

# East Central Middle School

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## 2021-2022 Student Handbook Grades: 6-8

### Acknowledgement of Receipt and Review of School Corporation's: Disciplinary Policy, Extracurricular Activities Drug Policy, Athletic Code, and Technology Usage Policy

The undersigned parent/legal guardian has received a copy of the Sunman-Dearborn Community School Corporation's written disciplinary policies for East Central Middle School, a copy of the Extracurricular Activities Drug Testing Program, a copy of the Athletic Code, and a copy of the Technology Usage Policy. By signing off the parent/legal guardian is agreeing that they have reviewed all policies listed above which are in the East Central Middle School handbook.

- Public Law 16-1990 effective July 1st, 1990, requires each student's parent or legal guardian to acknowledge in writing that the parent or legal guardian has reviewed the disciplinary policy.
- Student handbook duly adopted by the Sunman-Dearborn Community School Board.

\*\*\*Please note that you CANNOT deny the student disciplinary policy. To be a member of the East Central Middle School, you must acknowledge receipt, review of the rules, and sign off.

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## I. Building Information

- A. **School Mission:** "Preparing learners for tomorrow's challenges."
- B. **Building Hours:** 7:10am - 3:15pm
1. Students should report to the cafeteria until the 8:05am bell.
  2. 1st period begins at 8:12am
  3. Dismissal is at 2:55pm
  4. After dismissal, students not participating in after-school activities or under supervision of a teacher must be picked up by 3:15pm
- C. **Student Drop-off & Pick-up:** Anyone dropping off or picking up students between the hours of 7:00-8:15am and 2:30-3:10pm should use the parking lot at the West end of the building (atop the entrance door #5 location). If picking up or dropping off students any other times of the day, please use the front entrance (Door #3).
- D. **Late Sign-in:** Any late arrival should report to the Main Office to sign-in
- E. **School Closing / School Delay / Early Dismissal:** Parents will be notified by phone call or email through our automated calling system in the event of a school closing, two-hour delay, or early dismissal. Arrangements should be made for the care and supervision of children in the event of dismissals due to weather or other unforeseen emergencies. Students can only be picked-up by persons listed on their Health Information Sheet. A photo ID may be required. School closing, delayed starting time or early dismissal will be announced on social media platforms, over radio stations WSCH-99.3 Aurora, and WRBI-104 Batesville. This information will also be carried on the Cincinnati radio and TV stations.
- \* The corporation website will also be updated. Parents should notify the guidance secretary when a change of address or phone number occurs in order for the school to maintain current contact information.*
- F. **Visitors:** Any visitors must enter and sign in through the Main Entrance, Door #3
- G. **Dress Code / Appearance:** Proper student dress and appearance are important for creating an educational atmosphere geared for school success. In an effort to provide clarity for all students and staff members the following guidelines may apply: Note: These examples are not all inclusive and other types of apparel may be deemed inappropriate for the school environment.
- Pants must be worn at the waist or higher. Baggy pants hanging below the waist are prohibited.
  - Shorts and skirts/dresses must be fingertip length when the student is standing.
  - Bare midriff apparel is not to be worn. Shirts and tops are to be hip length or longer when the student's arms are raised.
  - Sleeveless shirts or tank tops are prohibited.
  - Low neckline tops exposing cleavage are prohibited.
  - Pajamas or sleepwear is prohibited.
  - Jewelry that presents a threat to a person or property is not appropriate.
  - Footwear must be worn in the building at all times.
  - The following items are not permitted: items referring to drugs, alcohol, tobacco, gangs, sex, illegal activity, death or offensive to school purposes, spikes, straps, sunglasses, bandanas, hats, & face painting (unless otherwise permitted by administration on specific days).
  - Coats/jackets, backpacks, and hats should remain in the student's locker throughout the day.
  - The dress code may be modified by administration for the purpose of school spirit days or other special school-wide events.

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- H. **Lockers:** Each student is issued a locker in which they are not permitted to share, switch, or set lockers. Violators will be subject to disciplinary action at the discretion of the administration.
- I. **Cell Phone Policy:** Students are allowed to bring cellphones to school. The phones are to be kept in their locker during the school day, unless a teacher has given permission to have the phone in class for academic reasons. The students may also have their phones during their lunchtime in the cafeteria. Phones are not to be used in restrooms or locker rooms. Any violation of the cell phone policy will result in a referral to the office.
- J. **Personal Property:** Students should bring only items necessary for class or school sponsored extracurricular/sports activities. If it is necessary to bring such items, make arrangements with the sponsor, teacher, or coach for safekeeping. The school will not be responsible for any item damaged, lost or stolen personal belongings. Anything punishable by the State of Indiana is not permitted at school and will be confiscated. Disciplinary action will be taken.
- K. **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 SDCSC 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.
- L. **Backpacks:** Backpacks need to remain in their lockers. Only under certain circumstances approved by administration should a student be allowed to carry a backpack throughout the school day.
- M. **Drinks / Snacks:** Students that bring food or non-water beverages with them to school shall not have these items out in the hallway or classroom areas. All food/snacks must be eaten in the cafeteria during lunch or saved to eat for after school activities. There should be no energy drinks (i.e. Monsters, Red Bull, etc.) consumed during the school day.
- N. **Aerosol Sprays:** Students should not use aerosol sprays in the building or on the bus (other than in the locker rooms).
- O. **Lost and Found:** East Central Middle School cannot be responsible for lost items. Found electronics should be turned into the front office area and any other found/lost items can be found in our collection area on the stage in the cafeteria.
- P. **Fundraising:** Only fundraisers sponsored by East Central Middle School may be conducted at school during school hours or on the bus unless prior permission is obtained from the building principal. Sponsors must complete a fundraiser application prior to beginning any fundraiser.
- Q. **School Dances:** School dances are only for ECMS students. Students not enrolled in ECMS are not permitted unless the building principal has given written permission.
- R. **Field Trips:** Students with failing grades may not be able to participate. If for any reason a student has paid to attend a field trip and cannot attend, the school cannot make refunds.
- S. **School Fees / Fines:** Chromebook and textbook rental fees must be paid prior to the first day of school, or upon enrollment of new students during the school year. Each student is responsible for the care, custody, and control of the Chromebook and books they have rented. In order to ensure all Chromebooks and books are well cared for (other than normal wear) a fine is levied for damages done to the Chromebook/textbooks while checked out by the student. Students withdrawing from school and who leave the school in good standing and who return all Chromebooks and textbooks in acceptable condition will receive the amount of refund due; calculation figured semester basis. There will be a \$20.00 service fee for checks returned.

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- T. **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.
- U. **Delinquent Fees:** Delinquent fees will be reported for collection unless a payment schedule is arranged and carried out. If fees remain unpaid, the matter will be referred to a collection agency.
- V. **Emergency Procedures:** East Central Middle School maintains a school safety plan, which is reviewed annually. Due to safety considerations, school maps, classroom details, and specific procedures will not be published for the public. Safety drills are conducted on a regular basis to practice safety procedures and comply with the State of Indiana's regulations.
- W. **Bell Schedules:** Below are the times for the different schedules we would operate under:

**Note:** All students lunch period is based on their 5th period teacher

## REGULAR BELL SCHEDULE

Period	Time	Minutes
1st	8:12am - 8:55am	43
2nd	9:00am - 9:20am	20
3rd	9:25am - 10:08am	43
4th	10:13am - 10:56am	43
5th	11:01am - 12:31pm <ul style="list-style-type: none"> <li>• A-Lunch 11:01am - 11:31am</li> <li>• B-Lunch 11:31am - 12:01pm</li> <li>• C-Lunch 12:01pm - 12:31pm</li> </ul>	90

A-LUNCH	B-LUNCH	C-LUNCH
Eat: 11:01am-11:31am Class: 11:36am-12:31pm	Class: 11:06am-11:31pm Eat: 11:31am-12:01pm Class: 12:06pm-12:31pm	Class: 11:06am-12:01pm Eat: 12:01pm-12:31pm

6th	12:36pm - 1:19pm	43
7th	1:24pm - 2:07pm	43
8th	2:12pm - 2:55pm	43

## 2-HOUR DELAY BELL SCHEDULE

Period	Time	Minutes
1st	10:12am - 10:40am	28
3rd	10:45am - 11:13am	28
5th	11:13am - 12:43pm <ul style="list-style-type: none"> <li>• A-Lunch 11:13am - 11:43am</li> <li>• B-Lunch 11:43am - 12:13pm</li> <li>• C-Lunch 12:13pm - 12:43pm</li> </ul>	90

