



Wilbur Wright Middle School
2026 – 2027
Student Handbook

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This handbook outlines the expectations, procedures, and policies for students and families. Parents/guardians are expected to review this document with their child. The school will reference these guidelines when addressing student behavior, attendance, and school procedures.

This handbook summarizes key provisions of Board policy. Families are encouraged to consult the full text of Board policies for complete details. In the event of any inconsistency between this handbook and Board policy, the official Board policy will govern.

SCHOOL TOWN OF MUNSTER

MISSION

Dedicated to Excellence - Every Student, Every Day

Our mission is to cultivate excellence, empowering every student to realize their full potential and achieve high levels of learning.

VISION

A school community where all students have a sense of belonging, take ownership of their learning, and find joy, passion, and purpose in their continued growth.

ADMINISTRATION AND OFFICE STAFF

Main Office

Position	Name	Phone Extension	Email
Principal	Mr. Bojan Jovanovic	2208	bjovanovic@munsterschools.gov
Assistant Principal	Mrs. Nicole Laird	2215	nmlaird@munsterschools.gov
Assistant Principal	Mr. Victor Torres	2223	vmtorres@munsterschools.gov
Attendance Secretary	Ms. Lisa Lopiccolo	2201	lalopiccolo@munsterschools.gov
Principal's Secretary	Ms. Natalie Metzger	2235	nbmetzger@munsterschools.gov
School Nurse	Ms. Lacie Martin	2209	lamartin@munsterschools.gov

Guidance

Guidance Secretary	Carol Aerts	2211	ceaerts@munsterschool.gov
Bookkeeper	Linda Baker	2200	lbaker@munsterschools.gov
Social Worker (<i>Last Names A-K</i>)	Trisha Keown	2206	tmkeown@munsterschools.gov
Social Worker (<i>Last Names L-Z</i>)	Vanessa Leal	2214	vnleal@munsterschools.gov
School Counselor (<i>Last Names A-K</i>)	Michele Arnold	2212	mlarnold@munsterschools.gov
School Counselor (<i>Last Names L-Z</i>)	Lindsay Grunewald	2250	ltgrunewald@munsterschools.gov

Extra-Curricular

Extra-Curricular Coordinator	Matt Backs	2272	mlbacks@munsterschools.gov
Extra-Curricular Coordinator	Ryan Ridgley	2298	rpridgley@munsterschools.gov

Media Center

Media Specialist	Sarah Mercier	2234	smmercier@munsterschools.gov
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PORTRAIT OF A GRADUATE

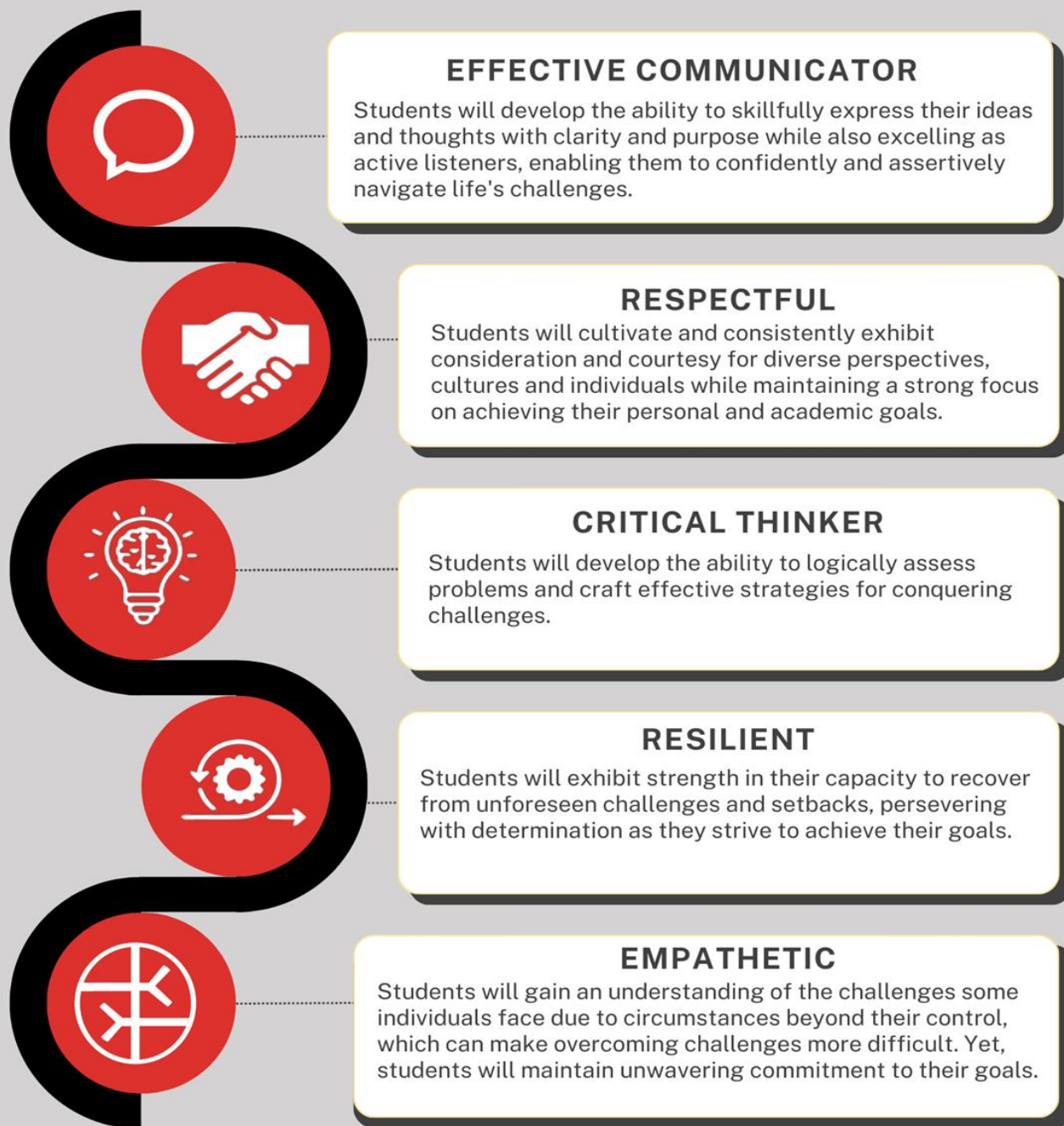
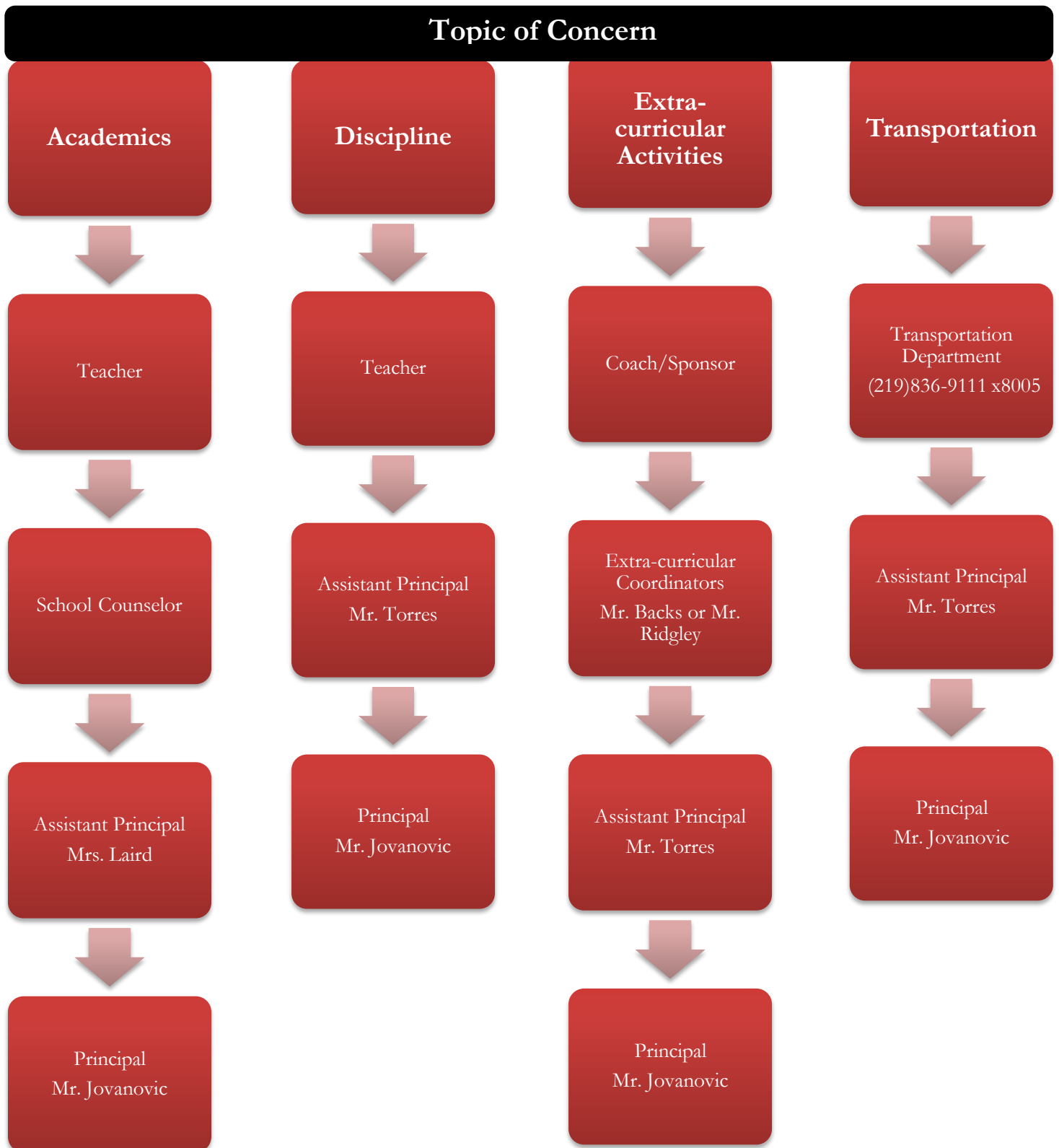


Figure 1: STM Portrait of a Graduate

EFFECTIVE COMMUNICATION – CONTACT FOR QUESTIONS OR CONCERNS

Start with the staff member closest to the situation for the most timely and effective support. If additional assistance is needed, follow the steps below.



