardians the opportunity to restrict the release of such information. The primary purpose of directory information is to allow this type of information in certain school publications such as the yearbook, honor roll and recognition lists, graduation programs, sports activity sheets, and playbills for school drama productions. It can also be disclosed without specific parental permission to reliable third parties, such as class ring manufacturers and yearbook publishers. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want School City of Mishawaka to disclose directory information from your child's education records without your prior written consent, you must notify the Office of the Superintendent in writing by no later than two (2) weeks after your receipt of this Handbook. The Corporation has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Photograph

- Date and place of birth
- Major Field of study
- Dates of attendance
- Date of graduation
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Awards received
- Listing on an honor roll
- Scholarships

ANNUAL NOTICES TO PARENTS AND STUDENTS

A. **Nondiscrimination and Access to Equal Educational Opportunity (Policy 2260)**

School City of Mishawaka does not discriminate on the basis of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law. Further, it is the policy of the Corporation to provide an equal opportunity for all students regardless of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or social or economic background to learn through the curriculum offered in this Corporation. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Kory LaBonne
Director of Human Resources and School Safety
1402 South Main Street
Mishawaka, IN 46544
(574) 254-4500

For further information on notice of non-discrimination or for the address and phone number of the office that serves your area, call 1-800-421-3481.

B. **Pest Control and Use of Pesticides (Policy 8432)**

School City of Mishawaka is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

School City of Mishawaka will:

- Annually inform parents and staff members of the Corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the staff and/or student handbook;
- Provide the name and phone number of the person to contact for information regarding pest control;
- Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice;
- Provide notice of planned pesticide applications to parents and employees who have requested advance notice;
- Maintain a written record for ninety (90) days of any pesticide applications.

The Corporation will provide notice to those in the registry at least two (2) school days prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date

and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information. In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

C. **Annual AHERA Notification**

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970's contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the *Asbestos Hazard Emergency Response Act* (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, School City of Mishawaka has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted on March 20, 2021, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition. The law further required an asbestos management plan to be in place by July 1989. The Corporation developed a plan, as required, which has been continually updated. The plan contains several ongoing requirements for such things as the posting of warnings, education, and training.

D. **Parents' Right to Know – To Parents of Students Enrolled in Title I Elementary Schools (Battell, Beiger, Emmons, LaSalle, and Liberty Elementary Schools)**

In accordance with the Elementary and Secondary Education Act, Section 1111(h) (6) PARENTS' RIGHT TO KNOW, this is a notification from the School City of Mishawaka to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met State qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

Parent Participation in Title I (Policy 2261.01)

Section 1118 of Title I requires that programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served. The guidelines are described below:

- The Corporation expects the parents to be involved in the program, including their participation in the development of the plan.
- Meetings will be conducted with parents including provisions for flexible scheduling and whatever assistance the Corporation may be able to provide parents in order to better ensure their attendance at meetings, and for providing information in a language the parents can understand.
- Meetings will include review and explanation of the curriculum, means of assessment, the proficiency levels students are expected to achieve and maintain, and means for monitoring progress.

- Opportunities will be provided for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan.
- Parents will be involved in the planning, review, and improvement of the Title I program.
- Information concerning school performance profiles and their child's individual performance will be communicated to parents.
- Parents will be assisted in providing help to their children in achieving the objectives of the program by such means as ensuring regular attendance; monitoring television-watching; providing adequate time and the proper environment for homework; guiding nutritional and health practices; and the like.
- Timely responses will be given to parental questions, concerns, and recommendations;
- The Corporation will provide coordination, technical assistance and other support necessary to assist Title I schools to develop effective parental participation activities to improve academic achievement.
- An annual evaluation of the parental involvement plan will be conducted with parents, identifying any barriers to greater parental involvement (such as limited English, limited literacy, economic disadvantage, disability, etc.) and devising strategies to improve parental involvement, and to revise, if necessary, the parental involvement policies.
- The parental involvement plan will be coordinated with other programs, such as Head Start, Reading First, Even Start, Parents as Teachers, and Home Instruction for Preschool Youngsters.
- The Corporation will educate educators, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
- Other activities will be conducted as appropriate to the plan and State or Federal requirements.

Each Title I participating school will also develop a specific plan, with parental involvement, to:

- Convene an annual meeting at a convenient time to which parents of participating children are invited, to explain the parents' rights to be involved and the school's obligations to develop an involvement plan;
- Devise a flexible meeting schedule and describe assistance to encourage parental involvement, such as child care, transportation, home visits, or similar aid;
- Involve parents in an organized, on-going and timely way in the development, review and improvement of parent involvement activities;
- Provide participating students' parents with:
    - timely information about the Title I programs;
    - an explanation of the curriculum, the forms or academic assessment, and the proficiency levels expected;
    - regular meetings, upon request, to make suggestions;
- Develop jointly with parents a school-parent compact which outlines the responsibilities of the school staff, the parents and the student for academic improvement, including:
    - The school's responsibility to provide high quality curriculum and instruction in a supportive, effective learning environment;
    - Parent's responsibility for such things as monitoring attendance, homework, extra-curricular activities, and excessive television watching; volunteering in the classroom;
    - The importance of parent teacher communication on an on-going basis through at least annual parent teacher conferences to discuss achievements and the compact; frequent progress reports to the parents; reasonable access to staff and opportunities to observe and participate in classroom activities.