A-LUNCH	B-LUNCH	C-LUNCH
Eat: 11:13am-11:43am Class: 11:48am-12:43pm	Class: 11:18am-11:43pm Eat: 11:43am-12:13pm Class: 12:18pm-12:43pm	Class: 11:18am-12:13pm Eat: 12:13pm-12:43pm

4th	12:48pm - 1:16pm	28
6th	1:21pm - 1:49pm	28
7th	1:54pm - 2:22pm	28
8th	2:27pm - 2:55pm	28

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## II. Communication & Contact Information

The ECMS staff and administration believe that effective communication among students, parents, and the school is critical to helping all students be successful. The following are the established methods of communicating with students and their families:

- A. **Daily Announcements:** available on ECMS website - <https://sdms.sunmandearborn.k12.in.us/>
- B. **PowerSchool Parent Portal:** It is designed to link parents and ECMS together via the Internet. <https://powerschool.sunmandearborn.k12.in.us/public/home.html>
- C. **Twitter:** This social media platform is used to communicate often. If on Twitter, please follow us at: **@ECMSTrojans.**
- D. **Contact Information**
  - 1. Website: <https://sdms.sunmandearborn.k12.in.us/>
  - 2. Main Office: 812-576-3500
  - 3. Attendance: 812-576-3500 ext. 12917
  - 4. Principal: 812-576-3500 ext. 12901
  - 5. Asst. Principal: 812-576-3500 ext. 12902
  - 6. Guidance Office: 812-576-3500 ext. 12916
  - 7. Athletic Director: 812-576-3500 ext. 12662
  - 8. Nurse's Office: 812-576-3500 ext. 12971
  - 9. Cafeteria Director: 812-576-3500 ext. 12981

## III. Technology

### A. Sunman-Dearborn Community School Corporation Technology Usage Agreement

The Internet and various forms of technology are a collection of networks that allows access to an unprecedented amount of information and resources. When properly utilized, this can enhance collaboration, communication, learning, and classroom instruction. We are pleased to be able to provide this level of technology to both staff and students.

With access to such a great wealth of information and resources, both staff and students (collectively referred to as "users") must understand and practice proper ethical use. All users must understand their responsibilities regarding procedures, policy, and security before using the network.

### Important General Usage Guidelines

- A. S-DCSC seeks to provide access to digital and online materials for learning. Only websites that are related to work, instruction, or research are authorized for use.
- B. All Games are strictly forbidden from use unless they are educationally related to the curriculum being taught.
- C. Streaming video and audio is not authorized unless educationally or instructionally related. (i.e. music videos, Spinner, etc.)
- D. All music sharing programs (Napster, Morpheus, Kazaa, Gnutella, iMesh, etc.) are banned from use on campus.
- E. External and personal email, chat rooms, and instant messaging are not authorized for use on campus. Only school-approved and issued accounts (such as Google Apps for Education, iXL, Renaissance Place, and education websites) will be allowed for educational purposes.
- F. File storage on campus computer systems is to be used for educational, instructional, or work related use only. Do not store games, videos, inappropriate pictures, hacking utilities, etc. on any computer or network resource.

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G. Any unauthorized access or attempted access to the student information system will result in strict disciplinary action.

H. The use of slanderous language via any electronic communication is strictly prohibited.

I. No student or staff member shall access inappropriate material via the Internet while on campus and using school resources. This includes, but is not limited to, pornographic sites, child pornography, racist sites, illegal activities, and any other site that is unlawful, immoral, or unethical. This policy includes all technology resources such as computers, mobile devices (including cell phones)

### Computer Usage

Users must never share their accounts with other users. Users are responsible for the accounts they have been issued. Therefore, it is extremely important that the password issued to the user be kept confidential to ensure proper network security.

Users are restricted from downloading, storing, or using any program designed to exploit network vulnerabilities. Copyrighted material such as music, pictures, media files, and programs shall not be downloaded or stored on any campus computer without proof of purchase or written consent from the owner. Any user identified as intentionally sending or infecting computers will be subject to disciplinary action and/or legal action.

### B. TECHNOLOGY USAGE ADDITIONAL GUIDELINES: Conditions, Rules, and Acceptable Use Agreement

INTERNET: Sunman-Dearborn Community Schools (S-DCSC) has actively pursued advanced technology to provide access to learning opportunities for our students and staff. We believe that computers connected to the Internet will help propel today's schools into the information age by allowing students and staff to access and use information sources from distant computers, communicate and share information with individuals or groups of other students and staff, and significantly expand their knowledge base. The Internet is a tool for lifelong learning that will open the door to many advanced educational tools.

PROPER AND ETHICAL USE: With this new learning tool students and staff must understand and practice proper and ethical use. All students and staff must attend in servicing regarding procedures, ethics, and security involving the use of the Internet before receiving an account name and password in order to use the system.

### C. CONDITIONS AND RULES FOR USE : Acceptable Use

1. The purpose of the Internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of S-DCSC. Access to the Internet is made possible through an appropriate provider to be designated by S-DCSC at its sole discretion. S-DCSC and all users of the Internet must comply with existing rules and acceptable use policies, which are incorporated into this document.
2. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening or obscene material, or material protected by trade secret.
3. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

### B. Privilege

The use of the internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. S-DCSC, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account, at any time, based upon its determination of inappropriate use by the account holder or user.

### C. Monitoring

The S-DCSC reserves the right to review any material on user accounts, computers, and file server space in order for S-DCSC to make determinations on whether specific uses of the network are



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inappropriate. In reviewing and monitoring user accounts and file server space, S-DCSC will respect the privacy of those accounts.

### **D. Network Etiquette**

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not use abusive language in your messages to others.
2. Use appropriate language. Do not use profanities, vulgarities, or any other inappropriate language. Do not engage in activities that are prohibited under state or federal law.
3. Do not reveal any personal information about yourself, students, or colleagues. This includes personal addresses and phone numbers.
4. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. All communications and information accessible via the network is assumed to be private property.
7. Personal purchases on the school Internet is prohibited.

### **E. No Warranties**

S-DCSC makes no warranties of any kind, whether expressed or implied for the services it provides. S-DCSC will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, incorrect deliveries, or service interruptions caused by the S-DCSC negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. S-DCSC specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they contain and consider how valid that information may be.

### **F. Security**

1. Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue to use the system.
2. If you feel that you have identified any security problem on the network, you must notify a system administrator. Do not demonstrate the problems to other users.
3. Do not use another individual's account.
4. Attempts to log on to the network as a system administrator may result in cancellation of user privileges.
5. Any user attempting to operate a malicious piece of software designed to hack, crack, or alter any part of the network, elevate user privileges, or produce unnecessary bandwidth consumption will have disciplinary action taken against them.
6. S-DCSC may deny Internet access to any user identified as a security risk for having a history of problems with other computer systems.

### **G. Vandalism and Harassment**

1. Vandalism and harassment will result in cancellation of user privileges.
2. Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, the Internet or other networks that are connected to the Internet backbone. This includes, but is not limited to, defacing hardware, changing network or individual computer settings or configurations, uploading or creating of computer viruses, trojans, and other malicious software. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted email.

### **H. Procedures for Use**

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1. Student users must always get permission from their instructors before using the network or accessing any specific file or application. Follow written and oral classroom instructions.
2. All users have the same right to use the equipment. Therefore, users shall not play games (network or local) or use the computer resources for other nonacademic activities. In addition, users shall not waste nor take supplies, such as paper, printer cartridges, diskettes, or cd's that are not provided by the S-DCSC.

### **I. Encounter of Controversial Material**

Although the district employs an Internet Filtering Device, users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of data and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material. Any decision by S-DCSC to restrict access to Internet material shall not be deemed to impose any duty on S-DCSC to regulate the content of material on the Internet.