SECTION I: GENERAL OPERATIONS

ANNOUNCEMENTS

A daily bulletin of student and school information is posted on the Wilbur Wright webpage and read during first period, including the Pledge of Allegiance and a Moment of Silence. Announcements for the following day must be submitted to the principal's secretary by 1:30 p.m. and require administrative approval before being published.

ARRIVAL AND DISMISSAL

Doors open at 7:30 a.m., and students must enter through Door D or Door E. Classroom visits before school require teacher permission, and locker access is restricted. All students must leave by 3:00 p.m. unless supervised by staff; unsupervised students on campus are subject to disciplinary action.

Students late to school must enter through Door A and check-in with the attendance officer. Students who have been granted early dismissal must exit the building through Door A only during school hours and follow sign out procedures.

ASSEMBLIES AND PEP SESSIONS

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

BICYCLES

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

CAFETERIA

Students will show respect to all staff and remain in the cafeteria during lunch. Students are responsible for maintaining cleanliness in the cafeteria by returning lunch trays to the proper area and disposing items in the trash. Purchased food is not permitted to leave the cafeteria. Students will remain in their seats unless permitted by staff to leave their table.

Students may bring lunch from home or purchase food in the cafeteria. Please visit <https://www.munster.us/district-departments/food-services> for additional information regarding STM Food Services. The school will NOT accept fast food items for student consumption and students cannot bring large quantities of food to share.

Manage your child's school meal account through My School Bucks. Online payments are a simple, safe, and secure way to make add funds to your child's account 24 hours a day. Deposits in cash or check to WWMS can also be made by your child to the cashier in the cafeteria. Please be advised that payments may take up to 24 hours to post to your child's account and a transaction fee may be added to online payments. All lunch charges must be repaid before the last day of school.

GUESTS AND VISITORS

All school visitors must check in with the attendance office at Door A. Visitors are required to show a state issued identification card or driver's license. Visitors, guests, and parents requesting to meet with staff must schedule an appointment.

LOST AND FOUND

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

MEDIA CENTER

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

OFFICE CHECK-IN/CHECK-OUT

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

RECESS

Recess will be held outdoors during the lunch period, weather permitting. Students will not be permitted to go outside for recess

if the wind chill factor is below 20 degrees Fahrenheit. Students should dress appropriately on days they are allowed to go outside.

SALES

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

STUDENT MESSAGES/DELIVERIES

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

VENDING MACHINES

Vending machines are in the building for the convenience of the students and staff. They are on before and after school only. The office WILL NOT give change for use in the vending machines.

SECTION II: STUDENT EXPECTATIONS & CONDUCT

Wilbur Wright Middle School promotes self-discipline, responsibility, and respect for others and for school property. Students are expected to follow the school's code of conduct and understand that violations will result in consequences. Because it is not possible to list every form of inappropriate behavior, the absence of a specific rule is not a valid excuse. Students are expected to demonstrate good judgment, adhere to the general standards of conduct upheld by the school community, and strive for excellence.

Students also share responsibility for maintaining a safe and positive environment by reporting inappropriate behavior and not tolerating actions that violate community standards. The school's expectations align with the School Town of Munster Board Policy 5600 *Student Conduct*, upon which all Wilbur Wright rules and consequences are based. Additional excerpts related to behaviors that may result in suspension or expulsion are provided in this handbook. These expectations apply to student conduct on school grounds before, during, and after school hours; at any school-sponsored activity or event; while school facilities are being used by school groups; and while traveling to or from school or school-related functions.

DISCIPLINARY ACTIONS

- **30-MINUTE DETENTION** - A 30-minute detention is a disciplinary option assigned to students who have committed rule infractions described in the handbook. Failure to serve an assigned 30-minute detention within one (1) week will result in a 1-hour detention. Repeated violations carry increased penalties at the discretion of the administration.
- **ONE-HOUR DETENTION** - One-hour detentions are a disciplinary option assigned to students who have committed rule infractions described in the handbook. Failure to serve an assigned 1-hour detention within one (1) week will result in a 2-hour detention. Repeated violations carry increased penalties at the discretion of the administration.
- **TWO-HOUR DETENTION** - Two-hour detentions are a disciplinary option for some violations that permit students to avoid loss of classroom time. It is assigned to students who have committed rule infractions described in the handbook. Students who fail to serve a 2-hour detention will receive further disciplinary action that may include I.S.S. or external suspension.
- **LOSS OF PRIVILEGES** - Administration reserves the right to issue a loss of privileges for disciplinary consequences. This could include attending dances, after-school functions, extracurricular activities, morning social time, or lunchroom privileges.
- **WORK DETAIL** - At times students may be issued cleaning duties during the school day; these will be reserved for cases in which students leave and create messes in the cafeteria. Students will be issued work details in lieu of traditional discipline. Work detail is not an alternative to discipline.
- **IN-SCHOOL SUSPENSION** - In-School Suspension (I.S.S.) is a disciplinary option that permits students to avoid external suspension for some violations. ISS is an option, not an automatic right, and it will be withdrawn through a student's failure to follow regulations governing the session. Students may be suspended for unacceptable behavior while in ISS. The maximum number of times a student will be assigned to ISS is three (3) per school year. Beyond that number, the

student will receive an external suspension.

- **ALTERNATIVE DISCIPLINE** - Wilbur Wright reserves the right, with the consent of parents, to issue community service at Wilbur Wright in lieu of suspensions or detentions. Students will be assigned time outside of the school day when they will assist school personnel with grounds work and cleaning in and around Wilbur Wright. This program serves as an opportunity for parents and administration to use alternatives to suspension for certain behaviors. The alternative discipline will only be offered on a case-by-case basis and with the parent's written consent. Students will only be afforded alternative discipline five (5) times in a school year. The administration does not have to exhaust alternative discipline in order to recommend suspension and or expulsion from school.
- **SUSPENSION** - Students may be suspended from school for violating rules and regulations listed in sections B and C of the RULES AND STANDARDS OF STUDENT CONDUCT. Students suspended from school are excluded from the building and all school activities commencing at the time the student is notified of his/her suspension verbally or in writing until the time at which the student is allowed to return to classes. Suspended students found on school property during school hours, at any school activity, or riding a school bus are regarded as trespassers and will be treated accordingly. Students who are suspended from school can make up any examination or submit any projects that were due during the term of the suspension upon their return to school. Guidelines for make-up work when exams or assignments are due following a suspension may be found in the corresponding section in the student handbook. Students under eighteen years old who are suspended from school for the second time during the school year are prohibited from being issued a driver's license or permit from the Indiana Bureau of Motor Vehicles. If the student has already been issued a driver's license or permit, it will be invalidated by the Bureau of Motor Vehicles upon receiving a second suspension or any expulsion from school. The maximum number of times a student will be suspended from school is four (4) per school year. Beyond that number, the student will be recommended for expulsion.
- **EXPULSION** - No student expulsion will be for a longer period than the remainder of the school year in which it took effect if the misconduct occurs during the first semester; however, whenever the expulsion takes place during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the Superintendent or expulsion examiner. See Section V from the RULES AND STANDARDS listed below for further information regarding expulsions.

CODE OF CONDUCT

GENERAL CONDUCT & SCHOOL EXPECTATIONS

- Courtesy** – Students should expect courteous treatment by all at W.W.M.S. and are expected to be courteous to fellow students, staff and guests. Students are not to use vulgarity or curse words, and language must be civil and appropriate for a public setting. Students should expect mutual respect, civility, and orderly conduct. Volatile, hostile actions and abusive language will not be tolerated and will be subject to disciplinary action
- Displays of Affection** - Public displays of affection that draw attention or disrupt the school environment are not permitted.
- Cafeteria Behavior** - Students are expected to keep the Food Court clean. This includes returning trays, dishes, and eating utensils to the tray return track. Students who continually refuse to clean up after themselves are subject to disciplinary action, which may include clean-up detail in the Food Court during their lunch hour, or after school.
- Dress Code Violations** - Proper attire is defined as clothing that does not create a health or safety hazard, which does not cause a school disruption, and which is not distracting to the learning environment or demeaning to other students or staff members. The final decision regarding appropriate/inappropriate clothing rests with the administration.

Examples of inappropriate clothing during the school day:

- Garments that have pictures and/or writing that is vulgar, suggestive, indecent, or otherwise offensive are not permitted. Garments with pictures of or allusions to drugs, or alcoholic drinks, and/or gangs/unauthorized organizations are not allowed.
- Clothing that is too revealing, including but not limited to clothing that is transparent, displays the midriff, undergarments (of any type), or displays areas in which undergarments should be worn.
- Clothing that does not allow a full range of motion, such as sitting, bending, or reaching without requiring frequent readjustments are not allowed.

- Eccentric apparel or grooming that could cause distraction or interference with school purpose is not permitted.
- Students are expected to store their coats in their lockers during the school day.
- Excessively tattered, torn, or provocative clothing is not permitted.
- Hats, head coverings, or any item that obscures the face or ears may not be worn inside the school during school hours. Exceptions would be religious or cultural clothing.
- Excessively baggy clothes are not acceptable.
- Sunglasses are not to be worn or visible at any time in the building.
- Shoes are to be worn at all times, unless in the process of changing for a class, athletic event, or participating in an approved school activity requiring no shoes (for example swimming)

Penalty

- 1st offense = Phone Call Home
 - 2nd offense = 30-Minute Detention
 - 3rd offense = 1-Hour Detention
 - 4th offense = 2 - Hour Detention
 - 5th offense = I.S.S.
 - 6th offense = O.S.S.
- e. **Posters/Signs Misuse** - Bulletin boards and tack strips are located throughout the building. Administrators must approve all posters and signs that are to be displayed in the building. Posters or announcements must not be placed on glass, doors, or painted surfaces. Posters should be placed as neatly and attractively as possible. Each activity will be allowed a maximum of 10 posters throughout the building. All publicity, announcements, and posters should be taken down as soon as possible after they become out of date. Posters should reflect good taste and judgment. Students and student organizations should use bulletin boards provided for their use throughout the building. Thumbtacks, staples, and pushpins may be used on these bulletin boards.
- f. **Possession Of Hazardous Materials/Prohibited Items** - Students who are in possession of lighters, matches, fireworks, or other products capable of setting fire will be suspended.

