



**Northside Middle  
School  
2018-2019 STUDENT  
HANDBOOK**

1400 27<sup>th</sup> Street  
Columbus, Indiana 47201

<http://www.bcsc.k12.in.us/NorthsideMS/>

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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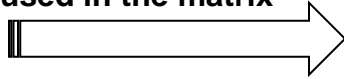
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## Behavior Location Matrix

Expected student behaviors are described below. The voice levels used in the matrix are defined here:



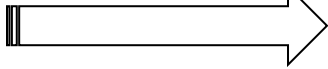
### Voice Levels

- 0 = Zero people can hear you.
- 1 = Partner voice: Quiet voice. Only one person on each side can hear you.
- 2 = Quiet Conversation voice: Several people within 5 ft of you can hear.
- 3 = Speaker Voice: Use this voice when talking to large groups of people.
- 4 = Outside Voice: Use this voice at recess.

	Arrival	Hallways/Stairs	Recess
Act Responsibly	<ul style="list-style-type: none"> <li>● Arrive at school no earlier than 7:15 AM</li> <li>● Enter building through door 1 or 7</li> <li>● Immediately report to your designated area and remain there until dismissal</li> <li>● Arrive at each scheduled area on time (class, meeting, etc.)</li> <li>● Upon entering school, empty your mouth (gum, pencils, straws, erasers, candy, food, drink, etc).</li> <li>● Walk bikes up/down ramp in front of the school.</li> <li>● Follow hallway procedures</li> <li>● Use self-control (keep hands, feet, and belongings to self)</li> </ul>	<ul style="list-style-type: none"> <li>● Have only current materials in locker</li> <li>● Turn off electronic devices and place in locker</li> <li>● Keep halls and stairways dry and sanitary</li> <li>● Walk on the right side</li> <li>● Walk in a safe manner</li> <li>● Keep moving</li> </ul>	<ul style="list-style-type: none"> <li>● Return equipment promptly to the correct bag.</li> <li>● Report problems with equipment to an adult.</li> <li>● Secure your belongings</li> <li>● Avoid peers who you don't get along with.</li> <li>● Walk away from trouble situations and report them to adults.</li> <li>● Safely participate in games and activities</li> </ul>
Be Respectful	<ul style="list-style-type: none"> <li>● Remove hats and hoods when entering the building</li> <li>● Turn off electronic devices upon entering the building</li> <li>● Follow the school dress code</li> <li>● Be considerate of personal space</li> </ul>	<ul style="list-style-type: none"> <li>● Leave displays untouched</li> <li>● Follow adult directions</li> <li>● Keep feet and hands to yourself.</li> <li>● Follow the arrival policy for having an empty mouth.</li> </ul>	<ul style="list-style-type: none"> <li>● Follow adult directions.</li> <li>● Stay in assigned area.</li> <li>● Keep hands and feet to yourself.</li> <li>● Use a "level one" voice when entering hallway after recess.</li> <li>● Follow the arrival policy for having an empty mouth.</li> <li>● Share materials.</li> <li>● Include others in games and activities</li> </ul>
Communicate Effectively	<ul style="list-style-type: none"> <li>● Follow directions given by adults the first time the direction is given</li> <li>● Use voice level 1 or 2</li> <li>● Use kind words in conversation</li> </ul>	<p>Use voice level 1 or 2. Use kinds words in conversation Show affection in a non-physical manner.</p>	<ul style="list-style-type: none"> <li>● Speak with an adult if you must leave assigned area.</li> <li>● Speak with teacher on duty for help.</li> <li>● Speak considerately, using language appropriate for Northside.</li> <li>● Show affection in a non-physical manner.</li> </ul>

## Behavior Location Matrix

Expected student behaviors are described below. The voice levels used in the matrix are defined here:



### Voice Levels

- 0 = Zero people can hear you.
- 1 = Partner voice: Quiet voice. Only one person on each side can hear you.
- 2 = Quiet Conversation voice: Several people within 5 ft of you can hear.
- 3 = Speaker Voice: Use this voice when talking to large groups of people.
- 4 = Outside Voice: Use this voice at recess.

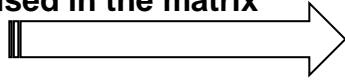
	Restrooms	Convocation	Technology Use
Act Responsibly	<ul style="list-style-type: none"> <li>• Wash hands with soap and water.</li> <li>• Take care of your personal needs quickly and return directly to class.</li> <li>• Leave cell phones and electronics in your locker.</li> <li>• Follow all school rules, even when you are alone.</li> </ul>	<ul style="list-style-type: none"> <li>• Sit in designated area.</li> <li>• Stay seated.</li> <li>• Ask appropriate questions if given the opportunity.</li> <li>• Walk with adult supervisor until you reach your destination.</li> <li>• Model school rules for other students</li> <li>• Use patience while waiting.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain use of your own username and password.</li> <li>• Access only school - appropriate sites.</li> <li>• Use self-control (keep hands, feet, and belongings to self)</li> </ul>
Be Respectful	<ul style="list-style-type: none"> <li>• Allow others their personal space and privacy.</li> <li>• Put trash in trash can.</li> <li>• Open the door with your hands.</li> <li>• Use equipment only for intended purposes and take care of restroom property.</li> <li>• Follow adult directions.</li> <li>• Avoid conversations and confrontation</li> <li>• Avoid using offensive language.</li> </ul>	<ul style="list-style-type: none"> <li>• Use voice "level 0" or "level 1" when entering and leaving.</li> <li>• Walk around the perimeter of the gym and directly to your assigned area.</li> <li>• Face the speaker at all times.</li> <li>• Follow all adult instructions.</li> <li>• Applaud when appropriate.</li> <li>• Avoid call outs.</li> <li>• Use voice "level 0" during presentation unless you have an emergency.</li> <li>• Be attentive – ears listening, eyes watching, lips closed.</li> <li>• Follow the arrival policy for having an empty mouth.</li> <li>• Be considerate of yours and others' personal space</li> <li>• Keep hands in lap or by your side and feet on floor in front of you.</li> </ul>	<ul style="list-style-type: none"> <li>• Turn cell phones and MP3 players off upon entering the building and place in locker between 7:50 and 3:05.</li> <li>• Keep equipment in good operating condition and free of vandalism.</li> <li>• Follow directions given by adults</li> <li>• Follow the arrival policy for having an empty mouth.</li> <li>• Use language that is non-offensive and free of profanity.</li> </ul>
Communicate Effectively	<ul style="list-style-type: none"> <li>• Use voice "level one".</li> <li>• Report any vandalism or problems to an adult.</li> <li>• Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>• Ask for adult permission to leave your seat if necessary.</li> <li>• Be an active listener – ears listening, eyes watching, lips closed.</li> </ul>	<ul style="list-style-type: none"> <li>• Use voice level one.</li> <li>• Follow computer lab expectations as posted.</li> </ul>

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## Behavior Location Matrix

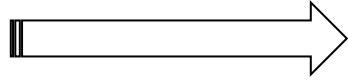
Expected student behaviors are described below. The voice levels used in the matrix are described here:



	Dismissal	Extracurricular Activities	Field Trips	Emergency Drills
Act Responsibly	<ul style="list-style-type: none"> <li>Go to your locker before ninth period to get your belongings.</li> <li>Get all of assignments and materials to go home.</li> <li>Walk bikes up/down hill in front of the school.</li> <li>Observe hallway expectations.</li> <li>Watch where you are walking.</li> <li>Use self-control (keep hands, feet, and belongings to self)</li> </ul>	<ul style="list-style-type: none"> <li>Be attentive and supportive during event.</li> <li>Behave in a safe manner.</li> <li>Be prepared.</li> <li>Use self-control (keep hands, feet, and belongings to self).</li> </ul>	<ul style="list-style-type: none"> <li>Ask questions when appropriate.</li> <li>Behave in a safe manner.</li> <li>Be prepared.</li> <li>Use self-control (keep hands, feet, and belongings to self).</li> </ul>	<ul style="list-style-type: none"> <li>Use self-control (keep hands, feet, and belongings to self).</li> <li>Treat all drills as real emergency</li> </ul>
Be Respectful	<ul style="list-style-type: none"> <li>Exit the building by 3:15 unless supervised by an adult.</li> <li>Follow adult directions.</li> <li>Follow the arrival policy for having an empty mouth.</li> </ul>	<ul style="list-style-type: none"> <li>Abide by specific instructions of extracurricular sponsor.</li> <li>Model school-wide expectations with visitors and fans from the opposing team</li> </ul>	<ul style="list-style-type: none"> <li>Be attentive – ears listening, eyes watching, lips closed.</li> <li>Be considerate to all groups that are present.</li> </ul>	<ul style="list-style-type: none"> <li>Be attentive – ears listening, eyes watching, lips closed.</li> <li>Follow adult directions</li> </ul>
Communicate Effectively	<ul style="list-style-type: none"> <li>Use a “level 1” voice in the hallway.</li> <li>Show affection in a non-physical manner.</li> <li>Speak considerately using language appropriate for Northside</li> </ul>	<ul style="list-style-type: none"> <li>Report dangerous or unsportsmanlike behavior.</li> <li>Show affection in a non-physical manner.</li> <li>Speak considerately using language appropriate for Northside</li> <li>Use positive communication with all participants.</li> </ul>	<ul style="list-style-type: none"> <li>Use polite and appropriate language at all times.</li> <li>Alert adults to any issues that arise.</li> <li>Show affection in a non-physical manner.</li> </ul>	<ul style="list-style-type: none"> <li>Alert adults to any issues that arise.</li> <li>Use a “0” level voice.</li> </ul>

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	Computer Use	Cafeteria	Digital Safety (BYOD, 1:1 Devices)
Act Responsibly	<ul style="list-style-type: none"> <li>● Maintain use of your own username and password (and log off after each use)</li> <li>● Save materials in appropriate electronic folders</li> <li>● Keep track of personal jump drives</li> <li>● Access only school appropriate sites</li> <li>● Print only when necessary and only with teacher permission</li> <li>● Return laptops correctly (shut down, in the right slot #, plugged in, facing same direction)</li> </ul>	<ul style="list-style-type: none"> <li>● Wait patiently</li> <li>● Be respectful of personal space</li> <li>● Use self-control</li> <li>● Keep area clean</li> <li>● Make nutritious choices</li> <li>● Only touch food you intend to buy</li> <li>● Always use a tray</li> </ul>	<ul style="list-style-type: none"> <li>● Use only your own device</li> <li>● Use your device only during times when allowed and when supervised by a teacher.</li> <li>● Access only school-appropriate sites</li> <li>● Only use the school network for connectivity</li> <li>● Keep device use to only academic purposes</li> <li>● Fully charge your device before coming to school</li> </ul>
Be Respectful	<ul style="list-style-type: none"> <li>● Keep equipment in good operating condition and free of vandalism</li> <li>● Follow directions given by adults</li> <li>● Follow arrival policy of having an empty mouth</li> </ul>	<ul style="list-style-type: none"> <li>● Show cafeteria staff respect</li> <li>● Use table manners</li> <li>● Keep food and drink in the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>● Follow directions given by adults</li> <li>● Keep equipment in good operating condition and free of vandalism</li> <li>● Only upload photos, documents, or material that are related to you</li> </ul>
Communicate Effectively	<ul style="list-style-type: none"> <li>● Use language that is non-offensive and free of profanity, especially when posting on sites such as itslearning</li> <li>● Use voice level one</li> <li>● Inform teachers of computer problems (vandalism or operating problems) immediately</li> </ul>	<ul style="list-style-type: none"> <li>● Use voice level 0 when adult is speaking</li> <li>● Use voice level 1-2 at all other times</li> <li>● Follow adult directions</li> <li>● Make only positive comments about food</li> </ul>	<ul style="list-style-type: none"> <li>● Report anything suspicious to an adult</li> <li>● Use non-offensive language at all times</li> <li>● Turn off devices or lower lids when asked</li> <li>● Be considerate of yours and others' personal property</li> </ul>



## **Bartholomew Consolidated School Corporation's Mission Statement**

Deeper Learning is our individualized approach for preparing all learners to succeed in a competitive global economy and democratic society and to tackle the complex issues they will encounter.

## **Northside Middle School Vision Statement**

The students, parents, and staff of Northside Middle School work collectively to achieve academic excellence and to develop students with good character in a safe and respectful learning environment.

### **WE BELIEVE:**

**EACH STUDENT CAN LEARN AND BE SUCCESSFUL WITH PROPER HOME AND SCHOOL SUPPORT.**

**....A PHYSICALLY SAFE AND EMOTIONALLY SECURE ENVIRONMENT PROMOTES SUCCESS.**

**....STUDENTS MUST BECOME CRITICAL THINKERS AND PROBLEM SOLVERS.**

**....STUDENTS MUST BE ACTIVELY INVOLVED IN THEIR LEARNING.**

**....THE DEVELOPMENT OF POSITIVE SELF-ESTEEM AND A SENSE OF BELONGING IS ESSENTIAL FOR SUCCESS.**

**....EVERY PERSON HAS WORTH AND MUST BE TREATED WITH RESPECT.**

**....STUDENTS MUST LEARN TO WORK COOPERATIVELY IN DIVERSE COMMUNITIES.**

**....MIDDLE LEVEL EDUCATION MUST PROVIDE OPPORTUNITIES FOR STUDENTS TO EXPLORE THEIR OWN INTERESTS AND UNIQUENESS.**

**....THE MIDDLE SCHOOL STAFF MUST BE PREPARED FOR AND COMMITTED TO MEETING THE UNIQUE NEEDS OF EACH ADOLESCENT.**

## **CORE VALUES**

**Visionary Leadership that creates and balances value for students and stakeholders.**

**Learning-Centered Education that places the focus of education on learning and the real needs of students.**

**Organizational and Personal Learning that is directed not only toward better educational programs and services, but also toward being more flexible, adaptive, and responsive to the needs of students and stakeholders.**

**Valuing Faculty, Staff, and Partners by leadership who is not only dependent upon but committed to the knowledge, skills, innovative creativity, and motivation of its workforce.**

**Management by Fact that uses performance measurement to focus on improving student learning.**

## **HIGH EXPECTATION OBJECTIVES**

*BCSC will ensure a balanced, intentional and forward looking approach to meet the following objectives:*

Provide a welcoming and diverse learning culture of respect, fairness and trust

Advance a deep community commitment to all learners' health, personal and academic success

Enable achievement of core academic knowledge and varied levels of critical thinking

Foster multiple perspectives to develop global citizens

Provide multiple pathways that intellectually engage all learners

Promote and support agile, collaborative learning environments

Cultivate a commitment to a life-long learning process for all

## Communication and Contact Information

1. **Daily Announcements** – Announcements are read over the intercom at 7:50 A.M. Also, all staff members receive the announcements daily via e-mail. The daily announcements are also posted to the Northside website on a daily basis.
2. **Northside Parent Newsletter** – Along with a newsletter, Northside uses its website to keep parents updated on current events, news, and happenings. Please visit <http://www.bcsc.k12.in.us/NorthsideMS/> for more information. To sign up for the weekly Parent Newsletter, send an email to [burtone@bcsc.k12.in.us](mailto:burtone@bcsc.k12.in.us) with your email address.
3. **Parent Portal** – Parents and guardians can have access to their student’s grades through our Parent Portal link on the Northside Homepage. Get up to date information on classroom grades and assignments with this very useful tool. Parents are encouraged to monitor their student’s grades regularly to be aware of their student’s progress. Call Northside’s Guidance Department to obtain their username and password 8123764001.
4. **Peer Leaders** - Peer Leaders are a group of 8<sup>th</sup> graders that are nominated during their 7<sup>th</sup> grade year for their extraordinary leadership skills. Peer Leaders truly desire to make a difference at Northside. These students are typically involved in: NMS Open Houses, canned food drives, PBIS kick-off day, “Safe Schools Week”, new student orientation and much more. Peer Leaders help create a learning environment where students feel welcome and safe.

See our website for the most current information. Please visit [www.bcsc.k12.in.us](http://www.bcsc.k12.in.us) to find School Board Policies and Administrative Guidelines.

- |                            |   |
|----------------------------|---|
| 1. Website:                | <a href="http://www.bcsc.k12.in.us/NorthsideMS/">http://www.bcsc.k12.in.us/NorthsideMS/</a> |
| 2. Main Office:            | 376-4403  |
| 3. Guidance/Dean’s Office: | 376-4401  |
| 4. Attendance:             | 376-4401  |
| 5. Nurse’s Office:         | 376-4270  |
| 6. Cafeteria:              | 376-4273  |
| 7. Library/Media Center:   | 376-4267  |
| 8. Bookstore:              | 376-4320  |
| 9. Athletic Director:      | 376-4381  |

## School Hours: Arrival and Dismissal

School is open to students at 7:15 A.M. each morning. Students arriving before 7:42 A.M. will immediately go to one of the three areas listed below:

1. Gym 1 - 7th Grade
2. Commons - 8th Grade
3. Cafeteria- Students eating breakfast may go to the cafeteria after 7:15 A.M. Students will stay in the cafeteria until 7:42 A.M.

School dismisses daily at 3:05 P.M. Students not participating in after-school activities or under the supervision of a teacher should be picked up by 3:15 P.M. Students staying for detention should be picked up by 4:00 P.M.

**Parents are asked to avoid dropping off their children before 7:15 A.M. School personnel are not available to supervise students before 7:15 A.M.**

**TIME SCHEDULE**

<b>Admittance to building</b>	<b>7:15 A.M.</b>
<b>Admittance to classroom and lockers</b>	<b>7:42 A.M.</b>

**MOSAIC AND TYROS**

Period	Time		Class
	Beg.	End	
1	7:50	8:40	*CORE
2	8:45	9:30	*CORE
3	9:35	10:20	EXPLORATORY
4	10:25	11:10	EXPLORATORY
5	11:15	12:00	*CORE
6	12:05	12:35	LUNCH
7	12:40	1:25	*CORE
8	1:30	2:15	*CORE
9	2:20	3:05	*CORE

**NAVIGATORS AND TRAILBLAZERS**

Period	Time		Class
	Beg.	End	
1	7:50	8:40	EXPLORATORY
2	8:45	9:30	EXPLORATORY
3	9:35	10:25	*CORE
4	10:30	11:20	*CORE
5	11:25	12:15	*CORE
6	12:20	12:40	RESOURCE
7	12:45	1:15	LUNCH
8	1:20	2:10	*CORE
9	2:15	3:05	*CORE

**VERITAS AND TITANS**

Period	Time		Class
	Beg.	End	
1	7:50	8:40	*CORE
2	8:45	9:30	*CORE
3	9:35	10:20	*CORE
4	10:25	11:10	*CORE
5	11:15	11:45	LUNCH
6	11:50	12:35	*CORE
7	12:40	1:25	*CORE
8	1:30	2:15	EXPLORATORY
9	2:20	3:05	EXPLORATORY

**\*CORE means core academic classes such as language arts, writing/literacy, math, science, or social studies.**

<b>TWO-HOUR DELAY SCHEDULE</b>
<b>STUDENTS ARRIVE 9:20 – 9:45</b>
<b>Period 1 9:50 – 10:25</b>
<b>Period 2 10:30 – 11:00</b>
<b>Period 3 11:05 – 11:35</b>
<b>Period 5 11:40 – 12:10 (Lunch Veritas/Titans)</b>
<b>Period 6 12:15 – 12:45 30 (Lunch Mosaic/Tyros)</b>
<b>Period 7 12:50 – 1:20 30 (Lunch Trailblazers/Navigators)</b>
<b>Period 4 1:25 – 1:55</b>
<b>Period 8 2:00 – 2:30</b>
<b>Period 9 2:35 – 3:05</b>

# Bartholomew Consolidated School Corporation

1200 Central Avenue  
Columbus, Indiana 47201  
812-376-4234



JULY 2018						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018						
S	M	Tu	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018						
S	M	Tu	W	Th	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2018						
S	M	Tu	W	Th	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2018						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2019						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2019						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2019						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2019						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2019						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2019						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## 2018-2019 CALENDAR DATES

- August 7 First Teacher Day
  - August 8 First Student Day
  - September 3 Labor Day Holiday (no school)
  - October 8-12 Fall Break (1 week)
  - November 21-23 Thanksgiving Break
  - December 21 First Semester Ends
  - December 24 Winter Break Begins  
(Dec. 24 - Jan. 4 Winter Break no school for students)
  - January 4 Teacher Day (no school for students)
  - January 7 Classes Begin for 2<sup>nd</sup> Semester
  - January 21 Martin Luther King Jr. Day (no school)
  - March 11-15 Snow Make-up Days\*\*  
\*\* Snow Make Up Day #1 will be on Monday of the Snow Make-Up Days week
  - March 18-22 Spring Break Begins (no school)
  - April 19 Good Friday (no school)
  - May 27 Memorial Day (no school)
  - May 30 Last Day for Students
  - May 31 Last Teacher Day
  - May 31 Graduation: CSA New Tech at CEHS, 7:00pm
  - June 1 Graduation: East High School, 10:00 a.m.
  - June 1 Graduation: North High School, 1:00 p.m.
- Summer School To be determined

Board Approved: October 23, 2017

Grading Periods	Student Days	Teacher Days
<b>First Semester</b>		
1 <sup>st</sup> 9 weeks: August 8--October 8	42	43
2 <sup>nd</sup> 9 weeks: October 15--December 21	47	47
<b>Second Semester</b>		
3 <sup>rd</sup> 9 weeks: January 7--March 8	44	45
4 <sup>th</sup> 9 weeks: March 25--May 30	47	47.5

- School Closed
- Special Event Day
- Snow Make-up Day

## **VISITORS**

Students should not bring guests to school. Any visitors to school must be approved by the principal or designee. Approved visitors must enter through the main entrance, give their identification to the secretary, sign into the log book, and wear the visitor badge that is given to them. When the visitor is finished in the building, they must return to the Main Office to sign out and receive their identification in return.