### **PENALTIES FOR IMPROPER USE**

- A. Any user violating these rules, applicable state and federal laws or posted classroom and district rules are subject to loss of network privileges and any other District Disciplinary options.
- B. In addition, pursuant to the State of Indiana Law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of Indiana Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

### **ECMS Daily Chromebook Expectations (in addition to the SDCSC Chromebook Policy Handbook):**

1. The chromebooks need to remain in their cases at all time
2. The chromebooks are not allowed in the lunchroom (must be taken to locker prior to lunch)
3. While in the restroom, the chromebook and case need to be placed in a safe/secure location (i.e. shelf, hook, locker)
4. The student identification card provided needs to remain in the slot on the outside of the carrying case

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### IV. Academic Information

#### A. Grading Scale

Letter	Percent	GPA
A+	97-100	4.33
A	93-96	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	59 and below	0.00
WF	Withdraw/Fail	0.00
I	Incomplete	0.00
WX	Expelled	0.00

- B. **Honor Roll:** Students who earn the following grade point averages will be designated with the following honors:

**Honor Roll** 3.33 - 3.79 (will be issued a certificate each quarter)

**Exemplary Honor Roll** 3.80 - 4.33 (will be issued a certificate each quarter)

*\*Exemplary Honor Roll students will be recognized at the Academic Awards Program if exemplary honor roll is earned for each of the first three quarters*

- C. **PowerSchool Parent Portal:** Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, lunch menus and even personal messages from the teacher. Everyone stays connected. Parent Portal can be accessed on the school website at:

<http://sdms.sunmandearborn.k12.in.us/> or by downloading the PowerSchool mobile app.

- D. **Schedule Change Policy:** Although course selections are made for the entire school year, a student (with parent approval) may request a course selection change only under the following conditions:

\*Alignment with graduation plan

\*Student is academically misplaced

\*An error in computer entry

*\*Note: All requests will be considered and reviewed by principal and counselors. Be aware that we may not be able to honor requests.*

- E. **Make-up Work:** Students absent from school are responsible for all work and information missed in each class. Upon returning to school after the absence(s), it is the student's responsibility to seek make-up work from each teacher. For each day they miss, they will have that same number of days to turn in the work for full credit.
- F. **Summer School / Retention:** ECMS administration will recommend placement in summer school or possible retention based on a variety of data points.

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- G. **Academic Awards Night:** prior to the end of the school year, ECMS dedicates an evening to celebrate the achievements of our students. A variety of awards are presented.
- H. **National Junior Honor Society:** The ECMS National Junior Honor Society is an organization established to recognize outstanding middle school students. NJHS serves to honor students who have demonstrated excellence in the areas of scholarship, leadership, service, citizenship, and character. NJHS challenges students to become actively involved in school activities and community service through volunteering. Students are required to complete service hours and help with a school wide service project.
1. **Eligibility:** Students are eligible to apply for NJHS in the Spring and will be notified by a letter. In order to be considered for the Sunman-Dearborn National Junior Honor Society students must have a 3.5 cumulative GPA for all classes, and no semester D's or F's. 6th grade students must have at least one semester in our building to be considered for candidacy, and be in good standing in citizenship and conduct. Candidates complete a detailed comprehensive application to be reviewed and scored by the ECMSA NJHS Council, and submitted to the adviser. If accepted, members must participate in the induction ceremony.
  2. **Dues:** Will be \$5.00 for the year, due within 30 days of the induction ceremony. Once a student is inducted into the NJHS he/she will remain a member unless he/she no longer meets the requirements; applications will not need to be completed on a yearly basis. Students will need to supply information in regards to service hours and projects each year.
- I. **Academic Dishonesty / Cheat:**
- 1<sup>st</sup> Violation:** Teacher Contacts Parent(s), Referred to counselor, "0" for assignment and documented on the student discipline history.
- 2<sup>nd</sup> Violation:** "F" for semester in subject area/class and documented on the student discipline history.

## V. Cafeteria Information

- A. **Cafeteria Expectations:** your lunch time should be a fun time but a reasonable and mature level. Be respectful of all and have positive manners.
1. Once a student has selected a seat, they should maintain that seat during lunch
  2. Only leave your seat is to get food, dispose of trash, ask an adult a question, or use the restroom.
  3. If you make a mess, clean it up or help others clean up the mess.
  4. Talk at a reasonable level: yelling, screaming, etc. is unacceptable
  5. During lunch, students may use the restroom.
- B. **Payment Options:** A meal account is set up for each student with the student ID number. Accounts with multiple students may request for the account to be combined or separated. If you choose to use the lunch account, you must deposit money into the account with a check, cash or credit card through EZ School Pay ([www.ezschoollpay.com](http://www.ezschoollpay.com)). Checks should be made payable to Sunman-Dearborn Community Schools Cafeteria. You must have the student's full name and ID on the check or envelope. Any check that is returned for nonsufficient funds will incur a \$20.00 service fee. Meal accounts work like a checking account, where you should always have money on the account.
- C. **Student Meal Accounts:** All students will be enrolled to use Identometrics Biometric Finger Scanning Technology to purchase their lunch. Parents may request for their student to opt-out of using the Biometric Finger Scanning Technology by completing an Opt-Out

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Request Form and turning it into the cafeteria. Forms are available in the office, cafeteria or online. If a student opts out, they will be required to utilize an ID card to purchase their meals. For more information on the Biometric Finger Scanning Technology, please visit the Food and Nutrition Service Website or contact the Director of Food and Nutrition Services at 812-623-2291 ext. 13809. The Food and Nutrition Services Department is not responsible for monitoring the items a student purchases. Parents need to make sure their student/s understand if they are allowed to purchase meals and/or ala carte items.

- D. **Charging Policy and Courtesy Meals:** Students will be allowed to charge their account up to (-\$13.00). If a student owes more than \$13.00, a Courtesy Meal which consists of a peanut butter sandwich (or cheese sandwich if peanut allergy on file), fruit or vegetable and milk will be provided for \$1.00 until the debt is paid. Middle School students may deny a courtesy meal. Charges are not permitted for ala carte items including extra entrees.
- E. **Low or Negative Balance Reminders:** The School Messenger System provides weekly phone calls and emails for all low (less than \$10.00) and negative account balances. Cashiers may also notify students of their account balance when they purchase their meal. If necessary, the Director of Food and Nutrition Services or Food and Nutrition Service Manager will make a courtesy phone call or mail negative balance reminders to the household. Parents may also receive low balance reminders through EZ School Pay ([www.ezschoolpay.com](http://www.ezschoolpay.com)). Payments for meal accounts do not need to be made through EZ School Pay to utilize this service.
- F. **Collection of Unpaid Debt:** At the end of the school year, all meal accounts (including inactive students that have withdrawn or graduated) with a negative balance of (-\$10.00) or greater with no attempt to satisfy debt will be sent to small claims court.
- G. **Inactive Students:** Inactive student accounts with positive balance will be transferred to a sibling, if applicable, or refunded if greater than \$5.00. You must contact the Director of Food and Nutrition Services for refunds less than \$5.00.
- H. **End of School Year Meal Account Balances:** Funds that remain in active student meal accounts (including negative balances less than (-\$10.00) at the end of the school year will rollover to the next school year.
- I. **Meal Assistance:** Households whose income is at or below established low income levels are eligible for free or reduced meals. Applications may be submitted to the front office of each school at any time throughout the school year. Free and reduced benefits do not carry over each school year, so applications must be re-submitted every school year. Only one application should be submitted per household. Applications will be processed within 10 days of receiving the application. Once the application is processed, households will receive an eligibility letter indicating their approved status. Students are considered "paid" and are responsible for ALL charges accrued until the application is processed.

## **VI. Medical & Health Services**

### **A. Medications Taken at School**

1. No medicine prescribed by a physician shall be given to a student without written consent of the physician **AND** parent.
2. It is the responsibility of the parent/guardian or designated adult to make sure that medications are delivered safely to the nurse. No student, grades K-8, can transfer medicines to and from school.
3. All prescribed medicines must have the pharmacy label on the **CONTAINER**. This includes all medicines, inhalers and epi-pens.
4. Medication must be administered in accordance with the physician's prescription. The dosage cannot exceed the recommendation of the Physicians Desk Reference. Any changes to doses or time of dosage must be given to the nurse in writing and signed by the physician.
5. **ONLY** antibiotics that are prescribed to be given 4 times a day will be given at lunch.
6. Non-prescription medicines (over-the-counter) will be dispensed with parent/guardian written permission. This permission will be for the period of time specified and **NEVER** longer than the current school year.
7. No student is to have **ANY** medication on them. Cough drops and throat lozenges may be brought from home with ECMS Office approval prior to the start of school.
8. Unless other arrangements are made, medications left at the end of the year will be disposed of.

**B. Health Screenings:** Hearing tests are conducted on seventh graders and vision screening 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.