ATTENDANCE, PRESENCE & ACCESS VIOLATIONS

- a. **Trespassing** - Students who are in a school building or on school grounds when not normally occupied by students or staff will be considered trespassing and subject to disciplinary action. This includes being in or on an unoccupied part of the building when another part is in use.
- b. **Being in unauthorized areas** - Students who enter an area without direct permission or enter areas that are closed or off limits will be subject to discipline. These areas include but are not limited to storage areas and certain restrooms and locker rooms.

HARASSMENT, BULLYING & INTERPERSONAL MISCONDUCT

- a. **Bullying and Harassment** - Bullying as defined by State law means overt, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:
- places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes but is not limited to such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict(s) physical hurt or psychological distress on one (1) or more students with the intent to harass, ridicule, humiliate, intimidate or harm that/those student(s) based upon sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation; and may involve teasing, threats, intimidation, stalking, cyberstalking, cyberbullying, physical violence, theft, sexual, religious, or racial harassment, public humiliation or destruction of property.

This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

- the individual committing bullying behavior and any of the intended targets of bullying behavior are students attending a school within the School Corporation; and
- the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Any student who believes they have been or are currently the victim of bullying shall immediately report the situation to the building principal, assistant principal, teacher, or counselor. This report may be made anonymously. Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student.

- c. **Provocation** - Students who encourage fighting, violence, threaten violence, or use fighting language will be disciplined based on the level of provocation.
- d. **Inappropriate Language** - The use of vulgar, lewd, profane, indecent, or obscene language, whether oral, written, visual, or gestural is prohibited, and may result in disciplinary action, including suspension. This includes, but is not limited to, inappropriate content in magazines, images, and digital or web-based materials. Students who direct vulgar or obscene language, gestures, name-calling, or personal insults toward staff members will be subject to more serious consequences, including suspension and/or expulsion.

DISRUPTION OF SCHOOL OPERATIONS

- a. **Class Disruption** - A teacher may exclude a student from his or her classroom or activity under his or her supervision for a period not to exceed five days. The student may attend other classes or activities of the school day. The teacher will instruct the student to leave the classroom or activity, will instruct the student to report to the Main Office, and will notify the administration as soon as possible. A decision will be made by the administrator on the proper action to be taken concerning the student. This may include detention(s), suspension, parent conference, and/or a recommendation for expulsion. Repeated referrals from a class for disciplinary problems may result in removal from that class with a failing grade.
- b. **Defiance** - Failure to comply with directions of teachers or other school personnel is grounds for suspension and/or expulsion. Students who engage in defiant behavior, including but not limited to, failure to comply with directions, argumentative and confrontational behavior with staff, and/or refusal to report to the main office when requested, may be suspended for 3 days. Upon a second incident of defiance in a school year, the student may be suspended for 10 days and recommended for expulsion.
- c. **Hallway Violations**
 - Students are not to litter the hallways.
 - Food or drink is not permitted in the hallways or Commons.
 - No running in the halls.
 - Students must have a valid hall pass to be in the hallway during class periods.
 - All students should be in the cafeteria when their lunch bell rings.
 - Students should not congregate in the hallway and should be moving to their next class.
- d. **Demonstrations Interfering with School** - Students occupying any school building, school grounds, or part thereof with intent to deprive others of its use; blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building or corridor or room;

preventing or attempting to prevent by the physical act the convening of any school or educational function, or of any lawful meeting or assembly on school property; and/or continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under his/her supervision will be suspended and/or recommended for expulsion.

- e. **Excessive noise/obstruction** - Students who engage in the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct will be suspended and/or recommended for expulsion.

ACADEMIC INTEGRITY VIOLATIONS

- a. **Plagiarism and Cheating** - Cheating, plagiarism, or academic dishonesty of any kind with respect to any assigned work, paper, or examination may be grounds for suspension. Academic dishonesty includes, but is not limited to, wrongfully giving or receiving help during an academic exam, wrongfully obtaining a copy of test or scoring devices, copying another student's answers during the test, providing another student with answers to or copies of test questions, having another person impersonate you or impersonating another student for academic assistance, duplicating any portion of another student's homework, assignment, project or test, having someone else complete any portion of your homework, assignment, project or test, using or having available notes, electronic devices, or other unpermitted materials during a "closed book" tests, and using generative artificial intelligence (AI) tools to produce work, without proper citations, prior approval, or using when tools are prohibited.

Plagiarism refers to intentionally copying from another student or enabling someone else to do so; or using someone else's words without using quotation marks. Plagiarism and academic dishonesty would also include violations of acceptable use of artificial intelligence (AI), as outlined by teachers. Teachers will include a reference to a specific AI Policy for their course work in their syllabus. If not noted, the student is to assume that AI Tools are prohibited in the assignment.

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

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

PROPERTY & THEFT-RELATED VIOLATIONS

- a. **Damage to School or Personal Property** - Damage to or loss of school equipment and facilities will not be tolerated. Damages or loss of school property, will be the financial responsibility of the student and family to replace or fix the property. If the damage or loss was intentional, the student would also be subject to disciplinary action.

TECHNOLOGY & DIGITAL CONDUCT

- a. **Unauthorized device use** - Personal electronic devices (including but not limited to: cellular phones, electronic games, MP3, iPod, smart watches and accessories, personal laptop, etc.) are not permitted to be used anywhere in the school during the regular school day and must be turned off and secured out of sight from the start of first period to the conclusion of the school day. Students are not allowed to wear earbuds, or headphones, in the building without explicit permission from a classroom teacher for a class activity. Students may not bring their personal computers to school. These devices and all personal devices may not be used for any academic purposes during the school day. Teachers may only direct students to use school-supplied devices during instructional time.

Failure to comply with this policy will result in the device being confiscated by school administration, parent/guardian notification, and may result in suspension. School administrators may search a student's confiscated personal electronic device when there is reasonable suspicion that it contains evidence of a violation of school rules or the law. Confiscated devices can be retrieved by a parent/guardian based on the consequence timeline. Consequences for having an electronic device confiscated include the following:

- 1st offense - Warning and device held until the end of the school day
- 2nd offense - 30-minute detention and device held until the end of the school day
- 3rd offense - 1-hour detention and device held for 5 school days
- 4th offense - 2-hour detention and device held for 5 school days
- 5th offense - I.S.S. and device held for 5 school days
- 6th offense - O.S.S. and device held for 5 school days

- All further infractions will result in out-of-school suspensions
- b. **Recording/Filming without Consent** - Students may not use any device to photograph or record the activities (audio or video) of other students or district personnel while on school property or a school-sponsored activity unless expressly authorized in advance by the building principal or designee and with the consent of the individual(s) being recorded. Students may not clandestinely photograph or record anyone or distribute captured content that violates school policies and/or causes harm. Students who violate this policy will face appropriate disciplinary consequences, including suspension and expulsion.
- c. **Misuse of School Technology** - Damaging or attempting to damage, abusing, distorting and/or inappropriate use of technological equipment, tampering with essential command files, creating computer viruses, inappropriately using the Internet, email, voicemail, or other communication tools will result in disciplinary action including suspension and expulsion. Students who repeatedly misuse technological equipment, including school issued devices will be billed for repairs and may be referred to local police authorities. For additional clarification, refer to the district's 1:1 Laptop Agreement and Acceptable Use Policy - Reference Board Policy 7540.03.

SAFETY AND SERIOUS MISCONDUCT

- a. **Arson** - Students attempting to set fire or to substantially damage any school building or property will be suspended, recommended for expulsion, and referred to the local police authorities.
- b. **Battery and Fighting** - Any student intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person may be suspended or recommended for expulsion and may be referred to the local police authorities.
- c. **Intimidation/Threats** - Using violence, force, noise, coercion, threat, intimidation, bullying, fear, passive resistance, or other comparable conduct toward a student or staff member may result in suspension or recommendation for expulsion.
- d. **Extortion** – Threatening or intimidating a person for the purpose of, or with the intent of, obtaining money or anything of value from another student may result in suspension or a recommendation for expulsion.
- e. **False Alarm** - A student apprehended for making a bomb threat, intentionally activating a device that triggers the alarm, such as a smoke bomb, or for tampering with a fire alarm or any other alarm system that might endanger the safety of the occupants of a school building, property, or responding emergency equipment, shall be suspended, may be recommended for expulsion, and reported to the local police authorities.
- f. **Drug/Alcohol use, Possession and Distribution** - Students who knowingly possess, use, transmit, or are under the influence of any controlled substance, including narcotics, hallucinogens, amphetamines, barbiturates, marijuana, alcohol, intoxicants, or who misuse over-the-counter medications, are subject to the penalties outlined below and may be required to submit to a drug/alcohol screen. Students who possess or distribute drug-related paraphernalia, such as pipes, clips, rolling papers, needles, or syringes or any item used for the storage, processing, delivery, or consumption of controlled substances are subject to the same consequences and may also be required to submit to testing.

For purposes of this policy, “reasonable suspicion” is based on specific observations of a student’s appearance, behavior, odor, or speech, as well as credible information provided to the principal or designee by staff, students, parents, employees, or detection devices.

This requirement applies both on and off school property at any school-sponsored or school-approved activity, event, or function where students are under the authority of the school district. School officials will report to the local law enforcement agency if the violation is on or within 1,000 feet of school property.