## **PHONE/CELL PHONE POLICY**

1. Students are requested to remind parents that they should not call the student at school except in cases of emergency. **Students will not be called to the phone nor will messages be taken to them except in cases of emergency.**
2. Students will not use school phones for personal calls except in an emergency and only then with staff permission.
3. Students wishing to use the phone should obtain a pass from a teacher.
4. Cell phones must be turned off and kept in their lockers except when using them for an educational purpose and under teacher supervision.

## **LIBRARY**

The library is open from 7:25 A.M. to 3:25 P.M, including all periods during the school day for use by students and faculty. Students may come to the library to read, to do reference work, and to attend book clubs. Students may check out books for a three-week period. Reference materials and magazines may be checked out overnight. A student may have three items checked out at one time, and all materials may be renewed unless they are on reserve. Students with overdue materials must return or pay for them before checking out other materials. All materials are checked out on a computer. Students may find materials in our library by using our card catalog computers. Students may come to the library during lunch time if they have a pass from a teacher.

## **BOOKSTORE (Book Fees)**

1. The school bookstore is located in the hallway outside of the cafeteria. It is open Monday, Wednesday and Friday from 7:30 a.m. to 2:30 p.m. Regular school supplies such as pens, pencils, paper, folders, notebooks and some band supplies are sold throughout the school year.
2. **Textbook Rental** – Fees for textbooks and class materials are assessed twice a year, once each semester.
3. **Textbook Assistance** – A student who qualifies for free or reduced lunch due to family income will also receive state adopted text material at no charge. Class fees and other supplementary material will be billed to the student. Textbook assistance applications are available in the Main Office.
4. **Delinquent Fees** - Delinquent fees are reported to the BCSC Records Manager for collection unless a payment schedule is arranged and carried out at the Bookstore. If fees remain unpaid, the matter will be referred to a collection agency.

## RENTED NOVELS/TEXTBOOKS

It is each student's responsibility to ensure all rented books are returned to the bookstore by the end of the school year in a useable condition. For each textbook/novel lost or returned damaged beyond use, an additional charge may be made as determined by school officials.

## LOCKERS

Lockers are assigned to students at the beginning of the year by the administration. The following guidelines are to be observed:

1. Using an unauthorized locker is in violation of Student Handbook Rule 19.
2. No other student should be told your combination.
3. Students are not to change or share lockers during the school year without the approval of their counselor.
4. All locker problems should be reported in the Guidance Office.
5. Students are responsible for keeping their assigned locker clean both inside and outside. No tape, glue, stickers, or mirrors may be used on locker surfaces. No writing on locker surfaces will be permitted.
6. Students are cautioned not to keep money or other valuables in their lockers.
7. A student using a locker is presumed to have no expectations of privacy in such locker or its contents with respect to Northside.

## BACKPACKS

All backpacks, purses, hand bags, tote bags, and similar "book bags" must be left in the student's locker from Periods 1 through 8. This will help in maintaining a safe school environment and good student health.

## CAFETERIA

Plate lunch is offered at Northside each day. In addition to the plate lunch, a la carte items, such as salads, sandwiches, and desserts are offered.

Expectations of cafeteria behavior are outlined in the PBIS section in the front of the handbook.

## **BCSC FOOD SERVICE DEPARTMENT** **GUIDE TO LUNCH**

Welcome to the cafeterias of Bartholomew Consolidated School Corporation! It is a privilege for the food service staff to provide nutritious, high quality, satisfying meals to our customers. This flyer is designed to provide basic information about the lunch program. Questions regarding account balances or overall meal service can be directed to the cafeteria manager at your child's school. A listing of cafeteria managers, their school location and phone number can be found below.

## DEBIT SYSTEM

All cafeteria purchases are to be prepaid before meal service begins. BCSC Cafeterias utilize a pre-pay/debit system designed to process student purchases in an efficient, confidential manner, and to reduce the amount of cash on hand at each location. At the end of each school year, the account balance is transferred to the student's account for the following year. Deposits may be made at the school cafeteria by cash, online using Visa or Mastercard at MySchoolBucks.com, or personal check made payable to the school cafeteria. Please indicate student name and or student ID# on the check.

## CHARGES

Due to the nature of this pre-payment/debit program, charging school meals is discouraged. **Students may only charge 3 lunches.** Elementary students will be sent home written notices of any outstanding negative balances in the meal account at a minimum weekly till the balance is paid in full. Schools will provide an alternative meal of a complimentary peanut butter or sunflower butter sandwich, vegetable, fruit, and milk until charged lunches have been paid in full. If food service staff suspect that a student may be abusing this policy, written notice will be provided to the guardian that if he/she continues to abuse this policy, the privileges of an alternative meal will be refused. If a student repeatedly comes to school with no lunch and no money, the food service staff must report this to the principal. All accounts must be settled prior to the end of the school year. Negative balances of more than \$25.00 not paid in full in the 15 days prior to the end of the school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims courts, or any legal method deemed necessary. Students who graduate or withdraw from the corporation and have \$5.00 or more left in their lunch/meal food service account will be notified by food services by the last day of school and given the option to transfer the funds to another student or to receive a refund. If no response is received within 90 days the student's lunch /meal account will close and the funds will no longer be available.

## MEAL ASSISTANCE

Meal assistance is available to all BCSC students that meet income qualifications. An application for meal assistance is given to each student at the start of each school year. Students are considered paid students and will be charged full price meals until the meal assistance applications has been processed and approved . Due to the large number of students attending BCSC schools, it may be a few weeks before all applications are processed. **It is recommended each student start the school year with two weeks worth of lunch money in their account to avoid charges and to allow time for applications to be processed.** Meal assistance forms are effective for one school year. Families must reapply each school year for meal/textbook assistance.

**Eligibility for free pre-school WILL NOT automatically qualify you for free/reduced lunches. A free/reduced meal assistance form must be on file with the food service department, processed, and approved before free/reduced lunch prices take effect.** Students approved for meal assistance of free or reduced priced meals of \$0.40/day will utilize their lunch account in the same manner as paid students; thereby keeping meal eligibility status confidential.

## VEGETARIAN OPTIONS



BCSC Food Service has a variety (21 entrees) of vegetarian entrée options to choose from, in addition to the wide variety of fruits, vegetables, and salads served daily. Your student may request a vegetarian option by notifying the café by 9am for lunch service that day. Vegetarian options available may be viewed on the Food Service Department Tab on the BCSC home web page or you may contact the school café for a list of entrees.

## BCSC CAFETERIA MANAGERS

### SECONDARY

- East High School- Brandy Burton 376-4340
- North High School-Carol Heitman 376-4263
- Central Middle School-Melody Gess 376-4285
- Northside Middle School-Leslie Brown 376-4273
- Columbus Signature Academy-Debbie Pierce 375-6701

### FOOD SERVICE DIRECTOR

- Nancy Millspough, RD,CD 376-4462

## DEPARTAMENTO DEL SERVICIO ALIMENTARIO DE BCSC GUIA DE ALMUERZO

¡Bienvenidos a las cafeterías de Bartholomew Consolidated School Corporation! Es un privilegio para el personal de servicio de alimentos proporcionar alimentos nutritivos, de alta calidad, satisfactoria para nuestros clientes. Este folleto está diseñado para proporcionar información básica sobre el programa de almuerzo. Las preguntas con respecto a los saldos de la cuenta o el servicio general de comidas pueden dirigirse al gerente de la cafetería de la escuela de su hijo. Una lista de los gerentes de la cafetería, la ubicación de su escuela y el número de teléfono se pueden encontrar en este anuncio.

### SISTEMA DE DEBITO

Todas las compras de la cafetería deben ser pagadas por adelantado antes de que comience el servicio de comidas. Las cafeterías BCSC utilizan un sistema de prepago / débito diseñado para procesar las compras de los estudiantes de manera eficiente y confidencial y para reducir la cantidad de efectivo disponible en cada ubicación. Al final de cada año escolar, el saldo de la cuenta se transfiere a la cuenta del estudiante para el año siguiente. Los depósitos se pueden hacer en la cafetería de la escuela en efectivo, Visa o Mastercard en línea usando MySchoolBucks.com, o cheque personal pagado a la cafetería de la escuela. Indique el nombre del estudiante y / o el número de identificación del estudiante en el cheque.

### Cargos

Debido a la naturaleza de este programa de pre-pago / débito, el cobro de comidas escolares es desalentado. **Los estudiantes solo pueden cargar 3 almuerzos.** A los estudiantes de primaria se les enviará a casa avisos por escrito de los saldos negativos pendientes en la cuenta de comidas al mínimo semanal hasta que el saldo se pague en su totalidad. Las escuelas proporcionarán una comida alternativa de sándwich de mantequilla de maní, frutas, vegetales y leche hasta que los almuerzos cargados hayan sido pagados en

su totalidad. Si el personal del servicio de alimentos sospecha que un estudiante puede estar abusando de esta política, se le notificará por escrito al tutor que si continúa abusando de esta póliza, se negarán los privilegios de una comida alternativa. Si un estudiante viene varias veces a la escuela sin almuerzo y sin dinero, el personal de servicio de comida debe reportarlo al director. Todas las cuentas deben ser establecidas antes del final del año escolar. Los saldos negativos de más de \$ 25.00 no pagados en su totalidad en los 15 días anteriores al final del año escolar obligarán a la Corporación a tomar medidas para cobrar fondos no pagados por medio de agencias de cobro, tribunales de reclamos menores o cualquier método legal que se considere necesario. Los estudiantes que se gradúen o se retiren de la corporación y tengan \$ 5.00 o más en su cuenta de servicio de comida / comida serán notificados por los servicios de alimentos el último día de la escuela y se les dará la opción de transferir los fondos a otro estudiante o recibir un reembolso. Si no recibe respuesta dentro de 90 días, la cuenta de almuerzo / comida del estudiante se cerrará y los fondos ya no estarán.

### **ASISTENCIA DE COMIDA**

La asistencia de comidas está disponible para todos los estudiantes de BCSC que cumplen con los requisitos de ingreso. Una solicitud de ayuda de comida se da a cada estudiante al comienzo de cada año escolar. Los estudiantes se consideran estudiantes pagados y se les cobrará comidas de precio completo hasta que las solicitudes de ayuda de comida hayan sido procesadas y aprobadas. Debido al gran número de estudiantes que asisten a las escuelas de BCSC, puede ser unas pocas semanas antes de que todas las solicitudes sean procesadas. **Se recomienda que cada alumno comience el año escolar con dos semanas de dinero en el almuerzo en su cuenta para evitar cargos y para dar tiempo a que las solicitudes sean procesadas.** Los formularios de asistencia para comidas son efectivos por un año escolar. Las familias deben volver a aplicar cada año escolar para recibir ayuda de comida / libros de texto.

**La elegibilidad para la educación preescolar gratis NO lo calificará automáticamente para almuerzos gratuitos o reducidos. Un formulario de asistencia de comida gratis / reducido debe estar archivado en el departamento de servicio de comida, procesado y aprobado antes de que los precios de almuerzo gratis / reducido entren en vigencia.**

Los estudiantes aprobados para recibir comida de comidas gratuitas o de precio reducido de \$ 0.40 / día utilizarán su cuenta de almuerzo de la misma manera que los estudiantes pagados; Manteniendo así el estatus de elegibilidad de comidas confidencial.

### **OPCIONES VEGETARIANAS**

El servicio de comida de BCSC variedad (21 entrantes) de platos vegetarianos opciones para elegir, además de la amplia variedad de frutas, verduras y ensaladas que se sirven a diario. Su estudiante puede solicitar una opción vegetariana notificando a la cafetería a las 9 am para el servicio de almuerzo ese día. Las opciones vegetarianas disponibles se pueden ver en la pestaña del Departamento de Servicios alimenticios en la página web de BCSC o puede comunicarse con la cafetería de la escuela para obtener una lista de entradas.

### **GERENTES DE CAFETERIA DE BCSC**

#### **SECUNDARIA**

- East High School- Brandy Burton 376-4340

- North High School-Carol Heitman 376-4263
- Central Middle School-Melody Gess 376-4285
- Northside Middle School-Leslie Brown 376-4273
- Columbus Signature Academy-Debbie Pierce 375-6701

#### **DIRECTOR DE SERVICIOS DE COMIDA**

- Nancy Millspaugh, RD,CD 376-4462

### **PERMISSION TO LEAVE CAMPUS**

Northside has a closed campus. The definition of a closed campus is: "Students may not leave the campus at any time during the school day." Students are expected to remain at school during lunch periods. Parents seeking permission for their child to leave campus for special occasions or extraordinary circumstances should make arrangements through the principal or principal's designee.

### **US EPA AHERA COMPLIANCE**

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Bartholomew Consolidated School Corporation is available for review and copying by students, staff and guardians during normal business hours.

### **Indoor Air Quality**

Any questions or concerns regarding the Indoor Air Quality in this school or any BCSC facility please contact:

Indoor Air Quality Coordinator  
 Bartholomew Consolidated School Corporation  
 Office 812-376-4231

### **Pest Control and Use of Pesticides**

See School Board Policy 8342 on the BCSC website. Prior to the application of pesticides within any building or on school grounds, the parents who have registered for prior notice shall receive notification to be received no later than two (2) school days prior to the application unless an emergency is declared.

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 year of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

2. Parents or eligible students should submit the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent of reliable student believes are inaccurate.
4. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent of eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
5. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The right to file a complaint with the U.S/ Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education**

**400 Maryland Avenue, SW  
Washington, DC 20202-4605**

**FERPA and Disclosure of Student Directory Information**

FERPA allows disclosure of appropriately designated "directory information" without written consent from a parent or eligible student. Directory information is information that generally is not considered harmful or an invasion of privacy if released. BCSC has designated the following information as directory information: Student's name, photograph, date of birth, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, school-assigned email accounts and school attending.

BCSC shall limit the purpose of releasing directory information. BCSC can allow, within their discretion, release of directory information from your child's education records only to BCSC school or community publications, media or organizations that report or produce articles or information regarding the following: school events; yearbook; graduation; senior projects; academic honor roll, awards, scholarships, achievements and accomplishments or other recognition lists; athletic, performing arts and other school club information, activities, and accomplishments. Directory information can also be released to a student's health care provider/office.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c)).

If you do not want BCSC to disclose any or all of the above listed directory information from a student's education records without your prior written consent, you may opt out by notifying the principal (or appropriate school official) of the school the student is attending, in writing by August 31 of each school year, of the specific directory information that should not be disclosed.

### **Nondiscrimination and Access to Equal Educational Opportunity See BCSC Policy 2260**

The following person has been designated to handle inquires regarding the nondiscrimination policies of the corporation or to address any complaint of discrimination:

**Civil Rights Compliance Officer  
Assistant Superintendent of Human Resources  
1200 Central Avenue  
Columbus, IN 47201  
Telephone no. 812-376-4472**

**If health information is collected regarding a student, BCSC will notify the parent/guardian in writing. This information may be obtained from Northside upon request.**

### **ENROLLMENT, WITHDRAWAL AND TRANSFER**

1. **Enrollment** – A new student who has taken residence in the school district will enroll with the Guidance Office. The following procedures and documentation are required for enrollment. The parent/guardian should:
  - a. Accompany the student with proof of guardianship when requested.
  - b. Show proof of residency of the guardian (utility bill, driver's license, lease agreement, etc.) within the Northside Middle School district.

- c. Provide up-to-date emergency information (phone numbers, doctor, etc.)
  - d. Provide immunization records
  - f. Provide information to obtain records from the previous school, including the previous school's address.
2. **Withdrawal** – Any student who wishes to withdraw from school for any reason must do so through the Guidance Office. The Guidance Office should be contacted as soon as possible to complete withdrawal procedures before the actual date of withdrawal. In most cases, signatures from the student and a parent or legal guardian are required. A student is cleared once his/her locker is cleaned out, all textbooks and library materials are returned, and all financial obligations are met. Students attending Northside Middle School, who do not reside in the Northside Middle School district without approval from the middle school principals, will be withdrawn immediately.
3. **Transfers** – Each student shall attend school in the BCSC attendance area where the student's parent/legal guardian resides unless a transfer request has been approved. The parent/legal guardian wishing to make a transfer to another BCSC school should contact the building principal of the school their child attends, or would be attending, to complete a transfer form. In case of a transfer, transportation is the responsibility of the parent/guardian unless an established bus route can be used.

## **COUNSELING AND GUIDANCE PROGRAM**

Students are assigned a guidance counselor. Guidance services are planned to help each student get the most from the school's program. Assistance is given by other teachers and administrators as well. All students are encouraged to see their guidance counselor to talk with them regarding any concerns they might have. Often counselors help students with educational program planning, study habits, personal and home concerns, health problems, social questions, career plans, and decisionmaking. Students should feel free to discuss their interests, plans, and difficulties with the advisors. Students may arrange to meet with the guidance office advisors by stopping in the office before or after school or between classes. For the 2018-2019 school year, Mrs. Wagner will be the 7<sup>th</sup> grade counselor, and Mr. Ousley will be the 8<sup>th</sup> grade counselor.

## **REPORT CARDS**

Report cards are issued every nine weeks to notify students and parents of student progress. The cards are distributed via U.S. mail and should arrive seven to ten days following the conclusion of the grading period. Report cards should not be returned to school.

## **STUDENT PROGRESS REPORTS**

Teachers will inform parents through progress reports of students receiving a "D" or "F" at the end of the fourth week of each grading period. These are mailed home during

the fifth week of the grading period. It is possible that a student could receive a failing grade in a course without having received an unsatisfactory progress report because of failing work after the time of the report.

## HONOR ROLL

High academic achievement does not occur without hard work and sacrifice on the part of students and their families. In acknowledgment of this dedication and hard work, Northside Middle School recognizes students who have demonstrated high academic achievement during each grading period\*. The recognition program distinguishes high academic achievement on two levels: **Honor Roll with Distinction** and **Honor Roll**.

**Honor Roll with Distinction** requires a student to receive a grade of “A-“or higher in all classes. Consequently, the grade point average (GPA) would have to be at least 10.0 for the grading period. If a student has the 10.0 GPA but receives a grade lower than A-, the student would not qualify for Honor Roll with Distinction. Students who earn Honor Roll with Distinction will receive a gold seal on their report card.

**Honor Roll** requires a student to earn a grade point average of at least 9.0 with no grades lower than C. If a student has the 9.0 GPA, but receives a grade lower than “C”\*\*, the student would not qualify for Honor Roll. Students who earn Honor Roll will receive a silver seal on their report card.

Students who have earned **Honor Roll with Distinction** for all grading periods during the year will receive an honor roll medal.

Students who have earned **Honor Roll** for all grading periods during the year will receive a *Certificate of Merit*.

If a student meets the requirements for **Honor Roll with Distinction** for *part* of the school year and **Honor Roll** the rest, they will receive a *Certificate of Merit*.

*\*Semester averages do not receive recognition in the Honor Roll program.*

*\*\*Any grade of “C-“ or lower disqualifies a student from Honor Roll recognition.*

The grade point average is determined on the following mathematical basis:

A+ = 12 pts.	B+ = 9 pts.	C+ = 6 pts.	D+ = 3 pts.
A = 11 pts.	B = 8 pts.	C = 5 pts.	D = 2 pts.
A- = 10 pts.	B = 7 pts.	C = 4 pts.	D = 1 pt.

## HOMEWORK POLICY

The Northside teaching staff recognizes that a reasonable amount of study and preparation is necessary for the scholastic growth of pupils. Homework is viewed as an extension of classroom activity and should, therefore, have a valid educational purpose directly pertaining to the objectives of the unit under study or the course being taken.

Teachers further understand that assignments are to be planned with a reasonable time limit in mind (taking into account such factors as ability level, extracurricular involvement, and family responsibilities). Whenever possible, homework should be coordinated among teachers, especially with regard to longer tasks which necessitate greater time management.

Homework may include but not be limited to:

- ♦ Additional practice exercises
- ♦ Review - preparing for tests
- ♦ Readings on a particular subject or a specific book
- ♦ Composition
- ♦ In-depth extension of classroom activities
- ♦ Independent work or study project
- ♦ Listening - radio, concerts
- ♦ Observation - television programs/movies

## **HOMEWORK PROCEDURE**

Well-planned homework assignments should be clearly explained in order to achieve the desired results. Therefore, within the framework of the class period, time must be provided for explaining teachers' expectations and answering students' questions relative to the assignment.