**C. 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.

**D. Infectious Open Wound Policy:** In order to attend classes, all open sores must be covered and cleared from a medical doctor or school nurse prior to attending class or riding the bus.

**E. Open Sore and/or Staph Infection:** Drug-resistant Staph infections can become a problem for some children. Treatment of a skin infection does not always get rid of Staph bacteria in the nose or throat. Even if all of the bacteria were removed from your child during treatment, because other family members may have the staph bacteria in their noses and throats, your child may continue to get the bacteria from contact with the family. Taking medicine for longer periods of time can help remove drug-resistant Staph bacteria from all members of your family. Talk to your healthcare provider about these treatments.

1. Keep your hands clean by washing thoroughly with soap and water or using an alcohol-based hand sanitizer.
2. Keep cuts and scrapes clean and covered with a bandage until healed. Apply antibiotic ointment 3 times per day until the cut or scrape is healed.
3. Avoid contact with other people's wounds or bandages.
4. Do not share personal items such as towels or razors.

**F. PEST CONTROL POLICY:** The Sunman-Dearborn Community School Board has adopted a Pest Control Policy. This policy follows 357 IAC 1-16 Pesticide Use at Schools. We are

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committed to providing a safe environment for students, staff and visitors, one free from exposure to pests and pesticides. Students, parents, guardians, and staff have the right and we have the responsibility to notify you if we apply pesticides on school property. This notification does not apply to the use of the following pesticides: 1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers and swimming pool chemicals; 2) Personal insect repellents when self-applied; 3) Gel baits or manufactured enclosed insecticides when used where students and staff members have no access to the insecticides. Certain pest problems can pose an immediate threat to the health of students or staff. In case of emergencies, notification of pesticide application will be provided as soon as possible following the application. Should you wish to be notified prior to pesticide application at your school (or schools); a form is available from the principal's office. Per Indiana Administrative code, SDCSC will provide notice prior to the date and time the pesticide application is to occur for those who have registered.

### **G. Meningitis**

Dear Parents, Guardians and Students,

One type of meningitis is caused by a bacterium called *Neisseria meningitidis*. Infections caused by this bacterium are serious, and may lead to death. Symptoms of an infection with *Neisseria meningitidis* may include a high fever, headache, stiff neck, nausea, confusion and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs and even death. The bacteria are spread from close person to person contact through the exchange of nose and throat secretions, by activities such as kissing or sharing eating or drinking utensils. The bacteria are not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There are two vaccines that can help prevent cases of this disease in teens and young adults. The United States Centers for Disease Control and Prevention (CDC) recommends vaccination of children with the meningococcal conjugate vaccine (Menactra and Menveo) at 11 or 12 years of age, with a booster dose of the vaccine at 16 years of age. The booster dose at age 16 provides ongoing protection from the disease after high school. The state of Indiana requires all students in grades 6-12 to have the appropriate number of meningococcal conjugate vaccine doses. One dose of meningococcal conjugate vaccine is required for all students in 6<sup>th</sup> -11<sup>th</sup> grade. A second booster dose is required for students entering 12<sup>th</sup> grade. These vaccines are a legal requirement for school entry (Indiana Administrative Code 410 IAC 1-1-1) for the 2018-2019 school year.

All students in grades 6-12 must have acceptable documentation of required immunizations on record at the school they are currently attending. An acceptable record includes a signed record from the child's health care provider indicating the name of the vaccine given and the date it was given, a record of the immunization in the state immunization registry (CHIRP) prior to the start of the school year, or a record from another school showing the required immunizations have been given. Many local health departments and private healthcare providers offer this vaccine. Please contact your health care provider for specific instructions regarding your child.

More information about meningococcal disease can be found at:  
The Centers for Disease Control and Prevention (CDC) website:

<http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

IN State Department of Health website:

<http://www.in.gov/isdh/25455.htm>

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### **VII. Corporation Drug Testing Policy**

#### **Philosophy**

We believe that the primary goal of education in America is to prepare young people for effective participation in our democratic society. This participation entails the mental, social, physical, emotional and moral development of each. In order to meet this challenge, we at East Central Middle School believe that the efforts of all facets of the community are needed, including the student, parents, home, community, school and agencies, as well as, local, state and federal governments. The total school, home, and community must cooperate to provide an environment which encourages self-respect, respect for others, scholastic achievement and appropriate self-direction. The school and community must exhibit genuine concern for each individual youth and act as models of good citizenship. They must also ensure that the school curriculum, extracurricular activities, teaching methods, materials and equipment are varied and extensive enough to meet the needs, interests, and abilities of all students. East Central Middle School is a comprehensive high school which includes a vast curriculum and wide range of activities. It is our goal to provide an extensive program to help each student achieve their maximum potential and be as prepared as possible to enter their chosen place in society upon graduation. The staff and students of the school must recognize and constantly attempt to fulfill their separate, interdependent roles in the cooperative educational process. It is the role of the staff to teach, guide, assist, and challenge; it is the role of the students to cooperate and pursue their maximum achievement within the realm of their potentials. If all community and school members meet their obligations, we believe that the result will be students who are well-adjusted individuals capable of effectively pursuing their life goals in an ever-changing society based upon democratic principles.

#### **Introduction**

The effective date of this program is July 1, 2017. This program does not affect the current policies, practices, or rights of East Central Middle School with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. East Central Middle School reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

#### **Reasonable Concern**

East Central Middle School has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States, and an increased substance abuse problem in Dearborn and Ripley Counties of Indiana, indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Statistics show that the mission of East Central Middle School has not been realized. Our commitment to maintaining the extracurricular activities in East Central Middle School as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

#### **Purpose**

The drug test program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities, including operating a motor vehicle on school grounds, while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free participation. No students shall be expelled or suspended from school as a result of any verified "positive" test conducted by his/her school under this program other than stated therein.

#### **Scope**



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Participation in extracurricular activities is a privilege. This policy applies to all East Central Middle School students in grades 7-8 who wish to participate in extracurricular activities that are listed in a current student handbook and any other school sponsored extracurricular activities not listed. For the purposes of this policy extracurricular is defined as any school sanctioned activity the student participates in which they do not receive a grade. Since operating a motor vehicle is also considered a privilege, and affects the safety of others, this policy also applies to any student who operates a motor vehicle on school property.

### **Drug Education**

The sponsor or coach of each extracurricular activity will require the attendance of all prospective participants at one or more drug education sessions. Each prospective participant shall receive a copy of this policy and the policy will be explained to them at this time. An educational presentation will also be made to educate the students about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

### **Consent Form**

It is MANDATORY that each student who participates in extracurricular activities, sign and return the "consent form" prior to participation in any extracurricular activity. Failure to comply will result in non-participation. Each extracurricular participant shall be provided with a "consent form", a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In addition, parents/guardians can voluntarily register their child to participate in the random drug testing program if the student does not participate in extracurricular activities at East Central Middle school by complete the "consent form". In so doing, the student is agreeing to participate in the random drug testing program at East Central Middle School.

### **Testing Procedures**

1. The selection of participants to be tested will be done randomly by the principal/administrative designee, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing.
2. No students will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
3. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
4. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he/she is no longer eligible for any extracurricular activities. In addition, the parent/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
5. All specimens registered below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a head strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, another specimen must be given by the student.
6. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extracurricular activities" for the remainder of the school year. This will be reported to the parent/guardian.

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7. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.
8. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also "performing enhancing" drugs such as steroids may be tested.
9. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

### **Chain of Custody**

1. The certified laboratory will provide training and directions to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.
2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker.
3. Before the student's urine is tested by the laboratory, students will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.
5. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to retest.
6. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide the urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
7. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/administrative designee.
8. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container; instead, the student's random identification number will appear on the container. Also the results sheet for the urinalysis will be mailed back to the principal/administrative designee with no name attached; only the student's random identification number will appear on the results sheet.

### **Test Results**

1. This program seeks to provide needed help for students who have a verified "positive" test. The students' health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities or operating a motor vehicle on school property.
2. The principal/administrative designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.
3. If the test is verified "positive", the principal/administrative designee will meet with the student and his/her parent/guardian at the school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact to help. If a

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counseling program is available through the school corporation at the time of a verified “positive”, the student will be referred to complete the school-sponsored program. The student will be prevented from participating in extracurricular activities or operating a motor vehicle on school property until after a “follow up” test is requested by the principal/administrative designee and the results are reported.