Penalty

- **1st Offense:** The offender shall be suspended for ten school days and recommended for expulsion. The principal may recommend a stay of the expulsion penalty if the principal finds that it is in the best interest of the offender, and not contrary to the well-being of the student body, and upon the offender and his/her parent or guardian entering into a written agreement to consent to the offender's enrollment in approved counseling and/or drug/alcohol program. The stay of expulsion shall remain in force during the determined period of expulsion, provided the offender remains in the designated program, and satisfactorily completes it. If the offender fails to do so, then the stay shall be automatically removed, and due process proceedings shall commence.
- **2nd Offense:** Repeat offenders will be suspended for ten days and recommended for expulsion without

any consideration for enrollment in recommended counseling and/or drug/alcohol programs.

- g. Smoking/vaping** - Students are not permitted to smoke, use, possess, sell, or transmit any tobacco products or tobacco substitutes (i.e. E-Cigs, Juuls, nicotine gum, Hookah smoking products) or products that are capable of supplying an inhalable dose of nicotine at school. This policy shall apply to all students before, during and after school hours in any school building and on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school-approved activity, event or function; or during any period of time when students are subject to the authority of school personnel. For definitions of tobacco products, see I.C. 35-46-1-1.3 through I.C. 35-46-1-1.7.

Penalty

- 1st Offense: Two Days of I.S.S. and parents contacted.
 - 2nd Offense: Three-day suspension or attendance at a smoking cessation clinic and/or medical intervention.
 - 3rd and Subsequent Offenses: Five-day suspension and/or expulsion.
- h. Sexual Misconduct/Sexual Harassment** - Students engaged in acts of sexual misconduct will be subject to disciplinary procedures.

Sexual harassment is a violation of an individual's right to privacy and personal dignity. Students who engage in sexual harassment violate school board policy 5517. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature, when such conduct unreasonably interferes with school performance or creates an intimidating, hostile, offensive, or uncomfortable educational environment.

Sexual harassment may include, but not be limited to:

- Unwelcome sexual advances - whether they involve physical touching or not
 - Sexual epithets, jokes, written or oral references to sexual conduct; gossip regarding one's sex life; comments on an individual's body; comments about an individual's sexual activity, deficiencies, or prowess
 - Displaying sexually suggestive objects, pictures, and cartoons, including inappropriate usage of computers/internet
 - Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments, or inquiries into one's sexual experiences
 - Discussion of one's sexual activities; and
 - Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered harassment)
 - Sexual harassment is described by the victim. It may result from words or conduct that offend, stigmatize, or demean a student on the basis of sex. The individual's feelings and reactions determine whether behavior such as that described above is inappropriate and that sexual harassment has taken place.
- i. Possession or Use of a Weapon** - In accordance with Indiana Code 20-33-8-16, a student identified as bringing a firearm or destructive device to school or on school property; or in possession of a firearm or destructive device on school property must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of one (1) year period. A student who is identified as bringing a deadly weapon on school property may be expelled for a period of not more than one (1) calendar year.
- j. Gang Activity/Unauthorized Organizations** - The School Town of Munster prohibits gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The School Town of Munster prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

Any activity related to a gang or unauthorized organization is strictly prohibited, including, but not limited to, verbal and nonverbal communication (gestures, handshakes, earrings, etc.); the wearing of symbols, emblems, colors, clothing or other adornment representing a gang or unauthorized organization; engaging in any activity intended to promote a gang or unauthorized organization including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface, or teaching others to "represent" or act like a member of a gang or unauthorized organization; and any effort to recruit for or further the interest of a gang or to intimidate any

other student on behalf of a gang or unauthorized organization. Students who engage in such activity shall be suspended and may be recommended for expulsion and referred to the local police authorities.

INTERROGATION AND SEARCHES

STUDENT LOCKERS

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

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

STUDENT SEARCH

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

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

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

INTERROGATION OF A STUDENT BY LAW ENFORCEMENT PERSONNEL

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

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

CUSTODY OF A STUDENT BY LAW ENFORCEMENT PERSONNEL

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

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

SECTION III: ATTENDANCE

STATEMENT OF ATTENDANCE POLICY

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

Students may be excused from school attendance for the following valid reasons:

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

STUDENT ABSENCE PROCEDURE

Students whose parents call off within the required time frame (24 hours), for the above listed absences, will be considered excused. Students are allowed only six (6) absences per class period of excused absences in a semester. If students are absent for the above listed reasons and bring in proper documentation for the absence by a medical doctor, mortuary, court official or religious leader, the absence will be classified as a verified absence and will not be counted toward the six (6) days of excused absence. Such statements must be presented to the attendance secretary within five (5) school days of returning to school. In cases of excused and verified absences, work may be made up, and no penalty will be attached.

POWERSCHOOL MBA

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

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

EXCESSIVE ABSENCES

Students are allowed six (6) excused absences per period per a semester or 6 days per semester. After a student has missed 5 days/periods, a letter will be sent home to the family. After a student has missed his seventh day, absences will be considered unexcused unless documentation can be provided. Students will be issued discipline and consequences in accordance with our school's truancy policies. Special circumstances can be reviewed by the administration and the attendance office prior to the absences. Parents will receive notification of five(5) or more excused absences every three weeks.

HABITUAL OR CHRONIC ABSENTEEISM

If a student accumulates ten (10) or more unexcused absences (truancy), the school will report the matter to the juvenile court and the Department of Child Services, per IC 20-33-2-25.

Indiana Code 20-33-2-11 provides that any person, at least 13 years of age but less than 15, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18, or attendance record has improved as determined by the school board upon review of the student's record.

A student who has ten (10) or more unexcused absences in one school year is considered habitually truant. The school principal may withdraw the designation of "habitual truant" when the student has attended school for 90 school days without another
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truancy.

Students who are habitually truant may be removed from participating in extracurricular or co-curricular activities or programs.

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

VACATIONS

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

POWERSCHOOL ATTENDANCE CODES

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

UNX (Unexcused): Truancy, more than 5 minutes late to class. <i>Counts towards the limit policy</i>	FTR (Field Trip): Students who attend school-sponsored activities. <i>Does not count towards the limit policy</i>	REL (Religious Holiday): Students who observe a religious holiday during school hours. <i>Does not count towards the limit policy</i>	SUS (Out of School Suspension): Student has been suspended for discipline reasons. <i>Does not count towards the limit policy.</i>
TDY (Tardy): Students who are late to class, 5 minutes or less.	ISS (In-School Suspension): Student issued ISS for discipline reasons. <i>Does not count towards the limit policy.</i>	OFC (Office): The student is in attendance at school but is in the office for a meeting or with the nurse.	VER (Verified): Student has submitted proper documentation for a court appointment or family death. <i>Does not count towards the limit policy.</i>
EXC (Excused): Parent calls within 24 hours to excuse student's attendance. <i>Counts towards the limit policy</i>	MED (Medical Note): Students who submit proper medical documentation within 5 days. <i>Does not count towards the limit policy</i>	TST (Testing): The student is in attendance, but is not in class for testing.	HHP (Homebound Services): Student has been placed by a physician on homebound. <i>Does not count towards the limit policy.</i>
UNVEXC (Unverified Excused Absence): Limit 3 per semester. Parent calls within 24 hours to excuse student's attendance.			

CLOSED CAMPUS

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

EARLY RELEASE

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

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

MAKE UP WORK DUE TO AN ABSENCE

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

- Students must make arrangements with teachers upon returning to school and complete any assessments or assignments within two school days of the absences. Teachers have the option to give a similar assessment covering the same

standards.

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

EXAMPLE MAKE-UP WORK POLICY

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

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

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

TARDY TO CLASS

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

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

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

Tardies will run on a semester basis.

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

LATE TO SCHOOL

Students who arrive more than 5 minutes after the start of school will be marked UNX. If a parent/guardian contacts the school with a reason listed below, a student will be marked Unverified Excused Absence UNVEXC. Students can be marked UNVEXC 3 Times per period or 3 Days (Semester-Based). Absences beyond 3 will be marked as UNX and will receive discipline in accordance with our Late to School Disciplinary Actions. These absences count towards the total limit of 6 Excused absences, not in addition.

Reasons for Tardy/Late to School

Student woke up late, running behind, traffic delays, train delays, car troubles, and/or family emergency

-
- 1st Warning with Parent/Guardian Contact
 - 2nd Warning with Parent/Guardian Contact
 - 3rd Warning with Parent/Guardian Contact

- 4th UNEXCUSED/Late to School = 1 30-min. detention
- 5th UNEXCUSED/Late to School = 1 1-hour detention
- 6th UNEXCUSED/Late to School = 1 2-hour detention
- 7th UNEXCUSED/Late to School = 2 days of I.S.S
- 8th UNEXCUSED/Late to School = 1 day of O.S.S.

PENALTY

If a student arrives to class late and is less than five(5) minutes late, they will receive a Tardy. A student who is more than five (5) minutes late to school will be marked UNEXCUSED. Listed below are the consequences for coming late to school more than 5 minutes. A parent must communicate with the school with the reasons above (Reasons for Tardy/Late to School) to or the student will be marked UNX. Indiana Codes will be followed for students with Habitual or Chronic Absenteeism.

3 rd UNEXCUSED/Late to School = 1 30-min. detention	6 th UNEXCUSED/Late to School = 1 day of I.S.S.
4 th UNEXCUSED/Late to School = 1 1-hour detention	7 th UNEXCUSED/Late to School = 2 days of I.S.S
5 th UNEXCUSED/Late to School = 1 2-hour detention	8 th UNEXCUSED/Late to School = 1 day of O.S.S.