Assignments, once submitted, are to be evaluated in an appropriate manner and returned within a reasonable length of time. It should be understood, however, that all assignments need not be evaluated in the same manner and that some work will require a lengthier period to fairly assess. Regardless of the nature of the task, students should be given credit for its completion at the designated time; otherwise, motivation is adversely affected.

Teachers not only have the obligation of keeping students informed as to their progress in class, but the parents/guardians should likewise be notified, particularly if work has not been completed or if the individual student is not performing up to potential. Contact with the parent(s) may be initiated by several methods, including written notes, phone calls, or progress report forms sent through the Guidance Office. Parent-teacher conferences are certainly desirable. Open lines of communication between home and school can only enhance the learning process.

The final responsibility for educational growth must be that of each individual pupil. It is imperative that Northside students learn to effectively manage time, prepare lessons well, and submit them on time. Regular attendance is obviously a necessity; if school must be missed for legitimate reasons, then it is the student's obligation to inquire about makeup work. Teachers expect this procedure to be followed and then will allow assignments to be completed within an appropriate time frame.



## **STATE STANDARDIZED TESTING**

Each year, Northside Middle School conducts state-mandated testing to all students. These test results are an important factor in measuring student learning as well as improvement of our school. Student attendance during this time is critical. Please arrange any appointments and scheduled absences around these dates.

## **ATTENDANCE POLICY**

The Board believes that regular school attendance is critical to a student's ability to derive the full benefits provided in the school. Maximum learning occurs through teacher instruction, class participation, and student interaction with other students. Northside Middle School is a member of the Attend Team which is a coalition of probation, police, sheriff's department, and Division of Family and Children. Northside personnel will follow the guidelines set forth by the Attend Team.

Students are subject to the requirements of state law and school attendance policies. Fulfilling the requirements of the law and policies is the responsibility of the students and their parent(s)/guardian(s).

A student who is absent from school, whether such absence is excused or unexcused, is expected to independently make up any work missed during such absence. Students will not receive academic credit for any work missed during an unexcused absence.

## **EXCUSED ABSENCES**

For an absence to be excused, the parent must contact the Northside Guidance Office at 3764401 to report one of the following reasons:

1. Illness or injury requiring absence.
2. Death of an immediate family member.
3. Death of another person other than a family member. Parent or guardian must submit a request that is subject to approval by the principal or his designee.
4. Special religious observances (e.g. Good Friday, Yom Kippur, etc).
5. Confirmed medical/dental appointments.
6. Participation in state, multistate, or national competition (subject to approval by building principal or designee).
7. When subpoenaed to appear in court as a witness in a judicial proceeding.
8. Service as a legislative page in the Indiana General Assembly.
9. Worker on Election Day.
10. Other highly extenuating circumstances may require a student to be absent from school. Such circumstances will be reviewed by and subject to the approval of the principal or designee on a case-by-case basis.
11. School activities approved by the principal.

Following an excused absence, students will be given a number of school days equal to the number of days of absence to submit make-up work for credit. (Example: A student

who is absent on Monday and Tuesday will make up work on Wednesday and Thursday and turn it in on Friday.) ***IT IS THE STUDENT'S RESPONSIBILITY TO ASK THE TEACHER FOR MAKE-UP ASSIGNMENTS AFTER AN ABSENCE.***

### **UNEXCUSED ABSENCES**

Failure to contact the school and/or all absences not listed under the provisions governing excused absences, including vacations, which are taken on scheduled school days, shall be considered unexcused absences and reported as such in the student's official attendance records. Any unexcused absence from any class period exceeding 10 minutes will be recorded as an unexcused absence for the entire period.

### **EXCESSIVE ABSENCES**

The Bartholomew Consolidated School Corporation and Northside Middle School work diligently with parents to get children to school. One of the tools that Northside uses is the Attend Committee. All parents of students with excessive absences are advised that the Northside faculty is concerned about the impact of these absences on their child's school success. If absences become excessive, a referral will be made to the Attend Team (which could result in a home visit and/or legal consequences).

### **PROCEDURE IN CASE OF ABSENCE**

If you are absent, there are certain procedures to follow:

1. Have your parents call the school between 7:30 and 10:00 A.M. at 3764401. Parents may leave a message on the guidance office voicemail between 3:20 P.M. and 7:30 A.M.
2. On the day of your return, you need not go to the office if your parents have called in explaining your absence.
3. If no one has called, you must bring a note explaining your absence and present it to the main office before going to your first period class.
4. Absences without a note or a call are considered an unexcused absence. You, the student, must bring a note or arrange a call to clear the unexcused absence within two school days. After two school days the absence is changed to truancy, and the appropriate disciplinary measure will be assigned.
5. On the second day of an excused absence, parents may call the guidance office and request assignments for students. Requests must be submitted by 10:00 A.M. to be ready by 3:00 P.M. the same day. All assignments are posted on the Northside website by 3:00 P.M. each day.

### **APPOINTMENTS**

Students needing to leave school for dental/doctor appointments should report to the guidance office between 7:30 and 7:55 A.M. on the given day and receive a permit to be excused from class. When the parent arrives to pick up the student, he/she must show identification to the guidance secretary before the student will be released from class. Parents should consider this process as they make appointment times. Should a student

become ill or injured during the school day, he/she must report to the school nurse or advisor who will then contact the parent if necessary.

## **SCHOOL CONDUCT**

Students at Northside Middle School are expected to behave in a manner that demonstrates good character that reflects favorably on the individual students and their school, shows consideration for fellow students and all school staff members, and creates a harmonious school environment. To accomplish this, we have established rules and regulations that promote the best possible learning environment. These rules apply to all students attending school or school-sponsored events.

**Students have a responsibility to report to school authorities their knowledge of other student's possession of weapons, drugs, alcohol, or other dangerous items.**

Northside personnel will work with parents and students to improve student behavior at school and will develop individual behavior improvement plans that:

- (a) share responsibility for student improvement with the parent and student, and
- (b) attempt to avoid Out-of-School Suspension and expulsion. Indiana Code 208.15.18 outlines grounds for expulsion and suspension. Students who have ten or more Discipline Notices may be considered chronic discipline problems. Parents will be invited to a conference with the principal or his designee to determine an appropriate course of action.

Northside Middle School implements the use of Positive Behavior Instructional Supports in the building. The goal of PBIS is to develop a socially responsible school community through clarification, teaching, rewards and reinforcement. Specific details of the PBIS plan can be found at the beginning of the student handbook or on the school website. Northside teachers will maintain effective learning environments in their classrooms through the use of PBIS strategies. Each teacher or teaching team will have a classroom management plan and student rules. Teachers will share these rules with parents. Northside teachers encourage parents to work with them to help their students be good citizens. Teachers will telephone parents at home or work, invite parents to visit classes and to join with them at school to discuss academic and discipline problems. Teachers will refer students with discipline problems to the Guidance Office for intervention when classroom and parent actions to correct behavior have not been successful.

### **PBIS BEHAVIOR VALUES**

- **Act Responsibly**
- **Be Respectful**
- **Communicate Effectively**

## **TORNADO/EARTHQUAKE AND BUILDING SECURITY DRILLS**

From time to time, tornado/earthquake/building security drills will be held. During all drills there should be no running or talking. Please follow the teacher's instructions. Students must maintain silent so all will hear instructions.

### **FIRE DRILLS**

#### **WALK BRISKLY**

#### **DO NOT RUN**

#### **NO TALKING**

Public schools are required by law to have periodic fire drills. Since this activity is a matter of life or death, it is important for all persons to participate fully. Follow these guidelines:

1. Upon entering a classroom, note the instructions concerning fire exit from the building.
2. Close all the windows when a fire alarm is sounded.
3. The teacher will lead the class to the designated exits and safety zone. The last one out of the room turns off the lights and closes the door.
4. Walk swiftly and silently so instructions can be heard.
5. Proceed to the designated zone and walk quietly in a straight line behind your teacher. Further instructions may be given.
6. No talking during fire drills.

## **SEVERE WEATHER DRILLS**

Severe Weather Drills are conducted once per quarter and begin with an announcement via the public address system. Students are to move in single file to their assigned shelter area following all instructions given to them by staff members. Students remain in this area until an announcement is given ending the drill. Students return to their classroom in the same manner as they exited.

## **LOCKDOWN DRILLS**

Lockdown drills are conducted once each semester and begin when "Lockdown" is announced over the intercom. Classroom teachers will take any students that happen to be in the hall into their classroom, turn out the lights, close and lock the door and close the blinds. Students should be situated inside the classroom in a position in which they cannot be seen from outside the classroom door.

# **RULES AND GUIDELINES FOR MAINTAINING A SAFE SCHOOL**

## **Video Surveillance Cameras**

To help ensure the safety and security of students, staff and patrons, please be aware that security cameras have been installed in specific interior and exterior areas throughout BCSC schools. Behavior may be monitored on school property and/or adjacent property. Actions recorded on these cameras may be used as evidence in disciplinary and legal actions.

## **THE RULES AND CONSEQUENCES**

A. The following behaviors are prohibited. The consequences for exhibiting such behaviors are listed below:

1. **Disrespect or insubordination to any school employee.**

**Consequence:** First Offense: Up to three days Out-of-School Suspension and parent contacted. Second Offense: Five days Out-of-School Suspension and a student-parent-dean conference and possible recommendation for expulsion. Third Offense: Expulsion.

2. **Use of profanity, vulgarity, or obscenities, or any type of indecent display or exposure or engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar or offensive to school purposes.**

**Consequence:** First Offense: One day of In-School Suspension, parent contacted. Second Offense: Three days of In-School Suspension. Third Offense: Three days of Out-of-School Suspension and parentstudentdean conference.

3. **Leaving scheduled assigned area without permission (including lunch, sporting events, etc ... )**

**Consequence:** First Offense: Student will be placed on Social Probation for a period of time to be determined by the dean and assigned In-School Suspension. Second Offense: Student will be assigned three days of In-School Suspension and placed on Social Probation for the remainder of the school year. (See Social Probation Policy.)

4. **Attempting or conspiring with another person to violate any student behavior standard.**

**Consequence:** First Offense: Up to three days of In-School Suspension and parent contacted. Second Offense: Up to five days of In-School Suspension and a studentparentdean conference. Third Offense: Up to three days Out-of-School Suspension.

5. **Truancy to school or from class. Truancy is defined as being out of the student's assigned area or class without an excuse from an adult supervisor for more than five minutes. Repeated failure to report to assigned detention may be considered a violation of this rule.**

**Consequence:** First Offense: One day of In-School Suspension. Second Offense: One or more days of In-School Suspension. Third Offense or more: In-School Suspension

and referral to Juvenile Probation Department. If the student is thirteen or older at the time of the fourth incident, the school will follow the habitual truancy procedure set forth in BCSC Policy 56103 concerning the issuance/invalidation of motor vehicle licenses and permits.

**6. Tardy to class. A student is tardy to class if he/she is not in his/her seat when the tardy bell sounds.**

**Consequence:** The classroom teacher will be responsible for assigning the consequences for this behavior standard. Habitual tardies may be referred to dean and considered a violation of rule #28.

**7. Tardy to school.**

**Consequence:** The third tardy in a semester will result in afterschool detention to be assigned by the dean. Continued tardies to school will result in a referral to the ATTEND team, numerous lunch detentions, In-School Suspensions, possible Out-of-School Suspensions and a referral to the Juvenile Probation Department for truancy.

**8. Engaging in misrepresentation, lying, falsifying documents, or spreading damaging rumors. (Cheating is covered in the Academic Dishonesty Policy.)**

**Consequence:** First Offense: Teacher assigns discipline, calls parent, and files discipline notice with the dean. Second Offense: Teacher files discipline notice with the dean and the dean will notify the parent of a partial or full day of In-School Suspension. Third Offense: Teacher files discipline notice with the dean and the dean will contact the parent and assign three days of In-School Suspension. Fourth Offense: Teacher files discipline notice with the dean, parent contacted by the dean and three days of Out-of-School Suspension and possible recommendation for expulsion.

**9. Possession of toys, playing cards, skateboards, laser pointers, spinners, food, candy, gum, drinks or other articles or objects which have no specific educational purpose relating to the student in question.**

**Consequence:** First Offense: Item confiscated by the staff member. The parent may obtain the item from the dean or teacher. (Candy or gum may be thrown in the trash.) Second Offense: Parent contacted, up to one day of In-School or Out-of-School Suspension, depending on severity. Third offense- Dean assigns two days of In-School-suspension and calls for parent conference. Fourth offense and beyond will be treated as insubordination. (See # 1.)

**10. Failure to complete classroom assignments or being unprepared for class.**

**Consequence:** First offense- Teacher issues warning and student completes work. Second offense- Student/Teacher conference and student completes work in After-School Detention (ASD). Third offense- Student/Teacher/ Counselor conference and student completes work in ASD. Fourth offense- Student/Parent/Teacher/Dean or Counselor conference and student completes work in ISS. Subsequent violations will result in additional days of ISS for student.

**11. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.**

**Consequence:** First Offense: Teacher assigns discipline, calls parent, and files discipline notice with the dean. Second Offense: Teacher files discipline notice with the dean, and the dean will notify the parent of a partial or full day of In-School Suspension. Third Offense: Teacher files discipline notice with the dean, and the dean will contact the parent and assign three days of In-School Suspension. Fourth Offense: Teacher files discipline notice with the dean parent contacted by the dean, and three days of Out-of-School Suspension and possible recommendation for expulsion.

**12. Horseplay or throwing of objects or other activities which tend to disrupt the educational environment. (This includes yelling, pushing, shoving, running, slamming, and other disruptive behaviors.)**

**Consequence:** First Offense: Up to three days of In-School Suspension and parent contacted. Second Offense: Up to five days of In-School Suspension and student/parent/dean conference. Third Offense: Up to three days of Out-of-School Suspension.

**13. Attempting or committing hazing acts or coercing of another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm.**

**Consequence:** First Offense: Five days Out-of-School Suspension, parent contacted, possible recommendation for expulsion, and parentdean conference required. Second Offense: Five days Out-of-School Suspension and recommendation to the Superintendent for expulsion.

**14. Fighting, challenging, or other forms of conflict-oriented behavior. This includes behavior appearing to promote or to encourage conflict between or among others. Physical contact need not occur before this rule has been violated.**

**Consequence:** First Offense: Three days Out-of-School Suspension and parent contacted. Severe cases may result in additional days of suspension and referral to law enforcement. Second Offense: Five days Out-of-School Suspension and a studentparentdean conference and possible recommendation for expulsion. Third Offense: Expulsion.

**15. Use of racial slurs or possessing or wearing racially divisive slogans, logos, or images including but not limited to those that denote the Ku Klux Klan, Aryan Nation, White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other "hate" groups that support racial violence, or namecalling.**

**Consequence:** First Offense: Three days Out-of-School Suspension and parent contacted. Second Offense: Five days Out-of-School Suspension and a studentparentdean conference and possible recommendation for expulsion. Third Offense: Expulsion.

**16. Criminal organizations and criminal organization activity, wearing or displaying of clothing and symbols associated with gangs/criminal organizations, and gang/criminal organization paraphernalia. (see policy #5840 Criminal Organizations and Criminal Organization Activity on the BCSC website.)**

**Consequence:** First Offense: Three days Out-of-School Suspension and parent contacted. Second Offense: Five days Out-of-School Suspension and a studentparentdean conference and possible recommendation for expulsion. Third Offense: Expulsion.

**17. Knowingly possessing or using on school grounds an electronic device in a situation not related to a school purpose or educational function from the time the student enters the building until the time of dismissal.**

**Consequence:** First Offense: Item confiscated by dean and parent may obtain the item from the dean. Second Offense: Parent contacted, In-School or Out-of-School Suspension, depending on severity.

**18. Possession, selling, providing firing, displaying, or threatening use of firearms, knives, explosives, tasers, handguns, stun guns, chemical weapons, destructive devices - bombs, incendiary grenade, Molotov cocktail, rocket with a propellant charge of more than four ounces, or other weapons or use of anything which might be considered a weapon. This shall encompass such actions as lookalike items, false fire alarms, bomb threats, intentional calls to falsely report a dangerous condition, or is dangerous to others.**

**Consequence:** First Offense: Up to ten days of out of school suspension, parent contacted and possible recommendation for expulsion. Parentdean conference required. Second Offense: Ten days Out-of-School Suspension and recommendation to the Superintendent for expulsion.

**19. Students may not use another student's locker, or allow the use of their own locker.**

**Consequence:** First Offense: Discipline notice to dean. Second Offense: Parent contacted and after school detention assigned by dean. Third Offense: Parentstudentdean conference and up to three days of In-School Suspension.

**20. Intentionally causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property, or repeatedly damaging or stealing private property. Issues such as arson, vandalism and extortion are covered by this rule.**

**Consequence:** First Offense: Up to ten days of Out-of-School Suspension, depending on severity, restitution required, and parent contacted and possible notice to law enforcement. Possible recommendation for expulsion if damage is extremely severe. Second Offense: Notice to law enforcement, ten days Out-of-School Suspension, recommendation for expulsion, restitution.

**21. Knowingly possess, use, provide, conspire to sell or transmit to another person, be under the influence of any substance which is, looks like, or which**



**is or was represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily based caffeine product, substance containing PPA, steroid, stimulant, depressant, intoxicant of any kind or any over the counter medication is prohibited.**

- Substance abuse--under the influence of, in illicit possession "of alcohol, unauthorized drugs, narcotics, or other mood altering chemical substances."
- For purposes of this procedure, a person shall be regarded as being in illicit possession of a mood altering chemical substance in violation of the board policy where the circumstances surrounding the person's possession evidences a use or intent to use such substance in a manner other than its normally intended use and a reasonable likelihood that such chemical substance will be ingested, inhaled, applied, or consumed with the purpose or intent of altering one's present mood.

**Consequence:** First Offense: Expulsion from school for the remainder of the school year (minimum two semesters), subject to the following terms and conditions: (a) Principal shall complete request for expulsion; however, such request shall not be forwarded to the Superintendent for further action provided the following criteria are satisfactorily met by the student and parent(s)/guardian(s):

- a. Student will be suspended from school for five days.
- b. During the five day period of suspension from school, the student and/or parent(s)/guardian(s) shall contact the Substance Abuse Director and make necessary arrangements for a preliminary assessment of chemical use and make other arrangements that might be a part of the recommendations of the Substance Abuse Director. "Should the student and/or parent(s)/guardian(s) fail to make the required contact with the Substance Abuse Director during the five day period of suspension from school, the Principal shall, upon the student's return to school, forward the request for expulsion to the Superintendent for further action.
- c. The student and parent(s)/guardian(s) will sign a conditional agreement to defer expulsion proceedings, and will satisfactorily complete all of the terms and conditions provided in the agreement. Possible recommendations from the Substance Abuse Director and school officials.
  - i. Chemical use assessment administered by professional outpatient drug/alcohol counselors).
  - ii. Assessment by outpatient drug/alcohol counselor(s) plus outpatient counseling and/or parent(s)/guardian(s) via certified outpatient counselor(s) or qualified school personnel.
  - iii. Inpatient treatment commensurate with the family's ability to pay for the services.

**Consequence:** Second Offense: The Principal will recommend to the Superintendent that the student be expelled from school for the remainder of the school year. If the request for expulsion takes place during the second semester of a school year, the

expulsion, if imposed, shall remain in effect for summer school and for the first semester of the following school year.

**21a: Dealing** Dealing is defined as knowingly or intentionally distributing unauthorized drugs, narcotics, alcohol, or other mood altering chemical substance with the intent of receiving something in exchange for such distribution.

**Consequence:** The Principal will recommend to the Superintendent that the student be expelled from school for the remainder of the school year. If the request for expulsion takes place during the second semester of a school year, the expulsion, if imposed, shall remain in effect for summer school and for the first semester of the following school year.

**21b: Paraphernalia without Residue**

**Consequence:** First Offense: Detention (In-School Suspension or the form of In-School that exists within the particular building, as in Saturday School), a letter/parent contact from the Student Assistance Director. Second Offense: Suspension (Out-of-School Suspension), meet with the Student Assistance Director. Third Offense: Expulsion.

**21c: Paraphernalia with Residue**

**Consequence:** May result in suspension or expulsion.

**21d: The possession and/or use of tobacco products and paraphernalia, including lighters, in the building or on school grounds/property. For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, as well as electronic, “vapor”, or other substitute forms of cigarettes, pipe, snuff or any other matter, substance, or innovation that contains tobacco or nicotine.**

**Consequence:** First Offense: Up to three days Out-of-School Suspension, parent contacted. Second Offense: Five days Out-of-School Suspension, parent-dean conference. Third Offense: Ten days Out-of-School Suspension and recommendation to the Superintendent for expulsion.