4. A “follow up” test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this “follow Up” test is negative, the student will be allowed to resume extracurricular activities and operate a motor vehicle on school property. If a student was referred to a counseling program by the school corporation, the student must also complete the counseling program to be allowed to resume extracurricular activities and operate a motor vehicle on school property. If a second “positive result” is obtained from the “follow up” test, or any later test of that participant, the same previous procedure shall be followed. In addition, East Central Middle School reserves the right to continue testing at any time during the remaining school year any participating student who tested “positive” and did not make satisfactory explanation.
5. Information on a verified “positive” test result will be shared on a “need to know” basis with the student’s coach or sponsor. The results of “negative” tests will be kept confidential to protect the identity of all students being tested.
6. Drug testing result sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/administrative designee have access to.
7. A positive result from nicotine will not be considered a violation in the case of a student who operates a motor vehicle on school property and does not participate in any extracurricular activities. This sentence shall not be interpreted to allow students to use or possess tobacco products on school property.

### **Financial Responsibility**

1. Under this policy, Sunman-Dearborn Community Schools will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial “follow up” drug tests. (Once a student has a verified “positive” test result and has subsequently tested negative from a “follow up” test, any future “follow up” drug test that must be conducted will be paid for by the student or his/her parent/guardian.)
2. A request on appeal for another test of a “positive” urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

### **Confidentiality**

Under the drug testing program, any staff, coach, or sponsor of East Central Middle School who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in a case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the East Central Middle School commitment to confidentiality with regards to the program.

### **Other Rules**

Apart from this drug testing program, East Central Middle School Athletic Department and the coaching staff of each sport have their own training rules and requirements as listed in the board approved East Central Middle School student handbook. Coaches have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team will be subject to the consequences as defined in those rules and requirements.

In addition, East Central Middle School extra-curricular and co-curricular activities and the sponsor of each activity have their own training rules and requirements. Sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of an activity will be subject to the

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consequences as defined in those rules and requirements. Any student banned from participating in a co-curricular performance such as band or choir, will be given an alternate assignment to earn credit for the activity without detriment to their grade.

### Positive School Drug Test

1st Offense - Suspended 25% of season.

2nd Offense - Suspended 50% of season.

3rd Offense - Suspended 365 days after failed test.

\*\*\*Punishment will be directed by the Athletic Director.

## VIII. Co-Curricular Activities Information

### A. ECMS Offerings:

#### 1. Inter-School Student Athletic Programs

- a) Basketball (7-8)
- b) Cheerleading (7-8)
- c) Cross-Country (6-8)
- d) Football (7-8)
- e) Golf (7-8)
- f) Swimming (6-8)
- g) Track (7-8)
- h) Volleyball (7-8)
- i) Wrestling (6-8)

#### 2. Clubs & Organizations

- a) Academic Team (6-8)
- b) Dance Team (6-8)
- c) FCCLA (6-8)
- d) FFA (6-8)
- e) Jazz Ensemble (6-8)
- f) National Junior Honor Society (6-8)
- g) Show Choir (7-8)
- h) Student Council (6-8)
- i) Unity Group (6-8)
- j) Yearbook (6-8)

**B. Eligibility:** Students enrolled in either a private school or home school will only be eligible to participate in sports at East Central Middle School if the enrolled school does not offer the sport. Athletes must be students first. If an athlete receives two failing grades in any one grading period, including progress reports, he/she will be ruled ineligible for the next grading period unless he/she wishes to participate in the Athletic Academic Probation Program (see below). Any student retained in their present grade because of academic failure will be ineligible for the first grading period and eligibility will be reviewed by the Athletic Director. In order to be eligible for participation in any East Central Middle School extra-curricular event, students must:

1. Be enrolled in either a private school or home school.
2. Receive no more than one F in the previous grading period.
3. The sport is not offered at the school in which the student is enrolled.
4. The coach is not required to conduct tryouts and cut participants.
5. Additional private, parochial, or home school students will not increase transportation costs.

**C. Physical Form:** To participate in school affiliated athletics a state-approved physical form must be filled out completely, and signed by parent, student and physician and turned in.

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The physical form must be dated correctly for each new school year. Blank forms can be found in the ECMS front office or on our website.

- D. Student Extracurricular Code:** East Central Middle School has adopted the Student Code as the guideline and governing method of promoting and maintaining various goals and objectives expected of all students involved in extracurriculars. All students involved in extracurriculars are students first with all regulations, policies, and school rules applying. The Athletic Code is basically an extension of those school rules. The students must understand this Code is in effect at all times, not just during the season in which they are participating, but from the time they become a student involved in extracurriculars and until they leave the Sunman-Dearborn Community Schools. Students will be deemed to be in violation of the Code if they are found to have violated school rules as stated in this student handbook. East Central Middle School has set various objectives and goals as guidelines for positive behavior and actions in the extra-curricular programs. All students and observers will be expected to work with others, develop a positive sense of sportsmanship and competition, be punctual, be responsible, set a good example for others, represent yourself, your team, your school and your community in a positive manner, keep school work, grades, and academics a priority, appreciate and enjoy being an East Central Middle School student.
- E. Student Extracurricular Academic Probation:** Student athletes that wish to participate in a sport who have received two failing grades in the previous grading period will be placed on Athletic Probation. Students will remain on probation until the next midterm grading period. The student will be permitted to practice ONLY. If a student has two failing grades at a mid-term, they will be on Academic Probation. In order to play during “Academic Probation”, the student will be responsible for printing their grade checks and giving them to the Athletic Director on game day to determine eligibility. The grade checks will only be accepted from the school-based grade system, NO WORD OF MOUTH. If at that time the student athlete has less than two failing grades, they will be eligible to participate in all activities; however, for the remainder of the probationary time students must continue to present grade checks on a weekly basis to the Athletic Director. Participants in this program are expected to attend all practices and required activities as set forth by the coach. No refunds will be issued. While on Academic Probation, if the student-athlete exceeds (2) failing grades, they will be removed from the team for the remainder of the season.
- F. Violations:** If a student-athlete is found to be in violation of the ECMS Student Handbook and receives ACDC or OSS punishment they will also be subject to the following:
- 1. ACDC/OSS:** 1+ game(s)/event(s), not including game(s)/event(s) missed during any suspension.
  - Multiple infractions will be reviewed by the ECMS Administration and ECMS Athletic Director w/ possible removal from given sport(s) / activity(s) for the remainder of the season or entire school year could occur.
- G. Inherent Risks:** All activities have inherent risks. Athletics have certain possible inherent risks associated with them that could be sustained during participation in games, matches, training, meets, and practices. It is understood that the school recommends student insurance be taken out by each participant. Participants/parents are aware that injuries may occur during athletics and that the participant/parents assumes the risk and financial responsibility for such injuries.

## IX. Attendance Information

### A. State Law Regarding Attendance:

#### 1. Compulsory Attendance Law

- An individual is required to attend school from the fall term the individual becomes seven years of age until the date on which the individual graduates, legally withdraws or reaches at least eighteen years of age.
- A child commits a delinquent act when failing to attend school as required by law and is within the jurisdiction of the Juvenile Court. A child who is habitually absent from school may be reported to the Juvenile Court. Juvenile Court proceedings can result in probation, out-of-home placement, community service, psychological services and/or curfew.
- It is unlawful for a parent/guardian to fail, neglect or refuse to send his or her child to school in compliance with this law.

#### 2. Educational Neglect

- Indiana Juvenile Law categorizes educational neglect within the scope of child neglect. Neglect is the impairment or endangerment of a child's physical or mental condition as a result of the inability, refusal or neglect of the parent/guardian to supply the child with necessary food, clothing, shelter, medical care, education, or supervision.
- A person who knowingly or intentionally deprives a dependent of the education required by law commits Neglect of a Dependent, a Class D felony. This law does not require that a person intend for the child not to receive an education, only that he or she knows that there is a high probability that his actions or inactions are preventing the child from getting an education. Such a violation is punishable by up to three years confinement and a fine of up to \$10,000.