TRUANCY

Truancy is an unauthorized/unexcused absence. A student is truant if he/she leaves school without permission, comes to school but does not attend a class or classes (including study hall, I.S.S. or lunch), obtains permission to go to a certain place but does not report there, is more than 5 minutes late to a class, fails to remain at an assigned location, or does not attend an assigned disciplinary session. Any involvement in a "ditch day" is considered truancy. Students who are truant from the school place their educational program in jeopardy. Counselors will be alerted and asked to assist in dealing with the causes of truancy. Attempts will be made to correct the problems. Although attendance records begin anew at the start of the second semester, consequences for truancy will be disciplined cumulatively throughout a school year. If a student continues to be truant after attempts have been made to correct the problem, the student may be recommended for expulsion. When a student accumulates five days of excused/unexcused absences, a letter will be sent home with the child. If the child accumulates 2 additional unverified absences, the parent/guardian may be asked to attend a conference to discuss the issue. If the child accumulates 10 or more absences that are not verified, the school may be required to turn the matter over to an intake officer of the juvenile court or the department of child services. (IC 20-33-2-25).

Consequences for truancy include the following:

Class truancy/leaving the building without permission:

- 1st offense = 1 2-hour detention
- 2nd offense = 2 2-hour detentions
- 3rd offense = 1 day of I.S.S.
- 4th offense = 1 day of O.S.S.

Subsequent offenses may result in suspension or recommendation for expulsion.

All-day truancy:

- 1st offense = 2 2-hour detentions or 2 days of I.S.S.
- 2nd offense = 2 2-hour detentions or 2 days of I.S.S.
- 3rd offense = 2 days of I.S.S.
- 4th offense = 2 days of O.S.S.

Subsequent offenses may result in suspension or recommendation for expulsion.

HABITUAL TRUANCY

Indiana Code 20-33-2-11 provides that any person, at least 13 years of age but less than 15 who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18, or attendance record has improved as determined by the school board upon review of the student's record.

A student is “truant” when an absence from school or class is without the knowledge or approval of a school official and parent.

A student who has been found to be truant for more than 10 days in a school year is considered a “habitual truant.” The school principal may withdraw the designation of “habitual truant” when the student has attended school for 90 school days without another truancy.

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

ABUSE OF PASS/FAILURE TO REPORT

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

PENALTIES FOR PARENTS OF TRUANT STUDENTS

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

SECTION IV: HEALTH & SAFETY

HEALTH SERVICES

A registered nurse is in the nurse's office daily. The nurse's responsibilities include taking care of students who become injured or ill at school until the parents or guardian can be contacted. The nurse also dispenses medication and assists in directed treatments as prescribed by physicians and parents/guardians. The nurse is not responsible for providing care for injuries that did not occur at school and should not be used in the place of a physician. A student must have a hall pass from their current classroom teacher to see the nurse. A student may NOT call or text home on their cell phone if they are ill. They must go see the nurse to be evaluated. In an emergency situation, the teacher is to immediately send a student to the nurse or call for wheelchair assistance. Whenever a student needs assistance, they should be sent with another student to the nurse's office. The teacher will call and notify the nurse to await their arrival.

ADMINISTRATION OF MEDICATIONS

No student is permitted to have any medication in his/her possession during the school day unless authorized in writing by his/her physician. This ruling is for the safety of all students.

PRESCRIPTION MEDICATIONS

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

OVER-THE-COUNTER MEDICATIONS

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

PHYSICAL EXAMINATIONS

All incoming 6th-grade students, as well as new students in grades 7th and 8th, are required to have a physical examination. Students in the 6th grade will have the boxes at the bottom of the physical marked by his/her doctor, clearing them for physical education. Sports physicals are required yearly for students in the 7th and 8th grades planning to participate in dance, cheerleading, basketball, track, football, tennis, wrestling, cross country, golf, soccer, and fitness training. Students in the 6th

grade will have the boxes at the bottom of the physical marked by his/her doctor, clearing them for stated sports. These forms are to be dated after April 1st and need to be turned in to the nurse by the first day of school.

IMMUNIZATIONS

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

Required and Recommended School Immunizations, Indiana 2026-2027 (Proposed)


Indiana Department of Health

Updated 11.12.202

Grade	Required	Recommended	
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus and Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps and Rubella) 2 Hepatitis A	Haemophilus influenza B Pneumococcal conjugate Annual influenza COVID-19
K-5	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza COVID-19
6-11	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria and Pertussis)	Annual influenza 2 or 3 HPV (Human papillomavirus) COVID-19
12	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2 or 3 HPV 2 MenB (Meningococcal) COVID-19

For additional immunization information, visit: in.gov/health/immunization or call **1 (800) 701-0704** during normal business hours.

HepB: The minimum age for the third dose of Hepatitis B is 24 weeks of age.

DTaP: Four doses of DTaP/DTP/DT are acceptable if fourth dose was administered on or after the fourth birthday.

Polio: Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the fourth birthday and at least six months after the previous dose.
*For students in grades K-12, the final dose must be administered on or after the fourth birthday and be administered at least six 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. Paren report of disease history is not acceptable.

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

MCV4: Individuals who receive their first dose on or after their 16th birthday only need one dose of MCV4.

Hepatitis A: The minimum interval between first and second dose is six calendar months. Two doses are required for all grade levels.

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

SECLUSION AND RESTRAINT POLICY

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

EMERGENCY PROCEDURES

SCHOOL CANCELLATION OR SCHOOL CLOSINGS

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

FIRE DRILLS

Monthly fire drills are required by law. The purpose of the drills is to make everyone familiar with fire drill procedures and the proper exits from various parts of the building in the event of a fire or other disaster. The fire alarm is a loud, continuous sound. Additionally, lights will be flashing throughout the building. Teachers will explain which exit students should use. Students should walk quickly and quietly to the area designated by the teacher. These directions are posted in each room. Class groups MUST remain quiet and stay together so the teacher can take attendance. Any students not in a classroom at the time of a fire drill should exit through the nearest door. Students who violate fire drill regulations will be disciplined.

TORNADO DRILLS

A Recognized School of Excellence

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

LOCKDOWN DRILLS

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

HOLD DRILLS

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

EARTHQUAKE DRILLS

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

STUDENT INSURANCE

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

SECTION V: ACADEMIC SERVICES

SCHOOL COUNSELOR SERVICES

Students are assigned to a counselor and social worker by the first letter of the student’s last name. Counselors or social workers may provide short term counseling to address concerns related to scheduling, academic and behavioral support, social-emotional needs, crisis intervention or other barriers that affect student success.

Services may be administered across all school settings and can be requested by students, staff or parents/guardians. Students may request an appointment with the counselor or social worker by emailing or completing an appointment request form online or in the guidance office. Appointments are subject to staff availability and may be scheduled during class time.

Confidentiality is the basis for an effective counseling relationship. A student has the right to privacy and confidentiality which ensures that school counselors/social workers will not share students’ disclosures with others with the exception of if they or anyone else are in danger or are at risk of being harmed, or if the student gives consent for the information to be shared.

ADDING AND DROPPING CLASSES

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

STUDENT AGENDAS

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

STANDARDIZED ASSESSMENTS

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

6th Grade	NWEA (Fall and Spring), ILEARN Checkpoints (Fall, Winter, Spring), ILEARN (April/May)
7th Grade	NWEA (Fall and Spring), ILEARN Checkpoints (Fall, Winter, Spring), ILEARN (April/May)
8th Grade	NWEA (Fall and Spring), ILEARN Checkpoints (Fall, Winter, Spring), ILEARN (April/May), PSAT 8/9 (October)

STUDENT PROGRESS REPORTS

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

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

8TH GRADE RECOGNITION CEREMONY

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

PARENT CONFERENCES

At the end of the first grading period, parent teacher conferences will be held to discuss your students' current progress. However, parents are encouraged to contact their child's teacher at any time to discuss their student's academic progress. Parents should contact their child's teacher to discuss concerns prior to requesting a conference with a counselor or administrator. Conferences may include teacher(s), counselor, parent(s), the student, and an administrator. Whenever possible, these conferences are scheduled during the school day.

STUDENT CONFERENCES

Students are encouraged to discuss personal or academic concerns with a teacher, counselor, or administrator throughout the school year.

HOMEWORK POLICY

Students should expect to have homework on a daily basis. Homework is assigned to establish key foundations in learning, to build interest, to help students apply and internalize skills and concepts and develop responsible students.

Wilbur Wright follows the guidelines proposed by the National PTA and the National Education Association that students should have no more than 10 minutes of homework per grade level. (6th grade= 60 minutes; 7th grade= 70 minutes; 8th grade= 80 minutes)

STUDENT ROLE

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

The student should clarify with the teacher before leaving class any questions pertaining to the instructions – the purpose, procedures, and due date.

The student should:

- Take home any materials and information needed to complete the assignment;
- Set aside a special time to do assignments;
- Organize assignments for completion in a reasonable length of time;
- Keep an assignment notebook or log;
- Check complete assignments carefully and return all completed work;
- Take advantage of peer tutoring and morning study tables;
- Follow school rules for obtaining and completing missed assignments.

TEACHER ROLE

Teachers are responsible for being deliberate in assigning appropriate homework and preparing the students for those assignments. Parents and students should be informed of the homework policy and procedures at the beginning of the school year through individual room management plans and course syllabi. These guidelines may need to be revised, and teachers should communicate effectively with students and families.

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

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

PARENT/GUARDIAN ROLE

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

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

ADMINISTRATION'S ROLE

School administration will:

- Communicate the homework policy and procedures to teachers, parents, students and the community;
- Coordinate and monitor homework guidelines within the grade levels, teams or departments and among teachers;
- Reinforce the concept that homework should be reasonable and for the benefit of the student;

- Facilitate discussions between parents and teachers concerning homework issues;
- Evaluate and revise homework guidelines as needed and as research supports.

GRADING SYSTEM

A standard grading scale and grade point system is utilized at WWMS

A	4.00	100 - 93%	B	3.00	86 - 83%	C	2.00	76 - 73%	D	1.00	66 - 63%	NG	No Grade
A-	3.67	92 - 90%	B-	2.67	82 - 80%	C-	1.67	72 - 70%	D	0.67	62 - 60%	I	Incomplete
B+	3.33	89 - 87%	C+	2.33	79 - 77%	D+	1.33	69 - 67%	F	0.00	59% or below		

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

GRADING TERMS

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

FINAL EXAMINATIONS

The final examination grade shall count no more than one-fifth (20%) of the total course grade assigned. Teachers will give final examinations on the days scheduled by the building principal. Not all courses at WWMS will include a summative final assessment. It is the teacher's discretion to include a final exam for the course.