**22. Displays of public affection.**

**Consequence:** First Offense: Discipline notice to dean. Second Offense: Parent contacted and one day of In-School Suspension. Third Offense: Parentstudentdean conference and up to three days of In-School Suspension.

**23. Engaging in sexual harassment of another person, which includes sexually related verbal statements, gestures, or physical contact or attempted physical contact.**

**Consequence:** First Offense: Parent conference, after school detention, In-School Suspension or Out-of-School Suspension depending on the severity of the action. Severe cases possible Out-of-School Suspension.

**24. Harassment of other students, members of the staff or any other individual, including bullying behavior.**

**Consequence:** First Offense: Parent conference, after school detention, In-School Suspension or Out-of-School Suspension/expulsion depending on the severity of the action.

**25. Engaging in consensual sexrelated contact with another student.**

**Consequence:** First Offense: Five days Out-of-School Suspension, parent contacted, and possible recommendation for expulsion. Parentdean conference required. Second Offense: Five days Out-of-School Suspension and recommendation to Superintendent for expulsion.

**26. 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 the intent to deprive others of lawful access to or from, or use of the building, corridor, or room.**

**Consequence:** At the discretion of the administration including Out-of-School Suspension and possible recommendation for expulsion.

**27. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.**

**Consequence:** At the discretion of the administration including Out-of-School Suspension and possible recommendation for expulsion.

**28. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function. (Including violation of the Dress and Grooming Guidelines, Cafeteria Guidelines, etc.)**

**Consequence:** At the discretion of the administration including Out-of-School Suspension and possible recommendation for expulsion.

**29. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.**

**Consequence:** First Offense: Three days of In-School Suspension and parent contacted. Second Offense: Up to five days of In-School Suspension and a studentparentdean conference. Third Offense: Up to three days of Out-of-School Suspension.

**30. Disciplinary action may be taken when activities outside of school (including social network websites and other electronic communications) interfere with the educational process.**

**Consequence:** At the discretion of the administration, including Out-of-School Suspension and possible recommendation for expulsion.

**31. Any activity, behavior or possession of items not covered herein which is not in keeping with the purpose of promoting education and the educational values of Northside Middle School.**

**Consequence:** At the discretion of the administration, including Out-of-School Suspension and possible recommendation for expulsion.

## **BEHAVIORAL INTERVENTIONS**

### *AFTER-SCHOOL DETENTION (ASD)*

Supervised after-school detention will be used by school officials as a disciplinary tool. Detention is considered action less severe than In-School Suspension. Teachers may assign after school detention for forty minutes (3:15 - 3:55 P.M.) on Monday, Tuesday, or Thursday. Parents will be notified in advance by phone or note. Transportation home from detention is the responsibility of the child and parent.

### *IN-SCHOOL SUSPENSION (ISS)*

In an attempt to provide a more constructive program and as an alternative to Out-of-School Suspension, students with behavior problems will be assigned "In-School Suspension" for breaking certain rules. This will provide students with an opportunity to receive credit for their academic work while being disciplined.

When a student is assigned to In-School Suspension by a member of the Guidance Department, he/she will spend the assigned day or days in a designated area under a very strict set of rules. Students will not have a chance to socialize with other students during the school day. Participation in school functions outside the school day will be at the discretion of the Principal or designee.

### *OUT-OF-SCHOOL SUSPENSION (OSS)*

One or more days of Out-of-School Suspension may be assigned by school official as a disciplinary tool. The primary purpose of this tool is to motivate a misbehaving student to change misbehavior. Students will receive credit for completing any and all assignments missed while out of school suspended. The assignments will be picked up on the first day of the suspension and must be completed and turned in at the beginning of classes on the day the student returns to school. The students will be allowed to make up tests and quizzes he/she missed while out of school suspended.

## **SOCIAL PROBATION**

Social Probation prohibits a student from participation in sports, or attending any school extra-curricular events such as school dances, club activities, intramurals, sporting events, etc. This means the student must arrive/depart with the buses.

Students who become a habitual discipline problem will be placed on Social Probation by the dean of students or the Administration. Students violating the Academic Dishonesty Policy, receiving five or more after-school detentions in one semester, the third and subsequent times a student is placed in In-School Suspension during one school year, a student who has been suspended out-of-school for a second time, a student involved in a fight and/or a student who violates the extracurricular code of conduct will be placed on Social Probation for ten school attendance days. During this time period, the student must arrive/depart with the buses (7:25-3:15).

Should a student on Social Probation receive an additional discipline referral during the initial probationary period, a minimum extension of ten attendance days of Social

Probation will be added to the Probation period. Continued disciplinary referrals while on Social Probation will result in an extension of Social Probation to be determined by the Dean of students or the Administration.

Any student may be placed on social probation by the dean or an administrator for any incident if the incident is deemed severe enough to warrant such an action.

#### *Social Probation for Extra-Curricular Membership and Athletics*

A student on Social Probation will be hindered from participation in tryouts, practice, and/or game situations. The student will be expected to arrive/depart with buses. All extracurricular involvement by the student will honor the above guidelines unless the activity is linked to a grade.

#### *Amnesty for Social Probation*

A student may earn amnesty from extended Social Probation by maintaining good behavior, no disciplinary referrals, for a total of fifteen attendance days. This release will occur following a discussion with the Dean of students or the Administration.

## **DRESS AND GROOMING**

Appropriate dress, grooming, neatness, and cleanliness are attributes that should be encouraged for they can affect the education of the individual and the group. It is in this spirit that reasonable standards are established. It is impossible to devise a policy that covers all situations; and generally speaking, good common sense is usually the best guide for deciding on appropriateness of appearance. **The school administration will make the final judgment as to whether or not student attire is appropriate.** There are a few guidelines that need special clarification. The administration and staff will be enforcing the following dress values:

1. Clothing should be worn that adequately covers the body at all times including the back, chest and stomach. All shirts for both boys and girls should have sleeves. See through blouses, bare midriffs, halter tops, mesh shirts, low cut shirts, spaghetti straps, tank tops, sleeveless shirts and other inappropriate clothing are prohibited. Pants should be pulled up to the waist and secured in a manner that prevents them from falling down or riding low on or below the buttocks. Shorts and skirts must be within four inches from the top of the student's kneecap. When wearing layers, the outermost garment must meet dress code requirements.
2. Students are to wear shoes at all times in the building. Bedroom slippers are not permissible.
3. One's appearance should not be vulgar, obscene, offensive or disruptive. Undergarments should not be visible.
4. Students are not to wear unnecessary outdoor attire in school, including hats and bandanas.
5. Special dress and appearance regulations will be recognized for special activities (i.e., Spirit Day, etc ... the administration will let the student body know when it is appropriate).

6. Clothing and accessories must be safe (i.e., No wallet chains, no pocket chains, etc). Items associated with body piercing may have to be removed for safety reasons in some classes, such as physical education, ITE or during participation in athletic activities.
7. Clothing which promotes alcohol, drugs, tobacco, vulgarity, violence, or secret organizations will not be worn. Clothing, accessories or jewelry that promote racial disruptions by bearing a picture, diagram, logo or slogan/language or other symbol denoting the Ku Klux Klan, Aryan Nation, White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other “hate” groups that support racial disruption will not be worn. Additionally, clothing will not be permitted which advertises, promotes, or via innuendo or double meaning suggests inappropriate ideas or behavior not conducive to a positive school environment or is disruptive to the educational functioning of the school.
8. Pants should adequately cover student’s lower body with minimal rips or tears. No rip or tear should be higher on the leg than 4” above the knee cap.
9. Pajama pants and pajama tops are not acceptable.

NOTE: Reasonable discretion must be exercised to avoid undue distraction, to provide proper cleanliness, and to maintain proper levels of common decency.

## **HARASSMENT**

Northside Middle School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the staff or any other individual is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

### *Sexual Harassment*

#### A. Verbal:

The making of written or verbal sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation.

#### B. Nonverbal:

Causing the placement of sexually suggestive objects, pictures or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the Corporation.

#### C. Physical Contact:

Threatening or causing unwanted touching, contact, or attempts at the same, including patting, pinching, pushing the body, or coerced sexual acts with a fellow student, staff member, or other person associated with the Corporation.

## *Gender/Ethnic/Religious/Disability Harassment*

### A. Verbal:

1. Written or verbal innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc ... toward a fellow student, staff member, or other person associated with the corporation.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation by refusing to have any form of social interaction with the person.

### B. Nonverbal:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or any other person associated with the Corporation. Students shall not at school, on school property or at school activities wear or have in their possession any written material, either printed or in their own handwriting, which is racially disruptive or would cause a reasonable person to be intimidated. (Examples include but are not limited to: clothing, jewelry, articles, materials, and publications that denote the Ku Klux Klan, Aryan Nation, White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other "hate" groups that support racial violence. This list is not intended to be all-inclusive.)

### C. Physical:

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the Corporation.

**Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation should immediately take the following steps:**

- A. If the alleged harasser is a student, staff member, or other person associated with the Corporation other than the student's principal, counselor or dean, the affected student should, as soon as possible after the incident, contact his/her Principal or counselor or dean.
- B. If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident, contact the Superintendent.

## **Student Hazing (Overview)**

Hazing activities are prohibited at any time. Hazing is defined as performing any act or coercing or requiring another, including the victim, to perform an act of initiation into any class, group, or organization that causes a substantial risk of mental, emotional, or physical harm. Regardless of any permission, consent, or assumption of risk by an individual, it is still hazing. Individuals who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with the law. Copies of policy 5516 can be obtained in the main office or on the BCSC website.

## **Anti-Harassment (Overview)**

All students, administrators, teachers, and staff share responsibility for avoiding, discouraging, and reporting harassment issues. This commitment applies to all School Corporation operations, programs, and activities. The School Corporation will enforce its prohibition against harassment based on gender, age, race, color, national origin, including limited English language and other differences, religious/creed, disability, and any other unlawful basis (i.e. sexual harassment, bullying, etc.). District employees and students shall not racially harass or intimidate others by using racial or derogatory slurs, wearing or possession of items depicting or implying racial hatred or prejudice. District employees and students shall not at school, on school property or at school activities wear or have in their possession any written material, either printed or in their own handwriting, which is racially disruptive or would cause a reasonable person to be intimidated. (Examples include but are not limited to: clothing, jewelry, articles, material, publications, vehicle stickers, vehicle decals, vehicle paintings, hangings within and outside of vehicles that denote the Ku Klux Klan, Aryan Nation, White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other "hate" groups that support racial violence. This list is not intended to be all-inclusive). Violations of this policy shall result in disciplinary action by school authorities, with specific circumstances weighed carefully by school authorities. Employees who violate this policy will be dealt with in accordance with applicable district policies and procedures. Allegations of harassment will be investigated immediately, and appropriate action will be based on the results of that investigation. Copies of policy 5517 and 5517.01 can be obtained in the main office or on the BCSC website.

## **REPORTING TRUANCIES, SUSPENSIONS AND EXPULSIONS TO THE BUREAU OF MOTOR VEHICLES**

State law requires, and School Board policy provides, that a student who is thirteen or fourteen years of age who is determined to be habitually truant from school must be reported to the Bureau of Motor Vehicles as ineligible to be issued a driver's license or learner's permit until the student reaches the age of 18. Under the School Board policy, a student who is truant from school four times in a semester or six times in a school year is a habitual truant.

A student who is expelled from school or who is suspended from school a second time in a school year must also be reported to the Bureau of Motor Vehicles for the purpose of invalidating any driver's license or permits which has been issued to the student. In case of an expulsion, a student's license will be invalidated by the Bureau for 180 days after the student is expelled from school or until the student reaches the age of 18, whichever first occurs. In the case of a second suspension from school, the student's license will be invalidated by the Bureau for 120 days after the student is suspended from school or until the student reaches the age of 18, whichever first occurs.

## **STUDENT SEARCHES**

A search of a student's person, school locker or his/her possessions (including but not limited to lockers, desks, purses, wallets, backpacks, student vehicles parked on district



property, cellular phones, social media sites, websites or other electronic communication devices) may only be conducted when school administrators have facts that lead to the formation of a reasonable belief or suspicion that the object or information that is being searched for is a violation of the school rules.

This search may occur when the student's actions occur:

- (1) During the school day or a school event and/or on school equipment and violate a disciplinary rule that the student has been given notice of; or
  - (2) When a published rule of the act being (a) unlawful and (b) resulting in (i) an interference with school purposes/functions or (ii) the need to remove the student to restore order or protect persons on school property.
- (See IC 20-33-8-15.)

### **CANINE SEARCHES**

1. The Superintendent and/or any Bartholomew Consolidated School Corporation Principal may request a canine search. To support this search, the Principal shall provide facts and circumstances to the Superintendent or designee which would support a reasonable suspicion to believe that there is a controlled substance use or possession in a school building.
2. Based upon a review of the request, the Superintendent or designee may authorize the use of canines to search student lockers, student vehicles, or other areas of the building in which controlled substances may be present. Any such search will not be conducted in the presence of students but will be conducted either before or after the school day or during the time when students are held in their classrooms.
3. Canines will not be used to search individual students or groups of students for controlled substances.
4. It shall not be necessary for administrators to notify students of the date, time, or place of any particular canine search, but that only such searches may be conducted from time to time at the administration's discretion.
5. If the administrator or designee's search finds the presence of a controlled substance, appropriate disciplinary action shall be taken as provided by school discipline policies and procedures.

### **ACADEMIC DISHONESTY POLICY**

Northside Middle School considers as very serious any incident of academic cheating or plagiarism. Examples include (but not limited to) the following:

- Copying another student's class work or homework;
- Acquiring test materials or any other related materials without permission of the teacher;
- Asking another student questions during a test or copying another student's test answers;
- Falsifying scores on student work (your own or that of another student);

- Allowing a student to copy your homework or giving another student test answers;
- Acquiring or possessing any material (i.e. calculators, notes, answers) without teacher permission that gives a student an unfair advantage.
- Claiming credit for any material as your own that was the effort of someone else.

These actions represent academic dishonesty and are a violation of proper school conduct. Students who violate the Academic Dishonesty Policy will receive the following consequences for their behavior:

First offense:

- No credit for a disputed assignment or activity will be given to a student who violates the Academic Dishonesty Policy.
- The Guidance Counselor will contact the parent and schedule a conference to discuss the incident may follow. (Parents attendance at the conference is required.)

Second Offense in any class:

- No credit for a disputed assignment or activity will be given to a student who violates the Academic Dishonesty Policy.
- The Guidance Counselor will contact the parent and schedule a conference to discuss the incident. (Parents attendance at the conference is required.)
- Social probation will be assigned as defined in the Social Probation Policy.
- In-School Suspension will be assigned based upon the severity of the offense.

Third Offense in any class:

- The Guidance Counselor will contact the parent and schedule a conference to discuss the incident. (Parents attendance at the conference is required.)
- A failing grade for that nine or six week grading period will be given for the course where academic dishonesty occurred on the third offense.
- Out-of-School Suspension will be assigned for a maximum of five days.
- Social probation will be assigned as defined in the Social Probation Policy.

Fourth and subsequent offenses in any class:

- The Guidance Counselor will contact the parent and schedule a conference to discuss the incident. (Parents attendance at the conference is required.)
- A failing grade for that nine or six week grading period will be given for the course where academic dishonesty occurred on the third offense.
- Rule 26 of the Rules and Guidelines for Maintaining a Safe School will be applied.

## **SCHOOL BUS EXPECTATIONS**

School bus drivers are to have complete control of all school children while students are on the buses. Drivers will keep order, maintain discipline, and treat everyone in a civil manner. The driver will see that no child is imposed upon or mistreated, and use every care for the safety of the children. Buses are equipped with audio visual equipment. The school bus is an extension of the classroom, and students are expected to abide by the bus rules and regulations.

Rules:

### **Before Bus Arrives**

1. Leave home on time each day.
2. If there are no sidewalks, walk facing traffic.
3. Arrive at bus stop 5 minutes prior to pick up time.
4. Wait off the roadway, not in the street.
5. Respect private property.

### **Boarding the Bus**

1. Wait for the bus to come to a full stop.
2. Be polite and take your turn getting on the bus.
3. Use the handrails.

### **Conduct on the Bus**

1. Go straight to assigned seat and stay seated. Do not move around the bus while the bus is in motion. (Driver has the right to assign seats as he/she deems necessary.)
2. Do not distract the driver unless it is an emergency. (Drivers need to keep their minds on driving and eyes on the road.)
3. Loud, profane language or yelling is not permitted. (Talk quietly so the driver can hear traffic sounds.)
4. Keep arms, feet and personal items out of the aisles, to yourself, and inside the bus.
5. Eating, drinks, and gum are not permitted.
6. Do not open or close windows without driver's permission.
7. Carry-on bags or personal items should not infringe on the space of others.
8. All toys, games, balls, or personal items should be kept inside a contained bag and are not for use on a bus.
9. Use of alcohol, drugs of any kind, tobacco, matches, or lighters is not permitted.
10. Firearms or weapons of any kind are not permitted.
11. Do not litter or deface the bus in any way.
12. Do not tamper with any safety device or any other equipment on the bus.
13. Rude, discourteous, or annoying behavior is not permitted.
14. Physical or verbal abuse of another student will not be tolerated.
15. Any behavior that is deemed to be a danger in relation to safety, well-being, or respect for others will not be tolerated.

### Leaving the Bus

1. Do not leave your seat until the bus comes to a complete stop.
2. Take your turn, don't crowd in front of others.
3. Use the handrails and watch your step.
4. Follow the directions of the driver when crossing the street, at all transfer points.

**In accordance with Indiana Law, RIDING THE BUS IS A PRIVILEGE! Failure to follow the rules may result in suspension of transportation privileges.**

School Bus Disciplinary Action Guideline:

Warning:

Driver will talk with the student to try to resolve the issue.

First Offense:

Driver will talk with the student and assign the student to another seat. If the student's behavior warrants, the driver may suspend riding privileges for one day.

Second Offense:

The driver will notify the principal who may take action to suspend the pupil from riding the bus for up to ten days.

Third Offense:

The bus driver will notify the principal who will take action to suspend the student from riding the school bus for the remainder of the school year.

### **TECHNOLOGY USE POLICY**

Proper use of the Internet is a joint responsibility of students, parents, and employees of the school corporation. Northside Middle School retains the right to review and edit any materials downloaded, stored, or used on school computers. BCSC policy requires a student to have a parental restriction form on file if the parents do NOT want their student accessing the Internet at school. If you would like to review the district Internet guidelines with your child, they can be reviewed at the Bartholomew Consolidated School Corporation's By-laws and Policies website <http://www.neola.com/bartholomew-in/> under policy 7540.03 INTERNET SAFETY POLICY or you can request a copy from Northside Middle School. Your cooperation in helping students understand appropriate use of the Internet is greatly appreciated. Violations of the policies will be dealt with seriously. Violators will be subject to the loss of computing privileges and the normal disciplinary procedures of Northside Middle School including referral to police authorities. Use of information obtained via the Internet is at the student's own risk. Northside Middle School denies any responsibility for any unauthorized financial obligations resulting from the use of school resources and accounts to access the Internet.

### **FAMILIARITY WITH THE BCSC TECHNOLOGY HANDBOOK**

Students and parents must read The Bartholomew Consolidated School Corporation

Technology Handbook (located on the home page or at [www.bcsc.k12.in.us/technologyhandbook](http://www.bcsc.k12.in.us/technologyhandbook)). The handbook reviews issues that relate to the use of student-owned and BCSC-owned technology including: student access, internet safety, network use, loss, theft, or vandalism, music, videos, games, or programs, and student activities which are strictly prohibited.

Replacement of a lost or damaged device will be based on its fair market value. The repair of equipment due to damage, abuse or neglect will be based on the actual repair cost.

**2. Users may NOT:**

- a. Circumvent or attempt to circumvent any technology protections and/or filters.
- b. Use technology and Internet access provided by BCSC for any illegal purpose, including but not limited to the violation of copyright laws.
- c. Use technology and Internet access provided by BCSC to harass or bully others, vandalize or disable programs, or download or upload any inappropriate or destructive materials (viruses, worms, copyrighted material, etc.)
- d. Use technology and Internet access provided by BCSC to transmit or receive any inappropriate materials.
- e. Use technology and Internet access provided by BCSC to access, use or modify another's materials regardless of whether the operating system allows this.
- f. Use or attempt to retrieve and/or use another person's ID or password including but not limited to the use of "packet sniffers" and key logging software to gain access to technology and Internet access provided by BCSC.
- g. Forge or attempt to forge electronic mail messages.
- h. Attempt to read, delete, copy, or modify the electronic mail of other system users or deliberately interfere with the ability of other system users to send/receive electronic mail.
- i. Waste materials/resources.
- j. Engage in any activity, including the playing of games, that is not part of an approved educational program.
- k. Access chat rooms, instant messaging services, or social networking sites/service without permission from a teacher or administrator.
- l. Upload or install programs on BCSC computer(s) without appropriate authorization from the Technology Division.
- m. Knowingly bring prohibited materials into BCSC's electronic communication system(s).
- n. Harm, destroy school equipment or materials, data of another user of the BCSC's system(s), or any of the agencies or other networks that are connected to the Internet.
- o. Attempt to compromise, degrade, or disrupt system performance.
- p. Modify or reconfigure the software, data, or hardware of any BCSC resource (e.g., system/network administration) without appropriate authorization or permission.