### B. Excused Absences: The following are recognized as exceptions and are considered an "excused absence" that do not count against the student's school attendance:

1. Doctor / Physician Medical Note
2. Funeral/Death in the immediate family service as a page or honoree of the general assembly or helper to a political candidate
3. court appearance
4. service in active duty with the National Guard (for not more than 10 days)
5. exhibit or participate in the Indiana State Fair to educational purposes
6. or any other scenario that is approved by ECMS Administration

### C. "Parent/Unexcused" Missed Days Policies:

1. Students receive **EIGHT** "Parent/Unexcused" days per school year.
2. Once a student has accumulated (8) "Parent/Unexcused" days, they will be placed on an attendance contract for the remainder of the school year.
3. Once the student has accumulated (8) "Parent/Unexcused" days, truancy paperwork will be filed with the local probation office.
4. If a student misses (10) or more days, Indiana law requires the school to contact the local child protective services office.
5. If a student misses (10) or more days, the student could be recommended for expulsion.

### D. General Attendance Procedures:

1. All students will report to their first period class by the 8:12am bell.
2. Attendance is taken each period of the day.
3. When students are absent from school, the parent/guardian may receive an automated phone call informing them of their child's absence.
4. Attendance reminders are mailed home on the 3rd, 5th, and 8th unexcused missed absences.

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5. Upon returning to school, students must bring a note within (3) school days from their parent, guardian, or medical office explaining the reason for the absence so it isn't counted as unexcused.
- E. Attendance Policy for Extra Curriculars:** Any student involved in any extracurricular program who is considered absent for the entire school day will be ineligible to participate that evening unless the absence is a medical excused absence and/or approved by administration. If the morning absence doesn't meet the above criteria and is an unexcused absence, a student must attend school by 12:00pm to participate later that afternoon/evening.
- F. Sign-in / Sign-out:**
1. Students arriving after school has begun must sign-in at the office.
  2. Students who sign-out from the clinic will receive a medical excuse for the rest of that day only.
  3. No student is to leave school early unless excused and signed out at the office. Students must be signed-out by a parent, guardian or person listed on their Health Information Sheet. A photo ID may be required at that time.
  4. Full-day vs. half-day absences are determined by how long a student is present at school.
- G. Pre-arranged Absences:** If such a situation occurs, note the following:
1. The student/parent should submit a request in writing at least two days in advance to the principal.
  2. When approved by the building principal, the guidance department will notify the proper teachers and advanced assignments may be given to the student.
  3. The student is responsible for all school work missed.
- H. Perfect Attendance:** A student must be in attendance for the entire school day. Sign-in/out will exclude a student from achieving perfect attendance.
- I. Tardy to Class:** A student is considered "tardy" if they are not in their classroom when the bell rings. Students have five minutes between classes. Students need to plan their time so they can get a drink, use the restroom, go to their locker, etc.
- The student will face consequences for their 6th (and any thereafter) based on the student handbook. Tardy referrals start over at the semester.

## X. Student Discipline and Conduct

- A. **Student Expectations:** Rules and regulations provide structure and limits, so students may achieve their maximum potential. **A positive school environment is the goal of everyone here at ECMS.** Teachers will handle minor disciplinary offenses within their classrooms/teams through their classroom management strategies. Students who display poor behavior or commit repeat offenses may be referred to the office for disciplinary action.
- B. **In loco parentis:** The school can act in place of parents and is charged with the same rights and duties of parents (In loco parentis). Punishments may be imposed for student misconduct “off school grounds” which is supported by evidence that the student behavior “outside of school” has a detrimental impact on the well being of other pupils, staff, or school activities.
- C. **Investigation of Wrongdoing:** In dealing with student discipline problems, the administration or their designee(s) have the discretion to both control and conduct any and all investigations of incidents as well as any questions on procedure. While the administration or their designee(s) may admit irrelevant or hearsay evidence, they will consider relevance and credibility when weighing the evidence. The administration or their designee(s) reserve the right, however, to limit irrelevant, redundant, or prejudicial evidence. Everyone involved in student disciplinary matters may be questioned by the administration or their designee(s) for further clarification. Student(s) accused of alleged misbehavior will be given an opportunity to respond.
- D. **Search of Student or his/her Possessions:** 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. (1) during the school day or a school event and/or on school equipment and violate a discipline rule that the student has been given notice of; or
  2. (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.
- E. **Bullying Policy:** Every student should feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, nationality, etc. Bullying is a conscious, willful, **repeated**, and deliberately hostile act, intended to inflict pain, discomfort, embarrassment, and/or induce fear through violence, the threat of violence or humiliation. Bullying can be any gesture, written or verbal expression, or physical act that a reasonable person should know will hurt another person, damage a person's property, place another person in reasonable fear of harm to the person or damage to the person's property. Parents/guardians and students should report suspicions of bullying to the school administration immediately. School personnel will investigate all reports of bullying.
1. **Some possible forms of bullying are:**
    - a) Verbal (i.e. name calling, taunting, mocking)
    - b) Emotional (i.e. spreading rumors, manipulation of others)
    - c) Physical (i.e. any form of repeated physical contact that demean or humiliate)
    - d) Cyber or Electronic (i.e. behaviors on social media, email, etc.)
  2. **Ind. Code § 20-33-8-13.5** provides that a school may implement discipline to prohibit bullying *regardless of the physical location in which the bullying occurred*, if:
    - (1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and



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(2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

\*Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes intervention(s), restoration of a positive climate, and support for the victims and others impacted by the bullying when necessary.

- F. **Discipline Jurisdiction:** ECMS has jurisdiction over its students during the school day and while going to and from school on provided bus transportation. Students are technically “at school” from the time they get on the morning bus until the time they step back into their house or private ride in the afternoon. This jurisdiction includes any activity during the school day, “on school grounds,” or attendance at any school-related function (regardless of time or location) as well as any other school related misconduct (regardless of time or location). Disciplinary action may be taken when activities outside of school (including social network websites and other electronic communications) interfere with the educational process.
- G. **Criminal Organizations:** Criminal organization activity is strictly prohibited. Criminal organization activity is when a student knowingly or intentionally actively participates in a criminal organization, and/or knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.
- H. **Stay Safe, Speak Up Reporting Service:** Easily report anonymously tips on bullying, harassment, drugs, vandalism or any safety issue you’re concerned about. Safety is one of our district’s top priorities. We use Stay Safe, Speak Up, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration three different ways. More information, including the Stay Safe, Speak Up Terms of Use and Privacy Policy, is available online at <https://staysafespeakup.app/Welcome/district/SDCSC>.
  - 1. Phone: (866) 547-8362
  - 2. Mobile App: Search for Stay Safe. Speak Up! on the App Store or Google Play
  - 3. Web: <https://staysafespeakup.app/Welcome/district/SDCSC>
- I. **Behavioral Interventions:** the following actions may be taken in discipline matters:
  - 1. **Guidance Recommendation**
  - 2. **Warning**
  - 3. **Lunch Detention:** Assigned during lunch (students will bring their food to detention)
  - 4. **After-School Detention:** Assigned on Friday from 3:00-4:00pm
  - 5. **Friday School Detention:** Assigned on Friday from 3:00-6:00pm
  - 6. **In-School Suspension:** Students receive ISS for specified disciplinary infractions. Students are issued scheduled and supervised restroom and lunch breaks. Failure to complete assigned course work will result in additional days in ISS, OSS or ACDC, at the discretion of the principal and/or assistant principal.
  - 7. **ACDC (Alternative Classroom):** The Alternative Classroom for Dearborn County (ACDC) is an alternative to suspension program that will serve the needs of all of the secondary schools in Dearborn County. Students who commit serious infractions may be assigned to ACDC from 1-10 days, rather than out-of-school suspensions. During the time of the ACDC assignment, students will be required to complete all assignments for full credit and perform community service activities under the direction and supervision of the Community Corrections Department. Students are responsible to turn in completed assignments upon their return to the home school or upon completion of the ACDC duration. Transportation to and from ACDC is the responsibility of the parent or guardian.
  - 8. **Out-of-School Suspension:** Students may be legally suspended for ten school days if circumstances warrant.

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- (1) *Students who are assigned out-of-school suspension will not be allowed to make up any work which occurred during that period of suspension. Likewise, students will not be allowed to perform or participate in any curricular or extracurricular activities during that period of suspension.*
- (2) *Students under OSS are not to be on school property at any time for any reason unless proper authorization has been received from the principal's office. Students who come on school property during a period of out-of-school suspension are liable for charges of trespassing.*
- (3) *All out-of-school suspension days are unexcused absences; however, they will not be counted toward further disciplinary action as outlined in the attendance policy.*

**9. Recommendation for Expulsion:** Removal of student from school for a period exceeding ten days. A student may be expelled for unlawful activity on or off school grounds if the activity interfered with an educational function or school purpose or if the removal of the student is necessary to restore order or to protect the safety of persons on school property. Expelled students may be required to complete supplementary instruction in order to avoid retention for the upcoming school year as determined by the principal and/or assistant principal. There are two general grounds for expulsion or suspensions; student misconduct and substantial disobedience.