Students are not permitted to take a final exam prior to the scheduled class testing date. Students not in attendance for the scheduled final exam will be provided with one of the following alternatives for the course at the discretion of the teacher.

- The student will be graded on the classwork that was completed without a final exam.
- An alternate assessment can be offered at the teacher's discretion.
- The student will be issued an incomplete and must schedule a time to take the final exam.
 - Students who fail to make up final exams will receive zeroes on all missed final exams.

REVISION DAYS (MORATORIUM)

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

HONOR ROLL

Honor Roll status is determined at the end of each 9-week grading period. Student's achieve "A" Honor Roll status by earning all A's in their courses or Honor Roll by earning no course grade lower than a B- on their report card at the end of the 9 weeks.

RETENTION POLICY

Any student who fails four core classes 1st and 2nd semester will be considered for retention at the discretion of the building principal. Core classes include ELA, Math, Social Studies and Science. Decisions on retention and appeals will be made by a team of teachers, counselors, school administrators along with input from the student and the student's family.

STUDENT PROGRESS AND INTERVENTION NOTIFICATION

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

SUMMER SCHOOL POLICIES

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

EXCEPTIONAL ACHIEVERS

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

HONORS PROGRAM

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

The ongoing process for identification and selection of high ability students utilizes broad-based, multi-dimensional, and bias-free procedures. Please consult the [School Town of Munster High Ability Handbook](#) for additional information.

MHS CREDIT COURSES

We support the importance of students challenging themselves with rigorous academic placements. Munster, however, understands that sometimes students overextend themselves with these challenges. Students who engage in challenging coursework and are ultimately displeased with their final grade can have a grade replacement if they complete the following steps:

- Initially, the grade will be stored to the academic transcript.
- They will meet with their counselor to schedule a retake of the course. A comparable course can also be substituted.
- Summer school enrichment or online options cannot qualify for retakes and substitutions.
- Students will complete the course in a classroom setting at WWMS or MHS.
- Upon the successful completion of the retake, the previous grades will be removed from the transcript.
- The second attempt will be stored on the transcript. Students will not select the higher of two attempts.

INSTRUCTION ON HUMAN SEXUALITY

According to the Indiana Senate Enrolled Act 65, parents shall be informed regarding the school's curriculum as it pertains to instruction on human sexuality. Parents can visit the Guidance Office at Wilbur Wright to review and inspect all materials related to instruction on human sexuality.

CANVAS

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

CHANGE OF ADDRESS OR PARENT INFORMATION

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

COMFORT DOG

Our school comfort dog supports a positive, welcoming environment by helping reduce stress, build connections, and promote student well-being. The comfort dog works alongside trained staff to provide emotional support, encourage social-emotional growth, and bring joy to students and staff throughout the school day. As part of our school community, the comfort dog helps foster a sense of calm, compassion, and belonging for all. Students and families can opt-out of services due to allergies or personal reasons. To maintain the health and safety of the comfort dog, no outside treats, snacks, liquids, or food should be fed to the dog. It is on a strict diet that caretakers will follow. Refrain from rushing at the dog and/or aggressively petting. Do not bring outside toys or equipment for the dog to use.

DANCES AND SOCIAL EVENTS

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

FIELD TRIPS

Students who have outstanding disciplinary issues may be prohibited from attending field trips, special programs, or other school activities.

LOCKERS

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

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

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

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

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

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

POWER PARENT

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

TRANSPORTATION

Students must board their assigned bus before departure and all school rules apply while riding the school bus. Only students assigned to a bus may board and ride. Musical instruments are permitted on the bus as long as the instrument will fit on the student's lap. Instruments should not be placed on the floor or the seat. Questions regarding these policies should be directed to transportation at 219-836-9111 x8005.

SECTION VI: ATHLETICS AND EXTRACURRICULAR ACTIVITIES

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

OBJECTIVES

- To develop a comprehensive extracurricular program as an integral part of the pupil’s total school experience.
- To recognize that the purpose of extracurricular activities is to promote the physical, mental, moral, social, and emotional well-being of each participant.
- To provide a continuous program of school-community relations that emphasizes the values of athletics as an integral part of the entire educational curriculum.
- To provide opportunities and activities that closely meet the needs and interests of the student body.

- To complement and supplement the general educational goals of Wilbur Wright Middle School.
- To encourage students to become active participants in the extracurricular program and to participate in a variety of sports and activities within the program.

PARTICIPATION FEES

	Transportation	Program Fee
Cross Country	\$25	\$20
Volleyball	\$30	\$20
Boys Basketball	\$30	\$20
Girls Basketball	\$30	\$20
Wrestling	\$15	\$20
Track	\$15	\$20
Tennis	\$15	\$20
Boys Soccer	\$15	\$20
Girls Soccer	\$15	\$20
7 th and 8 th Grade Football - Fees set through MHS		

ATHLETIC PROGRAMS

FALL (AUGUST TO OCTOBER)

- **Cross Country** - Cross country involves three grade-level boys' teams and a girls' team. The 8th-grade boys run 3km, and all others run 2km in meets versus area schools. All students who sign up will participate. This activity is open to 6th, 7th, and 8th grade boys and girls, and runs from late August to October. A sports physical is required.
- **Football 8th Grade** - This activity is contact football that is open to all 8th Grade boys and runs from August to October. A sports physical is required.
- **Volleyball** - Practices are daily from 3:00 to 4:30 or 5:00 if there is no match. Game nights are usually Monday and Wednesday, with one Saturday tournament. The selection process is by try-out. This activity is open to 7th and 8th grade girls and runs from August to October. A sports physical is required.
- **Cheerleading** - The 7th and 8th grade cheerleading squads cheer at football games and basketball games. They also cheer at pep sessions, perform in the town 4th of July parade and attend cheer camp in the summer. The selection process is by try-out. This activity is open to 6th, 7th, and 8th grade girls and runs from August to July. A sports physical is required.
- **Dance** - The precision dance team performs at halftime of home football and basketball games, pep rallies, the town 4th of July parade, and various community functions. The selection process is by try-out. This activity is open to 6th, 7th, and 8th grade girls and runs year-round. This includes summer camp and winter competitions. A sports physical is required.

WINTER (OCTOBER TO DECEMBER)

- **Boys' Basketball** - A team is chosen to represent Wilbur Wright Middle School in interscholastic competition against neighboring local schools. The selection process is by try-out. This activity is open to 7th and 8th grade boys and runs from mid-October to December. A sports physical is required.
- **Wrestling** - Boys will learn basic wrestling moves, holds, and strategies. Wrestlers learn sportsmanship, leadership, and responsibilities. All students who sign up will participate. This activity is open to 6th, 7th, and 8th grade boys and girls and runs from October to December. A sports physical is required.

WINTER (JANUARY TO MARCH)

- **Girls Basketball** - The girls' basketball season begins in early January and runs through the end of February. The program stresses fundamental basketball skills and teamwork. The selection process is by try-out and is open to 7th and 8th grade girls. Try-outs are held in December. A sports physical is required.
- **Intramural Basketball** - Intramural basketball is available for girls and boys in grade six. This activity runs from January to February. A sports physical is required.
- **Fitness Training** - This activity promotes awareness of muscle groups and proper lifting techniques. Activities include warm-up, cool down, cardiovascular training, and supervised workouts. There is no powerlifting. This activity is open to all 6th, 7th, and 8th grade boys and girls and runs from mid-January through February. A sports physical is required.

SPRING (MARCH TO MAY)

- **7th grade football** - Seventh grade football is a way for a student to start his football career and learn the basic skills

of tackle football supervised by trained coaches. This activity is open to all 7th grade boys and runs from March to April. A sports physical is required.

- **Soccer** - Soccer season for boys and girls begins in March and ends in May. The program stresses fundamental soccer skills, growth through small-sided games, and a limited number of matches against other schools. A sports physical is required.
- **Tennis** - Tennis season for boys and girls begins in March and ends in May. This activity is open to 6th, 7th, and 8th grade boys and girls. The program stresses fundamental skills, and students participate in a limited number of matches against other schools. A sports physical is required.
- **Track Boys** - Athletes take part in 13 track and field events in meets held between area schools. All students who sign up will participate. This activity is open to all 6th, 7th, and 8th grade boys and runs from April to mid-May. A sports physical is required.
- **Track Girls** - Athletes take part in 13 track and field events in meets held between area schools. All students who sign up will participate. This activity is open to all 6th, 7th, and 8th grade girls and runs from April to mid-May. A sports physical is required.