**3. Student Owned Devices**

In order to maintain a safe environment for all student users, students who bring their own technology must sign on to the BCSC student wireless network and accept the terms of service in

order to use the BCSC network. All students will have filtered Internet access just as they would on a BCSC-owned device. (Note: This will not affect students' abilities to login to their own home or other networks when away from school.)

All approved devices must be portable, allow wireless access to the Internet through a fully functional web browser, be capable of accessing the BCSC student wireless network, and be suitable for instructional purposes as defined by the classroom teacher. Use of personal cellular services must follow BCSC and building-level policies.

### **Ownership and Use**

Students must keep their own devices secure. BCSC, nor its staff or employees is liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in the same manner as other personal items that are impacted in similar situations.

Though BCSC intends student-owned technology to become an important part of instruction, the use of personal technology to provide educational material is not a necessity; instead, it is a privilege. BCSC expects all students to utilize technology respectfully and in ways that benefit the learning environment. However, when technology is abused, privileges will be taken away.

### **BCSC Owned Devices:**

#### **Student Responsible Use Policy**

Purpose: Bartholomew Consolidated School Corporation (BCSC) may provide and assign students a device for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about district expectations for students and families who are being issued these one-to-one (1:1) computing devices. Additional rules may be added as necessary and will become a part of this policy.

Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.

### **RESPONSIBILITIES**

The student will:

1. Adhere to these guidelines each time the device is used at home and school.
2. Charge their 1:1 device at home nightly, bringing it to school each day with a full charge.
3. Use appropriate language in all communications refraining from use of profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using either the district owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible and ethical manner.
4. Respect the Internet filtering and security measures included on the device. All students 1:1 computing devices are configured so that the Internet content is filtered both when the student is at school and when on any other public or private network.
5. Back up important data files regularly.
6. Use technology for school-related purposes only during the instructional day while refraining from use related to commercial or political purposes at any time.
7. Follow copyright laws and fair use guidelines and only download or import music, video or other content that students are authorized or legally permitted to reproduce or use for school related work.

8. Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using district technology. Files stored and information accessed, downloaded or transferred on district-owned technology are not private insofar as they may be viewed, monitored, or archived by the district at any time.
9. Transport computer in sleep mode, with screen closed, and in their protective case (if supplied).
10. Provide their own headphones and/or ear buds as needed for school related work.
11. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
12. Return (including the charger) the device and carrying case (if supplied) upon transferring out of school or at the end of the year.

## **RESTRICTIONS**

The student will not:

Mark, deface or place stickers on the device. School issued carrying cases may also not be personalized.

1. Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
2. Attempt to override, bypass or otherwise change the Internet filtering software, device settings or network configurations.
1. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
2. Download and/or install any programs, files or games from the internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
3. Tamper with computer hardware or software, attempt to unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
4. Attempt to locate, view, share or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers and the school media center.
5. Modify or remove the BCSC asset tab or the manufacturer serial number and model number tag.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply **common sense** to the care and maintenance of district-provided 1:1 technology. In order to keep devices secure and damage free, please follow these additional guidelines.

- You are responsible for the device, charger, cords, school-owned case, etc. Do not loan any of these items to anyone else.
- While a properly designed case affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting or crushing the device.
- Do not eat or drink while using the 1:1 device or have food or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.
- Keep your 1:1 device away from precarious locations like table edges, floors, seats or around pets.
- Do not stack objects on top of your 1:1 device, leave outside or use near water such as a pool.
- Devices should not be left in vehicles.

- Devices should not be exposed to extreme temperatures (hot or cold) or incimate weather (rain, snow).
- Do not store or transport papers between the screen and keyboard.

### **COMPUTER DAMAGES**

If a computer is damaged, the school must be notified immediately. If a student damages a computer due to negligence, the student/student's family is responsible for paying repair costs according to the repair costs determined by BCSC up to the full cost of a replacement device.

BCSC reserves the right to charge the Student and Guardian the full cost for repair or replacement when damage occurs due to negligence as determined by the administration.

Examples of negligence include, but are not limited to:

1. Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
  2. Lending equipment to others other than one's parents/guardians.
  3. Using equipment in an unsafe environment.
  4. Using equipment in an unsafe manner.
  5. Ignoring common sense guidelines delineated above.
- A student who does not have a computer due to a computer being damaged may be allowed to use a computer from the school depending on availability and reason for loss. Students whose computer has been damaged due to negligence will not be allowed to take the loaner computer home.
  - If the device charger or carrying case is damaged or lost, the student is responsible for replacing it.
  - Access to a BCSC provided 1:1 device and network should be considered a privilege that must be earned and kept. A student's technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the BCSC technology agreements outlined in this document.

## **NURSE'S OFFICE**

### **5.0 Health Services**

A nurse is available to all students during the school day for first aid and emergency care, to assist in the management of care for chronic health conditions and as a healthcare resource.

1. **Immunizations (Policy #5320):** Indiana law and BCSC policy requires written documentation of immunizations from a physician or the Health Department for all students. This law provides that no child shall be permitted to attend school beyond the day of his enrollment without furnishing proof of the required immunizations. A full list of all school immunization requirements can be found online on the website for Indiana's state immunization registry (CHIRP): <https://chirp.in.gov/>. If you have a religious or medical exemption, we must have a parents and/or doctor signature every year.
2. **Emergency Care.** Blue information cards will be used to contact a parent/guardian in the event of an emergency. The parent/guardian signature on the nurse emergency card signifies permission for the student to receive emergency treatment.
3. **Illness:** Students experiencing illnesses at school notify the teacher. The student is then assessed by the nurse. If the student is too ill to remain in the classroom, the parent/guardian is called and expected to arrange for the child's care.

**Criteria for sending a student home or when to keep the student at home:**

- Temperature of 100 degrees or more
- Vomiting and/or diarrhea



- Inflamed eye with drainage
  - Severe pain
  - Persistent cough
  - Open, draining sores
4. **Disease Management:** Students with chronic health conditions such as asthma, allergies, diabetes, seizures, etc should notify the nurse each year at the beginning of school. The nurse, parent/guardian and student should meet to create an individualized health plan for the school year. Supplies for the student may be kept in the nurse's office.
  5. **Medication. (Policy #5330)** In order to protect the health and welfare of children, Indiana law requires that schools observe certain safeguards in administering medication to students. All medication must be registered and stored in the Nurses office. If the nurse is to administer medicine to a student, the following procedures will be observed:
    - An order from the physician is required for prescription medications to be given at school.
    - Medication should be in the original and properly labeled container.
    - Written permission from a parent/guardian is required for an over the counter medication to be given at school.
    - Prescription or non-prescription medications must be renewed each school year.
    - Any medications not picked up at the end of the school year will be destroyed.
    - Medications cannot be transported on the bus. Please drop them off at the nurse's office.
    - A physician order is required for a student to self carry medication.
  6. **Lice:** The most common symptom of lice is itching. Parent/Guardians will be notified if a student is found to have live lice. The student will be sent home for treatment; bus transportation is not available in this situation. Head lice are not a sign of poor hygiene and they do not transmit disease.
  7. **Health Screenings:** Hearing tests are conducted on seventh graders and sophomores; vision screenings for eighth graders. These tests are conducted by the nursing staff. Parents are notified by letter of the hearing and vision failures in order that the student may receive further medical assistance. Height and weight is done yearly by the school nurse.
  8. **Appointments:** It is recommended to schedule medical and dental appointments after the school day. If a student has an appointment during the day, the appointment must be confirmed by written documentation from the medical/dental office and returned to the office.
  9. **Permits to the Nurse's Office.** Any student, except in an emergency, who wishes to go to the Nurse's Office, must have a permit issued by the teacher in the room from which the student will be absent. After obtaining a permit from the teacher, the student goes directly to the Nurse's Office. If the Nurse's Office is closed, students should report to the Dean's Office.
    - Visits to the Nurse's Office are counted as an absence from each class missed.
    - If a student becomes ill and needs to be sent home, parental permission is obtained by the nurse prior to the student leaving school.

## **SPECIAL HEALTH NEEDS**

Your parents should inform the nurse of any special medical conditions that you may have. They may inform the nurse by a visit, written note, or phone call.

## **EXTRACURRICULAR ATTENDANCE POLICY**

It is the policy at Northside Middle School that students attending an extracurricular activity will remain at the activity until the activity terminates. If parents find this inconvenient, they may come to a school official, and the student will be released. We hope this will allow for greater protection of Northside students. Anticipated termination time of the activity will be announced in advance. We will provide supervision for thirty minutes beyond the announced time. Parents are expected to pick up athletes at the time of the conclusion of the activity.

### **ATHLETICS**

**The following interscholastic sports are available to boys and girls:**

<b>Boys</b>	<b>7<sup>th</sup>-Football, Basketball, Track, Cross Country, Wrestling, Tennis and Golf</b>	<b>8<sup>th</sup>- Football, Basketball, Track, Wrestling, Cross Country, Tennis and Golf</b>
<b>Girls</b>	<b>7<sup>th</sup> Volleyball, Basketball, Track, Cross Country, Tennis, Golf and Dance Team</b>	<b>8<sup>th</sup> Volleyball, Basketball, Track, Cross Country, Tennis, Golf and Dance Team</b>

**The following cheerleading squads will be selected to cheer during the seasons listed below:**

**Grade 7 Volleyball, Football and Basketball**

**Grade 8 – Volleyball, Football and Basketball**

### **Insurance Responsibility**

BCSC has no insurance policy to cover athletes and is not financially responsible for injuries or medical treatment of injuries incurred while participating in athletic events or practice.

## **NORTHSIDE MIDDLE SCHOOL ATHLETIC ELIGIBILITY REQUIREMENTS**

For athletes to be eligible to practice and compete in interscholastic sports, the following requirements will apply:

### **1. Grade Requirements:**

- a) A student receiving one “F” or more in a nine-week grading period will be ineligible the following nine weeks.
- b) The “nine weeks grades,” not semester average, will be used to determine eligibility.
- c) Eligibility will be determined on the day report cards are distributed.
- d) If an athlete has not met academic requirements at the nine weeks, the athlete is then ineligible to practice or compete in a sport for the next nine weeks.

- e) A 7<sup>th</sup> grader entering from the 6<sup>th</sup> grade will be considered eligible for the 1<sup>st</sup> nine weeks.
- f) A 7<sup>th</sup> grade student who receives a failing grade(s) at the end of the fourth nine weeks, may participate in a fall sport of the following year, but will not be eligible to participate in contests until the first midterm of the first nine weeks. If a student is earning an F, as reflected on the first nine weeks' midterm, that student is removed from the fall team. If the student is earning all passing grades, as reflected on the first nine weeks' midterm, then that student may participate in contests.

Note: The first nine weeks' midterm will only apply to the above noted students and will not affect eligibility in any manner with 7<sup>th</sup> graders or other 8<sup>th</sup> grade athletes who did not have a failing grade(s) at the end of his/her fourth nine weeks of the previous year. Midterms, other than those noted above, will not affect eligibility throughout the course of the school year.

- g) An 8<sup>th</sup> grader that received an "F" for the 4<sup>th</sup> nine weeks of 7<sup>th</sup> grade but successfully completed summer school (when offered) will be considered eligible for the 1<sup>st</sup> nine weeks of his/her 8<sup>th</sup> grade year.

## **2. Age Requirements:**

- a) Any 8<sup>th</sup> grader who turns sixteen during that sport season will be ineligible for that sport. Any 7<sup>th</sup> grader who turns fifteen during that sport season will be ineligible for that sport.
- b) Students have only two years eligibility in athletics while enrolled at the middle school, one the first year in the seventh grade and the other the first year in the eighth grade.

## **3. Other Requirements:**

- a) All students who try out for an athletic team must turn in a certificate giving parental permission and show satisfactory examination by a physician. Physical forms may be obtained from the main office or online from Northside's home page at [www.bcsc.k12.in.us](http://www.bcsc.k12.in.us) . A physical exam taken after May 1 will be good for all the next year.
- b) Students who have missed more than half the school day because of illness are not to practice or compete in extra-curricular activities that same day.
- c) Students who receive In-School or Out-of-School Suspension will not be allowed to practice or compete in a game on the day that the In-School or out of school suspension is assigned.
- d) Students assigned to after-school detention cannot practice or compete in after school activities until the completion of their ASD requirement.
- e) Students cannot be on two teams during the same season (i.e. a student cannot be a football cheerleader and be on the volleyball team).
- f) Students must be enrolled in one or more classes at Northside Middle School and must be in the 7<sup>th</sup> or 8<sup>th</sup> grade to practice or compete in extra-curricular activities at Northside. For non-BCSC students, these activities must not be offered by their home school.

- g) Home-schooled students are not eligible to practice or compete in extra-curricular activities at Northside Middle School.

## **SUBSTANCE ABUSE POLICY CONCERNING ATHLETICS, EXTRA & COCURRICULAR ACTIVITIES**

### **Rule:**

A student shall not use or consume, have in his/her possession, buy, sell or give away any paraphernalia, illicit chemical or product or any substances represented to be a controlled substance. Paraphernalia with residue is a direct violation that will lead to expulsions and suspensions as previously listed. Paraphernalia without residue can lead to days out of school and this may affect athletic, cocurricular, and extracurricular participation.

- A. This policy will apply to all BCSC students elementary, middle & high school.
- B. This policy is in effect 365 days a year for school or non-school events.
- C. The penalties in this policy are cumulative. Thus if the first violation occurred in the 6th grade, the student would follow the procedure under penalties for the first violation. If that same student had a violation as an 11<sup>th</sup> grader, then the student would follow the procedure under penalties for subsequent violations.

### **PENALTIES FOR VIOLATION OF POLICY**

#### First Violation:

- a. The student will be suspended from all extracurricular, cocurricular and athletic activities for ten (10) days. During the first five (5) days of suspension, the student will be ineligible to participate in any activities but may attend games, competitions, and performances. During the last five (5) days of suspension the student shall participate in all practices and attend (but not participate) all games, competitions, and performances. If the student is not enrolled in an activity when the infraction occurs, they will serve the penalty when an activity begins. If the student is an athlete, they will serve the penalty when that athletic season begins even though they may have previously served a penalty from an extra or cocurricular activity
- b. The student will remain ineligible for one additional game, competition, or performance following the conclusion of the ten (10) day suspension period.
- c. The student will be referred to the Student Assistance Director for assessment and help.

#### Subsequent Violations:

- a. After confirmation of a subsequent violation, the student will lose eligibility to participate in athletic, extra and cocurricular activities for one calendar year from the date of confirmation.
- b. The student will be referred to the Student Assistance Director for assessment and help.

- c. The student may elect a probationary period in lieu of the one year suspension and may re-establish his/her eligibility to participate in activities provided the following terms are met:
- 1) The probationary period will last for one calendar year from the date of confirmation.
  - 2) The student will be suspended from all extracurricular, cocurricular, and athletic activities for twenty (20) days. During the first ten (10) days of suspension, the student will be ineligible to participate in any activities but may attend games, competitions, and performances. During the last ten (10) days of suspension, the student shall participate in all practices and attend (but not participate) all games, competitions, and performances. If the student is not enrolled in any activity when the infraction occurs, they will serve the penalty when an activity begins. If the student is an athlete, they will serve the penalty when the athletic season begins even though they may have previously served a penalty from an extra or cocurricular activity. The student will remain ineligible for one additional game, competition, or performance following the conclusion of the twenty (20) day suspension period.
  - 3) The student must be free of all illicit chemicals and substances as determined by the Student Assistance Director through an appropriate screen before eligibility is reestablished.
  - 4) If the student fails to follow the conditions of the probationary period, the student will become ineligible for participation in all athletic, extra and cocurricular activities for the remainder of the probationary period.
  - 5) If another substance abuse violation occurs during the probationary period, then the student will lose eligibility for all activities for one year from the date of that confirmation.

### **STUDENT ACTIVITIES**

A full list of student activities, details, and schedules are available on the Northside website.

### **DIRECTIONS TO OTHER MIDDLE SCHOOLS - ATHLETIC EVENTS**

Bedford: 1501 "N" Street Bedford IN Directions: 65 south to Seymour exit 50B. 50 west to Bedford (25 miles). Left onto 15<sup>th</sup> St. Left onto N St.

Bedford North Lawrence H.S.: 595 Stars Blvd. Bedford, IN Directions: (Cross-Country / Wrestling) 65 south to Seymour. 50 west toward Bedford. Just this side (east) of Bedford, there is a flashing yellow light and BNL green sign. Turn right at light. School is ½ mile down the road.

Bloomington – Batchelor: 900 West Gordon Pike Bloomington, IN Directions: 46 west to Bloomington. 46 becomes E 3<sup>rd</sup> St. Left onto S High St. At roundabout, take first exit onto E Winslow Rd. Left onto S Old SR-37. Right onto W Gordon Pike.

Bloomington-Batchelor-Binford Elem.(Basketball): 2300 East 2<sup>nd</sup> St. Bloomington, IN Directions: 46 west to Bloomington. Left (south) at College Mall Road. At traffic light, right onto Second St. Elem.School is on left (1/4 mile).

Bloomington – Jackson Creek: 3980 S. Sare Rd. Bloomington, IN Directions: 46 west to Bloomington. Left (south) at College Mall Road. This turns into Sare Rd. School is at end of road (approx. 3 miles after turning off 46).

Bloomington – Tri North: 1000 W 15<sup>th</sup> St. Bloomington, IN Directions: 46 west to Bloomington. Right at 46 bypass (CVS Pharmacy). Left onto 17<sup>th</sup> St. Left onto N. Monroe St. School at corner of Monroe and W 15<sup>th</sup> St.

Brown County: 235 Schoolhouse Court Nashville, IN Directions: 46 west to Nashville. Right at the “T”. Then an immediate right (just past the gas station) into the school.

Brownstown: 520 West Walnut St. Brownstown, IN Directions: 65 south to Seymour Exit 50B. 50 west to Brownstown. Right onto W Walnut St. School is on left.

Brownstown Luth.: 415 North Elm St. Brownstown, IN Directions: 65 south to Seymour Exit 50B. 50 west to Brownstown. Right onto W Bridge St. Right onto N Elm St.

Center Grove Central: 4900 W. Stones Crossing Road Greenwood, IN Directions: 31 north to Franklin. Left onto 144. 144 west (6 miles) to Bargersville. Right onto 135. 135 north (4 miles) to Stones Crossing Rd. Left onto Stones Crossing Rd. (2 miles). Middle School is on right, football/ tennis is at High School on left.

Center Grove North: 202 North Morgantown Road Greenwood, IN Directions: 31 north toward Greenwood. Left onto Smith Valley Rd. (just south of Greenwood Park Mall). Smith Valley Rd. west (4 ¾ miles) to Morgantown Rd. Right (north) onto Morgantown Rd. School is ¾ mile on left at crest of hill.

Central Middle School: 725 7<sup>th</sup> St. Football at East H.S.  
Cross-Country at Mill Race Park. Tennis – girls at Donner Park / boys at Lincoln Park.

Clark-Pleasant (Whiteland): 222 Tracy Street Whiteland, IN Directions: 31 north to Whiteland. One block north of the stoplight/Whiteland Rd., turn right onto Tracy St. School is on the right.

Custer Baker (Franklin): 101 Indiana 44 Franklin, IN Directions: 31 north to Franklin. Left onto 144. School is on left. (Tennis/Track is at high school: Stay on 31 north. Turn right just past Ritter’s Ice Cream.)

Edinburgh: 300 Keeley Street Edinburgh, IN Directions: 31 north to IN-79/Eisenhower. Right onto Eisenhower. Right onto Breeding. Left onto Keeley.

Franklin Twp. West: 6019 South Franklin Road Indianapolis, IN Directions: 65 north to Southport Exit 103. Right (east) on Southport Rd. (3 miles) to Franklin Rd. Left (north) on Franklin Rd. (3 miles) to school on the right (just past H.S.).

Franklin Twp. East: 10440 Indian Creek Road South Indianapolis, IN Directions: 65 north to Southport Exit 103. Right (east) on Southport Rd. (3 miles) to Franklin Rd. Left (north) on Franklin Rd. (3 miles) to Indian Creek Road South.

Greensburg: 505 East Central Ave. Greensburg, IN Directions: 46 east toward Greensburg (46-E becomes SR 3-N). Right onto US-421/N. Michigan Ave. Left onto W. Central Ave. Continue onto E. Central Ave. about ½ mile.

Hauser: 9273 Indiana 9 Hope, IN Directions: SR 9 north toward Hope. School is on right (before you get to the town).

Indian Creek: 801 Indian Creek Road Trafalgar, IN Directions: 31 north to SR 252. Left onto SR 252. School is on left at junction of 252 and 135.