**J. Administrative Waiver:** Any step may be waived for a violation if the administration deem necessary. The administration has made every attempt to develop rules and regulations in the Student Agenda that addresses most of the situations that may occur at East Central Middle School. If a situation occurs which is not covered, it is the responsibility of the administration to take prudent and responsible action to protect the educational process from disruption and/or the safety and welfare of students and staff in the middle school building. All school rules apply at extracurricular activities.

**K. Discipline Infractions:** we use a progressive discipline model where infractions are put into (4) different categories based on the severity of the offense(s). As students incur additional infractions, the consequences increase (i.e. progressive model). See the following pages for the different categories

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### **Category 1 Discipline Code Violations:**

*(These are guidelines, are not all inclusive, and may be lessened or increased as deemed necessary by the administration.)*

#### **CATEGORY 1 VIOLATION: (not all inclusive)**

1. Failing to meet the dress code
2. Public display of affection (i.e. holding hands, hugging, etc.)
3. Failure to comply with cafeteria etiquette or staff requests (i.e. throwing food, leaving a mess, etc.)
4. Irresponsible decision making (i.e. throwing objects, unassigned area, running in the hall, etc.)
5. Profanity or inappropriate language
6. Negative comments, gesture, or acts towards another student (NOT a bullying incident)
7. Irresponsible cell phone usage, Chromebook usage, or electronic device infraction
8. Failure to follow established classroom expectations set forth by the school
9. 6<sup>th</sup>+ tardy to class referral (restarts each semester)

#### **Possible Consequences for violation of CATEGORY 1: (cumulative for school year)**

1<sup>st</sup> Violation: Warning/Reprimand, Demerit, Lunch Detention(s) or After-School Detention(s)

2<sup>nd</sup> Violation: Warning/Reprimand, Demerit, Lunch Detention(s) or After-School Detention(s)

3<sup>rd</sup> Violation: After-School Detention(s), Friday School(s), or In-School Suspension Day(s)

4<sup>th</sup> Violation: Friday School(s), In-School Suspension Day(s), or ACDC Suspension Day(s)

5<sup>th</sup> Violation: In-School Suspension Day(s), ACDC Suspension Day(s)

6<sup>th</sup> Violation: ACDC Suspension Day(s) or Out-of-School Suspension Day(s)

7<sup>th</sup> Violation: Out-of-School Suspension Day(s)

8<sup>th</sup> Violation: Recommended for Expulsion

\*\*\*Students on probation will also be referred to Probation officials

#### **CHEATING**

**1<sup>st</sup> Violation:** Teacher Contacts Parent(s), Referred to counselor, "0" for assignment and documented on the student discipline history.

**2<sup>nd</sup> Violation:** "F" for semester in subject area/class and documented on the student discipline history.

### **Category 2 Discipline Code Violations:**

*(These are guidelines, are not all inclusive, and may be lessened or increased as deemed necessary by the administration.)*

#### **CATEGORY 2 VIOLATION: (not all inclusive)**

1. Bullying/Harassment Incident (oral, written, digital, or insinuated statements that are racial, sexual, religious, or of a general nature that are hurtful or intended to be inflammatory)
2. Purposeful Physical Contact (i.e. running into another student, tripping a student, etc.)
3. Inciting a problem, fight disturbance, or disruption
4. Destruction of property
5. Defiance or disrespect to staff member
6. Possession of lighters, matches, lasers, sharp objects, or other items deemed to be inappropriate
7. Student Social Media posts w/ the content or message deemed a disruption to the learning environment

#### **Possible Consequences for violation of CATEGORY 2: (cumulative for school year)**

1<sup>st</sup> Violation: After-School Detention(s), Friday School Detention(s), or In-School Suspension Day(s)

2<sup>nd</sup> Violation: Friday School Detention(s), In-School Suspension Day(s), or ACDC Suspension Day(s)

3<sup>rd</sup> Violation: In-School Suspension Day(s), ACDC Suspension Day(s), or Out-of-School Suspension Day(s)

4<sup>th</sup> Violation: ACDC Suspension Day(s), Out-of-School Suspension Day(s)

5<sup>th</sup> Violation: Out-of-School Suspension Day(s)

6<sup>th</sup> Violation: Recommended for Expulsion

\*\*\*Students on probation will also be referred to Probation officials

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### **Category 3 Discipline Code Violations:**

*(These are guidelines, are not all inclusive, and may be lessened or increased as deemed necessary by the administration.)*

#### **CATEGORY 3 VIOLATION: (not all inclusive)**

1. The use of or possession of tobacco products on school property
  - School Resource Officer could also write a citation for the use or possession of tobacco related products (i.e. Vape Pen, Juul, etc.) based on the Universal citation: IN Code 7.1-1-3-47.5 (2017)
2. Fighting
3. Possession of pornographic or inappropriate material
4. Any form of sexual harassment (i.e. sexual violence, unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, social media post, or physical conduct of a sexual nature)
5. Theft of school property (restitution will be required if stolen property is damaged or lost) or unauthorized entry or presence in school facilities
6. Fraudulent signatures, alteration of school forms, or giving false information to school personnel
7. Minor damage with intent to vandalize school property

#### **Possible Consequences for violation of CATEGORY 3: (cumulative for school year)**

1<sup>st</sup> Violation: In-School Suspension(s), ACDC Suspension Day(s), or Out-of-School Suspension Day(s)

2<sup>nd</sup> Violation: ACDC Suspension Day(s) or Out-of-School Suspension Day(s)

3<sup>rd</sup> Violation: Recommendation for expulsion

\*\*\*Restitution will be made where appropriate

\*\*\*Students on probation will also be referred to Probation officials

### **Category 4 Discipline Code Violations:**

*(These are guidelines, are not all inclusive, and may be lessened or increased as deemed necessary by the administration.)* **CATEGORY 4 VIOLATION: (under school's jurisdiction) (not all inclusive)**

1. Use or possession of any firearm, knife, explosives, or deadly weapon
2. Possessing, intent, using, distributing, or being under the influence of any alcohol, narcotics, stimulant drugs, inhalants, drug paraphernalia, herbal supplements, or misuse of prescription drugs
  - \*All prescriptions are to be placed in the care of the nurse or designee during the school day
3. Inciting panic (i.e. threatening social media post, violent comment stated)
4. Battery, sexual assault, or flagrant threat on student and/or staff member
5. False fire alarm, bomb threat, 911 calls, or arson
6. Burglary or major theft (to be determined after consultation with local judicial and/or law enforcement)
7. Arson or any major damage with intent to vandalize school property
8. Continuous violation of school discipline policies outlined in all categories

#### **Possible Consequences for violation of CATEGORY 4: (cumulative for school year)**

1<sup>st</sup> Violation: 5-10 Day Suspension and potential recommendation for expulsion

2<sup>nd</sup> Violation: Recommendation for expulsion

\*\*\*Restitution will be made where appropriate

\*\*\*Students on probation will also be referred to Probation officials

### XI. School Transportation Policy

Sunman-Dearborn Community School Corporation expects students to be safe, orderly, and respectful when riding the bus.