EXTRACURRICULAR AND CO-CURRICULAR PROGRAMS

Transportation Fee: Fees will be collected per trip, in accordance with field trip application process

- **Academic Superbowl** - Academic Superbowl is an academic competition that focuses on a period in history and consists of four disciplinary teams: English, social studies, math, and science. These teams of five students compete at an invitational and regional level, answering multiple-choice questions. At the end of the regional competition, the teams are ranked on a state level. The team selection process is a try-out. Sixth, seventh, and eighth-grade boys and girls are welcome to try-out. The team meets from January to the end of April.
- **Art Club** - Art Club gives students an additional opportunity to work on art-related activities. This activity is open to all 6th, 7th, and 8th grade boys and girls, and runs from November through the end of the school year.
- **Black Culture Club** - The club will give all students a safe place to learn and to talk about Black Culture. It will also allow students to discuss cultural differences and how it is addressed here at Munster.
- **Book Club** - Book Club is open to all middle school students. This club meets once a month from 3:00 to 3:30 to discuss what each student has read in the previous month, recommend books to each other, and complete a service project.
- **Card And Game Club** - The Card and Game Club is open to all 6th, 7th, and 8th grade students at the middle school who are interested in playing card, board, and mobile games. Meetings are held after school in the cafeteria and run from October through the end of the school year.
- **Chess Club** - Chess Club is open to 6th, 7th, and 8th graders at the middle school. All levels of chess players are welcome to join, even if you are interested in learning how to play. Participating in individual and team tournaments is an option but not a requirement. The Chess club meets one night per week in the evening throughout the majority of the school year. Tournaments take place on several Saturdays throughout the year.
- **Drama** - This group is responsible for the school production, both the acting and the technical aspects of a theatrical production. The selection process is by try-out. This activity is open to 6th, 7th, and 8th grade boys and girls and begins in the spring.
- **Debate Team** - Students will learn the fundamentals of debate, including critical thinking, developing evidence, research, and public speaking. This program will be open to all Wilbur Wright Students in grades 6-8. Students will have the opportunity to compete in the Illinois Middle School Debate League.
- **Environmental Science Club** - The environmental science club will have the opportunity to advocate environmental awareness, discuss issues that affect our surroundings, and recycle. We will meet once a week from 2:45 to 3:30. Any student in grades 6-8 is welcome.
- **Best Buddies** - Builds friendships between students with and without intellectual and developmental disabilities, offering social experiences to promote inclusion. An application and recommendations are required.
- **GSA (Gay Straight Alliance)** - The GSA provides a place for students of the gay, lesbian, bisexual, transgender and allied community to meet for social, emotional and educational support. The GSA serves to create a school of safe and mutual respect by raising awareness on issues impacting the student body
- **Honors Choir** - The honors choir meets weekly with four concerts per year and several other performance opportunities, including competing at Great America and ISSMA competitions. They also performed at a Gary RailCats game, Hartsfield Village, and a Valparaiso University basketball game. This group is by audition only and is open to 7th

and 8th graders. Auditions are held in September/October.

- **Jazz Band** - The jazz band meets on a regular basis for the development of jazz skills. Jazz band develops an appreciation for the art of jazz and allows for individual creativity through improvisation. The selection process is by try-out. This activity is open to 6th, 7th, and 8th-grade boys and girls and runs year-round.
- **Lego Robotics** - Lego club promotes teamwork to construct and program robots to perform various challenges. This club also promotes interest in engineering concepts. This club meets two times per week in the evenings in preparation for the Lego League competition that takes place at the end of November. Qualifying teams will also be given the opportunity to compete in the State competition in December.
- **Marching Band** - Marching band meets on a regular basis for the development of marching band skills. Marching band is open to 7th and 8th grade band students and runs from July to November. Students will be required to attend practices and competitions on weekends and evenings.
- **Ping Pong** - Ping Pong club is open to 6th, 7th, and 8th grade students. All levels of ping pong players are welcome to join, even if you don't know how to play! Students will be able to play in teams or as individuals. There are also bracket-style tournaments, but students are not required to participate in tournaments. Ping Pong Club meets once a week in the cafeteria from 3:15-4:15 throughout the majority of the school year.
- **Newspaper** - Students will work on publishing four newspapers per year. The ability to take pictures is a plus. Selection is by the sponsor and is based on writing, typing, and computer skills. This activity is open to 7th and 8th grade boys and girls and runs from September to June.
- **Science Olympiad** - Students compete in various events involving all scientific fields in an Olympics-style (medal awarded) competition held on regional, state, and national levels. The selection process is by try-out. This activity is open to 6th, 7th, and 8th grade boys and girls, and runs from October to late March.
- **Spell Bowl** - A team of students will study, practice, and learn the spelling of 1,750 words. The team will then compete in an invitational, regional, and possibly state competition. Sixth, seventh, and eighth grade boys and girls can participate in the try-out for the team. The team meets from the beginning of September to the end of October.
- **Student Council** - This is a service and social club for the school. Members must be self-directed, willing to put in long hours, and responsible for meeting deadlines. The selection process is by vote. This activity is open to 6th, 7th, and 8th-grade boys and girls and runs from September to May.
- **Treble Makers Choir** - The Treble Makers choir meets on a weekly basis with two concerts per year. This is a beginner choir comprised of 4th, 5th, and 6th grade students. This group is by audition-only, and auditions are held in September/October.
- **Web Leaders** - Where Everybody Belongs (WEB) is a yearlong middle school transition program that welcomes sixth graders and makes them feel comfortable throughout the first year of their middle school experience. Built on the belief that students can help students succeed, Boomerang Project's proven middle school transition program trains mentors from the eighth-grade class to be WEB Leaders. As positive role models, WEB Leaders are mentors and student leaders who guide sixth graders to discover what it takes to be a successful Wilbur Wright student.
- **WWMS Media** - This is a club where students learn how to use media to promote the school. Students will work together to create podcasts on various topics that are important at WWMS.
- **Yearbook** - This organization is responsible for the production of the school yearbook. Students select pictures, design layouts on the computer, write copy, assemble, and distribute the yearbook. The selection process is by the sponsor based on an application that includes a sample of writing skills and teacher recommendations. This activity is open to 7th and 8th grade boys and girls and runs from August to June.

HONORARY ORGANIZATIONS

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

PROPOSING NEW CLUB/ACTIVITY

Requests for a new club or activity should be submitted to Guidance by February 1 of the current school year. Proposals must include the following information - persons in charge (sponsor), purpose and rationale, by-laws and constitution, intended outcomes for students, plan of operation, costs and a list of tentative members. The principal will review each request and approve or reject the proposal. Proposed clubs/activity whose mission statement, purpose, rationale, and intended outcomes are similar or parallel to current organizations will not be approved.

INACTIVE CLUBS

Approved clubs that have failed to maintain a sponsor or have not sustained student membership will be considered inactive. These clubs will be removed from the approved club activities list if they remain inactive for three (3) school years.

ELIGIBILITY REQUIREMENTS

To sign up or try out for an activity, students should listen to the announcements for call-out meetings. Parents and students must register for a Final Forms account and select the extracurricular that they wish to participate in. All student-athletes must have a physical examination form on file dated after April 1 of the current school year. Academic and behavior standards must be maintained throughout the duration of the activity.

ACADEMICS

Participants in all school clubs are required to be enrolled in 5 or more classes. To try out and/or be eligible to participate in an extracurricular activity, a student must have no more than one (1) "F" during an academic grade-check. The most recent grade-check is used to determine the student's eligibility. The student's academic eligibility standard must be maintained throughout the duration of the extracurricular activity. If a student fails to meet this standard during an in-season grade check, they will not be able to participate in any competition or game until the following grade-check. If a student fails to meet either of these standards, they will be placed on probation and not be allowed to dress for events until the next grade check. If the students' grades have not improved, they may be released from the extracurricular activity at the coach's or sponsor's discretion. Academic grade-checks will be carried out 4.5 weeks after the beginning of each grading period and at the end of the nine-week grading period.

EXTRACURRICULAR ACTIVITY PLEDGE

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

REQUIRED FORMS FOR PARTICIPATION

All athletic programs and Band require

- a physical on file with the school nurse,
- the Sudden Cardiac Arrest Parent and Student Acknowledgement and Signature Form, and
- the Concussion Parent and Student Acknowledgement and Signature Form.

ATTENDANCE

To participate in a practice or event, the student must attend school half-day (minimum of three full class periods or 3.5 hours) the day of the practice/game. Specific exceptions will be taken into consideration by the Administration.

PRACTICES

Practices, open facilities, and try-outs, are closed to the public. Only participating athletes, coaches, trainers, or approved staff are allowed during these times. All team members are expected to attend all practices and try-outs. Practices are regularly scheduled during non-school hours. Coaches set practice schedules and determine student participation. We strongly request arrangements be made to ensure athletes attend all practices and games during vacation periods. Consequences for missing practices or games may include removal from the team. All athletes should be cognizant of their commitment to both their coaches and teammates. Written or verbal communication must be made with the head coach of the program by the athlete's parents prior to any missed practice or game. Athletes will be diligent in honoring their commitment to practice and contest when school is in session. The athletic department does not condone missing school under any circumstances, except for family emergencies. Emergency school closings may force cancellations of practices and games. However, if the emergency has been eliminated and school will be in session the next day, then practices and games may still occur. Decisions will be made with safety being of utmost importance.

CUT POLICY

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

DRESS CODE

When athletes are outside of their usual practice areas, they should be dressed in proper school attire. This means that the athletes should not wear their practice clothes outside of the practice area of the school. This dress code would be in compliance
A Recognized School of Excellence

with the normal school day dress guidelines.

FUNDAMENTALS OF GOOD SPORTSMANSHIP

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

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

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

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

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

CONSEQUENCES

Violations of the Fundamentals of Good Sportsmanship agreement or the Extracurricular Pledge may result in immediate removal from the contest or activity and/or denied admission to school events for periods of one week to one year by a school district administrator.

GUIDELINES FOR PARENTAL CONCERNS

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

- Call or notify the appropriate coach/advisor or administrator of your concerns or questions during normal school hours.
 - It is not appropriate to raise concerns about a program, coaching decision, or administrative policy prior to, during, or after an extracurricular event or practice. Staff are directed to inform the parent to contact them to schedule a time to discuss their concerns.
- A meeting, at a mutually agreed upon time, may be scheduled to discuss/address the concerns or questions. All persons involved will be encouraged to attend the meeting.

WILBUR WRIGHT MIDDLE SCHOOL EXTRACURRICULAR PLEDGE

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

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

4. I will actively promote the non-use of tobacco, alcohol, and other drugs among youth in order to achieve tobacco, alcohol, and drug-free school environment.

Extracurricular participants are required to live and conduct themselves according to the rules listed in Board Policy 5600 and the Wilbur Wright Middle School Code of Conduct. Additionally, students are required to sign the "Wilbur Wright Middle School Extracurricular Activity Pledge," which is a year-round pledge, not a seasonal pledge. Upon signing the Pledge, students will receive a copy of the policy governing adherence to the Pledge.