Jennings Co.: 820 West Walnut Street North Vernon, IN Directions: 31 south to SR 7. SR 7 east/south (left) to North Vernon. Right onto 50 west. Middle School is on left just past and behind High School. (Football played at H.S.).

Madison: 701 8<sup>th</sup> St. Madison, IN Directions: 31 south to SR 7. SR 7 east/south (left) through North Vernon to Madison. Left onto SR 62. After one stoplight, turn right just past the High School. Middle School is behind the H.S.

Perry Meridian: 202 West Meridian Road Indianapolis, IN Directions: 65 north to Southport exit. Left (west) onto Southport Rd. to Meridian St (SR 135). Left (south) onto Meridian to second stoplight / Meridian School Rd. Right (west) onto Meridian School Rd. School is 2 blocks on left.

St. Bartholomew: 1306 27<sup>th</sup> St. Columbus, IN  
St. Peters: 719 5<sup>th</sup> St. Columbus, IN

Scottsburg: 145 South 3<sup>rd</sup> St. Scottsburg, IN Directions: 65 south to Scottsburg exit 29A. Right onto IN-56 W. Right onto S 3<sup>rd</sup> St.

Seymour M.S.: 920 North Obrien Street Seymour, IN Directions: 65 south to Seymour. SR 50 west into Seymour past State Police Post (on right). Right onto O'Brien at stoplight. Stay on O'Brien and school will be on your right.

Seymour H.S.: 1350 West 2<sup>nd</sup> St. Seymour, IN Directions: (Cross Country / Tennis) 65 south to Seymour. SR 50 west through Seymour. On west side of Seymour, turn right (north) onto Community Dr. High School is on left at corner of W. 2<sup>nd</sup> and Community. (Cross Country course and Tennis courts are on west side of High School.)

South Decatur / (Volleyball@Elem.): 8885 S SR 3 Greensburg, IN Directions: 46 east towards Greensburg. Right (south) onto SR 3 (at caution light). Stay on 3 through Letts. Jr.-Sr. H.S. will be on right. (Volleyball@Elem: just past H.S. look for Elem. sign and turn left. At first stop sign, turn left. Elem. School is on right.)

Southport: 5715 South Keystone Ave. Indianapolis, IN Directions: 65 north to Southport exit. Left onto Southport Rd. (1mile) to McFarland Rd. Right onto McFarland (1 ½ mile) to Edgewood. Left onto Edgewood (¼ mile) to Keystone. Right onto Keystone. School will be on your right.



**State of Indiana Statutes– Please consult the Indiana General Assembly’s website for the most current version of statutes ( [http://www.in.gov/legislative/ic\\_iac/](http://www.in.gov/legislative/ic_iac/) )**

**A. Attendance**

**IC 20-33-2**

Chapter 2. Compulsory School Attendance

**IC 20-33-2-1 Legislative intent**

Sec. 1. The legislative intent for this chapter is to provide an efficient and speedy means of insuring that students receive a proper education whenever it is reasonably possible.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-2-2 Repealed** (*Repealed by P.L.2-2006, SEC.199.*)

**IC 20-33-2-3 Application**

Sec. 3. This chapter applies to each situation that involves any of the following:

- (1) A person less than eighteen (18) years of age who is domiciled in Indiana.
- (2) A person less than eighteen (18) years of age who:
  - (A) is not domiciled in Indiana; and
  - (B) intends to remain in Indiana for a period established by rule of the state board.
- (3) A student:
  - (A) who is less than eighteen (18) years of age;
  - (B) whose behavior has resulted in an expulsion from school; and
  - (C) who is assigned to attend:
    - (i) an alternative school; or
    - (ii) an alternative educational program.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-2-4 Compulsory attendance**

Sec. 4. Subject to the specific exceptions under this chapter, a student shall attend either:

- (1) a public school that the student is entitled to attend under IC 20-26-11; or
- (2) another school taught in the English language.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-2-5 Days of attendance**

Sec. 5. A student for whom education is compulsory under this chapter shall attend school each year for the number of days public schools are in session:

- (1) in the school corporation in which the student is enrolled in Indiana; or
- (2) where the student is enrolled if the student is enrolled outside Indiana.

**IC 20-33-2-6 Students required to attend**

Sec. 6. A student is bound by the requirements of this chapter from the earlier of the date on which the student officially enrolls in a school or, except as provided in section 8 of this chapter, the beginning of the fall school term for the school year in which the student becomes seven (7) years of age until the date on which the student:

- (1) graduates;
- (2) becomes eighteen (18) years of age; or
- (3) becomes sixteen (16) years of age but is less than eighteen (18) years of age and the requirements under section 9 of this chapter concerning an exit interview are met enabling the student to withdraw from school before graduation; whichever occurs first.

*As added by P.L.1-2005, SEC.17. Amended by P.L.242-2005, SEC.17.*

**IC 20-33-2-7 Minimum age for kindergarten enrollment; appeals**

Sec. 7. (a) In addition to the requirements of sections 4 through 6 of this chapter, a student must be at least five (5) years of age on:

- (1) July 1 of the 2005-2006 school year; or
- (2) August 1 of the 2006-2007 school year or any subsequent school year;

to officially enroll in a kindergarten program offered by a school corporation. However, subject to subsection (c), the governing body of the school corporation shall adopt a procedure affording a parent of a student who does not meet the minimum age requirement set forth in this subsection the right to appeal to the superintendent for enrollment of the student in kindergarten at an age earlier than the age set forth in this subsection.

(b) In addition to the requirements of sections 4 through 6 of this chapter and subsection (a), and subject to subsection (c), if a student enrolls in school as allowed under section 6 of this chapter and has not attended kindergarten, the superintendent shall make a determination as to whether the student shall enroll in kindergarten or grade 1 based on the particular model assessment adopted by the governing body under subsection (c).

(c) To assist the principal and governing bodies, the department shall do the following:

(1) Establish guidelines to assist each governing body in establishing a procedure for making appeals to the superintendent under subsection (a).

(2) Establish criteria by which a governing body may adopt a model assessment that may be used in making the determination

under subsection (b).

*As added by P.L.1-2005, SEC.17. Amended by P.L.246-2005,*

*SEC.177.*

**IC 20-33-2-8 Students not bound by requirements**

Sec. 8. A student is not bound by the requirements of this chapter until the student becomes seven (7) years of age, if, upon request of the superintendent of the school corporation, the parent of a student who would otherwise be subject to compulsory school attendance under section 6 of this chapter certifies to the superintendent that the parent intends to:

- (1) enroll the student in a nonaccredited, nonpublic school; or
- (2) begin providing the student with instruction equivalent to that given in the public schools as permitted under section 28 of this chapter;

not later than the date on which the student becomes seven (7) years of age.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-2-9 Exit interviews; withdrawal requirements**

Sec. 9. (a) The governing body of each school corporation shall designate the appropriate employees of the school corporation to conduct the exit interviews for students described in section 6(a)(3) of this chapter. Each exit interview must be personally attended by:

- (1) the student's parent;
- (2) the student;
- (3) each designated appropriate school employee; and
- (4) the student's principal.

(b) A student who is at least sixteen (16) years of age but less than eighteen (18) years of age is bound by the requirements of compulsory school attendance and may not withdraw from school before graduation unless:

- (1) the student, the student's parent, and the principal agree to the withdrawal;
- (2) at the exit interview, the student provides written acknowledgment of the withdrawal that meets the requirements of

subsection (c) and the:

- (A) student's parent; and
- (B) school principal;

each provide written consent for the student to withdraw from school; and

(3) the withdrawal is due to:

- (A) financial hardship and the individual must be employed to support the individual's family or a dependent;
- (B) illness; or
- (C) an order by a court that has jurisdiction over the student.

(c) A written acknowledgment of withdrawal under subsection (b) must include a statement that the student and the student's parent understand that withdrawing from school is likely to:

- (1) reduce the student's future earnings; and
- (2) increase the student's likelihood of being unemployed in the future.

*As added by P.L.1-2005, SEC.17. Amended by P.L.185-2006, SEC.12.*

**IC 20-33-2-10 Enrollment documentation; notice to clearinghouse for information on missing children**

Sec. 10. (a) Each public school shall and each private school may require a student who initially enrolls in the school to provide:

- (1) the name and address of the school the student last attended; and
- (2) a certified copy of the student's birth certificate or other reliable proof of the student's date of birth.

(b) Not more than fourteen (14) days after initial enrollment in a school, the school shall request the student's records from the school the student last attended.

(c) If the document described in subsection (a)(2):

- (1) is not provided to the school not more than thirty (30) days after the student's enrollment; or
- (2) appears to be inaccurate or fraudulent;

the school shall notify the Indiana clearinghouse for information on missing children established under IC 10-13-5-5 and determine if the student has been reported missing.

(d) A school in Indiana receiving a request for records shall send the records promptly to the requesting school. However, if a request is received for records to which a notice has been attached under IC 31-36-1-5 (or IC 31-6-13-6 before its repeal), the school:

- (1) shall immediately notify the Indiana clearinghouse for information on missing children;
- (2) may not send the school records without the authorization of the clearinghouse; and
- (3) may not inform the requesting school that a notice under IC 31-36-1-5 (or IC 31-6-13-6 before its repeal) has been attached to the records.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-2-11 Habitual truants ineligible for operator's license or learner's permit; minimum definition of "habitual truant"**

Sec. 11. (a) Notwithstanding IC 9-24 concerning the minimum requirements for qualifying for the issuance of an operator's license or a learner's permit, and subject to subsections (c) through (e), an individual who is:

- (1) at least thirteen (13) years of age but less than fifteen (15) years of age;
- (2) a habitual truant under the definition of habitual truant established under subsection (b); and
- (3) identified in the information submitted to the bureau of motor vehicles under subsection (f); may not be issued an operator's license or a learner's permit to drive a motor vehicle under IC 9-24 until the individual is at least eighteen (18) years of age.

(b) Each governing body shall establish and include as part of the written copy of its discipline rules described in IC 20-33-8-12:

- (1) a definition of a child who is designated as a habitual truant, which must, at a minimum, define the term as a student who is

- chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year;
- (2) the procedures under which subsection (a) will be administered; and
- (3) all other pertinent matters related to this action.
- (c) An individual described in subsection (a) is entitled to the procedure described in IC 20-33-8-19.
- (d) An individual described in subsection (a) who is at least thirteen (13) years of age and less than eighteen (18) years of age is entitled to a periodic review of the individual's attendance record in school to determine whether the prohibition described in subsection (a) shall continue. The periodic reviews may not be conducted less than one (1) time each school year.
- (e) Upon review, the governing body may determine that the individual's attendance record has improved to the degree that the individual may become eligible to be issued an operator's license or a learner's permit.
- (f) Before:
  - (1) February 1; and
  - (2) October 1;

of each year the governing body of the school corporation shall submit to the bureau of motor vehicles the pertinent information concerning an individual's ineligibility under subsection (a) to be issued an operator's license or a learner's permit.

(g) The department shall develop guidelines concerning criteria used in defining a habitual truant that may be considered by a governing body in complying with subsection (b).

*As added by P.L.1-2005, SEC.17. Amended by P.L.242-2005, SEC.18.*

**IC 20-33-2-12 Nonpublic, nonaccredited, and nonapproved schools; curriculum or content requirements; student enrollment or participation**

Sec. 12. (a) A school that is:

- (1) nonpublic;
- (2) nonaccredited; and
- (3) not otherwise approved by the state board;

is not bound by any requirements set forth in IC 20 or IC 21 with regard to curriculum or the content of educational programs offered by the school.

(b) This section may not be construed to prohibit a student who attends a school described in subsection (a) from enrolling in a particular educational program or participating in a particular educational initiative offered by an accredited public, nonpublic, or state board approved nonpublic school if:

- (1) the governing body or superintendent, in the case of the accredited public school; or
- (2) the administrative authority, in the case of the accredited or state board approved nonpublic school;

approves the enrollment or participation by the student.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-2-13 High school transcripts; required contents**

Sec. 13. (a) A school corporation shall record or include the following information in the official high school transcript for a student in high school:

- (1) Attendance records.
- (2) The student's latest ISTEP program test results under IC 20-32-5.
- (3) Any secondary level and postsecondary level certificates of achievement earned by the student.
- (4) Immunization information from the immunization record the student's school keeps under IC 20-34-4-1.

(b) A school corporation may include information on a student's high school transcript that is in addition to the requirements of subsection (a).

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-2-14 Attendance exception; service as a page for or as an honoree of the general assembly**

Sec. 14. (a) This section and sections 15 through 17.5 of this chapter apply to a student who attends either a public school or a nonpublic school.

(b) Service as a page for or as an honoree of the general assembly is a lawful excuse for a student to be absent from school, when verified by a certificate of the secretary of the senate or the chief clerk of the house of representatives. A student excused from school attendance under this section may not be recorded as being absent on any date for which the excuse is operative and may not be penalized by the school in any manner.

*As added by P.L.1-2005, SEC.17. Amended by P.L.185-2006, SEC.13.*

**IC 20-33-2-15 Attendance exception; service on precinct election board or for political candidates or parties**

Sec. 15. (a) The governing body of a school corporation and the chief administrative official of a nonpublic secondary school system shall authorize the absence and excuse of each secondary school student who serves:

- (1) on the precinct election board; or
- (2) as a helper to a political candidate or to a political party on the date of each general, city or town, special, and primary election at which the student works.

(b) Before the date of the election, the student must submit a document signed by one (1) of the student's parents giving permission to participate in the election as provided in this section, and the student must verify to school authorities the performance of services by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer generally describing the duties of the student on the date of the election. A student excused from school attendance under this section may not be recorded as being absent on any date for which the excuse is operative and may not be penalized by the school in any manner.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-2-16 Attendance exception; witness in judicial proceeding**

Sec. 16. The governing body of a school corporation or the chief administrative officer of a nonpublic school system shall

authorize the absence and excuse of a student who is issued a subpoena to appear in court as a witness in a judicial proceeding. A student excused under this section shall not be recorded as being absent on any date for which the excuse is operative and shall not be penalized by the school in any manner. The appropriate school authority may require that the student submit the subpoena to the appropriate school authority for verification.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-2-17 Attendance exception; duty with Indiana National Guard**

Sec. 17. The governing body of a school corporation or the chief administrative officer of a nonpublic school system shall authorize the absence and excuse of each secondary school student who is ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year. For verification, the student must submit to school authorities a copy of the orders to active duty and a copy of the orders releasing the student from active duty. A student excused from school attendance under this section may not be recorded as being absent on any date for which the excuse is operative and may not be penalized by the school in any manner.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-2-17.5 Compulsory school attendance; exceptions; educationally related nonclassroom activity; nonclassroom activity**

Sec. 17.5. The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related nonclassroom activity. Any educationally related nonclassroom activity and nonclassroom activity must meet all the following conditions:

- (1) Is consistent with and promotes the educational philosophy and goals of the school corporation and the state board.
- (2) Facilitates the attainment of specific educational objectives.
- (3) Is a part of the goals and objectives of an approved course or curriculum.
- (4) Represents a unique educational opportunity.
- (5) Cannot reasonably occur without interrupting the school day.
- (6) Is approved in writing by the school principal.

*As added by P.L.185-2006, SEC.14.*

#### **IC 20-33-2-18 Parent to produce certificate of child's incapacity on demand**

Sec. 18. (a) If a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is demanded.

- (b) The certificate required under this section must be signed by:
- (1) an Indiana physician;
  - (2) an individual holding a license to practice osteopathy or chiropractic in Indiana; or
  - (3) a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-2-19 Attendance; public school children; religious instruction**

Sec. 19. (a) When the parent of a student who is enrolled in a public school makes a written request, the principal may allow the student to attend a school for religious instruction that is conducted by a church, an association of churches, or an association that is organized for religious instruction and incorporated under Indiana law.

(b) If a principal grants permission under subsection (a), the principal shall specify a period or periods, not to exceed one hundred twenty (120) minutes in total in any week, for the student to receive religious instruction. The permission is valid only for the year in which it is granted. Decisions made by a principal under this section may be reviewed by the superintendent.

- (c) A school for religious instruction that receives students under this section:
- (1) shall maintain attendance records and allow inspection of these records by attendance officers; and
  - (2) may not be supported, in whole or in part, by public funds.

(d) A student who attends a school for religious instruction under this section shall receive the same attendance credit that the student would receive for attendance in the public schools for the same length of time.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-2-20 Attendance records**

Sec. 20. (a) An accurate daily record of the attendance of each student who is subject to compulsory school attendance under this chapter shall be kept by every public and nonpublic school.

- (b) In a public school, the record shall be open at all times for inspection by:
- (1) attendance officers;
  - (2) school officials; and
  - (3) agents of the department of labor.

Every teacher shall answer fully all lawful inquiries made by an attendance officer, a school official, or an agent of the department of labor.

(c) In a nonpublic school, the record shall be required to be kept solely to verify the enrollment and attendance of a student upon request of the:

- (1) state superintendent; or
- (2) superintendent of the school corporation in which the nonpublic school is located.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-2-21 Attendance reports**

Sec. 21. (a) Each principal and teacher in a public school that is attended by a student subject to the compulsory school attendance law under this chapter shall furnish, on request of the superintendent of the school corporation in which they are employed, a list of:

- (1) names;
- (2) addresses; and
- (3) ages;

of all minors attending the school. When a student withdraws from school, the principal and teacher shall immediately report to the superintendent the student's name and address and the date of the student's withdrawal.

(b) Each principal or school administrator in a nonpublic school that is attended by a student who is subject to the compulsory school attendance law under this chapter shall furnish, on request of the state superintendent, the number of students by grade level attending the school.

(c) If:

(1) a student withdraws from a nonpublic school; and

(2) no public or other nonpublic school has requested the student's educational records within fifteen (15) school days after the date the student withdrew from school;

the nonpublic school shall report to the state superintendent or the superintendent of the school corporation in which the nonpublic school is located, the name and address of the student and the date the student withdrew from school.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-2-22**

##### **List of students no longer enrolled**

Sec. 22. (a) Not later than fifteen (15) school days after the beginning of each semester, the principal of a public high school shall send to the superintendent with jurisdiction over the school a list of names and last known addresses of all students:

(1) not graduated; and

(2) not enrolled in the then current semester who were otherwise eligible for enrollment.

(b) Each superintendent immediately shall make available all lists received under this section to an authorized representative of:

(1) Ivy Tech Community College of Indiana; and

(2) an agency whose purpose it is to enroll high school dropouts in various training programs.

(c) Each representative authorized to receive a list prepared under subsection (b) shall stipulate in writing that the list will be used only to contact prospective students or prospective trainees. If a list is used for any other purpose, the college or agency that the recipient represents is ineligible to receive subsequent lists for five (5) years.

*As added by P.L.1-2005, SEC.17. Amended by P.L.127-2005, SEC.27.*

#### **IC 20-33-2-23**

##### **Powers of certain officers to take children into custody**

Sec. 23. (a) Each school attendance officer, sheriff, marshal, and police officer in Indiana may take into custody any child who:

(1) is required to attend school under this chapter; and

(2) is found during school hours, unless accompanied:

(A) by a parent; or

(B) with the consent of a parent, by a relative by blood or marriage who is at least eighteen (18) years of age;

in a public place, in a public or private conveyance, or in a place of business open to the public.

(b) When an officer takes a child into custody under this section, the officer shall immediately deliver the child to the principal of the public or nonpublic school in which the child is enrolled. If a child is not enrolled in any school, then the officer shall deliver the child into the custody of the principal of the public school in the attendance area in which the child resides. If a child is taken to the appropriate school and the principal is unavailable, the acting chief administrative officer of the school shall take custody of the child.

(c) The powers under this section may be exercised without warrant and without subsequent legal proceedings. *As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-2-24 Principal; duties when truant child received**

Sec. 24. (a) When a child is delivered into the custody of a principal or acting chief administrative officer under section 23 of this chapter, the principal or officer shall immediately place the child in class in the grade or course of study in which the child is enrolled or to which the child may be properly assigned.

(b) A child who is placed in class under this section shall not be kept at school beyond the regular hour of dismissal on that day for the grade or course of study in which the child is placed. As promptly as reasonably possible after placing a child in class under this section, the principal or acting chief administrative officer shall attempt to advise the child's parent of the facts of the case by telephone. The principal or acting chief administrative officer shall advise the parent of the facts of the case by mail on the same day the principal or officer receives the child.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-2-25 Report to juvenile court intake officer; habitual absence from school**

Sec. 25. The superintendent or an attendance officer having jurisdiction may report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court. The intake officer shall proceed in accord with IC 31-30 through IC 31-40.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-2-26 Enforcement of chapter**

Sec. 26. (a) It is the duty of each:

(1) superintendent;

(2) attendance officer; and

(3) state attendance official;

to enforce this chapter in their respective jurisdictions and to execute the affidavits authorized under this section. The duty is several, and the failure of one (1) or more to act does not excuse another official from the obligation to enforce this chapter.

(b) An affidavit against a parent for a violation of this chapter shall be prepared and filed in the same manner and under the procedure prescribed for filing affidavits for the prosecution of public offenses.