- A. **Expectations:** Bus drivers/attendants will clearly communicate expectations and reinforce these expectations appropriately and often. Expectations should be based on the student transportation principles of what is safe, orderly, and respectful. These expectations are provided to all students as the written rules for bus conduct, and they are found in the student handbook.
- B. **Seat Assignments:** Bus drivers/attendants will learn the names of each student and their pick-up/drop-off locations. Students will be assigned seats as part of the prevention step. Assigned seating will help with:
  - a. Ownership of property surrounding the student seat area
  - b. Knowing who is on board for emergency purposes
  - c. Emergency evacuation procedures
  - d. Improved structure, routine and consistency, especially during loading and unloading process
  - e. Seating assignments should have HS students to the rear of the bus then MS students, and Elem. students as far forward as practical
  - f. Bus seating assignments can be changed at any time by the driver or school administration
- C. **School Bus Rules:** On the first day of school, students will receive a written copy of the school bus rules. Students will receive ongoing instruction in safe bus riding procedures. School bus rules will be included in the student handbook, during the registration process all students and parents sign that they have read the handbook. We encourage all parents to review these rules with their children and help instill in their children the importance of safe, orderly, and respectful bus behavior.
  - a. Students should follow the directions of their bus driver/attendant
  - b. Students should be ready for pick up 10 minutes before the bus arrives, waiting in a safe place, clear of traffic, and 12 feet from where the bus stops.
  - c. Students will wait for the bus by remaining safe on the sidewalk. If there is no sidewalk, students will wait in the driveway and/or next to (but not in) the street. Students must wait until the bus comes to a full stop and door opens (Student Pickup Lights Operating: Red Hazards) before boarding or leaving the bus
  - d. If students are required to cross the roadway in front of the bus after the bus has stopped, they will have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
  - e. Students will go directly to assigned seat when entering the bus and keep aisles and exits clear
  - f. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat (safely seated within the compartment) and keep hands to themselves (respectful to others and their personal space).
  - g. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus
  - h. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus
  - i. Students may carry only objects that can be held in their laps
  - j. Students will refrain from using loud voices, profanity, inappropriate language and/or obscene gestures, and respect the rights and safety of others
  - k. Students will not extend head, arms, or objects out of the bus windows or toss or throw items on the bus
  - l. Students will be totally silent at railroad crossings

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- m. Students will stay seated and not block the center aisle until time to get off the bus. The driver/attendant will signal when to get up from the bus seat if you are at your stop. Use classroom voices until the unloading (or loading) process is complete. It is an orderly way to unload and increases safety by minimizing distractions.
- n. Students will help keep their bus clean and in good, safe condition. Students will respect the school property and shall not deface or vandalize the bus or related equipment. Students that violate this rule could be required to pay for the damages

D. **Intervention:** Bus driver/attendants may use the interventions listed below during the intervention step of the process. A minor offense is considered inappropriate or unsafe behavior that may be improved with minor assistance from the driver/attendant.

- **Documentation:** Bus driver/attendant will fill out a Bus Conduct Report and give it to the school the student attends. Principals are to ensure that the office section of the form is filled out and copies are given to appropriate parties (i.e. parents, transportation, owners, drivers) and information is put into the student file.
- **Verbal Reminder:** Bus driver/attendant will remind the student of the bus rule(s) not being followed
- **Seat Reassignment:** A student assigned seat may be changed by the bus driver/attendant when such change may help the student to demonstrate appropriate riding behaviors and/or allow the bus driver/attendant to more effectively monitor student behavior. *(The assignment of seats at the beginning of school is part of the prevention step).*
- **Talk Individually w/ Student:** Bus driver/attendant will talk individually with the student to determine what steps could be taken to help the student demonstrate appropriate and safe riding behaviors.
- **Parent/Guardian Notified:** Bus driver/attendant will complete a Bus Conduct Report Form, which includes written documentation of the student's inappropriate behavior, with all steps taken by the driver/attendant documented on the form. Bus driver MUST also call the parent. This step initiates the formal progressive consequences listed in the table below. As the table shows, repeat offenses can lead to bus riding suspension(s).

**Any or all of the above steps may be bypassed when student actions are illegal or judged by the driver to be unsafe or disrespectful that immediate corrective action is required.**

**Violations that should be considered major offenses include, but are not limited to the following:**

- Throwing objects off the bus
- Fighting (trying to intentionally hurt someone, not pushing or shoving)
- Weapons, dangerous instruments, and/or explosive/implosive devices
- Threats/bullying (verbal and physical threats)
- Drugs (including alcohol, cigarettes, lighters, Vaping, E-cigarettes and vaping products)
- Sexual Harassment

**Such violations should be reported immediately to the Principal and documented. For these types of violations, consequences will be followed per the student handbook, including suspension and possible recommendation for expulsion.**

E. **Consequences:** When student behavior escalates beyond a driver/attendant control, the bus driver/attendant will submit a Bus Conduct Report Form to the school administrator. School administration will assign appropriate consequences based on:

- a. the severity of the misbehavior
- b. number and frequency of the student bus referrals

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### F. Guidelines:

Occurrences	Consequences
1st Referral	Parent Notification via Telephone by the Driver
2nd Referral	Parent Notification via Telephone by School Admin - Warning
3rd Referral	1 Day Bus Suspension - Parent Notification by School Admin.
4th Referral	3 Day Bus Suspension - Parent Notification by School Admin.
5th Referral	5 Day Bus Suspension - Parent Meeting with School Admin.
Additional Referrals	Additional Bus Suspension at the School Admin. discretion; up to bus suspension for the remainder of the school year

The principal may tailor consequences to account for individual circumstances in each situation. The goal of assigning consequences is to bring about the desired student behavior on the school bus and the Sunman-Dearborn Community School Corporation administration supports any consequence that achieves that goal.

## XII. Misc. Information

- A. **Nondiscrimination and Access to Equal Educational Opportunity:** The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. The Board also does not discriminate on the basis of Protected Classes in its employment practices as they relate to students, and does not tolerate harassment of any kind. Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation. Educational programs shall be designed to meet the varying needs of all students. The following person is designated to handle inquiries regarding the non-discrimination policies of the Corporation or to address any complaint of discrimination:

**Mary Ann Bailes**  
**Sunman-Dearborn Community School Corporation**  
**1 Trojan Place, Suite B**  
**St. Leon, IN 47012**  
**(812) 623-2291**

- B. **Civil Rights Assurance of Equal Opportunity and Nondiscrimination Statements:** East Central Middle School / Sunman-Dearborn Community Schools has a policy of providing equal opportunity. All courses are open to all students regardless of religion, race, color, sex, handicapping conditions, or national origin, including limited English proficiency. Educational services, programs, instruction, and facilities will not be denied to anyone in the East Central Middle School or the Sunman-Dearborn Community Schools as the result of his or her race, color, sex, handicapping conditions, or national origin, including limited English proficiency. For further information, clarification, or complaint, please contact the following persons:
- Title IX (Gender Equality) Coordinator
  - Section 504 (Special Education Rights) Coordinator
  - School administration, East Central Middle School
- Any other information concerning the above policies may be obtained by contacting the corporation superintendent.

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- C. **Family Educational Rights and Privacy Act:** The Family Educational Rights and Privacy Act (FERPA) affords 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. Parents or eligible students should submit to 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.
  2. The right to request the amendment of the student’s education records that the parent of reliable student believes is inaccurate. 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.
  3. 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.
    - a) 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**
- D. **Anti-Harassment (Policy 5517):** It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to



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end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action. For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board. For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property). The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

1. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
2. Filing a malicious or knowingly false report or complaint of harassment.
3. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

You may access this entire policy by going to [www.sunmandearborn.k12.in.us](http://www.sunmandearborn.k12.in.us), click on School Board, click on Board Policies, click on Bylaws & Policies on the left side of the screen, click on 5000, click on 5517. If you would like a hard copy mailed to you please contact the Director of Financial Operations at 812-623-2291. If you need to report harassment at a building level, please contact the Principal/Compliance Officer. If you need to report harassment at the corporation level please contact the Director of Financial Operations at 812-623-2291.

### **E. AHERA Rule 40 CFR 763:**

The Asbestos Hazard Emergency Response Act (AHERA) of 1986, requires that the employees, participants, and students attending our schools be informed of the presence of any asbestos containing materials in the facilities of the Sunman-Dearborn Community School Corporation. The information provided below is a result of federal, state and local inspections. The asbestos present in the High School is contained within the fuse hoods in the science labs. The material is in a manageable condition and will not cause a hazard to the occupants of the building. The asbestos present in the Middle School is contained within the fume hoods in the science rooms. The material is in a manageable condition and will not cause a hazard to the occupants of the building. A management plan has been written and approved for the control and elimination of these materials. Each building has such a plan of file. ***As part of this management plan, an inspection of all asbestos-containing materials is conducted by Antesco, Inc. every three years with the last being done on April 28th, 2020. Additional re-inspections are conducted twice each year by the school corporation.*** Should you have questions regarding the management plan or health risks that might be caused by the presence of asbestos, contact the Director of Support Services at the Central Office or your building Principal.

- ### **F. Student Records (Policy 8330):**
- Revised Revisions to Policy 8330 are recommended to address the release of educational records in health and safety emergencies and coordinate compliance with the Family Educational Rights and Privacy Act, 20 U.S.C. 1232G and its implementing regulations at 34 C.F.R. Part 99 ("FERPA") and Indiana Code 20-33-7-4.