CONSEQUENCES FOR FAILURE TO ABIDE BY PLEDGE

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

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

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

CONCUSSION

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

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

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

Symptoms may include one or more of the following:

- Headache
- Nausea/vomiting
- Balance problems or dizziness
- Double vision or changes in vision
- Sensitivity to light or sound/noise
- A feeling of sluggishness or foggiess
- Difficulty with concentration, short-term memory, and/or confusion
- Irritability or agitation
- Depression or anxiety
- Sleep disturbance

Signs observed by teammates, parents, and coaches include:

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

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

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the

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

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

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

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

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

ANTI-HAZING POLICY AND GUIDELINES

PURPOSE

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

GENERAL STATEMENT OF POLICY

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

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

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

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

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

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

DEFINITIONS

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

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages

the student from remaining in school.

- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

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

REPORTING PROCEDURES

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

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

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

Assistant Superintendent

8616 Columbia Ave.

Munster, IN 46321

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

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

SCHOOL DISTRICT ACTION

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

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

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

FORMAL COMPLAINT PROCEDURE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONFIDENTIALITY

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

During the course of a formal investigation, the Complaint Coordinator or his/her designee will instruct all members of the School Corporation Community and third parties who are interviewed about the importance of maintaining confidentiality. Any

individual who is interviewed as part of a hazing investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

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

REPRISAL

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

DISSEMINATION OF POLICY

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

SECTION VII: REFERENCED BOARD POLICIES

All reference Board of Education Policies can be found at <https://go.boarddocs.com/in/munster/Board.nsf/Public>.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE POLICY

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

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

- A. Students are responsible for their behavior and communication on the Internet.
- B. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- C. Students may not use the Internet to engage in "hacking" or other unlawful activities.
- D. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- E. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- F. Students are expected to abide by the following generally-accepted rules of network etiquette:
 - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Corporation's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
 - 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - 4. Never agree to get together with someone you "meet" on-line without prior parent approval.
 - 5. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- G. Use of Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently

offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Corporation's computers/network (e.g., viruses) are also prohibited.

- H. Malicious use of the Corporation's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Corporation's computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.
- I. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- J. Downloading of information onto the Corporation's hard drives is prohibited without permission. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- K. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication without prior approval from a teacher or the principal. All such authorized communications must comply with these guidelines.
- L. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Corporation reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Corporation's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- M. Use of the Internet and any information procured from the Internet is at the student's own risk. The Corporation is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Corporation is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- N. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the Student Acceptable Use Policy.
- O. Proprietary rights in the design of web sites hosted on the Corporation's servers remains at all times with the Corporation.

SCHOOL TOWN OF MUNSTER 1:1 LAPTOP STUDENT AGREEMENT

The vision of School Town of Munster is that all students function successfully in an ever-changing world of technology. Therefore, technological tools are provided for educational purposes and are intended to support the learning objectives of the School Town of Munster.

The student issued laptop computers are the property of the School Town of Munster. The computers are on loan to the student and must be used in accordance with the policies and procedures of the School Town of Munster's Acceptable Use Policy. The use of computers, as well as access to the computer network, the Internet, and e-mail are privileges, not rights.

- Computers should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their laptops, or use their laptops near others who are eating and drinking.
- When transporting their laptops to and from school, students should always be sure they are placed in an approved backpack, fully closed without the power cord or other peripherals attached.
- Laptops should be placed inside approved backpacks in the padded laptop section. The laptop should be separated from books or heavy objects. No heavy objects should be placed or stacked on top of the laptop.
- Students are encouraged to help each other in learning to operate their computers. However, such help should be provided with voices and not hands. Students should operate their own computers at all times.
- Students are not allowed to download or install any software or other materials without the permission of the STM Technology Department.
- Students should use care when plugging in or disconnecting their power cords. Always remember to pull on the plug itself, not the cord.
- Students must use only the provided power cords. Others may damage the computers.
- Computers must be shut down before being placed in the cases or school bags.

- Computers should not be placed on or under soft items such as pillows, chairs, sofa cushions, or blankets. This will cause the computer to overheat, and will result in damage to the computer.
- Cleaning of laptop screens and keyboards must be done with approved cleaners only or by the Help Desk staff.
- Malicious, negligent or repetitive damages to the laptops is prohibited.
- Anyone observing inappropriate or careless use of a computer should report to a teacher or other staff member immediately.

Computer Use at School

- Students are responsible for bringing their laptops, fully charged, to school each day.
- Laptops are to be used in the classrooms as directed by teachers.
- Laptops and batteries are assigned to an individual student. The laptops and batteries should be in the student's possession or secured properly at all times. Students should never "swap" or "share" their computers or batteries with another student.
- Students must never share their passwords with other students. Passwords must always be kept confidential.
- Students are responsible for saving or backing up their documents to the server, the computer hard drive, or a portable flash drive.
- Students participating in activities that are not conducive to using their laptops (i.e., field trip, assembly, etc.), are required to leave the laptops in their locker or other designated secure location.
- As Chromebooks were purchased through a grant, there is no repair budget to cover the costs of damages. Any damages to Chromebooks must be paid for by the parent.

Computer Use at Home

- Each time students change their passwords they should pass this information on to their parents/guardians.
- Students are responsible for recharging the laptop at home on a daily basis to be prepared for school.
- If the computer is damaged or not working properly, students should report to the school Media Center Student Help Desk.
- If the computer is lost or stolen, parents/guardians should immediately report the loss or theft to the local police, the designated school Help Desk, and administration.

Computer Use on the Internet, E-mail and Network

- Computer usage is monitored by the School Town of Munster at school and at home.
- The sole purpose of email is for educationally-related activities and not social networking.
- Students and parents/guardians should understand that the School Town of Munster does not have control over information found on the Internet. While every attempt is made to block access to inappropriate material while the student is at school, the district is not able to completely monitor student usage of the computer while at home. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
- Students are responsible for their behavior and communication on the Internet. Students must always be respectful to others and never use obscene, profane, vulgar, sexually explicit, defamatory or abusive language in their messages.
- Students must understand that distribution of sexually explicit photos to minors from minors is a serious offense punishable by state and federal laws and school discipline. All such incidents will be reported to the Munster Police Department.
- Students must never intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent themselves or other users on the network or the internet.
- Students must never use the computer to harass an individual or any particular group. Cyber Bullying is a serious offense and will be treated as such through disciplinary and or legal actions.
- Students must never "hack" into any computer system, access proxy servers, bypass filters, elevate privileges or engage in unauthorized use of the network.
- Students should not use chat rooms, instant messaging or social networking sites unapproved by the School Town of Munster.
- Students must not use copyrighted materials that exceed fair use guidelines without written permission of the author.
- Students should never share personal information about themselves or others while using the Internet or e-mail. This includes a student's name, age, address, phone number or school name as well as photos.
- Students should be aware that Internet access and e-mail, and other media that are accessed created or stored on their computers are the sole property of the School Town of Munster. All communications and information accessed via the network is public property. The School Town of Munster has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.
- Academic Dishonesty is monitored through the School Town of Munster filtering system. See school handbooks for consequences associated with Academic Dishonesty.

General Use and Care of the Computer

- Students are expected to treat their laptops with care and respect. The computer is the property of the School Town of Munster and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop are not allowed and will result in loss of privileges.
- Students should not use their laptops while walking, on the bus, or otherwise being transported. Laptops should only be used while they are on a flat, stable surface such as a table. Laptops can be easily damaged when mishandled.
- Students should protect laptops from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.

Consequences of Inappropriate Use

The use of any School Town of Munster technology is a privilege and not a right. Students are expected to use their computers in accordance with these 1:1 Student Guidelines, the District Acceptable Use Policy, and any applicable laws. Failure to use these computers appropriately will result in the following consequences, as determined by the staff and administration of the School Town of Munster:

- Limit student use or access privileges.
- Loss of the privilege of using the computer at home.
- Financial restitution.
- Suspension from school.
- Expulsion from school.
- Civil or criminal liability under applicable laws.

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

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

1. Munster assures students, parents, applicants for employment, and employees that it will not discriminate against any individual.
2. The following are designated as Section 504 compliance coordinators:
3. Parents are provided procedural safeguards, which are included in the “Notice of Parent/Student Rights in Identification, Evaluation and Placement.”
4. An impartial hearing and appeal are provided upon request. Procedures are detailed in the “Notice of Parent/Student Rights in Identification, Evaluation and Placement.”
5. Notice to students, parents, employees and general public on nondiscrimination assurances and parent/student rights and identification, evaluation and placement will be disseminated annually in the following manner:
 - a) Public service announcement in local newspapers;
 - b) Announcement in local school systems; and,
 - c) Posted notice in each public school building.
6. Munster has established the following local grievance procedure to resolve complaints of discrimination with regard to employment:
 - a) An alleged grievance under Section 504 must be filed in writing fully setting out the circumstance-giving rise to such grievance.
 - b) Such claims must be made in writing and filed with the following individuals. Compliance Officer 8616 Columbia Avenue Munster, Indiana 46321
 - c) A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
 - d) The coordinator(s) will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
 - e) The coordinator(s) shall give the parent, student, or employee reasonable advance notice of the date, time, and place of the hearing.
 - f) The hearing may be conducted by any party, including an official of the local school district, who does not have a direct interest in the outcome of the hearing.
 - g) The local school district shall give the parent, student, or employee full and fair opportunity to present evidence relevant to the issues raised under Section 99.21 of FERPA. The parent, student or employee may, at his or her own expense, be assisted or represented by individuals of his or her choice, including an attorney.
 - h) The local school district shall make its decision in writing within fifteen (15) days after the hearing.
 - i) The decision must be based solely on the evidence presented at the hearing and shall include a summary of the

evidence and reasons for the decision. Ref: FERPA 34 CFR Part 99; EDGAR 34 CFR 76.734; IDEA 34 CFR 300.560-576

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

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

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

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

CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY/NONDISCRIMINATION STATEMENT

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

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

Assistant Superintendent
School Town of Munster
8616 Columbia Avenue
Munster, Indiana 46321
(219) 836-9111

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