(c) An affidavit under this section shall be filed in the circuit court of the county in which the affected child resides. The prosecuting attorney shall file and prosecute actions under this section as in other criminal cases. The court shall promptly hear cases brought under this section.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-2-27 Compulsory attendance; parent's responsibility**

Sec. 27. (a) It is unlawful for a parent to fail to ensure that the parent's child attends school as required under this chapter.

(b) Before proceedings are instituted against a parent for a violation of this section, personal notice of the violation shall be served on the parent by the superintendent or the superintendent's designee:

- (1) having jurisdiction over the public school where the child has legal settlement; or
- (2) of the transferee corporation, if the child has been transferred.

(c) Personal notice must consist of and take place at the time of the occurrence of one of the following events:

- (1) The date of personal delivery of notice.
- (2) The date of receipt of the notice sent by certified mail.
- (3) The date of leaving notice at the last and usual place of the residence of the parent.

If the violation is not terminated not more than one (1) school day after this notice is given, or if another violation is committed during the notice period, no further notice is necessary. Each day of violation constitutes a separate offense. *As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-2-28 Compulsory attendance for full term; duty of parent**

Sec. 28. (a) This section does not apply during a period when a child is excused from school attendance under this chapter.

(b) It is unlawful for a parent to:

- (1) fail;
- (2) neglect; or
- (3) refuse;

to send the parent's child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in public schools. *As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-2-28.5 Requirements for exit interview; reporting requirement**

Sec. 28.5. (a) This section applies to an individual:

- (1) who:
  - (A) attends or last attended a public school;
  - (B) is at least sixteen (16) years of age but less than eighteen (18) years of age; and
  - (C) has not completed the requirements for graduation;
- (2) who:
  - (A) wishes to withdraw from school before graduation;
  - (B) fails to return at the beginning of a semester; or
  - (C) stops attending school during a semester; and
- (3) who has no record of transfer to another school.

(b) An individual to whom this section applies may withdraw from school only if all of the following conditions are met:

- (1) An exit interview is conducted.
- (2) The individual's parent consents to the withdrawal.
- (3) The school principal approves of the withdrawal.
- (4) The withdrawal is due to:
  - (A) financial hardship and the individual must be employed to support the individual's family or a dependent;
  - (B) illness; or
  - (C) an order by a court that has jurisdiction over the child.

During the exit interview, the school principal shall provide to the student and the student's parent a copy of statistics compiled by the department concerning the likely consequences of life without a high school diploma. The school principal shall advise the student and the student's parent that the student's withdrawal from school may prevent the student from receiving or result in the revocation of the student's employment certificate and driver's license or learner's permit.

(c) For purposes of this section, the following must be in written form:

- (1) An individual's request to withdraw from school.
- (2) A parent's consent to a withdrawal.
- (3) A principal's consent to a withdrawal.

(d) If the individual's principal does not consent to the individual's withdrawal under this section, the individual's parent may appeal the denial of consent to the governing body of the public school that the individual last attended.

(e) Each public school, including each school corporation and each charter school (as defined in IC 20-24-1-4), shall provide an annual report to the department setting forth the following information:

- (1) The total number of individuals:
    - (A) who withdrew from school under this section; and
    - (B) who either:
      - (i) failed to return to school at the beginning of a semester; or
      - (ii) stopped attending school during a semester;and for whom there is no record of transfer to another school.
  - (2) The number of individuals who withdrew from school following an exit interview.
- (f) If an individual to which this section applies:

(1) has not received consent to withdraw from school under this section; and  
(2) fails to return to school at the beginning of a semester or during the semester;  
the principal of the school that the individual last attended shall deliver by certified mail or personal delivery to the bureau of child labor a record of the individual's failure to return to school so that the bureau of child labor revokes any employment certificates issued to the individual and does not issue any additional employment certificates to the individual. For purposes of IC 20-33-3-13, the individual shall be considered a dropout.

(g) At the same time that a school principal delivers the record under subsection (f), the principal shall deliver by certified mail or personal delivery to the bureau of motor vehicles a record of the individual's failure to return to school so that the bureau of motor vehicles revokes any driver's license or learner's permit issued to the individual and does not issue any additional driver's licenses or learner's permits to the individual before the individual is at least eighteen (18) years of age. For purposes of IC 9-24-2-1, the individual shall be considered a dropout.

(h) If:

(1) a principal has delivered the record required under subsection (f) or (g), or both; and  
(2) the school subsequently gives consent to the individual to withdraw from school under this section;  
the principal of the school shall send a notice of withdrawal to the bureau of child labor and the bureau of motor vehicles by certified mail or personal delivery and, for purposes of IC 20-33-3-13 and IC 9-24-2-1, the individual shall no longer be considered a dropout.  
*As added by P.L.242-2005, SEC.19. Amended by P.L.185-2006, SEC.15.*

#### **IC 20-33-2-28.7 Department's compilation of statistics concerning likely consequences of withdrawing from school before graduation**

Sec. 28.7. (a) The department of education shall compile and make available to schools statistics concerning the likely consequences of life without a high school diploma. The statistics must include, but are not limited to, statistics that show the likelihood of an individual's:

- (1) unemployment or employment in a lower paying job; and
- (2) involvement in criminal activity;

as the consequence of not obtaining a high school diploma.

(b) The department of education shall update the statistics made available under subsection (a) every two (2) years. *As added by P.L.242-2005, SEC.20.*

#### **IC 20-33-2-29 Children in certain institutions or facilities; compulsory school attendance; reimbursement for space used within facilities for court placed student expenses**

Sec. 29. (a) It is unlawful for a person operating or responsible for:

- (1) an educational;
- (2) a correctional;
- (3) a charitable; or
- (4) a benevolent institution or training school;

to fail to ensure that a child under the person's authority attends school as required under this chapter. Each day of violation of this section constitutes a separate offense.

(b) If a child is placed in an institution or facility under a court order, the institution or facility shall charge the county office of family and children of the county of the child's legal settlement under IC 12-19-7 for the use of the space within the institution or facility (commonly called capital costs) that is used to provide educational services to the child based upon a prorated per child cost. *As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-2-30 Separate attendance district; requirement**

Sec. 30. A school corporation having an ADA of at least one thousand five hundred (1,500) students constitutes a separate attendance district.

*As added by P.L.1-2005, SEC.17. Amended by P.L.2-2006, SEC.150.*

#### **IC 20-33-2-31 Attendance officers; appointment in completely reorganized counties**

Sec. 31. (a) In a county that has been completely reorganized into one (1) or more school corporations under IC 20-23-4, the governing body of each school corporation with at least one thousand five hundred (1,500) students in ADA shall appoint an attendance officer. The governing body of each school corporation that has fewer than one thousand five hundred (1,500) students in ADA may appoint an attendance officer. If the governing body of a school corporation that has discretion in whether to appoint an attendance officer declines to make an appointment, the superintendent of the school corporation shall serve as ex officio attendance officer under section 35 of this chapter.

(b) Whenever the governing body of a school corporation makes an appointment under this section, it shall appoint an individual nominated by the superintendent. However, the governing body may decline to appoint any nominee and require another nomination. The salary of each attendance officer appointed under this section shall be fixed by the governing body. In addition to salary, the attendance officer is entitled to receive reimbursement for actual expenses necessary to properly perform the officer's duties. The salary and expenses of an attendance officer appointed under this section shall be paid by the treasurer of the school corporation. *As added by P.L.1-2005, SEC.17. Amended by P.L.2-2006, SEC.151.*

#### **IC 20-33-2-32 Version a Attendance officers in certain counties**

*Note: This version of section amended by P.L.1-2006, SEC.334. See also following version of this section amended by P.L.2-2006, SEC.152.*

Sec. 32. (a) In a county that has not been completely reorganized under IC 20-23-4, the governing body of each school corporation that constitutes a separate attendance district under section 33 of this chapter shall appoint an attendance officer. One (1) additional attendance officer may be appointed for every seven thousand five hundred (7,500) students in average daily attendance in the corporation.

(b) Whenever the governing body of a school corporation makes an appointment under this section, it shall appoint an individual nominated by the superintendent. However, the governing body may decline to appoint any nominee and require another nomination. The salary of each attendance officer appointed under this section shall be fixed by the governing body. In addition to salary, the officer is entitled to receive reimbursement for actual expenses necessary to properly perform the officer's duties. The salary and expenses of an attendance officer appointed under this section shall be paid by the treasurer of the county in which the officer serves, on a warrant signed by the county auditor. The county council shall appropriate, and the board of county commissioners shall allow, the funds necessary to make these payments. However, a warrant shall not be issued to an attendance officer until the attendance officer has filed an itemized statement with the county auditor. This statement shall show the time employed and expenses incurred. The superintendent shall approve the statement and certify that it is correct.

*As added by P.L.1-2005, SEC.17. Amended by P.L.231-2005, SEC.43; P.L.1-2006, SEC.334.*

#### **IC 20-33-2-32 Version b Attendance officers in certain counties**

*Note: This version of section amended by P.L.2-2006, SEC.152. See also preceding version of this section amended by P.L.1-2006, SEC.334.*

Sec. 32. (a) In a county that has not been completely reorganized under IC 20-23-4, the governing body of each school corporation that constitutes a separate attendance district under section 30 of this chapter shall appoint an attendance officer. One (1) additional attendance officer may be appointed for every seven thousand five hundred (7,500) students in ADA in the corporation.

(b) Whenever the governing body of a school corporation makes an appointment under this section, it shall appoint an individual nominated by the superintendent. However, the governing body may decline to appoint any nominee and require another nomination. The salary of each attendance officer appointed under this section shall be fixed by the governing body. In addition to salary, the officer is entitled to receive reimbursement for actual expenses necessary to properly perform the officer's duties. The salary and expenses of an attendance officer appointed under this section shall be paid by the treasurer of the county in which the officer serves, on a warrant signed by the county auditor. The county council shall appropriate, and the board of county commissioners shall allow, the funds necessary to make these payments. However, a warrant shall not be issued to an attendance officer until the attendance officer has filed an itemized statement with the county auditor. This statement shall show the time employed and expenses incurred. The superintendent shall approve the statement and certify that it is correct.

*As added by P.L.1-2005, SEC.17. Amended by P.L.231-2005, SEC.43; P.L.2-2006, SEC.152.*

#### **IC 20-33-2-33 Attendance officers; appointment in remainder attendance districts**

Sec. 33. (a) In a county that has not been completely reorganized under IC 20-23-4, all school corporations that do not individually constitute separate attendance districts under section 30 of this chapter together constitute a remainder attendance district. The governing bodies of each remainder attendance district with at least one thousand five hundred (1,500) students in ADA shall appoint an attendance officer. One (1) additional attendance officer may be appointed for every seven thousand five hundred (7,500) students in ADA in the district. The governing bodies of a remainder attendance district with less than one thousand five hundred (1,500) students in ADA may appoint an attendance officer. If the governing bodies have discretion in whether to appoint an attendance officer and decline to make an appointment, the superintendent or superintendents involved shall serve as ex officio attendance officers under section 35 of this chapter.

(b) The governing bodies of the school corporations involved shall together form an appointing authority for attendance officers with the governing body of each school corporation having one (1) vote. This appointing authority shall appoint an individual nominated by the superintendent. However, the appointing authority may reject any nominee and require another nomination. The salary of each attendance officer appointed under this section shall be fixed by the appointing authority. In addition to salary, the officer is entitled to receive reimbursement for actual expenses necessary to properly perform the officer's duties. The salary and expenses of an attendance officer appointed under this section shall be paid by the treasurer of the county in which the officer serves, on a warrant signed by the county auditor. The county council shall appropriate, and the board of county commissioners shall allow, the funds necessary to make these payments. However, a warrant may not be issued to an attendance officer until the officer has filed an itemized statement with the county auditor. This statement must show the time employed and expenses incurred. The appropriate superintendent shall approve the statement and certify that it is correct. *As added by P.L.1-2005, SEC.17. Amended by P.L.2-2006, SEC.153.*

#### **IC 20-33-2-34 Attendance officers in certain counties; appointment in separate attendance districts**

Sec. 34. (a) This section applies to a county having a population of:

- (1) more than twenty-seven thousand (27,000) but less than twenty-seven thousand two hundred (27,200); or
- (2) more than one hundred forty-five thousand (145,000) but less than one hundred forty-eight thousand (148,000).

(b) Notwithstanding sections 32 and 33 of this chapter, in a county that has not been completely reorganized under IC 20-23-4, the governing body of each school corporation constituting a separate attendance district under section 30 of this chapter shall appoint an attendance officer. One (1) additional attendance officer may be appointed for every seven thousand five hundred (7,500) students in ADA in the school corporation. The governing body of each school corporation that does not individually constitute a separate attendance district may appoint an attendance officer.

(c) If the governing body of the school corporation makes an appointment under this section, it shall appoint an individual who is nominated by the superintendent of the school corporation. However, the governing body may decline to appoint a nominee and may require another nomination to be made by the superintendent. If the governing body has discretion in whether to appoint an attendance officer under subsection (b) and declines to make an appointment, the superintendent of the school corporation involved shall serve as ex officio attendance officer under section 35 of this chapter.

(d) The salary, including fringe benefits, of each attendance officer appointed under this section shall be fixed by the governing body of the school corporation and shall be paid by the treasurer of the school corporation.

(e) Each attendance officer appointed under this section is entitled to receive reimbursement from the school corporation for the actual and necessary expenses incurred by the attendance officer in the proper performance of the attendance officer's duties.

*As added by P.L.1-2005, SEC.17. Amended by P.L.2-2006, SEC.154.*



**IC 20-33-2-35 Ex officio attendance officers**

Sec. 35. If the governing body of a school corporation elects not to appoint an attendance officer under section 31 of this chapter or an appointing authority elects not to appoint an attendance officer under section 33 of this chapter, the superintendent shall serve as an ex officio attendance officer. A superintendent acting in this capacity may designate one (1) or more teachers as assistant attendance officers. These assistant attendance officers shall act under the superintendent's direction and perform the duties the superintendent assigns. Ex officio attendance officers and assistant attendance officers appointed under this section shall receive no additional compensation for performing attendance services.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-2-36 Joint employment of attendance officer**

Sec. 36. The governing bodies of two (2) or more school corporations may enter into a voluntary mutual agreement for the joint employment of an attendance officer. The agreement must stipulate the manner in which the joint attendance officer is appointed, paid, and supervised. The attendance officer may then be appointed, paid, and supervised under the terms of the agreement. However, compensation for any attendance officer employed under this section shall be paid entirely by the school corporations involved with no assistance from the civil government.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-2-37 Attendance officers; appointment in optional separate district**

Sec. 37. The governing body of a school corporation that has fewer than one thousand five hundred (1,500) students in ADA may organize the school corporation as a separate attendance district and appoint an attendance officer. The governing body, in making the appointment, shall appoint an individual nominated by the superintendent. However, it may decline to appoint any nominee and require another nomination. All compensation for an attendance officer appointed under this section shall be paid by the treasurer of the school corporation in which the officer is employed. *As added by P.L.1-2005, SEC.17. Amended by P.L.2-2006, SEC.155.*

**IC 20-33-2-38 Attendance officers; appointment of additional officers**

Sec. 38. Any school corporation, attendance district, or remainder attendance district may appoint more attendance officers than are specifically authorized or required under this chapter. However, these additional attendance officers shall be appointed in the same manner as required by law for other attendance officers. Compensation for additional attendance officers appointed under this section shall be paid entirely by the school corporation or school corporations involved.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-2-39 Attendance officers; duties**

Sec. 39. An attendance officer has the following duties:

- (1) To serve subject to the rules, direction, and control of the superintendent in the attendance officer's attendance district.
- (2) To maintain an office at a place designated by the superintendent.
- (3) To be on duty during school hours and at other times as the superintendent may request.
- (4) To keep records and make reports as required by the state board.
- (5) To visit the homes of children who are absent from school or who are reported to be in need of books, clothing, or parental care.
- (6) Whenever the superintendent directs or approves it, to bring suit to enforce any provision of this chapter that is being violated.
- (7) To serve written notice on any parent whose child is out of school illegally.
- (8) To visit factories where children are employed.
- (9) To perform other duties necessary for complete enforcement of this chapter.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-2-40 Attendance officers; special powers**

Sec. 40. (a) Each attendance officer may serve original and other process in cases arising under this chapter.

(b) An attendance officer may enter any place where a child is employed to determine whether violations of this chapter or of IC 20-33-3 have occurred. When an attendance officer or a school official is exercising the power granted under this subsection, any officer, manager, director, employee or other person who refuses to permit the attendance officer's or the school official's entry into a place of business or interferes with his investigation in any way commits a violation of this chapter.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-2-41 Attendance officers; licensing required; exception**

Sec. 41. With the exception of ex officio attendance officers, an individual may not hold the position of attendance officer unless the individual has complied with all standards of the department and has been properly licensed by the department.

*As added by P.L.1-2005, SEC.17. Amended by P.L.246-2005, SEC.178.*

**IC 20-33-2-42 Attendance; duties of state superintendent of public instruction**

Sec. 42. The state superintendent shall:

- (1) prescribe duties for the state attendance officer not provided by law;
  - (2) fix qualifications for local attendance officers;
  - (3) design and require use of a system of attendance reports, records, and forms necessary for the enforcement of this chapter;
- and
- (4) perform all other duties necessary for the complete enforcement of this chapter.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-2-43 State attendance officers; appointment; removal; duties; powers**

Sec. 43. (a) The state superintendent shall appoint a state attendance officer. The state attendance officer serves at the pleasure of the state superintendent and may be removed by the state superintendent at any time.

- (b) The state attendance officer shall:
- (1) exercise general supervision over the attendance officers of Indiana;
  - (2) visit the various attendance districts throughout Indiana;
  - (3) inspect the work of the attendance officers; and
- (4) investigate the manner in which this chapter is being enforced.
- (c) The state attendance officer may initiate court action whenever necessary for the enforcement of this chapter.
- As added by P.L.1-2005, SEC.17.*

**IC 20-33-2-44 Penalty**

- Sec. 44. (a) This section does not apply to section 47 of this chapter.
- (b) A person who knowingly violates this chapter commits a Class B misdemeanor.
- As added by P.L.1-2005, SEC.17.*

**IC 20-33-2-45 State board; supervision; rules**

- Sec. 45. (a) The state board shall exercise general supervision by resolution over the attendance system of the state.
- (b) The state board may adopt rules under IC 4-22-2 pertaining to the state attendance system and the enforcement of this chapter.
- As added by P.L.1-2005, SEC.17.*

**IC 20-33-2-46 Compulsory attendance; exception; disability**

- Sec. 46. (a) With the approval of the state board, a superintendent may exclude or excuse a student found mentally or physically unfit for school attendance. An exclusion or excuse under this section is valid only for the school year during which it is issued.
- (b) A superintendent's action under this section must be in accordance with limitations and regulations established by the state board concerning the procedures and requirements for the complete examination of students.
- (c) A student may not be compelled to undergo any examination or treatment under this chapter when the student's parent objects on religious grounds, which consists of a good faith reliance on spiritual means or prayer for healing. The objection is not effective unless it is:
- (1) made in writing;
  - (2) signed by the student's parent; and
  - (3) delivered to the student's teacher or to the individual who might order an examination or treatment absent the objection. A student may not be excluded under this section except as provided under IC 20-33-8.
- As added by P.L.1-2005, SEC.17.*

**IC 20-33-2-47 School corporations; notification of absences; reports to local health departments**

- Sec. 47. (a) A school corporation may develop and implement a system of notifying the parent of a student when:
- (1) the student fails to attend school; and
  - (2) the student does not have an excused absence for that day.
- (b) A school corporation or an accredited nonpublic school shall report to the local health department the percentage of student absences above a threshold determined by the department by rule adopted under IC 4-22-2.
- (c) If a school corporation implements a notification system under this chapter, the attendance officer or the attendance officer's designee shall make a reasonable effort to contact by telephone the parent of each student who has failed to attend school and does not have an excused absence for that day.
- (d) If an attendance officer or an attendance officer's designee has made a reasonable effort to contact a parent under subsection (c), the school corporation is immune from liability for any damages suffered by the parent claimed because of failure to contact the parent.
- As added by P.L.1-2005, SEC.17.*

**B. Discipline**

**IC 20-33-8**

**Chapter 8. Student Discipline**

**IC 20-33-8-0.2 "Bullying"**

- Sec. 0.2. As used in this chapter, "bullying" means overt, repeated acts or gestures, including:
- (1) verbal or written communications transmitted;
  - (2) physical acts committed; or
  - (3) 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.
- As added by P.L.106-2005, SEC.6.*

**IC 20-33-8-0.5 "Physician"**

- Sec. 0.5. As used in this chapter, "physician" means an individual licensed to practice medicine or osteopathic medicine under:
- (1) IC 25-22.5; or
  - (2) the law of another state.
- As added by P.L.1-2005, SEC.17.*

**IC 20-33-8-1 "Principal"**

- Sec. 1. As used in this chapter, "principal" includes a principal's designee.
- As added by P.L.1-2005, SEC.17.*

**IC 20-33-8-2 "Educational function"**

- Sec. 2. As used in this chapter, "educational function" means the performance by a school corporation or its officers or employees

of an act or a series of acts in carrying out school purposes.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-8-3 "Expulsion"**

Sec. 3. (a) As used in this chapter, "expulsion" means a disciplinary or other action whereby a student:

- (1) is separated from school attendance for a period exceeding ten (10) school days;
- (2) is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
- (3) is separated from school attendance for the period prescribed under section 16 of this chapter, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

(b) The term does not include situations when a student is:

- (1) disciplined under section 25 of this chapter;
- (2) removed from school in accordance with IC 20-34-3-9; or
- (3) removed from school for failure to comply with the immunization requirements of IC 20-34-4-5.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-8-4 "School purposes"**

Sec. 4. As used in this chapter, "school purposes" refers to the purposes for which a school corporation operates, including the following:

- (1) To promote knowledge and learning generally.
- (2) To maintain an orderly and effective educational system.
- (3) To take any action under the authority granted to school corporations and their governing bodies by IC 20-26-5 or by any other statute.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-8-5 "School property"**

Sec. 5. As used in this chapter, "school property" means the following:

- (1) A building or other structure owned or rented by a school corporation.
- (2) The grounds adjacent to and owned or rented in common with a building or other structure owned or rented by a school corporation.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-8-6 "Superintendent" includes superintendent's designee**

Sec. 6. As used in this chapter, "superintendent" includes a superintendent's designee.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-8-7 "Suspension"**

Sec. 7. (a) As used in this chapter, "suspension" means any disciplinary action that does not constitute an expulsion under section 3 of this chapter, whereby a student is separated from school attendance for a period of not more than ten (10) school days.