SCHOOL CITY OF MISHAWAKA 2026 – 2027 LEADERSHIP

Board of School Trustees 2026
Angela Layman, President
Mellissa Johnson, Vice President
Dave Weber, Secretary
Holly Parks, Member
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Matt Modlin

Director of Food Service
Linda Cupp

Director of Operations
Ken Kahlenbeck

DEPARTMENT OF EXCEPTIONAL LEARNERS

Executive Director
Matthew Johns

Supervisor
Kristin Harges

The Campus School Program Supervisor
Jerome Calderone

SCHOOLS AND PRINCIPALS

Battell Elementary School
715 E. Broadway – (574) 254-3900
Matthew Wood, Principal

Beiger Elementary School
1600 East Third Street – (574) 254-4700
Amanda Stephens, Principal
TBD, Assistant Principal

Emmons Elementary School
1306 South Main Street – (574) 254-4600
Brad Addison, Principal
Deb Lewinski, Assistant Principal

Hums Elementary School
3208 Harrison Road – (574) 254-3800
Jeffrey Yohe, Principal

LaSalle Elementary School
1511 Milburn Blvd. – (574) 254-4800
Ben Domonkos, Principal
Ermina Coric, Assistant Principal

Liberty Elementary School
600 E. Pregel Drive – (574) 254-3700
Kristin Wells, Principal
Ashley Litwin, Assistant Principal

Twin Branch Elementary School
3810 Lincoln Way East – (574) 254-3500
Bob O'Hara, Principal

John Young Middle School
1801 North Main Street – (574) 254-3600
Rebecca Cummings, Principal
Jenifer Fisher, Associate Principal
Jory Hardman, Assistant Principal

Mishawaka High School
1202 Lincoln Way East – (574) 254-7300
Chad Brugh, Principal
Dr. Jessica Mann, Associate Principal
Clara Bepe, Assistant Principal
Bryon Scoggin, Assistant Principal
Laura Sigler, Assistant Principal

Cavemen Academy for Virtual Excellence
Brandon Trtan, Principal

— School City of Mishawaka —

Form A

AUTHORIZATION TO ADMINISTER MEDICATION FORM

Student Name:_____ **Date** _____

NON-PRESCRIPTION (over the counter) MEDICATION

Parent/guardian must complete this section and ***send the medicine to school in the original container.***

Medicine Name: _____

Dosage must be consistent with recommended dosage on the container and age appropriate.

_____

Time of day to administer the medication: _____

PRESCRIPTION MEDICATION

Parent/ guardian must sign below. The doctor must sign below if it is a prescription medication. The medicine must be brought to school in the original container. All medications must be FDA approved and be required to be given during the school day, which means they can not be given at home. (example, lunch time medication)

Medicine Name: _____

Dosage: _____

Time of Day to Administer: _____

Termination Date of Prescription: _____

Side Effects, if any:_____

Physician/Practitioner Signature: _____

Physician/Practitioner Name PRINTED:_____

PARENT/GUARDIAN APPROVAL

This certifies that I, the undersigned parent/guardian am aware of the above authorization and hereby request that it be carried out by assigned school personnel. I agree to notify you immediately of any changes in circumstances concerning the administration of this medication.

Signature of Parent/Guardian:_____ Date:_____

TERMINATION OF MEDICATION

I hereby withdraw consent for my child to receive the above medication while at school.

Signature of Parent/Guardian:_____ Date:_____

All Medication must be kept in the health office. Students are not permitted to carry medication in their possession.

FORM B

SCHOOL CITY OF MISHAWAKA
AUTHORIZATION TO POSSESS AND SELF-ADMINISTER INHALERS, EPI-PENS AND INSULIN

This form must be filed with the Principal annually.

Student Name: _____ **Grade:** _____

To Be Completed By Physician/Practitioner:

My patient _____ has been instructed in the proper use of _____. This student's well being is in jeopardy unless this medication is carried on his/her person: therefore we request that he/she be permitted to carry _____. He/She understands the purpose, appropriate method and frequency of this medication.

Physician/Practitioner_____ (please print)

Address_____

Phone:_____

Physician/Practitioner signature:_____ Date:_____

Parent/Guardian Authorization:
I permit my child to carry the above listed medication as ordered by his/her physician/practitioner. I understand that sharing medication with other students will result in disciplinary action. I understand that neither the school or the school board is liable for civil damages as a result of the student's named above self-administration of medication for an acute or chronic disease or medical condition as provided under IC20-8.1-5.1-7.5

Parent/Guardian Signature: _____ Date:_____

To Be Completed By the Student:

I understand the purpose, appropriate method and frequency of the above listed medication. I understand that sharing this medication with other students is potentially dangerous and will result in disciplinary action.

Student signature:_____ Date:_____

Termination of Medication:
I hereby withdraw my consent for my child to receive the above medication while at school.

Parent/Guardian Signature:_____ Date:_____