(b) The term does not include a situation in which a student is:

- (1) disciplined under section 25 of this chapter;
- (2) removed from school in accordance with IC 20-34-3-9; or
- (3) removed from school for failure to comply with the immunization requirements of IC 20-34-4-5.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-8-8 Duty and powers of school corporation to supervise and discipline students**

Sec. 8. (a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:

- (1) a school corporation; and
- (2) the students of a school corporation.

(b) In all matters relating to the discipline and conduct of students, school corporation personnel:

- (1) stand in the relation of parents to the students of the school corporation; and
- (2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter.

(c) Students must:

- (1) follow responsible directions of school personnel in all educational settings; and
- (2) refrain from disruptive behavior that interferes with the educational environment.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-8-9 Disciplinary powers of teachers and school staff members**

Sec. 9. (a) This section applies to an individual who:

- (1) is a teacher or other school staff member; and
- (2) has students under the individual's charge.

(b) An individual may take any action that is reasonably necessary to carry out or to prevent an interference with an educational function that the individual supervises.

(c) Subject to rules of the governing body and the administrative staff, an individual may remove a student for a period that does not exceed five (5) school days from an educational function supervised by the individual or another individual who is a teacher or other school staff member.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-8-10 Disciplinary powers of principals**

Sec. 10. (a) A principal may take action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

(b) Subsection (a) allows a principal to write regulations that govern student conduct.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-8-11 Disciplinary powers of superintendents and administrative staff members**

Sec. 11. A:

(1) superintendent; or

(2) member of the superintendent's administrative staff, with the superintendent's approval; may take any action with respect to all schools within the superintendent's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-8-12 Adoption of discipline rules; publicity requirement; discipline policy regulations and guidelines; delegation of authority; rulemaking powers of governing body**

Sec. 12. (a) The governing body of a school corporation must do the following:

(1) Establish written discipline rules, which may include:

(A) appropriate dress codes; and

(B) if applicable, an agreement for court assisted resolution of school suspension and expulsion cases; for the school corporation.

(2) Give general publicity to the discipline rules within a school where the discipline rules apply by actions such as:

(A) making a copy of the discipline rules available to students and students' parents; or

(B) delivering a copy of the discipline rules to students or the parents of students.

This publicity requirement may not be construed technically and is satisfied if the school corporation makes a good faith effort to disseminate to students or parents generally the text or substance of a discipline rule.

(b) The:

(1) superintendent of a school corporation; and

(2) principals of each school in a school corporation;

may adopt regulations establishing lines of responsibility and related guidelines in compliance with the discipline policies of the governing body.

(c) The governing body of a school corporation may delegate:

(1) rulemaking;

(2) disciplinary; and

(3) other authority;

as reasonably necessary to carry out the school purposes of the school corporation.

(d) Subsection (a) does not apply to rules or directions concerning the following:

(1) Movement of students.

(2) Movement or parking of vehicles.

(3) Day to day instructions concerning the operation of a classroom or teaching station.

(4) Time for commencement of school.

(5) Other standards or regulations relating to the manner in which an educational function must be administered.

However, this subsection does not prohibit the governing body from regulating the areas listed in this subsection.

*As added by P.L.1-2005, SEC.17. Amended by P.L.242-2005, SEC.22.*

**IC 20-33-8-13 Possession and self-administration of medication permitted**

Sec. 13. (a) Discipline rules adopted under section 12 of this chapter must provide that a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during the times and in the places set forth under section 14(b) of this chapter if the following conditions are met:

(1) The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in subdivision (2).

(2) A physician states in writing that:

(A) the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;

(B) the student has been instructed in how to self-administer the medication; and

(C) the nature of the disease or medical condition requires emergency administration of the medication.

(b) The authorization and statement described in subsection (a) must be filed annually with the student's principal.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-8-13.5 Discipline rules prohibiting bullying required**

Sec. 13.5. (a) Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must:

(1) prohibit bullying; and

(2) include provisions concerning education, parental involvement, reporting, investigation, and intervention.

(b) The discipline rules described in subsection (a) must apply when a student is:

(1) 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;

(2) off school grounds at a school activity, function, or event;

(3) traveling to or from school or a school activity, function, or event; or

(4) using property or equipment provided by the school.

(c) This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.

*As added by P.L.106-2005, SEC.7.*

#### **IC 20-33-8-14 Grounds for suspension or expulsion**

Sec. 14. (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

- (1) Student misconduct.
- (2) Substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

- (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
- (2) off school grounds at a school activity, function, or event; or
- (3) traveling to or from school or a school activity, function, or event.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-8-15 Unlawful activity by student**

Sec. 15. In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- (2) the student's removal is necessary to restore order or protect persons on school property;

including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-8-16 Possession of firearms, deadly weapons, or destructive devices**

Sec. 16. (a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.

(b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm or destructive device.

(c) As used in this section, "destructive device" has the meaning set forth in IC 35-47.5-2-4.

(d) Notwithstanding section 20 of this chapter, a student who is:

- (1) identified as bringing a firearm or destructive device to school or on school property; or
- (2) in possession of a firearm or destructive device on school property;

must be expelled for 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 the one (1) year period.

(e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.

(f) Notwithstanding section 20 of this chapter, a student who is:

- (1) identified as bringing a deadly weapon to school or on school property; or
- (2) in possession of a deadly weapon on school property;

may be expelled for not more than one (1) calendar year.

(g) A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.

(h) A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-8-17 Student's legal settlement not in attendance area**

Sec. 17. A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-8-18 Maximum term of suspension; procedure**

Sec. 18. (a) A principal may suspend a student for not more than ten (10) school days under section 14, 15, or 16 of this chapter. However, the student may be suspended for more than ten (10) school days under section 23 of this chapter.

(b) A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following:

- (1) A written or an oral statement of the charges against the student.
- (2) If the student denies the charges, a summary of the evidence against the student.
- (3) An opportunity for the student to explain the student's conduct.

(c) When misconduct requires immediate removal of a student, the meeting under subsection (b) must begin as soon as reasonably possible after the student's suspension.

(d) Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following:

- (1) The student's misconduct.
- (2) The action taken by the principal.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-8-19 Expulsion procedure; appeals**

Sec. 19. (a) A superintendent of a school corporation may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting:

- (1) Legal counsel.
- (2) A member of the administrative staff if the member:
  - (A) has not expelled the student during the current school year; and
  - (B) was not involved in the events giving rise to the expulsion.

The superintendent or a person designated under this subsection may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.

(b) An expulsion may take place only after the student and the student's parent are given notice of their right to appear at an expulsion meeting with the superintendent or a person designated under subsection (a). Notice of the right to appear at an expulsion meeting must:

- (1) be made by certified mail or by personal delivery;
- (2) contain the reasons for the expulsion; and
- (3) contain the procedure for requesting an expulsion meeting.

(c) The individual conducting an expulsion meeting:

- (1) shall make a written summary of the evidence heard at the expulsion meeting;
- (2) may take action that the individual finds appropriate; and
- (3) must give notice of the action taken under subdivision (2) to the student and the student's parent.

(d) If the student or the student's parent not later than ten (10) days of receipt of a notice of action taken under subsection (c) makes a written appeal to the governing body, the governing body:

- (1) shall hold a meeting to consider:
  - (A) the written summary of evidence prepared under subsection (c)(1); and
  - (B) the arguments of the principal and the student or the student's parent;unless the governing body has voted under subsection (f) not to hear appeals of actions taken under subsection (c); and
- (2) may take action that the governing body finds appropriate.

The decision of the governing body may be appealed only under section 21 of this chapter.

(e) A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent.

(f) The governing body may vote to not hear appeals of actions taken under subsection (c). If the governing body votes to not hear appeals, subsequent to the date on which the vote is taken, a student or parent may appeal only under section 21 of this chapter.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-8-20 Maximum term of expulsion; reenrollment in alternative program after expulsion or exclusion; reinstatement review**

Sec. 20. (a) Except as provided in section 16 of this chapter, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. If a student is expelled 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 governing body. The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to reenroll after an expulsion or an exclusion attend an alternative program.

(b) An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. The review:

- (1) shall be conducted by the superintendent or an individual designated under section 19(a) of this chapter after notice of the review has been given to the student and the student's parent;
- (2) is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting; and
- (3) may lead to a recommendation by the person conducting the review that the student be reinstated for the second semester.

(c) An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review:

- (1) shall be conducted by the superintendent or an individual designated under section 19(a) of this chapter after notice of the review has been given to the student and the student's parent;
- (2) is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting; and
- (3) may lead to a recommendation by the individual conducting the review that the student be reinstated for the upcoming school year.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-8-21 Scope of judicial review**

Sec. 21. Judicial review of a governing body's action under this chapter by the circuit or superior court of the county in which a student who is the subject of the governing body's action resides is limited to the issue of whether the governing body acted without following the procedure required under this chapter.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-8-22 Effectiveness of statute during judicial review**

Sec. 22. An expulsion that has been upheld by a governing body continues in effect during judicial review under section 21 of this chapter unless:

- (1) the court grants a temporary restraining order under the Indiana Rules of Civil Procedure; and
- (2) the school corporation was given the opportunity to appear at the hearing regarding the temporary restraining order.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-8-23 Suspension pending expulsion decision**

Sec. 23. The superintendent or the person designated by the superintendent under section 19(a) of this chapter may continue suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision under section 19 of this chapter if the superintendent or the designated person determines that the student's continued suspension will prevent or substantially reduce the risk of:

- (1) interference with an educational function or school purposes; or
- (2) a physical injury to the student, other students, school employees, or visitors to the school.

However, a student may not be suspended from school pending a meeting on a student's proposed expulsion if the expulsion is ordered under section 17 of this chapter.*As added by P.L.1-2005, SEC.17.*

**IC 20-33-8-24 Requirements for reenrollment after expulsion**

Sec. 24. (a) This section applies to a student who:

- (1) is at least sixteen (16) years of age; and
- (2) wishes to reenroll after an expulsion.

(b) A principal may require a student to attend one (1) or more of the following:

- (1) An alternative school or alternative educational program.
- (2) Evening classes.
- (3) Classes established for students who are at least sixteen (16) years of age.*As added by P.L.1-2005, SEC.17.*

**IC 20-33-8-25 Additional disciplinary actions authorized**

Sec. 25. (a) This section applies to an individual who:

- (1) is a member of the administrative staff, a teacher, or other school staff member; and
- (2) has students under the individual's charge.

(b) An individual may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include the following:

- (1) Counseling with a student or group of students.
- (2) Conferences with a parent or group of parents.
- (3) Assigning additional work.
- (4) Rearranging class schedules.
- (5) Requiring a student to remain in school after regular school hours:
  - (A) to do additional school work; or
  - (B) for counseling.
- (6) Restricting extracurricular activities.
- (7) Removal of a student by a teacher from that teacher's class for a period not to exceed:
  - (A) five (5) class periods for middle, junior high, or high school students; or
  - (B) one (1) school day for elementary school students;if the student is assigned regular or additional school work to complete in another school setting.
- (8) Assignment by the principal of:
  - (A) a special course of study;
  - (B) an alternative educational program; or
  - (C) an alternative school.

(9) Assignment by the principal of the school where the recipient of the disciplinary action is enrolled of not more than one hundred twenty (120) hours of service with a nonprofit organization operating in or near the community where the school is located or where the student resides. The following apply to service assigned under this subdivision:

- (A) A principal may not assign a student under this subdivision unless the student's parent approves:
  - (i) the nonprofit organization where the student is assigned; and
  - (ii) the plan described in clause (B)(i).

A student's parent may request or suggest that the principal assign the student under this subdivision.

(B) The principal shall make arrangements for the student's service with the nonprofit organization. Arrangements must include the following:

- (i) A plan for the service that the student is expected to perform.
- (ii) A description of the obligations of the nonprofit organization to the student, the student's parents, and the school corporation where the student is enrolled.
- (iii) Monitoring of the student's performance of service by the principal or the principal's designee.
- (iv) Periodic reports from the nonprofit organization to the principal and the student's parent or guardian of the student's performance of the service.

(C) The nonprofit organization must obtain liability insurance in the amount and of the type specified by the school corporation where the student is enrolled that is sufficient to cover liabilities that may be incurred by a student who performs service under this subdivision.

(D) Assignment of service under this subdivision suspends the implementation of a student's suspension or expulsion. A student's completion of service assigned under this subdivision to the satisfaction of the principal and the nonprofit organization

terminates the student's suspension or expulsion.

(10) Removal of a student from school sponsored transportation.

(11) Referral to the juvenile court having jurisdiction over the student.

(c) As used in this subsection, "physical assault" means the knowing or intentional touching of another person in a rude, insolent, or angry manner. When a student physically assaults a person having authority over the student, the principal of the school where the student is enrolled shall refer the student to the juvenile court having jurisdiction over the student. However, a student with disabilities (as defined in IC 20-35-7-7) who physically assaults a person having authority over the student is subject to procedural safeguards under 20 U.S.C. 1415.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-8-26 Rules requiring participation in disciplinary action by person caring for dependent student**

Sec. 26. (a) The governing body of a school corporation may adopt rules that require a person having care of a dependent student to participate in an action taken under this chapter in connection with a student's behavior. The rules must include the following:

(1) Procedures for giving actual notice to the person having care of the dependent student.

(2) A description of the steps that the person must take to participate in the school corporation's action.

(3) A description of the additional actions in connection with the student's behavior that are justified in part or in full if the person does not participate in the school corporation's action.

(b) A dependent student is a child in need of services under IC 31-34-1-7 if, before the student child becomes eighteen (18) years of age:

(1) the student's parent fails to participate in a disciplinary proceeding in connection with the student's improper behavior, as provided for by this section, if the behavior of the student has been repeatedly disruptive in the school; and

(2) the student needs care, treatment, or rehabilitation that the child:

(A) is not receiving; and

(B) is unlikely to be provided or accepted without the coercive intervention of the court. *As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-8-27 Supplemental procedures authorized**

Sec. 27. The governing body of a school corporation may by rule:

(1) amplify;

(2) supplement; or

(3) extend;

the procedures provided in this chapter in any manner that is consistent with this chapter. *As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-8-28 Waiver of rights**

Sec. 28. Any rights granted to a student or a student's parent by this chapter may be waived only by a written instrument signed by both the student and the student's parent. The waiver is valid if made:

(1) voluntarily; and

(2) with the knowledge of the:

(A) procedures available under this chapter; and

(B) consequences of the waiver. *As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-8-29 Special schools**

Sec. 29. (a) As used in this section, "special school" includes the following:

(1) A vocational school.

(2) A special education school or program.

(3) An alternative school or program.

(b) To the extent possible, this chapter applies to a special school.

(c) The governing body of a special school may make necessary modifications to the responsibilities of school personnel under this chapter to accommodate the administrative structure of a special school.

(d) In addition to a disciplinary action imposed by a special school, the principal of the school where a student is enrolled may without additional procedures adopt a disciplinary action or decision of a special school as a disciplinary action of the school corporation.

*As added by P.L.1-2005, SEC.17.*

#### **IC 20-33-8-30 Enrollment in another school corporation or charter school during period of expulsion or proposed expulsion**

Sec. 30. (a) This section applies to the following:

(1) A student who:

(A) is expelled from a school corporation or charter school under this chapter; or

(B) withdraws from a school corporation or charter school to avoid expulsion.

(2) A student who:

(A) is required to separate for disciplinary reasons from a nonpublic school or a school in a state other than Indiana by the administrative authority of the school; or

(B) withdraws from a nonpublic school or a school in a state other than Indiana in order to avoid being required to separate from the school for disciplinary reasons by the administrative authority of the school.

(b) The student referred to in subsection (a) may enroll in another school corporation or charter school during the period of the actual or proposed expulsion or separation if:

(1) the student's parent informs the school corporation in which the student seeks to enroll and also:

(A) in the case of a student withdrawing from a charter school that is not a conversion charter school to avoid expulsion, the conversion charter school; or



- (B) in the case of a student withdrawing from a conversion charter school to avoid expulsion:
- (i) the conversion charter school; and
  - (ii) the school corporation that sponsored the conversion charter school;
- of the student's expulsion, separation, or withdrawal to avoid expulsion or separation;
- (2) the school corporation (and, in the case of a student withdrawal described in subdivision (1)(A) or (1)(B), the charter school) consents to the student's enrollment; and
  - (3) the student agrees to the terms and conditions of enrollment established by the school corporation (or, in the case of a student withdrawal described in subdivision (1)(A) or (1)(B), the charter school or conversion charter school).
- (c) If:
- (1) a student's parent fails to inform the school corporation of the expulsion or separation or withdrawal to avoid expulsion or separation; or
  - (2) a student fails to follow the terms and conditions of enrollment under subsection (b)(3);
- the school corporation or charter school may withdraw consent and prohibit the student's enrollment during the period of the actual or proposed expulsion or separation.
- (d) Before a consent is withdrawn under subsection (c) the student must have an opportunity for an informal meeting before the principal of the student's proposed school. At the informal meeting, the student is entitled to:
- (1) a written or an oral statement of the reasons for the withdrawal of the consent;
  - (2) a summary of the evidence against the student; and
  - (3) an opportunity to explain the student's conduct.
- (e) This section does not apply to a student who is expelled under section 17 of this chapter. *As added by P.L.1-2005, SEC.17.*

**IC 20-33-8-31 Effect of suspension or expulsion on compulsory attendance laws**

Sec. 31. If a student is suspended or expelled from school or from any educational function under this chapter, the student's absence from school because of the suspension or expulsion is not a violation of:

- (1) IC 20-33-2; or
- (2) any other statute relating to compulsory school attendance.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-8-32 Locker searches**

Sec. 32. (a) A school corporation must provide each:

- (1) student; and
- (2) student's parent;

a copy of the rules of the governing body on searches of students' lockers and locker contents.

(b) A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in:

- (1) that locker; or
- (2) the locker's contents.

(c) In accordance with the rules of the governing body, a principal may search:

- (1) a student's locker; and
- (2) the locker's contents;

at any time.

(d) A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:

- (1) at the request of the school principal; and
- (2) in accordance with rules of the governing body of the school corporation;

assist a school administrator in searching a student's locker and the locker's contents.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-8-33 Duty to submit information to bureau of motor vehicles**

Sec. 33. Before February 1 and before October 1 of each year, except when a hearing has been requested to determine financial hardship under IC 9-24-2-1(a)(4), a principal shall submit to the bureau of motor vehicles the pertinent information concerning an individual's ineligibility under IC 9-24-2-1 to be issued a driver's license or learner's permit, or concerning the invalidation of a license or permit under IC 9-24-2-4.

*As added by P.L.1-2005, SEC.17. Amended by P.L.231-2005, SEC.44.*

**IC 20-33-8-34 Disciplinary action for children with disabilities**

Sec. 34. (a) Notwithstanding any other law, a suspension, an expulsion, or another disciplinary action against a student who is a child with a disability (as defined in IC 20-35-1-2) is subject to the:

- (1) procedural requirements of 20 U.S.C. 1415; and
- (2) rules adopted by the state board.

(b) The division of special education shall propose rules under IC 20-35-2-1(b)(5) to the state board for adoption under IC 4-22-2 governing suspensions, expulsions, and other disciplinary action for a student who is a child with a disability (as defined in IC 20-35-1-2).

*As added by P.L.1-2005, SEC.17*